December 2018 - Board of Trustees Meeting

December 18, 2018

Richland Community College - Board Room

Meeting Book - December 2018 - Board of Trustees Meeting

December 2018 Board of Trustees Meeting

Annual Board Book Calendar

2018 Board Book Annual Calendar.pdf

Principles of Sustainability

Principles of Sustainability.pdf

Innovation and Quality Performance System

Innovation and Quality Performance System.pdf

Strategic Plan Priorities

2016 Strategic Plan Priorities Feb 2016.pdf

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 November 20, 2018

November MINUTES OF BOARD OF TRUSTEES REGULAR MEETING.pdf

Appearance of Citzens and Introduction of Guests

Written Communications

College Activities Report — Tracy Withrow

December Activities Report.pdf

Personnel Update

December Personnel Update.pdf

Special Reports

Report of ICCTA

Report of Agreements/Contracts Signed by President Valdez for the Month of November 2018

November Agreements.pdf

Report of Student Trustee

December 2018 Student Trustee Report.pdf		
Foundation Report	No action necessary	Julie Melton
BOT Report November 2018 (002).pdf		
FY19 Annual Plan Dashboard - 9.30.18.pdf		
New Business		
New Program - Agronomy	Needs Action	Andy Hynds
Agronomy letter to Board December 2018.pdf		
Course Placement Criteria - Revision of Board Policy 4.1.2.1, 4.1.2.2, and 4.1.3 - First Reading	No action necessary	Dr. Denise Crews
Crews - Multiple Placement Measures Memo.pdf		
Crews - Multiple placement measures revised Section 4 related policies.pdf		
New Program - Cybersecurity	Needs Action	Andy Hynds
Cybersecurity letter to Board December 2018.pdf		
Resolution No. 19.4 - Reauthorization to Participate in the Illinois School District Liquid Asset Fund	Needs Action	Greg Florian
PMA Illinois Liquid Asset Fund Reauthorization 2018.pdf		
Resolution No. 19.4.pdf		
Approval of Purchase - 2018 Chevy Tahoe	Needs Action	Greg Florian
Tahoe Board Memo 11.1.18.pdf		
Approval of Lease Amendment with University of Illinois Extension	Needs Action	Greg Florian
U of I Extension Lease Renewal 2019 12.4.18.pdf		
Approval of Purchase of Portable Monitor Defibrillator Machine	Needs Action	Greg Florian
Portable Monitor Defibrillator Board Memo 12.10.18.pdf		
Approval of Law Enforcement Mutual Aid Agreement	Needs Action	Greg Florian
ILEAS Mutual Aid Memo 11.1.18.docx		
Resolution No. 19.5.pdf		
Resolution 19.6 - Fiscal Year Tax Levy	Needs Action	Greg Florian
REVISED Tax Levy Memo.pdf		
FY20 Tax Levy - Resolution No. 19.6.pdf		
Board Policies, Proposals, and Changes		
Board Policy Section 3 - Personnel - First Reading	No action necessary	Greg Florian
Board Policy Section 3 First Reading 12.18.18.pdf		
Section 3 2018 revision draft 1.22.18 revising 12-10-18 First Reading.pdf		
Financial Report		
December Financial Memo.pdf		

11 November 2018.pdf

Report of the President

Items from the Board

Executive Session Needs Action

December Execcutive Session.pdf

Adjournment Needs Action

BOARD BOOK ANNUAL CALENDAR

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

BOARD BOOK ANNUAL CALENDAR

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

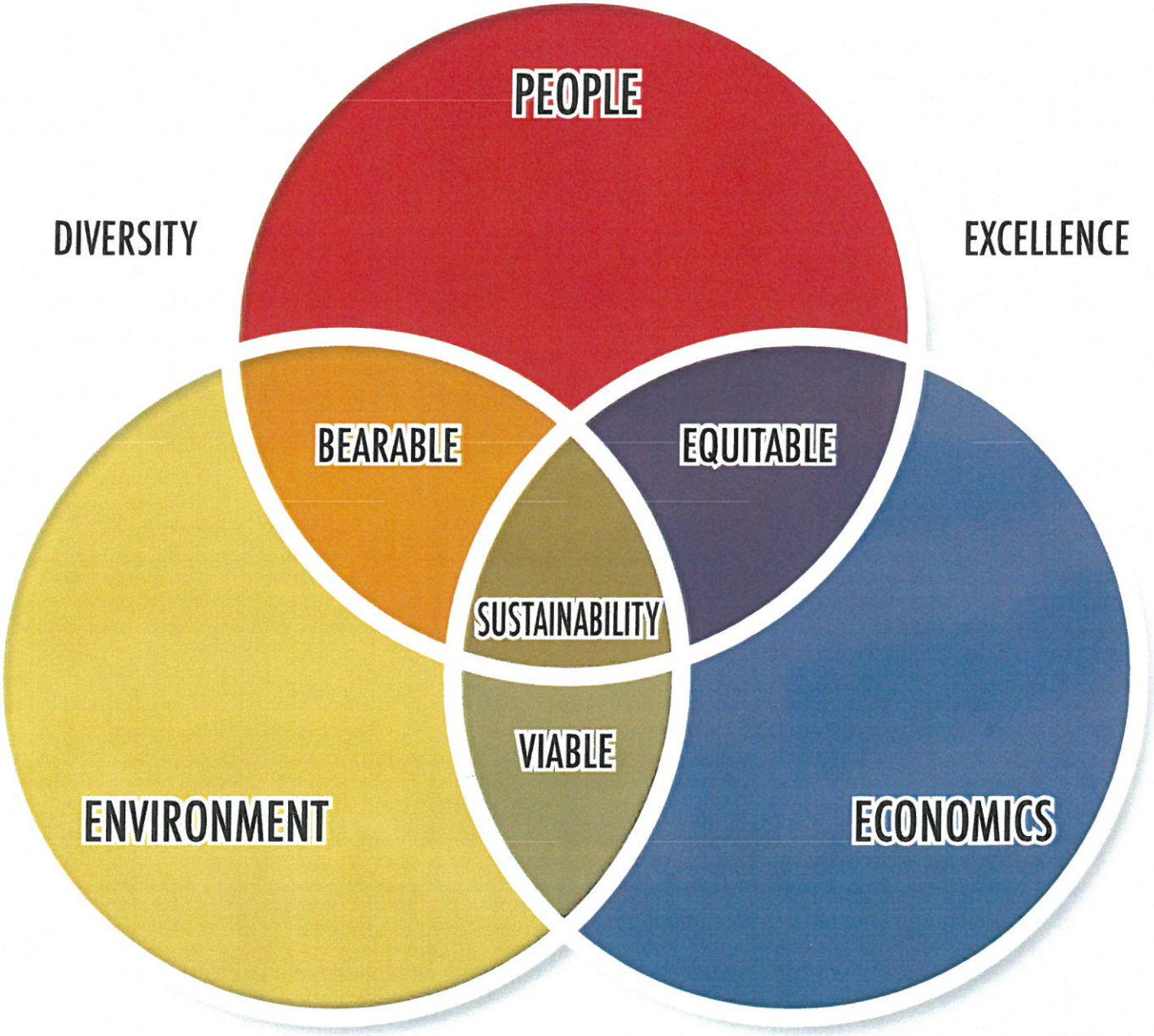
Resolution for Fiscal Year Tax Levy

Review of Minutes of Previous Executive Sessions

Winter Board Retreat

Strategic Plan Priorities Results Report

PRINCIPLES OF SUSTAINABILITY



Richland
COMMUNITY COLLEGE

Innovation and Quality Performance System

Richland COMMUNITY COLLEGE

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

IBHE Public Agenda/ ICCB Reporting

Strategic Plan

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 addressees 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.

Implementation and Performance

L2 Division/Department/Area Balanced Scorecards

L1 Institutional Balanced Scorecard

Public Accountability

DashBoard

Annual Performance Report

Implementation and Performance

Public Accountability

Higher Learning Commission Academic Quality Improvement Program (AQIP)

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

November 20, 2018

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:31 p.m. Tuesday, November 20, 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 Cooprider, Randy Prince, Jim Underwood, Dale Colee, and Nathan Buggar

Trustees Absent: Bishop Wayne Dunning

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the regular meeting of October 16, 2018 and the amended minutes of the September 18, 2018 had been distributed to the Board prior to this meeting.

Dr. Cooprider moved to approve the minutes of the Regular Meeting of October 16, 2018 and the amended minutes of the September 18, 2018 meeting. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Shannice Berry, Director of Enrollment and Nick Gorenz, CDL Training Coordinator.

WRITTEN COMMUNICATIONS

College Activities Report

- Richland Art Bazaar – MSC – December 4 - 10:00 a.m. – 3:00 p.m.
- Grad Fair – MSC – December 6 – 1:00 p.m.
- Emotional Intelligence, Efficacy, and Success Workshop – NSEC – December 7 – 10:00 a.m.
- Nutcracker – Shilling Auditorium – December 7, 8, 9
- Final Exams – December 8-13
- Board of Trustees Meeting – Board Room, December 18, 2018

- Other activities listed in the Board Book

Thank you notes were received from Senator Manar's office, Accreditation letter from the Higher Learning Commission extending reaffirmation from 2023-2024, and a thank you note from the Farm to Fund NE Community Fund.

