

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

January 26, 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 December 15, 2015***
- III. Appearance of Citizens and Introduction of Guests
- IV. Written Communications
 - College Activities Report
 - Personnel Update
 - Construction Report
- V. Special Reports
 - A. Report of the President
 1. College Spotlight – Student Engagement – A Co-Curricular Adventure - Alex Berry
 - B. Report of ICCTA
 - C. Report of Student Trustee
 - D. Report of Agreements/Contracts signed by President Saunders for the month of December 2015

- VI. Executive Session (IVORY COLOR)
- VII. Consent Agenda (PINK COLOR)
 - A. ***Full-Time Employment***
 - 1. Christopher Senger – Full-Time Tenure Track Electrical Systems Instructor – effective January 11, 2016.
- VIII. Old Business (BLUE COLOR)
 - A. ***Recommendation for Legal Representation Agreement***
- IX. New Business (IVORY COLOR)
 - A. ***Consideration and Action on Retaining Bond Underwriter and Bond Counsel***
 - B. ***Recommendation for Auditors***
 - C. ***Disposition of Tanker Trailer***
 - D. ***Recommendation to Contract with Architects***
- X. Board Policies, Proposals, and Changes (YELLOW COLOR)
 - A. Section 3 – Personnel – First Reading
- XI. Financial Report (GREEN COLOR)
 - A. ***Treasurer's Report and Financial Statement (WHITE COLOR)***
 - B. ***Bills for Ratification***
- XII. Items from the Board
- XIII. Adjournment

Bold and Italics Denotes Action Items

BOARD BOOK ANNUAL CALENDAR

JANUARY 2016

Reports

Consent Agenda

College Legal
Contractual Agreements

New Business

FEBRUARY 2016

Reports

Consent Agenda

Recommendation for
Approval of Tuition

New Business

Recommendations for
Tenure

Recommendation for
Approval of Fees

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

Strategic Plan 2015-2018

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
RAMP

Resolution Transferring
Earnings

Review of Minutes of Previous
Executive Sessions

Other

ICCTA Annual Convention

BOARD BOOK ANNUAL CALENDAR

JULY 2016

Reports
Consent Agenda
Other

AUGUST 2016

Reports
Institutional Year Book
Program Review
Presentation
Consent Agenda

SEPTEMBER 2016

Reports
Consent Agenda
Annual Foundation Board
Meeting

OCTOBER 2016

Reports
Consent Agenda

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

Strategic Plan Quarterly
Update

NOVEMBER 2016

Reports
Audit Presentation
Consent Agenda
**Calendar of Regular
Meetings of Board of
Trustees**

Old Business

Financial Report

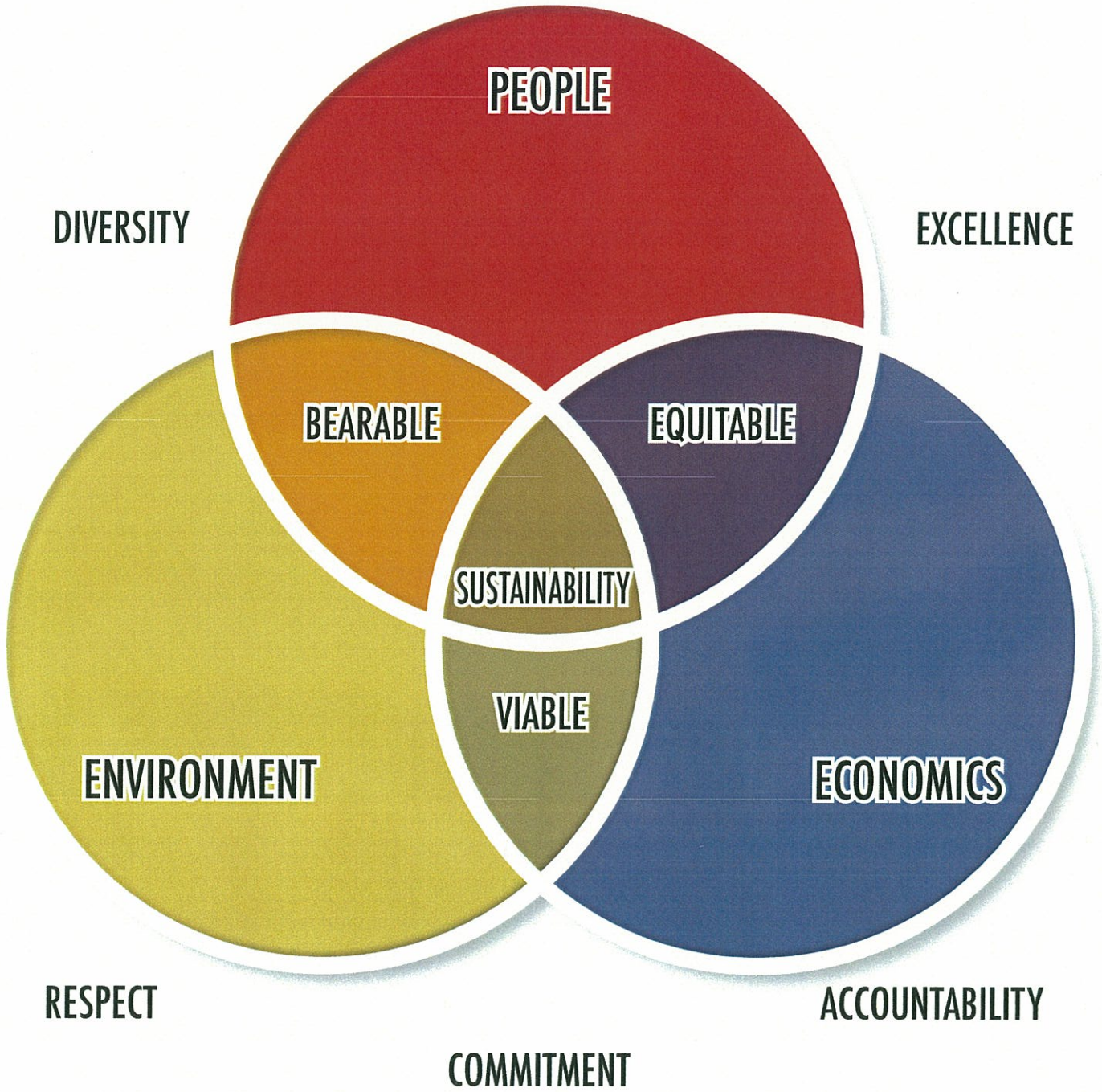
DECEMBER 2016

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 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 Scorecard

L1 Institutional Balanced Scorecard

Annual Priorities

Dashboard

Implementation and Performance

Public Accountability

Implementation and Performance

Public Accountability

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

2015 Strategic Plan Priorities

Goal 1: Elevate Teaching and Learning Standards.

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

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

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

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

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

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

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

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

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

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

Goal 2: Foster Student Success and Completion.

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

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

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

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

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

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

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

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

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

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

Goal 3: Create and Advance Workforce Development Partnerships.

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

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

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

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

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

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

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

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

4. Highlight faculty and student awards and recognitions.

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

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

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

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

Goal 4: Ensure a Sustainable Organization.

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

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

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

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

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

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

Strategy D: Identify and secure alternative revenue streams.

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

Strategy E: Align facility utilization with established program needs.

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

CONVENING OF THE REGULAR MEETING

MINUTES OF THE REGULAR MEETING ON DECEMBER 15, 2015

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

December 15, 2015

CONVENING OF THE MEETING

Call to Order The regular meeting was called to order at 5:33 p.m. Tuesday, December 15, 2015, in Conference Room E181 by Chairman Campbell. Chairman Campbell also recited the College Vision, Mission, and Core Values.

Roll Call

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

Trustees Absent: None

Also present: Dr. Gayle Saunders and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of November 17, 2015, had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of November 17, 2015. Dr. Osborne seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Saunders welcomed Chris Lusvardi from the Herald and Review, and Ryan Huffer from WSOY.

WRITTEN COMMUNICATIONS

College Activities Report:

- The College will be closed for the Holiday Break starting December 23rd at 5:00 p.m. and will re-open on January 4, 2016
- Spring Registration resumes on January 4, 2016
- Spring First Week Activities will be held the week of January 11 – 15, 2016
- The College will be closed to observe Martin Luther King, Jr.'s birthday on January 19
- First day of Spring Semester – January 20, 2016

- The next Board of Trustees meeting will be on January 26, 2015 (the 4th Tuesday of January)

Personnel Update

Retirements, Resignations, and Terminations

- Paula Morrell, Secretary, Continuing and Professional Education, effective December 9, 2015
- Sharon Sims, Secretary, Part-time, Partners in Education, effective December 31, 2015
- Renee' Stivers, Director, Partners in Education, Economic Development and Innovative Workforce Solutions, effective December 31, 2015

Construction Report

Greg Florian provided a report of the construction hold on the Student Success Center. The contractor has agreed to close up any openings, run heat, and clean up the site until notification is received from the Capital Development Board about authorized state funding.

The engineering firm has been contacted and the initial design work has been initiated for the Ag/Maintenance Building Boiler Replacement. Once the project is developed and a budget established, the project will be presented to the Board of Trustees for approval as a Protection, Health, and Safety Project and then submitted to ICCB for approval.

SPECIAL REPORTS

REPORT OF THE PRESIDENT

1. The Nurse Pinning Ceremony was held on December 11th. There were 18 nurses pinned at a ceremony in the Shilling Auditorium. Several hundred family and friends were in attendance.
2. The annual Art Bazaar was held showcasing jewelry, paintings, ceramics, and photographs created by our talented students.
3. Richland celebrated its twentieth year of the Classic Christmas story – The Nutcracker. The community enjoyed this holiday tradition that was performed by a number of our Faculty, Administrators and their families.
4. Bistro Five Thirty Seven recognized its 6,500th diner patron at the Culinary Institute Holiday Dinner.

5. Security Director, Aarron Cook held a Shelter-In-Place drill allowing students and staff to learn what to do and how to respond if they are given the order to shelter-in-place.
6. Finals came to a close and the Office of Student Engagement coordinated several events designed to relieve the student's stress, including the traditional cookie bake off celebration.
7. The Horticulture Capstone Course students presented their landscape designs. This year included Bistro Five Thirty Seven, a Residential Landscape Design, a Large Acreage Estate, and a Small Farm, Orchard, and Pumpkin Patch.
8. A number of clubs collected new or gently used clothing, outerwear and toys to donate to the Salvation Army and Oasis Day care.
9. The Illinois General Assembly passed legislation that contains federal funding for Career and Technical Education grants (Perkins) and Adult Education. These funds should be received by the end of December.
10. In anticipation of possible tax cap legislation passing the General Assembly in the spring, Greg has been working with David Pistorius from First Mid-State to discover potential opportunities to address long term future fiscal sustainability. The Cabinet and two representatives of the Board met with Dave Pistorius regarding long term financing opportunities/options for the College. Notes from the session will be shared with the Board prior to the Winter Board Retreat scheduled January 22nd and 23rd.
11. We had a very nice evening at South Side Country Club celebrating the holiday season with our Foundation partners.
12. The Richland Community College annual retirees Christmas luncheon was held last week. Dr. Saunders shared, with them, the latest and greatest news about Richland as well as extending her gratefulness to their talents provided through the years at Richland. Retirees have positively impacted the lives of many students.
13. The Winter Board Retreat is scheduled for January 22nd and 23rd and will be held on campus at the Center for Sustainability and Innovation. It was asked that any agenda items be sent to Dr. Saunders.
14. The January Board meeting will move from the third Tuesday to the fourth Tuesday next month, January 26, 2016, to accommodate Board and College schedules.
15. Dr. Gianina Baker presented the annual Strategic Plan Priorities Results Report.

16. Lisa Gregory presented the College Spotlight – Richland Community College 2015 In Review.

REPORT OF ICCTA

None

REPORT OF STUDENT TRUSTEE

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

AGREEMENTS AND CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS

Dr. Saunders signed the Highway Construction Careers Training Program Grant Agreement between Richland Community College and the Illinois Community College Board.

EXECUTIVE SESSION

None

CONSENT AGENDA

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

A recommendation that the Board of Trustees authorize the destruction of the verbatim records of the June 17, 2014 closed session audio tape.

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

OLD BUSINESS

A recommendation to accept Resolution No. 15-1: 2015 Tax Levy, was proposed for adoption to the Board of Trustees.

Dr. Coopriider moved to accept Resolution No. 15-1: 2015 Tax Levy, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

NEW BUSINESS

Authorization Transfer of Working Cash

A recommendation was made to the Board of Trustees to accept Resolution No. 15-2: Transfer of Working Cash Funds.

Bishop Dunning moved to accept Resolution No. 15-2: Transfer of Working Cash, as presented. Prince seconded. Roll call vote being all ayes, Chairman Campbell declared the motion carried.

Contractual Agreement for Presidential Search

A recommendation was made by the Board of Trustees Chairman to approve the Contractual Agreement between ACCT and Richland Community College to conduct the CEO search.

Prince moved to accept a recommendation that the Board of Trustees approve entering into a Contractual Agreement between ACCT and Richland Community College to conduct the CEO search, as presented. Lewis seconded. Roll call vote being all ayes, Chairman Campbell declare the motion carried.

FINANCIAL REPORT

Bills Payable

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

A list of bills paid in the amount of \$1,800,867.80 for November 2015 was distributed to the Board prior to the meeting.

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

REVIEW OF MINUTES OF PREVIOUS CLOSED SESSION

A recommendation for continued confidentiality of closed (executive) session minutes was presented to the Board.

Dr. Coopriider moved the Board of Trustees approve the continued confidentiality of the closed session minutes, as presented. Prince seconded. Voice vote being all ayes, Chairman Campbell declared the motion carried.

ITEMS FROM THE BOARD

Chairman Campbell thanked everyone for their hard work and dedication and wished everyone a Merry Christmas. He also wanted everyone to know that the Board of Trustees will work diligently to find a new president that is as dedicated and committed as Dr. Saunders has been.

ADJOURNMENT

Prince moved and Lewis seconded to adjourn the meeting at 6:44 p.m.

Dr. David Coopriders, Secretary

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

TO: Dr. Gayle Saunders
FROM: Lisa Gregory, Executive Director, Public Information and Chief of Staff ^{kmt}
DATE: January 5, 2016
SUBJECT: College Activities Report

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

January 2016

January 26 FAFSA Workshops
11:00 a.m. & 3:00 p.m. – W142, Main Bldg.

February 2016

February 2, 9, 16 FAFSA Workshops
11:00 a.m. & 3:00 p.m. – W142, Main Bldg.

February 3 Worldwide Youth in Science and Engineering (WYSE)
Competition
8:00 – 1:30 p.m. – Shilling Community Education Center
Approximately 200 high school students in the Richland
District will be participating in specialized testing.

February 4 Richland Community College Blood Drive
10:00 a.m. – 2:00 p.m. – Shilling Salons

February 15 Presidents' Day (College Closed)

February 16 Board of Trustees Meeting
5:30 p.m. – Board Room

To: Dr. Gayle Saunders, President
From: Richard Gschwend, Director, Human Resources
Date: January 7, 2016
Subject: Personnel Update



Retirements, Resignations, and Terminations

Name	Position	Last Day
Ethel Bond	Executive Administrative Assistant, Finance and Administration	12/31/15
Lester Burrell	Program Coordinator, Lincoln Correctional Center	12/31/15

Changes

Name	Position	Start Date
Stacie Hanneken	Secretary, Continuing and Professional Education	01/01/16

New Employee

Name	Position	Start Date
Hannah MacKenzie	Administrative Assistant, Decatur Community Partnership	12/16/15
Patricia Sprague	Prevention Specialist, Decatur Community Partnership	01/12/16

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Dr. Gayle Saunders
From: Greg Florian *Greg*
Date: January 19, 2016
Re: Construction Project Status

Current Construction Projects

Student Success Center – The fire protecting system has been modified and energized to be active during the shut-down period. Security and Maintenance staff are monitoring the facility. Approximately 50% of the work is completed to construct the center. Construction will continue when a State budget is approved and frozen state funds are released.

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

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

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

January 2016

Student Trustee: Donnie Lewis

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

Student Engagement Activities:

- 1/19-1/22: Social Media Contest for Welcome Week
- 2/4: Blood Drive-Shilling Salons
- 2/5: Decatur Goes Red
- 2/9: Saakuma Dancers for Black History Month

Other:

- 1/26: FAFSA Completion Workshops
Tuesdays until February 16th
- 2/12: 2016-2017 Student Government Association Applications
Available



Commitment Respect Excellence Accountability Diversity

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

AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF

December 2015

- 12/10/2015 Dr. Saunders signed the Career and Technical Education – FY 2016 Perkins Postsecondary Subrecipient Grant Agreement.
- 12/10/2015 Dr. Saunders signed the Adult Education and Family Literacy FY 2016 Subrecipient Grant Agreement.
- 12/17/2015 Dr. Saunders signed an agreement between Benedictine University and Richland Community College for the 3+1 Articulation Agreement for the Associate Degree in Nursing Program and Bachelor of Science in Nursing Degree Program.

EXECUTIVE SESSION

Executive Session- January 26, 2016

MOTION FOR CLOSED SESSION

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

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

CONSENT AGENDA

TO: Board of Trustees
FROM: Dr. Gayle Saunders *GS*
DATE: January 26, 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 an item from the consent agenda to be acted upon separately. Supporting documentation for the consent agenda item is attached.

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

- A. Full-Time Employment
 - 1. Christopher Senger – Full-Time Tenure Track Electrical Systems Instructor – effective January 11, 2016

Thank you.

FULL-TIME EMPLOYMENT

To: Dr. Gayle Saunders, President

From: Richard Gschwend, Director, Human Resources



Date: January 7, 2016

Subject: Employment of Full-Time Tenure Track
Electrical Systems Instructor

As requested by Dr. Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions and Richard Gschwend, Director, Human Resources, it is recommended that Christopher Senger be appointed to the position of Full-Time Tenure Track Electrical Systems Instructor.

Mr. Senger earned his Bachelor of Science degree in Electrical Engineering from Southern Illinois University at Edwardsville.

Mr. Senger is currently the owner and operator of Penguin Energy Systems, an engineering firm providing energy services solutions in the areas of building systems, building automation, and lighting control. Mr. Senger brings over twenty-five years of related experience, including electrical engineering and design roles at Bodine Electric, BWC Inc., AURA Systems, and Bridgestone/Firestone in Decatur.

Mr. Senger holds engineering certifications in the areas of electrical systems start-ups and variable motor controls, and is a licensed electrician.

Based on his educational background and experience, it is recommended that Christopher Senger be appointed Full-Time Tenure Track Electrical Systems Instructor, with an effective date of January 11, 2016.

c Dr. Doug Brauer

OLD BUSINESS

TO: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: January 26, 2016
SUBJECT: Legal Representation Agreement – Franczek Radelet PC

Mr. Chairman, Members of the Board, the College is reviewing its legal representation agreements annually, as recommended by the Board.

