



October 2018 - Board of Trustees Meeting

October 16, 2018

Richland Community College - Board Room

One College Park

Decatur, IL 62521



Meeting Book - October 2018 - Board of Trustees Meeting

October 2018 - Board of Trustees Meeting

Annual Board Book Calendar

2018 Board Book Annual Calendar.pdf - Page 4

Principles of Sustainability

Principles of Sustainability.pdf - Page 6

Innovation and Quality Performance System

Innovation and Quality Performance System.pdf - Page 7

Strategic Plan Priorities

2016 Strategic Plan.pdf - Page 8

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

Convening of the Regular Meeting

Call to Order

Roll Call

Minutes of the Regular Meeting on September 18, 2018 and Notes of the Work Session on September 18, 2018

September MINUTES OF BOARD OF TRUSTEES REGULAR MEETING.pdf - Page 11

September 18 2018 Work Session Notes RICHLAND COMMUNITY COLLEGE.pdf - Page 17

Appearance of Citizens and Introduction of Guests

Written Communications

College Activities Report

Tracy Withrow

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Personnel Update

Personnel update October 2018.pdf - Page 20

Special Reports

Monitoring Report - Academic Profile

Dr. Denise
Crews
Bruce
Campbell

Report of ICCTA

Report of Student Trustee		Nathan Buggar
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Agreements/Contracts authorized and signed by Dr. Valdez		President Valdez
Agreements signed October 2018.pdf - Page 22		
Foundation Report		Julie Melton
Hiring Activity	No action needed	Greg Florian and Robin Bollhorst
Consent Agenda		
Consent Agenda Memo	Needs Action	
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Authorizaion in compliance with 5 Illinois Compiles Statutes 120/2.06 (Destruction of Closed Session Audio Readings)	Needs Action	
Authorization in Compliance October 2018.pdf - Page 24		
Board Policies, proposals, and Changes	No Action Necessary	
Baord Policy Section 4 - Student and Academic Services - 4.18 - Second Reading		Dr. Isaac Zuniga
Section 4.18 memo second reading.pdf - Page 25		
Policy Sect 4 revisions FA section second reading.pdf - Page 26		
Board Policy Section 5 - General Policies - 5.19 Second Reading		Greg Florian
Police Force Policy 5-19.pdf - Page 62		
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Financial Report	Needs Action	
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Report of the President		
Items from the Board		
Executive Session		
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Adjournment		

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)

Implementation and Performance

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Dashboard

Annual Performance Report

Public Accountability

Implementation and Performance

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.

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

September 18, 2018

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:33 p.m. Tuesday, September 18, 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, and Nathan Buggar

Trustees Absent: Randy Prince

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of August 21, 2018 had been distributed to the Board prior to this meeting.

Underwood moved to approve the minutes of the regular meeting of August 21, 2018. Bishop Dunning 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 Eric Ahola from WAND, Ryan Voyles from the Herald and Review, and Jessica Barringer

WRITTEN COMMUNICATIONS

Thank you notes received from Lyn Grooms, Nancy Woosley, and Patricia Pease were reviewed.

College Activities Report

- Volley Strong – Mud Volleyball – Progress City – September 22 – 9:00 a.m.
- Arts in the Café – Café Atrium – September 25 – 11:00 a.m.
- Blood Drive – September 26
- Community College Alliance for Ag Advancement – September 30, October 1, 2

- Saturday Market – September 22, 29
- Columbus Day – October 8 – College Closed
- All-College Meeting – Shilling Salons – September 20 – 3:00 p.m.
- CANVAS Mini Conference – October 12
- Manufacturing Day – October 16-19
- Board of Trustees Meeting – Board Room, October 16, 2018
- Other activities listed in the Board Book

Personnel Update

New Employees

- Jessica Pickel, Dean, Liberal Arts, effective August 13, 2018
- Clarice Thomas, Career & Completion Coach, effective August 13, 2018
- Jess Smithers, Director of Agriculture, effective August 20, 2018
- Paula Rudolph, Nursing Faculty, effective August 22, 2018
- Rachel Walton, Medical Assistant Faculty, effective August 22, 2018

Changes

- Brandon Clark, Diesel Medium/Heavy Truck Tech Faculty, F/T Permanent, effective August 16, 2018
- Trevor Smith, EMS Faculty, effective August 22, 2018

SPECIAL REPORTS

None

REPORT OF ICCTA

Trustee Campbell attended the ICCTA meeting on September 14 and 15 in Peoria. He reported that there was a lot of conversation regarding the recent changes to retirement benefits. Bruce asked that all Richland Trustees participate in the most recent ICCTA survey. He also suggested that Richland invite Dr. Glassman from EIU to campus to discuss his initiatives for increased enrollment. Bruce encouraged the Trustees to attend in participate in ICCTA activities.

REPORT OF STUDENT TRUSTEE

Student Trustee Nathan Buggar presented the Student Government Report.

MONITORING REPORT

None

FOUNDATION REPORT

Julie Melton presented the Foundation Report. She informed the Trustees about the annual report that would be available in October; the Employee giving campaign that will kick off on November 8 and be combined with the United Way campaign; Julie gave an update on new food pantry that will open on October 16; and reminded Trustees about the Scholarship Reception that will be held on September 27, 2018.

CONSENT AGENDA

It was recommended that the Board of Trustees approve the full time employment of Director of Essential Skills and Community Relations, Courtney Carson.

It was recommended that the Board of Trustees approve the full time employment of Director of Enrollment Services, Shannice Berry.

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

BOARD POLICIES, PROPOSALS, AND CHANGES

BOARD POLICY SECTION 4 – STUDENT AND ACADEMIC SERVICES – 4.18 – FIRST READING

With the recent annual financial aid audit and the significant changes with financial aid policy, procedures and implementation of the federal financial aid program, a review was conducted. The financial aid section of board policy was last reviewed in its entirety in 2015 as a result several changes and clarification in language related to implementation of policy was necessary.

Changes were necessary to areas related to Satisfactory Academic Progress, Return to the Title IV Funds and Military Benefits. This is the first reading, so no action is necessary at this time.

PUBLIC SAFETY

The College is in the process of establishing a Public Safety Department that will allow Richland to have sworn peace officers. Currently, the College provided security via a contract with a security firm. In an effort to increase service and enhance campus safety, it has been determined to create this department. Section 110ILCS805/3-42.1 – 2, authorized a community college to operate a Public Safety Department with a sworn officer. With these expanded duties, it is necessary to create a Board of Trustees policy that frames the department and describes the services to be provided.

This is the first reading and no action is required

NEW BUSINESS

APPROVAL TO PURCHASE AMMUNITION

A recommendation was made to the Board of Trustees to approve the purchase of ammunition for the Macon County Law Enforcement Training Center in the amount of \$12,870.00 from Ray O'Herron Inc., Danville, Illinois, as presented.

Underwood moved to approve the purchase of ammunition for the Macon County Law Enforcement Training Center in the amount of \$12,870.00 from Ray O'Herron, Inc., Danville, Illinois, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

APPROVAL TO PURCHASE TRACTOR

A recommendation was made to the Board of Trustees to authorize College Administration to purchase a John Deere 5075e tractor with loader, bucket, and grapple from Sloan Implement, Assumption, Illinois and authorizes the trade-in of the identified equipment at a net price of \$28,907.99, as presented.

Dr. Coopriider moved to approve and authorize College Administration to purchase a John Deere 5075e tractor with loader, bucket, and grapple from Sloan Implement, Assumption, Illinois and authorized the trade-in of the identified equipment at a net price of \$28,907.99, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

PURCHASE OF AMATROL TRAINERS

A recommendation was made to the Board of Trustees to authorize the purchase of AMATROL Trainers for the Engineering Technology program that would be funded through the Perkins IV grant for FY19 in the amount of \$62,415.00, as presented.

Underwood moved to approve the purchase of AMATROL Trainers for the Engineering Technology program that would be funded through the Perkins IV grant for FY19 in the amount of \$62,415.00, as presented. Dr. Coopriider seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

AUTHORIZATION TO EXTEND SECURITY CONTRACT

A recommendation was made to the Board of Trustees to authorize College Administration to extend the most recent contract for an additional year at a cost not to exceed \$160,000.00, as presented.

Dr. Coopriider moved to authorize College Administration to extend the most recent security contract for an additional year at a cost not to exceed \$160,000.00, as

presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

RESOLUTION No. 19-1 TO ESTABLISH RICHLAND COMMUNITY COLLEGE PUBLIC SAFETY DEPARTMENT

A recommendation was made to the Board of Trustees to approve Resolution No. 19-1, authorizing the creation of a Public Safety Department and directs Administration to proceed with submitting the proper documentation as require by the State of Illinois to become a public law enforcement agency, as presented.

Dr. Coopriider moved to approve Resolution No. 19-1, authorizing the creation of a Public Safety Department and directs Administration to proceed with submitting the proper documentation as require by the State of Illinois to become a public law enforcement agency, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

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

A list of bills paid in the amount of \$937,750.53 for August 2018 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

- As the College works to build trust and promote transparency, President Valdez is working with Marketing to create a blog for announcements and necessary information that should be shared with faculty and staff. The plan is to have the blog launched in the next month.
- Currently, a working group at the College is driving Institutional Effectiveness. The hope is that a Director of Institutional Effectiveness can be hired in the future.
- A new website is in progress with a go live date of January 2019.
- President Valdez attended the ICCCP Retreat in Peoria and heard presentations from Dr. Glassman from Eastern Illinois University pertaining to Enrollment. There was also a lot of conversation on partnerships related to the 2-year and 4-year collaboration of higher education in Illinois.

- The C2A3 Ag Consortium meeting will be held at Richland Community College on September 30 – October 2. Sherriff Buffet will be presenting a panel discussion after dinner on October 1 at 6:00 p.m. Trustees are invited to attend.

ITEMS FROM THE BOARD

- Jim Underwood wanted to thank Lisa Eskew and Chef Brian Tucker for an outstanding job they did with an event that he hosted.
- Dale Colee hosted Jess Smithers on his radio talk show. He indicated that Jess has a great passion to build the Agriculture Program at Richland and create success.

EXECUTIVE SESSION

None

ADJOURNMENT

Prince moved and Campbell seconded to adjourn the meeting at 6:55 p.m.

Bishop Wayne Dunning, Secretary

**RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
BOARD OF TRUSTEES MEETING – WORK SESSION
ONE COLLEGE PARK - DECATUR, ILLINOIS 62521
Board Room**

Tuesday September 18, 2018

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

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

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

NOTES

- BLDD was present to gather ideas from the Trustees regarding the future plant/facilities Master Plan. Trustees were asked to submit their ideas about what is working well and opportunities that for the College.
- The Trustees were provided the Foundation Land Agreement prior to the meeting for review. The Trustees were asked to review the Allowable Uses. The Foundation has been approached regarding the optioning of the farm ground. After discussion, it was determined that the Foundation Committee would revamp the Allowable Uses and bring this back to the Foundation Board and Board of Trustees for review.
- The Trustees discussed different options for Board Retreats. After discussion, it was decided that the next Board Retreat would be held off campus on January 11-12, 2019. President Valdez will work to put an agenda together. The Trustees were encouraged to add any ideas they would like to discuss. Madonna will work on the venue and notify the Trustees.

TO: Dr. Cris Valdez
FROM: Tracy Withrow
DATE: October 4, 2018
SUBJECT: College Activities Report


Following is *Richland Community College Activities Report* for October 16, 2018, to November 20, 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.

October 2018

- | | |
|---------------|---|
| October 17 | Private Illinois Colleges & Universities Fair
11 a.m.
Mueller Student Center |
| October 18-19 | Manufacturing Day
8:30 a.m.
Richland Campus |
| October 19-20 | Illinois Community College Student Activities Association
Student Leadership Conference
Art of Inclusive Leadership
College-Wide |
| October 22 | Diversity Committee Forum
Faces of the Community College
1:30 p.m.
LRC |
| October 25 | Diversity Committee Forum
Faces of the Community College
3:30 p.m.
LRC |
| October 29-31 | Halloween Decorating Contest
8 a.m.
College-Wide |
| October 31 | Surgical Technology Costume Contest
10 a.m.
Mueller Student Center |

November 2018

November 1	Kitchen Warriors 6 p.m. Shilling Community Education Center
November 7	Diversity Committee Forum Social Justice and Equity Today 1 p.m. LRC
November 8	Diversity Committee Forum Social Justice and Equity Today 3:30 p.m. LRC
November 8	Alumni Employee Breakfast 7 a.m. Atrium in Café
November 8-19	United Way/Employee Giving Campaign College-Wide
November 9	Veterans Day Recognition Program 11 a.m. Shilling Community Education Center Lobby
November 12	Veterans Day – College Closed
November 15	Diversity Committee Forum Meeting the Needs for Diverse Students of Color 12 p.m. LRC

To: Cris Valdez, President
From: Robin Bollhorst, Director, Payroll and Human Resources 
Date: October 3, 2018
Subject: Personnel Update

New Employee

Name	Position	Start Date
Aaron Barnett	Technical Services Specialist II	09/17/2018
Courtney Carson	Director of Essential Skills and Community Relations	09/19/2018
Nicholas Gorenz	CDL Training Coordinator	09/24/2018

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

October 2018

Student Trustee: Nathan Buggar

President: Eddie Boliard **Vice-President:** Keyari Page **Secretary/Treasurer:** Emily Deberry

Student Engagement Activities:

- 10/17: Private IL Colleges & Universities (PICU) Fair
- 10/18: Trivia Game Day
- 10/23: Diversity Bead and Candy Shoppe
- 10/31: Surgical Technology Club Costume Contest
- 11/6: Comedian—Samuel J. Comroe
- 11/8: Game Day
- 11/14: Thanksgiving Dinner in The Café



Commitment Respect Excellence Accountability Diversity

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

**AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF
SEPTEMBER 2018**

09/19/2018 Dr. Valdez signed a signed the Adult Education and Literacy
Grant Agreement between the Sate of Illinois, Illinois
Community College Board and Richland Community College.

TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: October 16, 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 item from the consent agenda to be acted upon separately. Supporting documentation for the consent agenda items are attached.

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

- A. Authorization in compliance with 5 Illinois compiled Statutes 120/2.06

Thank you.

TO: Board of Trustees
FROM: Dr. Cris Valdez *CV*
DATE: October 16, 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 March 21, 2017 and April 10, 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 March 21, 2017 and April 10, 2017 closed session.

TO: Board of Trustees
Cris Valdez

FROM: Dr. Isaac Zuniga

DATE: October 16, 2018

SUBJECT: Board Policy Section 4- Student and Academic Services – 4.18 – Second Reading

With the recent annual financial aid audit and the significant changes with FA policy, procedures and implementation of the federal financial aid program, a review was recently conducted. The financial aid section of board policy was last reviewed in its entirety in 2015 and as a result several changes and clarification in language related to implementation of policy was necessary.

The review was spearheaded by the Director of Financial Aid (Jody Burnett) and her team and changes were necessary to areas related to Satisfactory Academic Progress, Return to Title IV Funds and Military Benefits. Additionally, it is important to inform the board that a comprehensive review of the remaining subsections of Board Policy Section 4 – Student and Academic Services are currently being reviewed to identify other areas in need of updates/changes.

4.1 ADMISSION – 6/16/98; revised 8/17/10

Richland Community College shall admit students in accordance with all qualifications and preferences set forth in Illinois Revised Statutes, 110 ILCS 205/9.07, and in the guidelines established by the Illinois Community College Board.

Eligibility for admission, requirements, procedures, and options are published in the College Catalog.

4.1.1 Admission to the College – 8/17/10

Richland Community College is open to all people who

1. Have graduated from high school, or
2. Have received a High School Equivalency Certificate based on the GED test, or
3. Intend to enroll in a GED course, or
4. Are high school or gifted students who have principal/administrator approval to enroll, or

4.1.1.1 New Student Orientation – 2/21/06; revised 8/17/10, 5/19/15

New Student Orientation should be attended by all new degree and certificate seeking students. A new student is defined as someone who has not previously completed any college courses at Richland Community College or had taken college courses only as part of a dual credit program.

4.1.2 Admission to a Program or Courses – 8/17/10

Admission to the College is not the same as admission to a program of study and/or courses. Admission to a program or courses is based upon previous education, experience, and levels of achievement.

4.1.2.1 Mandatory Course Placement Testing - 10/01/09; revised 5/17/11, 5/19/15

Students are required to take placement tests in mathematics, English, and reading before registering for credit courses. These test results, which are valid for the length of time determined administratively, are used to determine a student's eligibility for courses with prerequisites and/or placement into developmental courses (courses numbered 099 or below). Classroom

instructors may conduct additional testing to verify correct placement, and students may be transferred to an alternate course at that time. Once a student has started a sequence of courses, that student may not retest in that area.

These placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Individual programs may offer a proficiency exam to alter the sequence of courses required.

Exemptions to Course Placement Testing Policy

Students enrolling at Richland Community College may be exempt from mandatory placement testing if they meet any of the following exemptions:

- A student has successfully completed English and/or mathematics course(s) at an accredited college or university, as recognized by the Higher Education Directory. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible.
- A student has earned sufficient ACT (American College Testing) or SAT (Scholastic Aptitude Test) scores as established by appropriate College personnel. The student must submit proper documentation to the Records Office. The ACT or SAT scores must be no more than three years old.
- A student has certified that he or she is not seeking a degree at Richland Community College.
- A student has accumulated no more than 15 credit hours at Richland Community College.
- A student has taken a placement exam identical to Richland Community College's exam at another college or university within the determined time and presents officially validated scores for evaluation prior to registration.

4.1.2.2 Course Placement Retesting – 12/16/03; revised 5/17/11, 5/19/15

Students tested in mathematics, English, reading, math, or other areas may take one test of each type at no cost. A student may retest by waiting a minimum of twenty-four hours and paying a

retest fee. A student may be allowed to take the test a third time only with appropriate permission and payment of the retest fee. The student is required to retest, at no charge, if 1) the previously determined time has passed since the student tested the first time and 2) the student has not begun a sequence of courses that uses the placement test results.

4.1.2.3 Foreign Language Placement

Placement in a foreign language course will be determined by a student's previous foreign language education in high school or college. Students who have studied a specific foreign language in high school within the past five years are to begin their study at Richland with the course number determined by the earned quality points as outlined in the College Catalog. Foreign language faculty may grant exceptions, based on individual assessment. All persons whose most recent prior study of the language was more than five years ago should start their college study with the course number 101.

4.1.2.4 Technology Orientation – 5/15/12

All students enrolling in a course utilizing a learning management system are required to successfully complete the mandatory technology orientation.

4.1.3 Admission to a Program of Study – 6/16/98; revised 8/17/10, 5/19/15

Each program of study (for example, Nursing, Accounting, Associate in Arts in Teaching, etc.) has specific requirements for admission. These requirements are based on the student's previous education, work experience, and levels of achievement.

Information that may be used in admission to a program includes:

1. A transcript of the student's high school and college records. The student should request a transcript from the school(s) to be sent to the Records Office at Richland.
2. Test scores. Richland generally uses the American College Testing (ACT), Standardized Assessment. Other comparable test results may be submitted if approved by a Richland counselor.
3. Application and personal interview, including related experiences since leaving school or college.

Students may be provisionally admitted to a program, even though they fail

to meet all the requirements. Students provisionally admitted may be required to enroll in developmental courses, take a reduced load, complete further testing, and/or receive career counseling.

Similar procedures may also be applied to students enrolling in individual courses only.

4.1.4 Admission of High School Students and "Gifted" High School Students – 6/16/98; revised 8/17/10, 5/19/15

High school students may take Richland courses for either application toward a high school diploma or a college credit. Eligibility for enrollment as a high school student is decided as follows:

1. The student is a high school student.
2. The student's high school principal submits the appropriate form stating the student is taking the course(s) for high school or college credit, and has the principal's approval.
3. A high school transcript is submitted to Richland.
4. Tuition may be determined by course and delivery.
5. Final approval for enrollment is then determined by Richland.

"Gifted students" are students with exceptionally high academic ability as determined by the students' school and the College.

4.1.5 Student Enrollment Status – 1/16/01; revised 8/17/10

Verification of student enrollment status, for any purpose, may be obtained only through the Student Records Office. Documentation from other individuals or College offices does not represent an official College record.