Personnel Update

New Employees

- Shannice Berry, Director of Enrollment, effective October 22, 2018
- Tara Mata, Accommodations Specialist, effective October 22, 2018

REPORT OF THE AUDIT COMMITTEE

Dr. David Cooprider reported on the Audit Committee Meeting held on November 9, 2018 with May, Cocagne, & King P.C.

SPECIAL REPORTS

1. Audit Presentation – Craig Negangard, May, Cocagne, & King P.C.
2. Tricia Cordulack presented the College Spotlight – Scholarship Success
3. Dr. Denise Crew, Vice President of Academic Services, presented the Academic Profile Monitoring Report

REPORT OF ICCTA

Bruce Campbell attended the ICCTA meeting in Lisle on November 9, 2018. He presented legal updates from Robbins Schwarts.

REPORT OF STUDENT TRUSTEE

Student Trustee Nathan Buggar presented the Student Government Report.

AGREEMENTS AND CONTRACTS SIGNED BY DR. VALDEZ

Dr. Valdez signed the Clinical Agreement between Richland Community College and HSHS Medical Group.

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

FOUNDATION REPORT

Julie Melton gave updates on Employee Campaign, the National Philanthropy Event that honored the Schrodt Family, and future Foundation events.

CONSENT AGENDA

It was recommended that the Board of Trustees authorize the destruction of the verbatim record of the May 16, 2017 closed session.

It was recommended that the Board of Trustees approve the time and place for the 2019 Regular Board of Trustees Meetings.

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

NEW BUSINESS

It was recommended that the Board of Trustees award the purchase to Motorola/Clear Talk Illinois Cooperative Association of Decatur and authorize the College Administration to execute a contract with the company not-to exceed $25,000.00, as presented.

Prince moved to approve the recommendation to award the purchase to Motorola/Clear Talk Illinois Cooperative Association of Decatur and authorize the College Administration to execute a contract with the company, not-to-exceed $25,000.00, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

It was recommended to the Board of Trustees that the College award a bid to Shippers Rental Company of Quincy and authorize the College Administration to execute a contract with the company for a total of $2,100.00 per month for 9 months with an option to continue at the lease rate of an additional 51 months, as presented.

Dr. Cooprider moved to award a bid to Shippers Rental Company of Quincy and authorize the College Administration to execute a contract with the company for a total of $2,100.00 per month for 9 months with an option to continue at the lease rate of an additional 51 months, as presented. Prince seconded. Roll call being all ayes, Chairman Ritter declared the motion carried.

A recommendation was made to the Board of Trustees to approve the Protection, Health & Safety Project to repair and replace the Center Core HVAC units at a total cost of $302,200.00 and approve Resolution No. 19-2 authorizing the tax levy sufficient to fund this project, as presented.

Underwood moved to approve the Protection, Health, & Safety Project and approve Resolution 19-2, as presented. Colee seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

A recommendation was made to the Board of Trustees to adopt the 2019-2022 Academic/College Calendar, as presented.

Campbell moved to approve the adoption of the 2019-2022 Academic/College Calendar, as presented. Prince seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

A recommendation was made to the Board of Trustees to approve Resolution No. 19-3 and direct the Administration to complete the application process to participate in the Illinois State Agency for Surplus property program, as presented.

Prince moved to approve Resolution No. 19-3 and direct the Administration to complete the application process to participate in the Illinois State Agency for Surplus property program, as presented. Dr. Cooprider 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 – THIRD READING AND ADOPTION

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 serval 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.

Prince moved to adopt changes to Board Policy Section 4 – Student and Academic Services. Underwood seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

PUBLIC SAFETY – THIRD READING AND ADOPTION

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.

Prince moved to adopt Board Policy – Section 5 – 5.19 Public Safety, as presented. Dr. Cooprider seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

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

A list of bills paid in the amount of $1,820,204.32 for October 2018 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

- Dr. Valdez shared comparative benchmark data from the Nationals Community College Benchmark Project. He compared submitted data on persistence rate and composite financial indicator of 2017 to 2018. More data that are comprehensive will be shared with the Board at the Board Retreat in January 2019.
- Dr. Valdez attended the DPS 61 Foundation event that honored alumni. Dr. Endsley was very complimentary towards Richland and Millikin and talked about what great things are happening at Richland.

ITEMS FROM THE BOARD

- Bruce Campbell thanked Tricia Cordulack for presenting at the Noon Kiwanis.

EXECUTIVE SESSION

None

ADJOURNMENT

Prince moved and Underwood seconded to adjourn the meeting at 7:07 p.m.

_____
Bishop Wayne Dunning, Secretary

Richland Community College

TO: Dr. Cris Valdez

FROM: Tracy Withrow

DATE: December 7, 2018

SUBJECT: College Activities Report

Following is *Richland Community College Activities Report* for December 18, 2018, to January 14, 2019. 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.

December 2018

December 14	Highway Construction Training Program Graduation 1 p.m. Shilling Community Education Center
December 20	All-College Meeting 3 p.m. Shilling Salons
December 24 – January 1	College Closed for Winter Break

January 2019

January 4	Macon County Law Enforcement Training Center RC18-03 Graduation 2 p.m. Tabernacle Church 650 Wyckles Road, Decatur
January 5	Saturday Registration 10 a.m. to 2 p.m. Student Success Center
January 14	Spring 2019 Classes Begin
January 14 – 18	Welcome Week for Students Mueller Student Center

Richland Community College

To: Cris Valdez, President

From: Robin Bollhorst, Director, Payroll and Human Resources

Date: December 3, 2018

Subject: Personnel Update

New Employee

Name	Position	Start Date
Terrianne Eller	Literacy Specialist, Project READ	12/03/2018
Stacey Mooney	Literacy Assistant, Project READ, part time	12/03/2018

Retirements, Resignations, and Terminations

Name	Position	Last Day
Lori Gruen	Literacy Specialist, Project READ, part time	11/09/2018

MONTHLY REPORT OF RICHLAND COMMUNITY COLLEGE AGREEMENTS/CONTRACTS

AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF

NOVEMBER 2018

10/10/2018	Dr. Valdez signed an Intergovernmental Agreement between Sangamon Valley High School and Richland Community College.

Richland *Community College*
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

December 2018

Student Trustee: Nathan Buggar

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

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Student Engagement Activities:

- 1/9-1/11: 8th Grade Career Fair
- 1/10 & 1/12: Blood Drive

Welcome Week- Spring 2019:

- 1/14: Donuts & Snacks
- 1/15: Pancake Breakfast
- 1/16: Balloon Artist & Game Day
- 1/17: Engagement Fair & Comedian Orlando Baxter



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

Richland Community College Foundation

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

FROM: Julie Melton, Executive Director, Foundation and Development

DATE: November 6, 2018

SUBJECT: Foundation Report

This report will summarize the quarterly meeting of the Foundation Board of Directors held on November 6, 2018 and offer the Board of Trustees an update regarding recent and upcoming Foundation activities.

At their quarterly meeting, the Foundation Board of Directors were presented year-end financial information showing the Foundation's assets as September 30, 2018. As of that date, the Foundation had cash on hand of $229,492.18 and net assets of $17,775,570.90. Total transfers to the College were $71,127.81 including the transfer of $27,500 for the Macon County Law Enforcement Training Center, $8,351.66 for Project READ and $22,522.80 to begin payments for fall scholarships.

Craig Negangard with May, Cocagne and King, presented the June 30, 2018 audit report. Craig said the firm has issued a clean opinion again this year. The statement of financial position shows the Foundation had net assets of $17,277,592 as of June 30, 2018. She went on to say the Foundation had total income of $2,273,387, including $852,957 of investment income, which is down from the previous year. Expenses totaled $4,739,464; $3,516,490 of which were gifts to the College (primarily the Carroll Center Campaign), while $706,715 were for scholarships (up from last year). There was a net decrease in cash and cash equivalents of ($375,086). Approximately 60% of the Foundation's gifts were provided by contributions from two contributors (Howard Buffet Foundation & Community Foundation). The audit was approved by the Foundation Board of Directors.

The FY19 Annual Plan Dashboard was reviewed, showing our progress through September 30, 2018. A copy of the dashboard is on the following pages.

The following fundraising dashboard provides a comparison of FY17, FY18 and FY19 through September 30, 2018. Due to the $650,000 grant from the Howard Buffet Foundation at the beginning of FY18, the Foundation will trail YOY revenue for FY19. However, the overall number gifts have increased by 12% over FY18, showing that we are on track to achieve our FY19 annual goal.