Franczek Radelet PC focuses on two special areas: labor/employment law and education law. The firm has served the College for more than 20 years and desires to continue this relationship.


Therefore, it is recommended that the Board of Trustees approve the Legal Representation Agreement between Richland Community College and Franczek Radelet PC, with an effective date of January 27, 2016.

Thank you.

c: Greg Florian



MEMORANDUM

To: Dr. Gayle Saunders
From: Greg Florian 
Date: January 13, 2016
RE: Recommendation to Continue Attorney Engagement


The College annually engages Franczek & Radlett to provide counsel on legal matters primarily regarding labor law and employment practices or other areas of the law as needed. The College has sustained a long and positive relationship with this firm and has received quality service.

Franczek & Radlett provides counsel specifically focused on employment matters including labor relations, employment, education, and employee benefits. Richland has utilized their expertise for labor negotiations, arbitrations, and guidance concerning matters pertaining to the College's collective bargaining units. Services also include areas of general employment such as employment contracts, separation agreements, terminations, policy guidance and review, employee benefits, and compliance issues. Franczek has provided creative and effective strategies that support the College's interests. Finally, the firm specializes in educational issues and supports clients best interests when dealing with civil rights claims, equal employment items, FERPA, ADA, and Section 504 clarification.

Annually the firm updates its contractual agreement with the College. For 2016, the services will be provided by Mr. Jeff Nowak at the partner rate of \$330.00 per hour and associate attorneys at \$260.00 per hour which is an increase of \$10.00 per hour.

It is recommended that the Board of Trustees authorize the Administration to continue the services of Franczek & Radlett for legal services, effective January 27, 2016.

NEW BUSINESS

TO: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: January 26, 2016
SUBJECT: Consideration and Action on Retaining Bond Underwriter and Bond Counsel

Mr. Chairman, Members of the Board, attached is a memorandum from Greg Florian, Vice President, Finance and Administration. The College would like to issue Working Cash Bonds to fund the Working Cash Fund to meet ordinary and necessary obligations.

The process to move forward includes the identification of a bond underwriter to conduct the bond sale; bond counsel to assure legal requirements are met, and a timeline for approval prior to March 1, 2016.

The College is recommending First Midstate, Inc., of Bloomington, Illinois, as bond Underwriter and the law firm of Chapman and Cutler LLP, of Chicago, Illinois, to act as bond Counsel for the issuance of the bonds. The College has used the services of both firms for the past three bond issues and has a very good working relationship with each firm.

Therefore, it is recommended that the Board of Trustees authorize the College Administration to enter into a contract with First Midstate, Inc. of Bloomington, Illinois to serve as the Bond Underwriter and Chapman and Cutler LLP to serve as Bond Counsel for the issuance of Working Cash Bonds.

Thank you.

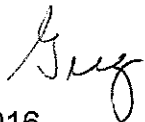
Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

Business Office

To: Dr. Gayle Saunders

From: Greg Florian



Date: January 14, 2016

Re: Consideration and Action on Retaining Bond Underwriter and Bond Counsel


With the continuing uncertainty of the State of Illinois funding for community colleges and the analysis of Richland's cash flow, it has been discussed that one step in addressing the situation is to issue additional Working Cash. The additional debt service will increase the College's debt service base should the impending legislation that establishes tax caps for all taxing bodies be passed. This will provide greater flexibility for future funding scenarios.

It is time to begin the process for this bond sale. The first step in this process is to contract for a Bond Underwriter who will develop and process the required documentation for a bond issuance and Bond Counsel. A Bond Counsel will need to be engaged to assure that the necessary legal requirements are met. This is the same process that was followed in 2010 when the College issued the most recent Working Cash Bonds.

It is recommended that the College engage First Midstate, Inc. from Bloomington, Illinois, as the Bond Underwriter. Similarly, the law firm of Chapman and Cutler LLP, of Chicago, Illinois, is recommended to act as Bond Counsel for the issuance of the bonds. Richland Community College has used the services of both firms for previous bond issues and has a very good working relationship with each firm.

Costs associated with the Underwriter and the Bond Counsel will be included in the total bond issue.

If you have any questions that I still need to address, please let me know.

TO: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: January 26, 2016
SUBJECT: Recommendation for College Audit Services

Mr. Chairman, Members of the Board, attached is a memorandum from Greg Florian, Vice President of Finance and Administration, recommending that the College engage the services of May, Cocagne & King, P.C. for the fiscal years 2016, 2017, and 2018 audit.

May, Cocagne & King, P.C. will conduct an audit of the College's general purpose financial statements at a cost of \$45,200.00 for FY2016, \$46,600.00 for FY2017, and \$48,000.00 for FY2018.

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

Thank you.

Attachment

c: Greg Florian



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Dr. Gayle Saunders
From: Greg Florian *Greg Florian*
Date: January 13, 2016
RE: Recommendation for College Auditor

The Illinois Public Community College Act, Chapter 50, Section 310/2 requires an annual audit of all accounts and funds of the College be made by a licensed public accountant.

The College is on a cycle to review external audit services. A Request for Proposals was issued in November with proposals due in December for the audit of the College's financial statements beginning with fiscal years 2016 through 2018.

Richland Community College received proposals from three auditing firms with the cost for each of the three years as shown in the table below.


Firm	FY16	FY17	FY18	Total	Partner/hr	Manager/hr
May, Cocagne & King	\$ 45,200	\$ 46,600	\$ 48,000	\$ 139,800	\$ 220	\$ 135
Sikich, LLP	\$ 47,150	\$ 48,500	\$ 49,850	\$ 145,500	\$ 275	\$ 170
CliftonLarsonAllen	\$ 51,500	\$ 53,000	\$ 54,000	\$ 158,500	\$ 275	\$ 165

The firms were asked to provide a cost for auditing the College's annual general purpose financial statements including preparation of supplementary schedules required specifically for certain grants. Costs include auditing under OMB Circular A-133 federal requirements as well as federal financial aid requirements. A separate report for the Brush College, LLC component unit is included in the proposals.

May, Cocagne & King (MCK) provided the lowest cost proposal with a "not to exceed" of \$139,800 for the three year period. MCK has previously provided auditing services to Richland and has given continuous service to the Richland Community College Foundation for 18 years. Previous audits performed by MCK were completed on a timely basis and met all general auditing standards.

It is recommended that the Board of Trustees authorize the Administration to engage the services of MCK, P.C. of Decatur, Illinois for the fiscal years 2016, 2017 and 2018 to perform the annual financial audits at a cost not to exceed \$139,800.00.

I am available to answer any questions you may have.

To: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: December 8, 2015
SUBJECT: Authorization to sell tanker trailer donation from ADM Company

Mister Chairman, Members of the Board, attached is a memorandum from Dr. Douglas Brauer, Vice President of Economic Development and Innovative Workforce Solutions, requesting approval of the sale of a tanker trailer donated by ADM Company in 2014.

ADM has indicated support for Richland to sell the tanker vehicle and use the proceeds to purchase a van trailer. Richland has been borrowing an ADM van trailer for the past ten months in order to run multiple simultaneous CDL Class A training classes due to high student demand.

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

It is recommended that the Board of Trustees approve the disposition of the tanker trailer donated to the College by ADM Company.

Thank you.


C: Dr. Douglas Brauer

To: Dr. Gayle Saunders
From: Douglas Brauer
Date: December 8, 2015
Re: Disposition of tanker trailer donated by ADM Company

In support of Richland's growing CDL (commercial driver's license) program, it is requested that the Board of Trustees approve the disposition of a donation from a corporate partner. The requested disposition is to sell, via competitive bid, a tanker trailer donated by ADM Company to Richland Community College. The tanker trailer was originally donated in April 2014 in anticipation of Richland offering tanker vehicle training for ADM employees. However, ADM has since made a business decision to conduct the training on their own site.

Richland has not been contacted by any other companies seeking tanker training. ADM has indicated support for Richland to sell the tanker vehicle and use the proceeds to purchase a van trailer. Richland has been borrowing an ADM van trailer for the past ten months in order to run multiple simultaneous CDL Class A training classes due to high student demand.

It is recommended that the Board of Trustees approve the disposition of the tanker trailer donated to the College by ADM Company.

TO: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: January 26, 2016
SUBJECT: Recommendation to Contract with BLDD for the design phase and
And construction of the Carroll School of Business

Mr. Chairman, Members of the Board, attached is a memorandum from Greg Florian, Vice President, Finance and Administration. The College would like to enter into a contract with BLDD for the proposed design services and construction of the Carroll School of Business.

BLDD has implemented a process for design and development with very positive results. They have offered to work with the College to further develop the process for higher education, particularly, the Carroll School of Business. BLDD will provide services to support collaboration with the College in implementing a Design Thinking process and design a 21st century Business Education environment.

The cost for these front-end design services is estimated at \$40,000.00. However, BLDD will provide the work as an in-kind donation to the Foundation's current fundraising campaign for the Carroll School of Business. In addition, this request engages BLDD as the architects for the design, development, and professional management for the entire project at a fee not to exceed 8% of the construction costs.

Therefore, it is recommended that the Board of Trustees authorize the College Administration to enter into a contract with BLDD of Decatur, Illinois for the professional architectural and engineering services for the construction and renovation for the Carroll School of Business.

Thank you.

MEMORANDUM

FINANCE AND ADMINISTRATION

To: Dr. Gayle Saunders

From: Greg Florian



Date: January 19, 2015

Re: Recommendation to Contract with BLDD for Architectural Services for the Carroll School of Business Project

BLDD is developing a new and innovative process for the design of facilities. They recently have implemented this process with the design and development for a school district in Iowa with very positive results. Because of the success of the new process, BLDD will expand this concept to their higher education clients. BLDD has offered to work with the College to further develop the process for higher education. After further discussion with BLDD, it is apparent that the concept design process will work well for the Carroll School of Business project.

BLDD has proposed to develop the conceptual design using Design Thinking process for the renovation for the new Carroll School of Business. This project includes portions of the 2nd floor of the South Wing as well as a new entry into the space that will be renovated into a 21st century Business Education environment. The process entails the following:

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

Once the summary of the Design Thinking process is complete, BLDD will utilize the information learned to create the final plan and bid documents.


The cost for the front-end design services is estimated at \$40,000. BLDD will provide the work identified above as an in-kind donation to the Foundation's current fund-raising campaign for the Carroll School of Business.

The cost for bid documents and project management will be identified at a later date and will be based on the total project's budget and scope. Those costs will be presented to the Board of Trustees for consideration at that time.

It is recommended that the Board of Trustees authorize the Administration to enter into a contract with BLDD of Decatur, IL for the professional architectural and engineering services for the construction and renovation for the Carroll School of Business project at a fee not to exceed 8 percent of total construction costs.

BOARD POLICIES, PROPOSALS, AND CHANGES

Yellow
Color


TO: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: January 26, 2016
SUBJECT: Board Policy Section 3 – Personnel - First Reading

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

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

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

Thank you.

TO: Dr. Gayle Saunders
FROM: Greg Florian 
DATE: January 26, 2016
SUBJECT: Board Policies – Section 3 – Personnel – First Reading

Mr. Chairman, Members of the Board, Section 3 of the Board Policy manual is presented for first reading. Updates to Section 3 include:

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

be classified as temporary to no more than four months.

3.4.1 – Faculty Promotion in Rank

This change clarifies language to be consistent with the current Collective Bargaining Agreement and practice allowing a full-time faculty to receive tenure and promotion during the same academic year.

3.5.1 – Chronic Communicable Disease

Cleans up language by eliminating the term seniority.

3.5.4 – Whistleblower Protection

The language has been changed to be consistent with the current job titles.

3.5.7 – Conflict of Interest

Adds a new reference to cite the Conflict of Interest section in the Public Community College Act. Specifically adds language including Trustees, employees, officers, and agents of the College to be covered by the policy. This section adds a paragraph that clarifies the reporting lines when a notification of a conflict of interest is presented. These changes are necessary to comply with revised Federal grant regulations.

3.5.11 – Resignation

This newly added language clarifies that an employee should submit an anticipated last day of employment in their letter of resignation.

3.6.4.1 – Salary Overpayment and Corrections

A new citation to be compliant with the Illinois Wage Payment and Collections Act and clarifies that the College requires employees that have been overpaid must return the overpayment to the College.

3.6.5.1 – Holidays

A new paragraph has been added that clarifies the status of holiday campus closing that is the current practice. Specifically, this section states that should a holiday fall on a weekend the holiday will be taken on either the proceeding or succeeding weekday. A section clarifies that the supervisor can alter the work schedule to coincide with the College's hours of operation.

3.6.5.15 – Layoff Status

This newly added section addresses that when an employee is on layoff status, their employee benefits terminate at the end of the month in which their last day of employment falls.

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

A paragraph is added stating that the Board of Trustees has delegated, to the President the authority to administer eligibility to receive employee benefits as specified under the Affordable Care Act.

3.7.2.1.1 – Credit Classes

Modifies the age maximum for a dependent to be eligible to receive a tuition waiver for a credit class so that it is consistent with health insurance benefits. Adds language that the enrollment generated by the waiver cannot be considered when determine whether to run a class.

3.7.2.1.3 – Non-Credit Classes

Removes language and clarifies referencing maximum class size and clarifies that Commercial

Driver's License classes will not be eligible for a tuition waiver.

3.7.2.2.1 – Credit Classes

Removes language that limits the over enrollment of a class due to the part time employee receiving a waiver.

3.1 EMPLOYMENT OF PERSONNEL - Adopted 8/21/90; Revised 2/20/07**3.1.1 "At Will" Employment**

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

3.1.2 Union Represented Faculty

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

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

3.1.2.1 "Just Cause" Standard for Tenured Faculty

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

- (1) incompetence, cruelty, negligence, immorality or when the faculty member is not qualified to perform the services for which that faculty member is employed;
- (2) failure of faculty to attend to his or her duties or to implement, perform or adhere to directives or orders;
- (3) any action by faculty involving willful misconduct or

malfeasance or gross negligence in the performance of his duties;

- (4) conduct of a criminal nature which may have an adverse impact on the College's reputation and standing in the community;
- (5) conviction of a crime involving moral turpitude, including fraud, theft or embezzlement;
- (6) any fraudulent conduct in connection with the business affairs of the College; or
- (7) any other conduct that is substantially harmful to students, other employees or the College itself.

3.1.3 Authority to Hire - 11/18/08

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

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

3.1.3.1 Academic Rank - Initial Placement - Adopted 3/76

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

3.1.4 Background Checks

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

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

3.1.5 Employment of Relatives

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

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

3.1.6 Probation

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

3.1.7 Grievance - revised 12/15/09

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

3.1.8 Return to work SURS annuitants - 1.4.16

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

Earnings Limitations for SURS Annuitants:

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

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

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

In order to provide standardized classifications of employment

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

3.2.1 Executive Staff - 11/18/08

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

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

3.2.2 Administrative Staff - 11/18/08

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

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

3.2.3 Faculty

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

3.2.3.1 Full-time Tenure-Track Faculty

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

3.2.3.2 Full-time Tenure-Track Librarians and Counselors

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

3.2.3.3 Adjunct Faculty

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

3.2.3.4 Temporary Full-Time Faculty

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

College Federation of Teachers Local 4262.

3.2.4 Other Staff

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

3.2.4.1 Adult Education Instructors

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

3.2.4.2 Temporary Part-Time Employees

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

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

3.2.4.3 Temporary Full-Time Employees

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

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

3.2.4.4 Student Employees

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

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

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

3.2.4.5 Contract Employees

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

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

3.2.4.6 Grant-Funded Employees

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

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

3.3.1 Non-Faculty

3.3.1.1 Full-Time Employment

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

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

3.3.1.2 Part-Time Employment

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

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

3.3.1.3 Student Employment

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

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

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

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

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

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

3.4.1 Faculty Promotion in Rank

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

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

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

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

Instructor
Assistant Professor
Associate Professor
Professor

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

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

3.5 GENERAL EMPLOYMENT

3.5.1 Chronic Communicable Disease

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

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

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

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

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

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

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

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

3.5.2 Drug-Free Workplace

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

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

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

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

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

Any employee will be subject to reasonable suspicion drug screening.

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

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

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

3.5.4 Whistleblower Protection

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

I. Scope

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

Definitions

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

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

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

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

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

II. Corrective Action of a College Employee

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

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

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

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

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

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

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

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

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

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

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

3.5.7 Conflict Of Interest

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

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

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

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

3.5.8 Employee Safety and Risk Management

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

- All employees are expected to be alert to the safety risks they may see while performing their job responsibilities and to report such risks.
- Certain employees are required to monitor and report specific safety risks and are expected to familiarize themselves with these duties and to fulfill all assigned duties.

3.5.9 Dismissal of Non-Tenured Faculty

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

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

3.5.10 Corrective/Disciplinary Action

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

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

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

3.5.11 Resignation

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

As a professional courtesy, employees are encouraged to give

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

3.5.12 Abandonment of Position

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

3.6 SALARY AND WAGE SYSTEM - 11/18/08

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

1. Employee Classification and Job Duties
Each position in the College will fit into a classification system, and within the classifications, there will be a job description for each employee or group of employees performing like duties.
2. Job Description
The job description will be reflective of the position and job duties to be performed by each employee.
3. Competitiveness
It is the College's intent to maintain total compensation that is competitive on a local, regional, state, or national basis. Competitive factors considered will be based on the nature of the job, responsibilities of the job, job position in the market place, and value of the job to the institution.
4. Equity
Wage rate compression and equity will be addressed regularly.
5. Ability to Pay
All salary schedules and adjustments or changes to salary schedules will be based upon the College's ability to pay in both the current year and in future years.

6. Total Compensation

Total compensation will include wage and benefit package.

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

3.6.1 Salaried Status - 11/18/08

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

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

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

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

3.6.2 Overtime Pay

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

employee may be required to work overtime.

