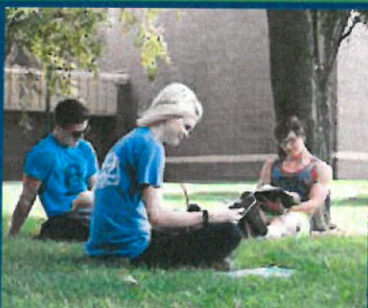
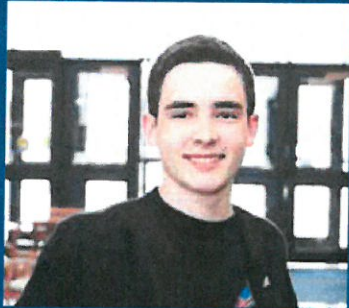




BOARD OF TRUSTEES

August 21, 2018

REGULAR MEETING 5:30 P.M. | RICHLAND COMMUNITY COLLEGE BOARD ROOM, N154



Richland Community College

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

Richland Community College Board of Trustees

CHAIRMAN

Tom Ritter

VICE CHAIRMAN

Dr. David Coopriders

SECRETARY

Bishop Wayne Dunning

Bruce Campbell

Dale Colee

Randy Prince

Jim Underwood

Nathan Buggar - Student Trustee

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

August 21, 2018

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 July 17, 2018***
- III. Appearance of Citizens and Introduction of Guests
- IV. Written Communications
 - College Activities/Marketing Report
 - Personnel Update
- V. Special Report
 - A. College Spotlight – Workforce – John Oliver
 - B. Report of ICCTA
 - C. Report of Student Trustee
 - D. Monitoring Report – Marketing and Community Affairs – Tracy Withrow
 - E. Construction, Food Service, and Police Force Report
 - F. Foundation Report

- G. Report of Agreements/Contract Signed by President Valdez for the month of July 2018

VI. Consent Agenda

- A. ***Authorization in Compliance with 5 Illinois Compiles Statutes 120/2.06***
- B. ***Full-time Employment Tenure Track EMS Faculty/EMS Program Director***
- C. ***Full-time Employment Tenure Track Practical Nursing Faculty/Medical Assisting Program Director***
- D. ***Full-time Tenure Track Nursing Faculty***

VII. New Business

- A. ***Approval of Bid – Del Medical X-Ray Machine***
- B. ***Approval of Mobile Computer Lab***

VIII. Financial Report

- A. ***Treasurer's Report and Financial Statement***
- B. ***Bills and Travel Expenditures for Ratification***

IX. Report of the President

X. Items from the Board

XI. Executive Session

XII. Adjournment

Bold and Italics Denotes Action Items

JANUARY 2018

Reports
Consent Agenda
College Legal Contractual Agreements
New Business
 Trustee Training

FEBRUARY 2018

Reports
Consent Agenda
New Business
 Recommendations for Tenure
 Recommendation for Approval of Fees
Strategic Plan Priorities
 Monitoring Report: Community Partnership

MARCH 2018

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

APRIL 2018

President's Evaluation
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 2018

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

JUNE 2018

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

JULY 2018

Reports

Consent Agenda

Monitoring Report:
Student Profile

AUGUST 2018

Reports

Institutional year Book
Program Review
Presentation

Consent Agenda

Monitoring Report:
Marketing/Government
& Community Affairs

SEPTEMBER 2018

Reports

Consent Agenda

Annual Foundation
Board Meeting

Monitoring Report:
Physical Plant/Facilities

OCTOBER 2018

Reports

Consent Agenda

Distribution of audit
Reports – RCC &
Brush College, LLC

Strategic Plan Quarterly
Update

Monitoring Report:
Academic Profile

NOVEMBER 2018

Reports

Audit Presentation

Consent Agenda

Calendar of Regular
Meeting of Board of
Trustees

Old Business

Financial Report

Monitoring Report:
Enrollment and
Financial

DECEMBER 2018

Reports

Consent Agenda

Old Business

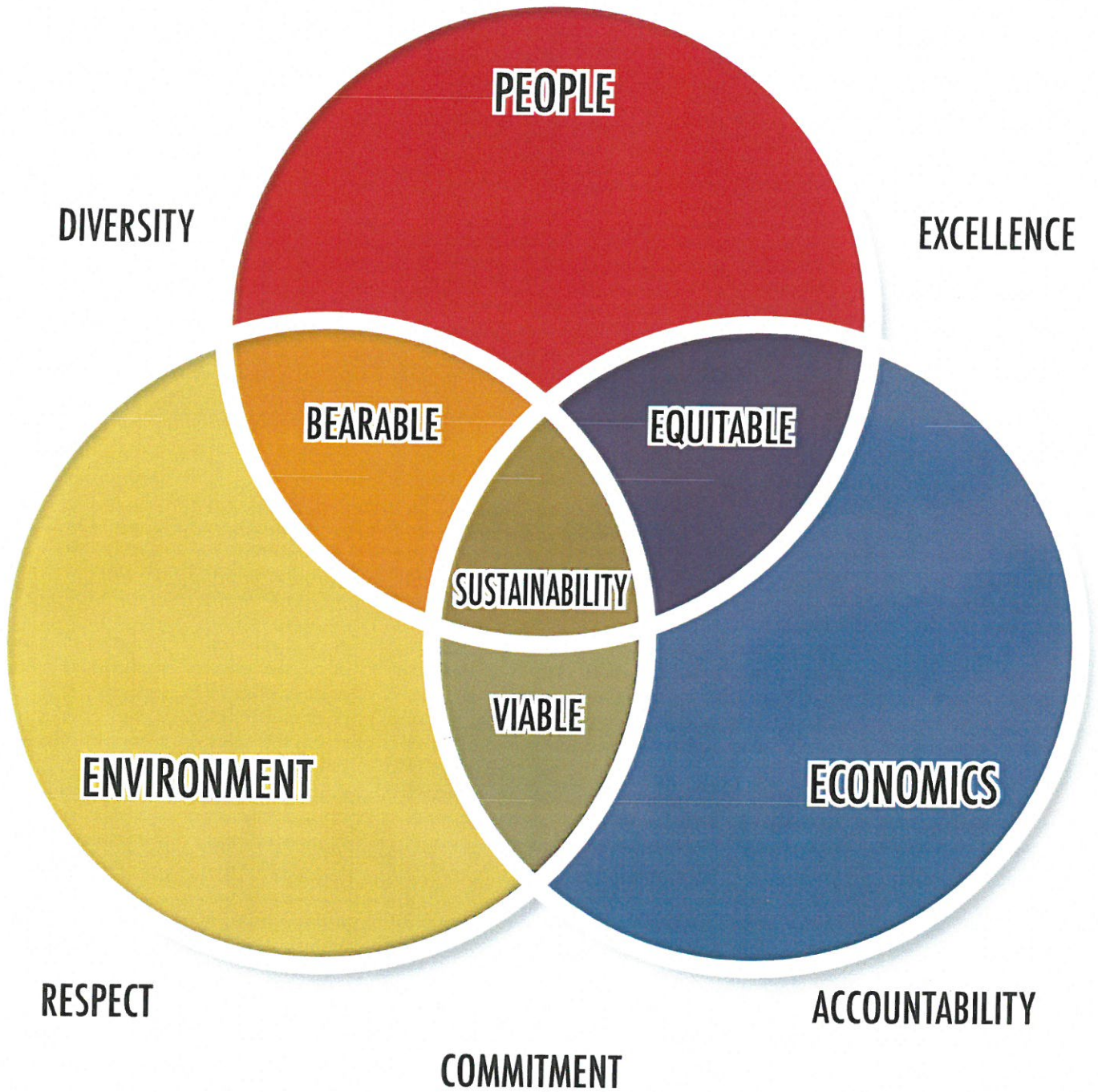
Resolution for Fiscal
Year Tax Levy

Review of Minutes of
Previous Executive
Sessions

Winter Board Retreat

Strategic Plan Priorities
Results Report

PRINCIPLES OF SUSTAINABILITY





College 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
- Diversity

Richland Community College Strategic Plan 2015-2018 (REV 10/16)

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.

Goal 2: Foster Student Success and Completion.

- Strategy A: Improve the college and career readiness of Richland students.
- Strategy B: Establish and maintain a strategic enrollment management plan and process.
- Strategy C: Engage students in the development of their plan of study.
- Strategy D: Implement student success strategies to address momentum points.

Goal 3: Advance and Create Workforce Development Partnerships.

- Strategy A: Establish and maintain partnerships to advance community development.
- Strategy B: Identify and implement new career and technical education programs of study and workforce development programs reflecting community economic development initiatives.
- Strategy C: Strengthen legislative and government relations that serve to further Richland's mission.
- Strategy D: Proactively engage media to highlight cast portfolio of offerings available to District residents.

Goal 4: Ensure a Financially Sustainable Organization.

- Strategy A: Develop and implement a working capital model that addresses the College's deficiency of working capital.
- Strategy B: Establish a Fund Balance Policy providing a framework and process to identify appropriate Fund Balances and actions that lead to and provide support of a strong financial position within a designated time frame.
- Strategy C: Conduct a comprehensive study of organizational structure and adjust based on findings.
- Strategy D: Conduct a comprehensive study of facilities and equipment to address current needs and accommodate the College's core business.

Higher Learning Commission Academic Quality Improvement Program (AQIP)

Strategic Plan

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Dashboard

Annual Performance Report

Implementation and Performance

Implementation and Performance

Public Accountability

Public Accountability

2016 Richland Community College Strategic Plan Priorities

Goal 1: Elevate Teaching and Learning Standards.

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

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

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

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

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

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

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

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

Strategy E: Deploy innovative instructional delivery and assessment systems.

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

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

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

Goal 2: Foster Student Success and Completion.

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

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

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

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

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

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

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

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

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

1. Promote career services offerings through faculty and class presentations.
 2. Implement the internship tracking modules of College Central Network.
-

Goal 3: Create and Advance Workforce Development Partnerships.

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

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

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

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

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

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

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

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

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

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

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

1. Complete canvassing of foundations and corporations of gift prospects to support the Carroll School of Business.
 2. Continue implementation of design and development of the Carroll School of Business.
-

Goal 4: Ensure a Sustainable Organization.

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

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

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

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

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

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

Strategy D: Identify and secure alternative revenue streams.

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

Strategy E: Align facility utilization with established program needs.

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

CONVENING OF THE REGULAR MEETING

MINUTES OF THE REGULAR MEETING ON JULY 17, 2018

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

July 17, 2018

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:34 p.m. Tuesday, July 17, 2018, in the Board Room by Chairman Ritter. Chairman Ritter also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Tom Ritter, Dr. David Coopridner, Jim Underwood, Bishop Wayne Dunning, Dale Colee, Randy Prince, and Nathan Buggar

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of June 19, 2018 had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the regular meeting of June 19, 2018. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Tiffany Nichols

WRITTEN COMMUNICATIONS

College Activities Report

- Relay for Life – July 20 – Shilling Education Center – 6:00 p.m.
- MCLETC Graduation – Shilling Auditorium
- Convocation – Shilling Salons – August 16
- First day of classes – August 20
- Saturday Market – July 21, 28, August 4, 11, and 18
- Tech-Go Camp (Boys) – NSEC – July 16-19
- Board of Trustees Meeting – Board Room, August 21, 2018
- Other activities listed in the Board Book

Personnel Update

New Employees

- Isaac Zuniga, Vice President, Student Success, effective June 18, 2018
- Tiffany Nichols, Human Resources Generalist, effective June 18, 2018

Changes

- Thomas Schneider, Deputy Commander, MCLETC, effective June 20, 2018

Retirements, Resignations, and Terminations

- John Smith, Training Coordinator, CDL Program, effective June 14, 2018

SPECIAL REPORTS

College Spotlight – Cover Crops – presented by Dr. David Larrick

REPORT OF ICCTA

None

REPORT OF STUDENT TRUSTEE

Student Trustee Nathan Buggar presented the Student Government Report.

MONITORING REPORT

Isaac Zuniga presented the Monitoring Report – Student Profile

FOUNDATION REPORT

Julie Melton gave an update on upcoming Foundation events

AGREEMENTS/CONTRACTS AUTHORIZED BY PRESIDENT VALDEZ

During the month of June, Dr. Valdez signed the grant agreement between the State of Illinois, Illinois Board of Higher Education and Richland Community College.

CONSENT AGENDA

It was recommended that the Board of Trustees authorize the destruction of the verbatim records of the December 20, 2016, and the January 17, 2017 closed session audio tape.

It was recommended that the Board of Trustees approve the full time employment of Dean, Liberal Arts, Jessica Pickel.

It was recommended that the Board of Trustees approve the full time employment of Director of Agricultural Programs, Jess Smithers.