FY18 Annual Goal	$1,100,000	YTD Goal Status	11.85%	YTD Gifts	155
YTD Actual	$130,346	Actual/Prior Year	17%	Prior Year	139
Prior YTD Actual	$788,279	YOY	-83%	YOY	12%

CAMPAIGN	$ Goal (Gross)	FY19 Donations	FY18 Donations	FY17 Donations	YOY
Annual Campaign		$23,980.36	$687,979.26	$11,247.94	-97%
Scholarship Campaign		$94,565.00	$83,297.52	$53,354.56	14%
Employee Giving Campaign		$0.00	$0.00	$0.00	0%
Planned Giving Campaign		$300.00	$400.00	$250.00	-25%
Carroll Center Capital Campaign		$10,249.96	$15,850.98	$208.30	-35%
Investing in our Future Capital Campaign		$1,251.00	$751.00	$1,500.00	67%
TOTAL		$130,346.32	$788,278.76	$66,560.80	-83%
		w/o HGBF grant	$133,792.76		

The Foundation Board of Directors approved $13,815 in requests from the Schwandt-Albert Professional Development Fund. The finance committee will review the criteria and administration of this fund to ensure it is providing the greatest benefit to the college and staff. The next round of the applications will be reviewed in February 2019.

The Richland Employee Campaign was held November 8-21 and joined efforts of the Foundation and EARDC to host a combined campaign benefitting the Richland Community College Foundation & the United Way of Macon County. The initial goal of the campaign was to achieve 25% participation. In the end, we raised nearly $24,000 from 103 employees resulting in 33% participation. A huge success for a first year campaign!

Tricia Cordulack, Director of Scholarships and Alumni Events, reported that the Foundation has awarded 536 scholarships totaling $378,831 to 481 students for the fall 2018 Semester. This fall we began awarding the Scherer Honors Scholarship. We have 15 students who graduated from high school in May 2018 and 14 returning Richland students who are currently receiving this scholarship. In addition, there are 25 Trustees Scholarship recipients who are receiving full tuition waivers this semester. The last of these Trustees will graduate in May 2019. Applications for the spring 2019 semester are currently being accepted. To date, over 300 applications have been received and the Scholarship Selection Committee will meet on December 13 to begin the selection process for the spring semester.

The 2018 Scholarship Recognition Program was held on Thursday, September 28, from 6:00 to 7:30 p.m. in the Shilling Center. The event continues to be very successful, with over 325 scholarship recipients in attendance giving them the opportunity to personally meet and thank their donors or their donor representatives. Since attendance continues to grow, we will be looking at revamping the program in 2019 in order to provide a more meaningful connection between the students & donors.

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

- Planned Giving Breakfast Series – Tuesday, February 12, 2019, 7:30-9am, Bistro
- Culinary Scholarship Dinner – Saturday, March 23, 2019, 6pm, Shilling Salons

Richland Community College Foundation
FY19 Annual Plan Dashboard

Updated Quarterly (September 30, December 30, March 30 & June 30)

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase Annual Giving Revenue through direct mail, giving societies, online giving, employee giving & special events (does not include grants).	1) Increase Annual Giving revenue by 15%	$303,442	$348,958	$23,980	6.87%	In Progress
	2) Increase Direct Mail Revenue	$44,567	$100,000	$11,345	11.35%	In Progress
	3) Increase Recurring Gift Revenue	$2,447	$3,000	$609	20.29%	In Progress
	4) Secure new members to the Leadership Giving Society	0	25	18	72.00%	In Progress
	5) Employee Giving Campaing Participation	0%	25%	0%	0.00%	In Progress
	6) Increase Culinary Dinner Sponsorship	$12,500	$25,000	$0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase scholarship revenue and develop a more efficient scholarship administration process	1) Secure new scholarship agreements	4	5	2	40.00%	In Progress
	2) Increase annual scholarship donations by 5%	$478,839	$502,781	$94,565	18.81%	In Progress
	3) Increase number of applications by 3%	1,359	1,400	0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase Alumni Engagement and Giving	1) Engage & Track 250 individuals attending Alumni Events	150	250	0	0.00%	In Progress
	- Party of the Bistro Patio (NEW)	0	50	N/A	N/A	In Progress
	- Christmas Walk at Tap Root	50	75	0	0.00%	In Progress
	- New Alumni Graduation Breakfast	100	100	0	0.00%	In Progress
	- Alumni & Friends Bus Trip	0	50			
	2) Increase number of Alumni Donors by 70%	23	39	11	28.21%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Enhance stewardship & donors relationships efforts to increase our retention rates	1) Increase year to date donor retention by 5%	22.4%	27.4%	11.0%	40.22%	In Progress
	2) Increase year to date new donor retention by 5%	13.4%	18.4%	5.7%	30.92%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Enhance positive board relations through increased communication & accountability	1) Secure Board Members to Leadership Giving Society	0	5	1	20.00%	In Progress
	2) Increase Board Giving to 100%	60%	100%	13%	13.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Increase revenue from Major Gifts & develop a strong foundation for Planned Giving	1) Increase revenue from Personal Asks by 10%	$155,741	$171,315	$61,250	35.75%	In Progress
	2) Secure new grant opportunities	1	1	1	100.00%	In Progress
	3) Identify individuals that have placed Richland in Estate Plans	0	10	0	0.00%	In Progress

GOAL	Measurable Key Result	FY18 Baseline	FY19 Goal	FY19 Actual	Progress to Goal	Status
Open the Inn at Richland – a satellite food pantry on the Richland Campus	1) Secure revenue to open & sustain the Food Pantry	$0	$25,000	$1,025	4.10%	In Progress
	2) Secure in-kind product donations for the Food Pantry	$0	$5,000	$0	0.00%	In Progress

Richland Community College Foundation

To: Dr. Denise Crews, VP of Academic Services
Board of Trustees

From: Andy Hynds, Dean of Math, Science, and Business

Subject: New Program – Agronomy

Date: December 3, 2018

On November 28, 2018, the Academic Standards Committee approved an Agronomy program. Approval by the Board of Trustees is needed before submission to the Illinois Community College Board.

Agronomy will be a 60 credit hour degree. The degree includes 19 courses, of which 11 are new. The courses and sequence (for full-time students) are at the end of this memo.

The Agronomy program trains students to work on the production side of agriculture. Agriculture remains the leading industry in Richland's district, and a talent pool consisting of two-year graduates on the production side has been lacking in the area due to the lack of a postsecondary program focused on production.

In 2017, Dr. Valdez initiated conversations with members of the agriculture industry, seeking many points of view. This grew to an Agriculture Exploratory Committee, consisting of members of industry and education, which met regularly in 2018. Jess Smithers, the Director of Agricultural Programs, continued the work by meeting with individuals in the field to determine what is most needed from a two-year graduate in Agriculture. There was considerable interest in a program based on production.

The proposed Agronomy program is drawn directly from employer input. It builds on their requests with some unique features, such as:

- Coursework built around the growing season (classroom-based courses during the colder months, along with field-based courses during the warmer months)
- Three separate courses dedicated to work-based experience with local industry
- New coursework built on the latest agriculture technology, such as GIS mapping and modern crop management

The birth of this program coincides with significant growth in secondary Agriculture education in the district. Nearly every K-12 district in the area now has an FFA program, including 200 students in the two Decatur public high schools. A pipeline has been formed to Agriculture education at Richland.

The Director of Agricultural Programs has primarily worked on curriculum development since his hire date in August 2018. He will transition to teaching the new curriculum, program promotion, and coordinating work experience for students moving forward. This position is accounted for in the Fiscal Year 2019 regular operating budget and is expected to remain a part of future operating budgets.

Based upon local industry demand and the availability of local employment, we recommend that the Board of Trustees approve the Agronomy curriculum recently approved by the Academic Standards Committee.

Agronomy Degree – OCCUP 2065

	Course	Lecture Hours	Lab Hours	Credit Hours
Fall Semester 1	AGRIC 112 – Computer Skills for Agriculture (New Course)	3	2	*4*
	AGRIC 210 – Soil Science	3	2	*4*
	COMM 120 – Business & Professional Speaking	3	0	*3*
	ECON 231 – Macroeconomics	3	0	*3*
	ENGL 110 – Professional & Technical Writing	3	0	*3*
Spring Semester 1	AGRIC 196 – Field Experience in Agriculture (New Course)	1	10	*3*
	AGRIC 226 – Pest Management (New Course)	3	0	*3*
	AGRIC 230 – Crop Scouting (New Course)	3	0	*3*
	AGRIC 240 – Crop Production (New Course)	3	0	*3*
Summer Semester	MATH 104 – Technical Math	4	0	*4*
	General Education Elective	3	0	*3*
Fall Semester 2	AGRIC 135 – Sales and Marketing of Agricultural Products (New Course)	3	0	*3*
	AGRIC 260 – Precision Agriculture (New Course)	3	0	*3*
	AGRIC 270 – Soil Fertility and Nutrient Management (New Course)	3	0	*3*
	AGRIC 290 – Work Experience Practicum and Seminar	1	10	*3*
Spring Semester 2	AGRIC 235 – Agriculture Business Management	2	2	*3*
	AGRIC 275 – Crop Management (New Course)	3	0	*3*
	AGRIC 280 – GIS Applications in Agriculture (New Course)	3	0	*3*
	AGRIC 291 – Supervised Work-Based Experience in Agriculture (New Course)	1	10	*3*
Total Credit Hours				**60**

Richland Community College

To: Dr. Cris Valdez and Board of Trustees

From: Dr. Denise Crews and Placement/Multiple Measures Work Group

Date: December 4, 2018

Re: Course Placement Criteria

In June 2018, the Illinois Community College Presidents' Council approved a plan that identifies a series of measures to use as placement options for students in community college courses. In late September, a cross-functional team from Richland attended a Remediation/Retention Workshop at Illinois State University that brought together representatives from most community colleges to discuss these options and how they might be included in the list of placement tools at each campus.