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

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

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

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

3.6.3 Flex Scheduling

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

3.6.4 Payroll

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

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

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

3.6.4.1 Salary Overpayment and Corrections

The College will follow the provisions of the Illinois

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

3.6.5 Paid/Unpaid Time Off

Paid/unpaid time off for consideration includes the following:

3.6.5.1 Holidays

The College recognizes the following days:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Concurrent Leave. Whenever an employee qualifies for

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

Married Couples Who Work for Richland Community

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

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

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

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

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

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

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

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

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

3.6.5.4 Eligibility for Leave

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

3.6.5.5 Personal Leave

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.6.5.9 Military Leave - revised 11/15/11

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

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

An employee is eligible for the Illinois Family

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

3.6.5.10 Jury Duty

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

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

3.6.5.11 Leave to Vote

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

3.6.5.12 Professional Leave - Adopted 9/10/90.

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

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

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

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

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

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

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

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

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

A staff member taking a professional leave must agree

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

3.6.5.13 School Visitation

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

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

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

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

3.6.5.14 Other Leaves

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

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

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

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

3.6.5.15 Layoff Status

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

3.7 BENEFITS

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

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

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

3.7.2 Tuition/Fees Waivers

3.7.2.1 Full-Time Employees**3.7.2.1.1 Credit Classes - revised 11/15/11**

The College will waive tuition **only** for credit classes for full-time employees and their immediate family defined as the employee's spouse, party to a civil union, and the employee's unmarried children (236 years of age and under). Individuals in 'temporary' classifications are not eligible. If the employee dies and the spouse, party to a civil union, and/or unmarried children are currently enrolled, tuition for credit classes will be waived for an additional semester.

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

3.7.2.1.2 Fitness Center

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

3.7.2.1.3 Non-Credit Classes

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

1. The non-credit course must be exclusively sponsored by Richland Community College, and there can be no shared revenues with third-party organizations or institutions.
2. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
3. ~~Enrollment must not exceed maximum class size.~~
4. Full-time employees will be required to pay for textbooks, handouts, or supplies associated with

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

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

3.7.2.2 Part-Time Employees

3.7.2.2.1 Credit Classes

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

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

3.7.2.2.2 Fitness Center

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

3.7.2.3 Adjunct Faculty

3.7.2.3.1 Credit Classes

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

1. The adjunct faculty member will be teaching at least one credit course during the semester for which the waiver is sought and,
2. Will have taught at least one credit course in a previous semester.

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

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

3.7.2.3.2 Fitness Center

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

3.7.2.4 Retired Employees

3.7.2.4.1 Credit Classes

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

3.7.2.4.2 Fitness Center

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

3.7.2.4.3 Non-Credit Classes

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

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

shared revenues with third-party organizations or institutions.

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

3. Enrollment must not exceed maximum class size.

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

3.7.3 Retirement under State Universities Retirement System Program

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

3.8 SERVICE RECOGNITION

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

3.8.1 PROFESSOR EMERITUS

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

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

retiring faculty who meet the criteria established by the College.

3.8.2 STAFF EMERITUS

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

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

FINANCIAL REPORT

TO: Board of Trustees
FROM: Dr. Gayle Saunders 
DATE: January 26, 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 December 2015 bills paid and approve the Financial Statement to be filed for audit.

Thank you.

Richland Community College
Financial Report
December, 2015

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Richland Community College
Treasurer's Report
December 31, 2015

Fund	Balance 12/01/15	Receipts for Month	Disbursements for Month	Balance 12/31/15	Int. Bearing Accounts	Separate Inv. Instruments
Education Fund	2,012,019.59	1,705,557.18	(2,198,737.73)	1,518,839.04	668,839.04	850,000.00
Oper & Maint Restricted	810,030.36	6,798.16	(64,552.90)	752,275.62	533,986.11	218,289.51
Bond & Interest Fund	240,206.24	22.18	.00	240,228.42	240,228.42	.00
Auxiliary Enterprises	122,432.65	29,600.88	(523.26)	151,510.27	151,510.27	.00
Restricted Purposes Fd	777,772.46	283,915.95	(424,734.99)	636,953.42	115,934.28	521,019.14
Working Cash Fund	5,350,205.28	1,276.69	.00	5,351,481.97	4,351,094.39	1,000,387.58
Trust & Agency Fund	77,748.06	28,719.78	(1.30)	106,466.54	106,466.54	.00
Audit Fund	39,926.45	3.69	.00	39,930.14	39,930.14	.00
Liab, Protect, Settle	818,127.30	1,458.20	(1,354.15)	818,231.35	718,231.35	100,000.00
Totals	10,248,468.39	2,057,352.71	(2,689,904.33)	9,615,916.77	6,926,220.54	2,689,696.23

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

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

-----	Actual Rev 12/31/14	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 12/31/15	%	-----
Fund: 01 Education Fund							
Local Government Sources							

Current Taxes	6,038,962.86	6,048,995.25	99.8	6,090,859.00	6,077,205.56	99.8	
Chargeback	8,143.50	14,658.30	55.6	6,000.00	4,221.90	70.4	
Interest on Taxes	372.70	769.28	48.4	1,000.00	285.00	28.5	

Local Government Sources	6,047,479.06	6,064,422.83	99.7	6,097,859.00	6,081,712.46	99.7	
State Government Sources							

ICCB Credit Hour Grants	490,494.71	1,777,516.28	27.6	1,779,435.00	.00	.0	
ICCB Equalization Grant	12,843.84	75,345.00	17.0	50,000.00	.00	.0	
ICCB CTE Formula Grant	83,506.18	174,932.88	47.7	167,847.00	.00	.0	
Replacement Taxes	172,587.64	459,888.33	37.5	429,250.00	181,236.52	42.2	

State Government Sources	759,432.37	2,487,682.49	30.5	2,426,532.00	181,236.52	7.5	
Student Tuition & Fees							

Tuition-Credit	5,069,450.20	5,227,089.07	97.0	5,573,606.00	5,311,625.31	95.3	
Fees	707,640.97	769,492.06	92.0	866,954.00	790,141.50	91.1	

Student Tuition & Fees	5,777,091.17	5,996,581.13	96.3	6,440,560.00	6,101,766.81	94.7	
Other Revenue/Sources							

Investment Revenue	126.48	1,583.08	8.0	2,000.00	225.57	11.3	
Other Revenue	93,989.28	352,565.01	25.9	349,562.00	94,483.13	26.8	
Transfer In	.00	10,257.75	.0	3,000.00	.00	.0	

Other Revenue/Sources	94,115.76	364,405.84	25.8	354,562.00	94,708.70	26.7	

Total Revenue	12,678,118.36	14,913,092.29	85.0	15,319,513.00	12,459,424.49	81.3	
=====							

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

-----	Actual Rev 12/31/14	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 12/31/15	%	-----
Fund: 02 Operations & Maint							
Local Government Sources							

Current Taxes	878,231.39	879,221.39	99.9	885,589.00	883,135.54	99.7	
Interest on Taxes	53.36	109.81	48.6	500.00	41.38	8.3	
	-----						-----
Local Government Sources	878,284.75	879,331.20	99.9	886,089.00	883,176.92	99.7	
State Government Sources							

ICCB Credit Hour Grants	44,898.90	169,256.72	26.5	156,912.00	.00	.0	
	-----						-----
State Government Sources	44,898.90	169,256.72	26.5	156,912.00	.00	.0	
Student Tuition & Fees							

Tuition-Credit	497,859.08	513,503.96	97.0	545,364.00	517,613.35	94.9	
Fees	.00	.00	.0	.00	53,716.00	.0	
	-----						-----
Student Tuition & Fees	497,859.08	513,503.96	97.0	545,364.00	571,329.35	104.8	
Other Revenue/Sources							

Other Revenue	177,058.34	359,870.68	49.2	354,120.00	179,005.36	50.5	
	-----						-----
Other Revenue/Sources	177,058.34	359,870.68	49.2	354,120.00	179,005.36	50.5	
Total Revenue							
	1,598,101.07	1,921,962.56	83.1	1,942,485.00	1,633,511.63	84.1	
	=====						=====

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

-----	Actual Rev 12/31/14	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 12/31/15	%	-----
Total Operating Funds							
Local Government Sources							

Current Taxes	6,917,194.25	6,928,216.64	99.8	6,976,448.00	6,960,341.10	99.8	
Chargeback	8,143.50	14,658.30	55.6	6,000.00	4,221.90	70.4	
Interest on Taxes	426.06	879.09	48.5	1,500.00	326.38	21.8	

Local Government Sources	6,925,763.81	6,943,754.03	99.7	6,983,948.00	6,964,889.38	99.7	
State Government Sources							

ICCB Credit Hour Grants	535,393.61	1,946,773.00	27.5	1,936,347.00	.00	.0	
ICCB Equalization Grant	12,843.84	75,345.00	17.0	50,000.00	.00	.0	
ICCB CTE Formula Grant	83,506.18	174,932.88	47.7	167,847.00	.00	.0	
Replacement Taxes	172,587.64	459,888.33	30.3	429,250.00	181,236.52	42.2	

State Government Sources	804,331.27	2,656,939.21	30.3	2,583,444.00	181,236.52	7.0	
Student Tuition & Fees							

Tuition-Credit	5,567,309.28	5,740,593.03	97.0	6,118,970.00	5,829,238.66	95.3	
Fees	707,640.97	769,492.06	92.0	866,954.00	843,857.50	97.3	

Student Tuition & Fees	6,274,950.25	6,510,085.09	96.4	6,985,924.00	6,673,096.16	95.5	
Other Revenue/Sources							

Investment Revenue	126.48	1,583.08	8.0	2,000.00	225.57	11.3	
Other Revenue	161,319.42	487,225.29	33.1	484,226.00	162,878.09	33.6	
Transfer In	.00	10,257.75	.0	3,000.00	.00	.0	

Other Revenue/Sources	161,445.90	499,066.12	32.3	489,226.00	163,103.66	33.3	
Total Revenue							
	14,166,491.23	16,609,844.45	85.3	17,042,542.00	13,982,325.72	82.0	
	=====						

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

	Actual Rev 12/31/14	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 12/31/15	%
Fund: 03 Oper & Maint Restricted						
Interest on Investments	.00	442.54	.0	.00	.00	.0
Int on Cash/IL Funds Acc	1,322.97	1,467.11	90.2	1,000.00	221.71	22.2
Gifts/Donations	1,145,000.00	1,492,771.31	76.7	.00	.00	.0
Transfer In	.00	432,278.32	.0	.00	.00	.0
FundBalanceAppropriation	.00	.00	.0	1,175,000.00	.00	.0
Revenue-Misc/OtherSource	.00	31,998.11	.0	.00	.00	.0
Total Revenue/Sources	1,146,322.97	1,958,957.39	58.5	1,176,000.00	221.71	.0
Fund: 04 Bond & Interest Fund						
Current Taxes	2,432,929.77	2,435,644.39	99.9	2,409,953.16	2,392,171.33	99.3
Interest on Taxes	151.86	312.57	48.6	500.00	112.64	22.5
Int on Cash/IL Funds Acc	111.35	137.58	80.9	300.00	183.68	61.2
FundBalanceAppropriation	.00	.00	.0	12,334.84	.00	.0
Total Revenue/Sources	2,433,192.98	2,436,094.54	99.9	2,423,088.00	2,392,467.65	98.7
Fund: 05 Auxiliary Enterprises						
CPED Credit Revenue	179,426.75	408,443.50	43.9	367,500.00	163,526.45	44.5
NonCredit Revenue	77,799.95	129,525.07	60.1	254,818.00	92,105.82	36.1
ContractNoncreditRevenue	18,528.36	52,346.17	35.4	38,731.00	24,085.81	62.2
ICCB Credit Hour Grants	29,663.09	.00	.0	82,356.00	.00	.0
Fitness Tuition	17,892.00	18,396.00	97.3	40,000.00	14,434.00	36.1
Fitness Membership Fees	7,705.00	17,610.00	43.8	15,000.00	6,686.67	44.6
Special Event Revenue	29,002.50	57,438.97	50.5	62,500.00	44,775.35	71.6
Clubs and Organizations	78,585.86	180,434.86	43.6	166,000.00	64,526.62	38.9
Int on Cash/IL Funds Acc	16.69	35.58	46.9	.00	25.57	.0
Shilling Community Cntr	12,367.50	37,326.00	33.1	52,815.00	18,563.75	35.1
Child Care Revenue	41,444.00	93,973.85	44.1	95,000.00	58,587.50	61.7
CCRS Paid Revenue	15,915.83	37,144.10	42.8	38,500.00	4,556.82	11.8
Child Care Transfer Rev	27,000.00	74,242.95	36.4	54,000.00	27,000.00	50.0
Copy Center Fees	23,085.75	39,933.98	57.8	36,000.00	20,015.28	55.6
Gifts/Donations	5,000.00	17,083.00	29.3	.00	.00	.0
Transfer In	.00	65,850.51	.0	96,000.00	.00	.0
Reimbursed Expenditures	.00	.00	.0	65,000.00	47,959.72	73.8
Revenue-Contractual	2,672.50	4,172.50	64.1	1,500.00	3,461.00	230.7
Revenue-Misc/OtherSource	3,589.61	11,260.21	31.9	4,550.00	5,460.35	120.0
Total Revenue/Sources	569,695.39	1,245,217.25	45.8	1,470,270.00	595,770.71	40.5

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

	Actual Rev 12/31/14	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 12/31/15	%

Fund: 06 Restricted Purposes Fd						
Financial Aid	4,019,496.68	7,793,656.63	51.6	7,421,364.00	3,322,782.08	44.8
Interest on Investments	.00	656.58	.0	.00	119.54	.0
Int on Cash/IL Funds Acc	74.59	190.59	39.1	.00	51.07	.0
8th Grade Career-PIE	2,500.00	3,524.67	70.9	.00	.00	.0
College Fair Revenue-PIE	4,620.00	8,008.30	57.7	7,150.00	4,675.00	65.4
PartnersSaluteRevenuePIE	.00	5,735.00	.0	7,500.00	1,500.00	20.0
YouthLeadershipRev-PIE	4,700.00	4,795.00	98.0	6,800.00	6,600.00	97.1
Career On Wheels PIE	.00	379.78	.0	.00	.00	.0
Grants Revenue	422,122.51	1,648,439.35	25.6	1,282,906.25	231,720.88	18.1
Gifts/Donations	23,765.86	63,420.44	37.5	47,780.00	29,530.63	61.8
Contributions-PIE	13,025.00	15,110.00	86.2	15,392.00	1,858.00	12.1
Transfer In	.00	255,605.91	.0	90,287.00	40,286.26	44.6
FundBalanceAppropriation	9,034.81	3,171.92	284.8	80,444.02	1,198.38	1.5
Revenue-Contractual	74,464.21	794,099.96	9.4	183,394.71	.00	.0
Revenue-Misc/OtherSource	9,112.50	33,182.02	27.5	8,625.00	6,850.00	79.4

Total Revenue/Sources	4,582,916.16	10,629,976.15	43.1	9,151,642.98	3,647,171.84	39.9
=====						
Fund: 07 Working Cash Fund						
Interest on Corp Cash	1,079.81	2,467.75	43.8	3,000.00	1,550.24	51.7

Total Revenue/Sources	1,079.81	2,467.75	43.8	3,000.00	1,550.24	51.7
=====						
Fund: 10 Trust & Agency Fund						
Club Revenue	16,493.68	24,094.88	68.5	25,000.00	18,985.00	75.9
Int on Cash/IL Funds Acc	10.60	21.79	48.6	.00	12.87	.0
Transfer In	.00	1,600.00	.0	.00	490.00	.0
Contributions	27,750.00	55,500.00	50.0	50,500.00	25,250.00	50.0

Total Revenue/Sources	44,254.28	81,216.67	54.5	75,500.00	44,737.87	59.3
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Richland Community College
Revenue Summary-Other Funds
For the month of December
1516

	Actual Rev 12/31/14	Actual Rev 06/30/15	%	Budget 1516	Actual Rev 12/31/15	%

Fund: 11 Audit Fund						
Current Taxes	68,277.81	68,358.77	99.9	71,719.00	83,588.86	116.6
Interest on Taxes	4.14	4.32	95.8	15.00	3.35	22.3
Int on Cash/IL Funds Acc	3.55	5.77	61.5	15.00	10.39	69.3
	-----	-----	-----	-----	-----	-----
Total Revenue/Sources	68,285.50	68,368.86	99.9	71,749.00	83,602.60	116.5
	=====	=====	=====	=====	=====	=====
Fund: 12 Liab,Protect,Settle						
Current Taxes	1,354,179.22	1,355,702.09	99.9	1,452,251.00	1,448,752.80	99.8
Interest on Taxes	87.26	175.78	49.6	200.00	67.91	34.0
Insurance-StudentFees	14,264.00	15,304.00	93.2	18,000.00	15,648.00	86.9
Interest on Investments	.00	26.03	.0	150.00	.00	.0
Int on Cash/IL Funds Acc	70.08	159.26	44.0	200.00	212.92	106.5
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Total Revenue/Sources	1,368,600.56	1,371,367.16	99.8	1,470,801.00	1,464,681.63	99.6
	=====	=====	=====	=====	=====	=====

Richland Community College
Expenditure Summary by Major Function
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered Amount	*** %
Fund: Education Fund						
Department of Correction	46,900.00	20,880.00	44.52	.00	26,020.00	55.48
Continuing & Prof Ed	563,064.77	288,126.85	51.17	7,898.84	267,039.08	47.43
Office of Academic Svcs	452,535.00	202,650.41	44.78	209.00	249,675.59	55.17
Business and Technology	137,193.23	72,604.92	52.92	.00	64,588.31	47.08
Liberal Arts	2,313,819.00	1,088,392.40	47.04	726.05	1,224,700.55	52.93
Math, Science & Business	2,165,206.00	1,123,131.53	51.87	3,182.21	1,038,892.26	47.98
Health Professions	2,140,070.00	993,532.28	46.43	6,960.44	1,139,577.28	53.25
Workforce Development	657,537.00	338,800.54	51.53	898.17	317,838.29	48.34
Student Success	1,177,487.00	592,296.43	50.30	.00	585,190.57	49.70
Auxiliary Services	97,849.00	49,727.26	50.82	.00	48,121.74	49.18
Academic Support-LRC	424,590.00	244,749.08	57.64	2,101.32	177,739.60	41.86
Technical Services Supp	385,109.00	256,925.86	66.72	8,220.21	119,962.93	31.15
Institutional Support	3,663,822.00	1,843,772.82	50.32	114,622.60	1,705,426.58	46.55
Scholarship and Waivers	425,000.00	552,961.62	130.11	.00	-127,961.62	-30.11
Contingency	103,331.00	.00	.00	.00	103,331.00	100.00
Transfer Out	566,000.00	40,286.26	7.12	.00	525,713.74	92.88
Total Education Fund	15,319,513.00	7,708,838.26	50.32	144,818.84	7,465,855.90	48.73
Fund: Operations & Maint						
Maintenance	1,889,909.00	863,843.67	45.71	373,446.95	652,618.38	34.53
Contingency	66,000.00	.00	.00	.00	66,000.00	100.00
Total Operations & Maint	1,955,909.00	863,843.67	44.17	373,446.95	718,618.38	36.74
Fund: Oper & Maint Restricted						
Protection, Health, Safety	1,175,000.00	726,579.23	61.84	17,496.50	430,924.27	36.67
Maintenance	1,000.00	.00	.00	.00	1,000.00	100.00
Liability Protection	.00	.00	.00	.00	.00	.00
Total Oper & Maint Restricted	1,176,000.00	726,579.23	61.78	17,496.50	431,924.27	36.73
Fund: Bond & Interest Fund						
Bond and Interest	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48
Total Bond & Interest Fund	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48
Fund: Auxiliary Enterprises						
Continuing & Prof Ed	157,091.00	77,020.82	49.03	.00	80,070.18	50.97
Instructional Programs	602,033.00	271,470.04	45.09	26,694.25	303,868.71	50.47