It was recommended that the Board of Trustees approve the full time employment of tenure track DMHT faculty, Brandon Clark.

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

OLD BUSINESS

APPROVAL OF BID FOR PHS PROJECT

A recommendation was made to the Board of Trustees to award the bid to C.L. Rhodes of Shelbyville, Illinois and authorize the College Administration to execute a contract with C. L. Rhodes in the amount of \$66,185.00 for the entrance sidewalk replacement, as presented.

Prince moved to approve the bid for the PHS entrance sidewalk replacement project and authorize the College Administration to execute a contract with C. L. Rhodes of Shelbyville, Illinois in the amount of \$66,185.00, as presented. Dr. Coopriider seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

NEW BUSINESS

APPROVAL OF BID FOR PHS PROJECT

A recommendation was made to the Board of Trustees to award Grand Stage Lighting Company, Inc. of Chicago, Illinois and authorize the College Administration to execute a contract in the amount of \$46,998.00 for replacement of the Shilling Auditorium curtain, as presented.

Dr. Coopriider moved to approve the bid for the PHS Shilling Auditorium curtain replacement and authorize the College Administration to execute a contract with Grand Stage Lighting Company, Inc. of Chicago, Illinois in the amount of \$46,998.00, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

RECOMMENDATION TO CONTRACT WITH HOBSONS

A recommendation was made to the Board of Trustees to authorize College Administration to enter into a contract with Hobsons of Cincinnati, Ohio for a three-year contract in the amount of \$258,950.00, as presented.

Prince moved to approve and authorize College Administration to enter into a contract with Hobsons of Cincinnati Ohio for a three-year contract in the amount of \$258,950.00, as presented. Dr. Coopriider seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

RECOMMENDATION TO APPROVE THE CONTRACT FOR RICHLAND FEDERATION TEACHRS LOCAL 4262 FOR 2018-2020

The RFT representative Jill Feinstein and Greg Florian, Vice President of Finances and Administration presented the agreement to the Board of Trustees. The agreement was achieved using a collaborative approach that considered the interest of the College and the RFT. Using this process allowed both parties to positively exchange perspective and gain understanding of the others interest. The agreement will cover a two-year period, 2018-2020.

Underwood moved to approve the Collective Bargaining Agreement with the Richland Federation of Teachers Local 4262. Prince seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

The June 2018 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$904,521.57 for June 2018 was distributed to the Board prior to the meeting.

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

REVIEW OF MINUTES OF PREVIOUS CLOSED SESSIONS

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

Coopriider moved that the Board of Trustees approve the continued confidentiality of the closed session minutes, as presented. Prince seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

REPORT OF THE PRESIDENT

- College Administration met with Senator Andy Manar last week to discuss the \$1.5 million allocation for workforce development. Future meetings are planned with local employers.
- The development of an Institutional Dashboard is being planned. Analytics are a big focus from the Hobson/Starfish platform. The live dashboard can be expected to go live in the next 6-7 months.
- A number of perspective local partnerships has approached President Valdez. The future is looking bright for the future of Richland.

ITEMS FROM THE BOARD

- Bruce Campbell asked Greg for an updated on the partnership with Teamsters. Greg reported that Teamsters has chosen to build their facility in Springfield.
- Randy Prince thanked everyone that worked on the RFT contract. He also congratulated Jess Smithers on his new role as Director of Agriculture and expressed what a fantastic job he will do for Richland Community College.

EXECUTIVE SESSION

None

ADJOURNMENT

Prince moved and Campbell seconded to adjourn the meeting at 6:38 p.m.

Bishop Wayne Dunning, Secretary

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

WRITTEN COMMUNICATIONS

TO: Dr. Cris Valdez
FROM: Tracy Withrow
DATE: August 10, 2018
SUBJECT: College Activities Report

Following is *Richland Community College Activities Report* for August, 21, 2018, to September 18, 2018. 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.

August 2018

August 20 First day of Fall Classes
August 25 Saturday Market
8 a.m. to noon
National Sequestration Education Center

September 2018

September 1 Saturday Market
8 a.m. to noon
National Sequestration Education Center
September 7 7th Annual Penny Severns Memorial Reception
5:30 p.m.
Shilling Community Education Center
September 8 Saturday Market
8 a.m. to noon
National Sequestration Education Center
September 8 & 9 Nutcracker Performance Auditions
2 p.m.
Shilling Community Education Center
September 15 Saturday Market
8 a.m. to noon
National Sequestration Education Center

September 15

Fire for Effect (Vietnam War) Movie Premiere
5:30 p.m.
Shilling Auditorium

To: Cris Valdez, President

From: Robin Bollhorst, Director, Payroll and Human Resources 

Date: August 6, 2018

Subject: Personnel Update

New Employee

Name	Position	Start Date
Keldon Pigati	Tech Services Specialist II	7/09/18
Jessica Barringer	ASC Secretary	7/16/18
Meghann Wollitz	Library Tech Assistant	8/06/18
CaSandra Blockton	Solutions Specialist	8/06/18

Changes

Name	Position	Start Date
Ed Culp	MCLETC Academy Class Coordinator	8/06/18

Retirements, Resignations, and Terminations

Name	Position	Last Day
Sean Gallagher	English Faculty	7/31/18

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

August 2018

Student Trustee: Nathan Buggar

President: Eddie Boliard *Vice-President:* TBD *Secretary/Treasurer:* TBD

Student Engagement Activities:

- 8/29: Big Games and Snacks
- 9/12: Free Food Day
- 9/17: Constitution & Citizenship Day

Welcome Week:

- 8/20 Donuts & Snacks
- 8/21 Pancake Breakfast
- 8/22 Welcome Back Picnic & Part Time Job Fair
- 8/23 Magician Chris Jones & Engagement Fair
- 8/24 Tie Dye T-Shirts & Mr. Softee



Commitment Respect Excellence Accountability Diversity

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

FROM: Julie Melton, Executive Director, Foundation and Development

DATE: August 7, 2018

SUBJECT: Foundation Report

This report will summarize the quarterly meeting of the Foundation Board of Directors held on August 7, 2018 and offer the Board of Trustees an update regarding recent and upcoming Foundation activities.

At their quarterly meeting, the Foundation Board of Directors were presented year-end financial information showing the Foundation's assets as of June 30, 2018. As of that date, the Foundation had cash on hand of \$213,783.42 and net assets of \$17,264,931.82. Total transfers to the College were \$4,164,594 including the transfer of \$2,930,226 for the renovation of the Carroll Center, \$359,044 for the Macon County Law Enforcement Training Center, and \$644,937 for scholarship payments. All payments for the Carroll Center have been made.

The following fundraising dashboard provides a comparison of FY16, FY17 and FY18 through June 30, 2018. With the new Raiser's Edge system, this report breaks down Campaigns in more detail. The Foundation finished the year, 42.14% over our annual goal and ahead of FY17 Annual Revenue by 52% due to the generosity of the Howard G Buffet Foundation. The number of gifts have increased by 20%.

FY18 RICHLAND COMMUNITY COLLEGE FOUNDATION FUNDRAISING DASHBOARD *through 6/30/2018*

FY18 Annual Goal	\$1,051,797	YTD Goal Status	142.14%	YTD Gifts	819
YTD Actual	\$1,495,066	Actual/Prior Year	152%	Prior Year	682
Prior YTD Actual	\$986,480	YOY	52%	YOY	20%

CAMPAIGN	\$ Goal (Gross)	FY18 Donations	FY17 Donations	FY16 Donations	YOY
Annual Campaign		\$953,442.28	\$260,384.12	\$119,952.26	266%
Scholarship Campaign		\$478,839.14	\$530,696.71	\$714,634.25	-10%
Employee Giving Campaign		\$0.00	\$0.00	\$0.00	N/A
Planned Giving Campaign		\$1,400.00	\$1,100.00	\$1,250.00	27%
Carroll Center Capital Campaign		\$52,130.48	\$181,047.00	\$466,313.49	-71%
Investing in our Future Capital Campaign		\$9,254.00	\$13,252.00	\$7,500.00	-30%
TOTAL		\$1,495,065.90	\$986,479.83	\$1,309,650.00	52%

The FY19 Annual Plan and Dashboard was presented. This plan is outcome based and ties into the Strategic Plan and the Key Results of Richland Community College. A copy of the plan and dashboard are on the following pages.

The Foundation Board of Directors approved the Foundation Budget for FY19. Additionally, the Foundation Board of Directors approved the annual \$150,000 operating gift for the college, \$47,260 for a contract with Rescigno's to develop a comprehensive Annual Fundraising campaign, and \$4,070 in requests from the Schwandt-Albert Professional Development Fund.

Joe Brown reported that the Farm to Table Dinner that he hosted on August 4, 2018 was a huge success. A Richland scholarship recipient and a Warrensburg graduate, Joe Green spoke the group. The donations from this event, including a match from Nate Brown's Company (Central Life Sciences) is being used to establish the Warrensburg-Latham Farm Legacy Endowed Scholarship for Warrensburg-Latham students to attend Richland. The hope is that this event can be replicated as a template to raise high school specific scholarship for other high schools in our district.

In other Foundation news, Tricia Cordulack reported that the Scholarship Selection Committee met in June to begin the process of awarding scholarships for the fall 2018 semester from our remaining scholarship funds. To date, we have received over 650 applications and have awarded 480 scholarships. We are working with Students Services to identify students who are just now enrolling in classes and assist them with the scholarship application process.

The 2018 Scholarship Recognition Program will be held on September 27, from 6:00 to 7:30 p.m. in the Shilling Auditorium. Following the program, our students will have the opportunity to meet with donors to personally thank them and share their stories of how scholarships have allowed them to reach their educational goals.

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

- Scholarship Program & Reception - Thursday, Sept. 27, 2018, 6-7:30pm, Shilling
- Planned Giving Breakfast & Learn Series – Tuesday, Nov. 13, 2018, 7:30-9am, Bistro
- Joint Holiday Board Dinner – Tuesday, December 4, 2018, 6pm, Bistro

Richland Community College Foundation
FY19 Annual Plan Dashboard

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase Annual Giving Revenue through direct mail, giving societies, online giving, employee giving & special events (does not include grants).	1) Increase Annual Giving revenue by 15%	\$303,442	\$348,958	\$0	0.00%	In Progress
	2) Increase Direct Mail Revenue	\$44,567	\$100,000	\$0	0.00%	In Progress
	3) Increase Recurring Gift Revenue	\$2,447	\$3,000	\$0	0.00%	In Progress
	4) Secure new members to the Leadership Giving Society	0	25	0	0.00%	In Progress
	5) Employee Giving Campaigning Participation	0%	25%	0%	0.00%	In Progress
	6) Increase Culinary Dinner Sponsorship	\$12,500	\$25,000	\$0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase scholarship revenue and develop a more efficient scholarship administration process	1) Secure new scholarship agreements	4	5	0	0.00%	In Progress
	2) Increase annual scholarship donations by 5%	\$478,839	\$502,781	\$0	0.00%	In Progress
	3) Increase number of applications by 3%	1,359	1,400	0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase Alumni Engagement and Giving	1) Engage & Track 250 individuals attending Alumni Events	150	250	0	0.00%	In Progress
	- Party of the Bistro Patio (NEW)	0	50	0	0.00%	In Progress
	- Christmas Walk at Tap Root	50	75	0	0.00%	In Progress
	- New Alumni Graduation Breakfast	100	100	0	0.00%	In Progress
	- Alumni & Friends Bus Trip	0	50	0	0.00%	In Progress
	2) Increase number of Alumni Donors by 70%	23	39	0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Enhance stewardship & donors relationships efforts to increase our retention rates	1) Increase year to date donor retention by 5%	22.4%	27.4%	0.0%	0.00%	In Progress
	2) Increase year to date new donor retention by 5%	13.4%	18.4%	0.0%	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Enhance positive board relations through increased communication & accountability	1) Secure Board Members to Leadership Giving Society	0	5	0	0.00%	In Progress
	2) Increase Board Giving to 100%	60%	100%	0%	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase revenue from Major Gifts & develop a strong foundation for Planned Giving	1) Increase revenue from Personal Asks by 10%	\$155,741	\$171,315	\$0	0.00%	In Progress
	2) Secure new grant opportunities	1	1	0	0.00%	In Progress
	3) Identify individuals that have placed Richland in Estate Plans	0	10	0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Open the Inn at Richland – a satellite food pantry on the Richland Campus	1) Secure revenue to open & sustain the Food Pantry	\$0	\$25,000	\$0	0.00%	In Progress
	2) Secure in-kind product donations for the Food Pantry	\$0	\$5,000	\$0	0.00%	In Progress



Richland Community College Foundation
FY19 Annual Fundraising Plan
July 1, 2018 - June 30, 2019

Introduction

This is the FY19 Annual Fundraising Plan for Richland Community College Foundation. It has been prepared by Julie Melton, Executive Director of the Richland Community College Foundation. This plan is outcome based and ties into the Strategic Plan and Key Results of Richland Community College (detailed below). It addresses the following revenue components that have the ability to help deliver revenue in FY19 and beyond. Other fundraising initiatives not detailed in this plan will be managed on an individual basis with coordinating plans.