Upon return, the workshop participants, joined by key campus partners, reviewed the list and identified how to incorporate these options into the Richland student intake process and how to revise the connected Board policies.

Team members reviewed each of the recommendations and conducted research on local impact, particularly with the proposed high school cumulative GPA measure.

Recommendations: Revise Board Policy 4.1.2.1 Mandatory Course Placement Testing, Policy 4.1.2.2 Course Placement Retesting, and Policy 4.1.3 Admission to a Program of Study to reflect the expansion of placement measures. The changes are summarized below and included in the accompanying document.

- Sufficient ACT or SAT 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 high school cumulative Grade Point Average (GPA) of 2.75 or higher for placement in English or courses with a prerequisite of eligibility for ENGL 101.
- A high school cumulative GPA of 2.75 or higher with successful completion of a 4th year of mathematics for placement in identified mathematics courses.
- An appropriate high school transition course in mathematics with a grade of C or higher.
- A GED score in mathematics and English of 165 or compatible score on other high school equivalency tests.
- Successful completion of 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.
- Completion of appropriate developmental course in mathematics, English, and/or reading at another accredited college or university
- Results of mathematics, Reading, or Sentence Skills placement tests administered at Richland. Placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Scores are valid for the length of time determined administratively.
- Results of a placement exam identical to Richland Community College's exam taken at another college or university within the determined time and presents officially validated scores for evaluation prior to registration.

Representatives of the Work Group will be available to explain the recommendations.

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; rev ?/2019

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 Course Placement Methods –

Placement in courses with prerequisites may be done using a variety of measures:

- Sufficient ACT or SAT 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.

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- A high school cumulative Grade Point Average (GPA) of 2.75 or higher for placement in English or courses with a prerequisite of eligibility for ENGL 101.
- A high school cumulative GPA of 2.75 or higher with successful completion of a 4th year of mathematics for placement in identified mathematics courses.
- An appropriate high school transition course in mathematics with a grade of C or higher.
- A GED score in mathematics and English of 165 or compatible score on other high school equivalency tests.
- Successful completion of 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.
- Completion of appropriate developmental course in mathematics, English, and/or reading at another accredited college or university
- Results of mathematics, Reading, or Sentence Skills placement tests administered at Richland. Placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Scores are valid for the length of time determined administratively.
- Results of a placement exam identical to Richland Community College's exam taken at another college or university within the determined time and presents officially validated scores for evaluation prior to registration.

~~**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.~~

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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

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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 uses either the ~~generally uses the American College Testing (~~ACT~~), Standardized Assessment~~ or the ~~.~~ SAT. Other comparable test results may be submitted if approved by appropriate Richland staff~~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.

Richland Community College
Math, Science, and Business Division | One College Park | Decatur, Illinois 62521

To: Dr. Denise Crews, VP of Academic Services
Board of Trustees

From: Andy Hynds, Dean of Math, Science, and Business

Subject: New Program – Cybersecurity

Date: November 30, 2018

On November 28, 2018, the Academic Standards Committee approved a Cybersecurity program. Approval by the Board of Trustees is needed before submission to the Illinois Community College Board.

Cybersecurity will be a 64 credit hour degree. The degree includes 20 courses, of which six are new. The courses and sequence (for full-time students) are at the end of this memo.

This program trains individuals to fight cybercrime, which is the malicious hacking of sensitive data. Students learn to be ethical hackers, or "white hat hackers," using the same techniques as cybercriminals to fight back and protect data. As business, industry, and the public sector increase their reliance on data management and data storage, there will be a greater need for people who can use ethical hacking and related techniques to keep data secure.

According to the Bureau of Labor Statistics, there is an expected 28% job growth nationwide in the field from 2016-2026. In the past year, 52 companies in the 50-mile radius from Richland's campus have posted a combined total of 153 jobs in the field. Many other opportunities in this field are remote-based, further enabling job opportunities in our district. The starting salary is around $51,000 in the area, with a median salary of $74,435. The field of Cybersecurity has recently grown to include graduates of two-year programs. Employers such as IBM have invested in community colleges to attract top talent.

The Cybersecurity program will lead to opportunities for a Richland competitive cyber team, as well as future accreditation with the Centers of Academic Excellence in Cyber Defense Education (CAE-DAE). We have worked with Moraine Valley Community College and John A. Logan College, the two leading community colleges in Illinois in this field, to begin the process of accreditation.

The College has identified staffing through both current IT faculty and a Cybersecurity Program Director, which will be funded from the $1.5m Workforce Development Grant for the rest of Fiscal Year 2019 and will be part of the College's regular budget starting in Fiscal Year 2020. The Cybersecurity Program Director will be responsible for teaching Cybersecurity coursework, program recruitment, student competitions, the accreditation process, and maintaining a dedicated server and software for the program.

Based upon the local and national need, and the availability of local employment, we recommend that the Board of Trustees approve the Cybersecurity curriculum recently approved by the Academic Standards Committee.

Cybersecurity Degree – OCCUP 2090

	Course	Lecture Hours	Lab Hours	Credit Hours
Fall Semester 1	COMM 120 – Business & Professional Speaking	3	0	*3*
	IT 116 – Windows Client Operating Systems	2	2	*3*
	IT 118 – Introduction to Cybercrimes (New Course)	3	0	*3*
	IT 131 – Programming Logic	2	2	*3*
	IT 173 – A+ Computer Technologies	2	4	*4*
Spring Semester 1	ENGL 110 – Professional & Technical Writing	3	0	*3*
	IT 141 – Networking Fundamentals	2	4	*4*
	IT 245 – Network Security	2	2	*3*
	IT 271 – Windows Server Operating Systems	2	2	*3*
	MATH 116 – College Algebra	4	0	*4*
Fall Semester 2	CS 251 – Object-Oriented Programming	3	2	*4*
	IT 218 – Ethical Hacking (New Course)	2	2	*3*
	IT 220 – Digital Forensics (New Course)	2	2	*3*
	IT 242 – Wireless Networking	2	2	*3*
	IT 275 – Cloud Technology (New Course)	2	2	*3*
Spring Semester 2	IT 256 – Firewalls and VPN's (New Course)	2	2	*3*
	IT 283 – Penetration Testing (New Course)	2	2	*3*
	IT 290 – Work Experience Practicum	1	10	*3*
	General Education Elective	3	0	*3*
	General Education Elective	3	0	*3*
Total Credit Hours				**64**

Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian

Date: December 4, 2018

Re: Resolution No. 19.4 - Reauthorization to Participate in the Illinois School District Liquid Asset Fund

Richland previously authorized use of the Illinois School District Liquid Asset Fund, (The Fund) for investing monies during periods that cash is not currently needed. However, with the depletion of College's fund balances, no monies were invested in The Fund and many of the Certificates of Deposit were liquidated. The College's financial position has improved to the point that funds can be invested. The Fund offers very competitive rates on very liquid investments. Funds can be invested in differing amounts for periods as short as one day. The Fund meets all of the current requirements of the Illinois Investment of Funds Act and in vehicles that are low risk. Prudent Man Advisors, Inc. (PMA), of Naperville, Illinois has managed The Fund since its inception. The College also previously authorized PMA to manage the bond proceeds for the Workforce Development Center project. PMA provided quality and efficient service with the bond program.

Therefore, it is recommended that the Board approve the attached Resolution No. 19.4 - Reauthorizing Richland Community College to participate in Illinois School District Liquid Asset Fund and authorizes the College Treasurer to execute all necessary documents associated with participation in the Fund, as presented.

RESOLUTION AUTHORIZING OR REAUTHORIZING PARTICIPATION IN "THE FUND"

A RESOLUTION FOR FORMAL APPROVAL OF THE TREASURER'S PARTICIPATION IN THE FUND BY THE BOARD OF THE SCHOOL DISTRICT OR COMMUNITY COLLEGE ON BEHALF OF WHICH THE TREASURER ACTS

WHEREAS this Board deems it to be in the best interest of Richland Community College, (*insert name of School District or Community College*) to participate in the **Illinois School District Liquid Asset Fund Plus** (the "Fund"); and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund services that may be offered by the Trustees of the Fund; and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

WHEREAS, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and Declaration of Trust,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that which are also permitted by this school entity's investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with institutions participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network, Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and
- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or their successors, currently holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of this school entity.

Name: Dr. Cristobal Valdez **Position:** President **Signature:** _____

Name: Greg Florian **Position:** VP/Treasurer **Signature:** _____

Name: Megan Moore **Position:** Controller **Signature:** _____

Name: Robin Bollhorst **Position:** HR/Payroll Director **Signature:** _____

It is hereby certified that Richland Community College, **the Treasurer of which is** Greg Florian **adopted this Resolution at a duly convened meeting of the Board of the entity held on the** 18 **day of** December, 2018, **and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.**

_____

Secretary of the Board

Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian
Clay Gerhard

Date: December 3, 2018

Re: Approval of Purchase – 2018 Chevy Tahoe

The new Richland Department of Public Safety is in need of a vehicle for official use. Staff have reviewed several options available through the State Bid process and have identified a 2018 Chevy Tahoe as the best available option.