Richland Community College
Expenditure Summary by Major Function
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered Amount	*** %
Auxiliary Services	711,146.00	337,284.10	47.43	32,672.75	341,189.15	47.98
Total Auxiliary Enterprises	1,470,270.00	685,764.96	46.64	59,367.00	725,138.04	49.32
Fund: Restricted Purposes Fd						
Grants	1,779,633.98	1,136,391.67	63.86	27,530.58	615,711.73	34.60
Financial Aid	7,372,009.00	3,314,665.53	44.96	.00	4,057,343.47	55.04
Total Restricted Purposes Fd	9,151,642.98	4,451,057.20	48.64	27,530.58	4,673,055.20	51.06
Fund: Working Cash Fund						
Transfer Out	3,000.00	.00	.00	.00	3,000.00	100.00
Total Working Cash Fund	3,000.00	.00	.00	.00	3,000.00	100.00
Fund: Trust & Agency Fund						
Student Engagement	75,500.00	53,959.26	71.47	2,120.46	19,420.28	25.72
Transfer Out	.00	490.00	.00	.00	-490.00	.00
Total Trust & Agency Fund	75,500.00	54,449.26	72.12	2,120.46	18,930.28	25.07
Fund: Audit Fund						
Institutional Support	15,378.00	8,082.42	52.56	.00	7,295.58	47.44
Audit	45,800.00	45,800.00	100.00	.00	.00	.00
Contingency	10,571.00	.00	.00	.00	10,571.00	100.00
Total Audit Fund	71,749.00	53,882.42	75.10	.00	17,866.58	24.90
Fund: Liab,Protect,Settle						
Liability Protection	1,325,433.00	642,647.49	48.49	226,413.42	456,372.09	34.43
Contingency	145,368.00	.00	.00	.00	145,368.00	100.00
Total Liab,Protect,Settle	1,470,801.00	642,647.49	43.69	226,413.42	601,740.09	40.91

Richland Community College
Expenditure Summary-Operating Funds
For the month of December
50% of Fiscal Year 1516

	Actual Exp 12/31/14	** Actual Expense ** 06/30/15	%	Budget 1516	*** Actual Expense ** 12/31/15	%	Encumbered	*** Unencumbered ***	%
Fund: Education Fund									
Salaries	5,648,559.23	10,959,620.97	51.5	10,894,948.00	5,299,576.79	48.6	.00	5,595,371.21	51.4
Employee Benefits	966,650.32	2,065,914.17	46.8	1,931,754.00	1,031,589.19	53.4	.00	900,164.81	46.6
Contractual Services	228,768.08	262,191.98	87.3	288,364.00	229,932.74	79.7	1,210.58	57,220.68	19.8
Commodities	469,624.27	730,144.77	64.3	768,694.45	429,356.27	55.9	105,359.48	233,978.70	30.4
Travel	68,518.85	119,176.71	57.5	120,978.55	32,241.70	26.7	7,036.84	81,700.01	67.5
Fixed Charges	37,380.55	110,886.18	33.7	102,800.00	35,205.60	34.2	31,129.94	36,464.46	.4
Capital Outlay	.00	14,410.14	.0	.00	.00	.0	.00	.00	.0
Other	192,462.31	799,986.01	24.1	542,643.00	468,565.71	86.3	82.00	73,995.29	13.6
Transfer Out	.00	280,654.57	.0	566,000.00	40,286.26	7.1	.00	525,713.74	92.9
Contingency	.00	.00	.0	103,331.00	.00	.0	.00	103,331.00	100.0
Total Expenditures	7,611,963.61	15,342,985.50	49.6	15,319,513.00	7,566,754.26	49.4	144,818.84	7,607,939.90	49.7
Fund: Operations & Maint									
Salaries	212,710.10	400,798.88	53.1	412,727.00	195,810.79	47.4	.00	216,916.21	52.6
Employee Benefits	57,919.32	115,212.88	50.3	102,604.00	58,304.43	56.8	.00	44,299.57	43.2
Contractual Services	196,453.54	447,243.63	43.9	518,775.00	215,398.21	41.5	237,659.87	65,716.92	12.7
Commodities	58,042.07	100,242.92	57.9	146,245.00	53,622.00	36.7	20,558.95	72,064.05	49.3
Travel	568.62	680.22	83.6	350.00	114.77	32.8	.00	235.23	67.2
Fixed Charges	285,802.06	688,487.88	41.5	695,269.00	334,229.74	48.1	115,228.13	245,811.13	.4
Capital Outlay	.00	.00	.0	13,939.00	6,363.73	45.7	.00	7,575.27	54.3
Contingency	.00	.00	.0	66,000.00	.00	.0	.00	66,000.00	100.0
Total Expenditures	811,495.71	1,752,666.41	46.3	1,955,909.00	863,843.67	44.2	373,446.95	718,618.38	36.7
Total Operating Funds									
Salaries	5,861,269.33	11,360,419.85	51.6	11,307,675.00	5,495,387.58	48.6	.00	5,812,287.42	51.4
Employee Benefits	1,024,569.64	2,181,127.05	47.0	2,034,358.00	1,089,893.62	53.6	.00	944,464.38	46.4
Contractual Services	425,221.62	709,435.61	59.9	807,139.00	445,330.95	55.2	238,870.45	122,937.60	15.2
Commodities	527,666.34	830,387.69	63.5	914,939.45	482,978.27	52.8	125,918.43	306,042.75	33.4
Travel	69,087.47	119,856.93	57.6	121,328.55	32,356.47	26.7	7,036.84	81,935.24	67.5
Fixed Charges	323,182.61	799,374.06	40.4	798,069.00	369,435.34	46.3	146,358.07	282,275.59	35.4
Capital Outlay	.00	14,410.14	.0	13,939.00	6,363.73	45.7	.00	7,575.27	54.3
Other	192,462.31	799,986.01	24.1	542,643.00	468,565.71	86.3	82.00	73,995.29	13.6
Transfer Out	.00	280,654.57	.0	566,000.00	40,286.26	7.1	.00	525,713.74	92.9
Contingency	.00	.00	.0	169,331.00	.00	.0	.00	169,331.00	.0
Total Expenditures	8,423,459.32	17,095,651.91	49.3	17,275,422.00	8,430,597.93	48.8	518,265.79	8,326,558.28	48.2

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

	Actual	Budget
Continuing and Professional Education		

Revenues:		
Fitness Center	21,120.67	55,000.00
6000 CPED Administration	9,036.61	0.00
6001 CDL	97,815.00	204,560.00
6002 Computer & Technology	11,510.00	20,347.00
6003 Dance	31,200.32	49,100.00
6004 Hobby & Leisure	25,796.00	93,300.00
6007 Safety-Industrial	62,005.95	294,817.00
6008 Shilling Rentals	18,563.75	52,815.00
6010 DOC-CPR/First Aid	0.00	15,000.00
6013 Culinary Arts	9,917.00	10,000.00
6027 Manufacturing Camp	15,000.00	15,000.00
	-----	-----
Total Revenues	301,965.30	809,939.00
	-----	-----
Expenses:		
Fitness Center	23,522.77	63,690.00
6000 CPED Administration	74,328.82	157,091.00
6001 CDL	77,706.51	156,278.00
6002 Computer & Technology	11,720.94	15,633.00
6003 Dance	24,034.12	48,742.00
6004 Hobby & Leisure	36,725.27	88,930.00
6007 Safety-Industrial	66,524.71	199,467.00
6008 Shilling Rentals	9,559.95	19,353.00
6010 DOC-CPR/First Aid	3,274.56	3,823.00
6013 Culinary Arts	7,022.50	8,880.00
6027 Manufacturing Camp	15,000.00	15,000.00
	-----	-----
Total Expenses	349,420.15	778,887.00
	-----	-----
Net Income (Loss)	(47,454.85)	31,052.00
	=====	=====

Note: Credit Hour Reimbursement Revenue included above 0.00

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

	Actual	Budget
Revenues:		
6014 Dance Productions	17,077.45	32,000.00
6019 Outdoor Events	1,400.00	3,500.00
6021 Concert	58,999.72	75,000.00
6024 Dog Show	0.00	7,000.00
6030 Misc Events	5,075.00	10,000.00
	-----	-----
Total Revenues	82,552.17	127,500.00
	-----	-----
Expenses:		
6014 Dance Productions	12,731.63	22,357.00
6019 Outdoor Events	27,049.50	115,266.00
6020 Farm Progress Show	5,963.16	2,500.00
6021 Concert	54,005.27	67,200.00
6024 Dog Show	0.00	1,200.00
6030 Misc Events	94.50	4,350.00
	-----	-----
Total Expenses	99,844.06	212,873.00
	-----	-----
Net Income (Loss)	(17,291.89)	(85,373.00)
	=====	=====

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

	Actual	Budget
Revenues:		
6009 Traffic Safety	17,437.20	43,331.00
8907 Culinary Restaurant	40,110.73	50,000.00
8908 Coffee Shop	27,335.95	57,500.00
8915 Misc Culinary Events	3,881.00	3,000.00
	-----	-----
Total Revenues	88,764.88	153,831.00
	-----	-----
Expenses:		
6009 Traffic Safety	18,831.48	43,927.00
8907 Culinary Restaurant	37,689.23	48,500.00
8908 Coffee Shop	24,263.86	57,500.00
8915 Misc Culinary Events	2,200.70	3,000.00
	-----	-----
Total Expenses	82,985.27	152,927.00
	-----	-----
Net Income (Loss)	5,779.61	904.00
	=====	=====

Richland Community College
 Restricted Purposes Fund-Grants
 DEC 1516

	Grant Period	Budget	* Actual	Expense % *	Encumbered	** Unencumbered	% **
Federally Funded Grants							
11117	ADM Sequestration Grant	07/01/2010 - 09/30/2018	71,185.50	34,200.80	48.04	1,440.42	35,544.28 49.93
11596	DCP-STOP Act	09/30/2014 - 09/29/2015	26,936.97	14,577.20	54.12	0.00	12,359.77 45.88
11696	DCP-STOP Act Grnt	09/30/2015 - 09/29/2016	48,258.00	5,410.77	11.21	5,550.00	37,297.23 77.29
11695	DCP-Strategic Prevention	07/01/2015 - 06/30/2016	143,085.00	41,033.10	28.68	8,037.88	94,014.02 65.71
11615	Intelligent Monitor Sys	08/17/2015 -	14,781.00	8,039.85	54.39	0.00	6,741.15 45.61
11580	TRIO Grant	09/01/2014 - 08/30/2015	53,673.91	53,674.29	100.00	0.00	- 0.38 - .00
11680	TRIO Grant	09/01/2015 - 08/31/2016	280,680.00	85,531.04	30.47	0.00	195,148.96 69.53
11316	TrainingAssist/CareerTrg	10/01/2012 - 09/30/2016	9,525.46	9,525.46	100.00	0.00	0.00 .00
Total			648,125.84	251,992.51	38.88	15,028.30	381,105.03 58.80
State Funded Grants							
11654	Adult Ed Performance Grt	07/01/2015 - 06/30/2016	0.00	26,749.25	0.00	0.00	-26,749.25 0.00
11672	Adult Ed State Basic	07/01/2015 - 06/30/2016	0.00	29,097.65	0.00	0.00	-29,097.65 0.00
11620	Co-OpWorkStudy-IBHE	07/01/2015 - 06/30/2015	18,494.00	0.00	0.00	0.00	18,494.00 0.00
11540	Decatur DOC	10/01/2014 - 09/30/2015	75,214.44	75,214.44	100.00	0.00	0.00 .00
11640	Decatur DOC	10/01/2015 - 09/30/2016	0.00	70,739.65	0.00	1,393.00	-72,132.65 0.00
11618	Hwy Construct Career Grt	07/01/2015 - 06/30/2016	324,900.00	32,242.42	9.92	8,154.23	284,503.35 87.57
11541	Lincoln DOC	10/01/2014 - 09/30/2015	54,632.65	54,632.65	100.00	0.00	0.00 .00
11641	Lincoln DOC	10/01/2015 - 09/30/2016	0.00	57,851.92	0.00	1,470.00	-59,321.92 0.00
11542	Logan DOC	10/01/2014 - 09/30/2015	93,699.72	93,699.72	100.00	0.00	0.00 .00
11642	Logan DOC	10/01/2015 - 09/30/2016	0.00	84,749.70	0.00	1,470.00	-86,219.70 0.00
11664	SOS Literacy Grant	07/01/2015 - 06/30/2016	0.00	40,812.68	0.00	0.00	-40,812.68 0.00
11566	Workplace Skills Enhance	07/01/2014 - 08/15/2015	5,133.31	5,133.31	100.00	0.00	0.00 .00
Total			572,074.12	570,923.39	99.80	11,877.48	-10,726.75 - 1.88
Locally Funded Grants							
11322	AACC Plus 50 Grant	04/01/2013 -	1,198.38	1,198.38	100.00	0.00	0.00 .00
8999	Decatur Comm Partnership	10/01/2007 -	32,830.00	10.00	.03	0.00	32,820.00 99.97
11373	Literacy Grant-EdCo	03/01/2013 -	46,415.64	21,588.74	46.51	0.00	24,826.90 53.49
Total			80,444.02	22,797.12	28.34	0.00	57,646.90 71.66
Cash/RCC Restricted Programs							
9098	Partners in Education	-	86,842.00	43,720.80	50.35	0.00	43,121.20 49.65
11458	Project READ	07/01/2013 -	33,500.00	10,690.94	31.91	0.00	22,809.06 68.09
Total			120,342.00	54,411.74	45.21	0.00	65,930.26 54.79

Richland Community College
 Restricted Purposes Fund-Grants
 DEC 1516

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

11633	Foundation Gifts to RCC 07/01/2015 - 06/30/2016	22,780.00	18,588.80	81.60	624.80	3,566.40	15.66
	Total	22,780.00	18,588.80	81.60	624.80	3,566.40	15.66
Fed Funded through State							

11612	Carl Perkins - ICCB 07/01/2015 - 06/30/2016	186,363.00	139,439.36	74.82	0.00	46,923.64	25.18
11632	Federal Adult Ed Basic 07/01/2015 - 06/30/2016	100,150.00	32,251.10	32.20	0.00	67,898.90	67.80
11656	Program Improvement Grnt 07/01/2015 - 06/30/2016	0.00	10,201.00	0.00	0.00	-10,201.00	0.00
	Total	286,513.00	181,891.46	63.48	0.00	104,621.54	36.52
	Total Grants	1,730,278.98	1,100,605.02	63.61	27,530.58	602,143.38	34.80

Richland Community College
ACCOUNT SUMMARY
DEC 1516

Fund: Education Fund	Month	Full Year	Year to Date		Pct	Variance
Acct Description	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	153,779.36	1,896,229.00	942,049.12	0.00	49.7	954,179.88
51102 Administrative Staff-PT	3,500.00	42,840.00	21,000.00	0.00	49.0	21,840.00
51200 Professional/Tech Salary	56,302.98	691,520.00	357,405.20	0.00	51.7	334,114.80
51201 Professional/Tech-PT	1,677.60	25,885.00	11,088.34	0.00	42.8	14,796.66
51202 Professional/Tech-PT	2,401.01	28,500.00	18,474.29	0.00	64.8	10,025.71
51310 F/T Faculty Salary	365,799.25	4,134,223.00	1,612,454.37	0.00	39.0	2,521,768.63
51315 F/T Faculty-Summer Sal	0.00	339,875.00	324,575.25	0.00	95.5	15,299.75
51320 P/T Faculty Salary	108,969.53	944,747.00	505,594.23	0.00	53.5	439,152.77
51325 P/T Faculty-Summer Sal	0.00	109,632.00	89,937.17	0.00	82.0	19,694.83
51340 Overload Salary	71,009.41	389,540.00	265,390.39	0.00	68.1	124,149.61
51345 Clinical Risk Stipends	3,555.56	35,900.00	18,500.02	0.00	51.5	17,399.98
51350 Independent Study Salary	8,295.00	3,750.00	13,585.00	0.00	362.3	-9,835.00
51356 Subs Instructors Salary	1,104.50	10,030.00	7,206.55	0.00	71.8	2,823.45
51360 LabFacilitators	815.23	32,000.00	10,098.70	0.00	31.6	21,901.30
51362 Faculty Tutors Salary	3,410.67	120,000.00	41,424.30	0.00	34.5	78,575.70
51391 Faculty Curriculum Dev OL	5,970.00	0.00	5,970.00	0.00	.0	-5,970.00
51400 Supervisory Staff Salary	43,377.68	465,398.00	243,486.91	0.00	52.3	221,911.09
51500 Academic Support Salary	14,615.74	175,389.00	87,694.44	0.00	50.0	87,694.56
51502 Academic Support-PT	11,744.28	167,760.00	108,702.09	0.00	64.8	59,057.91
51610 F/T Classified Salary	85,447.04	1,120,274.00	517,039.99	0.00	46.2	603,234.01
51620 P/T Classified Salary	3,732.16	65,712.00	31,212.09	0.00	47.5	34,499.91
51630 Classified-Temporary	76.00	1,000.00	2,265.77	0.00	226.6	-1,265.77
51800 Student Workers Salary	2,344.60	30,850.00	20,723.45	0.00	67.2	10,126.55
51906 Interpreter Salary	6,124.08	26,350.00	25,489.93	0.00	96.7	860.07
51912 Test Proctor Salary	0.00	7,100.00	1,779.02	0.00	25.1	5,320.98
51918 Overtime Wages	276.39	4,400.00	1,994.57	0.00	45.3	2,405.43
51935 SURS Fringe Benefit	2,181.76	26,044.00	14,435.60	0.00	55.4	11,608.40
52080 SURS-RetireeHealthContri	4,206.63	47,442.00	23,748.80	0.00	50.1	23,693.20
52100 EmployeeBenefitsTotal	173.85	4,000.00	173.85	0.00	4.3	3,826.15
52101 Group Medical Ins	161,551.74	1,721,701.00	918,337.04	0.00	53.3	803,363.96
52102 Group Dental Ins	5,788.13	68,404.00	32,530.21	0.00	47.6	35,873.79
52104 Group Life Ins	2,900.41	34,828.00	17,505.26	0.00	50.3	17,322.74
52105 Group LTD Ins	1,829.27	21,379.00	10,368.39	0.00	48.5	11,010.61
52106 Long-Term Care Ins	0.00	4,000.00	3,853.39	0.00	96.3	146.61
52300 Workers Compensation	-350.08	0.00	0.00	0.00	.0	0.00
52750 Staff/Family Waivers	0.00	30,000.00	25,072.25	0.00	83.6	4,927.75
53200 Consultants/Workshops	217.50	26.00	243.48	0.00	936.5	-217.48
53205 Admin Computer-Maint	0.00	193,089.00	196,902.54	0.00	102.0	-3,813.54
53400 Equip Repair/Maint Agree	6,702.50	23,592.00	11,009.21	768.57	49.9	11,814.22
53500 Legal Services-Admin	4,741.00	27,450.00	4,869.00	0.00	17.7	22,581.00
53900 Contractual-Other	1,162.99	24,347.00	6,308.86	442.01	27.7	17,596.13
53938 Tuition	0.00	3,000.00	0.00	0.00	.0	3,000.00
53955 Faculty Development	0.00	710.00	412.50	0.00	58.1	297.50
53974 Resource Persons	0.00	200.00	0.00	0.00	.0	200.00
53975 Professional Fees	0.00	8,000.00	5,376.25	0.00	67.2	2,623.75
53985 Accreditation Fees	1,500.00	4,950.00	1,500.00	0.00	30.3	3,450.00
53993 Employee Recognition EAT	0.00	1,600.00	831.00	0.00	51.9	769.00
53994 Employee Awards	0.00	0.00	586.40	0.00	.0	-586.40
53995 Meals	-65.55	700.00	1,030.10	0.00	147.2	-330.10
53998 Student Awards	0.00	700.00	863.40	0.00	123.3	-163.40
54090 Event Expense	0.00	500.00	352.08	0.00	70.4	147.92