4.2 RESIDENCY STATUS – 10/19/93; revised 8/17/10

Students enrolling at Richland Community College shall be classified as resident, non-resident, or out-of-state for tuition and fee purposes.

The college is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to determine the classification of the student.

A student is considered a resident of Richland Community College District 537 if the student establishes a permanent residence in the District for at least 30 days prior to enrollment.

4.3 TUITION AND FEES – 7/13/93

Tuition and fees for resident and non-resident students may be charged as permitted by law and as established by action of the Board of Trustees. Other fees may be required depending on the status of the student, the program in which the student is enrolled, and the requirements of the College.

Each semester, the Business Services Office shall determine and publish a due date (before the beginning of the semester) by which time all tuition and fees are to be paid.

4.3.1 Senior Citizen Tuition – 7/18/00

District 537 residents who are 65 or older or who will become 65 years old during the calendar year are eligible to enroll without the payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that such enrollment does not over-enroll the course and tuition paying students enrolled constitute the minimum number required for the course. Such waiver does not apply to all other fees associated with enrollment in such course.

4.3.2 Education Service Agreement – 12/21/93; revised 8/17/10

The College may enter into written agreement with a business, civic, social service organization, or any government entity to provide instruction to employees of such groups. The College may also enter into written agreement to provide instruction to students from certain high schools, community colleges having reciprocal cooperative educational programs, and four-year public and private colleges and universities. Individual students enrolling under such an agreement will be subject to the current in-district tuition rate including the prevailing fees.

4.3.3 Tuition and Fee Installment Plan – 12/10/94; revised 8/17/10

To better serve the needs of students, the College may offer an Installment Plan for the payment of tuition and fees. Students will be subject to all policies and procedures relating to the payment of student accounts associated with the plan.

4.3.4 Cooperative Educational Programs with Other Community Colleges – 10/17/00; revised 8/17/10

Richland Community College has Cooperative Educational Program agreements with other Illinois community colleges that all Richland Community College District residents to enroll in a degree and or certificate program in a vocational-technical program not available at Richland. Students are able to enroll in such a program at the cooperating college's in-district tuition rate and programs offered are listed in the [College Catalog](#).

Students may take all specialized courses at the cooperating college. Related technical and general education courses required in the programs may be taken either at Richland or at the cooperating college. The cooperating college issues all degrees or certificates for successful completion of the programs.

4.3.5 Continuing Education Fees – 9/17/96; revised 8/17/10

Continuing Education tuition rate is a variable rate and set separately for each course, depending upon the amount of the direct costs.

4.3.6 Non-Credit Fitness Center Fees – 1/18/94; revised 8/17/10, 5/19/15

A non-credit open entry/exit enrollment option to the College Fitness Center is available for Richland students who are not desiring college credit.

4.4 TUITION REFUNDS – 7/13/93; revised 8/17/10, 5/19/15

Richland Community College's refund policy is based on full payment of tuition, fees, and other charges. Any student who registers and then officially withdraws from any or all classes at the College will have a portion of his or her tuition returned according to the refund schedule determined by the Business Services Office.

Students participating in the Pell grant program shall receive refunds computed in accordance with Federal regulations.

4.5 STUDENT FINANCIAL OBLIGATIONS – 8/17/10

Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, and Child

Development Center fees. Failure to satisfy such obligations may result in the withholding of transcripts and grade reports.

4.6 ACADEMIC STANDARDS – 5/16/00; revised 10/21/03; 8/17/10

Graduation – 12/20/15; revised 8/17/10

A cumulative grade point average (GPA) of at least 2.00, is required to Receive an associate's degree or certificate. Specific programs may require a higher program GPA for graduation. Courses numbered below 100 are excluded in the cumulative grade point average but will be included in the Semester grade report beginning in Spring semester 2000.

Probation

A student may be placed on academic probation for failure to achieve the minimum cumulative GPA required for good standing as shown below:

Cumulative Hours Attempted	GPA Required
1-15 hours	1.70
16-30 hours	1.85
31 +	2.00

The student must achieve a 2.00 GPA or higher during the following semesters after being placed on academic probation until being placed on good standing as illustrated in the above chart. Failure to achieve a 2.00 GPA in the subsequent semester will result in dismissal from the College for one or more semesters, excluding the Summer Term.

A student may appeal following the Student Grievance Policy (4.15.3).

4.6.1 Grading Policy – 6/18/96; revised 10/21/03, 8/17/10, 1/17/12, 6/20/17

The following letter grades are used at Richland to represent the student's level of performance in courses:

- A Superior or excellent
- B Very good or above average
- C Good or average
- D Barely passing or below average
- F Failure or unsatisfactory
- AU Audit (For more information, see "Auditing a Course" in this section.)
- CR/X Completed course requirements or did not complete course

requirements. CR/X grades are applicable for vocational skill courses and adult education courses.

- I Incomplete. All course work must be finished by the end of each term unless the instructor agrees in writing to a specified grace period no longer than 60 days after the end of the term. Failure to complete course work within the 60-day grace period will result in the grade the student would earn without having all course work completed. Grade of "W" or "AU" is not allowed.
- P/F Pass/Fail for selected courses to be determined by faculty and the dean of a division with the approval of the Academic Standards Committee. Pass/Fail grading will not be used for courses in a degree sequence or for transfer courses.
- W Withdraw
- AC Credit awarded through advanced course.
- AP Credit awarded through Advanced Placement.
- CE Credit awarded through proficiency exam.
- CL Credit awarded through CLEP exam.
- DA Credit awarded through DANTES exam.
- IB Credit awarded through International Baccalaureate Program.
- JO Credit awarded through Journeyman Card.
- LI Credit awarded through licensure.
- PT Credit awarded through professional training.
- PO Credit awarded through portfolio.

4.6.2 Semester Academic Honors – 10/19/93; revised 10/21/03

The Semester Academic Honors List includes the names of students who have

1. Completed 12 or more cumulative semester hours; and
2. Completed 6 or more semester hours for the current term; and
3. Attained at least a 3.50 GPA for the current term.

4.6.3 Appealing a Grade – 3/19/96; revised 10/21/03

A student who feels he/she has received an unfair or inaccurate grade may appeal through the Student Grievance Policy found in the Student, Rights, Responsibilities, Grievance and Disciplinary Proceedings.

Grade appeals must be filed no later than one year from the last day of the term for which the grade was received.

4.6.4 Auditing a Course – 12/20/94; revised 10/21/03, 8/17/10

Any credit class offered by Richland may be taken as an audit unless

otherwise specified.

Students wishing to audit a class will be assessed the credit hour rate and other applicable fees and must complete an audit form in Student Records by the add/drop period. Changes to the grading status cannot be made after this period and a grade of AU will be assigned at the completion of the course. No credit will be awarded for auditing a course.

4.6.5 Dropping a Course – 10/19/93; revised 10/21/03, 1/17/12

A student may drop a course during the allotted timeframe as determined by the President of the College or the President's designee.

4.6.6 Administrative Drop – 10/19/93; revised 4/18/06, 1/17/12

An instructor may drop a student who has failed to attend the first two class sessions.

At mid-term the College will drop any student who has failed to meet the attendance standard or attain sufficient progress as certified by the instructor.

During the allotted timeframe, as determined by the President of the College or the President's designee, an instructor may drop a student who has failed to meet attendance standards or attain sufficient progress in the course but is not required to do so.

4.6.7 Withdrawing from the College – 10/19/93; revised 10/21/03, 8/17/10, 1/17/12, 5/19/15

A student withdrawing from the College is required to settle all obligations, including money owed to the College, and should contact a Student Success Center staff member as part of the withdrawal process.

4.6.8 Repeating a Course – 10/19/93; revised 10/21/03

Students may repeat any course taken at Richland Community College with the understanding that the earlier grade and credit hours will be replaced by the most recent, even if the most recent grade and credit hours are lower. Students should be cautioned that some colleges include all grades earned in computing grade point averages even if the course has been repeated.

4.6.9 Graduation Requirements – 10/19/93; revised 5/19/15

1. Graduating with Multiple Certificates or Degrees; revised 6/20/06

Richland students may work toward completion of more than one program of study if they so desire.

Students may receive all certificates and AAS degrees for which they have completed the requirements.

In order to receive a second transfer-oriented associate's degree, a student must:

- a. complete all graduation requirements for the second degree; and
- b. complete at least an additional 10 hours of applicable credit beyond the first degree

A separate "Application for Graduation" must be submitted for each certificate or associate's degree.

A student may earn only one Associate in Arts (AA) degree, one Associate in Science (AS) degree, one Associate in Fine Arts (AFA) degree, and one Associate in Engineering Science (AES) degree.

2. Graduating Transfer Students – 4/18/06; revised 8/17/10

Many students enter Richland after completing courses at other institutions. In order to give these students credit for previous college work and, at the same time, maintain Richland's standards for graduation, students must complete a total of 15 semester hours of an associate's degree or half of the credit for a certificate program (up to 15 hours) at Richland.

Richland students completing occupational certificate programs only offered within the Division of Correctional Education are exempt from this 15-semester-hour requirement.

If a transfer student completes a course at Richland that is substantially the same as a course for which the student received transfer credit, the hours of transfer credit will be replaced by the hours earned at Richland.

3. Earning Graduation Honors – 4/18/06

When a student applies for graduation, all 100-level course work and above will be evaluated for graduation academic honors. Students must have earned at least half of the credits needed for their degree or certificate at Richland Community College. In addition, students must have met Richland Community College's residency requirement, which means completing no fewer than 15 hours for a degree or half of the certificate requirements at Richland Community College.

Graduation academic honors are based on the student's cumulative grade

point average as follows:

Cumulative GPA

3.50--3.74 Honors

3.75--3.99 High Honors

4.00 Highest Honors

Graduation academic honors are noted on a student's transcript and at graduation.

4. Effect of Changes in Program on Graduation – 8/22/06

The student has the responsibility to know and fulfill all degree/certificate academic requirements and follow graduation procedures. The advisor's role is to assist the student in making decisions.

Students whose enrollment has not been interrupted by three or more years (six successive semesters, excluding summers) should graduate under the program structure listed in the Catalog for the year in which they enter their certificate or degree program. In cases where a current program is changed, the student should work with the appropriate Dean and the Registrar to determine the appropriate coursework required.

Students whose enrollment has been interrupted by three or more years (six successive semesters, excluding summers) are required to follow graduation requirements of the catalog in effect at the time of reentry or any catalog published after reentry.

Because of licensing criteria, legal requirements, or other conditions, graduation from certain programs (including selective admission programs), such as those in the Health Professions Division, may fall under different guidelines as determined by the Registrar in consultation with the appropriate Dean. In such cases, the student must follow the program in existence at the time of admission to or re-entry into the program.

If a student wishes to graduate under program provisions other than those above, the Registrar will review the student's Application for Graduation and will consult with the appropriate Dean regarding clearance for graduation.

4.6.10 Computer Technology Fluency - 10/01/09

All degree-granting programs will be designed to provide instruction leading to computer fluency, defined as the ability to use computers and other related technologies to access, gather, organize, manage, evaluate, create, and communicate information; to generalize and apply learned skills to new situations and problems; and to conduct these activities confidently,

effectively, ethically, and legally. This instruction may be provided by specific computer courses or incorporated into courses within the degree program.

4.7 COLLEGE CREDIT – 6/10/08

College credit may be earned through course completion, proficiency credit, transfer credit, professional licensure or certification, or training and work experience equivalency. Credit may be reviewed by faculty and may not be accepted in all programs.

4.7.1 Course Completion

Students are granted credit by meeting course competencies and objectives for courses offered and conducted by Richland Community College.

4.7.2 Proficiency Credit – 6/20/17

Students with wide varieties of educational experiences may convert this experience into college credit on the basis of evaluations by designated Richland Community College personnel.

4.7.2.1 Proficiency Examination Policy

To take an examination, students must be currently enrolled at Richland Community College and not enrolled in the course in which they are requesting to be tested. Proficiency credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

The proficiency examination fee must be paid before the exam is developed or administered. The fee is not refundable.

The student must receive a score of 80% or better on the exam to earn credit by proficiency.

Credit hours earned through proficiency examination are posted on the student's permanent record. The credit is not included in the calculation of the grade point average and may not be used in the determination of enrollment status (i.e. part-time, full-time, class load).

4.7.2.2 Proficiency Examination Policy College Level Examination Program (CLEP) and DSST Prometrics Examination Program; revised 8/17/10;

Richland Community College participates in the College Level Examination Program (CLEP) and the DSST Prometrics Examination Program, which allow students to obtain college credit based on their

learning outside the classroom.

Credit through a CLEP or DSST Prometrics examination may be applied to a degree or certificate as general education or elective(s). No credit will be awarded for English 102 or Speech 101 at Richland Community College through either the CLEP or the DSST Prometrics Exam.

Credit granted through a CLEP or DSST Prometrics examination will be recorded as credit and will not be used in computing a grade point average. Credit will be recorded after completion of eight (8) semester hours toward an associate's degree or certificate program.

Students who have enrolled in college study before attempting a CLEP or DSST Prometrics examination will be not granted credit if they attempt an examination after they have received a grade for that specific course or for prior college study that is directly related to the exam taken.

4.7.2.3 Proficiency by Advanced Course

Some courses are organized in sequence so that completion of an advanced course depends on knowledge gained from a previous course. Students who satisfactorily complete the advanced course at Richland Community College without taking the previous course may be eligible for college credit for the previous course.

4.7.2.4 Advanced Placement Program

The Advanced Placement Program is an organized instructional and/or testing program offered by some high schools in cooperation with the College Entrance Examination Board. High school courses may be offered through the program for college credit, or credit may be given for course areas not offered by the Advanced Placement Program if the student passes an Advanced Placement examination given by the College Board.

Credit granted through an Advanced Placement Program examination will be recorded as "AP" and will not be used in computing a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.2.5 International Baccalaureate Program – 6/20/17

The International Baccalaureate (IB) Diploma Program is a curriculum and

assessment exam designed to prepare high school students for advanced post-secondary coursework. Assessment of the IB exam is reported as a score via a diploma or individual subject certificates.

Credit granted through the International Baccalaureate Program will be recorded as "IB" and will not be used in computing a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.3 Transfer Credit

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken at an accredited postsecondary institution, as recognized by the Higher Education Directory, and which meet the course objectives of his/her academic program required for graduation at Richland Community College.

4.7.4 Credit Equivalency by Licensure or Certification

If a student has already obtained a recognized license or certification for which the College offers a technical curriculum, that student may be granted credit for specific courses in the program of study for which he/she is pursuing. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College and after any additional program requirements have been fulfilled.

4.7.5 Credit Equivalency for Professional Training

Academic course credit for professional training events in some disciplines and technical fields may be granted if the event is offered by Richland Community College and/or one or more of the College's training partners. A training partner is a professional organization or other authorized training provider recognized by the College. This partner ensures that the training meets predetermined standards. In some instances, training must be delivered by certified instructors as dictated by program/curricular requirements. The training must meet all objectives of the relevant course(s) in order to receive credit, as determined by faculty responsible for the content area. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.6 Credit Equivalency for Professional Experience

Students with wide varieties of experience may develop a portfolio of these experiences and apply for course credit. A portfolio is a collection of documentation of learning, which may include samples of actual work, and is submitted for evaluation in consideration of course credit. The portfolio must meet all objectives of the course in order to receive credit, as determined by faculty responsible for the course. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.7 Credit for Military Service & Training

A student who has been officially accepted as a Richland Community College student may apply for and receive college credit for courses taken while serving in the military, if the courses meet the objectives of his/her academic program as required for graduation from Richland Community College. Consideration for the awarding of credit for military experience and training will be guided by the college credit recommendations developed by the American Council on Education. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.7.7.1 Armed Forces Health and Physical Education

Any veteran who has completed a minimum of six months' active duty in the armed forces and presented evidence of an honorable or general "under honorable conditions" discharge from the service is eligible for a maximum of four semester hours of physical education activity course credit. Approved credit will not be used to compute a grade point average. Approved credit will be posted to the student's record after a minimum of eight (8) semester hours of 100-level or above credit has been earned at the College.

4.8 STUDENT EVALUATION SYSTEM

The grading system shall be published in the [College Catalog](#). Evaluation standards shall be included in course syllabi.

4.9 STUDENT RECORDS POLICY - 1/16/01

The Family Educational Rights and Privacy Act of 1974 and its

accompanying regulations establish the rights of students, including rights pertaining to their educational records. Information regarding accessibility to student records is available in the Student Handbook and the College Catalog.

4.9.1 Directory and Confidential Information - 1/16/01; revised 3/10/08, 8/17/10, 5/19/15

All information received by the College becomes a part of the student's education record except for information specifically exempted under FERPA. Student education records are classified as follows:

1. **Directory Information**, which includes student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities, degrees, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Directory information may be released by the College to any person or organization without the student's consent. If a student does not want directory information released, a form must be filed with Student Records.

2. **Confidential Information** -- All information other than directory information is considered confidential. Examples of confidential items include:
 - (a) Class schedule, daily attendance, academic record, grade reports, progress reports, high school and college transcripts, and test results;
 - (b) Correspondence, including letters of recommendation and comments from counselors and faculty; and
 - (c) Application information for financial aid and veterans' educational benefits.

4.9.2 Access to Confidential Information by Students - 1/16/01; revised 8/17/10, 5/19/15

Students may have access to the confidential information in their own records by submitting a written request to Student Records, subject to exceptions under the law. The College will comply with the request

within 45 days.

Students have the right to a hearing to challenge any portion of their education records. Requests for a hearing should be directed to the Vice President of Student Success.

**4.9.3 Access to Confidential Information by Others - 1/16/01;
revised 8/17/10**

Confidential information contained in a student's records will not be released to other parties without the student's consent. Exceptions are listed below, and information is given only with the understanding that such information may not be passed on to a third party without the student's written consent.

The College will maintain a record of all persons other than College personnel who have obtained access to a student's records. The College record will include the legitimate reason that the outside party has for reviewing the student's educational record.

Persons and agencies who may review student's records without student consent are:

1. College personnel having a legitimate need for information as a result of their College duties;
2. Colleges, universities, and other academic institutions at which the student wishes to enroll;
3. Agencies and their representatives requesting financial aid information in connection with a student's application for or receipt of financial aid;
4. State and local officials to whom the College must release information as required by a state statute or administrative regulation adopted before November 19, 1974;
5. State and federal officials for auditing and evaluating federally or state-supported education programs or enforcing legal requirements related to these programs;
6. Organizations conducting studies for the College, including the development, validation, or administration of student aid programs, and improvement of instruction;
7. Persons acting pursuant to a judicial order or subpoena, providing the College notifies the student before complying;
8. Appropriate persons if necessary to protect the health or safety of the student or others; and
9. Parents of an eligible student who is claimed as a dependent for income tax purposes.

4.9.4 Withholding Student Information - 11/21/95

The College has the right to withhold grade reports, transcripts, certificates and degrees, and other student information if the student has unmet obligations, including financial obligations, to the college.

4.9.5 Deceased Student – 7/10/07

Records of deceased students may be released upon request to legally authorized representatives.

4.10 OUT-OF-DISTRICT CHARGES – 10/21/03; revised 8/17/10, 12/11/14, 5/19/15**A. Cooperative Agreements**

Richland has cooperative agreements with many other community colleges. Cooperative agreements provide a student with the opportunity to attend another Illinois community college for program not offered at Richland. Cooperative Agreement applications must be completed prior to the start of each academic year the student is attending the other community college, regardless of any prior year's approval.

B. Charge-Backs – revised 8/17/10

Residents of Richland Community College's District who choose to pursue a program of study that is not offered by Richland at another Illinois public community college may be eligible for a charge-back. If a charge-back is approved by the Richland Board of Trustees, the College will pay an out-of-district fee prescribed by the other College. Charge-backs may not be approved for an individual course.

If Richland has a cooperative agreement with another college for the program of study for which the student is requesting a charge-back, the College may not approve a charge-back request.

Applications for charge-back must be completed and submitted to the Vice President of Academic Services no later than 30 days prior to the beginning of each academic year the student is attending the other community college, regardless of any prior year's approval. Charge-backs may not be approved retroactive to the time of application.