The scope of this purchase includes a 2018 Chevy Tahoe four wheel drive pursuit rated vehicle and is outfitted with the Police Value Package including special wiring and features to equip the vehicle with the required accessories.

Miles Chevrolet in Decatur, IL holds the State Contract PSD#4018343 that allows law enforcement agencies to purchase vehicles at a significantly reduced cost. Miles currently has one 2018 Tahoe left in inventory at a contract price of $36,980. This purchase will be funded from the Protection, Liability, and Settlement Fund.

Therefore, it is recommended that the Board approve the purchase of a 2018 Chevrolet Tahoe from Miles Chevrolet of Decatur at a cost of $36,980.

We are available to answer any questions you may have.

Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

Business Office

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian

Date: December 5, 2018

Re: Approval of Lease Amendment with University of Illinois Extension

The current lease with the University of Illinois Extension (Extension) for space in the Center for Sustainability and Innovation will expire on June 30, 2019.

The College continues to have a very good relationship with the Extension and they have indicated that they wish to extend the lease for an additional five-year period in accordance with the provisions negotiated in the original lease.

After discussion with Extension personnel and the U of I Legal Department, a lease amendment was developed that provides for a five-year extension at no increase in the base rent. All other provisions of the original lease remain unchanged.

Therefore, it is recommended that the Board of Trustees authorize the administration to enter into the lease extension amendment at an annual rent of $154,500, as presented.

I am available to answer questions.

Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian
Clay Gerhard

Date: December 10, 2018

Re: Approval of Bid –Portable Monitor Defibrillator Machine

The EMT Program currently utilizes an outdated defibrillator machine that is not representative of what students will encounter in their future EMT careers. Faculty and Staff have researched what equipment local EMT firms are utilizing and selected the Physio-Control Life Pack 15 as a replacement machine that will better prepare students for future employment.

The scope of this bid includes the purchase of a Physio-Control LP15 portable monitor defibrillator machine and a three year extended warranty. This purchase will be funded through the Workforce Development Grant.

A public bid opening was held on December 6, 2018 with one company responding as follows.

Stryker Corporation, Physio-Control Inc.	$23,570.45

Therefore, it is recommended that the College award the bid to Stryker Corporation, Physio-Control Inc. and authorize the College administration to purchase Physio-Control LP15 Portable Monitor Defibrillator Machine for $23,570.45.

We are available to answer any questions you may have.

Richland Community College
One College Park
Decatur, Illinois 62521

MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian
Dean Hazen

Date: December 10, 2018

Re: Resolution to Participate in the Law Enforcement Mutual Aid Agreement (LEMAA) and the Illinois Law Enforcement Alarm System (ILEAS)

The State of Illinois has developed a statewide mutual aid agreement LEMAA and a system that manages the participation and actions should several departments need assistance during a significant event. By participating in the system, should a major event take place on the College that is beyond the capability of the Richland Public Safety Department, a request for additional resources can be placed with the system. Similarly, if some significant event occurred elsewhere, Richland could provide support for and during that event. These events can range from crime events to natural disasters and includes both manpower and equipment. This Resolution provides the structure for this support.

Participation is voluntary and can be terminated with 90 days' notice. Costs for the support are born by the agency and not for the agency requesting the assistance. Additionally, this agreement will be significant with access to Federal funding in the event of an event.

The LEMAA is authorized under the Constitution of the State Illinois the Illinois Intergovernmental Cooperation Act, and through the Local Governmental and Governmental Employees Tort Immunity Act and the Illinois Municipal Code. ILEAS is directed by a board made up of agency members. Most local police and county sheriff departments participate in this agreement.

Therefore, it is recommended that the Board of Trustees approve participation in the ILEAS by approving Resolution No. 19.5.

We are available to answer any questions you may have.

Law Enforcement Mutual Aid Agreement

This Law Enforcement Mutual Aid Agreement (LEMAA) is executed, in multiple counterparts, by the Public Agency shown on last page hereof on the date that is set forth on the last page of this LEMAA for the uses and purposes set forth herein.

Whereas, the undersigned Public Agency of the State of Illinois does hereby declare that it is in the best interest of the Signatory Public Agency to make provision for law enforcement Mutual Aid in the event the undersigned Public Agency should need law enforcement Mutual Aid, and;

Whereas, the undersigned Public Agency of the State of Illinois recognizes that law enforcement Mutual Aid is only effective if those Public Agencies who could potentially benefit from law enforcement Mutual Aid are willing to provide law enforcement Mutual Aid to other Public Agencies who are willing to enter into a Mutual Aid agreement such as this Mutual Aid agreement, and;

Whereas, in the State of Illinois, there exist constitutional and statutory provisions enabling and supporting the formation of intergovernmental agreements on matters such as law enforcement Mutual Aid, *towit*, the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/7-101 *et seq.*) and the Illinois Municipal Code (65 ILCS 5/11-1-2.1), and;

Whereas, in order to have an effective law enforcement Mutual Aid system, it is necessary and desirable to have a third party entity that can support, centralize, coordinate and organize the provision of law enforcement Mutual Aid by and among Signatory Public Agencies to the law enforcement Mutual Aid agreement, and;

Whereas, this LEMAA is made in recognition of the fact that natural or man-made occurrences may result in Emergencies or Disasters that exceed the resources, equipment and/or Law Enforcement Personnel of a given Public Agency; each Public Agency which signs a copy of this LEMAA intends to aid and assist the other participating Public Agencies during an Emergency or Disaster by temporarily assigning some of the Responding Public Agency's resources, equipment and/or law enforcement personnel to the Requesting Public Agency as circumstances permit and in accordance with the terms of this LEMAA; the specific intent of this LEMAA being to safeguard the lives, persons and property of citizens of the State of Illinois during an Emergency or Disaster by enabling other Public Agencies to provide additional resources, equipment and/or Law Enforcement Personnel as needed, and;

Whereas, since approximately 2002, there has existed in the State of Illinois an Illinois Law Enforcement Alarm System law enforcement Mutual Aid agreement ("Prior Mutual Aid Agreement") which was initially executed by a multitude of signatory parties in the wake of the events of the 911 terrorist attacks and (even though the needs of law enforcement have changed, grown and advanced in various regards) the Prior Mutual Aid Agreement has never been updated, modified or changed since its inception, it is now the desire of the Signatory Public Agency to this LEMAA to enhance and reaffirm its commitment to law enforcement Mutual Aid in the State of Illinois while providing more particularity to the relationship that exists between each of the Signatory Public Agencies to this LEMAA and the third party agency, the Illinois Law Enforcement Alarm System, created by such Signatory Public Agencies,

Now, therefore, the undersigned Public Agency, does hereby enter into this LEMAA with each and every other Public Agency which signs a counterpart copy of this LEMAA and agrees and contracts as follows:

1. Definitions. The following definitions apply to this Mutual Aid Agreement (the plural version of any defined term meaning two or more instances of the defined term):

a. Disaster – An occurrence, or the reasonable threat or possibility of an occurrence of, any of the following: widespread or severe damage; injury or loss of life or property resulting from any natural or technological cause, including but not limited to, fire, flood, earthquake, windstorm, tornado, hurricane, severe inclement weather, hazardous materials spill or other water or ground contamination requiring prompt action to avert danger or damage; epidemics, contaminations, blight, extended periods of severe and inclement weather, drought, infestation and critical shortages of essential products, fuels and energy; explosion; riot; significant or large scale civil insurrection or disobedience; hostile military or paramilitary action, or; acts of domestic terrorism.

b. Emergency – A natural or man-made situation that threatens to cause, or causes, loss of life and/or property and exceeds the physical and/or organizational response capabilities of a unit of local, state or federal government.

c. Illinois Law Enforcement Alarm System (or the abbreviation "ILEAS") – the third party Public Agency formed by Signatory Public Agencies to this LEMAA, or continued from the Prior Mutual Aid Agreement, to promote and facilitate law enforcement Mutual Aid in the State of Illinois, and;

d. Initial Governing Board – The first Governing Board of ILEAS established after two or more Public Agencies enter into this LEMAA.

e. Law Enforcement Personnel – An employee of a Signatory Public Agency to this LEMAA who is a law enforcement officer, county corrections officer or court security officer, as defined in Section 2 of the Illinois Police Training Act (50 ILCS 705/2).

f. LEMAA – This agreement.

g. Mutual Aid – Assistance provided by a Public Agency to another Public Agency pursuant to a definite and prearranged written agreement in the event of an Emergency or Disaster.

h. Prior Mutual Aid Agreement – a certain Mutual Aid Agreement having initial signatories in 2002 (with other signatory parties beginning their participation at a time later than the initial signatory parties) and which reflects a document modification date of "October 23, 2002" in the footer of the signature page (page 5).

i. Prior Signatory Public Agency – A Public Agency which executed the Prior Mutual Aid Agreement and has neither terminated its participation in the Prior Mutual Aid Agreement nor entered into this LEMAA.

i. Public Agency – Such units of government as are defined as a public agency by the Illinois Intergovernmental Cooperation Act (5 ILCS 220/2(1)).

j. Requesting Public Agency – A Signatory Public Agency to this LEMAA that has primary jurisdiction over the site of an Emergency or Disaster which, due to its perceived insufficient resources, equipment and/or Law Enforcement Personnel, would be unable to provide an adequate response to an Emergency or Disaster without the assistance of others.

k. Responding Public Agency – A Signatory Public Agency to this LEMAA that provides resources, equipment and/or Law Enforcement Personnel to a Requesting Public Agency during an Emergency or Disaster.

l. Signatory Public Agency – a Public Agency that has executed this LEMAA by signature of an authorized individual for the Public Agency under the authority of the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) and the final approval required of the Public Agency in order to execute the LEMAA.