Components of the Annual Plan

- Annual Giving
 - Direct Mail
 - Giving Society
 - Special Events
- Scholarship Program
- Alumni Relations
- Donor Relations & Stewardship
- Board Relationships & Communication
- Major & Planned Gifts
- Special Initiatives: Richland Food Pantry

Mission of Richland Community College Foundation

The mission of the Richland Community College Foundation is to support and advance development activities that provide enhancements to Richland and its students by:

- Growing assets of the Foundation through gifts, grants and investment income.
- Providing leadership in the allocation of funds for scholarship, programs, equipment and facilities.
- Respond to the exceptional needs of the College.

- Serving as a fiduciary of the Foundation.
- Advocating and promoting Richland Community College in the community.

Strategic Plan Alignment

The following goals from the Richland Community College 2015-2018 Strategic Plan align with the initiatives detailed in the Richland Community College Foundation Annual Plan for FY19.

Goal 2: Foster Student Success and Completion

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

- In order to achieve this goal, the Foundation will create opportunities throughout the year to encourage scholarship application and strengthen connections between donors, students and parents.
- Write new scholarship agreements that support students with financial need.

Strategy E: 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

- Conduct on and off campus engagement activities to reconnect alumni to Richland.
- Maintain, add, and update contact information for Richland alumni

Goal 3: Create and Advance Workforce Development Partnerships – COMPLETE

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

- Complete the capital campaign for the Carroll Center for Innovative Learning.

Goal 4: Ensure a Sustainable Organization

Strategy D: Identify and secure alternative revenue streams.

- Develop new and broaden existing revenue streams by building creative and entrepreneurial partnerships with foundations, corporations, government sources & private donors.

Key Results Alignment

In FY18, Richland Community College embarked on Partners in Leadership, an initiative to build accountability throughout the college. Through this process, three key results were identified. Below details how the Foundation will align with the Key Results of **TRUST – GROW – THRIVE**.

TRUST: Develop a mutually respectful and empowering work environment based on trust, individual and shared accountability.

- **Students**
 - Create a trusting environment where students feel comfortable coming to the Foundation for assistance with their financial needs.
 - Maintain relationships with all students in order to cultivate their affinity to Richland as an Alumni.

- **Donors**
 - Be accountable to our donors through the administration of donations to the College and the fiduciary oversight of our investments.
 - Communicate the impact of Foundation support to current and potential donors.

- **Richland Employees**
 - Build relationships and trust to develop greater understanding of the importance of creating a culture of philanthropy.
 - Determine new ways to personally and institutionally impact employees through support to the Foundation.

GROW: Grow institutional enrollments by seven percent in three years.

- Continue to secure and provide scholarships that help grow institutional enrollment.
- Create scholarship opportunities for partners that have a natural pipeline of potential students to enroll at Richland.

THRIVE: Establish and maintain fiscal viability and sustainability.

- Continue focus on increasing annual revenue to raise funds to assist in developing and augmenting the facilities and to assist in carrying out the education functions of Richland Community College.
- Continually review restricted revenue to ensure that restricted funds are not only being spent as the donor intended, but spent in a timely fashion.
- Keep up to date on the most pressing needs in order to have the largest fiscal impact when providing support to Richland Community College.

Richland Community College Foundation
FY19 Annual Fundraising Plan
July 1, 2018 - June 30, 2019

ANNUAL GIVING

- **Strategic Plan Alignment: Goal 4; Strategy D**
- **Key Result Alignment: THRIVE**

Annual Giving is a term for annual activities that are designed to stimulate annual giving. For FY18, the Richland Foundation will focus on one special event, direct mail, online giving campaigns and giving societies. Below are the initiatives that the Foundation will implement to increase revenue and overall support.

Key Findings: Our Annual Giving Program is in need of a complete overhaul. For our FY17 and FY18, we saw a response rate of <1% and 6%, respectively for our year-end appeals. The Culinary Scholarship Dinner continues to grow in attendance and popularity, but there is still huge opportunity in corporate support. We have untapped potential through Employee Giving, Online Giving and Annual Giving Societies that will need to be implemented in FY19.

Goal: Increase Annual Giving Revenue through direct mail, giving societies, online giving, employee giving & special events

Outcomes: (Baseline from 4/30/18)

- Increase annual giving revenue by 20% (FY18 Baseline: 303,442)
- Increase direct mail income from \$44,317 in FY18 to \$100,000 in FY19
- Increase recurring gift revenue by 20% from \$1,600 to \$2,000
- Secure 25 members to the Leadership Giving Society to capture \$25,000 in revenue
- Implement an employee giving campaign with a goal of 25% employee participation (~38 employees)
- Increase corporate support to the Culinary Scholarship Dinner from \$12,500 to \$25,000

Tactics:

- Hire a vendor to coordinate the direct mail process (budgeted for FY19)
 - Send 5-6 mail appeals in FY19 with segmentation and personalization
 - Send one appeals and e-appeal focused on recurring giving
 - Follow each mailed appeal with an email appeal
 - Purchase lists to increase acquisition of new donors outside of Decatur – specifically to support scholarships restricted for area high schools.

- Increase focus on unrestricted revenue to meet the needs of the College
 - Ask Cabinet, Foundation Board Members, Board of Trustees and donors that have given \$500 in the last three years to become a member of the Leadership Giving Society
 - Joe Brown is hosting a Farm to Table event on July 14 for close friends and family to support a Warrensburg-Latham Scholarship. Use this framework for similar events in outside communities.
 - Partner with EARDC to implement a combined United Way/Employee Giving Campaign in October/November 2018.
 - Solicit sponsors beginning in November 2018 and again in January 2019. Maintain the current levels with focus on securing sponsors for each course.
-

SCHOLARSHIP PROGRAM

- **Strategic Plan Alignment:** Goal 2; Strategy D AND Goal 4; Strategy D
- **Key Result Alignment:** TRUST & GROW

Scholarships continue to be a pressing need for our students due to the rising cost of tuition and fees. While more than 70 percent of Richland Community College students receive financial aid, there are many middle-income students with limited resources who do not qualify for federal aid. These students depend on scholarships to attend college.

Key Findings: The Foundation awards approximately 500 scholarships totaling nearly \$700,000 annually to student attending Richland Community College. Although the program is very successful, there is potential opportunities to develop scholarships with our community and educational partners. Additionally, converting to a Scholarship Management from a manual process will improve student access to scholarships, enhance donor engagement, and maximize fund utilization.

Goal: Increase scholarship revenue and develop a more efficient scholarship administration process

Outcomes: (Baseline from 4/30/18)

- Secure 5 new scholarships agreements (restricted or endowed) in FY19
- Increase annual scholarship donations by 5% (FY18 - \$356,028.56)
- Increase number of applications by 3% (in alignment of enrollment goals of the College)

Tactics:

- Implement a new Scholarship Database to create efficiencies in awarding scholarships and communicating the impact to our donors.
 - Create scholarship opportunities for partners that have a natural pipeline of potential students to enroll at Richland – Project READ, Heartland Tech, Andreas Ag Academy, DPS, Dual Credit, etc.
 - Follow-up with every scholarship applicant through email, phone call, or in-person contact.
 - Collaborate with the Student Success Coaches and Financial Aid to become an integral part of the communication plan for all populations in the student cycle.
 - Evaluate the Annual Scholarship Recognition Program & Reception and look at opportunities to enhance the experience for students/donors.
 - Create a scholarship brochure that features recipients and donors and explains the process to creating a scholarship with the Foundation.
-

ALUMNI RELATIONS

- **Strategic Plan Alignment:** Goal 3; Strategy A
- **Key Result Alignment:** THRIVE

The term alumni relations refers to the planning and implementation of programs and projects that strategically engage alumni in strengthening programs and provide tangible benefits to alumni and current students. The Richland Community College Foundation refers to graduates and attendees of Richland Community College as Alumni & Friends.

Key Findings: The Foundation needs to continue focus on alumni relations efforts. We must identify and prioritize the alumni that we want to reach and develop action plans with the goal of engaging alumni to become donors.

Goal: Increase Alumni Engagement and Giving

Outcomes: (Baseline from 4/30/18)

- Engage & Track 250 individuals attending Alumni Events
 - Party on the new Bistro Patio
 - Christmas Walk at TapRoot
 - New Alumni Graduation Breakfast
 - Chicago Bus Trip
- Increase number of Alumni Donors by 70% (23 in FY18 to 39 in FY19)

Tactics

- Implement events that draw attendance from alumni. Evaluate ROI.
 - Build relationships with current students in order to cultivate their affinity to Richland as an alumni
 - Presence at College Events
 - Provides snacks & treats
 - New alumni breakfast prior to graduation
 - Welcome letter as new alumni
 - Engagement campaign with current alumni
 - Birthday email with free dessert at the Bistro
 - Invitation back to campus for a tour
 - Encourage alumni to share life updates: jobs, marriage, kids
 - Plan Chicago Theatre & Shopping Bus (or Train) Trip to engage our Alumni & Friends
 - Targeted direct mail appeal to current alumni
 - Highlight alumni in Foundation communications
 - Recognize Businesses that employ Richland Alumni – host alumni breakfast
 - Recruit alumni to serve on the Foundation Board of Directors
 - Manage a portfolio of 10 Alumni for ongoing cultivation and engagement
-

DONOR RELATIONS & STEWARDSHIP

- **Strategic Plan Alignment:** Goal 4; Strategy D
- **Key Result Alignment:** TRUST & GROW

Donor relations is the comprehensive effort of any nonprofit that seeks philanthropic support to ensure that donors experience high-quality interactions with the organization that foster long term engagement and investment. The term stewardship covers the administration of gifts and the overseeing, protection and care of your relationship with a donor to strengthen and preserve that relationship over time.

Key Findings: Donor Retention is the best indicator of donor relations & stewardship efforts. Additionally, we are not properly stewarding our new donors to ensure repeat giving. Retention is the easiest, most cost-effective way to increase revenue.

Goal: Enhance stewardship & donors relationships efforts to increase our retention rates

Outcomes: (Baseline from 4/30/18)

- Increase year to date donor retention by 5% over FY18 (Baseline: May 2018 – 22.4%)

- Increase year to date donor new retention by 5% over FY18 (Baseline: May 2018 – 13.4%)

Tactics

- Develop a stewardship program for all donors (at every level):
 - Meaningful gift acknowledgments sent within 2 business days
 - Handwritten postcard by a student after every gift.
 - Welcome letter/email for new donors
 - Thanksgiving Cards designed by Richland Students
 - Thanksgiving Pies made by Culinary Students for Major Donors
 - Thank you calls by students (November)
 - "Donor"versary email from Foundation Staff
 - Impact email (Quarterly)
- Send Annual Report and Endowment Statements annually in October to show donors the financial impact of their support.
- Plan and implement a Donor Recognition Luncheon in April 2019 to recognize individual, corporations & foundation that contribute to the success of the Foundation. Alumni of the Year (along with potential new awards) will also be recognized at this time.
- Invite Scholarship and Foundation grant recipients to share the impact of Foundation Funds at appropriate Foundation events.
- Assign Board Members or Foundation staff to follow-up with event attendees after Foundation Events to thank them for attending.
- Update to the main donor wall & expand to include employee giving donors & donors to our new Leadership Giving Society.

BOARD RELATIONSHIPS & COMMUNICATION

- **Strategic Plan Alignment:** Goal 4; Strategy D
- **Key Result Alignment:** TRUST & GROW

The Foundation Board of Directors is composed on 15 members of diverse professional and personal backgrounds who have an interest in supporting the philanthropic needs of the Foundation. When recruiting individuals to the Foundation Board of Directors, we looks for three distinct characteristics: ties to the community, enthusiasm for the mission and impact of the Richland Community College Foundation, and willing to dedicate the time to be a valuable Board Member.

Key Findings: The Foundation needs to continue to further define and educate its Board of Directors on their role, responsibilities and expectations. In FY18, we made great strides in recruitment, education and engagement by revitalizing our committees and conducting a Board Retreat. We will continue with these strategies and concentrate on timely communication and increased transparency between the Foundation Board & staff. By focusing on increased communication & accountability we will create an engaged board that understands their impact on the Foundation & College.