4.11 SCHOLARSHIPS AND INSTITUTIONAL WAIVERS – 8/17/04; revised 5/19/15

Richland Community College and the Richland Community College Foundation offer scholarships and tuition waivers to students. The Board of Trustees authorizes the Administration to establish the applicable criteria and procedures for administering such awards. Scholarship or waiver recipients may be required to submit a Free Application for Federal Student Aid (FAFSA) to determine their eligibility for other aid awards. Other awards (except the PELL Grant and Direct Student Loans) will be applied to the student's account before the RCC scholarship or college tuition waiver is applied.

Commented [JB1]: Ask the Foundation to review this information as some scholarships/waivers now take pell into consideration and waivers may be applied last

4.12 STUDENT INSURANCE**4.12.1 General Insurance Coverage**

The staff is authorized to make arrangements with insurance agencies to provide insurance coverage for students at the expense of the student. It should be noted that any settlement relating to individual insurance policies will be a direct matter between the student and the insurance company, and the College will not be involved.

4.12.2 Insurance for Participation in Extra-Curricular Activities – 8/17/93

Any student who engages in extra-curricular activities, including intramural sports, must provide his or her own insurance coverage either through a separate policy or a policy held by the student's parents if he or she wishes to be insured.

4.12.3 Assistance in Obtaining Insurance Coverage

The College will make all reasonable efforts to facilitate a student making arrangements for insurance coverage with a private carrier. Any student not covered through his or her parent's policy, who elects not to purchase his or her own coverage, will assume responsibility for all expenses connected with any injuries incurred during the activity-type programs.

4.13 CHRONIC COMMUNICABLE DISEASE – 8/17/10

Students with chronic communicable diseases may attend school in the regular classroom setting whenever, through reasonable accommodation,

the risk of transmission of the disease or the risk of further injury to the student is sufficiently remote in such a setting.

Each student with a chronic communicable disease shall be evaluated by a placement committee that will consist of the President, as Chairperson, and other appropriate College personnel, a physician or other consultants selected by the President or his/her designee, the student's physician, public health personnel, the student, and the student's parents or guardians.

The student's placement shall be determined in accordance with the above standards and upon the following factors: the risk of transmission of disease to others; the health risk to the particular student; and reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others. The vote of a majority of the committee shall determine the student's placement.

The student shall be reevaluated periodically, at least once a year, by the placement committee to determine whether the student's placement continues to be appropriate. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the students and others. The College President may establish additional rules and regulations designed to implement this policy.

4.14 SUBSTANCE ABUSE - INTOXICANT USE – revised 5/19/15

A student shall not possess or use any illegal or controlled drug or substance in either refined or crude form on college property except under the direction of a licensed physician. Any student who violates any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of drugs on college property will be referred to the appropriate civil authority. Irresponsible behavior attributable to any such drug or substance will not be tolerated and will be subject to college disciplinary action, which may include expulsion from the college.

A student shall not possess drug paraphernalia commonly used for the consumption, distribution or ingestion of cannabis or controlled drug or substance. Drug paraphernalia includes but is not limited to, pipes, syringes, packaging material, scales, etc. Any student possessing these items will be subject to college disciplinary action, which may include expulsion from the college.

Possession and use of intoxicants on College property is prohibited. Irresponsible behavior attributable to any such intoxicants will not be tolerated and will be subject to College disciplinary action, which may include expulsion from the College.

4.15 Students Rights and Responsibilities – 4/21/98; revised 10/21/03

Richland Community College, an open-door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Illinois. The College further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry, assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the College.

Richland Community College is committed to learning and teaching. As a teaching and learning community, relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Further, Richland Community College strives to maintain an educational environment that supports the academic, professional and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Richland Community College has established a "Statement of Student Rights" and a "Statement of Student Responsibilities" to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the Richland learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

4.15.1 Statement of Student Rights – 4/21/98; revised 10/21/03, 5/19/15

As members of Richland's learning community, students are entitled to certain rights and provisions, to include a quality education and quality services. In addition, students have the right to know:

- The College's admissions requirements
- The degrees and certificates offered
- The types of career and personal development resources available
- When classes are offered
- Course requirements
- Policy on class attendance and participation
- Grading policies and procedures
- The cost of attendance
- Financial aid and veterans' educational benefits available
- How financial aid eligibility is determined

- How financial aid awards are calculated
- When financial aid is awarded
- The College and financial aid satisfactory academic progress requirements and their implications
- The College's refund policy
- The College policies and procedures
- The academic and other support services available
- Student activities available
- The Campus' crime statistics
- Graduation rates
- Job Placement Rates
- Emergency procedures
- Building hours
- College operational hours
- How to file a grievance

4.15.2 Statement of Student Responsibilities – 4/21/98; revised 10/15/03

Listed below are the responsibilities that Richland students accept through membership in the College's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the Richland teaching and learning community, students have a responsibility to:

- Read the [College Catalog](#) and [Student Handbook](#)
- Become knowledgeable about College policies and procedures
- Abide by College policies and procedures
- Be aware of academic and graduation requirements
- Provide accurate information on College forms
- Meet financial obligations to the College
- Attend classes and be on time
- Complete assignments and exams based upon course syllabus information
- Participate in class
- Fulfill their academic responsibilities in an honest and forthright manner
- Utilize appropriate support services when needed
- Seek help from faculty when needed
- Seek out answers to questions
- Abide by the equipment usage policy
- Meet published deadlines
- Notify College officials if a condition exists which is in violation of a student's rights, College policies, rules, standards, and procedures

- Join/seek out groups and individuals that will help students achieve their goals
- Abide by state and federal laws
- Conduct themselves in a responsible manner in and out of the classroom
- Protect, support, and contribute to a safe environment within the learning community
- Show regard for the property of the College, its community members and visitors
- Assist the College in fulfilling its administrative responsibilities

4.15.3 Student Grievance Policy – 4/21/98; revised 10/21/03

When a student believes that a condition exists which is in violation of his or her rights, College policies, rules, standards, and procedures, he or she has the right to file a grievance.

A grievance may be categorized as follows:

1. Academic Concerns
 - a. Academic Dishonesty
 - b. Academic Suspension
 - c. Educational Guarantee
 - d. Grade Appeals
 - e. Graduation Requirements
 - f. Other Academic Concerns
2. Americans With Disabilities Act (accommodations)
3. Discrimination (e.g. age, disability, gender, race, color, sexual orientation, religion)
4. Financial Aid Suspension
5. Family Educational Rights and Privacy Act (confidentiality)
6. Sexual Harassment (by students, staff, or faculty)
7. Student Conduct
8. Student Employment
9. Tuition Refunds
10. Others not represented above

A grievance may be resolved through either an informal or formal process. Informal or formal hearings and resolution of complaints will be conducted in a prompt and fair manner without fear of retribution.

Formal hearings are conducted by the College's Judicial Board or by a Special Committee appointed by the President.

The College student grievance process, although encouraged in resolving grievance issues, is not mandatory. Students may seek alternatives in

resolving grievances. Procedures for filing a grievance are available in the Student Services Center office, Student Handbook, and the College Catalog, and the "Student Rights and Responsibilities and Grievance & Disciplinary Procedures Guide."

4.15.4 Composition of the Judicial Board – 7/18/00; revised 10/21/03, 8/17/10, 5/19/15

The Judicial Board voting members shall include the Student Trustee, one student appointed by the President of the Student Government Association, two faculty members from different divisions, one counselor, and one Dean appointed by the Vice President of Student and Academic Services, and one administrative employee (exempt or non-exempt) appointed by the President. When it becomes necessary to hear academic concerns, the Dean and administrative employee will be replaced by one student and two additional faculty members from different divisions, appointed by the Vice President of Student and Academic Services. The voting members should select a Chairperson. The Vice President of Student and Academic Services, Vice President of Finance and Administration, and the Director of Human Resources will serve in ex-officio capacities when a formal hearing pertains to their area of responsibility.

4.15.5 Student Conduct – 4/21/98; revised 10/21/03, 5/19/15

Students enrolled at Richland Community College are considered by the College to have reached the age of responsible citizenship and are expected to conduct themselves in a responsible manner while on campus.

By the act of registration for classes at the College, students obligate themselves to adhere to the rules and regulations which the institution formulates and publishes in the College Catalog, Student Handbook, and other published materials. Accordingly, students are expected to assume primary responsibility for their own conduct.

Disciplinary action may be imposed upon a student by an instructor or an administrator of the College for gross misconduct that would tend to interfere with educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the student is on the College premises (owned, leased or rented) or at functions under the sponsorship of the College. In addition, the College reserves the right to remove any individual from the campus who is physically or verbally disrupting a class or disturbing the peace.

Students charged with misconduct or with violation of law and/or College rules and policies may be subject to written reprimand, restitution, temporary expulsion, disciplinary probation, suspension, or expulsion. Individuals who

are not students and who violate these regulations will be considered trespassers and will be treated accordingly.

In addition, charges of a disciplinary nature may be filed against a student by a fellow student.

When an action is taken against a student by a faculty member or other College personnel, the student has a right to a formal hearing. Prior to imposing an expulsion or a suspension of a semester or longer, the College's Judicial Board must conduct a formal hearing unless the student waives this right. Procedures for conducting a hearing will be published and made available to students.

Students removed from the College must apply for readmission through the Vice President of Student Success. Richland Community College reserves the right to require a psychological or psychiatric examination from any student at any time that such course of action would seem to be in the best interest of the student and/or the College district. Expenses incident to such an examination will be paid by the College.

Students, as citizens, remain subject to the Federal, State and local laws; therefore, the Judicial Board is not intended to replace or modify existing law. The College and its students recognize that violation of these laws may lead to prosecution by agencies or persons in addition to the College.

4.15.6 Academic Integrity Policy - 4/21/98; revised 8/17/10

All students are expected to maintain academic integrity in their academic work and honesty in all dealings with the College. A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary action up to and including failure of a class or suspension/expulsion from the College.

4.15.7 Removal from a Class or the College - 4/21/98

The Colleges reserves the right to remove any individual from a class or the College for the following reasons:

1. For physically or verbally disrupting a class or disturbing the peace.
2. For unsatisfactory academic progress.
3. For gross misconduct or any other actions or unlawful conduct which would tend to interfere with the educational process, disrupt the normal activities of the institution, or infringe upon the rights of others while the individual is on the College premises (owned, leased, or rented) or at

functions under the sponsorship of the College.

4.16 STUDENT DEVELOPMENT PROGRAM

The College shall maintain a comprehensive student development program which will include advising and counseling, financial aid, and placement services. In addition, the program may include orientation, assessment, educational planning, personal counseling, career counseling, testing, and psychological referral.

4.17 STUDENT ENGAGEMENT PROGRAM – 11/21/95; revised 10/21/03 8/17/10, 5/19/15

The Student Engagement program enhances the educational experiences of students through exposure to, and participation in social, cultural, intellectual, recreational, and governance programs designed to reflect the needs of a diverse student body.

This program may include academic support services and activities, diversity training for students and staff, government, student publications, social activities, intramurals, clubs, organizations, cultural and fine arts programs, forensics, and any other activities which have value for students and the College. Further, any fundraising activities of the program shall be accessible to College students, staff, and District citizens as individuals, and as such are not intended to compete with or supply to private enterprise.

The Student Engagement programs are funded by a portion of Student Academic/Technology fees. The Student Government Association is authorized to allocate funds subject to established guidelines.

Activities supported by Student Engagement fees must be open to all Richland students.

Academic/Technology fees money cannot be used as a contribution to an outside group, church, political party, etc., or inside organization for individual student use.

Any misuse or fraudulent use of funds is grounds for termination of future funding.

4.18 FINANCIAL AID PROGRAM – revised 6/21/05, 8/17/10, 5/19/15

Richland Community College shall provide a financial aid program. This program may include loans, grants, scholarships, tuition waivers, college work opportunities, and other assistance as available. Veterans’ benefits shall be offered.

4.18.1 Financial Aid Satisfactory Academic Progress – revised 5/19/15

~~In accordance with the U.S. Department of Education and the State of Illinois regulations, Richland Community College has established minimum standards of satisfactory academic progress for all financial aid recipients.~~

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~~In order to receive financial aid at Richland, a student’s total academic record including transfer work, dual credit classes, developmental classes, and classes for which aid was not received, will be evaluated.~~

~~Satisfactory academic progress is evaluated at the end of each semester.~~

~~Satisfactory academic progress consists of a grade point requirement, a completion of hours requirement, and a maximum credit hour standard requirement.~~

~~Failure to meet any Satisfactory Academic Progress condition will result in a student being placed on Financial Aid Warning or Suspension. A student who was formerly in good standing who fails to meet any condition listed below will be placed on Warning. A student on Warning who fails to meet any condition will be placed on Suspension.~~

Condition 1. Grade Point Average Standard

The following cumulative grade point average must be maintained:

Cumulative hours attempted	GPA required
1 – 15	1.70
16 – 30	1.85
31+	2.00

~~Students who do not earn the above cumulative grade point averages will be placed on Financial Aid Warning. Students on warning status must raise their GPA to meet the requirements or they will be placed on Suspension. Student must also receive a 2.0 semester GPA or they will be placed on Financial Aid Warning or Suspension. Students who utilize IVG, ING, and MIA/POW are required to maintain a 2.0 cumulative GPA.~~

Condition 2. Completion of Hours Standard

Based on the student's enrollment status at the end of the add/drop period, a student must complete the required standards of the credit hours they have enrolled in each semester and cumulatively, based on U.S. Department of Education guidelines.

Grades of A, B, C, and D are considered successful completion for the Credit Hour Completion Standard. Grades of F, W, and I do not count as passing grades; however, they will be reviewed for attempted completion for financial aid purposes. A student with an incomplete grade at the end of the term that prevents him/her from complying with the above conditions is placed on Financial Aid Warning or Financial Aid Suspension until the incomplete class is completed and a grade is posted.

The completion rate requirement also applies to developmental classes. While developmental hours are not counted in the cumulative grade point average calculation, they are reviewed for successful completion for financial aid purposes.

Failure to meet the Completion of Hours Standard will result in Financial Aid Warning or Financial Aid Suspension.

Condition 3. Maximum Credit Hour Standard

Students who have not completed a degree or certificate must be terminated from financial aid once they have attempted 150% of the required credit hours needed to complete their program. The 150% limit includes all hours attempted, (e.g. completed, failed, developmental, and transfer hours) whether or not aid was received for those hours.

In accordance with the U.S. Department of Education and State of Illinois student aid regulations, Richland Community College is required to establish satisfactory academic progress standards to qualify for federal and state financial aid. The purpose of the policy is to ensure that students are making progress toward the completion of their education program. The Satisfactory Academic Progress (SAP) Policy is subject to change without notice to comply with federal or state regulations.

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Financial Aid Programs Covered

The SAP policy applies to students who are requesting or receiving funds from the following federal and state financial aid programs: Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, Federal Direct Student and Parent Loans, Illinois Monetary Award Program (MAP) grant, Illinois Veterans Grant (IVG), Illinois

National Guard Grant (ING), and the Illinois MIA/POW Scholarship.

(NOTE: IVG, ING, and the MIA/POW Scholarship only require students to meet the cumulative GPA requirements of this policy).

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Evaluation of Progress

Academic Progress will be evaluated at the end of the fall, spring, and summer semesters. At the time of evaluation, students will be placed in good standing, warning, or suspension.

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The SAP policy measures a student's academic progress in three ways. Students must meet all three progress standards. The standards are grade point average (GPA), completion rate, and maximum time frame. Students will be notified via Richland Community College (Student Zimbra) email if they are placed on warning or suspension; however, students are responsible for knowing their SAP status.

Standards for Satisfactory Academic Progress

1. Grade Point Average Standard

To remain in good standing, students must have a 2.0 semester GPA and a cumulative GPA of 2.0 once they have 31 credit hours. Students with less than 31 credit hours must meet the cumulative GPA standards listed below.

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<u>Cumulative Hours Attempted</u>	<u>GPA Required</u>
<u>1-15 hours</u>	<u>1.70</u>
<u>16-30 hours</u>	<u>1.85</u>
<u>31 + hours</u>	<u>2.00</u>

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Students receiving IVG, ING, and the MIA/POW Scholarship are required to maintain a 2.0 cumulative GPA. Students who do not meet that standard will have one warning semester to improve their GPA. If the cumulative GPA does not meet the standards at the end of the warning semester, the student will not be eligible for IVG, ING, or MIA/POW. Students will have the option of attempting an appeal.

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Grades for development course (courses below 100 level) will count towards the semester GPA requirement but will not be calculated in the cumulative GPA requirement.

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2. Completion Rate Standard

To remain in good standing, students must complete 67% of the credit

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hours that they attempt each semester and maintain an overall completion rate of 67% for classes attempted at Richland Community College. Attempted credit hours are the credit hours that the student is enrolled in after the drop with a refund period.

Grades of A, B, C, D, and P are considered successful completion of a course for financial aid purposes. Grades of I, W, and F are NOT considered as successful completion.

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3. Maximum Credit Hour Standard

To remain in good standing, students cannot exceed 150% of the credit hours needed to complete the program. For example, if a student is completing a program that require 60 credit hours, they will reach the 150% maximum credit hours standards when they have attempted 90 credit hours.

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IVG, ING, and MIA/POW do not have a maximum credit hour standard because the amount of benefits is set by the Illinois Student Assistance Commission or the Illinois Department of Veterans' Affairs or the U.S. Department of Veterans' Affairs.

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Students who have completed an associate's degree and are returning for a second degree will be eligible for aid unless they have met the maximum credit hour standard. Students who have met the standard may attempt a financial aid appeal.

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Scope of Evaluation

A student's total academic record including courses that financial aid did not pay for, dual credit courses, transfer work showing on the Richland Community College transcript, and development coursework* will be evaluated for SAP.

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*Developmental courses are counted in the semester GPA standard (but not the cumulative GPA standard), in the semester and cumulative completion rate standard, and in the 150% calculation as attempted credits. Student are allowed to receive financial aid for 30 credit hours of developmental coursework.

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Courses that are not evaluated for SAP include Adult Education courses, noncredit course, audited courses, and English as a Second Language courses.

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Repeat Credit Hours

Students may receive financial aid for repeating a course where a passing grade was not earned (F or W). Students who have successfully completed

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a course (grade of D or higher), may receive financial aid for one repeat of the course. Grades for repeated courses supplant the previous grade. All course repeats are used in determining SAP.

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~~4.18.2 Financial Aid Warning – revised 8/17/10, 5/19/15~~

~~Failure to meet any of the Satisfactory Academic Progress conditions will result in a student being placed on Financial Aid Warning for students that were previously in good standing.~~

~~Students on Financial Aid Warning may continue to receive financial aid including grants, loans, veterans' benefits, and work-study money.~~

~~Students return to good standing when all conditions for Satisfactory Academic Progress are met.~~

~~4.18.3 Financial Aid Suspension – revised 5/19/15~~

~~Students on Financial Aid Warning who fail to meet any of the Satisfactory Academic Progress standards are placed on Financial Aid Suspension. Suspension results in the loss of all financial aid including federal and state grants, federal loans, federal work study money and in some cases veterans' educational benefits.~~

~~Students return to good standing when all conditions for Satisfactory Academic Progress are met.~~

4.18.2 (and 4.18.3 combined now) Financial Aid Warning and Suspension

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Students who do not meet the GPA or completion rate standard will be placed on Financial Aid Warning for one semester. Students on Warning are eligible to receive federal and state financial aid. Students who do not return to good standing after their Warning semester, will be placed on Financial Aid Suspension. Students that meet the maximum credit hour standard will be placed on Suspension.

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Students on Financial Aid Suspension are not eligible to receive federal or state financial aid.

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4.18.4 Financial Aid Appeal – revised 5/19/15

~~Students placed on Financial Aid Suspension may attempt a Financial Aid Appeal. Students with an approved appeal will be placed on Financial Aid~~

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~~Probation and are required to complete a Financial Aid Academic Plan and Probation Contract.~~

~~Information is available on the appeal process in "Student Rights, Responsibilities, and Grievance & Disciplinary Proceedings."~~

Students who are placed on Financial Aid Suspension may request an appeal. Students wishing to appeal will complete a Financial Aid Appeal Form and include an explanation of the mitigating circumstances that caused or contributed to the student's inability to meet SAP standards along with documentation to support the explanation.