Richland Community College

ACCOUNT SUMMARY

DEC 1516

Fund:	Education Fund	Month	Full Year	Year to Date		Pct	Variance
Acct	Description	Actual	Budget	Actual	Encumbered		
54101	Office Supplies	910.90	23,952.00	12,137.62	0.00	50.7	11,814.38
54102	Instructional Supplies	12,008.90	117,598.20	55,853.32	7,711.44	54.1	54,033.44
54200	Printing	4,215.01	34,063.00	17,100.97	10,279.59	80.4	6,682.44
54205	Credit Schedules	0.00	11,000.00	0.00	0.00	.0	11,000.00
54210	Catalog Printing	0.00	6,100.00	3,081.86	0.00	50.5	3,018.14
54400	Materials	4,823.38	59,016.75	24,577.99	4,846.79	49.9	29,591.97
54401	Audio Visual Materials	496.95	7,700.00	5,504.78	0.00	71.5	2,195.22
54402	Postage	1,993.66	33,319.00	10,329.87	0.00	31.0	22,989.13
54408	Computer Software	4,813.10	140,639.50	115,446.36	5,510.78	86.0	19,682.36
54413	Transcripts	0.00	22,500.00	13,000.00	0.00	57.8	9,500.00
54515	Reference Materials	0.00	1,700.00	631.16	0.00	37.1	1,068.84
54520	Books-Library Collection	0.00	12,500.00	6,101.17	1,291.78	59.1	5,107.05
54600	Publications & Dues	9,519.00	127,764.00	112,199.52	682.00	88.4	14,882.48
54700	Advertising	17,957.30	162,950.00	52,027.51	74,401.67	77.6	36,520.82
54705	Specialities	0.00	2,300.00	-73.60	0.00	3.2	2,373.60
54710	WYSE Activities	0.00	900.00	24.48	590.30	68.3	285.22
54905	Graphic Supplies	44.38	3,626.00	845.09	0.00	23.3	2,780.91
54908	Laundry/Linen Supplies	0.00	566.00	216.09	45.13	46.2	304.78
55100	Meeting Expense	471.08	21,718.00	3,650.94	0.00	16.8	18,067.06
55150	Registration Fees	500.00	23,138.00	9,346.00	888.00	44.2	12,904.00
55200	Travel-In State	75.90	23,069.00	2,466.67	646.45	13.5	19,955.88
55204	Travel-In State Mileage	1,090.40	8,733.55	4,174.61	4,027.39	93.9	531.55
55300	Travel-Out of State	0.00	43,320.00	12,603.48	1,475.00	32.5	29,241.52
55400	Recruitment	0.00	1,000.00	0.00	0.00	.0	1,000.00
56200	Equipment Rental	2,551.38	45,000.00	14,544.38	24,984.94	87.8	5,470.68
56800	Bank Card Fees	1,104.00	20,000.00	9,818.12	0.00	49.1	10,181.88
56810	Collection Co Charges	0.00	10,000.00	2,958.23	0.00	29.6	7,041.77
56815	Graduation Expense	0.00	16,200.00	-5.00	0.00	.0	16,205.00
57500	Telephone	50.02	600.00	250.10	0.00	41.7	349.90
57700	Telecommunications	-6.63	11,000.00	7,639.77	6,145.00	125.3	-2,784.77
59040	Write-Offs	164.10	25,000.00	71,583.85	0.00	286.3	-46,583.85
59300	Chargeback Expense	0.00	30,000.00	1,817.36	0.00	6.1	28,182.64
59405	Tuition Waiver	117,475.50	240,000.00	328,477.86	0.00	136.9	-88,477.86
59415	Illinois Veterans Grants	0.00	100,000.00	0.00	0.00	.0	100,000.00
59416	Unfunded ING/MIA/POW	8,773.00	30,000.00	8,998.55	0.00	30.0	21,001.45
59420	Monetary Award Program	-332.00	0.00	142,084.00	0.00	.0	-142,084.00
59901	Contributions	4,500.00	104,500.00	53,390.00	0.00	51.1	51,110.00
59965	Bank Service Charges	598.76	7,500.00	3,985.29	82.00	54.2	3,432.71
59999	Expense-Other	0.00	5,643.00	312.80	0.00	5.5	5,330.20
99999	Budget Contingency	0.00	103,331.00	0.00	0.00	.0	103,331.00
		1,340,666.31	14,753,513.00	7,668,552.00	144,818.84	53.0	6,940,142.16
71000	Transfer Out	0.00	566,000.00	40,286.26	0.00	7.1	525,713.74
01	Education Fund	1,340,666.31	15,319,513.00	7,708,838.26	144,818.84	51.3	7,465,855.90

Richland Community College

ACCOUNT SUMMARY

DEC 1516

Fund: Operations & Maint Acct Description	Month	Full Year	Year to Date		Pct	Variance
	Actual	Budget	Actual	Encumbered		
51100 Administrative Staff Sal	3,074.37	67,992.00	31,404.44	0.00	46.2	36,587.56
51200 Professional/Tech Salary	2,442.50	26,810.00	14,655.02	0.00	54.7	12,154.98
51400 Supervisory Staff Salary	7,921.88	117,172.00	56,743.37	0.00	48.4	60,428.63
51610 F/T Classified Salary	75.42	26,202.00	7,057.83	0.00	26.9	19,144.17
51700 Custodial,Maint Stf Sal	12,332.28	168,551.00	83,050.16	0.00	49.3	85,500.84
51918 Overtime Wages	0.00	6,000.00	2,899.97	0.00	48.3	3,100.03
52080 SURS-RetireeHealthContri	136.08	2,034.00	986.05	0.00	48.5	1,047.95
52101 Group Medical Ins	7,375.88	94,079.00	50,649.92	0.00	53.8	43,429.08
52102 Group Dental Ins	272.26	3,814.00	1,868.00	0.00	49.0	1,946.00
52104 Group Life Ins	114.06	1,660.00	800.27	0.00	48.2	859.73
52105 Group LTD Ins	69.88	1,017.00	490.19	0.00	48.2	526.81
52750 Staff/Family Waivers	0.00	0.00	3,510.00	0.00	.0	-3,510.00
53400 Equip Repair/Maint Agree	5,607.74	80,000.00	31,872.97	6,032.00	47.4	42,095.03
53405 Telephone Maint Agree	422.40	11,000.00	2,254.41	5,073.63	66.6	3,671.96
53410 Custodial Services	30,673.68	369,880.00	154,731.59	215,831.91	100.2	-683.50
53415 Security	957.27	9,890.00	4,627.67	5,262.33	100.0	0.00
53420 Building Repair/Maint	0.00	2,500.00	0.00	0.00	.0	2,500.00
53900 Contractual-Other	240.00	21,305.00	10,885.85	600.00	53.9	9,819.15
53910 Pest Control	1,790.00	13,700.00	5,472.33	4,860.00	75.4	3,367.67
53915 Snow/Grounds	5,527.20	10,500.00	5,553.39	0.00	52.9	4,946.61
54101 Office Supplies	22.76	1,300.00	637.13	0.00	49.0	662.87
54104 Maintenance Supplies	11,271.54	106,900.00	34,779.92	17,513.20	48.9	54,606.88
54105 Vehicle Expense	18.95	18,000.00	8,966.71	1,521.78	58.3	7,511.51
54107 Wind Turbine Maintenace	0.00	11,000.00	6,646.62	0.00	60.4	4,353.38
54200 Printing	0.00	850.00	226.67	0.00	26.7	623.33
54400 Materials	-418.27	400.00	413.49	0.00	103.4	-13.49
54402 Postage	10.02	370.00	90.08	0.00	24.3	279.92
54408 Computer Software	29.95	30.00	29.95	0.00	99.8	0.05
54600 Publications & Dues	50.00	1,095.00	640.00	0.00	58.4	455.00
54700 Advertising	0.00	300.00	65.41	0.00	21.8	234.59
54910 Uniforms	205.37	6,000.00	1,126.02	1,523.97	44.2	3,350.01
55100 Meeting Expense	0.00	100.00	86.17	0.00	86.2	13.83
55200 Travel-In State	0.00	250.00	28.60	0.00	11.4	221.40
56100 Facility Rental	10,949.25	132,855.00	67,195.50	65,695.50	100.0	-36.00
56200 Equipment Rental	0.00	1,300.00	225.00	0.00	17.3	1,075.00
56600 Install Pymt Lease/Purch	6,664.91	79,764.00	39,989.46	39,989.46	100.3	-214.92
56750 Property Taxes	0.00	15,450.00	16,086.54	0.00	104.1	-636.54
57150 Propane	0.00	7,500.00	283.91	516.09	10.7	6,700.00
57300 Electricity and Nat Gas	29,414.86	361,300.00	159,057.04	0.00	44.0	202,242.96
57400 Water,Sewage	3,821.95	29,300.00	15,684.57	0.00	53.5	13,615.43
57500 Telephone	4,494.02	44,300.00	25,111.35	399.00	57.6	18,789.65
57600 Refuse Disposal	2,904.48	20,500.00	9,353.92	8,628.08	87.7	2,518.00
57700 Telecommunications	0.00	3,000.00	1,242.45	0.00	41.4	1,757.55
58400 Building Improvements	0.00	7,559.00	0.00	0.00	.0	7,559.00
58700 Equipment-Service	0.00	6,380.00	6,363.73	0.00	99.7	16.27
99999 Budget Contingency	0.00	66,000.00	0.00	0.00	.0	66,000.00
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71000 Transfer Out	148,472.69	1,955,909.00	863,843.67	373,446.95	63.3	718,618.38
	0.00	0.00	0.00	0.00	0.0	0.00
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02 Operations & Maint	148,472.69	1,955,909.00	863,843.67	373,446.95	63.3	718,618.38

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered	**** %
Fund: Education Fund						
DOC General Studies	46,900.00	20,880.00	44.52	.00	26,020.00	55.48
Costs for Continuing & Prof Ed						
Automotive-Tech Occ	114,095.00	54,597.76	47.85	289.08	59,208.16	51.89
Collision Repair Tech	88,438.77	50,264.45	56.84	1,983.28	36,191.04	40.92
Diesel Med/Hvy Trk Tech	74,060.00	36,706.73	49.56	1,391.24	35,962.03	48.56
Heating,Vent,AC-Tech Occ	96,892.00	41,710.09	43.05	17.42	55,164.49	56.93
Welding-Technical Occ	189,579.00	104,847.82	55.31	4,217.82	80,513.36	42.47
Total Continuing & Prof Ed	563,064.77	288,126.85	51.17	7,898.84	267,039.08	47.43
Costs for Office of Academic Srvc						
Honors Program	3,540.00	1,183.21	33.42	.00	2,356.79	66.58
Online Learning	134,016.00	67,436.01	50.32	.00	66,579.99	49.68
Academic Success	349,465.00	168,439.93	48.20	209.00	180,816.07	51.74
Math Enrichment Center	94,675.00	31,827.27	33.62	.00	62,847.73	66.38
Diversity	4,855.00	1,200.00	24.72	.00	3,655.00	75.28
Total Office of Academic Srvc	586,551.00	270,086.42	46.05	209.00	316,255.58	53.92
Costs for Business and Technology						
Dean-Business/Technology	137,193.23	72,604.92	52.92	.00	64,588.31	47.08
Costs for Liberal Arts						
Dean-Liberal Arts	160,955.00	73,888.19	45.91	591.00	86,475.81	53.73
Art-Baccalaureate	143,322.00	75,499.48	52.68	135.05	67,687.47	47.23
Erlanson Art Gallery	8,700.00	4,457.29	51.23	.00	4,242.71	48.77
African Amer Stu-Baccal	44,564.00	32,274.14	72.42	.00	12,289.86	27.58
Engl/Human/Journal-Bacca	918,987.00	384,815.48	41.87	.00	534,171.52	58.13
Foreign Lang-Baccal	74,971.00	37,266.67	49.71	.00	37,704.33	50.29
Music-Baccalaureate	23,374.00	15,989.19	68.41	.00	7,384.81	31.59
Dance-Baccalaureate	513.00	1,035.00	201.75	.00	-522.00	-101.75
Philosophy-Baccalaureate	125,548.00	52,143.71	41.53	.00	73,404.29	58.47
Speech/Forensic/Drama	127,754.00	77,378.86	60.57	.00	50,375.14	39.43
EarlyChildhoodEduc-AAS	86,242.00	45,950.72	53.28	.00	40,291.28	46.72
Education-Baccalaureate	38,103.00	12,268.76	32.20	.00	25,834.24	67.80
History-Baccalaureate	191,402.00	98,101.02	51.25	.00	93,300.98	48.75
Political Sci-Baccal	26,087.00	13,311.70	51.03	.00	12,775.30	48.97
Psychology-Baccalaureate	221,463.00	110,704.35	49.99	.00	110,758.65	50.01
Sociology-Baccalaureate	121,834.00	53,307.84	43.75	.00	68,526.16	56.25
Total Liberal Arts	2,313,819.00	1,088,392.40	47.04	726.05	1,224,700.55	52.93

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended 12/31/2015	** %	Encumbered	*** Unencumbered	**** %
Costs for Math, Science & Business						
Dean-Math/Science	140,242.00	75,690.08	53.97	590.30	63,961.62	45.61
Accounting/Business	272,817.00	150,939.30	55.33	.00	121,877.70	44.67
Information Tech-OccTech	226,832.00	138,798.78	61.19	.00	88,033.22	38.81
Office Tech-Bus Occ	127,314.00	58,225.30	45.73	.00	69,088.70	54.27
Drafting/DesignEngineer	68,664.00	35,590.39	51.83	.00	33,073.61	48.17
Math-Baccalaureate	566,666.00	289,852.15	51.15	.00	276,813.85	48.85
Phys Sci/Physic-Baccal	67,962.00	27,965.52	41.15	.00	39,996.48	58.85
General Science	22,031.00	6,655.63	30.21	.00	15,375.37	69.79
Biology-Baccalaureate	422,661.00	211,541.58	50.05	1,627.91	209,491.51	49.56
Chemistry-Baccalaureate	122,974.00	54,691.41	44.47	.00	68,282.59	55.53
Earth Science-Baccal	15,586.00	9,206.68	59.07	.00	6,379.32	40.93
Economics-Baccalaureate	71,757.00	39,662.58	55.27	.00	32,094.42	44.73
Health Ed/Rec-Baccal	5,670.00	2,274.00	40.11	.00	3,396.00	59.89
CriminalJustice-Tech Occ	34,030.00	22,038.13	64.76	.00	11,991.87	35.24
Total Math, Science & Busines	2,165,206.00	1,123,131.53	51.87	2,218.21	1,039,856.26	48.03
Costs for Health Professions						
Dean-Health Professions	218,208.00	101,417.68	46.48	75.00	116,715.32	53.49
Allied Health	199,215.00	109,387.70	54.91	130.73	89,696.57	45.03
Human Simulator	81,854.00	35,184.99	42.99	42.32	46,626.69	56.96
Radiology Tech-Hlth Occ	215,575.00	120,791.70	56.03	1,929.99	92,853.31	43.07
Surgical Tech-Health Occ	243,751.00	112,986.19	46.35	2,297.40	128,467.41	52.70
Fire Science-Tech Occ	63,321.00	30,866.94	48.75	485.00	31,969.06	50.49
Nursing LPN -Health Occ	133,093.00	56,765.92	42.65	.00	76,327.08	57.35
Health Information Tech	155,226.00	67,611.95	43.56	2,000.00	85,614.05	55.15
AAS Nursing -Health Occ	829,827.00	358,519.21	43.20	.00	471,307.79	56.80
Total Health Professions	2,140,070.00	993,532.28	46.43	6,960.44	1,139,577.28	53.25
Costs for Workforce Development						
GED-AB & ASE	30,210.00	8,176.37	27.07	.00	22,033.63	72.93
Culinary Arts	218,719.00	118,059.54	53.98	695.51	99,963.95	45.70
Engineering-Baccal	25,958.00	12,102.34	46.62	.00	13,855.66	53.38
Horticulture-Bus Occup	145,412.00	78,610.64	54.06	74.57	66,726.79	45.89
Engineering Technology	237,238.00	121,851.65	51.36	128.09	115,258.26	48.58
Total Workforce Development	657,537.00	338,800.54	51.53	898.17	317,838.29	48.34
Costs for Student Success						
Admission & Recruitment	286,926.00	123,468.40	43.03	.00	163,457.60	56.97
Advising and Records	275,122.00	144,900.23	52.67	.00	130,221.77	47.33
Counseling Services	197,045.00	103,952.79	52.76	.00	93,092.21	47.24
Career Services	4,380.00	15,547.96	354.98	.00	-11,167.96	-254.98
Student Engagement	48,581.00	25,901.41	53.32	.00	22,679.59	46.68
Fin Aid & Vet Affairs	322,924.00	155,768.28	48.24	.00	167,155.72	51.76
Student Life	42,509.00	22,757.36	53.54	.00	19,751.64	46.46
Total Student Success	1,177,487.00	592,296.43	50.30	.00	585,190.57	49.70