2. Agreement to Participate in Law Enforcement Mutual Aid.

The Signatory Public Agency to this LEMAA agrees that, in the event of an Emergency or Disaster, it will respond to requests for assistance by a Requesting Public Agency with such Law Enforcement Personnel, equipment, resources, facilities, or services as are, in the opinion of the Responding Public Agency,

available and useful and being requested by a Requesting Public Agency. Possible responses shall include, but not be limited to, merely being on "stand by," providing the benefit of prior experience or consultation and/or actual "hands-on" participation in law enforcement activities in the jurisdiction of the Requesting Public Agency any one of which may also entail the provision of equipment, resources, facilities or other services. Provided, however, that each Responding Public Agency reserves the right to refuse to render assistance or to recall any or all rendered assistance, whenever it believes that such refusal or recall is necessary to ensure adequate protection of its own jurisdiction's property, citizenry or personnel.

It is expected that requests for Mutual Aid under this Agreement will be initiated only when the needs of the Requesting Public Agency exceed its resources. Responding Public Agencies' resources will be released and returned to their own respective jurisdictions by the Requesting Public Agency as soon as the situation is restored to the point where the Requesting Public Agency is able to satisfactorily handle the emergency or disaster with its own resources or when a Responding Public Agency decides to recall its assistance.

Whenever an Emergency or Disaster is of such magnitude and consequence that it is deemed advisable by the highest-ranking officer present of the Requesting Public Agency to request assistance from a Responding Public Agency, he is hereby authorized to do so under the terms of this LEMAA. The highest-ranking officer present of the Responding Public Agency is authorized to, and shall forthwith take, the following actions:

- Immediately determine what type of assistance is being requested.
- Immediately determine if the requested resources, equipment and/or Law Enforcement Personnel can be committed to the Requesting Public Agency.
- Immediately dispatch, in consultation and coordination with the ILEAS dispatcher, the resources, equipment and/or Law Enforcement Personnel that are available to the Requesting Public Agency.

At the Emergency or Disaster site, the highest-ranking officer of the Requesting Public Agency who is present shall assume full responsibility and command for operations at the scene. Law Enforcement Personnel from the Responding Public Agencies shall report to, and shall work under, the direction and supervision of the Requesting Public Agency. Provided, however, that at all times, the personnel of the Responding Public Agency shall remain employees of their own agency and shall adhere to the policies and procedures of their own employer. While working under the direction of the Requesting Public Agency, Law Enforcement Personnel shall only be required to respond to lawful orders.

All equipment provided or services performed under this LEMAA shall be provided without reimbursement to the Responding Public Agency from the Requesting Public Agency. Nothing contained herein shall prohibit a Responding Public Agency or ILEAS from seeking reimbursement or defrayment of any expenses it may have incurred in responding to a Mutual Aid request from other sources. The Requesting Public Agency agrees to cooperate with any effort to seek reimbursement or defrayment of Mutual Aid expenses on the part of Responding Public Agencies or ILEAS.

All Requesting Public Agencies, Responding Public Agencies and ILEAS are required to keep expense and accounting records to identify the costs and expenses of any Mutual Aid provided under this LEMAA.

Each Responding Public Agency shall assume sole responsibility for insuring or indemnifying its own employees, as provided by state, federal law and/or local ordinance, and for providing personnel benefits, including benefits that arise due to injury or death, to their own employees as required by state or federal law just as if the employee would have been working as an employee of the Responding Public Agency in its own home jurisdiction. Each Responding Public Agency shall also be responsible, regardless of fault, for replacing or repairing any damage to its own vehicles or equipment that occurs while providing assistance under this LEMAA.

The Requesting Public Agency agrees that this LEMAA shall not give rise to any liability or responsibility for the failure of any other Signatory Public Agency to respond to any request for assistance made pursuant to this LEMAA.

Each Responding Public Agency under this LEMAA further agrees that each Responding Public Agency will be responsible for defending itself in any action or dispute that arises in connection with, or as the result of, this LEMAA and that each Responding Public Agency will be responsible for bearing its own costs, damages, losses, expenses and attorney fees.

3. The Illinois Law Enforcement Alarm System. By agreement by and between each Signatory Public Agency to this LEMAA, there is and was formed and exists a third party Public Agency, created by the Signatory Public Agency parties to this LEMAA and by virtue of this LEMAA, which shall be known as the Illinois Law Enforcement Alarm System (hereinafter referred to as "ILEAS"). The following provisions apply to ILEAS:

a. The Public Agency ILEAS shall have a governing board, consistent with the meaning of the phrase "governing board" in 5 ILCS 220/2(1), which shall be known as the "Governing Board."

1. Governing Board Composition and Voting. The Governing Board of ILEAS shall consist of the following individual

members, described as follows:

(a). Members of the Initial Governing Board – The individuals designated on Exhibit A will be members of the Initial Governing Board of ILEAS and shall serve until such time as their successors are elected or appointed, as the case may be.

(b). Composition of the Governing Boards of ILEAS after the Initial Governing Board members have served their term shall be as follows, who shall serve until such time as their successors are elected or appointed, as the case may be:

- 16 elected members representing eight (8) established ILEAS regions – there shall be one elected Sheriff member and one elected Chief of Police member from each of the eight (8) established ILEAS regions and the elected Sheriff member and the elected Chief of Police member shall be designated as the "Co-Chairs" from that region;

- a permanent, non-elective Governing Board membership for the Illinois State Police Director or the Director's designee,

- a permanent, non-elective Governing Board membership for the President of the Illinois Association of Chiefs of Police or that President's designee,

- a permanent, non-elective Governing Board membership for the President of the Illinois Sheriff's Association or that President's designee.

- two permanent, non-elective Governing Board memberships for the City of Chicago, Illinois or those persons designated by the Superintendent of Police, Chicago, Illinois.

Subject to the foregoing provisions of this subparagraph (b), no Public Agency shall be permitted to designate (as a candidate for election or appointment) a Governing Board Member unless that

Public Agency is a Signatory Public Agency and every Governing Board Member must be affiliated by employment with, or relation to, a Signatory Public Agency.

The President of ILEAS, with the advice and consent of the Governing Board of ILEAS, may appoint any number of *Ex-Officio* Governing Board consultants for the benefit of obtaining their counsel and advice but such individuals, if any, as are appointed to *Ex-Officio* Governing Board consultant positions shall not have any voting rights on matters to be decided by the Governing Board and, relative to the Board, are not agents or servants of the Governing Board, ILEAS or any Signatory Public Agency.

(c). Members of Governing Boards of ILEAS after the Initial Governing Board – For purposes of determining the elected members of the Governing Board after the Initial Governing Board, the State of Illinois shall be divided into eight (8) regions which are shown on Exhibit B hereto. Any Signatory Public Agency to this LEMAA may nominate any one or more eligible individuals from its region as a candidate for Governing Board membership, including an individual employed by the Signatory Public Agency. Only Signatory Public Agencies to this LEMAA may vote for representatives to be elected from their region. Each Signatory Public Agency to this LEMAA gets one vote for an elected Sheriff member and one vote for an elected Chief of Police member from its region. Starting in 2015, the election of Governing Board members shall occur every two years in March of the year on a date to be determined by the Governing Board members in office in the October prior to the date of the election. Should a given Governing Board member vote result in a tie between candidates, the two or more candidates with the same highest number of votes shall participate in a "coin toss" selection process to determine who shall fill that Governing Board member position.

(d). In the event that an elected Governing Board member dies, retires, resigns, is no longer employed by his employer in the same capacity as at the time of his

election or is otherwise unwilling or unable to serve the balance of that member's term, then a replacement Governing Board member from the same region as the Governing Board member being replaced shall be chosen by the remaining Governing Board member from that Region and shall serve until the next Governing Board member vote. If both Governing Board members from a given Region are no longer in office at the same time, then, by majority vote of the remaining Governing Board members still holding office, two replacements shall be chosen from that same Region (in individual, separate votes) and shall serve until the next Governing Board member vote. The replacement Governing Board member shall be a Sheriff if a Sheriff is being replaced and shall be a Chief of Police if a Chief of Police is being replaced.

(e) Matters before the Governing Board for decision shall be decided by majority vote of a quorum of the voting members. A quorum for the conducting of the business of the Governing Board shall be established by the Bylaws promulgated by the Governing Board. Nothing contained herein shall prohibit the establishment of committees or subcommittees of the whole for the conduct of business as expressed in the Bylaws promulgated by the Governing Board.