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Students who are placed on Financial Aid Suspension for meeting the maximum credit hours standard can also appeal using the Financial Aid Appeal Form.

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Students who appeal successfully on placed on Financial Aid Probation. Students on Probation must maintain a 2.0 semester GPA, 100% semester completion rate, and only take courses that count towards their degree. Progress will be reviewed each semester. Students who meet those requirements may be placed on Continued Probation until they meet SAP standards or complete their degree. Students who fail to meet those standards will return to Financial Aid Suspension status.

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Once a student has met the SAP standards they will be notified via Richland (Zimbra) email that they have returned to good standing.

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Regaining Eligibility

A student who has been on financial aid suspension can regain eligibility through the appeal process or by returning to SAP standards through improving their GPA and completion rate. The SAP standards that bring a student back to good standing are the same as the standards listed above to remain in good standing.

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4.18.5 Other Financial Aid Policies – revised 5/19/15

Federal financial aid applicants must have a high school diploma or GED or meet any standard set forth by the U.S. Department of Education for Title IV Eligibility.

A student must be attending classes on a regular basis. Any student reported as not attending classes will have financial aid adjusted accordingly.

A student must be enrolled in an eligible program as approved by the U.S. Department of Education, leading to a certificate or degree. All courses must be applicable to that certificate or degree. Veterans receiving benefits from the Department of Veterans' Affairs must be taking courses in degree programs approved by the State of Illinois Approving Agency for Veterans' Education.

4.18.6 Disbursement – revised 5/19/15

Financial aid awards are calculated by federal, state or veterans' regulations that take into account hours of enrollment and attendance.

Refund dates are published.

4.18.7 Loan Policies – 8/17/10; revised 5/19/15

All Federal Direct Loan applicants must file a Free Application for Federal Student Aid (FAFSA). The resulting Student Aid Report must be verified before a loan will be certified.

Students must be enrolled in at least 6 credit hours to receive a loan. Students on Financial Aid Suspension are not eligible for loans.

Students are required to complete entrance loan counseling and a master promissory note prior to a loan being disbursed. Once a student is no longer enrolled in at least 6 credits hours they are expected to complete exit loan counseling.

If the Director of Financial Aid and Veterans' Affairs chooses not to certify a loan, the student must be informed in writing.

4.18.8 Return to Title IV Funds Refunds to Aid Recipients – revised 5/19/15

~~In accordance with federal regulations (34 CFR 668.22), if a student withdraws before completing 60% of the semester, the federal financial assistance award will be calculated on a pro-rata basis.~~

~~The pro-rata formula for determining the federal assistance earned is determined by using the U.S. Department of Education guidelines. The pro-rata calculation may affect the balance of tuition and fees that the student owes the College. Any unearned financial aid must be returned to the College. It may also result in the student owing a repayment to the federal government of federal funds previously awarded to the student.~~

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The Higher Education Amendment of 1998 requires institutions to calculate the amount of Title IV aid earned by students who completely withdraw from the institution before completing 60 percent of the enrollment term. Richland Community College must calculate the amount of Title IV funds the student earned for the period enrolled before withdrawing. This process requires Richland to determine whether any Title IV funds received by or on behalf of that student must be returned or if the student is entitled to further disbursements of awarded Title IV funds. A student who attended more than 60 percent of the payment period will earn 100 percent of their aid.

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The last date of attendance is determined in one of two ways. If a student officially withdraws from the institution, your last date of attendance is the date you began the withdrawal process or notified the institution of your withdrawal. An unofficial withdrawal occurs when a student stops attending classes, but does not notify the institution of the withdrawal. The Financial Aid Office will research to find the last date of attendance by contacting Instructors, using Canvas, and receiving drop reports. If a student has ceased to attend all classes, the latest date of attendance in all classes will be used in the calculation.

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The return of Title IV funds formula calculates the amount of Title IV aid to which a withdrawn student is entitled in direct proportion to the percentage of the period that the student attended. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Richland Community College will return funds in the following order:

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1. Direct Unsubsidized loan
2. Direct Subsidized loan
3. Direct PLUS loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

Richland will notify the student within 30 days if they are required to repay a portion of their financial aid for the term. Richland will return funds within 45 days to the U.S. Department of Education.

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4.18.9 Verification – 8/17/10; revised 5/19/15

All federal and state financial aid students are required to sign a Policy and

Procedures statement. Students selected for verification by the U.S. Department of Education are required to submit documents that verify information reported on the Student Aid Report.

4.18.10 Military Benefits – 8/17/10; revised 5/19/15

Military benefits defined as Illinois Veterans’ Grant, Illinois National Guard Grant, Illinois MIA/POW scholarship and benefits through Department of Veterans’ Affairs are offered at Richland Community College.

~~Illinois Veterans Grant, the Illinois National Guard Grant, the MIA/POW scholarship and federal VA benefits require students to maintain a 2.0 cumulative GPA with one warning semester to return to that standard. Students who have not returned to the 2.0 GPA minimum after one semester may lose the benefit until the GPA returns to the standard.~~

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Commented [JB2]: This is addressed in the SAP section

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Recipients of benefits from the U.S. Department of Veterans’ Affairs should have all transcripts from previously attended colleges and universities evaluated for transfer credit. If all transcripts are not evaluated, benefits may be suspended until transcripts are received.

4.19 GUARANTEE OF EDUCATIONAL EFFECTIVENESS - 3/16/93; revised 8/17/10

Richland Community College, as an expression of confidence in the educational programs of the College, shall guarantee to the public the educational effectiveness of both its transfer and technical programs and instruction.

The guarantee(s) shall occur as follows:

- A. Richland Community College shall guarantee the transferability of pre-baccalaureate (university-parallel) credit courses to senior Illinois colleges and universities for each student who completes a designated transfer degree. If such appropriately approved courses and credits do not fully transfer, the College shall refund to the graduate who has completed the degree the tuition paid for the non-transferring course credits.
- B. Richland Community College shall guarantee the technical competence needed for entry into the technical employment position for each student who completes the appropriate Associate in Applied Science degree or certificate. An Associate in Applied Science degree or certificate graduate who is judged by his/her employer to be lacking in the technical or the general educational skills necessary for entry to the

position shall be provided up to nine (9) tuition-free credit hours of additional skill training in the program completed by the graduate.

The President or designee shall be authorized to establish procedures and guidelines under which these guarantees shall apply.

4.19.1 Guarantee for Transfer Credit – revised 8/17/10, 5/19/15

Richland Community College guarantees to those earning an appropriate transfer degree beginning May, 1993, that their courses will transfer to Illinois state colleges or universities as identified in the most current published transfer information or equivalency guide.

Qualifying Conditions for the Guarantee

1. Transfer of a course means the acceptance of credits for entrance at a senior institution.
2. Classes must have been taken at Richland Community College no earlier than two years before the attempt to transfer.
3. Any refund request must be made no later than two years after Richland Community College graduation.



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustee
Dr. Cris Valdez

From: Greg Florian *Greg Florian*

Date: October 16, 2018

Re: Public Safety Policy (New) – Second Reading

The College is in the process of establishing a Public Safety Department that will allow Richland to have sworn peace officers. Currently, the College provided security via a contract with a security firm. In an effort to increase service and enhance campus safety, it has been determined to create this department. Section 110ILCS805/3-42.1 – 2, authorized a community college to operate a Public Safety Department with a sworn officer. With these expanded duties, it is necessary to create a Board of Trustees policy that frames the department and describes the services to be provided.

I will be available for questions.

This is the second reading and no action is required.

5.19 – Public Safety

Pursuant to the Illinois Public Community College Act Ch. 110 ILCS 805 / 3 – 42.1-2), Richland Community College authorizes the establishment and maintenance of a Public Safety Department. The Board of Trustees delegates the President to establish such other regulations as are determined to be necessary for the protection of community college students, staff, visitors, properties and interests or for the proper maintenance, operation or development of Richland Community and prescribes that fines and penalties for the violation for these regulations is established.

The enforcement of these regulations is the responsibility of the Chief of Public Safety and the members of the Campus Public Safety Department. As such, law enforcement officer members of this department shall have all of the powers of police officers in cities and sheriffs in counties, including the power to make arrests on view or on warrants for violations of State statutes and to enforce county or city ordinances in all counties that lie within the community college district, when such is required for the protection of community college personnel, students, property, or interests. Such officers shall have no power to serve and execute civil process.

As peace officers in Illinois, all laws pertaining to hiring, training, retention, service authority, and discipline of police officers, under State law, shall apply. Law enforcement officer members must complete the minimum basic training requirements of a police training school under the Illinois Police Training Act. Law enforcement officer members who have successfully completed an Illinois Law Enforcement Training and Standards Board certified firearms course shall be equipped with appropriate firearms and auxiliary weapons.

The College Public Safety Department is tasked with the enforcement of College, local, state and federal laws, ordinances and regulations. The enforcement of the regulations established under this policy, will contribute to maintaining a safe learning and working environment for all members of the College community.

TO: Board of Trustees

FROM: Cris Valdez 

DATE: October 16, 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 September 2018 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Treasurer's Report

9/30/2018

Fund	Balance 9/1/2018	Receipts for Month	Disbursements for Month	Balance 9/30/2018	Int Bearing Accounts	Separate Inv Instruments
Education Fund	\$7,032,807.61	\$2,961,995.16	(\$2,743,263.36)	\$7,251,539.41	\$6,701,539.41	\$550,000.00
Oper & Maint Restricted	\$2,143,342.99			\$2,143,342.99	\$2,143,342.99	\$0.00
Bond & Interest Fund	\$89,588.06			\$89,588.06	\$89,588.06	\$0.00
Auxiliary Enterprises	\$2,479,562.65	\$51,974.68	(\$37.86)	\$2,531,499.47	\$2,531,499.47	\$0.00
Restricted Purposes	\$1,584,760.02	\$1,337,857.16	(\$952,708.65)	\$1,969,908.53	\$1,669,908.53	\$300,000.00
Working Cash Fund	\$8,408,059.40			\$8,408,059.40	\$7,406,788.86	\$1,001,270.54
Trust & Agency Fund	\$298,575.85	\$2,011.20		\$300,587.05	\$300,587.05	\$0.00
Audit Fund	\$68,988.60			\$68,988.60	\$68,988.60	\$0.00
Liability & Protection	\$1,399,418.51	\$4,625.53	(\$33.79)	\$1,404,010.25	\$1,304,010.25	\$100,000.00
Totals	\$23,505,103.69	\$4,358,463.73	(\$3,696,043.66)	\$24,167,523.76	\$22,216,253.22	\$1,951,270.54

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$300,000.00	CD-Busey	0.10	12/22/2018	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	8/10/2019	12.0
WORKING CASH FUND	\$302,562.32	CD-HPB	0.10	10/19/2018	3.0
WORKING CASH FUND	\$350,000.00	CD-HPB	0.40	11/22/2018	12.0
WORKING CASH FUND	\$117,720.64	CD-Regns	1.48	2/14/2019	7.0
WORKING CASH FUND	\$110,000.00	CD-HPB	0.40	3/23/2019	12.0
WORKING CASH FUND	\$120,987.58	CD-Regns	1.63	8/21/2019	13.0
LPS FUND	\$100,000.00	CD-Busey	0.10	9/27/2018	6.0

Revenues & Expenses by Fund

	Actual 9/30/2018	Budget 1819	%	Actual 9/30/2017	Prior Year To Date
Fund 01-Education Fund					
Revenue	\$7,984,428.73	\$15,043,243.00	53.08	\$10,079,545.54	\$15,513,445.99
Transfers	\$0.00	(\$474,260.00)	0	\$0.00	(\$69,819.65)
Expenses	(\$2,885,765.35)	(\$13,503,097.00)	21.37	(\$2,871,101.21)	(\$12,496,212.88)
	\$5,098,663.38	\$1,065,886.00		\$7,208,444.33	\$2,947,413.46
Fund 02-Operations & Maintenance					
Revenue	\$958,775.76	\$1,925,258.00	49.8	\$1,219,405.38	\$1,756,911.73
Expenses	(\$398,607.60)	(\$1,918,674.00)	20.78	(\$446,717.60)	(\$1,739,824.31)
	\$560,168.16	\$6,584.00		\$772,687.78	\$17,087.42
Fund 03-Oper & Maint Restricted					
Revenue	\$124,565.57	\$152,083.00	81.91	\$1,023,168.02	\$3,648,124.54
Transfers	\$0.00	\$0.00	0	\$0.00	(\$141,135.46)
Expenses	(\$89,895.13)	(\$152,083.00)	59.11	(\$1,116,827.47)	(\$3,947,356.22)
	\$34,670.44	\$0.00		(\$93,659.45)	(\$440,367.14)
Fund 04-Bond & Interest Fund					
Revenue	\$2,255,306.93	\$3,388,418.00	66.56	\$3,098,735.65	\$4,059,014.58
Expenses	\$0.00	(\$3,380,528.00)	0	(\$932,471.25)	(\$4,043,371.11)
	\$2,255,306.93	\$7,890.00		\$2,166,264.40	\$15,643.47
Fund 05-Auxiliary Enterprises					
Revenue	\$307,653.80	\$1,173,729.00	26.21	\$315,775.38	\$1,403,413.95
Transfers	\$0.00	(\$1,700.00)	0	\$0.00	(\$60,000.00)
Expenses	(\$296,295.12)	(\$1,172,029.00)	25.28	(\$254,264.73)	(\$1,276,571.89)
	\$11,358.68	\$0.00		\$61,510.65	\$66,842.06
Fund 06-Restricted Purposes Fund					
Revenue	\$962,637.15	\$9,872,045.48	9.75	\$1,117,946.41	\$7,930,485.46
Transfers	\$0.00	(\$7,000.00)	0	\$0.00	(\$9,218.33)
Expenses	(\$3,067,681.35)	(\$9,864,720.50)	31.1	(\$1,144,931.75)	(\$7,897,978.77)
	(\$2,105,044.20)	\$324.98		(\$26,985.34)	\$23,288.36
Fund 07-Working Cash Fund					
Revenue	\$24,766.47	\$50,000.00	49.53	\$15,406.48	\$92,353.92
Transfers	\$0.00	(\$50,000.00)	0	\$0.00	(\$92,353.92)
	\$24,766.47	\$0.00		\$15,406.48	\$0.00
Fund 10-Trust & Agency Fund					
Revenue	\$8,455.48	\$8,000.00	105.69	\$52,867.82	\$102,912.86
Transfers	\$0.00	\$0.00	0	(\$2,000.00)	(\$6,916.65)
Expenses	(\$18,712.77)	(\$8,000.00)	233.91	(\$23,648.70)	(\$95,996.21)
	(\$10,257.29)	\$0.00		\$27,219.12	\$0.00
Fund 11-Audit Fund					
Revenue	\$43,522.47	\$65,410.00	66.54	\$59,470.75	\$64,411.10
Expenses	(\$22,063.12)	(\$56,593.00)	38.99	(\$22,988.04)	(\$55,321.21)
	\$21,459.35	\$8,817.00		\$36,482.71	\$9,089.89
Fund 12-Liability & Protection					
Revenue	\$1,245,558.52	\$1,871,450.00	66.56	\$1,477,228.06	\$1,603,190.84
Expenses	(\$367,089.66)	(\$1,428,108.00)	25.7	(\$332,342.24)	(\$1,273,812.01)
	\$878,468.86	\$443,342.00		\$1,144,885.82	\$329,378.83
Total	\$6,769,560.78	\$1,532,843.98		\$11,312,256.50	\$2,968,376.35

Operating Funds Revenue

	Actual Revenue YTD 9/30/2018	Budget 1819	%	Actual Revenue YTD 9/30/2017	Prior Year Revenue 6/30/2018
Investment Revenue					
Investment Revenue	\$9,027.74	\$17,800.00	50.72	\$3,271.03	\$24,717.56
	<u>\$9,027.74</u>	<u>\$17,800.00</u>	50.72	<u>\$3,271.03</u>	<u>\$24,717.56</u>
Local Government Sources					
Current Taxes	\$4,818,518.52	\$7,211,480.00	66.82	\$6,605,843.72	\$7,169,459.89
Interest on Taxes	\$22.10	\$700.00	3.16	\$8.99	\$848.58
	<u>\$4,818,540.62</u>	<u>\$7,212,180.00</u>	66.81	<u>\$6,605,852.71</u>	<u>\$7,170,308.47</u>
Other Revenue					
Facility Rental	\$45,104.70	\$265,291.00	17	\$104,942.52	\$270,487.32
Other Revenue	\$14,632.22	\$490,374.00	2.98	\$51,413.60	\$498,121.05
Transfer In	\$0.00	\$50,000.00	0	\$0.00	\$105,828.90
	<u>\$59,736.92</u>	<u>\$805,665.00</u>	7.41	<u>\$156,356.12</u>	<u>\$874,437.27</u>
State Government Sources					
ICCB CTE Formula Grant	\$0.00	\$250,500.00	0	\$0.00	\$226,810.19
ICCB Credit Hour Grants	\$334,797.50	\$1,694,920.00	19.75	\$624,515.71	\$1,666,304.99
ICCB Equalization Grant	\$4,167.00	\$50,000.00	8.33	\$12,500.01	\$50,000.00
Replacement Taxes	\$6,633.71	\$280,000.00	2.37	\$3,409.34	\$385,224.49
	<u>\$345,598.21</u>	<u>\$2,275,420.00</u>	15.19	<u>\$640,425.06</u>	<u>\$2,328,339.67</u>
Student Tuition & Fees					
Tuition-Credit	\$3,262,134.00	\$5,769,547.00	56.54	\$3,454,007.00	\$6,091,463.50
Various Fees	\$448,167.00	\$887,889.00	50.48	\$439,039.00	\$781,091.25
	<u>\$3,710,301.00</u>	<u>\$6,657,436.00</u>	55.73	<u>\$3,893,046.00</u>	<u>\$6,872,554.75</u>
Total Revenue	\$8,943,204.49	\$16,968,501.00	52.7	\$11,298,950.92	\$17,270,357.72