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered	**** %
Costs for Auxiliary Services						
Copy Center	97,849.00	49,727.26	50.82	.00	48,121.74	49.18
Costs for Academic Support-LRC						
LRC Audio Visual	11,500.00	6,454.43	56.13	511.66	4,533.91	39.43
LRC	279,074.00	170,858.64	61.22	1,416.78	106,798.58	38.27
Total Academic Support-LRC	290,574.00	177,313.07	61.02	1,928.44	111,332.49	38.31
Costs for Technical Services Supp						
Networking Support	108,649.00	98,754.12	90.89	7,194.78	2,700.10	2.49
Academic Lab Support	42,664.00	32,750.95	76.76	.00	9,913.05	23.24
Technical Services Suprt	233,796.00	125,420.79	53.65	.00	108,375.21	46.35
Total Technical Services Supp	385,109.00	256,925.86	66.72	7,194.78	120,988.36	31.42
Costs for Institutional Support						
VP Student Success	161,782.00	82,942.07	51.27	.00	78,839.93	48.73
Fairview Park Plaza	21,970.00	12,543.18	57.09	.00	9,426.82	42.91
Clinton Center	51,011.00	13,151.80	25.78	.00	37,859.20	74.22
Administrative Info Syst	430,355.00	317,238.09	73.72	.00	113,116.91	26.28
VP Economic Development	148,821.00	73,316.69	49.27	.00	75,504.31	50.73
Board of Trustees	41,429.00	19,552.84	47.20	.00	21,876.16	52.80
Presidents Office	544,370.00	306,215.76	56.25	3,984.25	234,169.99	43.02
Business Office	343,483.00	177,482.91	51.67	.00	166,000.09	48.33
Vice Pres Fin & Admin	184,369.00	92,682.78	50.27	63.25	91,622.97	49.70
VP Academic Services	302,976.00	153,464.86	50.65	360.00	149,151.14	49.23
General Expenses	342,495.00	110,746.12	32.34	7,991.90	223,756.98	65.33
Copiers	38,000.00	14,710.84	38.71	27,821.53	-4,532.37	-11.93
Graphics	112,887.00	52,602.35	46.60	.00	60,284.65	53.40
Marketing	368,340.00	123,467.01	33.52	74,194.67	170,678.32	46.34
Employee Relations	500.00	161.55	32.31	.00	338.45	67.69
Human Resources	192,598.00	99,773.78	51.80	207.00	92,617.22	48.09
Institutl Effectiveness	158,359.00	80,939.83	51.11	.00	77,419.17	48.89
Faculty/Staff Developmt	1,615.00	846.00	52.38	.00	769.00	47.62
Foundation & Development	218,462.00	111,934.36	51.24	.00	106,527.64	48.76
Total Institutional Support	3,663,822.00	1,843,772.82	50.32	114,622.60	1,705,426.58	46.55
Costs for Scholarship and Waivers						
Waivers	395,000.00	551,144.26	139.53	.00	-156,144.26	-39.53
Chargeback	30,000.00	1,817.36	6.06	.00	28,182.64	93.94
Total Scholarship and Waivers	425,000.00	552,961.62	130.11	.00	-127,961.62	-30.11

Richland Community College
 Expenditure Summary by Cost Center
 For the month of December
 50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered ***	**** %
	-----	-----	-----	-----	-----	-----
Transfer Out	566,000.00	40,286.26	7.12	.00	525,713.74	92.88
Contingency	103,331.00	.00	.00	.00	103,331.00	100.00
Total Education Fund	15,319,513.00	7,708,838.26	50.32	142,656.53	7,468,018.21	48.75

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered ***	**** %
Fund: Operations & Maint						
Costs for Maintenance						
Renovations / Remodeling	7,559.00	1,381.65	18.28	.00	6,177.35	81.72
Maintenance	413,588.00	188,155.34	45.49	22,867.91	202,564.75	48.98
Custodial	366,500.00	144,308.74	39.37	185,730.01	36,461.25	9.95
Grounds	35,784.00	19,656.03	54.93	13,049.46	3,078.51	8.60
Security	23,154.00	11,077.80	47.84	5,262.33	6,813.87	29.43
College Vehicle	18,000.00	8,966.71	49.82	1,521.78	7,511.51	41.73
Utilities	406,700.00	179,599.02	44.16	14,217.80	212,883.18	52.34
Administration O & M	241,759.00	121,351.64	50.20	.00	120,407.36	49.80
General O & M	5,950.00	5,489.00	92.25	.00	461.00	7.75
Shilling Center - O/M	3,500.00	.00	.00	.00	3,500.00	100.00
Clinton Center O&M	105,755.00	62,639.33	59.23	43,488.39	-372.72	-.35
Fairview Plaza O&M	72,850.00	38,189.17	52.42	32,555.52	2,105.31	2.89
CSI Building O&M	9,250.00	7,598.82	82.15	.00	1,651.18	17.85
Macon Co Soil & Water Bd	68,080.00	32,090.30	47.14	30,090.00	5,899.70	8.67
Sequestration Bldg O&M	22,480.00	9,158.97	40.74	7,700.00	5,621.03	25.00
Workforce Development Ct	89,000.00	34,181.15	38.41	16,963.75	37,855.10	42.53
Total Maintenance	1,889,909.00	863,843.67	45.71	373,446.95	652,618.38	34.53
Contingency	66,000.00	.00	.00	.00	66,000.00	100.00
Total Operations & Maint	1,955,909.00	863,843.67	44.17	373,446.95	718,618.38	36.74

Richland Community College
 Expenditure Summary by Cost Center
 For the month of December
 50% of Fiscal Year 1516

	Budget 1516	** Actual Expended 12/31/2015	** %	Encumbered	*** Unencumbered	**** %
Fund: Oper & Maint Restricted						
Building Additions	31,000.00	.00	.00	9,870.00	21,130.00	68.16
Renovations / Remodeling	1,145,000.00	726,579.23	63.46	7,626.50	410,794.27	35.88
Total Oper & Maint Restricted	1,176,000.00	726,579.23	61.78	17,496.50	431,924.27	36.73
 Fund: Bond & Interest Fund						
Costs for Bond and Interest						
Bond & Interest	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48
Total Bond & Interest Fund	2,423,088.00	2,048,066.25	84.52	.00	375,021.75	15.48

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered	**** %
Fund: Auxiliary Enterprises						
Costs for Continuing & Prof Ed						
Credit	321,911.00	148,250.14	46.05	24,771.24	148,889.62	46.25
NonCredit	280,122.00	123,219.90	43.99	1,758.77	155,143.33	55.38
Continuing&ProfEdAdmin	157,091.00	77,020.82	49.03	.00	80,070.18	50.97
Total Continuing & Prof Ed	759,124.00	348,490.86	45.91	26,530.01	384,103.13	50.60
Costs for Workforce Development						
Costs for Auxiliary Services						
Child Care Services	205,958.00	106,247.70	51.59	2,950.44	96,759.86	46.98
Theatre Productions	15,600.00	1,001.10	6.42	.00	14,598.90	93.58
CulinaryRestaurant	50,000.00	37,719.23	75.44	.00	12,280.77	24.56
Coffee House	57,500.00	24,263.86	42.20	978.48	32,257.66	56.10
Culinary Events	3,000.00	2,320.70	77.36	.00	679.30	22.64
Garden Center Ag/Hort	31,525.00	9,055.77	28.73	4,997.53	17,471.70	55.42
Fitness Center	63,690.00	23,522.77	36.93	.00	40,167.23	63.07
Outdoor Exposition SpcEv	212,873.00	99,844.06	46.90	.00	113,028.94	53.10
Copy Center	71,000.00	33,308.91	46.91	23,746.30	13,944.79	19.64
Total Auxiliary Services	711,146.00	337,284.10	47.43	32,672.75	341,189.15	47.98
Total Auxiliary Enterprises	1,470,270.00	685,774.96	46.64	59,202.76	725,292.28	49.33

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered ***	**** %
Fund: Restricted Purposes Fd						
Costs for Grants						
Commercial Custodial	10,556.80	29,177.43	276.39	.00	-18,620.63	-176.39
Career Technologies	40,140.11	80,671.07	200.97	.00	-40,530.96	-100.97
ConstructionOccup-DOC	34,394.25	62,384.77	181.38	.00	-27,990.52	-81.38
Heating,Vent,AC-Tech Occ	.00	10,201.00	.00	.00	-10,201.00	.00
Welding-Technical Occ	9,525.46	6,582.08	69.10	.00	2,943.38	30.90
Online Learning	4,250.00	4,802.25	112.99	.00	-552.25	-12.99
8th Grade Career Fair	475.00	327.35	68.92	.00	147.65	31.08
Partner's Salute	4,450.00	38.30	.86	.00	4,411.70	99.14
YouthLeadershipInstitute	3,100.00	1,426.25	46.01	.00	1,673.75	53.99
College Fair	4,055.00	3,044.23	75.07	.00	1,010.77	24.93
PIE-Career On Wheels	600.00	.00	.00	.00	600.00	100.00
PIE Admin	74,162.00	38,884.67	52.43	.00	35,277.33	47.57
Dean-Liberal Arts	2,000.00	1,717.16	85.86	.00	282.84	14.14
Erlanson Art Gallery	1,000.00	932.26	93.23	.00	67.74	6.77
Information Tech-OccTech	1,750.00	342.38	19.56	.00	1,407.62	80.44
Biology-Baccalaureate	2,000.00	2,072.83	103.64	.00	-72.83	-3.64
GED-AB & ASE	1,500.00	595.67	39.71	.00	904.33	60.29
Culinary Arts	750.00	536.26	71.50	.00	213.74	28.50
Horticulture-Bus Occup	20,926.00	36,384.16	173.87	.00	-15,458.16	-73.87
Engineering Technology	86,166.00	87,943.38	102.06	.00	-1,777.38	-2.06
Hospitality Management	28,571.72	54,184.05	189.64	.00	-25,612.33	-89.64
Student Services Records	3,993.15	17,257.92	432.19	.00	-13,264.77	-332.19
Fin Aid & Vet Affairs	3,000.00	1,606.97	53.57	.00	1,393.03	46.43
Student Life	2,350.00	2,001.45	85.17	.00	348.55	14.83
Child Care Services	2,000.00	594.01	29.70	.00	1,405.99	70.30
Theatre Productions	1,200.00	319.69	26.64	.00	880.31	73.36
CulinaryRestaurant	750.00	811.54	108.21	.00	-61.54	-8.21
Coffee House	10,515.00	8,883.25	84.48	.00	1,631.75	15.52
Fitness Center	2,000.00	1,400.44	70.02	.00	599.56	29.98
LRC	2,740.00	2,854.68	104.19	.00	-114.68	-4.19
Academic Lab Support	2,000.00	6,339.68	316.98	.00	-4,339.68	-216.98
Technical Services Suprt	22,780.00	10,311.64	45.27	124.80	12,343.56	54.19
VP Student Success	6,050.00	3,889.94	64.30	.00	2,160.06	35.70
Business Office	8,000.00	4,184.95	52.31	.00	3,815.05	47.69
General Expenses	37,570.03	73,715.86	196.21	.00	-36,145.83	-96.21
Administration General	56,529.90	105,812.74	187.18	4,333.00	-53,615.84	-94.85
Faculty/Staff Developmt	17,375.00	13,056.97	75.15	.00	4,318.03	24.85
Foundation & Development	1,500.00	670.32	44.69	500.00	329.68	21.98
Grant-Administration	270,315.77	119,250.86	44.12	.00	151,064.91	55.88
Grant-Non-Administration	14,677.00	7,114.78	48.48	.00	7,562.22	51.52
Grants-Training	15,077.00	10,966.62	72.74	.00	4,110.38	27.26
Grant-SupportServices	160,971.00	5,914.97	3.67	164.23	154,891.80	96.22
Family Literacy	7,743.83	6,819.84	88.07	.00	923.99	11.93
Adult Literacy	76,635.12	19,902.21	25.97	.00	56,732.91	74.03
Instruction-Other	103,549.00	6,435.96	6.22	7,380.25	89,732.79	86.66
Student Servs-Counseling	160,141.20	68,470.43	42.76	.00	91,670.77	57.24
CommunityService	218,279.97	61,031.07	27.96	13,587.88	143,661.02	65.82

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered ***	**** %
Student Activities	80,076.19	77,338.84	96.58	.00	2,737.35	3.42
Sequestration Proj	85,966.50	42,240.65	49.14	1,440.42	42,285.43	49.19
Instruction	78,617.98	36,694.81	46.67	.00	41,923.17	53.33
Total Grants	1,782,775.98	1,138,140.64	63.84	27,530.58	617,104.76	34.61
Costs for Financial Aid						
Illinois Veterans Grant	120,000.00	40,391.00	33.66	.00	79,609.00	66.34
Post 9/11 Veterans Grant	110,000.00	74,081.90	67.35	.00	35,918.10	32.65
FoundationScholarships	575,000.00	304,555.43	52.97	.00	270,444.57	47.03
Direct Loans	1,500,000.00	656,165.00	43.74	.00	843,835.00	56.26
FELL	4,300,000.00	2,045,116.61	47.56	.00	2,254,883.39	52.44
Federal Work Study	6,055.00	1,637.66	27.05	.00	4,417.34	72.95
SEOG	30,954.00	13,803.78	44.59	.00	17,150.22	55.41
MAP	400,000.00	.00	.00	.00	400,000.00	100.00
Workforce Investment Sol	300,000.00	168,534.18	56.18	.00	131,465.82	43.82
IL National Guard Grant	27,000.00	8,773.00	32.49	.00	18,227.00	67.51
Total Financial Aid	7,369,009.00	3,313,058.56	44.96	.00	4,055,950.44	55.04
Total Restricted Purposes Fd	9,151,784.98	4,451,199.20	48.64	27,530.58	4,673,055.20	51.06

Richland Community College
Expenditure Summary by Cost Center
For the month of December
50% of Fiscal Year 1516

	Budget 1516	** Actual Expended ** 12/31/2015	%	Encumbered	*** Unencumbered	**** %
Fund: Working Cash Fund						
Transfer Out	3,000.00	.00	.00	.00	3,000.00	100.00
Total Working Cash Fund	3,000.00	.00	.00	.00	3,000.00	100.00
Fund: Trust & Agency Fund						
Costs for Trust and Agency						
Club Expenses	75,500.00	53,959.26	71.47	1,884.55	19,656.19	26.03
Transfer Out	.00	490.00	.00	.00	-490.00	.00
Total Trust & Agency Fund	75,500.00	54,449.26	72.12	1,884.55	19,166.19	25.39
Fund: Audit Fund						
Costs for Institutional Support						
Business Office	15,378.00	8,082.42	52.56	.00	7,295.58	47.44
Costs for Audit						
Audit	45,800.00	45,800.00	100.00	.00	.00	.00
Contingency	10,571.00	.00	.00	.00	10,571.00	100.00
Total Audit Fund	71,749.00	53,882.42	75.10	.00	17,866.58	24.90
Fund: Liab,Protect,Settle						
Liab Protection & Settle	1,325,433.00	642,647.49	48.49	226,413.42	456,372.09	34.43
Total Liab,Protect,Settle	1,325,433.00	642,647.49	48.49	226,413.42	456,372.09	34.43

Richland Community College
 Bills Presented for Ratification
 DEC 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
AFLAC		AFLAC	834.56	834.56		
AFLAC		AFLAC	834.56	834.56		
AHIMA	Health Information Te	Publications & Dues	185.00	185.00		
AT&T	Fairview Plaza O&M	Telephone	171.09		171.09	
AT&T	Utilities	Telephone	2,394.89		2,394.89	
AT&T	CommunityService	Telephone	182.12			182.12
AT&T	Utilities	Telephone	460.23		460.23	
AT&T	Fairview Plaza O&M	Telephone	17.03		17.03	
AT&T	Utilities	Telephone	485.90		485.90	
AT&T	Fairview Plaza O&M	Telephone	170.30		170.30	
AT&T	Utilities	Telephone	456.34		456.34	
AT&T Long Distance	Utilities	Telephone	146.39		146.39	
Advanced Disposal Services	Utilities	Refuse Disposal	1,318.24		1,318.24	
Advanced Disposal Services	Utilities	Refuse Disposal	1,318.24		1,318.24	
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	46.20	46.20		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	55.24	55.24		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	91.56	91.56		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	87.10	87.10		
Airweld Industrial Gases	Welding-Technical Occ	Instructional Supplie	6.90	6.90		
Allegro Medical	Allied Health	Instructional Supplie	28.51	28.51		
Altorfer Inc	Maintenance	Equip Repair/Maint Ag	941.40		941.40	
Altorfer Inc	Maintenance	Equip Repair/Maint Ag	94.15		94.15	
Altorfer Inc	Maintenance	Equip Repair/Maint Ag	1,138.34		1,138.34	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	115.91		115.91	
AmerenIP	Clinton Center O&M	Electricity and Nat G	246.15		246.15	
AmerenIP	Utilities	Telephone	52.72		52.72	
AmerenIP	Clinton Center O&M	Electricity and Nat G	92.86		92.86	
AmerenIP	Utilities	Electricity and Nat G	26.96		26.96	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	82.60		82.60	
AmerenIP	Utilities	Electricity and Nat G	26.93		26.93	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	92.53		92.53	
AmerenIP	Utilities	Electricity and Nat G	5,376.19		5,376.19	
AmerenIP	Utilities	Electricity and Nat G	153.77		153.77	
AmerenIP	Utilities	Electricity and Nat G	708.48		708.48	
AmerenIP	Outdoor Exposition Sp	Electricity and Nat G	33.81			33.81
AmerenIP	Workforce Development	Electricity and Nat G	4,628.13		4,628.13	
AmerenIP	Clinton Center O&M	Electricity and Nat G	3.69		3.69	
AmerenIP	Utilities	Electricity and Nat G	131.69		131.69	
AmerenIP	Sequestration Bldg O&	Electricity and Nat G	200.21		200.21	
AmerenIP	Macon Co Soil & Water	Electricity and Nat G	91.46		91.46	
AmerenIP	Utilities	Electricity and Nat G	5,466.53		5,466.53	
AmerenIP	Utilities	Electricity and Nat G	311.65		311.65	
AmerenIP	Utilities	Electricity and Nat G	2,376.37		2,376.37	
AmerenIP	Utilities	Electricity and Nat G	191.27		191.27	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	95.83		95.83	
AmerenIP	Fairview Plaza O&M	Electricity and Nat G	172.28		172.28	
AmerenIP	Clinton Center O&M	Electricity and Nat G	254.94		254.94	
American Express		Credit Card Pmt Clear	56.09	56.09		
Angelo's Catering	Board of Trustees	Meals	325.00	325.00		
		PAGE TOTALS	32,778.34	2,550.72	30,011.69	215.93