2. Governing Board to Promulgate a Plan of Operation. The Governing Board shall cause to be promulgated a Plan of Operation for the giving and receiving of Mutual Aid under the provisions of the LEMAA and shall promulgate Bylaws for the management of ILEAS. Both the Plan of Operation and Bylaws may be modified from time to time based upon the majority vote of the then current members of the Governing Board.

3. Governing Board Compensation. All officers, members and *ex-officio* members of the Governing Board shall serve without compensation.

4. Regional Governing Boards. In each of the Regions, in addition to the co-chairs for that region, there may be elected a secretary, treasurer and sergeant at arms for that Region as well as any number of *ex-officio* members as that Region

desires.

b. The Public Agency ILEAS shall have a President, Vice President, Secretary, Treasurer and Sergeant at Arms who shall be appointed by and from the Governing Board of ILEAS, at its discretion. The officers shall have the duties, responsibilities and powers accorded to them by the Bylaws of ILEAS as the Bylaws are established and may be amended from time to time by the Governing Board.

c. The Public Agency ILEAS shall have an Executive Director, appointed by the Governing Board at its discretion, who shall be the chief operating officer of ILEAS and who shall have the duties, responsibilities and powers accorded to the Executive Director by the Bylaws of ILEAS as the Bylaws are established and may be amended from time to time by the Governing Board.

d. The Public Agency ILEAS shall have the authority, right and power to:

1. coordinate law enforcement Mutual Aid responses by and among Signatory Public Agencies to this LEMAA and act as a central receiving point for Mutual Aid requests;

2. solicit and receive commitments from Signatory Public Agencies to respond to a Mutual Aid request and coordinate and provide support for any legal documentation necessary or desirable to effectuate the provision of law enforcement Mutual Aid;

3. maintain an electronic mutual aid database to which all Signatory Public Agencies provide information related to each respective Signatory Public Agency's manpower, resources and equipment necessary to respond to a Mutual Aid request and to which all Signatory Public Agencies have access;

4. identify through the mutual aid database individuals from Signatory Public Agencies with the ability, training and qualifications suitable for Mutual Aid responses, together with the necessary equipment and other resources as requested by the Requesting Public Agency;

5. coordinate and provide a facility for training exercises and education;

6. solicit, obtain and administer funds for the operations and functions of ILEAS and the provision of law enforcement

Mutual Aid in the form of grants, donations, endowments or allocations of funds from other governmental agencies or other sources (but not from the issuance of any debt obligations), to assess Board-approved dues on Signatory Public Agencies and to obtain reimbursement, payment, advances or funds from any governmental entity or agency which provides, allocates or administers funds to defray, pay or reimburse the expenses of those entities participating in Mutual Aid efforts;

7. provide accounting, budgeting, estimation, documentation, archival and general administrative support for law enforcement Mutual Aid deployments (actual, planned, proposed or contemplated) and the general operations of ILEAS;

8. obtain indemnity, casualty, liability and worker's compensation insurance for the operations of ILEAS in amounts and under terms deemed appropriate by the Governing Board;

9. employ support personnel to perform the functions and operations of ILEAS;

10. enter into contracts, agreements, purchase agreements and leases necessary to the functions and operations of ILEAS;

11. provide and display identification, signage, insignias, patches or other indicia which identify ILEAS employees and agents if and when such employees and/or agents are on site to coordinate or facilitate disaster and/or emergency relief performed by various Responding Public Agencies;

12. to own, hold, supply, borrow or lend, in ILEAS' name, such personal property as deemed necessary by the Governing Board to the purposes, functions and operations of ILEAS;

13. facilitate, enhance or enable interagency communication relative to the provision of Mutual Aid;

14. provide to Signatory Public Agencies to this LEMAA such information as is useful to them relative to what resources are available from ILEAS or other Signatory Public Agencies to this LEMAA ;

15. maintain a listing or database of available equipment, available animals and alleged independent contractor

experts in various fields that would serve as a resource to ILEAS and any Signatory Public Agency to this LEMAA which listing would be made available to such Signatory Public Agencies with the understanding on the part of the requesting Signatory Public Agency that ILEAS:

(a) does not represent, provide, recommend or warrant to any Signatory Public Agency the appropriateness, integrity, quality, or qualifications of any listed resource, equipment or animal for a given use (such determination to be made solely by the requesting Signatory Public Agency), and;

(b) does not furnish, employ, provide, retain or have as its agent, any alleged expert whose contact information is provided to the Signatory Public Agency, such alleged expert being solely an independent contractor and, further, does not represent, recommend or warrant to any Signatory Public Agency the appropriateness, integrity, training, quality or qualifications of any alleged expert (such determinations to be made solely by the requesting Signatory Public Agency), and;

(c) relative to any animal, does not represent, recommend or warrant to any Signatory Public Agency the appropriateness, training, behavioral characteristics, quality or qualifications of any animal for a given use (such determination to be made solely by the requesting Signatory Public Agency).

16. engage in such other activities as support, enhance or enable Mutual Aid by and between the Signatory Public Agencies to this LEMAA.

e. It is not the function, responsibility or purpose of ILEAS to warrant or endorse the sufficiency or talents of, deploy, supply, direct, command or manage any Law Enforcement Personnel responding to Mutual Aid requests under this LEMAA. Any Law Enforcement Personnel responding to a law enforcement Mutual Aid request under this LEMAA shall be Law Enforcement Personnel of a Responding Public Agency (and not of ILEAS) and shall take their orders from commanding officers of either the requesting Public Agency or the Responding Public Agency, as otherwise detailed in this LEMAA. In general, ILEAS' function in a Mutual Aid deployment is to receive the Mutual Aid request, identify and contact

appropriate potential responding Signatory Public Agency responders, obtain commitments from such potential Signatory Public Agency responders that they will respond to the Mutual Aid request, identify those Signatory Public Agencies who will respond to the Mutual Aid request of the Requesting Public Agency, provide ILEAS' expertise, services and experience relative to issues associated with Mutual Aid deployments and continue to monitor the adequacy of the Mutual Aid response to be able to respond if the Requesting Public Agency determines more assistance is needed and review the sufficiency of the Mutual Aid response that was made. ILEAS may, in its discretion, establish an on site presence at the Mutual Aid site when the Requesting Public Agency or the Responding Public Agencies believe such presence is useful to the purposes and functions of ILEAS and/or the Requesting Public Agency or the Responding Public Agencies.

4. Additional Signatory Public Agency Provisions

a. Each Signatory Public Agency to this LEMAA agrees to maintain liability insurance with a Best's rated A- or better insurance company or a self insurance trust fund in the face or indemnity amount of at least one million dollars ($1,000,000.00) which would provide, *inter alia*, liability coverage for any activities in which the Signatory Public Agency to this LEMAA might engage under this LEMAA.

b. Each Signatory Public Agency to this LEMAA agrees to provide to ILEAS information about the equipment, resources and personnel of its Public Agency, jurisdictional and regional demographic information, contact information, National Incident Management Systems information and Reception Site Staging information which may be used by ILEAS to aid in ILEAS' support role under this LEMAA. The Executive Director of ILEAS shall prepare a document, which will be amended from time to time, which requests the information desired and send it to each Signatory Public Agency for completion and update. Each Signatory Public Agency to this LEMAA agrees that ILEAS may distribute any information obtained by the Executive Director to any other Signatory Public Agency to this LEMAA who may request such information for Mutual Aid purposes.

c. Each Signatory Public Agency to this LEMAA agrees that it will not hold itself out as an agent of ILEAS or any Public Agency other than itself and will instruct each of its employees that they are not to hold themselves out as employees or agents of ILEAS or any

Public Agency other than the one as to which they are actually agents or employees. Further, each Signatory Public Agency to this LEMAA agrees to monitor the activities of its agents and employees to maintain compliance with this provision of the LEMAA.

d. Each Signatory Public Agency to this LEMAA understands that, under the Constitution of the State of Illinois (Ill. Const. Art. VII, §10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), ILEAS may only be delegated authority, abilities and powers that the Signatory Public Agency to this LEMAA has itself. To the extent that a Signatory Public Agency to this LEMAA does not have legal authority to participate in cooperative law enforcement mutual aid, this LEMAA is void and of no effect relative to such Signatory Public Agency.

e. It is the intent of each Signatory Public Agency to this LEMAA that ILEAS be created with all the powers enumerated herein and without further restrictions on those powers. Therefore, each Signatory Public Agency agrees that, if that Signatory Public Agency is determined to not have the authority or powers that are coextensive with those granted to ILEAS in this LEMAA or it is determined that the Signatory Public Agency is limited in the exercise of its authority or its powers to a greater extent than ILEAS is limited by this LEMAA, rather than limiting the powers of ILEAS, that finding will cause the Signatory Public Agency's participation in the creation of ILEAS to be void *ab initio* and Section 3 of this LEMAA shall not apply to such a Signatory Public Agency. Such a finding will not, however, invalidate the Signatory Public Agency's adoption of this LEMAA for purposes of providing and receiving law enforcement Mutual Aid.

f. Each Signatory Public Agency to this LEMAA warrants that:

1. It is a Public Agency under the laws of the State of Illinois.

2. It is authorized by the legal process and laws applicable to that Public Agency that it has the full authority and right to enter into this LEMAA.