Operating Funds Expenses

	Actual Expenses YTD 9/30/2018	Budget 1819	%	Actual Expenses YTD 9/30/2017	Prior Year Expenses 6/30/2018
Salaries					
Academic Support Salary	\$0.00	\$0.00	0	\$44,173.93	\$157,549.75
Academic Support-PT	\$18,402.62	\$61,452.00	29.95	\$35,082.79	\$109,705.09
Administrative Staff Sal	\$349,003.77	\$1,704,468.00	20.48	\$299,108.15	\$1,445,012.80
Car Allowance	\$2,076.96	\$9,000.00	23.08	\$2,076.96	\$9,000.16
Classified-Temporary	\$6,862.88	\$4,500.00	152.51	\$0.00	\$5,225.44
Clinical Risk Stipends	\$6,806.83	\$33,100.00	20.56	\$7,300.15	\$32,060.94
Custodial, Maint Stf Sal	\$22,899.72	\$103,250.00	22.18	\$41,020.10	\$94,097.25
Custodial, Maint-Temp	\$6,075.00	\$7,600.00	79.93	\$1,071.00	\$8,501.33
F/T Classified Salary	\$140,554.39	\$641,350.00	21.92	\$120,290.67	\$582,520.27
F/T Faculty Salary	\$524,124.24	\$3,829,482.00	13.69	\$530,994.06	\$3,910,128.07
F/T Faculty-Summer Sal	\$229,674.05	\$269,912.00	85.09	\$260,145.25	\$260,145.25
Faculty Curriculum Dev	\$4,473.33	\$5,320.00	84.09	\$0.00	\$0.00
Faculty Tutors Salary	\$6,437.35	\$75,280.00	8.55	(\$3,678.47)	\$31,200.91
Independent Study Salary	\$4,050.00	\$5,082.00	79.69	\$3,550.00	\$22,622.50
Interpreter Salary	\$3,615.35	\$35,000.00	10.33	\$0.00	\$9,311.22
LabFacilitators	\$2,711.34	\$18,402.00	14.73	\$2,685.32	\$18,353.69
Overload Salary	\$68,432.61	\$538,121.00	12.72	\$68,019.55	\$449,997.02
Overtime Wages	\$2,351.71	\$7,100.00	33.12	\$2,354.39	\$8,692.20
P/T Classified Salary	\$9,026.49	\$101,128.00	8.93	\$11,894.95	\$50,288.65
P/T Faculty Salary	\$118,873.01	\$790,414.00	15.04	\$130,444.28	\$788,022.44
P/T Faculty-Summer Sal	\$52,274.38	\$66,736.00	78.33	\$50,813.70	\$50,813.70
Professional/Tech Salary	\$188,913.41	\$957,951.00	19.72	\$135,831.63	\$700,165.46
Professional/Tech-PT	\$8,863.18	\$53,277.00	16.64	\$13,555.79	\$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	\$4,021.90	\$47,480.00	8.47	\$3,306.23	\$34,628.83
Subs Instructors Salary	\$1,651.01	\$6,010.00	27.47	\$1,722.90	\$12,469.43
Supervisory Staff Salary	\$52,461.02	\$200,454.00	26.17	\$95,528.58	\$278,445.12
Test Proctor Salary	\$6,237.97	\$30,910.00	20.18	\$4,417.38	\$21,657.27
	<u>\$1,840,874.52</u>	<u>\$9,602,779.00</u>	19.17	<u>\$1,861,709.29</u>	<u>\$9,159,401.54</u>
Employee Benefits					
EmployeeBenefitsTotal	\$583.81	\$5,525.00	10.57	\$2,089.30	\$17,543.24
FICA-Social Security	\$0.00	\$0.00	0	\$0.00	\$0.00
Grants Share of SURS	\$90.09	\$0.00	0	\$0.00	\$401.41
Group Dental Ins	\$10,618.74	\$51,516.00	20.61	\$12,407.85	\$48,136.59
Group LTD Ins	\$3,656.56	\$18,709.00	19.54	\$4,153.51	\$16,327.31
Group Life Ins	\$5,005.55	\$30,382.00	16.48	\$6,778.36	\$24,418.49
Group Medical Ins	\$333,302.87	\$1,723,661.00	19.34	\$395,623.61	\$1,707,898.88
Medicare	\$458.36	\$0.00	0	\$0.00	\$0.00
SURS-RetireeHealthContri	\$9,467.01	\$39,302.00	24.09	\$9,635.82	\$40,253.71
Staff/Family Waivers	\$0.00	\$35,000.00	0	\$11,647.00	\$25,049.00
	<u>\$363,182.99</u>	<u>\$1,904,095.00</u>	19.07	<u>\$442,335.45</u>	<u>\$1,880,028.63</u>
Contractual Services					
Accreditation Fees	\$550.00	\$16,925.00	3.25	\$7,554.04	\$19,629.04
Admin Computer-Maint	\$318,694.49	\$366,068.00	87.06	\$200,860.23	\$220,973.19
Building Repair/Maint	\$13,077.48	\$87,025.00	15.03	\$2,359.88	\$19,272.85
Consultants/Workshops	\$0.00	\$4,000.00	0	\$0.00	\$15,431.25
Contractual-Other	\$46,007.37	\$233,988.00	19.66	\$20,204.09	\$61,568.74
Custodial Services	\$67,296.60	\$482,280.00	13.95	\$92,791.50	\$377,975.00
Diversity Initiatives	\$0.00	\$5,000.00	0	\$0.00	\$0.00
Employee Recognition EAT	\$803.95	\$1,000.00	80.4	\$749.35	\$749.35
Equip Repair/Maint Agree	\$19,732.25	\$112,279.00	17.57	\$33,313.20	\$102,093.70
Faculty Development	\$0.00	\$2,700.00	0	\$366.94	\$1,220.50
Grounds Maintenance	\$1,772.45	\$12,300.00	14.41	\$1,513.25	\$13,073.05
Legal Services-Admin	\$680.00	\$75,000.00	0.91	\$0.00	\$26,557.02
Meals	\$0.00	\$3,000.00	0	\$175.00	\$205.00
Pest Control	\$1,700.00	\$13,475.00	12.62	\$2,550.00	\$10,832.80
Professional Fees	\$5,374.71	\$7,200.00	74.65	\$5,374.25	\$7,165.79
Security	\$2,008.18	\$8,063.00	24.91	\$1,711.07	\$11,479.83
Staff/Faculty Developmen	\$615.00	\$10,000.00	6.15	\$0.00	\$44,921.29
Student Awards	\$0.00	\$725.00	0	\$0.00	\$680.00

Operating Funds Expenses

	Actual Expenses YTD 9/30/2018	Budget 1819	%	Actual Expenses YTD 9/30/2017	Prior Year Expenses 6/30/2018
Contractual Services					
Telephone Maint Agree	\$0.00	\$18,000.00	0	\$1,283.04	\$7,242.93
	<u>\$478,312.48</u>	<u>\$1,459,028.00</u>	32.78	<u>\$370,805.84</u>	<u>\$941,071.33</u>
Materials & Supplies					
Advertising	\$4,969.32	\$65,550.00	7.58	\$5,902.05	\$62,426.12
Audio Visual Materials	\$390.43	\$200.00	195.22	\$40.64	\$55.51
Books-Library Collection	\$885.29	\$8,000.00	11.07	\$1,376.32	\$6,679.17
Catalog Printing	\$0.00	\$250.00	0	\$2,766.50	\$2,766.50
Computer Software	\$99,987.70	\$156,258.00	63.99	\$97,835.37	\$146,506.56
Credit Schedules	\$0.00	\$4,000.00	0	\$0.00	\$1,612.10
Digital Print/Curric Spt	\$35,474.88	\$42,031.00	84.4	\$0.00	\$0.00
Event Expense	\$0.00	\$3,150.00	0	\$175.00	\$803.88
Graphic Supplies	\$457.50	\$3,000.00	15.25	\$431.55	\$1,292.69
Instructional Supplies	\$15,648.84	\$123,215.00	12.7	\$7,545.20	\$77,622.85
Laundry/Linen Supplies	\$72.03	\$400.00	18.01	\$19.11	\$186.20
Maintenance Supplies	\$19,732.57	\$85,050.00	23.2	\$9,397.41	\$84,859.16
Materials	\$11,830.61	\$68,965.00	17.15	\$1,717.60	\$33,491.57
Office Supplies	\$5,420.80	\$19,117.00	28.36	\$5,417.18	\$46,371.54
Postage	\$1,401.47	\$16,520.00	8.48	\$3,735.43	\$17,548.13
Printing	\$5,884.86	\$24,560.00	23.96	\$2,743.66	\$17,473.32
Publications & Dues	\$36,062.01	\$84,748.00	42.55	\$60,403.10	\$114,885.54
Reference Materials	\$0.00	\$0.00	0	\$0.00	\$5.25
Specialities	\$0.00	\$1,500.00	0	\$681.30	\$692.15
Transcripts	\$0.00	\$27,000.00	0	\$0.00	\$20,155.00
Uniforms	\$660.00	\$3,500.00	18.86	\$684.50	\$3,206.50
Vehicle Expense	\$6,003.72	\$10,420.00	57.62	\$122.85	\$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>\$244,882.03</u>	<u>\$753,754.00</u>	32.49	<u>\$200,994.77</u>	<u>\$658,078.13</u>
Conference & Meeting Exp					
Board Meeting Meals	\$180.00	\$2,660.00	6.77	\$510.00	\$3,062.50
Cultivation/CommunityMtg	\$0.00	\$75.00	0	\$0.00	\$0.00
Meeting Expense	\$1,389.29	\$6,314.00	22	\$837.66	\$10,089.56
Recruitment	\$0.00	\$0.00	0	\$0.00	\$2,710.29
Registration Fees	\$5,020.00	\$42,525.00	11.8	\$11,243.69	\$26,261.25
Travel-In State	\$904.49	\$14,556.00	6.21	\$7,026.60	\$13,566.30
Travel-In State Mileage	\$1,145.60	\$13,990.00	8.19	\$1,014.36	\$9,268.14
Travel-Out of State	\$24,831.48	\$73,727.00	33.68	\$9,189.99	\$34,598.97
	<u>\$33,470.86</u>	<u>\$153,847.00</u>	21.76	<u>\$29,822.30</u>	<u>\$99,557.01</u>
Fixed Charges					
Collection Co Charges	\$0.00	\$100.00	0	\$0.00	\$0.00
Credit Card Fees	\$9,848.94	\$25,000.00	39.4	\$10,368.11	\$31,171.86
Equipment Rental	\$500.15	\$1,750.00	28.58	\$0.00	\$1,594.32
Facility Rental	\$33,418.41	\$96,755.00	34.54	\$33,418.41	\$133,673.64
Graduation Expense	\$0.00	\$19,000.00	0	\$0.00	\$13,647.45
Install Pymt Lease/Purch	\$73,875.42	\$203,500.00	36.3	\$67,631.87	\$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>\$134,737.00</u>	<u>\$373,635.00</u>	36.06	<u>\$130,305.58</u>	<u>\$395,441.89</u>
Utilities					
Electricity and Nat Gas	\$70,492.76	\$342,630.00	20.57	\$82,179.61	\$387,852.29
Internet	\$1,615.55	\$15,460.00	10.45	\$1,644.00	\$11,644.00
Propane	\$0.00	\$500.00	0	\$0.00	\$0.00
Refuse Disposal	\$4,961.89	\$22,080.00	22.47	\$6,089.73	\$21,374.53
Telephone	\$7,540.91	\$42,620.00	17.69	\$8,391.40	\$51,364.24
Water, Sewage	\$8,430.45	\$29,050.00	29.02	\$7,630.25	\$40,046.44
	<u>\$93,041.56</u>	<u>\$452,340.00</u>	20.57	<u>\$105,934.99</u>	<u>\$512,281.50</u>
Capital Outlay					
Equipment-Instructional	\$3,032.00	\$14,940.00	20.29	\$0.00	\$0.00
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>\$3,032.00</u>	<u>\$14,940.00</u>	20.29	<u>\$0.00</u>	<u>\$61,051.81</u>

Operating Funds Expenses

	Actual Expenses YTD 9/30/2018	Budget 1819	%	Actual Expenses YTD 9/30/2017	Prior Year Expenses 6/30/2018
Tuition Adjustments					
Illinois Veterans Grants	\$0.00	\$65,000.00	0	\$728.00	\$2,711.40
Tuition Waiver	\$6,705.00	\$175,000.00	3.83	\$58,923.00	\$189,361.85
Unfunded ING/MIA/POW	\$8,960.00	\$35,000.00	25.6	\$0.00	\$30,033.00
Write-Off	\$53,872.25	\$240,000.00	22.45	\$56,072.93	\$171,159.94
	<u>\$69,537.25</u>	<u>\$515,000.00</u>	13.5	<u>\$115,723.93</u>	<u>\$393,266.19</u>
Other Expense					
Bank Service Charges	\$368.07	\$6,600.00	5.58	\$876.22	\$4,144.96
Contributions	\$0.00	\$123,906.00	0	\$35,572.00	\$62,110.75
Expense-Other	(\$0.85)	\$3,500.00	-0.02	\$0.00	\$10,874.40
	<u>\$367.22</u>	<u>\$134,006.00</u>	0.27	<u>\$36,448.22</u>	<u>\$77,130.11</u>
Transfers					
Transfer Out	\$0.00	\$474,260.00	0	\$0.00	\$69,819.65
	<u>\$0.00</u>	<u>\$474,260.00</u>	0	<u>\$0.00</u>	<u>\$69,819.65</u>
Total Expenses	\$3,261,437.91	\$15,837,684.00	20.59	\$3,294,080.37	\$14,247,127.79

Revenues by Fund Summary

	Actual Revenue YTD 9/30/2018	Budget 1819	%	Actual Revenue YTD 9/30/2017	Prior Year Revenue 6/30/2018
Fund 01-Education Fund					
Local Government Sources	\$4,206,469.70	\$6,296,045.00	66.81	\$5,755,756.24	\$6,258,278.15
State Government Sources	\$345,598.21	\$2,275,420.00	15.19	\$640,425.06	\$2,328,339.67
Student Tuition & Fees	\$3,410,326.14	\$6,052,712.00	56.34	\$3,657,879.57	\$6,463,486.66
Investment Revenue	\$9,027.74	\$17,800.00	50.72	\$3,271.03	\$24,717.56
Other Revenue	\$13,006.94	\$401,266.00	3.24	\$22,213.64	\$438,623.95
Total Revenue Fund 01	\$7,984,428.73	\$15,043,243.00	53.08	\$10,079,545.54	\$15,513,445.99
Fund 02-Operations & Maintenance					
Local Government Sources	\$612,070.92	\$916,135.00	66.81	\$850,096.47	\$912,030.32
Student Tuition & Fees	\$299,974.86	\$604,724.00	49.61	\$235,166.43	\$409,068.09
Other Revenue	\$46,729.98	\$404,399.00	11.56	\$134,142.48	\$435,813.32
Total Revenue Fund 02	\$958,775.76	\$1,925,258.00	49.8	\$1,219,405.38	\$1,756,911.73
Fund 03-Oper & Maint Restricted					
Local Government Sources	\$121,067.66	\$144,083.00	84.03	\$302,651.57	\$402,419.43
Investment Revenue	\$3,426.94	\$8,000.00	42.84	\$1,395.45	\$14,842.79
Other Revenue	\$70.97	\$0.00	0	\$719,121.00	\$3,230,862.32
Total Revenue Fund 03	\$124,565.57	\$152,083.00	81.91	\$1,023,168.02	\$3,648,124.54
Fund 04-Bond & Interest Fund					
Local Government Sources	\$2,255,007.92	\$3,385,410.00	66.61	\$3,095,612.18	\$4,051,156.72
Investment Revenue	\$299.01	\$3,008.00	9.94	\$3,123.47	\$7,857.86
Total Revenue Fund 04	\$2,255,306.93	\$3,388,418.00	66.56	\$3,098,735.65	\$4,059,014.58
Fund 05-Auxiliary Enterprises					
Customized Training	\$164,703.72	\$457,250.00	36.02	\$168,961.85	\$513,545.76
Student Tuition & Fees	\$4,487.00	\$71,953.00	6.24	\$45,870.00	\$87,780.75
Auxiliary Enterprises	\$121,851.47	\$567,750.00	21.46	\$88,604.38	\$611,688.60
Investment Revenue	\$1,694.81	\$2,033.00	83.36	\$543.05	\$4,582.24
Other Revenue	\$14,916.80	\$74,743.00	19.96	\$11,796.10	\$185,816.60
Total Revenue Fund 05	\$307,653.80	\$1,173,729.00	26.21	\$315,775.38	\$1,403,413.95
Fund 06-Restricted Purposes Fund					
State Government Sources	\$0.00	\$0.00	0	\$0.00	\$23,689.81
Financial Aid	\$809,894.38	\$6,479,870.00	12.5	\$957,729.04	\$6,441,617.15
Investment Revenue	\$263.20	\$325.00	80.98	\$234.83	\$1,686.93
Other Revenue	\$152,479.57	\$3,391,850.48	4.5	\$159,982.54	\$1,463,491.57
Total Revenue Fund 06	\$962,637.15	\$9,872,045.48	9.75	\$1,117,946.41	\$7,930,485.46
Fund 07-Working Cash Fund					
Investment Revenue	\$24,766.47	\$50,000.00	49.53	\$15,406.48	\$92,353.92
Total Revenue Fund 07	\$24,766.47	\$50,000.00	49.53	\$15,406.48	\$92,353.92
Fund 10-Trust & Agency Fund					
Club Revenue	\$2,593.59	\$0.00	0	\$5,711.26	\$29,412.75
Investment Revenue	\$769.05	\$0.00	0	\$786.67	\$4,256.65
Other Revenue	\$5,092.84	\$8,000.00	63.66	\$46,369.89	\$69,243.46
Total Revenue Fund 10	\$8,455.48	\$8,000.00	105.69	\$52,867.82	\$102,912.86
Fund 11-Audit Fund					
Local Government Sources	\$43,292.21	\$64,810.00	66.8	\$59,296.22	\$63,492.94
Investment Revenue	\$230.26	\$600.00	38.38	\$174.53	\$918.16
Total Revenue Fund 11	\$43,522.47	\$65,410.00	66.54	\$59,470.75	\$64,411.10
Fund 12-Liability & Protection					
Local Government Sources	\$1,235,021.14	\$1,848,425.00	66.81	\$1,466,979.26	\$1,571,295.27
Student Tuition & Fees	\$6,176.00	\$13,000.00	47.51	\$6,704.00	\$10,584.00
Investment Revenue	\$4,361.38	\$10,025.00	43.51	\$3,544.80	\$21,311.57
Total Revenue Fund 12	\$1,245,558.52	\$1,871,450.00	66.56	\$1,477,228.06	\$1,603,190.84
Total Revenue	\$13,915,670.88	\$33,549,636.48	41.48	\$18,459,549.49	\$36,174,264.97