Richland Community College
Bills Presented for Ratification
DEC 1516

Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	37.51		37.51	
Aramark - AUS St Louis MC Lockbo	Maintenance	Uniforms	43.45		43.45	
Aramark Corporation	Child Care Services	Meals	1,494.44			1,494.44
Aramark Corporation	Child Care Services	Meals	1,502.02			1,502.02
Arbico Organics	Garden Center Ag/Hort	Materials	55.90			55.90
Archambault, Margaret	LearningAccommodation	Travel-In State	552.00	552.00		
Archambault, Margaret	LearningAccommodation	Travel-In State	621.00	621.00		
Archambault, Margaret	LearningAccommodation	Travel-In State	483.00	483.00		
Architectural Expressions LLP	Renovations / Remodel	Building Improvements	373.50			373.50
Area Disposal Service Inc	Clinton Center O&M	Custodial Services	59.30		59.30	
Area Disposal Service Inc	Clinton Center O&M	Custodial Services	58.91		58.91	
Argenta-Oreana School District 1	YouthLeadershipInstit	Travel-In State	220.00			220.00
Baird, Karen F		Other Current Obligat	86.30			86.30
BearMail Co		Inventory-CentralStor	334.73	334.73		
Beck's Studio		Inventory-CentralStor	10.00	10.00		
Birch Bus Service LLC	College Fair	Travel-In State	90.50			90.50
Black & Co	Maintenance	Maintenance Supplies	360.14		360.14	
Blue Mound Leader	Marketing	Advertising	136.00	136.00		
Bodine Electric Inc	Liab Protection & Set	Computer Software	165.38			165.38
Bodine Services of Decatur Inc	Liab Protection & Set	Computer Software	165.38			165.38
BrickStreet Mutual Insurance	Liab Protection & Set	General Insurance	5,550.00			5,550.00
Busey Bank	Macon Co Soil & Water	Install Pymt Lease/Pu	4,490.00		4,490.00	
CADCA	CommunityService	Publications & Dues	300.00			300.00
CAE Healthcare Inc		Prepaid Expenses	1,837.50	1,837.50		
CAE Healthcare Inc	Human Simulator	Equip Repair/Maint Ag	1,837.50	1,837.50		
CAHIM		Prepaid Expenses	1,250.00	1,250.00		
CAHIM	Health Information Te	Publications & Dues	1,250.00	1,250.00		
CASA	Club Expenses	Donations/Gifts	75.00			75.00
CDS Leasing	Copiers	Equipment Rental	90.00	90.00		
CDS Leasing	Copiers	Equipment Rental	387.63	387.63		
CDS Leasing	Copiers	Equipment Rental	149.14	149.14		
CDS Leasing	Copiers	Equipment Rental	524.12	524.12		
CDS Leasing	Copiers	Equipment Rental	280.00	280.00		
CDS Leasing	Copiers	Equipment Rental	60.00	60.00		
CDS Leasing	Copiers	Equipment Rental	194.00	194.00		
CDS Leasing	Copiers	Equipment Rental	150.00	150.00		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	117.00	117.00		
CDS Leasing	Copiers	Equipment Rental	139.77	139.77		
CDS Office Technologies	Copiers	Printing	2.00	2.00		
CDS Office Technologies	Copiers	Printing	1,427.23	1,427.23		
CDS Office Technologies	Copiers	Printing	8.93	8.93		
CDS Office Technologies	Copiers	Printing	74.58	74.58		
CDS Office Technologies	Copiers	Printing	1,093.71	1,093.71		
CDS Office Technologies	Copiers	Printing	62.39	62.39		
CDWG Government Inc		Other Current Obligat	130.17			130.17
		PAGE TOTALS	28,571.54	13,189.23	5,173.72	10,208.59

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
CDWG Government Inc		Other Current Obligat	242.31			242.31
CDWG Government Inc		Other Current Obligat	252.51			252.51
CDWG Government Inc		Other Current Obligat	71.16			71.16
CDWG Government Inc		Other Current Obligat	182.22			182.22
CDWG Government Inc	Academic Lab Support	Computer Software	4,536.00	4,536.00		
CDWG Government Inc		Heartland Academy Rec	139.49	139.49		
CDWG Government Inc		Other Current Obligat	142.32			142.32
CDWG Government Inc	LRC	Equipment-Instruction	1,980.18			1,980.18
CDWG Government Inc	Academic Lab Support	Materials	139.78	139.78		
COE	Grant-Administration	Publications & Dues	3,250.00			3,250.00
Carolina Biological Supply Co	Biology-Baccalaureate	Instructional Supplie	467.09	467.09		
Casey, Sue	Art-Baccalaureate	Office Supplies	45.98	45.98		
Chambers, Kathy E	General Expenses	Travel-In State	95.22			95.22
Chambers, Kathy E	General Expenses	Travel-In State	49.91			49.91
Cheatham, Brittney Marie	Outdoor Exposition Sp	Materials	11.00			11.00
City of Decatur		Accrued Sales Tax	122.34			122.34
City of Decatur		Accrued Sales Tax	56.68			56.68
City of Decatur IL	Utilities	Water,Sewage	293.72		293.72	
City of Decatur IL	Utilities	Water,Sewage	162.45		162.45	
City of Decatur IL	Macon Co Soil & Water	Water,Sewage	142.27		142.27	
City of Decatur IL	Utilities	Materials	220.60		220.60	
City of Decatur IL	Sequestration Bldg O&	Water,Sewage	145.00		145.00	
City of Decatur IL	Utilities	Materials	220.60		220.60	
City of Decatur IL	Utilities	Water,Sewage	1,267.67		1,267.67	
City of Decatur IL	CSI Building O&M	Water,Sewage	63.36		63.36	
City of Decatur IL	Utilities	Water,Sewage	820.59		820.59	
City of Decatur IL	Fairview Plaza O&M	Water,Sewage	54.43		54.43	
Cole, Jerry	CommunityService	Travel-In State	15.30			15.30
Cole, Jerry	CommunityService	Travel-In State	34.16			34.16
Comcast	LRC Audio Visual	Materials	26.91	26.91		
Comcast	Presidents Office	Telecommunications	131.12	131.12		
Confidential On-Site Paper	General Expenses	Contractual-Other	73.71	73.71		
Consociate Group	Human Resources	Contractual-Other	320.25	320.25		
Consolidated Communications	Utilities	Telephone Maint Agree	422.40		422.40	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	389.96		389.96	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	967.10		967.10	
Constellation NewEnergy Gas Divi	Utilities	Electricity and Nat G	94.66		94.66	
Constellation NewEnergy Gas Divi	Fairview Plaza O&M	Electricity and Nat G	17.82		17.82	
Constellation NewEnergy Gas Divi	Macon Co Soil & Water	Electricity and Nat G	16.07		16.07	
Crews, Denise,, Dr	VP Academic Services	Telecommunications	60.00	60.00		
Cromwell Radio Group Inc	Marketing	Advertising	403.32	403.32		
Cromwell Radio Group Inc	Marketing	Advertising	100.00	100.00		
Crystal Clean	Automotive-Tech Occ	Instructional Supplie	12.50	12.50		
Crystal Clean	Diesel Med/Hvy Trk Te	Instructional Supplie	12.50	12.50		
D C Body Works	Club Expenses	Event Expense	350.00			350.00
DMH Corporate Health Services	Credit	Contractual-Other	580.00			580.00
DMH Corporate Health Services	Credit	Contractual-Other	315.00			315.00
Davison, Jeffrey L	General Expenses	Travel-In State	132.25			132.25
DeBose Consulting	Credit	Contractual-Other	2,674.00			2,674.00
		PAGE TOTALS	22,323.91	6,468.65	5,298.70	10,556.56

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Decatur Chapter/SHRM #0555	Human Resources	Publications & Dues	35.00	35.00		
Decatur Chapter/SHRM #0555	Human Resources	Publications & Dues	35.00	35.00		
Decatur Conference Center Hotel	Culinary Events	Contractual-Other	150.00			150.00
Decatur Magazine	Outdoor Exposition Sp	Advertising	860.00			860.00
Decatur Manor Healthcare, LLC	Club Expenses	Donations/Gifts	250.00			250.00
Decatur Public Schools	College Fair	Travel-In State	676.34			676.34
Decatur Public Schools	College Fair	Travel-In State	250.00			250.00
Don's Paint Company	Maintenance	Maintenance Supplies	150.72		150.72	
Dunker Electric	Maintenance	Maintenance Supplies	61.68		61.68	
Dust & Son Auto Supply	Collision Repair Tech	Instructional Supplie	286.32	286.32		
Elan Corporate Payment Systems		Credit Card Pmt Clear	19,335.03	19,335.03		
Elsevier Inc		Fees Pass Thru Nursin	612.00	612.00		
Elsevier Inc		Fees Pass Thru Nursin	150.00	150.00		
Elsevier Inc		Fees Pass Thru Nursin	630.00	630.00		
Elsevier Inc		Fees Pass Thru Nursin	600.00	600.00		
Elsevier Inc		Fees Pass Thru Nursin	580.00	580.00		
Elsevier Inc		Fees Pass Thru Nursin	870.00	870.00		
Elsevier Inc		Fees Pass Thru Nursin	812.00	812.00		
Elsevier Inc		Fees Pass Thru Nursin	522.00	522.00		
Elsevier Inc		Fees Pass Thru Nursin	116.00	116.00		
Enterprise Rent-A-Car	Club Expenses	Travel-In State	326.35			326.35
Enterprise Rent-A-Car	Club Expenses	Travel-Out of State	323.91			323.91
Eskew, Lisa D	Continuing&ProfEdAdmi	Travel-In State	112.70			112.70
Estell, Ronda	Academic Success	Interpreter Salary	1,236.38	1,236.38		
Estell, Ronda	Academic Success	Interpreter Salary	484.55	484.55		
Evans Recycling Inc	Utilities	Refuse Disposal	88.00		88.00	
Evergreen FS-Stephens #24	Credit	Vehicle Expense	393.06			393.06
Fairview Park Plaza LLC	Fairview Plaza O&M	Facility Rental	4,615.92		4,615.92	
Faux, Celia	Culinary Arts	Contractual-Other	150.00			150.00
Fidelity Investments		Misc Deductions	300.00	300.00		
Fidelity Investments		Misc Deductions	300.00	300.00		
FirstEnergy Solutions	Fairview Plaza O&M	Electricity and Nat G	92.00		92.00	
FirstEnergy Solutions	Sequestration Bldg O&	Electricity and Nat G	363.97		363.97	
FirstEnergy Solutions	Utilities	Electricity and Nat G	178.87		178.87	
FirstEnergy Solutions	Macon Co Soil & Water	Electricity and Nat G	132.96		132.96	
FirstEnergy Solutions	Utilities	Electricity and Nat G	28.79		28.79	
FirstEnergy Solutions	Utilities	Electricity and Nat G	14,005.20		14,005.20	
Fleet Pride	Diesel Med/Hvy Trk Te	Instructional Supplie	27.76	27.76		
Fleet Pride	Diesel Med/Hvy Trk Te	Materials	331.63	331.63		
Ford, Bryan D	Student Activities	Contractual-Other	500.00			500.00
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Fought, Patrick W	Clinton Center O&M	Custodial Services	157.50		157.50	
Franczek Radelet	Board of Trustees	Legal Services-Admin	2,432.00	2,432.00		
Frontier	Clinton Center O&M	Telephone	154.99		154.99	
Frontier	Clinton Center O&M	Telephone	160.63		160.63	
G F I Digital	Sequestration Proj	Printing	165.18			165.18
Garrett, Janean A	Admission & Recruitme	Travel-In State	75.90	75.90		
		PAGE TOTALS	54,592.84	29,771.57	20,663.73	4,157.54

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Garver Feeds	Garden Center Ag/Hort	Materials	83.46			83.46
Goodman, Vivian T	CommunityService	Travel-In State	186.07			186.07
Goodman, Vivian T	CommunityService	Travel-In State	135.99			135.99
Goodman, Vivian T	CommunityService	Telephone	90.00			90.00
Grainger Inc	Collision Repair Tech	Materials	251.33	251.33		
Grainger Inc	Collision Repair Tech	Materials	119.43	119.43		
Grainger Inc	Engineering Technolog	Instructional Supplie	13.70		13.70	
Greater Decatur Chamber of Comme	General Expenses	Meeting Expense	160.00	160.00		
Green Media Service Inc	Marketing	Advertising	4,221.00	4,221.00		
Green Media Service Inc	Marketing	Advertising	5,986.00	5,986.00		
Grimm, Susan	Radiology Tech-Hlth O	Travel-In State Milea	362.25		362.25	
HVAC Excellence	Heating,Vent,AC-Tech	Accreditation Fees	1,500.00	1,500.00		
Hoelting & Co	Culinary Arts	Instructional Supplie	191.36	191.36		
Hoelting & Co	Culinary Arts	Instructional Supplie	128.95	128.95		
Hoelting & Co	Culinary Arts	Instructional Supplie	22.60		22.60	
Hoelting & Co	Culinary Arts	Instructional Supplie	31.90		31.90	
Hood, Carol L	Accounting/Business	Travel-In State	93.15	93.15		
Houchen Bindery Ltd	LRC	Materials	125.00	125.00		
Hughes, Laurie Beth		RCC Foundation A/R	500.00	500.00		
Hughes, Laurie Beth	Dean-Liberal Arts	Travel-Out of State	500.00	500.00		
ICCTA	Board of Trustees	Publications & Dues	4,626.00	4,626.00		
IMACC	Math-Baccalaureate	Publications & Dues	350.00	350.00		
Illinois Century Network	Networking Support	Telecommunications	664.00	664.00		
Illinois Century Network	Networking Support	Telecommunications	664.00	664.00		
Illinois Federation of Teachers		Union Dues-RFT	2,310.00	2,310.00		
Illinois Federation of Teachers		Union Dues - Adjunct	53.53	53.53		
Illinois Federation of Teachers		Union Dues - Adjunct	53.53	53.53		
Illinois Federation of Teachers		Union Dues-RFT	2,310.00	2,310.00		
Illinois Federation of Teachers		Union Dues-RFT	2,310.00	2,310.00		
Illinois Federation of Teachers		Union Dues - Adjunct	53.53	53.53		
Inceptia	Fin Aid & Vet Affairs	Contractual-Other	126.40	126.40		
JRCERT	Radiology Tech-Hlth O	Publications & Dues	2,100.00	2,100.00		
Jan Master Cleaning Services Inc	Custodial	Custodial Services	2,225.47		2,225.47	
Jan Master Cleaning Services Inc	Custodial	Custodial Services	24,300.00		24,300.00	
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	
Jan Master Cleaning Services Inc	Liab Protection & Set	Custodial Services	2,700.00			2,700.00
Jan Master Cleaning Services Inc	Liab Protection & Set	Custodial Services	247.28			247.28
Jason's Lawn Care	Clinton Center O&M	Contractual-Other	240.00		240.00	
Jelks, Robert	Student Activities	Contractual-Other	500.00			500.00
Jennings Implement Co	Maintenance	Equip Repair/Maint Ag	723.14		723.14	
KONE Inc	Maintenance	Equip Repair/Maint Ag	334.02		334.02	
Kaskaskia Broadcasting Inc	Marketing	Advertising	240.00	240.00		
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
Key Equipment Finance	Administration Genera	Equipment Rental	210.00			210.00
Key Equipment Finance	Administration Genera	Equipment Rental	199.00			199.00
Keystone Homes	Clinton Center O&M	Facility Rental	6,333.33		6,333.33	
Larsen, Jimmy R	Radiology Tech-Hlth O	Equip Repair/Maint Ag	1,895.00	1,895.00		
		PAGE TOTALS	74,080.42	31,962.66	37,555.96	4,561.80

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Laser Innovation Inc	Dean-Business/Technol	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Dean-Health Professio	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Academic Success	Equip Repair/Maint Ag	198.00	198.00		
Laser Innovation Inc	LRC	Equip Repair/Maint Ag	495.00	495.00		
Laser Innovation Inc	Online Learning	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Academic Lab Support	Equip Repair/Maint Ag	1,386.00	1,386.00		
Laser Innovation Inc	Advising and Records	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Grant-Administration	Equip Repair/Maint Ag	99.00			99.00
Laser Innovation Inc	Continuing&ProfEdAdmi	Equip Repair/Maint Ag	99.00			99.00
Laser Innovation Inc	Maintenance	Equip Repair/Maint Ag	99.00		99.00	
Laser Innovation Inc	VP Academic Services	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Presidents Office	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Business Office	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Human Resources	Equip Repair/Maint Ag	99.00	99.00		
Laser Innovation Inc	Graphics	Equip Repair/Maint Ag	99.00	99.00		
Lee Enterprises Inc	Human Resources	Advertising	307.00	307.00		
Lee Enterprises Inc	Human Resources	Advertising	337.00	337.00		
Lee Enterprises Inc	Marketing	Advertising	39.00	39.00		
Lee Enterprises Inc	Marketing	Advertising	1,200.00	1,200.00		
Lee Enterprises Inc	Marketing	Advertising	160.00	160.00		
Lee Enterprises Inc	Marketing	Advertising	1,100.00	1,100.00		
Lee Enterprises Inc	Marketing	Advertising	1,200.00	1,200.00		
Lee Enterprises Inc	Marketing	Advertising	39.00	39.00		
Lee, Katherine B	Surgical Tech-Health	Travel-In State Milea	65.55	65.55		
Little, Linda S	Outdoor Exposition Sp	Materials	250.00			250.00
Long, Kathryn Ann	VP Academic Services	Materials	90.00	90.00		
Long, Kathryn Ann	VP Academic Services	Contractual-Other	150.00	150.00		
Long, Kathryn Ann	VP Academic Services	Contractual-Other	150.00	150.00		
Lowe's Home Centers Inc	Heating,Vent,AC-Tech	Materials	429.16	429.16		
Lowe's Home Centers Inc	Maintenance	Maintenance Supplies	45.03		45.03	
MANCOMM	Credit	Instructional Supplie	29.75			29.75
MANCOMM	Credit	Instructional Supplie	136.61			136.61
MR Systems Wireless	Clinton Center O&M	Telephone	57.00		57.00	
MRE Benefit Admin Systems		Group Insurance	31,552.18	31,552.18		
MRE Benefit Admin Systems		Health Insurance	204,414.39	204,414.39		
MRE Benefit Admin Systems		EmployeeBenefitsTotal	173.85	173.85	0.00	0.00
Macon County Advocacy Center	Club Expenses	Donations/Gifts	75.00			75.00
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Macon County Circuit Clerk		Wage Garnishment Orde	500.00	500.00		
Main Hangar Restaurant	Culinary Events	Contractual-Other	150.00			150.00
Main Street Church of the	CommunityService	Facility Rental	250.00			250.00
Mangle Management Systems	VP Student Success	Meeting Expense	32.81	32.81		
Mangle Management Systems	Surgical Tech-Health	Meeting Expense	88.00	88.00		
Mangle Management Systems	Presidents Office	Meeting Expense	125.00	125.00		
Mangle Management Systems	Presidents Office	Meeting Expense	64.00	64.00		
Mariner, Shari L	Club Expenses	Travel-In State	27.98			27.98
Marquis Beverage Service	Coffee House	Instructional Supplie	535.70			535.70
Marquis Beverage Service	Coffee House	Instructional Supplie	237.00			237.00
		PAGE TOTALS	248,278.01	246,186.94	201.03	1,890.04