Goal: Enhance positive board relations through increased communication & accountability

Outcomes: (Baseline from 4/30/18)

- Create a cohesive and engaged Foundation Board that is educated on the mission of the Foundation and College.
- Secure 5 Board Foundation Board Members as initial members of the Leadership Giving Society
- Increase both direct and indirect board giving, including 100% board participation (FY18 – 60%)

Tactics:

- Provide Board & Committee packets by the date listed on the FY19 Calendar for timely review and feedback.
- Executive Director to send a monthly email update to the Foundation Board.
- Educate Board Members on the operations of the Foundation, including the process of applying for Foundation funding.
- Educate Board Members on the priorities of the College and the role of the Foundation.
- Provide an orientation for all new Foundation Board Members.
- Provide opportunities for collaboration between the Foundation Board and Board of Trustees.
- Recruit members to serve on the Resource Development and Board Development committees as a pipeline for potential new Board Members.
- Conduct annual surveys to review Foundation and Board Member effectiveness.
- Review and update Foundation Bylaws and Board policies.

MAJOR & PLANNED GIVING

- **Strategic Plan Alignment:** Goal 4; Strategy D
- **Key Result Alignment:** TRUST & THRIVE

Major Giving focuses on securing high-value gifts from a small number of prospects with the capacity to give at the highest level. Major gifts may be less frequent and require substantial investment in the cultivation and solicitation of the donor, but they are high value and can be transformational for Richland. Planned giving is the process of donating planned gifts - a contribution that is arranged in the present and allocated at a future date. Commonly donated through a will or trust, planned gifts are most often granted once the donor has passed away and require cultivating and stewardship with the donor throughout the lifetime.

Key Findings: The Foundation has received significant major gifts throughout the years for capital campaigns & scholarships, however the foundation does not formally maintain a portfolio of prospects to cultivate. Therefore, once the major gift has been received, there is not a stewardship process to ensure continued future giving. Additionally, the Foundation has received significant estate gifts, however there is not a formal planned gift program to track, cultivate and recognize individuals that have identified Richland in their gift plans.

Goal: Increase revenue from Major Gifts & develop a strong foundation for Planned Giving

Outcomes: (Baseline from 4/30/18)

- Increase revenue from Personal Ask by 10% (FY18 - \$155,741)
- Secure one (1) new grant opportunity
- Identify ten (10) individuals that have put Richland in their estate plans

Tactics:

- Develop a portfolio of 50 Major & Planned Gift prospects to cultivate throughout the year
- Track actions & opportunities of prospects through RE NXT
- Identify and apply for opportunities for corporate and foundation support
- Conduct quarterly planned giving events on a variety of topics on July, October, January and April
- Develop a bequest intention form & gift planning materials
- Include estate planning information on appeal forms
- Recognize planned giving donors as members of the Legacy Society in the Annual Report & on the Donor Wall

SPECIAL INITIATIVE: RICHLAND FOOD PANTRY

- **Strategic Plan Alignment:** Goal 2; Strategy E AND Goal 4; Strategy D
- **Key Result Alignment:** TRUST & GROW

This special initiative is the direct result of communications with the Good Samaritan Inn and the opportunity to address food insecurity to a population that needs it. This collaboration will increase our efforts not only for our students, but also in the community.

Key Findings: In a recent study by HOPE Lab, 56% of community college students are food insecure (do not know where their next meal is coming from). This food insecurity has a direct impact on the success of student persistence. In FY18, 73% of Richland Student received PELL grants – a strong indicator of low-income status. Through a partnership with Good Samaritan Inn, the Foundation will raise funds to support the implementation of a Richland Food Pantry on campaign.

Goal: Open the Inn at Richland – a satellite food pantry on the Richland Campus

Outcomes: (Baseline from 4/30/18)

- Raise \$25,000 in grants and new donations to support the opening of the Richland Food Pantry
- Solicit corporate donors for in-kind product donations valued at \$5,000– Kroger, Country Market, Aldi, Sam’s Club

Tactics:

- Apply for grants from ADM & Walmart
- Conduct a joint solicitation (as part of the direct mail appeal) with Good Samaritan Inn
- Incorporate a designation for the Richland Pantry as part of the Employee Campaign
- Grand Opening to be held on World Hunger Day – October 16, 2018

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

AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF

JULY 2018

- 08/06/2018 Dr. Valdez signed a signed a Practical Nursing Clinical Site Agreement between Richland Community College and Crossings Healthcare.
- 07/26/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Decatur Christian School.
- 07/26/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Lutheran School Association.
- 07/26/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Maroa-Forsyth High School.
- 06/14/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Cerro Gordo High School.
- 06/26/2018 Dr. Valdez signed and Intergovernmental Agreement between Richland Community College and Decatur Public Schools District #61.
- 06/28/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Argenta-Oreana High School.
- 06/18/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Clinton High School.
- 06/14/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Meridian High School.
- 06/20/2018 Dr. Valdez signed and Intergovernmental Agreement between Richland Community College and St. Teresa High School.

- 06/20/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Mt. Zion High School.
- 06/20/2018 Dr. Valdez signed an Intergovernmental Agreement between Richland Community College and Central A & M High School.
- 06/15/2018 Dr. Valdez signed and Intergovernmental Agreement between Richland Community College and Warrensburg-Latham High School.

CONSENT AGENDA

TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: August 21, 2018

SUBJECT: Consent Agenda

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

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

- A. Authorization in Compliance with 5 Illinois Compile Statutes 120-2.06
- B. Full-time Employment
 - 1. Tenure Track EMS Faculty/EMS Program Director
 - 2. Tenure Track Practical Nursing Faculty/Medical Assisting Program Director
 - 3. Tenure Track Nursing Faculty

Thank you.

**AUTHORIZATION IN COMPLIANCE WITH 5 ILLINOIS COMPILED STATUTES
120/2.06**

TO: Board of Trustees
FROM: Dr. Cris Valdez *CV*
DATE: August 21, 2018
SUBJECT: Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06
(Destruction of Closed Session Audio Recordings)

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


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

At this time, the verbatim recording of the closed session held January 31, 2018 and February 21, 2017 has met the required 18-month period.

Therefore, it is recommended that the Board of Trustees authorize the destruction of the verbatim record of the January 31, 2018 and February 21, 2017 closed session.

FULL-TIME EMPLOYMENT

To: Cris Valdez, President

From: Robin Bollhorst, Director-Human Resources & Payroll 

Date: August 7, 2018

Subject: Employment of Full-Time Tenure Track
EMS Faculty/EMS Program Director


As requested by Dr. Denise Crews, Vice President, Academic Services and Robin Bollhorst, Director, Human Resources & Payroll, it is recommended that Trevor Smith be appointed to the position of Full-Time Tenure Track EMS Instructor/EMS Program Director.

Trevor earned his Master of Arts in Teaching Degree from Kent State University. He earned his Bachelor of Science in Biology Degree from Denison University. He has obtained certification as an Emergency Medical Technician as well.

Trevor has experience as a Paramedic and has supervised a staff of 11 EMT's and 5 Paramedics in a previous position. Trevor currently is an adjunct instructor at Richland Community College teaching Paramedic courses.

Based on his educational background and experience, it is recommended that Trevor Smith be appointed Full-Time Tenure Track EMS Instructor/ EMS Program Director, with an effective start date of August 22, 2018.

To: Cris Valdez, President

From: Robin Bollhorst, Director-Human Resources & Payroll 

Date: August 7, 2018

Subject: Employment of Full-Time Tenure Track
Practical Nursing Faculty/Medical Assisting Program Director

As requested by Dr. Denise Crews, Vice President, Academic Services and Robin Bollhorst, Director, Human Resources & Payroll, it is recommended that Rachel Walton, be appointed to the position of Full-Time Tenure Track Practical Nursing Instructor/Medical Assisting Program Director.

Rachel earned her Bachelor of Science Degree in Nursing from Millikin University. She earned her Master of Science Degree in Nursing Education from Benedictine University.

Rachel started her career as a RN in Women's Healthcare and has advanced her career to her current position as the Manager of Care Coordination at a local hospital. She has over eight years' experience in the nursing profession.

Based on her educational background and experience, it is recommended that Rachel Walton be appointed Full-Time Tenure Track Practical Nursing Instructor/ Medical Assisting Program Director, with an effective start date of August 22, 2018.

To: Cris Valdez, President
From: Robin Bollhorst, Director-Human Resources & Payroll 
Date: August 7, 2018
Subject: Employment of Full-Time Tenure Track
Nursing Faculty

As requested by Dr. Denise Crews, Vice President, Academic Services and Robin Bollhorst, Director, Human Resources & Payroll, it is recommended that Paula Rudolph, be appointed to the position of Full-Time Tenure Track Nursing Instructor.

Paula earned her Associates of Applied Science in Nursing Degree at Richland Community College and a Bachelor of Science Degree in Nursing from Benedictine University. She is currently working towards completion of her Masters of Nursing, Executive Leadership Degree from Benedictine University.

Paula has over ten years' experience in the nursing profession. She has spent her entire career at a local hospital and has advanced to the House Manager position at the hospital, where she coordinates patient placement, monitors nursing activities and writes and teaches ACLS and residency classes.

Based on her educational background and experience, it is recommended that Paula Rudolph be appointed Full-Time Tenure Track Nursing Instructor, with an effective start date of August 22, 2018.

NEW BUSINESS

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Dr. Cris Valdez
Board of Trustees

From: Greg Florian
Clay Gerhard

Date: August 3, 2018

Re: Approval of Bid – Del Medical OTC12D X-Ray Machine

The Radiography Program currently utilizes an outdated X-Ray machine that is not representative of what students will encounter in their future careers. Faculty and Staff have researched what equipment local medical facilities are utilizing and selected the Del Medical OTC12D X-Ray as a replacement machine that will better prepare students for future employment.

The scope of this bid includes the purchase and installation of a new Del Medical OTC12D X-Ray machine and installation. This purchase will be funded through a gift from the Foundation for \$45,000 with the remaining balance coming from budgeted new equipment dollars

A public bid opening was held on July 19, 2018 with three companies responding as follows.

Central Illinois X-Ray – Bloomington, IL	\$62,875.00
Merry X-Ray – Mentor, OH	\$68,479.00
Electromek – Troy, IL	\$66,760.00

Central Illinois X-Ray services the current machine and is familiar with Richland and specifically, with the current lab. This bid includes the removal of the existing X-Ray machine, purchase, and installation of the new machine. In addition to the purchase price, the College will need to upgrade the infrastructure and finishes for the lab. Staff will work with BLDD to assure proper structural support is installed for the load of the x-ray machine as well as coordination of the appropriate finish material. The cost of the additional construction is currently \$20,000. Funding for the construction is included in the FY19 budget.

Therefore, it is recommended that the College award the bid to Central Illinois X-Ray of Bloomington, IL and authorize the College administration to purchase a Del Medical OTC12D X-Ray machine for \$62,875.00.

We are available to answer any questions you may have.

To: Dr. Cris Valdez and Board of Trustees
Cc: Joe Feinstein *JR*
From: Joy Harvey *JH*
Date: 7/26/2018
Re: Technical Services Mobile Computer Lab

The Technical Services Department is seeking to purchase laptop computers for use in the College's mobile computer lab. These laptops will be used by students upon the request of faculty for testing and related purposes in traditional classrooms. Our current mobile computer lab consist of 24 laptops from the year 2008 and are no longer meeting the minimum requirements necessary for today's software. Specifically, we are seeking to purchase:

24 - HP 255-G6 Laptops

Funding for this purchase has been approved through the Richland Community College annual budget.

After determining the software and hardware requirements and receiving quotes from multiple vendors, the department's staff have determined that it is in the College's best interest to purchase these items via the Illinois Public Higher Education Cooperative's statewide technology purchasing contract. The Cooperative's primary vendor for computing hardware & audiovisual equipment of this nature is CDW-Government.