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 9/30/2018	Encumbered as of 9/30/2018	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 01-Education Fund							
Salaries	\$9,445,350.00	\$1,815,159.12	\$0.00	\$1,815,159.12	19.22	\$8,995,539.57	20.07
Employee Benefits	\$1,901,612.00	\$359,332.87	\$8,031.50	\$367,364.37	19.32	\$1,884,783.13	23.49
Contractual Services	\$580,045.00	\$363,319.96	\$4,242.07	\$367,562.03	63.37	\$374,992.53	60.05
Materials & Supplies	\$642,129.00	\$214,237.52	\$64,816.73	\$279,054.25	43.46	\$543,399.35	35.05
Conference & Meeting Exp	\$151,675.00	\$33,230.86	\$39,015.60	\$72,246.46	47.63	\$98,828.71	30.18
Fixed Charges	\$115,400.00	\$26,663.55	\$10,083.30	\$36,746.85	31.84	\$113,188.49	21.6
Utilities	\$2,940.00	\$885.00	\$2,655.00	\$3,540.00	120.41	\$2,940.00	25
Capital Outlay	\$14,940.00	\$3,032.00	\$0.00	\$3,032.00	20.29	\$12,144.80	0
Other Expense	\$240,000.00	\$53,872.25	\$0.00	\$53,872.25	22.45	\$171,159.94	32.76
Tuition Adjustments	\$275,000.00	\$15,665.00	\$0.00	\$15,665.00	5.7	\$222,106.25	26.86
Other Expense	\$134,006.00	\$367.22	\$0.00	\$367.22	0.27	\$77,130.11	47.26
Transfers	\$474,260.00	\$0.00	\$0.00	\$0.00	0	\$69,819.65	0
Total Expense Fund 01	\$13,977,357.00	\$2,885,765.35	\$128,844.20	\$3,014,609.55	21.57	\$12,566,032.53	22.85
Fund 02-Operations & Maintenance							
Salaries	\$172,989.00	\$41,009.40	\$0.00	\$41,009.40	23.71	\$176,821.97	39.07
Employee Benefits	\$42,000.00	\$11,311.16	\$0.00	\$11,311.16	26.93	\$40,189.55	25.54
Contractual Services	\$880,483.00	\$114,992.52	\$59,825.80	\$174,818.32	19.85	\$566,078.80	25.72
Materials & Supplies	\$111,825.00	\$30,644.51	\$8,399.09	\$39,043.60	34.91	\$114,678.78	9.17
Conference & Meeting Exp	\$3,022.00	\$240.00	\$0.00	\$240.00	7.94	\$833.30	0
Fixed Charges	\$258,235.00	\$108,073.45	\$83,473.44	\$191,546.89	74.18	\$282,253.40	37.51
Utilities	\$450,120.00	\$92,336.56	\$26,800.66	\$119,137.22	26.47	\$510,061.50	20.66
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0	\$48,907.01	0
Total Expense Fund 02	\$1,918,674.00	\$398,607.60	\$178,498.99	\$577,106.59	30.08	\$1,739,824.31	25.68
Fund 03-Oper & Maint Restricted							
Contractual Services	\$0.00	\$1,674.20	\$0.00	\$1,674.20	0	\$84,887.63	21.74
Materials & Supplies	\$0.00	\$3,965.14	\$0.00	\$3,965.14	0	\$9,311.53	0
Capital Outlay	\$152,083.00	\$84,255.79	\$1,566.51	\$85,822.30	56.43	\$3,853,157.06	28.51
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0	\$141,135.46	0
Total Expense Fund 03	\$152,083.00	\$89,895.13	\$1,566.51	\$91,461.64	60.14	\$4,088,491.68	27.32
Fund 04-Bond & Interest Fund							
Fixed Charges	\$3,377,528.00	\$0.00	\$950,971.25	\$950,971.25	28.16	\$4,040,871.11	23.05
Other Expense	\$3,000.00	\$0.00	\$500.00	\$500.00	16.67	\$2,500.00	40
Total Expense Fund 04	\$3,380,528.00	\$0.00	\$951,471.25	\$951,471.25	28.15	\$4,043,371.11	23.06
Fund 05-Auxiliary Enterprises							
Salaries	\$511,055.00	\$130,542.19	\$108.54	\$130,650.73	25.56	\$548,027.71	24.21
Employee Benefits	\$118,440.00	\$23,116.44	\$0.00	\$23,116.44	19.52	\$105,053.82	26.76
Contractual Services	\$65,500.00	\$16,737.05	\$3,798.14	\$20,535.19	31.35	\$71,328.37	17.36
Materials & Supplies	\$389,593.00	\$113,915.16	\$79,104.26	\$193,019.42	49.54	\$451,374.04	11.11
Conference & Meeting Exp	\$8,060.00	\$3,690.28	\$2,480.68	\$6,170.96	76.56	\$4,314.96	32.27
Fixed Charges	\$35,490.00	\$7,271.75	\$15,750.00	\$23,021.75	64.87	\$35,508.27	21.26
Utilities	\$250.00	\$62.17	\$0.00	\$62.17	24.87	\$176.27	0
Capital Outlay	\$42,871.00	\$493.73	\$0.00	\$493.73	1.15	\$60,100.09	36.28
Other Expense	\$770.00	\$466.35	\$0.00	\$466.35	60.56	\$688.36	30.8
Total Expense Fund 05	\$1,172,029.00	\$296,295.12	\$101,241.62	\$397,536.74	33.92	\$1,276,571.89	19.92
Fund 06-Restricted Purposes Fund							
Salaries	\$889,983.24	\$190,340.22	\$0.00	\$190,340.22	21.39	\$741,971.83	16.13
Employee Benefits	\$225,914.22	\$52,298.63	\$0.00	\$52,298.63	23.15	\$193,369.37	20.75
Contractual Services	\$925,509.31	\$30,439.41	\$0.00	\$30,439.41	3.29	\$264,289.76	3.91
Materials & Supplies	\$234,165.72	\$19,889.93	\$7,537.70	\$27,427.63	11.71	\$74,409.48	12.57
Conference & Meeting Exp	\$57,678.66	\$28,253.76	\$395.00	\$28,648.76	49.67	\$44,644.80	42.79
Fixed Charges	\$133,561.35	\$8,024.79	\$0.00	\$8,024.79	6.01	\$58,739.25	16.51
Capital Outlay	\$991,928.00	\$51,615.83	\$47,140.35	\$98,756.18	9.96	\$138,681.16	4.04
Financial Aid Expense	\$6,405,980.00	\$2,686,818.78	\$0.00	\$2,686,818.78	41.94	\$6,381,612.82	14.59
Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	0	\$260.30	0

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 9/30/2018	Encumbered as of 9/30/2018	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 06-Restricted Purposes Fund							
Transfers	\$7,000.00	\$0.00	\$0.00	\$0.00	0	\$9,218.33	0
Total Expense Fund 06	\$9,871,720.50	\$3,067,681.35	\$55,073.05	\$3,122,754.40	31.63	\$7,907,197.10	14.48
Fund 07-Working Cash Fund							
Transfers	\$50,000.00	\$0.00	\$0.00	\$0.00	0	\$92,353.92	0
Total Expense Fund 07	\$50,000.00	\$0.00	\$0.00	\$0.00	0	\$92,353.92	0
Fund 10-Trust & Agency Fund							
Contractual Services	\$5,640.00	\$4,777.48	\$123.55	\$4,901.03	86.9	\$29,157.14	15.93
Materials & Supplies	\$2,055.00	\$13,399.64	\$2,558.69	\$15,958.33	776.56	\$48,594.07	36.82
Conference & Meeting Exp	\$125.00	\$384.38	\$1,545.86	\$1,930.24	1544.1	\$13,553.34	7.11
Fixed Charges	\$180.00	\$0.00	\$0.00	\$0.00	0	\$156.60	92.59
Other Expense	\$0.00	\$151.27	\$0.00	\$151.27	0	\$4,535.06	0
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,660.00	75.19
Total Expense Fund 10	\$8,000.00	\$18,712.77	\$4,228.10	\$22,940.87	286.7	\$98,656.21	26
Fund 11-Audit Fund							
Salaries	\$6,930.00	\$1,628.56	\$0.00	\$1,628.56	23.5	\$6,796.75	21.57
Employee Benefits	\$1,663.00	\$434.56	\$0.00	\$434.56	26.13	\$1,924.46	27.13
Contractual Services	\$48,000.00	\$20,000.00	\$28,000.00	\$48,000.00	100	\$46,600.00	45.06
Total Expense Fund 11	\$56,593.00	\$22,063.12	\$28,000.00	\$50,063.12	88.46	\$55,321.21	41.55
Fund 12-Liability & Protection							
Salaries	\$551,503.00	\$127,091.10	\$0.00	\$127,091.10	23.04	\$476,499.01	20.87
Employee Benefits	\$324,420.00	\$61,212.59	\$0.00	\$61,212.59	18.87	\$302,937.56	20.16
Contractual Services	\$264,495.00	\$48,294.67	\$215,951.37	\$264,246.04	99.91	\$254,129.49	22.06
Materials & Supplies	\$27,540.00	\$3,181.26	\$1,609.64	\$4,790.90	17.4	\$31,140.03	10.4
Conference & Meeting Exp	\$3,250.00	\$13,563.79	\$20,344.00	\$33,907.79	1043.3	\$3,373.50	33.02
Fixed Charges	\$250,000.00	\$112,846.01	\$0.00	\$112,846.01	45.14	\$205,732.42	54.17
Utilities	\$1,900.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0
Capital Outlay	\$5,000.00	\$900.24	\$0.00	\$900.24	18	\$0.00	0
Total Expense Fund 12	\$1,428,108.00	\$367,089.66	\$237,905.01	\$604,994.67	42.36	\$1,273,812.01	26.09
Total Expenses	\$32,015,092.50	\$7,146,110.10	\$1,686,828.73	\$8,832,938.83	27.59	\$33,141,631.97	21.57

Auxiliary Enterprises Revenue & Expenses

SEPT 1819

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
Community Events						
6019 -Admin Outdoor Events	\$45.00	\$15,166.00	\$8,514.35	\$21,716.00	(\$8,469.35)	(\$6,550.00)
6014 -Dance Productions	\$310.00	\$26,000.00	\$2,395.14	\$27,973.00	(\$2,085.14)	(\$1,973.00)
6030 -Misc Events	\$400.00	\$8,000.00	\$62.17	\$1,450.00	\$337.83	\$6,550.00
	<u>\$755.00</u>	<u>\$49,166.00</u>	<u>\$10,971.66</u>	<u>\$51,139.00</u>	<u>(\$10,216.66)</u>	<u>(\$1,973.00)</u>
Continuing & Professional Education						
6000 -Adminstration-CPED	\$7,202.14	\$28,500.00	\$17,831.87	\$106,811.00	(\$10,629.73)	(\$78,311.00)
6001 -CDL	\$84,246.68	\$205,000.00	\$33,027.48	\$167,696.00	\$51,219.20	\$37,304.00
6002 -Computer & Technology	\$1,008.00	\$2,250.00	\$0.00	\$800.00	\$1,008.00	\$1,450.00
6013 -Culinary Arts	\$6,750.00	\$9,000.00	\$1,222.33	\$5,200.00	\$5,527.67	\$3,800.00
6003 -Dance	\$17,288.40	\$45,100.00	\$7,142.70	\$33,873.00	\$10,145.70	\$11,227.00
6004 -Hobby & Leisure	\$4,045.00	\$13,000.00	\$880.77	\$7,025.00	\$3,164.23	\$5,975.00
6027 -Manufacturing Camp	\$4,750.00	\$23,720.00	\$7,905.66	\$23,720.00	(\$3,155.66)	\$0.00
6007 -Safety-Industrial	\$25,450.00	\$133,000.00	\$31,197.07	\$114,273.00	(\$5,747.07)	\$18,727.00
6008 -Shilling Rentals	\$5,292.50	\$23,700.00	\$4,468.87	\$21,899.00	\$823.63	\$1,801.00
6005 -Workforce Development	\$11,580.00	\$0.00	\$3,980.00	\$0.00	\$7,600.00	\$0.00
	<u>\$167,612.72</u>	<u>\$483,270.00</u>	<u>\$107,656.75</u>	<u>\$481,297.00</u>	<u>\$59,955.97</u>	<u>\$1,973.00</u>
Culinary						
8907 -Bistro 537	\$13,648.37	\$52,550.00	\$16,460.20	\$52,550.00	(\$2,811.83)	\$0.00
8970 -Cafe	\$100,245.97	\$437,100.00	\$127,242.64	\$437,100.00	(\$26,996.67)	\$0.00
8908 -Coffee House	\$8,075.07	\$22,750.00	\$5,532.57	\$22,750.00	\$2,542.50	\$0.00
8915 -Misc Culinary Events	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
	<u>\$121,969.41</u>	<u>\$513,400.00</u>	<u>\$149,235.41</u>	<u>\$513,400.00</u>	<u>(\$27,266.00)</u>	<u>\$0.00</u>
Fitness Center						
0000 -Fitness Center	\$4,487.00	\$71,953.00	\$15,381.81	\$71,953.00	(\$10,894.81)	\$0.00
	<u>\$4,487.00</u>	<u>\$71,953.00</u>	<u>\$15,381.81</u>	<u>\$71,953.00</u>	<u>(\$10,894.81)</u>	<u>\$0.00</u>
Horticulture						
4503 -Garden Center	\$57.00	\$15,000.00	\$1,277.86	\$16,403.00	(\$1,220.86)	(\$1,403.00)
9099 -Produce Market	\$2,617.75	\$6,200.00	\$148.21	\$4,797.00	\$2,469.54	\$1,403.00
	<u>\$2,674.75</u>	<u>\$21,200.00</u>	<u>\$1,426.07</u>	<u>\$21,200.00</u>	<u>\$1,248.68</u>	<u>\$0.00</u>
Traffic Safety School						
6009 -Traffic Safety	\$7,383.50	\$22,707.00	\$3,545.72	\$22,707.00	\$3,837.78	\$0.00
	<u>\$7,383.50</u>	<u>\$22,707.00</u>	<u>\$3,545.72</u>	<u>\$22,707.00</u>	<u>\$3,837.78</u>	<u>\$0.00</u>

Restricted Purposes Fund Revenue & Expenses

SEPT 1819

			Budget	Actual Revenue	Actual Expenses	Encumbered Expenses	Net
GRANTS							
Dept of Commerce & Economic Oppo							
11927-Workforce Develop Grant	8/1/2018	6/30/2019	\$1,500,000.00	\$0.00	\$6,412.21	\$0.00	\$1,493,587.79
ICCB							
11954-Adult Ed Performance	7/1/2018	6/30/2019	\$49,075.00	\$0.00	\$9,931.03	\$0.00	\$39,143.97
11972-State Basic Ad Ed	7/1/2018	6/30/2019	\$166,420.00	\$0.00	\$17,751.44	\$168.00	\$148,500.56
Illinois Board of Higher Ed							
11820-Co-Op Work Study Grant	1/1/2018	8/31/2018	\$23,368.70	\$23,368.70	\$7,845.79	\$0.00	\$15,522.91
11920-Co-Op Work Study Grant	7/1/2018	8/31/2019	\$36,647.61	\$0.00	\$0.00	\$0.00	\$36,647.61
North Central Region SARE							
11930-Alliance for Ag Advance	10/1/2018	9/30/2021	\$4,845.00	\$0.00	\$0.00	\$0.00	\$4,845.00
RCC Foundation							
11933-Foundation Gifts to RCC	7/1/2018	6/30/2019	\$86,179.34	\$3,333.33	\$21,684.89	\$45,000.00	\$19,494.45
Richland Community College							
11458-Project READ			\$115,000.00	\$18,176.31	\$8,705.45	\$0.00	\$106,294.55
EQUI -Reserved for Equipment			\$422,060.00	\$263.20	\$35,764.28	\$65,015.35	\$321,280.37
Secretary of State							
11964-SOS Literacy Grant	7/1/2018	6/30/2019	\$100,000.00	\$0.00	\$18,104.44	\$0.00	\$81,895.56
US Department of Education							
11912-Carl Perkins - ICCB	7/1/2018	6/30/2019	\$211,550.02	\$0.00	\$17,394.15	\$395.00	\$193,760.87
11932-Federal Adult Basic Ed	7/1/2018	6/30/2019	\$117,235.00	\$0.00	\$43,749.94	\$0.00	\$73,485.06
11880-TRIO Grant	9/1/2017	8/31/2018	\$107,166.00	\$106,457.76	\$81,758.16	\$18,348.24	\$7,059.60
11980-TRIO Grant	9/1/2018	8/31/2019	\$0.00	\$0.00	\$21,438.82	\$0.00	(\$21,438.82)
US Department of Energy							
11816-Carbon SAFE Illinois	4/1/2017	3/31/2019	\$12,240.00	\$1,143.47	\$1,820.14	\$0.00	\$10,419.86
11615-Intelligent Monitor Sys	10/2/2015	9/30/2018	\$15,609.00	\$0.00	\$3,931.52	\$11,550.00	\$127.48
US Department of Housing & Urban							
11865-City Dev Block Grant	2/16/2018	2/28/2019	\$40,603.52	\$0.00	\$13,526.88	\$0.00	\$27,076.64
US Department of Labor							
11825-Welding & Wrkplace Skill	6/4/2018	7/30/2018	\$28,094.00	\$0.00	\$27,857.75	\$0.00	\$236.25
US Department of Transportation							
11918-Hwy Construct Career Grt	6/20/2017	6/30/2019	\$354,400.00	\$0.00	\$31,848.16	\$12,642.71	\$309,909.13
Total			\$3,390,493.19	\$152,742.77	\$369,525.05	\$153,119.30	\$2,867,848.84

Bills for Ratification



September 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AFLAC						
	AFLAC		\$352.84	\$352.84		
AHIMA						
	Fees Pass Thru HIT		\$1,000.00	\$1,000.00		
AT&T						
	Telephone	Telecommunications	\$1,070.77		\$1,070.77	
	Telephone	Fairview Plaza O&M	\$16.19		\$16.19	
	Telephone	Fairview Plaza O&M	\$190.37		\$190.37	
	Telephone	Telecommunications	\$229.97		\$229.97	
	Telephone	Telecommunications	\$670.37		\$670.37	
Advanced Disposal Services						
	Refuse Disposal	Utilities	\$1,520.57		\$1,520.57	
Ahead of Our Time Publishing Inc						
	Publications & Dues	Presidents Office	\$500.00	\$500.00		
Airgas-Mid America						
	Materials	Collision Repair Tech	\$51.24	\$51.24		
	Materials	Collision Repair Tech	\$88.59	\$88.59		
Airweld Industrial Gases						
	Instructional Supplies	Welding-Technical Occ	\$71.00	\$71.00		
	Instructional Supplies	Welding-Technical Occ	\$208.74	\$208.74		
	Instructional Supplies	Welding-Technical Occ	\$1,762.05	\$1,762.05		
AmerenIP						
	Electricity and Nat Gas	Sequestration Bldg O&M	\$462.95		\$462.95	
	Electricity and Nat Gas	Utilities	\$87.08		\$87.08	
	Electricity and Nat Gas	Workforce Development Ct	\$14.42		\$14.42	
	Electricity and Nat Gas	Workforce Development Ct	\$329.19		\$329.19	
	Electricity and Nat Gas	Utilities	\$53.71		\$53.71	
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,086.84			\$1,086.84
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$801.03			\$801.03
	Electricity and Nat Gas	Clinton Center O&M	\$52.34		\$52.34	
	Electricity and Nat Gas	Clinton Center O&M	\$246.24		\$246.24	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$88.49		\$88.49	
	Electricity and Nat Gas	Fairview Plaza O&M	\$87.73		\$87.73	
	Electricity and Nat Gas	Utilities	\$171.39		\$171.39	
	Electricity and Nat Gas	Utilities	\$97.03		\$97.03	
	Electricity and Nat Gas	Utilities	\$544.37		\$544.37	
	Electricity and Nat Gas	Fairview Plaza O&M	\$141.03		\$141.03	
	Electricity and Nat Gas	Workforce Development Ct	\$2,132.06		\$2,132.06	
	Electricity and Nat Gas	Workforce Development Ct	\$33.14		\$33.14	
	RCC Foundation A/R		\$165.00	\$165.00		
Applied Combative Solutions LLC						
	Contractual-Other	Security	\$210.00		\$210.00	
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	
Area Disposal Service Inc						
	Refuse Disposal	Clinton Center O&M	\$73.31		\$73.31	
Arthur J Gallagher Risk Services						
	General Insurance	Liab Protection & Settle	\$4,170.00			\$4,170.00
BLDD Architects Inc						
	Contractual-Other	Administration O & M	\$5,000.00		\$5,000.00	
	Contractual-Other	Administration O & M	\$6,033.00		\$6,033.00	
Barnes, James						
	Student Tuition Rec		\$80.00	\$80.00		
BearMail Co						
	Heartland Academy Recv		\$142.39	\$142.39		
	Other Receivables		\$8.19	\$8.19		
	RCC Foundation A/R		\$30.08	\$30.08		
	Postage	Business Office	\$404.67	\$404.67		
	Postage	CPED Administration	\$2.82			\$2.82
	Postage	Enrollment Management	\$432.16	\$432.16		
	Postage	Fin Aid & Vet Affairs	\$16.69	\$16.69		
	Postage	General Expenses	\$435.38	\$435.38		
	Postage	Grant-Administration	\$9.87			\$9.87
	Postage	Grant-Administration	\$1.88			\$1.88
	Postage	Law Enforce Trng Ctr	\$64.40			\$64.40
	Postage	NonCredit	\$156.51			\$156.51
	Postage	Presidents Office	\$2.10	\$2.10		
	Postage	VP Academic Services	\$0.47	\$0.47		