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Marquis Beverage Service	Coffee House	Instructional Supplie	172.50			172.50
Marquis Beverage Service	Coffee House	Instructional Supplie	700.40			700.40
Mazzotti, Larry	Diesel Med/Hvy Trk Te	Instructional Supplie	231.00	231.00		
Menard Inc	Maintenance	Maintenance Supplies	239.91		239.91	
Menard Inc	Maintenance	Maintenance Supplies	2.64		2.64	
Menard Inc	Maintenance	Maintenance Supplies	11.98		11.98	
Menard Inc	Maintenance	Maintenance Supplies	22.90		22.90	
Menard Inc	Maintenance	Maintenance Supplies	50.48		50.48	
Mercer Cutlery		Fees Pass Thru Culina	2,551.32	2,551.32		
Meridian High School	College Fair	Travel-In State	72.80			72.80
Meridian School District	Marketing	Advertising	500.00	500.00		
MidAmerica Tire & Performance	College Vehicle	Vehicle Expense	18.95		18.95	
Midland Paper Company	Copy Center	Materials	151.26			151.26
Midland Paper Company	Copy Center	Materials	309.22			309.22
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Midwest Fiber Inc of Decatur	Utilities	Refuse Disposal	90.00		90.00	
Millikin University	Culinary Events	Contractual-Other	150.00			150.00
Motion Industries	Maintenance	Maintenance Supplies	31.58		31.58	
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	13.08	13.08		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	-8.19	-8.19		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	9.90	9.90		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	27.71	27.71		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	41.01	41.01		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	141.68	141.68		
Napa Auto Parts	Automotive-Tech Occ	Instructional Supplie	10.44	10.44		
Neuhoff Media Decatur	Outdoor Exposition Sp	Advertising	1,200.00			1,200.00
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Neuhoff Media Decatur	Marketing	Advertising	310.00	310.00		
Newman & Ullman Inc		Inventory-CentralStor	163.71	163.71		
Newman & Ullman Inc		Other Receivables	33.60	33.60		
Newman & Ullman Inc		Inventory-CentralStor	103.37	103.37		
Newman & Ullman Inc		Inventory-CentralStor	115.34	115.34		
Newman & Ullman Inc		Inventory-CentralStor	169.80	169.80		
Niemann Foods	Culinary Arts	Instructional Supplie	40.53	40.53		
Niemann Foods	Culinary Arts	Instructional Supplie	32.85	32.85		
Niemann Foods	Culinary Arts	Instructional Supplie	16.43	16.43		
Niemann Foods	Culinary Arts	Instructional Supplie	22.11	22.11		
Niemann Foods	Culinary Arts	Instructional Supplie	31.09	31.09		
Niemann Foods	Culinary Arts	Instructional Supplie	15.72	15.72		
Niemann Foods	Culinary Arts	Instructional Supplie	20.94	20.94		
Niemann Foods	Culinary Arts	Instructional Supplie	6.99	6.99		
Niemann Foods	Culinary Arts	Instructional Supplie	33.65	33.65		
Niemann Foods	Culinary Arts	Instructional Supplie	52.21	52.21		
Niemann Foods	Culinary Arts	Instructional Supplie	32.93	32.93		
Niemann Foods	Culinary Arts	Instructional Supplie	70.12	70.12		
Niemann Foods	Culinary Arts	Instructional Supplie	36.05	36.05		
PAGE TOTALS			9,380.01	6,065.39	558.44	2,756.18

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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Niemann Foods	Culinary Arts	Instructional Supplie	17.97	17.97		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-39.15	-39.15		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	41.91	41.91		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-124.98	-124.98		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	39.15	39.15		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-41.91	-41.91		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	12.98	12.98		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	251.02	251.02		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	49.99	49.99		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-41.97	-41.97		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	29.54	29.54		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	23.74	23.74		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	73.60	73.60		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-14.88	-14.88		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	68.24	68.24		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	2.99	2.99		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	45.35	45.35		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	5.91	5.91		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	9.44	9.44		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	-0.06	-0.06		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	41.17	41.17		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	67.96	67.96		
O'Reilly Auto Parts	Automotive-Tech Occ	Instructional Supplie	119.28	119.28		
Oasis	Club Expenses	Donations/Gifts	250.00			250.00
Office Depot Inc		Inventory-CentralStor	400.27	400.27		
Office Max		Inventory-CentralStor	352.89	352.89		
Oliver, Brooke D	Surgical Tech-Health	Travel-In State Milea	496.80	496.80		
Oliver, Brooke D	Surgical Tech-Health	Travel-In State Milea	165.80	165.80		
Olson, Colleen	Academic Success	Interpreter Salary	98.50	98.50		
Orv Graham Radio Advertising Bro	Marketing	Advertising	160.00	160.00		
Ostermeier, Virginia F	Dean-Health Professio	Registration Fees	500.00	500.00		
Park Seed Wholesale	Garden Center Ag/Hort	Materials	8.40			8.40
Peifer, Maranda Colleen		Child Care Receivable	456.50			456.50
Per Mar Security & Research Corp	Security	Security	184.22		184.22	
Per Mar Security & Research Corp	Security	Security	182.46		182.46	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,421.11			4,421.11
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,378.92			4,378.92
Per Mar Security & Research Corp	Security	Security	205.81		205.81	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,939.28			4,939.28
Per Mar Security & Research Corp	Security	Security	222.26		222.26	
Per Mar Security & Research Corp	Liab Protection & Set	Security	4,222.85			4,222.85
Per Mar Security & Research Corp	Security	Security	162.52		162.52	
Per Mar Security & Research Corp	Liab Protection & Set	Security	3,900.44			3,900.44
Pocket Nurse	AAS Nursing -Health O	Instructional Supplie	97.20	97.20		
Pocket Nurse	AAS Nursing -Health O	Instructional Supplie	36.55	36.55		
Pocket Nurse	AAS Nursing -Health O	Instructional Supplie	35.00	35.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	120.00	120.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
		PAGE TOTALS	26,967.07	3,432.30	957.27	22,577.50

Richland Community College
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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	166.00	166.00		
Poindexter, Lynne M	Academic Success	Interpreter Salary	240.00	240.00		
Presentations Direct	Copy Center	Install Pymt Lease/Pu	293.20			293.20
Pride Cleaners	Culinary Arts	Instructional Supplie	78.48	78.48		
Pride Cleaners	Culinary Arts	Instructional Supplie	64.31	64.31		
Pride Cleaners	Culinary Arts	Instructional Supplie	75.21	75.21		
Pride Cleaners	Culinary Arts	Instructional Supplie	39.24	39.24		
Pride Cleaners	Culinary Arts	Instructional Supplie	42.51	42.51		
Pride Cleaners	Culinary Arts	Instructional Supplie	117.72	117.72		
Pride Cleaners	Culinary Arts	Instructional Supplie	91.56	91.56		
R D McMillen Enterprises		Inventory-CentralStor	32.40	32.40		
R D McMillen Enterprises		Inventory-CentralStor	164.32	164.32		
R D McMillen Enterprises		Inventory-CentralStor	62.04	62.04		
R D McMillen Enterprises		Inventory-CentralStor	75.00	75.00		
RCC Bookstore	Credit	Instructional Supplie	926.17			926.17
RCC Bookstore	Dean-Math/Science	Office Supplies	10.36	10.36		
RCC Bookstore	Engl/Human/Journal-Ba	Instructional Supplie	8.00	8.00		
RCC Bookstore	Student Activities	Travel-In State	954.60			954.60
RCC Bookstore	Club Expenses	Materials	81.00			81.00
RCC Bookstore	Club Expenses	Materials	57.12			57.12
RCC-Foundation		Richland Foundation	188.05	188.05		
RCC-Foundation	Club Expenses	Donations/Gifts	250.00			250.00
RCC-Foundation		Richland Foundation	188.04	188.04		
RCC-Foundation		Credit Card Clearing	200.00	200.00		
RCC-Foundation		Credit Card Clearing	1,500.00	1,500.00		
RCC-Foundation		Revenue-Misc/OtherSou	125.00	125.00		
RCC-Foundation		Richland Foundation	188.04	188.04		
Refreshment Services Pepsi	CulinaryRestaurant	Instructional Supplie	268.52			268.52
Reliance Standard		Life Insurance	3,601.80	3,601.80		
Reliance Standard		LTD Insurance	2,257.83	2,257.83		
Reliance Standard		Supplemental Life Ins	1,404.52	1,404.52		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	73.95	73.95		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	46.50	46.50		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	19.00	19.00		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	39.20	39.20		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	174.75	174.75		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	83.33	83.33		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,858.81	1,858.81		
Robert's Sysco Inc	Coffee House	Instructional Supplie	648.87			648.87
Robert's Sysco Inc	Coffee House	Instructional Supplie	453.10			453.10
Robert's Sysco Inc	Child Care Services	Snacks and Milk	32.62			32.62
Robert's Sysco Inc	Child Care Services	Snacks and Milk	60.24			60.24
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	241.45	241.45		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,578.85	1,578.85		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	108.50	108.50		
		PAGE TOTALS	19,834.21	15,808.77	0.00	4,025.44

Richland Community College
Bills Presented for Ratification
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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	969.44	969.44		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	230.96	230.96		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	448.97	448.97		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	927.23	927.23		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	1,165.52	1,165.52		
Robert's Sysco Inc	Culinary Arts	Instructional Supplie	23.05	23.05		
Robert's Sysco Inc	Coffee House	Instructional Supplie	176.28			176.28
Robert's Sysco Inc	Coffee House	Instructional Supplie	260.99			260.99
Robert's Sysco Inc	Coffee House	Instructional Supplie	499.30			499.30
Robert's Sysco Inc	Coffee House	Instructional Supplie	85.26			85.26
Robert's Sysco Inc	Child Care Services	Snacks and Milk	60.24			60.24
Rogers Supply Co	Heating,Vent,AC-Tech	Instructional Supplie	998.81	998.81		
Rush Truck Leasing	Grounds	Install Pymt Lease/Fu	2,174.91		2,174.91	
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	57.43	57.43		
S J Smith Company Inc	Automotive-Tech Occ	Instructional Supplie	19.20	19.20		
S J Smith Company Inc	Welding-Technical Occ	Instructional Supplie	585.50	585.50		
S J Smith Company Inc	Human Simulator	Instructional Supplie	33.04	33.04		
S J Smith Company Inc	Human Simulator	Instructional Supplie	78.60	78.60		
S J Smith Company Inc	Club Expenses	Contractual-Other	9.60			9.60
SIU-C		Fees Pass Thru Nursin	1,560.00	1,560.00		
Sam's Club Direct	Garden Center Ag/Hort	Office Supplies	9.03			9.03
Sam's Club Direct	YouthLeadershipInstit	Meeting Expense	53.60			53.60
Sam's Club Direct	Human Resources	Office Supplies	36.36	36.36		
Samuels Miller Schroeder Jackson	Board of Trustees	Legal Services-Admin	2,309.00	2,309.00		
Sangamon Valley High School	College Fair	Travel-In State	150.00			150.00
Saunders, Gayle M	Board of Trustees	Meeting Expense	28.18	28.18		
Saunders, Gayle M	Presidents Office	Meals	29.08	29.08		
Scott Fisher Enterprises Inc	Clinton Center O&M	Pest Control	85.00		85.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	625.00		625.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	100.00		100.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	50.00		50.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	35.00		35.00	
Scott Fisher Enterprises Inc	Clinton Center O&M	Pest Control	85.00		85.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	100.00		100.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	625.00		625.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	50.00		50.00	
Scott Fisher Enterprises Inc	Fairview Plaza O&M	Pest Control	35.00		35.00	
Screen This	Welding-Technical Occ	Instructional Supplie	28.00	28.00		
Screen This	Welding-Technical Occ	Instructional Supplie	511.00	511.00		
Screen This	Outdoor Exposition Sp	Materials	143.00			143.00
Seno Formal Wear	Outdoor Exposition Sp	Materials	480.00			480.00
Shippers Rental Inc	Credit	Equipment Rental	2,000.00			2,000.00
Showcard Studio	Marketing	Advertising	227.50	227.50		
Showcard Studio	CulinaryRestaurant	Advertising	95.00			95.00
Sikich LLP	Audit	Audit Services	3,000.00			3,000.00
Sligo Steel	Welding-Technical Occ	Instructional Supplie	2,520.00	2,520.00		
Specialty Paint	Collision Repair Tech	Instructional Supplie	41.47	41.47		
Specialty Paint	Collision Repair Tech	Instructional Supplie	72.44	72.44		
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	616.91		616.91	
		PAGE TOTALS	24,504.90	12,900.78	4,581.82	7,022.30

Richland Community College
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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	1,020.70		1,020.70	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	450.80		450.80	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	215.12		215.12	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	667.58		667.58	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	1,193.46		1,193.46	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	82.76		82.76	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	231.13		231.13	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	507.50		507.50	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	472.74		472.74	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	1,093.08		1,093.08	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	371.34		371.34	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	702.90		702.90	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	757.25		757.25	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	566.38		566.38	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	855.40		855.40	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	154.76		154.76	
Spectrum Janitorial Supply	Custodial	Maintenance Supplies	115.84		115.84	
Spectrum Janitorial Supply	Grounds	Snow/Grounds	5,527.20		5,527.20	
St Mary's Hospital	Allied Health	Instructional Supplie	14.40	14.40		
St Teresa High School	College Fair	Travel-In State	390.00			390.00
Stand Up for Grace	Club Expenses	Donations/Gifts	500.00			500.00
State Fire Marshal	Maintenance	Equip Repair/Maint Ag	140.00		140.00	
State Universities Retirement		SURS 8%	1,896.06	1,896.06		
State Universities Retirement		SURS 8%	45,454.59	45,454.59		
State Universities Retirement		SURSRetiremtInstallPu	168.50	168.50		
State Universities Retirement		SURS 1/2%	5,000.86	5,000.86		
State Universities Retirement		SURS 8%	2,096.19	2,096.19		
State Universities Retirement		SURS 8%	52,232.94	52,232.94		
State Universities Retirement		SURSRetiremtInstallPu	168.50	168.50		
State Universities Retirement		SURS 1/2%	5,618.54	5,618.54		
Stericycle	AAS Nursing -Health O	Materials	396.96		396.96	
Svendsen Florists Inc	Presidents Office	Materials	30.00	30.00		
The Beach House Inc	Culinary Events	Contractual-Other	150.00			150.00
The Decatur Club	Culinary Events	Contractual-Other	150.00			150.00
The Gallery Collection	Presidents Office	Materials	159.86	159.86		
The Gallery Collection	Presidents Office	Materials	65.88	65.88		
The News-Gazette	Human Resources	Advertising	384.28	384.28		
The News-Gazette	Human Resources	Advertising	405.48	405.48		
The Omni Group	General Expenses	Bank Service Charges	10.00	10.00		
ThyssenKrupp Elevator Corp	Maintenance	Equip Repair/Maint Ag	466.95		466.95	
U S Postmaster		Inventory-CentralStor	500.00	500.00		
USA Clean Inc	Custodial	Equip Repair/Maint Ag	12.96		12.96	
USA Clean Inc	Custodial	Equip Repair/Maint Ag	33.40		33.40	
USA Clean Inc	Custodial	Equip Repair/Maint Ag	157.20		157.20	
USA Clean Inc	Custodial	Equip Repair/Maint Ag	80.35		80.35	
United Way of Decatur	CulinaryRestaurant	Donations/Gifts	200.00			200.00
United Way of Decatur/Macon Cnty		United Way	224.17	224.17		
United Way of Decatur/Macon Cnty		United Way	224.17	224.17		
United Way of Decatur/Macon Cnty		United Way	219.17	219.17		
		PAGE TOTALS	132,537.35	115,270.55	15,876.80	1,390.00

Richland Community College
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Vendor Name	Function	Object	Invoice Amount	Educational Fund	O & M Fund	Other Fund
Verizon Wireless	Admission & Recruitme	Telephone	50.02	50.02		
Verizon Wireless	Utilities	Telephone	228.77		228.77	
Verizon Wireless	Utilities	Telephone	376.77		376.77	
WDKR Radio Station	Marketing	Advertising	120.00	120.00		
WDZQ 95Q FM	Outdoor Exposition Sp	Advertising	325.68			325.68
WXFM	Marketing	Advertising	120.00	120.00		
Wal-Mart	Child Care Services	Snacks and Milk	421.85			421.85
Wal-Mart	Child Care Services	Snacks and Milk	224.03			224.03
Warrensburg-Latham Community Hig	College Fair	Travel-In State	62.00			62.00
Warrensburg-Latham High School	Marketing	Advertising	50.00	50.00		
Wiese Inc	Maintenance	Equip Repair/Maint Ag	355.00		355.00	
Wiese Inc	Maintenance	Equip Repair/Maint Ag	275.00		275.00	
Wiese Inc	Maintenance	Equip Repair/Maint Ag	275.00		275.00	
Wiese Inc	Maintenance	Equip Repair/Maint Ag	374.22		374.22	
Wiese Inc	Maintenance	Equip Repair/Maint Ag	107.61		107.61	
Wingard, Rachel	Academic Success	Interpreter Salary	543.75	543.75		
Wingard, Rachel	Academic Success	Interpreter Salary	621.25	621.25		
World Point ECC Inc	Credit	Instructional Supplie	285.90			285.90
Xerox Corp	Copy Center	Install Pymt Lease/Fu	194.99			194.99
Xerox Corp	Copy Center	Install Pymt Lease/Fu	1,739.42			1,739.42
Xerox Corp	Copy Center	Install Pymt Lease/Fu	307.11			307.11
Xerox Corp	Copy Center	Install Pymt Lease/Fu	2,307.74			2,307.74
Xerox Corporation	Copiers	Equipment Rental	171.36	171.36		
Xerox Corporation	Copiers	Equipment Rental	171.36	171.36		
Student Refunds			2,185.00	2,185.00		
		PAGE TOTALS	11,893.83	4,032.74	1,992.37	5,868.72
		AP GRAND TOTAL	685,742.43	487,640.30	122,871.53	75,230.60

ITEMS FROM THE BOARD

ADJOURNMENT