Based on vendor responses received, **we recommend that the purchase of this computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$11,575.92.**

FINANCIAL REPORT

TO: Board of Trustees

FROM: Cris Valdez 

DATE: August 21, 2018

SUBJECT: Financial Report

Mr. Chairman, members of the Board, attached are the Treasurer's Report, Financial Statement and the Bills and Travel Expenditures 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 July 2018 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Treasurer's Report

7/31/2018

Fund	Balance 7/1/2018	Receipts for Month	Disbursements for Month	Balance 7/31/2018	Int Bearing Accounts	Separate Inv Instruments
Education Fund	\$2,303,291.85	\$8,072,868.97	(\$3,647,825.78)	\$6,728,335.04	\$6,178,335.04	\$550,000.00
Oper & Maint Restricted	\$2,139,916.05	\$3,377.81	(\$1,665.91)	\$2,141,627.95	\$2,141,627.95	\$0.00
Bond & Interest Fund	\$89,289.05	\$304.56	(\$155.19)	\$89,438.42	\$89,438.42	\$0.00
Auxiliary Enterprises	\$2,417,816.13	\$7,711.32	(\$71.29)	\$2,425,456.16	\$2,425,456.16	\$0.00
Restricted Purposes	\$1,728,707.25	\$1,166.39	(\$54.11)	\$1,729,819.53	\$1,429,819.53	\$300,000.00
Working Cash Fund	\$8,383,214.29	\$23,359.28	(\$11,009.99)	\$8,395,563.58	\$7,394,416.89	\$1,001,146.69
Trust & Agency Fund	\$297,043.38	\$1,238.50	(\$410.54)	\$297,871.34	\$297,871.34	\$0.00
Audit Fund	\$68,758.34	\$217.52	(\$102.50)	\$68,873.36	\$68,873.36	\$0.00
Liability & Protection	\$1,395,081.51	\$4,099.25	(\$1,932.74)	\$1,397,248.02	\$1,297,248.02	\$100,000.00
Totals	\$18,823,117.85	\$8,114,343.60	(\$3,663,228.05)	\$23,274,233.40	\$21,323,086.71	\$1,951,146.69

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$300,000.00	CD-Busey	0.10	6/22/2018	6.0
EDUCATION FUND	\$250,000.00	CD-SOY	0.20	1/30/2019	12.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.40	8/10/2018	12.0
WORKING CASH FUND	\$117,686.62	CD-Regns	0.01	7/19/2018	7.0
WORKING CASH FUND	\$302,487.73	CD-HPB	0.10	7/21/2018	3.0
WORKING CASH FUND	\$120,942.35	CD-Regns	0.05	7/21/2018	13.0
WORKING CASH FUND	\$350,000.00	CD-HPB	0.40	11/22/2018	12.0
WORKING CASH FUND	\$110,000.00	CD-HPB	0.40	3/23/2019	12.0
LPS FUND	\$100,000.00	CD-Busey	0.10	6/22/2018	6.0

Operating Funds Revenue

	Actual Revenue YTD 7/31/2018	Budget 1819	%	Actual Revenue YTD 7/31/2017	Prior Year Revenue 6/30/2018
Investment Revenue					
Investment Revenue	\$2,983.47	\$17,800.00	16.76	\$429.71	\$24,717.56
	<u>\$2,983.47</u>	<u>\$17,800.00</u>	16.76	<u>\$429.71</u>	<u>\$24,717.56</u>
Local Government Sources					
Current Taxes	\$2,973,427.50	\$7,211,480.00	41.23	\$3,479,541.19	\$7,167,055.95
Interest on Taxes	\$0.03	\$700.00	0	\$6.05	\$848.58
	<u>\$2,973,427.53</u>	<u>\$7,212,180.00</u>	41.23	<u>\$3,479,547.24</u>	<u>\$7,167,904.53</u>
Other Revenue					
Facility Rental	\$4,879.70	\$265,291.00	1.84	\$44,489.70	\$270,487.32
Other Revenue	\$3,114.52	\$490,374.00	0.64	\$16,650.12	\$498,054.77
Transfer In	\$0.00	\$50,000.00	0	\$0.00	\$63,790.36
	<u>\$7,994.22</u>	<u>\$805,665.00</u>	0.99	<u>\$61,139.82</u>	<u>\$832,332.45</u>
State Government Sources					
ICCB CTE Formula Grant	\$0.00	\$250,500.00	0	\$0.00	\$250,500.00
ICCB Credit Hour Grants	\$255,005.00	\$1,694,920.00	15.05	\$0.00	\$1,666,304.99
ICCB Equalization Grant	\$0.00	\$50,000.00	0	\$0.00	\$50,000.00
Replacement Taxes	\$0.00	\$280,000.00	0	\$0.00	\$385,224.49
	<u>\$255,005.00</u>	<u>\$2,275,420.00</u>	11.21	<u>\$0.00</u>	<u>\$2,352,029.48</u>
Student Tuition & Fees					
Tuition-Credit	\$2,747,625.00	\$5,769,547.00	47.62	\$3,184,024.50	\$6,091,463.50
Various Fees	\$386,859.00	\$887,889.00	43.57	\$444,857.00	\$781,091.25
	<u>\$3,134,484.00</u>	<u>\$6,657,436.00</u>	47.08	<u>\$3,628,881.50</u>	<u>\$6,872,554.75</u>
Total Revenue	\$6,373,894.22	\$16,968,501.00	37.56	\$7,169,998.27	\$17,249,538.77

Operating Funds Expenses

	Actual Expenses YTD 7/31/2018	Budget 1819	%	Actual Expenses YTD 7/31/2017	Prior Year Expenses 6/30/2018
Salaries					
Academic Support Salary	\$0.00	\$0.00	0	\$14,102.41	\$158,524.61
Academic Support-PT	\$9,396.00	\$61,452.00	15.29	\$15,531.35	\$109,705.09
Administrative Staff Sal	\$122,744.90	\$1,688,468.00	7.27	\$79,704.06	\$1,364,037.18
Car Allowance	\$692.32	\$9,000.00	7.69	\$692.32	\$9,000.16
Classified-Temporary	\$1,385.38	\$4,500.00	30.79	\$0.00	\$5,225.44
Clinical Risk Stipends	\$1,160.00	\$33,100.00	3.5	\$2,000.00	\$32,060.94
Custodial, Maint Stf Sal	\$7,552.58	\$103,250.00	7.31	\$28,610.24	\$89,489.82
Custodial, Maint-Temp	\$1,965.00	\$3,400.00	57.79	\$0.00	\$8,501.33
F/T Classified Salary	\$45,750.62	\$641,350.00	7.13	\$35,156.46	\$565,357.45
F/T Faculty Salary	(\$108,002.96)	\$3,829,482.00	-2.82	\$265,386.98	\$3,910,128.07
F/T Faculty-Summer Sal	\$178,960.77	\$269,912.00	66.3	\$200,610.39	\$260,145.25
Faculty Curriculum Dev	\$2,700.00	\$0.00	0	\$0.00	\$0.00
Faculty Tutors Salary	\$3,492.07	\$75,280.00	4.64	\$1,338.71	\$33,914.41
Independent Study Salary	\$0.00	\$5,082.00	0	\$0.00	\$22,622.50
Interpreter Salary	\$0.00	\$35,000.00	0	\$0.00	\$9,311.22
LabFacilitators	\$861.74	\$18,402.00	4.68	\$810.50	\$18,353.69
Overload Salary	\$0.00	\$543,441.00	0	\$0.00	\$449,997.02
Overtime Wages	\$0.00	\$7,100.00	0	\$36.00	\$8,692.20
P/T Classified Salary	\$2,717.33	\$105,328.00	2.58	\$3,062.33	\$48,990.76
P/T Faculty Salary	\$0.00	\$790,414.00	0	\$0.00	\$788,022.44
P/T Faculty-Summer Sal	\$41,616.21	\$66,736.00	62.36	\$41,268.88	\$50,813.70
Professional/Tech Salary	\$60,324.21	\$957,951.00	6.3	\$37,783.57	\$676,838.61
Professional/Tech-PT	\$5,146.45	\$53,277.00	9.66	\$6,534.78	\$40,199.28
Professional/Tech-Temp	\$0.00	\$0.00	0	\$0.00	\$131.25
Severance Payments	\$0.00	\$0.00	0	\$0.00	\$28,456.22
Student Workers Salary	\$1,266.39	\$47,480.00	2.67	\$1,899.57	\$23,169.74
Subs Instructors Salary	\$330.00	\$6,010.00	5.49	\$0.00	\$12,469.43
Supervisory Staff Salary	\$15,544.36	\$200,454.00	7.75	\$32,502.41	\$267,216.90
Test Proctor Salary	\$1,744.25	\$30,910.00	5.64	\$1,388.83	\$21,657.27
	<u>\$397,347.62</u>	<u>\$9,586,779.00</u>	4.14	<u>\$768,419.79</u>	<u>\$9,013,031.98</u>
Employee Benefits					
EmployeeBenefitsTotal	\$534.49	\$5,525.00	9.67	\$1,275.54	\$17,296.54
FICA-Social Security	\$0.00	\$0.00	0	\$0.00	\$0.00
Grants Share of SURS	\$0.00	\$0.00	0	\$0.00	\$401.41
Group Dental Ins	\$3,258.99	\$51,517.00	6.33	\$3,837.57	\$48,136.59
Group LTD Ins	\$1,147.32	\$18,669.00	6.15	\$1,304.04	\$16,327.31
Group Life Ins	\$1,585.92	\$30,317.00	5.23	\$2,128.16	\$24,418.49
Group Medical Ins	\$103,776.55	\$1,726,891.00	6.01	\$122,427.84	\$1,693,268.75
Medicare	\$0.00	\$0.00	0	\$0.00	\$0.00
SURS-RetireeHealthContri	\$3,002.45	\$39,358.00	7.63	\$3,062.03	\$40,253.71
Staff/Family Waivers	\$0.00	\$35,000.00	0	\$5,311.00	\$25,049.00
	<u>\$113,305.72</u>	<u>\$1,907,277.00</u>	5.94	<u>\$139,346.18</u>	<u>\$1,865,151.80</u>
Contractual Services					
Accreditation Fees	\$550.00	\$16,925.00	3.25	\$0.00	\$19,629.04
Admin Computer-Maint	\$160,831.50	\$366,068.00	43.93	\$795.00	\$220,973.19
Building Repair/Maint	\$363.48	\$87,025.00	0.42	\$0.00	\$19,272.85
Consultants/Workshops	\$0.00	\$4,000.00	0	\$0.00	\$15,431.25
Contractual-Other	\$210.00	\$233,988.00	0.09	\$349.68	\$61,568.74
Custodial Services	\$0.00	\$482,280.00	0	\$30,930.50	\$377,975.00
Diversity Initiatives	\$0.00	\$5,000.00	0	\$0.00	\$0.00
Employee Recognition EAT	\$0.00	\$1,000.00	0	\$0.00	\$749.35
Equip Repair/Maint Agree	\$9,655.59	\$112,279.00	8.6	\$2,882.27	\$101,088.36
Faculty Development	\$0.00	\$2,700.00	0	\$0.00	\$1,220.50
Grounds Maintenance	\$166.70	\$12,300.00	1.36	\$0.00	\$13,073.05
Legal Services-Admin	\$0.00	\$75,000.00	0	\$0.00	\$23,677.52
Meals	\$0.00	\$3,000.00	0	\$0.00	\$205.00
Pest Control	\$0.00	\$13,475.00	0	\$0.00	\$10,832.80
Professional Fees	\$5,374.71	\$7,200.00	74.65	\$0.00	\$7,165.79
Security	\$4,112.52	\$8,063.00	51	\$168.14	\$11,479.83
Staff/Faculty Developmen	\$0.00	\$10,000.00	0	\$0.00	\$44,921.29
Student Awards	\$0.00	\$725.00	0	\$0.00	\$680.00