Bills for Ratification



September 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Blue Cross and Blue Shield of IL					
Group Insurance		\$27,990.00	\$27,990.00		
Health Insurance		\$163,482.26	\$163,482.26		
EmployeeBenefitsTotal	General Expenses	\$24.66	\$24.66		
Bob Brady Auto Group					
Vehicle Expense	Cafe	\$42.71			\$42.71
Bollhorst, Robin L					
Travel-In State	Human Resources	\$46.98	\$46.98		
Travel-In State	Human Resources	\$212.02	\$212.02		
Brooks, Leanne R					
Travel-In State Mileage	Academic Success	\$53.41	\$53.41		
Brown, Gavin Lane					
Student Tuition Rec		\$642.00	\$642.00		
Brown, Madonna M					
Travel-Out of State	Board of Trustees	\$218.13	\$218.13		
Bruce, Vickie					
Student Tuition Rec		\$567.00	\$567.00		
Brush College LLC					
Credit Card Clearing		\$125.00	\$125.00		
Buckley, Jerry W					
Contractual-Other	NonCredit	\$3,500.00			\$3,500.00
CC Fire Equipment Co Inc					
Equip Repair/Maint Agree	Maintenance	\$821.50		\$821.50	
CCN Financial Services Inc					
Computer Software	Career Services	\$1,500.00	\$1,500.00		
CDS Leasing					
Equipment Rental	Law Enforce Trng Ctr	\$157.28			\$157.28
CDS Office Technologies					
Instructional Supplies	Basic Law Enforce Trng	\$222.84			\$222.84
Printing	Copiers	\$859.33	\$859.33		
Printing	Copiers	\$1,365.75	\$1,365.75		
Printing	Copiers	\$1,919.35	\$1,919.35		
CDWG Government Inc					
Equipment-Office	CPED Administration	\$493.73			\$493.73
Equipment-Instructional	Technical Services Suprt	\$885.36			\$885.36
CL Rhodes Concrete					
Building Improvements	Renovations / Remodeling	\$73,651.32			\$73,651.32
Central IL Foodbank					
Contractual-Other	Club Expenses	\$151.03			\$151.03
Donations/Gifts	Club Expenses	\$151.27			\$151.27
Cha-Pow Services					
Advertising	Marketing	\$878.75	\$878.75		
City of Clinton					
Water,Sewage	Clinton Center O&M	\$21.44		\$21.44	
City of Decatur					
Accrued Sales Tax		\$53.64			\$53.64
Accrued Sales Tax		\$58.58			\$58.58
Accrued Sales Tax		\$496.01			\$496.01
City of Decatur IL					
Water,Sewage	Utilities	\$354.06		\$354.06	
Water,Sewage	Utilities	\$1,888.66		\$1,888.66	
Water,Sewage	Utilities	\$189.11		\$189.11	
Water,Sewage	Utilities	\$1,293.37		\$1,293.37	
Water,Sewage	Utilities	\$363.70		\$363.70	
Water,Sewage	Fairview Plaza O&M	\$69.77		\$69.77	
Water,Sewage	Fairview Plaza O&M	\$159.55		\$159.55	
Water,Sewage	Sequestration Bldg O&M	\$161.07		\$161.07	
Water,Sewage	Fairview Plaza O&M	\$44.83		\$44.83	
Water,Sewage	Law Enforce Trng Ctr O&M	\$151.21			\$151.21
Water,Sewage	Law Enforce Trng Ctr O&M	\$47.54			\$47.54
Classic Printing					
Materials	Instruction	\$2,385.36			\$2,385.36
Materials	Instruction	\$4,607.42			\$4,607.42
Cleaver, Joranne Jessie					
Student Tuition Rec		\$202.00	\$202.00		
Clinton RCC LLC					
Facility Rental	Clinton Center O&M	\$0.55		\$0.55	
Facility Rental	Clinton Center O&M	\$0.55		\$0.55	
Facility Rental	Clinton Center O&M	\$6,523.55		\$6,523.55	
Comcast					
Internet	Law Enforce Trng Ctr O&M	\$214.31			\$214.31
Internet	Law Enforce Trng Ctr O&M	\$859.37			\$859.37
Internet	Law Enforce Trng Ctr O&M	\$224.31			\$224.31

Bills for Ratification

September 2018



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Comcast						
	Internet	Law Enforce Trng Ctr O&M	\$859.50			\$859.50
	Telephone	Utilities	\$53.91		\$53.91	
	Internet	Law Enforce Trng Ctr O&M	\$859.50			\$859.50
	Internet	Law Enforce Trng Ctr O&M	\$224.31			\$224.31
	Internet	Fairview Plaza O&M	\$144.85		\$144.85	
Confidential On-Site Paper						
	Contractual-Other	General Expenses	\$835.28	\$835.28		
Consociate Group						
	Contractual-Other	Human Resources	\$210.00	\$210.00		
Constellation NewEnergy Gas						
	Electricity and Nat Gas	Utilities	\$368.66		\$368.66	
	Electricity and Nat Gas	Workforce Development Ct	\$21.82		\$21.82	
	Electricity and Nat Gas	Utilities	\$399.44		\$399.44	
	Electricity and Nat Gas	Workforce Development Ct	\$19.79		\$19.79	
Crews, Denise,, Dr						
	Telephone	VP Academic Services	\$60.00	\$60.00		
Cromwell Radio Group Inc						
	Advertising	Marketing	\$1,428.00	\$1,428.00		
	Advertising	Marketing	\$497.00	\$497.00		
	Advertising	Marketing	\$500.00	\$500.00		
Daugherty, Lena						
	Student Tuition Rec		\$80.00	\$80.00		
DeBose Consulting						
	Contractual-Other	Credit	\$2,880.00			\$2,880.00
Deans & Directors of ICC Nursing						
	Publications & Dues	AAS Nursing -Health Occ	\$30.00	\$30.00		
Decatur Memorial Hospital						
	Testing	Grant-SupportServices	\$525.00			\$525.00
	Contractual-Other	Credit	\$781.25			\$781.25
Del's Popcorn Shop						
	Food Supply Costs	Cafe	\$26.00			\$26.00
	Food Supply Costs	Cafe	\$38.64			\$38.64
Dunker Electric						
	Maintenance Supplies	Maintenance	\$15.35		\$15.35	
	Maintenance Supplies	Maintenance	\$35.94		\$35.94	
	Maintenance Supplies	Maintenance	\$107.11		\$107.11	
Dust & Son Auto Supply						
	Instructional Supplies	Automotive-Tech Occ	\$37.36	\$37.36		
	Instructional Supplies	Automotive-Tech Occ	\$28.91	\$28.91		
	Instructional Supplies	Automotive-Tech Occ	\$32.30	\$32.30		
Dynagraphics Inc						
	Contractual-Other	Renovations / Remodeling	\$1,674.20			\$1,674.20
	Printing	Enrollment Management	\$36.80	\$36.80		
	Printing	Student Development	\$36.80	\$36.80		
	Printing	Fin Aid & Vet Affairs	\$37.80	\$37.80		
	Printing	Institutl Effectiveness	\$37.80	\$37.80		
	Instructional Supplies	Nursing LPN -Health Occ	\$37.80	\$37.80		
	Instructional Supplies	AAS Nursing -Health Occ	\$37.80	\$37.80		
	Instructional Supplies	AAS Nursing -Health Occ	\$37.80	\$37.80		
	Office Supplies	Maintenance	\$72.62		\$72.62	
EagleScreen						
	Contractual-Other	Human Resources	\$114.45	\$114.45		
Echols, Joshua E						
	Student Tuition Rec		\$588.00	\$588.00		
Ecolab						
	Materials	Bistro 537	\$70.50			\$70.50
	Materials	Liab Protection & Settle	\$757.10			\$757.10
Elan Corporate Payment						
	Credit Card Pmt Clearing		\$61,109.85	\$61,109.85		
Employers Assurance Co						
	General Insurance	Liab Protection & Settle	\$4,165.60			\$4,165.60
Enterprise						
	RCC Foundation A/R		\$218.04	\$218.04		
	Travel-Out of State	General Expenses	\$521.76	\$521.76		
Fairview Park Plaza LLC						
	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		\$1,540.00	\$1,540.00		
FirstEnergy Solutions						
	Electricity and Nat Gas	Workforce Development Ct	\$2,506.17		\$2,506.17	

Bills for Ratification

September 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
FirstEnergy Solutions					
Electricity and Nat Gas	Fairview Plaza O&M	\$87.88		\$87.88	
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$275.94		\$275.94	
Electricity and Nat Gas	Sequestration Bldg O&M	\$376.37		\$376.37	
Electricity and Nat Gas	Utilities	\$19,071.66		\$19,071.66	
Electricity and Nat Gas	Utilities	\$48.32		\$48.32	
Electricity and Nat Gas	Utilities	\$20.66		\$20.66	
Fleet Pride					
Materials	Diesel Med/Hvy Trk Tech	\$223.04	\$223.04		
Materials	Diesel Med/Hvy Trk Tech	\$61.79	\$61.79		
Materials	Diesel Med/Hvy Trk Tech	\$12.86	\$12.86		
Materials	Diesel Med/Hvy Trk Tech	\$218.01	\$218.01		
Floyd, Devin C					
Materials	Club Expenses	\$5.64			\$5.64
Frontier					
Telephone	Clinton Center O&M	\$149.29		\$149.29	
Funkhouser, Raeanne					
Student Tuition Rec		\$379.00	\$379.00		
G J Builders Hardware Inc					
Maintenance Supplies	Maintenance	\$17.50		\$17.50	
Georgopoulos, Angelo					
Student Tuition Rec		\$100.00	\$100.00		
Gessford, Abriana L					
Student Tuition Rec		\$3,048.00	\$3,048.00		
Grainger					
Maintenance Supplies	Maintenance	\$275.58		\$275.58	
Greg Hahn Heating and Air					
Maintenance Supplies	Cafe	\$1,146.84			\$1,146.84
Grider, Susan					
Travel-In State Mileage	Radiology Tech-Hlth Occ	\$196.20	\$196.20		
Hanover Insurance Group Co					
General Insurance	Liab Protection & Settle	\$9,381.60			\$9,381.60
General Insurance	Liab Protection & Settle	\$1,805.60			\$1,805.60
General Insurance	Liab Protection & Settle	\$1,859.10			\$1,859.10
General Insurance	Liab Protection & Settle	\$1,859.10			\$1,859.10
General Insurance	Liab Protection & Settle	\$936.90			\$936.90
General Insurance	Liab Protection & Settle	\$1,805.60			\$1,805.60
General Insurance	Liab Protection & Settle	\$9,381.60			\$9,381.60
Henricksen					
Materials	Renovations / Remodeling	\$748.90			\$748.90
Heritage Wine Cellars Ltd					
Food Supply Costs	Bistro 537	(\$23.50)			(\$23.50)
Food Supply Costs	Bistro 537	\$16.67			\$16.67
Food Supply Costs	Bistro 537	\$127.17			\$127.17
Food Supply Costs	Bistro 537	\$408.00			\$408.00
Food Supply Costs	Bistro 537	\$816.00			\$816.00
Hicksgas					
Vehicle Expense	College Vehicle	\$90.63		\$90.63	
Higher Learning Commission					
Publications & Dues	General Expenses	\$325.00	\$325.00		
Hite Tent Rental					
Materials	Faculty/Staff Devlp Rela	\$246.00	\$246.00		
Hoelting & Co					
Food Supply Costs	Cafe	\$165.95			\$165.95
Food Supply Costs	Cafe	\$43.90			\$43.90
Food Supply Costs	Cafe	\$63.80			\$63.80
Food Supply Costs	Cafe	\$18.95			\$18.95
Food Supply Costs	Cafe	\$218.20			\$218.20
Food Supply Costs	Cafe	\$156.10			\$156.10
Hunter, Suzette					
Student Tuition Rec		\$45.00	\$45.00		
ICCCA					
Registration Fees	Institutl Effectiveness	\$150.00	\$150.00		
Registration Fees	Online Learning	\$150.00	\$150.00		
Registration Fees	Business Office	\$200.00	\$200.00		
IL Dept of Ag Bureau of Evnr Pr					
Equip Repair/Maint Agree	Grounds	\$100.00		\$100.00	
ISAC					
Deferred Revenue		\$98.00			\$98.00
Illinois Comm College Journalism					
Registration Fees	Club Expenses	\$330.00			\$330.00
Illinois Federation of Teachers					
Union Dues-RFT		\$1,780.32	\$1,780.32		

Bills for Ratification

September 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Illinois Federation of Teachers					
Union Dues-RFT		\$1,817.41	\$1,817.41		
Illinois State Disbursement Unit					
Wage Garnishment Orders		\$295.46	\$295.46		
Wage Garnishment Orders		\$295.46	\$295.46		
Inceptia					
Contractual-Other	Fin Aid & Vet Affairs	\$44.55	\$44.55		
Indiana Safety					
Instructional Supplies	Basic Law Enforce Trng	\$375.87			\$375.87
Instructional Supplies	Basic Law Enforce Trng	\$679.16			\$679.16
Jones & Sullivan Ent					
Building Repair/Maint	Maintenance	\$2,404.59		\$2,404.59	
Jones, Mackenzie Noel					
Student Tuition Rec		\$441.00	\$441.00		
Jones, Patricia A					
Student Tuition Rec		\$84.00	\$84.00		
Juicebox Interactive					
Contractual-Other	Marketing	\$15,175.00	\$15,175.00		
KONE Inc					
Equip Repair/Maint Agree	Maintenance	\$359.42		\$359.42	
King-Lar Company					
Instructional Supplies	Collision Repair Tech	\$122.00	\$122.00		
Kirby Risk Electric Supply					
Equipment-Instructional	Engineering Technology	\$261.60			\$261.60
Equipment-Instructional	Engineering Technology	\$340.11			\$340.11
Equipment-Instructional	Engineering Technology	\$523.23			\$523.23
Equipment-Instructional	Engineering Technology	\$1,046.46			\$1,046.46
Equipment-Instructional	Engineering Technology	\$19,622.07			\$19,622.07
Kitchens, Crystal Lynn					
Publications & Dues	Health Information Tech	\$185.00	\$185.00		
Kitson, Dreux Sebastian					
Student Tuition Rec		(\$2,080.00)	(\$2,080.00)		
Student Tuition Rec		\$93.00	\$93.00		
Student Tuition Rec		\$2,080.00	\$2,080.00		
Kramer, Julianne Rose					
Student Tuition Rec		\$882.00	\$882.00		
Lamar Companies					
Advertising	Marketing	\$446.25	\$446.25		
Logan, Caleb Michael					
Student Tuition Rec		\$588.00	\$588.00		
MANCOMM					
Instructional Supplies	Credit	\$393.11			\$393.11
MJ Kellner					
Equipment-Service	Bistro 537	\$5,915.40			\$5,915.40
MR Systems Wireless					
Internet	Clinton Center O&M	\$57.00		\$57.00	
Macon Resources Inc					
Laundry/Linen Supplies	Allied Health	\$14.21	\$14.21		
Laundry/Linen Supplies	Allied Health	\$26.46	\$26.46		
Marquis Beverage Service					
Food Supply Costs	Cafe	\$79.50			\$79.50
Food Supply Costs	Cafe	\$238.50			\$238.50
Food Supply Costs	Bistro 537	\$54.95			\$54.95
Instructional Supplies	Coffee House	\$317.90			\$317.90
Instructional Supplies	Coffee House	\$449.95			\$449.95
Maverik Marketing					
Uniforms	Basic Corrections Trng	\$1,308.00			\$1,308.00
May Cocagne & King PC					
Audit Services	Audit	\$20,000.00			\$20,000.00
Mazzotti Services					
Uniforms	Basic Corrections Trng	\$84.00			\$84.00
Materials	Law Enforce Trng Ctr	\$230.00			\$230.00
Uniforms	Law Enforce Trng Ctr	\$604.00			\$604.00
Uniforms	Basic Law Enforce Trng	\$66.00			\$66.00
Expense-Other	Law Enforce Trng Ctr	\$100.00			\$100.00
Uniforms	Basic Law Enforce Trng	\$708.00			\$708.00
Uniforms	Basic Law Enforce Trng	\$3,598.00			\$3,598.00
Materials	Diesel Med/Hvy Trk Tech	\$52.25	\$52.25		
McGrath, Jason					
Student Tuition Rec		\$245.00	\$245.00		
Medline Industries Inc					
Instructional Supplies	Instruction	\$9.95			\$9.95
Melton, Julie Lynn					

Bills for Ratification

September 2018



Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Melton, Julie Lynn					
Telephone	Foundation & Development	\$60.00	\$60.00		
Menards Inc					
Maintenance Supplies	Maintenance	\$2.57		\$2.57	
Maintenance Supplies	Maintenance	\$3.96		\$3.96	
Maintenance Supplies	Maintenance	\$4.89		\$4.89	
Maintenance Supplies	Maintenance	\$39.89		\$39.89	
Building Improvements	Renovations / Remodeling	\$844.02			\$844.02
Maintenance Supplies	Maintenance	\$10.95		\$10.95	
Maintenance Supplies	Maintenance	\$15.71		\$15.71	
Maintenance Supplies	Maintenance	\$34.01		\$34.01	
Building Improvements	Renovations / Remodeling	\$39.35			\$39.35
Maintenance Supplies	Maintenance	\$103.48		\$103.48	
Building Repair/Maint	Maintenance	\$162.00		\$162.00	
Inventory-CentralStores		\$181.10	\$181.10		
Mid-America Advertising					
Advertising	Marketing	\$250.00	\$250.00		
Advertising	Marketing	\$250.00	\$250.00		
Advertising	Marketing	\$250.00	\$250.00		
Advertising	Marketing	\$650.00	\$650.00		
Midwest Credit & Collections Inc					
Wage Garnishment Orders		\$239.69	\$239.69		
Wage Garnishment Orders		\$169.89	\$169.89		
Wage Garnishment Orders		\$239.69	\$239.69		
Millikin University					
Contractual-Other	Chemistry-Baccalaureate	\$8,492.00	\$8,492.00		
Mouser Electronics					
Instructional Supplies	Phys Sci/Physic-Baccal	\$15.99	\$15.99		
Instructional Supplies	Phys Sci/Physic-Baccal	\$44.91	\$44.91		
Mutual of Omaha					
Federal COBRA Receivable		\$2,111.28	\$2,111.28		
LTD Insurance		\$1,723.58	\$1,723.58		
Life Insurance		\$2,309.80	\$2,309.80		
NCWE					
Staff/Faculty Developmen	CPED Administration	\$1,500.00			\$1,500.00
Napa Auto Parts					
Instructional Supplies	Automotive-Tech Occ	\$189.99	\$189.99		
Instructional Supplies	Automotive-Tech Occ	\$23.92	\$23.92		
Nasco					
Instructional Supplies	Phys Sci/Physic-Baccal	\$69.29	\$69.29		
Nichols Paper & Supply Co					
Maintenance Supplies	Custodial	\$138.87		\$138.87	
Maintenance Supplies	Custodial	\$369.72		\$369.72	
Maintenance Supplies	Custodial	\$808.27		\$808.27	
Maintenance Supplies	Custodial	\$237.45		\$237.45	
Maintenance Supplies	Custodial	\$197.95		\$197.95	
Maintenance Supplies	Custodial	\$1,402.01		\$1,402.01	
Niemann Foods					
Food Supply Costs	Cafe	\$7.77			\$7.77
Food Supply Costs	Cafe	\$48.58			\$48.58
Food Supply Costs	Cafe	\$115.92			\$115.92
O'Reilly Auto Parts					
Instructional Supplies	Automotive-Tech Occ	(\$21.98)	(\$21.98)		
Instructional Supplies	Automotive-Tech Occ	(\$17.76)	(\$17.76)		
Instructional Supplies	Automotive-Tech Occ	\$232.93	\$232.93		
Instructional Supplies	Automotive-Tech Occ	(\$63.94)	(\$63.94)		
Instructional Supplies	Automotive-Tech Occ	(\$7.38)	(\$7.38)		
Instructional Supplies	Automotive-Tech Occ	\$17.98	\$17.98		
Instructional Supplies	Automotive-Tech Occ	\$101.36	\$101.36		
Instructional Supplies	Automotive-Tech Occ	\$1.43	\$1.43		
Instructional Supplies	Automotive-Tech Occ	\$5.49	\$5.49		
Instructional Supplies	Automotive-Tech Occ	\$6.29	\$6.29		
Instructional Supplies	Automotive-Tech Occ	\$8.05	\$8.05		
Instructional Supplies	Automotive-Tech Occ	\$18.49	\$18.49		
Instructional Supplies	Automotive-Tech Occ	\$31.21	\$31.21		
Instructional Supplies	Automotive-Tech Occ	\$62.38	\$62.38		
Instructional Supplies	Automotive-Tech Occ	\$82.19	\$82.19		
Instructional Supplies	Automotive-Tech Occ	\$90.71	\$90.71		
Instructional Supplies	Automotive-Tech Occ	\$26.95	\$26.95		
Instructional Supplies	Automotive-Tech Occ	\$39.98	\$39.98		
Instructional Supplies	Automotive-Tech Occ	\$77.41	\$77.41		
Office Depot Inc					
Inventory-CentralStores		\$532.60	\$532.60		

Bills for Ratification



September 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Okaw Valley Orchard					
Travel-In State	Horticulture-Bus Occup	\$60.00	\$60.00		
Oliver, Brooke D					
Travel-In State Mileage	Surgical Tech-Health Occ	\$209.28	\$209.28		
Oliver, John					
Travel-In State	CPED Administration	\$49.05			\$49.05
Olson, Colleen					
Interpreter Salary	Academic Success	\$528.69	\$528.69		
Interpreter Salary	Academic Success	\$528.69	\$528.69		
Orv Graham Radio Advertising					
Advertising	Marketing	\$200.00	\$200.00		
Partners In Leadership LLC					
Materials	Faculty/Staff Devlp Rela	\$939.67	\$939.67		
Pasco Scientific					
Instructional Supplies	Phys Sci/Physic-Baccal	\$1,722.00	\$1,722.00		
Equipment-Instructional	Phys Sci/Physic-Baccal	\$3,032.00	\$3,032.00		
Per Mar Security & Research					
Security	Liab Protection & Settle	\$3,594.93			\$3,594.93
Security	Security	\$149.79		\$149.79	
Security	Liab Protection & Settle	\$198.72			\$198.72
Security	Security	\$8.28		\$8.28	
Security	Liab Protection & Settle	\$3,500.16			\$3,500.16
Security	Security	\$146.24		\$146.24	
Security	Liab Protection & Settle	\$4,266.50			\$4,266.50
Security	Security	\$177.78		\$177.78	
Security	Liab Protection & Settle	\$3,634.10			\$3,634.10
Security	Security	\$151.43		\$151.43	
Pettitt, Jessica					
Other Current Obligation		\$6,200.00			\$6,200.00
Pharmacy Technician Certificatio					
Fees Pass Thru Nursing		\$129.00	\$129.00		
Pocket Nurse					
Instructional Supplies	AAS Nursing -Health Occ	\$362.55	\$362.55		
Pride Cleaners					
Contractual-Other	Cafe	\$23.10			\$23.10
Contractual-Other	Cafe	\$29.40			\$29.40
Contractual-Other	Culinary Arts	\$12.66	\$12.66		
Contractual-Other	Culinary Arts	\$20.64	\$20.64		
Contractual-Other	Cafe	\$33.60			\$33.60
Contractual-Other	Bistro 537	\$54.18			\$54.18
Contractual-Other	Bistro 537	\$65.79			\$65.79
Contractual-Other	Cafe	\$82.56			\$82.56
Contractual-Other	Cafe	\$12.90			\$12.90
Contractual-Other	Culinary Arts	\$19.35	\$19.35		
Contractual-Other	Culinary Arts	\$21.93	\$21.93		
Contractual-Other	Bistro 537	\$27.09			\$27.09
Contractual-Other	Cafe	\$31.50			\$31.50
Contractual-Other	Cafe	\$110.94			\$110.94
Contractual-Other	Bistro 537	\$118.68			\$118.68
Purnell, Kourtney R					
Student Tuition Rec		\$38.86	\$38.86		
R D McMillen Enterprises					
Maintenance Supplies	Custodial	\$237.12		\$237.12	
RCC Bookstore					
NonTaxBooks-Scholarships		\$32.00	\$32.00		
Instructional Supplies	Emergency Medical Svcs	\$89.75	\$89.75		
Instructional Supplies	Fire Science-Tech Occ	\$83.00	\$83.00		
Instructional Supplies	Dean-Math Science Busine	\$209.50	\$209.50		
Materials	Club Expenses	\$237.00			\$237.00
Participant Supplies	Grant-Administration	\$280.75			\$280.75
NonTaxBooks -Workforce		\$302.13	\$302.13		
NonTaxBooks-Scholarships		\$442.94	\$442.94		
Materials	Club Expenses	\$601.00			\$601.00
Instructional Supplies	Credit	\$4,854.92			\$4,854.92
Books-Loans		\$367.89	\$367.89		
Pell Taxable Books		\$10,731.78	\$10,731.78		
NonTaxBooks -Workforce		\$11,484.35	\$11,484.35		
NonTaxBooks-Scholarships		\$37,838.48	\$37,838.48		
RCC Foundation					
Richland Foundation		\$121.66	\$121.66		
Richland Foundation		\$121.66	\$121.66		
Ray O'Herron Company Inc					
Firearms & Accessories	Basic Corrections Trng	\$3,720.00			\$3,720.00

Bills for Ratification

September 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Reeves, Hannah N	Student Tuition Rec		\$54.00	\$54.00		
Refreshment Services Pepsi	Food Supply Costs	Cafe	\$65.57			\$65.57
	Food Supply Costs	Cafe	(\$75.00)			(\$75.00)
	Food Supply Costs	Cafe	\$58.56			\$58.56
	Food Supply Costs	Cafe	\$174.26			\$174.26
	Food Supply Costs	Cafe	\$843.97			\$843.97
	Food Supply Costs	Cafe	\$557.75			\$557.75
	Food Supply Costs	Cafe	\$47.12			\$47.12
	Food Supply Costs	Cafe	\$637.26			\$637.26
Richardson, Sara Louise	Wage Garnishment Orders		\$273.70	\$273.70		
	Wage Garnishment Orders		\$443.59	\$443.59		
Rogiers, Ryan S	Travel-Out of State	Culinary Arts	\$1,898.67	\$1,898.67		
Rush Truck Leasing	Install Pymt Lease/Purch	Grounds	\$2,239.13		\$2,239.13	
Russell, Leslie J	Participant Supplies	Grant-Administration	\$152.31			\$152.31
S J Smith Company Inc	Instructional Supplies	Human Simulator	\$88.66	\$88.66		
	Contractual-Other	Club Expenses	\$10.85			\$10.85
	Contractual-Other	Club Expenses	\$15.60			\$15.60
	Materials	Automotive-Tech Occ	\$21.70	\$21.70		
	Instructional Supplies	Human Simulator	\$88.66	\$88.66		
STL Communications Inc	Contractual-Other	Liab Protection & Settle	\$1,558.95			\$1,558.95
	Contractual-Other	Liab Protection & Settle	\$1,558.95			\$1,558.95
Sam's Club Direct	Inventory-CentralStores		\$328.12	\$328.12		
	Maintenance Supplies	Maintenance	\$17.64		\$17.64	
Samoores, Christine Marie	Interpreter Salary	Academic Success	\$618.44	\$618.44		
	Interpreter Salary	Academic Success	\$618.44	\$618.44		
Scenario Learning LLC	Computer Software	Academic Lab Support	\$2,350.00	\$2,350.00		
Schneider, Thomas P	Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Schoonover, Kelly C	Travel-In State Mileage	Enrollment Management	\$100.29	\$100.29		
Scott Fisher Enterprises Inc	Pest Control	Maintenance	\$850.00		\$850.00	
	Pest Control	Maintenance	\$850.00		\$850.00	
Secretary of State	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
	Instructional Supplies	Credit	\$50.00			\$50.00
Shaw Industries Inc	Building Repair/Maint	Maintenance	\$9,355.73		\$9,355.73	
Sherwin Williams Company	Building Repair/Maint	Maintenance	\$155.36		\$155.36	
Shippers Rental Inc	Equipment Rental	Credit	\$1,750.00			\$1,750.00
Skeff Distributing Co	Instructional Supplies	Bistro 537	\$680.25			\$680.25
	Instructional Supplies	Bistro 537	\$358.35			\$358.35
Sloan Implement Company Inc	Grounds Maintenance	Grounds	\$197.77		\$197.77	
Smithers, Jess R	Travel-In State Mileage	Agriculture	\$23.98	\$23.98		
	Travel-In State	Agribusiness-OccTech	\$58.86	\$58.86		
Specialty Paint	Instructional Supplies	Collision Repair Tech	\$47.45	\$47.45		
	Instructional Supplies	Collision Repair Tech	\$117.63	\$117.63		
	Instructional Supplies	Collision Repair Tech	\$278.00	\$278.00		
Standard Chair of Gardner	Employee Recognition EAT	Faculty/Staff Devlp Rela	\$398.00	\$398.00		
Star Silkscreen Design Inc	Materials	Enrollment Management	\$110.00	\$110.00		
State Universities Retirement	SURS 1/2%		\$1,994.50	\$1,994.50		
	SURS 8%		\$18,894.59	\$18,894.59		

Bills for Ratification

September 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
State Universities Retirement					
SURS 1/2%		\$1,956.54	\$1,956.54		
SURS 8%		\$2,199.39	\$2,199.39		
SURS 8%		\$16,521.82	\$16,521.82		
SURS 1/2%		\$1,992.88	\$1,992.88		
SURS 8%		\$18,856.10	\$18,856.10		
SURS 1/2%		\$1,954.26	\$1,954.26		
SURS 8%		\$2,085.63	\$2,085.63		
SURS 8%		\$16,546.59	\$16,546.59		
SURS 1/2%		\$1,998.48	\$1,998.48		
SURS 8%		\$19,179.81	\$19,179.81		
Stericycle					
Materials	AAS Nursing -Health Occ	\$475.62	\$475.62		
Sunbelt					
Equipment Rental	Maintenance	(\$634.35)		(\$634.35)	
Equipment Rental	Maintenance	\$1,134.50		\$1,134.50	
Supplies Outlet					
Inventory-CentralStores		\$1,983.54	\$1,983.54		
Sysco Central Illinois Inc					
Instructional Supplies	Culinary Arts	\$60.84	\$60.84		
Materials	Culinary Arts	\$85.89	\$85.89		
Instructional Supplies	Culinary Arts	\$360.02	\$360.02		
Instructional Supplies	Culinary Arts	\$1,478.17	\$1,478.17		
Food Supply Costs	Cafe	\$1,439.29			\$1,439.29
Materials	Cafe	\$421.59			\$421.59
Food Supply Costs	Cafe	\$1,872.93			\$1,872.93
Materials	Cafe	\$293.71			\$293.71
Food Supply Costs	Cafe	\$2,371.53			\$2,371.53
Materials	Cafe	\$253.66			\$253.66
Food Supply Costs	Cafe	(\$14.86)			(\$14.86)
Materials	Cafe	\$45.09			\$45.09
Instructional Supplies	Culinary Arts	\$114.30	\$114.30		
Instructional Supplies	Culinary Arts	\$275.71	\$275.71		
Food Supply Costs	Bistro 537	\$469.52			\$469.52
Food Supply Costs	Cafe	\$1,416.53			\$1,416.53
Materials	Cafe	\$191.60			\$191.60
Food Supply Costs	Cafe	\$1,547.64			\$1,547.64
Materials	Cafe	\$257.07			\$257.07
Food Supply Costs	Cafe	\$2,289.16			\$2,289.16
Materials	Cafe	\$704.79			\$704.79
Instructional Supplies	Culinary Arts	(\$33.46)	(\$33.46)		
Food Supply Costs	Cafe	(\$13.39)			(\$13.39)
Instructional Supplies	Coffee House	\$47.57			\$47.57
Materials	Culinary Arts	\$103.18	\$103.18		
Instructional Supplies	Culinary Arts	\$123.26	\$123.26		
Materials	Cafe	\$277.38			\$277.38
Food Supply Costs	Bistro 537	\$712.43			\$712.43
Instructional Supplies	Culinary Arts	\$914.80	\$914.80		
Food Supply Costs	Cafe	\$2,486.55			\$2,486.55
Food Supply Costs	Cafe	\$2,923.62			\$2,923.62
Materials	Cafe	\$395.40			\$395.40
Food Supply Costs	Cafe	\$2,704.79			\$2,704.79
Materials	Cafe	\$1,030.03			\$1,030.03
Food Supply Costs	Cafe	(\$19.05)			(\$19.05)
Food Supply Costs	Cafe	\$355.48			\$355.48
Food Supply Costs	Cafe	\$1,415.91			\$1,415.91
Materials	Cafe	\$28.63			\$28.63
Food Supply Costs	Cafe	\$853.57			\$853.57
Materials	Cafe	\$626.43			\$626.43
Food Supply Costs	Cafe	\$1,496.51			\$1,496.51
Materials	Cafe	\$125.33			\$125.33
Food Supply Costs	Cafe	\$3,055.49			\$3,055.49
Materials	Cafe	\$1,060.50			\$1,060.50
TLC's Ice Cream LLC					
Event Expense	Club Expenses	\$615.00			\$615.00
The Decatur Club					
Publications & Dues	Presidents Office	\$157.05	\$157.05		
The Omni Group					
Contractual-Other	Human Resources	\$6.00	\$6.00		
ThyssenKrupp Elevator Corp					
Equip Repair/Maint Agree	CSI Building O&M	\$516.12		\$516.12	
Top Quality Roofing Company					
Equip Repair/Maint Agree	Maintenance	\$190.00		\$190.00	

Bills for Ratification



September 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
United Way of Decatur/Macon					
United Way		\$192.47	\$192.47		
United Way		\$192.47	\$192.47		
WWR International					
Instructional Supplies	Phys Sci/Physic-Baccal	\$31.34	\$31.34		
Valdez, Cristobal O					
Telephone	Presidents Office	\$125.00	\$125.00		
WDKR Radio Station					
Advertising	Marketing	\$140.00	\$140.00		
WXFM					
Advertising	Marketing	\$140.00	\$140.00		
Walgreen Drug Stores					
Employee Recognition EAT	Faculty/Staff Devlp Rela	\$405.95	\$405.95		
Ward's Natural Sci Est LLC					
Instructional Supplies	Phys Sci/Physic-Baccal	\$498.70	\$498.70		
Weiskamp Screen Printing					
Event Expense	Club Expenses	\$530.84			\$530.84
Western Illinois University					
Materials	Student Servs-Counseling	\$3,240.00			\$3,240.00
Wilderman, Kristen Jade					
Student Tuition Rec		\$3,262.00	\$3,262.00		
Williams, Tad A					
Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Withers-Banks, Sherie					
Revenue-Misc/OtherSource		\$1,500.00	\$1,500.00		
Travel-In State	Student Activities	\$1,500.00			\$1,500.00
Withrow, Tracy L					
Telephone	Marketing	\$50.00	\$50.00		
Workforce Investment Solutions					
Accrued Expenses		\$24.65	\$24.65		
Worksaver, Inc.					
Equipment-Service	Grounds	\$5,726.70			\$5,726.70
World Point ECC Inc					
Instructional Supplies	NonCredit	\$249.14			\$249.14
Instructional Supplies	NonCredit	\$84.62			\$84.62
Instructional Supplies	Allied Health	\$4.14	\$4.14		
Instructional Supplies	NonCredit	\$719.10			\$719.10
Wright, Dalton					
Student Tuition Rec		\$235.00	\$235.00		
Xerox Corporation					
Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
Install Pymt Lease/Purch	Copiers	\$822.14	\$822.14		
Printing	Marketing	\$170.06	\$170.06		
Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
Install Pymt Lease/Purch	Copiers	\$822.14	\$822.14		
Printing	Marketing	\$583.40	\$583.40		
		\$885,581.90	\$518,195.57	\$82,638.12	\$284,748.21

Macon County Law Enforcement Training Center Revenue & Expenses



SEPT 1819

	SEPT Actual	YTD Actual	Budget
Revenue			
Basic Law Enforce Acad	\$81,992.53	\$89,062.03	\$810,000.00
Basic Corrections Acad	\$47,124.00	\$48,720.00	\$192,000.00
Misc Law Enforce Trng	\$0.00	\$350.00	\$7,500.00
Uniform/Lodging Reimburs	\$0.00	\$1,780.00	\$72,200.00
Gifts/Donations	\$27,500.00	\$27,500.00	\$110,000.00
Revenue-Misc/OtherSource	\$244.80	\$817.60	\$1,200.00
Total Revenue	\$156,861.33	\$168,229.63	\$1,192,900.00
Expenses			
Law Enforce Trng Ctr			
Administrative Staff Sal	\$19,653.86	\$52,942.36	\$200,000.00
Professional/Tech Salary	\$7,099.00	\$21,262.20	\$90,477.00
SURS-RetireeHealthContri	\$133.76	\$371.02	\$1,475.00
Group Medical Ins	\$3,315.57	\$7,125.89	\$22,865.00
Group Dental Ins	\$91.30	\$189.94	\$595.00
Group Life Ins	\$92.43	\$250.51	\$1,185.00
Group LTD Ins	\$66.55	\$179.91	\$725.00
Medicare	\$0.00	\$0.00	\$0.00
Contractual-Other	\$0.00	\$250.00	\$620.00
Meals	\$7,842.00	\$7,842.00	\$0.00
Office Supplies	\$67.38	\$223.78	\$2,400.00
Vehicle Expense	\$0.00	\$789.66	\$3,500.00
Printing	\$0.00	\$0.00	\$500.00
Materials	\$230.00	\$1,117.91	\$250.00
Postage	\$64.40	\$64.40	\$500.00
Non Consumable Supplies	\$0.00	\$0.00	\$2,500.00
Uniforms	\$604.00	\$832.57	\$1,000.00
Meeting Expense	\$0.00	\$0.00	\$2,000.00
Registration Fees	\$0.00	\$0.00	\$1,000.00
Travel-In State	\$0.00	\$79.80	\$3,500.00
Equipment Rental	\$157.28	\$321.46	\$3,000.00
Telephone	\$120.00	\$360.00	\$1,440.00
Expense-Other	\$100.00	\$241.69	\$4,853.00
Basic Law Enforce Trng			
P/T Faculty Salary	\$547.50	\$34,497.50	\$148,150.00
Building Repair/Maint	\$0.00	\$84.97	\$0.00
Meals	\$0.00	\$18,961.93	\$198,000.00
Office Supplies	\$0.00	\$155.35	\$100.00
Instructional Supplies	\$1,462.69	\$3,917.68	\$45,000.00
Firearms & Accessories	\$0.00	\$74.27	\$84,000.00
Printing	\$0.00	\$36.00	\$6,000.00
Materials	\$0.00	\$29.40	\$0.00
Computer Software	\$0.00	\$2,595.00	\$0.00
Uniforms	\$4,372.00	\$4,414.00	\$60,000.00
Expense-Other	\$0.00	\$297.25	\$0.00
Basic Corrections Trng			
P/T Faculty Salary	\$6,785.00	\$12,020.00	\$37,250.00
Meals	\$15,115.00	\$29,181.00	\$40,000.00
Office Supplies	\$0.00	\$27.98	\$0.00
Instructional Supplies	\$0.00	\$107.23	\$34,000.00
Firearms & Accessories	\$3,720.00	\$3,720.00	\$5,000.00
Printing	\$0.00	\$51.00	\$3,500.00

Macon County Law Enforcement Training Center Revenue & Expenses



SEPT 1819

	SEPT Actual	YTD Actual	Budget
Expenses			
Basic Corrections Trng			
Uniforms	\$1,392.00	\$3,008.00	\$5,000.00
Misc Law Enforce Trng			
P/T Faculty Salary	\$0.00	\$0.00	\$5,000.00
Meals	\$0.00	\$0.00	\$1,500.00
Law Enforce Trng Ctr O&M			
Custodial,Maint Stf Sal	\$0.00	\$0.00	\$5,000.00
Custodial,Maint-Temp	\$0.00	\$0.00	\$0.00
Medicare	\$0.00	\$0.00	\$0.00
FICA-Social Security	\$0.00	\$0.00	\$0.00
Equip Repair/Maint Agree	\$0.00	\$60.00	\$7,000.00
Custodial Services	\$0.00	\$6,751.22	\$54,750.00
Building Repair/Maint	\$0.00	\$0.00	\$7,000.00
Facility Repair	\$0.00	\$0.00	\$0.00
Pest Control	\$0.00	\$600.00	\$4,600.00
Grounds Maintenance	\$0.00	\$0.00	\$5,000.00
Office Supplies	\$0.00	\$243.69	\$0.00
Maintenance Supplies	\$568.78	\$788.41	\$24,000.00
Non Consumable Supplies	\$0.00	\$76.95	\$2,500.00
Laundry/Linen Supplies	\$0.00	\$526.56	\$4,525.00
Electricity and Nat Gas	\$1,887.87	\$5,124.30	\$40,000.00
Water,Sewage	\$198.75	\$677.37	\$6,600.00
Telephone	\$0.00	\$0.00	\$4,200.00
Refuse Disposal	\$0.00	\$285.67	\$1,740.00
Internet	\$3,241.30	\$3,241.30	\$6,600.00
Equipment-Service	\$0.00	\$0.00	\$2,500.00
Expense-Other	\$0.00	\$52.50	\$0.00
Total Expenses	\$78,928.42	\$226,051.63	\$1,192,900.00
Net Revenue & Expenses	\$77,932.91	(\$57,822.00)	\$0.00

Executive Session- October 16, 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.