Operating Funds Expenses

	Actual Expenses YTD 7/31/2018	Budget 1819	%	Actual Expenses YTD 7/31/2017	Prior Year Expenses 6/30/2018
Contractual Services					
Telephone Maint Agree	\$0.00	\$18,000.00	0	\$0.00	\$7,242.93
	<u>\$181,264.50</u>	<u>\$1,459,028.00</u>	12.42	<u>\$35,125.59</u>	<u>\$937,186.49</u>
Materials & Supplies					
Advertising	\$693.00	\$65,550.00	1.06	\$250.00	\$62,426.12
Audio Visual Materials	\$0.00	\$200.00	0	\$0.00	\$55.51
Books-Library Collection	(\$15.00)	\$8,000.00	-0.19	\$0.00	\$6,679.17
Catalog Printing	\$0.00	\$250.00	0	\$0.00	\$2,766.50
Computer Software	\$75,023.73	\$156,258.00	48.01	\$61,956.23	\$146,506.56
Credit Schedules	\$0.00	\$4,000.00	0	\$0.00	\$1,612.10
Digital Print/Curric Spt	\$9,954.61	\$42,031.00	23.68	\$0.00	\$0.00
Event Expense	\$0.00	\$3,150.00	0	\$0.00	\$803.88
Graphic Supplies	\$242.50	\$3,000.00	8.08	\$0.00	\$1,292.69
Instructional Supplies	\$850.57	\$123,215.00	0.69	\$1,261.25	\$77,622.85
Laundry/Linen Supplies	\$0.00	\$400.00	0	\$0.00	\$186.20
Maintenance Supplies	\$845.00	\$85,050.00	0.99	\$2,438.97	\$84,859.16
Materials	\$2,890.78	\$68,665.00	4.21	(\$5.00)	\$32,126.83
Office Supplies	\$1,216.76	\$19,242.00	6.32	\$541.83	\$15,845.44
Postage	\$0.00	\$16,520.00	0	\$1.89	\$17,548.13
Printing	(\$33.68)	\$24,735.00	-0.14	(\$66.54)	\$17,473.32
Publications & Dues	\$21,506.40	\$84,748.00	25.38	\$38,366.15	\$114,885.54
Reference Materials	\$0.00	\$0.00	0	\$0.00	\$5.25
Specialities	\$0.00	\$1,500.00	0	\$0.00	\$692.15
Transcripts	\$0.00	\$27,000.00	0	\$0.00	\$20,155.00
Uniforms	\$220.00	\$3,500.00	6.29	\$115.50	\$3,206.50
Vehicle Expense	(\$385.51)	\$10,420.00	-3.7	\$0.00	\$13,245.01
WYSE Activities	\$0.00	\$1,120.00	0	\$0.00	(\$39.95)
Wind Turbine Maintenance	\$0.00	\$5,200.00	0	\$0.00	\$6,233.33
	<u>\$113,009.16</u>	<u>\$753,754.00</u>	14.99	<u>\$104,860.28</u>	<u>\$626,187.29</u>
Conference & Meeting Exp					
Board Meeting Meals	\$0.00	\$2,660.00	0	\$0.00	\$3,062.50
Meeting Expense	\$59.00	\$6,314.00	0.93	\$264.00	\$10,089.56
Recruitment	\$0.00	\$0.00	0	\$0.00	\$2,710.29
Registration Fees	\$1,990.00	\$41,025.00	4.85	\$860.00	\$26,261.25
Travel-In State	\$81.93	\$13,556.00	0.6	\$56.71	\$13,522.70
Travel-In State Mileage	\$562.44	\$13,490.00	4.17	\$404.46	\$9,268.14
Travel-Out of State	\$7,319.58	\$70,127.00	10.44	\$0.00	\$33,523.49
	<u>\$10,012.95</u>	<u>\$147,172.00</u>	6.8	<u>\$1,585.17</u>	<u>\$98,437.93</u>
Fixed Charges					
Collection Co Charges	\$0.00	\$100.00	0	\$0.00	\$0.00
Credit Card Fees	\$559.67	\$25,000.00	2.24	\$1,937.04	\$31,171.86
Equipment Rental	\$0.00	\$1,750.00	0	\$0.00	\$1,594.32
Facility Rental	\$11,138.92	\$96,755.00	11.51	\$11,139.47	\$133,673.64
Graduation Expense	\$0.00	\$19,000.00	0	\$0.00	\$14,197.00
Install Pymt Lease/Purch	\$54,000.29	\$203,500.00	26.54	\$49,414.19	\$180,992.47
Interest Expense	\$0.00	\$3,730.00	0	\$2,093.58	\$11,211.50
Property Taxes	\$17,094.08	\$23,800.00	71.82	\$16,793.61	\$23,150.65
	<u>\$82,792.96</u>	<u>\$373,635.00</u>	22.16	<u>\$81,377.89</u>	<u>\$395,991.44</u>
Utilities					
Electricity and Nat Gas	\$4,732.14	\$342,630.00	1.38	\$2,086.87	\$387,852.29
Internet	\$144.85	\$15,460.00	0.94	\$0.00	\$11,644.00
Propane	\$0.00	\$500.00	0	\$0.00	\$0.00
Refuse Disposal	\$1,684.06	\$22,080.00	7.63	\$3,002.47	\$21,374.53
Telephone	\$1,314.67	\$42,620.00	3.08	\$1,766.48	\$51,364.24
Water, Sewage	\$96.46	\$29,050.00	0.33	\$41.96	\$40,046.44
	<u>\$7,972.18</u>	<u>\$452,340.00</u>	1.76	<u>\$6,897.78</u>	<u>\$512,281.50</u>
Capital Outlay					
Equipment-Instructional	\$0.00	\$14,940.00	0	\$0.00	\$1,364.74
Equipment-Office	\$0.00	\$0.00	0	\$0.00	\$12,144.80
Equipment-Service	\$0.00	\$0.00	0	\$0.00	\$48,907.01
	<u>\$0.00</u>	<u>\$14,940.00</u>	0	<u>\$0.00</u>	<u>\$62,416.55</u>
Tuition Adjustments					

Operating Funds Expenses

	Actual Expenses YTD 7/31/2018	Budget 1819	%	Actual Expenses YTD 7/31/2017	Prior Year Expenses 6/30/2018
Tuition Adjustments					
Illinois Veterans Grants	\$0.00	\$65,000.00	0	\$0.00	\$2,711.40
Tuition Waiver	\$0.00	\$175,000.00	0	(\$5,563.00)	\$189,361.85
Unfunded ING/MIA/POW	\$0.00	\$35,000.00	0	\$0.00	\$30,033.00
Write-Off	\$16,881.76	\$240,000.00	7.03	\$16,826.03	\$171,159.94
	<u>\$16,881.76</u>	<u>\$515,000.00</u>	3.28	<u>\$11,263.03</u>	<u>\$393,266.19</u>
Other Expense					
Bank Service Charges	\$0.00	\$6,600.00	0	\$459.17	\$4,117.96
Contributions	\$0.00	\$123,906.00	0	\$0.00	\$62,110.75
Expense-Other	\$30.00	\$3,500.00	0.86	\$0.00	\$10,874.40
	<u>\$30.00</u>	<u>\$134,006.00</u>	0.02	<u>\$459.17</u>	<u>\$77,103.11</u>
Transfers					
Transfer Out	\$0.00	\$456,385.00	0	\$0.00	\$64,260.30
	<u>\$0.00</u>	<u>\$456,385.00</u>	0	<u>\$0.00</u>	<u>\$64,260.30</u>
Total Expenses	\$922,616.85	\$15,800,316.00	5.84	\$1,149,334.88	\$14,045,314.58

Bills for Ratification



July 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AACRAO						
	Publications & Dues	Enrollment Management	\$753.00	\$753.00		
AFLAC						
	AFLAC		\$352.84	\$352.84		
AST Inc						
	Publications & Dues	Club Expenses	\$175.00			\$175.00
AT&T						
	Telephone	Fairview Plaza O&M	\$27.20		\$27.20	
	Telephone	Telecommunications	\$707.71		\$707.71	
	Telephone	Fairview Plaza O&M	\$190.17		\$190.17	
	Telephone	Telecommunications	\$60.15		\$60.15	
	Telephone	Telecommunications	\$671.57		\$671.57	
	Telephone	Telecommunications	\$159.69		\$159.69	
AcuPrint Inc dba AP Technology						
	RCC Foundation A/R		\$176.51	\$176.51		
	Office Supplies	Business Office	\$260.00	\$260.00		
	Computer Software	Academic Lab Support	\$3,495.00	\$3,495.00		
	Admin Computer-Maint	Administrative Info Syst	\$2,254.50	\$2,254.50		
Advanced Disposal Services						
	Refuse Disposal	Utilities	\$1,520.79		\$1,520.79	
	Refuse Disposal	Law Enforce Trng Ctr O&M	\$143.02			\$143.02
Aesculap						
	Instructional Supplies	Surgical Tech-Health Occ	\$2,235.72			\$2,235.72
	Instructional Supplies	Surgical Tech-Health Occ	\$129.50			\$129.50
Airweld Industrial Gases						
	Instructional Supplies	Instruction-Other	\$822.38			\$822.38
	Instructional Supplies	Instruction-Other	\$106.45			\$106.45
	Instructional Supplies	Welding-Technical Occ	\$203.76	\$203.76		
	Instructional Supplies	Welding-Technical Occ	\$648.00	\$648.00		
Alanasawi, Walid						
	Student Tuition Rec		\$1,212.00	\$1,212.00		
	Student Tuition Rec		\$1,000.00	\$1,000.00		
Altorfer Inc						
	Equip Repair/Maint Agree	Workforce Development Ct	\$1,418.00		\$1,418.00	
	Equip Repair/Maint Agree	Workforce Development Ct	\$3,180.00		\$3,180.00	
AmerenIP						
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$961.79			\$961.79
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,581.81			\$1,581.81
	Electricity and Nat Gas	Clinton Center O&M	\$229.64		\$229.64	
	Electricity and Nat Gas	Fairview Plaza O&M	\$87.39		\$87.39	
	Electricity and Nat Gas	Clinton Center O&M	\$52.14		\$52.14	
	Electricity and Nat Gas	Utilities	\$153.37		\$153.37	
	Electricity and Nat Gas	Utilities	\$96.27		\$96.27	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$88.10		\$88.10	
	Electricity and Nat Gas	Utilities	\$6,012.31		\$6,012.31	
	Electricity and Nat Gas	Workforce Development Ct	\$2,010.23		\$2,010.23	
	Electricity and Nat Gas	Utilities	\$523.54		\$523.54	
Aramark - AUS St Louis MC						
	Uniforms	Maintenance	\$55.00		\$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$64.50			\$64.50
	Uniforms	Maintenance	\$55.00		\$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$64.50			\$64.50
	Uniforms	Maintenance	\$55.00		\$55.00	
	Uniforms	Maintenance	\$55.00		\$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$64.50			\$64.50
Area Disposal Service Inc						
	Refuse Disposal	Clinton Center O&M	\$73.27		\$73.27	
Arthur J Gallagher Risk Services						
	General Insurance	Liab Protection & Settle	\$6,180.00			\$6,180.00
	General Insurance	Liab Protection & Settle	\$1,008.00			\$1,008.00
	General Insurance	Liab Protection & Settle	\$2,556.00			\$2,556.00
	General Insurance	Liab Protection & Settle	\$784.00			\$784.00
	General Insurance	Liab Protection & Settle	\$5,389.00	\$5,389.00		
AspirEDU Inc						
	Computer Software	LRC Audio Visual	\$3,250.00	\$3,250.00		
BLDD Architects Inc						
	Building Improvements	Renovations / Remodeling	\$1,956.50			\$1,956.50
	Building Improvements	Renovations / Remodeling	\$194.50			\$194.50
BearMail Co						
	Postage	Admission & Recruitment	\$95.09	\$95.09		
	Heartland Academy Recv		\$5.17	\$5.17		
	RCC Foundation A/R		\$21.14	\$21.14		
	Postage	Business Office	\$652.36	\$652.36		

Bills for Ratification

July 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
BearMail Co						
	Postage	CPED Administration	\$12.42			\$12.42
	Postage	Enrollment Management	\$374.13	\$374.13		
	Postage	Fin Aid & Vet Affairs	\$0.47	\$0.47		
	Postage	General Expenses	\$420.63	\$420.63		
	Postage	NonCredit	\$78.02			\$78.02
	Postage	Outdoor Exposition SpcEv	\$0.47			\$0.47
	Postage	VP Academic Services	\$20.01	\$20.01		
Beck's Studio						
	Inventory-CentralStores		\$105.40	\$105.40		
Black, Avery M						
	Student Tuition Rec		\$441.00	\$441.00		
Blitt and Gaines, P C						
	Wage Garnishment Orders		\$386.48	\$386.48		
	Wage Garnishment Orders		\$386.48	\$386.48		
	Wage Garnishment Orders		\$386.48	\$386.48		
Blue Cross and Blue Shield of IL						
	Group Insurance		\$26,942.00	\$26,942.00		
	Health Insurance		\$149,923.48	\$149,923.48		
	EmployeeBenefitsTotal	General Expenses	\$24.66	\$24.66		
BoardEffect LLC						
	RCC Foundation A/R		\$2,000.00	\$2,000.00		
	Materials	Board of Trustees	\$2,000.00	\$2,000.00		
Bochantine, Justin Eric						
	Student Tuition Rec		\$441.00	\$441.00		
Bodine Electric Inc						
	Contractual-Other	Renovations / Remodeling	\$6,024.78			\$6,024.78
Brozio, Seth Edward						
	Travel-In State	Grant-Administration	\$75.86			\$75.86
Burnnett, Jody						
	Travel-Out of State	Fin Aid & Vet Affairs	\$288.00	\$288.00		
CAAHEP						
	Accreditation Fees	Surgical Tech-Health Occ	\$550.00	\$550.00		
CDS Office Technologies						
	Printing	Copiers	\$1,001.98	\$1,001.98		
	Instructional Supplies	Basic Law Enforce Trng	\$30.00			\$30.00
	Equipment Rental	Law Enforce Trng Ctr	\$180.69			\$180.69
CDWG Government Inc						
	Equipment-Instructional	Instruction	\$6,765.92			\$6,765.92
	Materials	Academic Lab Support	\$19.05	\$19.05		
	Materials	Academic Lab Support	\$62.46	\$62.46		
	Computer Software	Academic Lab Support	\$302.40	\$302.40		
	Materials	Academic Lab Support	\$359.32	\$359.32		
	Equipment-Instructional	Law Enforce Trng Ctr	\$588.60			\$588.60
	Equipment-Instructional	Law Enforce Trng Ctr	\$588.60			\$588.60
	Materials	Academic Lab Support	\$2,046.39	\$2,046.39		
Chaney, Marlon Leon						
	Expense-Other	General Expenses	\$30.00	\$30.00		
City of Clinton						
	Water, Sewage	Clinton Center O&M	\$21.44		\$21.44	
City of Decatur						
	Accrued Sales Tax		\$397.69			\$397.69
	Accrued Sales Tax		\$134.84			\$134.84
	Accrued Sales Tax		\$29.43			\$29.43
	Accrued Sales Tax		\$98.25			\$98.25
	Accrued Sales Tax		\$30.04			\$30.04
	Accrued Sales Tax		\$14.84			\$14.84
City of Decatur IL						
	Water, Sewage	Utilities	\$339.10		\$339.10	
	Water, Sewage	Utilities	\$1,030.54		\$1,030.54	
	Water, Sewage	Utilities	\$199.42		\$199.42	
	Water, Sewage	Utilities	\$1,381.39		\$1,381.39	
	Water, Sewage	Utilities	\$338.10		\$338.10	
	Water, Sewage	Fairview Plaza O&M	\$73.56		\$73.56	
	Water, Sewage	Macon Co Soil & Water Bd	\$161.07		\$161.07	
	Water, Sewage	Sequestration Bldg O&M	\$161.07		\$161.07	
	Water, Sewage	Fairview Plaza O&M	\$96.46		\$96.46	
	Water, Sewage	Law Enforce Trng Ctr O&M	\$99.79			\$99.79
	Water, Sewage	Law Enforce Trng Ctr O&M	\$354.59			\$354.59
Clinton RCC LLC						
	Facility Rental	Clinton Center O&M	\$6,523.00		\$6,523.00	
Cockrum, Sierra Lynn						
	Student Tuition Rec		\$55.00	\$55.00		

Bills for Ratification



July 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Comcast	Telephone	Utilities	\$53.91		\$53.91	
	Internet	Fairview Plaza O&M	\$144.85		\$144.85	
Competitive Edge Software Inc	Computer Software	Liab Protection & Settle	\$3,240.00			\$3,240.00
	Computer Software	Security	\$600.00		\$600.00	
Consociate Group	Contractual-Other	Human Resources	\$210.00	\$210.00		
Credo Reference Limited	Digital Print/Curric Spt	LRC	\$4,130.00	\$4,130.00		
Crews, Denise,, Dr	Internet	VP Academic Services	\$60.00	\$60.00		
Curriculum Publications	Materials	Assesment & Testing	\$8,000.00			\$8,000.00
Data Recognition Corporation	Materials	Assesment & Testing	\$163.31			\$163.31
	Materials	Assesment & Testing	\$264.32			\$264.32
DeBose Consulting	Contractual-Other	Credit	\$400.00			\$400.00
DeWitt County Collector	Property Taxes	Clinton Center O&M	\$15,817.60		\$15,817.60	
Del's Popcorn Shop	Food Supply Costs	Cafe	\$18.32			\$18.32
	Food Supply Costs	Cafe	\$20.40			\$20.40
	Food Supply Costs	Cafe	\$56.24			\$56.24
	Food Supply Costs	Cafe	\$57.44			\$57.44
	Food Supply Costs	Cafe	\$19.20			\$19.20
Dunker Electric	Maintenance Supplies	Maintenance	\$9.85		\$9.85	
	Maintenance Supplies	Maintenance	\$64.08		\$64.08	
	Maintenance Supplies	Maintenance	\$904.33		\$904.33	
	Maintenance Supplies	Maintenance	\$10.44		\$10.44	
Dunning, Wayne	Travel-In State	Board of Trustees	\$47.96	\$47.96		
Dust & Son Auto Supply	Instructional Supplies	Automotive-Tech Occ	\$5.89	\$5.89		
Dynagraphics Inc	Materials	Security	\$36.80		\$36.80	
	Materials	Student Devlopment	\$36.80	\$36.80		
	Printing	VP Student Success	\$54.80	\$54.80		
E L Pruitt	Equipment-Service	Renovations / Remodeling	\$6,316.50			\$6,316.50
EDC of Decatur & Macon County	Publications & Dues	Presidents Office	\$1,250.00	\$1,250.00		
EMSI	Other Receivables		\$6,666.66	\$6,666.66		
	Computer Software	Instruction-Other	\$3,333.34			\$3,333.34
Elan Corporate Payment	Credit Card Pmt Clearing		\$35,767.65	\$35,767.65		
Embroidered Expressions LLC	Materials	Club Expenses	\$995.00			\$995.00
Employers Assurance Co	General Insurance	Liab Protection & Settle	\$5,094.60			\$5,094.60
Enterprise Rent-A-Car	Travel-In State	Board of Trustees	\$72.40	\$72.40		
Evergreen FS-Stephens #24	Vehicle Expense	Credit	\$411.55			\$411.55
	Vehicle Expense	Credit	\$446.11			\$446.11
	Vehicle Expense	Credit	\$460.48			\$460.48
	Vehicle Expense	College Vehicle	\$2,963.99		\$2,963.99	
FEDEX	Postage	General Expenses	\$33.72	\$33.72		
	Postage	Security	\$42.91		\$42.91	
Fairview Park Plaza LLC	Building Repair/Maint	Fairview Plaza O&M	\$4,034.99		\$4,034.99	
	Property Taxes	Fairview Plaza O&M	\$5,080.56		\$5,080.56	
	Facility Rental	Fairview Plaza O&M	\$4,615.92		\$4,615.92	
Fidelity Investments	Misc Deductions		\$400.00	\$400.00		
Firm Systems	Fees Pass Thru Backgrnd		\$910.00	\$910.00		
FirstEnergy Solutions	Electricity and Nat Gas	Utilities	\$17,561.00		\$17,561.00	

Bills for Ratification



July 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
FirstEnergy Solutions					
Electricity and Nat Gas	Workforce Development Ct	\$2,226.18		\$2,226.18	
Electricity and Nat Gas	Sequestration Bldg O&M	\$366.54		\$366.54	
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$238.40		\$238.40	
Electricity and Nat Gas	Utilities	\$15.97		\$15.97	
Electricity and Nat Gas	Utilities	\$48.09		\$48.09	
Electricity and Nat Gas	Fairview Plaza O&M	\$104.98		\$104.98	
Flinn Scientific Inc					
Instructional Supplies	Biology-Baccalaureate	\$257.99	\$257.99		
Frontier					
Telephone	Clinton Center O&M	\$164.02		\$164.02	
Fryman, Kersten Brynley					
Student Tuition Rec		\$267.51	\$267.51		
Grainger					
Inventory-CentralStores		\$42.77	\$42.77		
Inventory-CentralStores		\$104.01	\$104.01		
Grainger Inc					
Inventory-CentralStores		\$36.00	\$36.00		
Grider, Susan					
Travel-In State Mileage	Radiology Tech-Hlth Occ	\$49.05	\$49.05		
Travel-In State Mileage	Radiology Tech-Hlth Occ	\$98.10	\$98.10		
HR Performance Solutions					
Computer Software	Academic Lab Support	\$3,249.00	\$3,249.00		
Computer Software	Academic Lab Support	\$3,249.00	\$3,249.00		
Hanover Insurance Group Co					
General Insurance	Liab Protection & Settle	\$3,706.20	\$3,706.20		
General Insurance	Liab Protection & Settle	\$3,599.20	\$3,599.20		
Hazen, Harold Dean					
Travel-Out of State	Liab Protection & Settle	\$123.41			\$123.41
Higher Learning Commission					
Publications & Dues	General Expenses	\$5,133.40	\$5,133.40		
Accreditation Fees	Medical Assistant	\$925.00	\$925.00		
Hoelting & Co					
Food Supply Costs	Cafe	\$73.00			\$73.00
Hogan Grain & Equipment Inc					
Maintenance Supplies	Maintenance	\$72.39		\$72.39	
Hynds, Andrew T					
Travel-In State	Dean-Math Science Busine	\$81.93	\$81.93		
ICCB					
Publications & Dues	Online Learning	\$500.00	\$500.00		
ICCTA					
Publications & Dues	Board of Trustees	\$4,723.00	\$4,723.00		
Illinois Century Network					
Internet	Telecommunications	\$1,000.00		\$1,000.00	
Illinois Online Network					
Publications & Dues	Online Learning	\$200.00	\$200.00		
Inceptia					
Contractual-Other	Fin Aid & Vet Affairs	\$168.30	\$168.30		
Instructure Inc					
Computer Software	Networking Support	\$62,131.73	\$62,131.73		
Jan Master Cleaning Services Inc					
Custodial Services	Clinton Center O&M	\$290.00		\$290.00	
Custodial Services	Custodial	\$34,045.00		\$34,045.00	
Contractual-Other	Outdoor Exposition SpcEv	\$81.25			\$81.25
Jason's Lawn Care					
Grounds Maintenance	Clinton Center O&M	\$320.00		\$320.00	
Jenzabar Inc					
Admin Computer-Maint	Administrative Info Syst	(\$7,770.00)	(\$7,770.00)		
Admin Computer-Maint	Administrative Info Syst	\$145,931.00	\$145,931.00		
Johnson Controls					
Equip Repair/Maint Agree	Maintenance	\$399.00		\$399.00	
Kirby Risk Electric Supply					
Equipment-Instructional	Engineering Technology	\$392.43			\$392.43
Larrick, David S					
Instructional Supplies	Sequestration Proj	\$382.66			\$382.66
Laser Innovation Inc					
Materials	Academic Lab Support	\$120.00	\$120.00		
Lee Enterprises Inc					
Advertising	Human Resources	\$693.00	\$693.00		
Publications & Dues	Maintenance	\$112.42		\$112.42	
Publications & Dues	Maintenance	\$124.10		\$124.10	
Publications & Dues	Maintenance	\$266.74		\$266.74	
Lockhart, Karen Beth					

Bills for Ratification



July 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Lockhart, Karen Beth					
Travel-In State	Grant-Administration	\$144.99			\$144.99
Travel-Out of State	Faculty/Staff Relations	\$488.56			\$488.56
Luckey, Megan E					
Interpreter Salary	Academic Success	\$137.77	\$137.77		
MANCOMM					
Instructional Supplies	Credit	\$261.57			\$261.57
MJ Kellner					
Equipment-Instructional	Culinary Arts	\$20,805.00			\$20,805.00
Mack Sales & Service of Decatur					
Equip Repair/Maint Agree	Credit	\$243.11			\$243.11
Equip Repair/Maint Agree	Credit	\$1,276.48			\$1,276.48
MakerBot Industries LLC					
Prepaid Expenses		\$198.00			\$198.00
Marquis Beverage Service					
Food Supply Costs	Cafe	\$238.50			\$238.50
Instructional Supplies	Coffee House	\$205.75			\$205.75
Mazzotti Services					
Uniforms	Basic Law Enforce Trng	\$32.00			\$32.00
Uniforms	Basic Corrections Trng	\$564.00			\$564.00
Meador, Kamie J					
Materials	Outdoor Exposition SpcEv	\$12.78			\$12.78
Melton, Julie Lynn					
Telephone	Foundation & Development	\$60.00	\$60.00		
Menards Inc					
Maintenance Supplies	Maintenance	\$11.86		\$11.86	
Maintenance Supplies	Maintenance	\$12.71		\$12.71	
Inventory-CentralStores		\$63.80	\$63.80		
Midwest Credit & Collections Inc					
Wage Garnishment Orders		\$237.34	\$237.34		
Wage Garnishment Orders		\$239.69	\$239.69		
Miller & Steeno P.C.					
Wage Garnishment Orders		\$348.64	\$348.64		
Wage Garnishment Orders		\$198.25	\$198.25		
Wage Garnishment Orders		\$352.09	\$352.09		
Mosier, Barbara H					
Materials	NonCredit	\$2.00			\$2.00
Instructional Supplies	Sequestration Proj	\$3.09			\$3.09
Materials	NonCredit	\$19.10			\$19.10
Instructional Supplies	Sequestration Proj	\$76.93			\$76.93
Motion Industries					
Maintenance Supplies	Maintenance	\$21.63		\$21.63	
Mutual of Omaha					
LTD Insurance		\$1,475.55	\$1,475.55		
Life Insurance		\$1,983.61	\$1,983.61		
Supplemental Life Insur		\$2,020.98	\$2,020.98		
NC-SARA					
Publications & Dues	Online Learning	\$2,000.00	\$2,000.00		
Napa Auto Parts					
Vehicle Expense	College Vehicle	\$10.35		\$10.35	
New Readers Press					
Instructional Supplies	Instruction	\$225.09			\$225.09
Newark					
Maintenance Supplies	Maintenance	\$72.96		\$72.96	
Niemann Foods					
Food Supply Costs	Cafe	\$11.34			\$11.34
Food Supply Costs	Cafe	\$17.20			\$17.20
Food Supply Costs	Cafe	\$19.55			\$19.55
Food Supply Costs	Cafe	\$19.96			\$19.96
Food Supply Costs	Cafe	\$27.66			\$27.66
Food Supply Costs	Cafe	\$10.97			\$10.97
Office Depot Inc					
Inventory-CentralStores		\$972.49	\$972.49		
Oliver, Brooke D					
Travel-In State Mileage	Surgical Tech-Health Occ	\$418.56	\$418.56		
Travel-In State Mileage	Surgical Tech-Health Occ	\$366.24	\$366.24		
Orv Graham Radio Advertising					
Advertising	Marketing	\$240.00	\$240.00		
Palmer, Priscilla M					
Accrued Expenses		\$103.56	\$103.56		
Parks Sewer Service					
Equip Repair/Maint Agree	Cafe	\$90.00			\$90.00
Per Mar Security & Research					

Bills for Ratification

July 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Per Mar Security & Research					
Security	Liab Protection & Settle	\$198.72			\$198.72
Security	Security	\$8.28		\$8.28	
Security	Liab Protection & Settle	\$3,469.38			\$3,469.38
Security	Security	\$144.56		\$144.56	
Security	Liab Protection & Settle	\$3,500.54			\$3,500.54
Security	Security	\$145.86		\$145.86	
Security	Liab Protection & Settle	\$157.62			\$157.62
Security	Security	\$3,782.70		\$3,782.70	
Security	Liab Protection & Settle	\$4,168.05			\$4,168.05
Security	Security	\$173.67		\$173.67	
Premier Print Group					
Inventory-CentralStores		\$523.00	\$523.00		
Pride Cleaners					
Contractual-Other	Cafe	\$29.40			\$29.40
Contractual-Other	Cafe	\$40.20			\$40.20
Contractual-Other	Cafe	\$100.62			\$100.62
Contractual-Other	Cafe	\$37.80			\$37.80
Contractual-Other	Cafe	\$60.63			\$60.63
Contractual-Other	Bistro 537	\$37.41			\$37.41
Quality Elevator Inspections					
Equip Repair/Maint Agree	CSI Building O&M	\$250.00		\$250.00	
R D McMillen Enterprises					
Maintenance Supplies	Custodial	\$116.16		\$116.16	
RCC Bookstore					
NonTaxBooks -Workforce		\$19.99	\$19.99		
NonTaxBooks-Scholarships		\$119.12	\$119.12		
Books-Loans		\$146.34	\$146.34		
Pell Taxable Books		\$152.99	\$152.99		
NonTaxBooks -Workforce		\$348.04	\$348.04		
NonTaxBooks-Scholarships		\$1,242.95	\$1,242.95		
RCC Foundation					
Richland Foundation		\$121.66	\$121.66		
Revenue-Misc/OtherSource		\$25.00	\$25.00		
Accrued Expenses		\$200.00			\$200.00
Richland Foundation		\$121.66	\$121.66		
Ray O'Herron Company Inc					
Instructional Supplies	Basic Law Enforce Trng	\$211.96			\$211.96
Refreshment Services Pepsi					
Food Supply Costs	Cafe	\$28.16			\$28.16
Food Supply Costs	Cafe	\$99.15			\$99.15
Food Supply Costs	Cafe	\$208.64			\$208.64
Food Supply Costs	Cafe	\$115.25			\$115.25
Rollins, Kevin J					
Contractual-Other	Law Enforce Trng Ctr	\$250.00			\$250.00
Rowe, JoAnn G					
Student Tuition Rec		\$150.00	\$150.00		
Rush Truck Leasing					
Install Pymt Lease/Purch	Grounds	\$2,239.13		\$2,239.13	
S J Smith Company Inc					
Contractual-Other	Club Expenses	\$10.50			\$10.50
Instructional Supplies	Human Simulator	\$85.80	\$85.80		
STL Communications Inc					
Contractual-Other	Liab Protection & Settle	\$1,558.95			\$1,558.95
Safety Shoe Distributors					
Participant Supplies	Instruction-Other	\$299.97			\$299.97
Participant Supplies	Instruction-Other	\$499.95			\$499.95
Samore, Christine Marie					
Interpreter Salary	Academic Success	\$1,188.98	\$1,188.98		
Schneider, Thomas P					
Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Schwalbe, Barry S					
Travel-In State Mileage	Credit	\$32.70			\$32.70
Scott Fisher Enterprises Inc					
Pest Control	Law Enforce Trng Ctr O&M	\$300.00			\$300.00
Pest Control	Maintenance	\$850.00		\$850.00	
Pest Control	Maintenance	\$850.00		\$850.00	
Pest Control	Law Enforce Trng Ctr O&M	\$300.00			\$300.00
Secretary of State					
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$5.00			\$5.00
Vehicle Expense	Law Enforce Trng Ctr	\$101.00			\$101.00

Bills for Ratification



July 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Secretary of State					
Vehicle Expense	Law Enforce Trng Ctr	\$101.00			\$101.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Sherwin Williams Company					
Maintenance Supplies	Maintenance	\$155.36		\$155.36	
Shippers Rental Inc					
Equipment Rental	Credit	\$1,750.00			\$1,750.00
Sloan Implement Company Inc					
Maintenance Supplies	Maintenance	(\$152.60)		(\$152.60)	
Maintenance Supplies	Maintenance	\$466.42		\$466.42	
Grounds Maintenance	Grounds	\$166.70		\$166.70	
South Side Control Supply					
Maintenance Supplies	Maintenance	\$511.33		\$511.33	
Spectrum-Nichols					
Maintenance Supplies	Custodial	\$1,018.96		\$1,018.96	
Maintenance Supplies	Law Enforce Trng Ctr O&M	\$92.31			\$92.31
Maintenance Supplies	Custodial	\$530.95		\$530.95	
State Universities Retirement					
SURS 1/2%		\$1,787.78	\$1,787.78		
SURS 8%		\$15,491.54	\$15,491.54		
SURS 1/2%		\$1,805.68	\$1,805.68		
SURS 8%		\$2,191.27	\$2,191.27		
SURS 8%		\$14,998.16	\$14,998.16		
SURS 1/2%		\$1,849.98	\$1,849.98		
SURS 8%		\$2,203.90	\$2,203.90		
SURS 8%		\$15,480.96	\$15,480.96		
Superior Fire Protection Sys Inc					
Equip Repair/Maint Agree	Maintenance	\$504.59		\$504.59	
Sysco Central Illinois Inc					
Food Supply Costs	Cafe	(\$59.22)			(\$59.22)
Food Supply Costs	Cafe	(\$41.78)			(\$41.78)
Food Supply Costs	Cafe	(\$19.45)			(\$19.45)
Food Supply Costs	Cafe	(\$18.69)			(\$18.69)
Food Supply Costs	Cafe	(\$16.66)			(\$16.66)
Food Supply Costs	Cafe	(\$14.14)			(\$14.14)
Food Supply Costs	Cafe	\$11.40			\$11.40
Food Supply Costs	Cafe	\$26.48			\$26.48
Food Supply Costs	Cafe	\$46.55			\$46.55
Food Supply Costs	Cafe	\$68.83			\$68.83
Materials	Cafe	\$78.17			\$78.17
Food Supply Costs	Cafe	\$82.64			\$82.64
Non Consumable Supplies	Cafe	\$97.42			\$97.42
Food Supply Costs	Cafe	\$140.43			\$140.43
Food Supply Costs	Cafe	\$154.02			\$154.02
Food Supply Costs	Cafe	\$184.12			\$184.12
Materials	Cafe	\$285.41			\$285.41
Materials	Cafe	\$660.21			\$660.21
Materials	Cafe	\$666.47			\$666.47
Food Supply Costs	Cafe	\$753.60			\$753.60
Materials	Cafe	\$92.47			\$92.47
Food Supply Costs	Cafe	\$751.89			\$751.89
Materials	Cafe	\$140.90			\$140.90
Food Supply Costs	Cafe	\$807.06			\$807.06
Materials	Cafe	\$169.17			\$169.17
Food Supply Costs	Cafe	\$1,549.14			\$1,549.14
Food Supply Costs	Cafe	\$1,616.54			\$1,616.54
Food Supply Costs	Cafe	\$1,683.25			\$1,683.25
Materials	Cafe	\$196.40			\$196.40
Food Supply Costs	Cafe	\$2,097.48			\$2,097.48
Materials	Cafe	\$537.79			\$537.79
Food Supply Costs	Cafe	\$3,099.90			\$3,099.90
Materials	Cafe	\$407.74			\$407.74
Materials	Culinary Arts	\$179.80	\$179.80		
Food Supply Costs	Bistro 537	\$238.55			\$238.55
Food Supply Costs	Bistro 537	\$806.90			\$806.90
Food Supply Costs	Bistro 537	\$883.97			\$883.97
Food Supply Costs	Cafe	\$788.70			\$788.70
Materials	Cafe	\$245.88			\$245.88
Food Supply Costs	Bistro 537	\$166.09			\$166.09
The Decatur Club					
Publications & Dues	Presidents Office	\$15.00	\$15.00		

Bills for Ratification



July 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
The Decatur Club					
Publications & Dues	Presidents Office	\$50.00	\$50.00		
The Omni Group					
Contractual-Other	Human Resources	\$6.00	\$6.00		
Thornton Welding Service Inc					
Building Improvements	Renovations / Remodeling	\$500.00			\$500.00
Tim's Custom Marine Upholstery					
Equip Repair/Maint Agree	Fitness Center	\$140.00			\$140.00
Trane Supply					
Maintenance Supplies	Maintenance	\$392.00		\$392.00	
Tread Tech					
Equip Repair/Maint Agree	Fitness Center	\$565.00			\$565.00
United Parcel Service					
Postage	CPED Administration	\$9.40			\$9.40
Postage	General Expenses	\$125.00	\$125.00		
United States Treasury					
EmployeeBenefitsTotal	General Expenses	\$485.17	\$485.17		
United Way of Decatur/Macon					
United Way		\$197.47	\$197.47		
United Way		\$192.47	\$192.47		
Valdez, Cristobal O					
Telephone	Presidents Office	\$125.00	\$125.00		
Vandergriff-Carter, Daniel Adam					
Student Tuition Rec		\$477.00	\$477.00		
Verizon Wireless					
Telephone	Telecommunications	\$1,384.63		\$1,384.63	
Telephone	Telecommunications	\$879.56		\$879.56	
WDKR Radio Station					
Advertising	Marketing	\$250.00	\$250.00		
Walker, Justin L					
Gift Certificate Liab		\$350.00	\$350.00		
Wallstreet Embroidery & Silk Scr					
Uniforms	Basic Law Enforce Trng	\$10.00			\$10.00
Uniforms	Basic Law Enforce Trng	\$82.94			\$82.94
Williams, Tad A					
Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Withrow, Tracy L					
Telephone	Marketing	\$50.00	\$50.00		
Workforce Investment Solutions					
Contractual-Other	Grant-Administration	\$2,113.65			\$2,113.65
Travel-In State	Grant-Administration	\$39.67			\$39.67
Contractual-Other	Instruction	\$6,979.51			\$6,979.51
Instructional Supplies	Instruction	\$97.60			\$97.60
Contractual-Other	Grant-Administration	\$2,403.31			\$2,403.31
Grants Share of SURS	Grant-Administration	\$488.46			\$488.46
World Point ECC Inc					
Instructional Supplies	Allied Health	\$18.81	\$18.81		
Instructional Supplies	NonCredit	\$18.63			\$18.63
Instructional Supplies	NonCredit	\$22.77			\$22.77
Instructional Supplies	NonCredit	\$47.94			\$47.94
Instructional Supplies	Engineering Technology	\$367.54	\$367.54		
Instructional Supplies	NonCredit	\$116.58			\$116.58
Instructional Supplies	NonCredit	\$127.84			\$127.84
Instructional Supplies	NonCredit	\$440.90			\$440.90
Instructional Supplies	NonCredit	\$2.07			\$2.07
Instructional Supplies	NonCredit	\$15.98			\$15.98
Instructional Supplies	NonCredit	\$59.65			\$59.65
Instructional Supplies	NonCredit	\$93.00			\$93.00
Instructional Supplies	NonCredit	\$239.70			\$239.70
Instructional Supplies	NonCredit	\$383.52			\$383.52
Xerox Corporation					
Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
Install Pymt Lease/Purch	Copiers	\$822.14	\$822.14		
Printing	Marketing	\$109.63	\$109.63		
		\$837,422.22	\$560,757.85	\$134,089.52	\$142,574.85

EXECUTIVE SESSION

Executive Session- August 21, 2018

MOTION FOR CLOSED SESSION

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

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

ADJOURNMENT