3. To the extent that it is called upon to provide Law Enforcement Personnel as a Responding Public Agency, the Law Enforcement Personnel the Signatory Public Agency to this LEMAA provides have been properly credentialed by the Illinois Law Enforcement Training Standards Board to be a law enforcement officer, county corrections officer or court security officer in the State of Illinois and have been trained

relative to the types of tasks that the Law Enforcement Personnel will be undertaking relative to the mutual aid request.

4. To the extent that it is called upon to provide equipment as a Responding Public Agency, the equipment the Signatory Public Agency to this LEMAA provides is in good working order with no known defects, problems, faults or limitations that would make its use dangerous or impractical.

5. Termination of Participation in LEMAA

a. Any Signatory Public Agency to this LEMAA has the right to terminate its participation in this LEMAA upon ninety (90) days notice to ILEAS. ILEAS shall notify remaining Signatory Public Agency parties to the LEMAA of the notice of termination.

b. To the extent that a Signatory Public Agency incurs an obligation under this LEMAA prior to the expiration of the ninety (90) day notice of termination period, nothing contained in this section shall be interpreted to mean that that Signatory Public Agency should not meet its obligation under this LEMAA. Termination is automatically effective upon the expiration of the ninety (90) day period without further action by any party.

6. Non-Member Affiliates

a. Definition of Status – A non-member affiliate of ILEAS is an incorporeal entity, which is not a public agency, but which has been vested with police powers by the State of Illinois, and which:

1. would be eligible to request or provide law enforcement mutual aid, and;

2. has agreed with ILEAS, under the provisions of this LEMAA, to be a non-member affiliate and abide by the provisions of this Agreement applicable to a non-member affiliates.

b. Purpose of Non-Member Affiliate Status – While only Public Agencies may enter into this LEMAA and form ILEAS, there exists value to the public agencies forming ILEAS in having non-member affiliates to provide counsel, advice, experience and different points of view with respect to the problems and issues confronted and addressed by the Public Agencies which have formed ILEAS. As well, as situations sometimes call for coordination with entities with

police power which are not Public Agencies, advance cooperation, planning, coordination and sharing with such entities remains valuable to the Signatory Public Agencies forming ILEAS. As well, in situations of emergency or disaster and to the extent permitted by law, law enforcement services may be provided or given by non-member affiliates under agreements approved by the Governing Board of ILEAS.

c. Participation by Non-Member Affiliate – A non-member affiliate becomes or remains a non-member affiliate at the sole discretion and pleasure of the Governing Board of ILEAS.

- A non-member affiliate may:

  1. send its law enforcement officers to participate in ILEAS-organized training and educational events upon terms and conditions determined by ILEAS;

  2. have its representative agent serve, at the discretion of the President of ILEAS and with the advice and consent of the Governing Board of ILEAS, as an *ex-offcio* Governing Board Consultant;

  3. at the discretion of ILEAS, provide advice and counsel to ILEAS relative to a mutual aid situation.

  4. to the extent permitted by law:

     (a) and under terms and conditions to be determined by the Governing Board of ILEAS, enter into agreements permitting peace officers of a non-member affiliate to provide law enforcement services, in an emergency or disaster, to Signatory Public Agencies and utilize ILEAS coordination services.

     (b) and under terms and conditions to be determined by the Governing Board of ILEAS, enter into agreements permitting Signatory Public Agencies to provide law enforcement services, in an emergency or disaster, to the non-member affiliate and utilize ILEAS coordination services.

- A non-member affiliate, or its representative(s) may not:

  1. represent to any third party or the public at large that it is a "member" of ILEAS or a Signatory Public Agency of ILEAS;

2. bind ILEAS, or any of the Signatory Public Agencies to this LEMAA, to any form of an agreement of any sort or kind;

3. disclose to any third party or the public at large:

   (a) the discussions to which its representatives may be privy at any Governing Board meeting,

   (b) any documents, strategems or other planning activities associated with the business or activities of ILEAS or its Signatory Public Agencies,

   (c) any information deemed by ILEAS or its Signatory Public Agencies as confidential in nature, with the presumption that, if the information was learned at any meeting or assemblage of ILEAS Directors, Officers or Signatory Party representatives, the information should be deemed confidential.

- A non-member affiliate shall:

  1. to the extent that it participates in ILEAS events, maintain liability insurance with a Best's rated A- or better insurance company or a self insurance trust fund in the face or indemnity amount of at least one million dollars ($1,000,000.00) which would provide, *inter alia*, liability coverage for any activities in which the non-member affiliate might engage.

  2. advise any individual, who will be representing the non-member affiliate, of the terms and conditions of non-member affiliate status and direct that individual to act consistently with those terms and conditions.

  3. to the extent determined by the Governing Board of ILEAS, pay appropriate dues for a non-member affiliate.

d. Evidence of Participation as Non-Member Affiliate – Upon the endorsement of approval by the President of ILEAS' Governing Board of an application for non-member affiliate status, the incorporeal entity applying for non-member affiliate with ILEAS shall become a non-member affiliate with ILEAS.

   1. The granting of non-member affiliate status with ILEAS may be revoked at any time and for such reasons as the Governing Board sees fit in its sole discretion and choice.

2. Nothing associated with the granting of a status as a non-member affiliate shall be deemed to create a partnership, joint venture, or any other legal combination of entities, including but not limited to, any principal/agent status by or between the non-member affiliate and either ILEAS or a Signatory Public Agency.

7. Additional Provisions

a. Application of Law and Venue Provisions - This LEMAA shall be governed by, and interpreted and construed under, the laws of the State of Illinois. The exclusive venue for the enforcement of the provisions of this Agreement or the construction or interpretation of this Agreement shall be in a state court in Springfield, Illinois.

b. Compliance with Laws - All Signatory Public Agencies to this LEMAA agree to comply with all federal, state, county and local laws and ordinances as well as all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Signatory Public Agencies' respective performances of the provisions of this LEMAA.

c. Lack of Waiver - Acceptance of partial performance or continued performance after breach of this LEMAA shall not be construed to be a waiver of any such breach.

d. Status of a Signatory Public Agency – Nothing contained within this LEMAA shall be deemed to create, or be interpreted to intend to create, a joint venture, partnership or any other sort of legal association or combination of entities as between the Signatory Public Agencies to this LEMAA or as between ILEAS and any Signatory Public Agency to this LEMAA. Each Signatory Public Agency to this LEMAA is acting in its own individual capacity and not as the agent of any other Public Agency which is created by this or any other counterpart copy of this LEMAA or which is a Signatory Public Agency to this LEMAA.

e. Involuntary Termination of Participation in ILEAS – Under terms and conditions established by the Board of Governors of ILEAS, a Signatory Public Agency may have its participation in this LEMAA involuntarily terminated. The terms and conditions shall describe those situations where such involuntary termination may occur and

the process to be followed to make the determination as to whether involuntary termination shall occur.

f. Immunities - With respect to ILEAS and each and every Signatory Public Agency to this LEMAA, becoming a Signatory Public Agency to this LEMAA or performance under the terms of this LEMAA shall not be deemed to waive any governmental immunity or defense to which the Signatory Public Agency or ILEAS would otherwise be entitled under statute or common law in the absence of this LEMAA.

g. No Third Party Beneficiary -This LEMAA is not intended nor expected to confer upon or entitle any person or entity, other than ILEAS and the Signatory Public Agencies to this LEMAA, any information, benefits, advantages, rights or remedies. It is expressly understood and agreed that enforcement of the terms and conditions of this LEMAA, and all rights of action relating to such enforcement, shall be strictly reserved to ILEAS and the Signatory Public Agencies to this LEMAA and nothing contained in this LEMAA shall give or allow any claim or right of action by any other or third person or entity (including, but not limited to, members of the general public) based on this LEMAA. It is the express intention of ILEAS and the Signatory Public Agencies to this LEMAA that any person or entity (other than ILEAS and the Signatory Public Agencies to this LEMAA) who may be deemed to receive services or benefits under this LEMAA shall be deemed to be only an incidental beneficiary to this LEMAA.

h. Paragraph Headings - The captions and headings used in this LEMAA are only for convenience of reference and the organization of this LEMAA and shall not be construed as expanding, defining or limiting the terms and provisions in this LEMAA.

i. Severability - If any part, term, or provision of this LEMAA is held by the courts to be invalid, unenforceable, contrary to law or in conflict with any of the laws of the State of Illinois, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties to this LEMAA shall be construed and enforced as if the LEMAA did not contain the particular part, term, or provision held to be invalid, unenforceable, contrary to law or in conflict with any law of the State of Illinois.

j. Parol Evidence and Prior Mutual Aid Agreements - This LEMAA constitutes the entire agreement between the Signatory Public Agencies concerning this LEMAA's subject matter, whether or not written, and may not be modified except as otherwise provided herein.

- As between Signatory Public Agencies, this LEMAA supersedes, in its entirety, the Prior Mutual Aid Agreement concerning its subject matter.
- As between Signatory Public Agencies to this LEMAA and Prior Signatory Public Agencies who have not executed this LEMAA, this LEMAA does not supersede the Prior Mutual Aid Agreement.
- Nothing contained herein shall be deemed to affect other Mutual Aid agreements that a Signatory Public Agency to this LEMAA may have executed.

k. Amendments – As it may be desirable, from time to time, to amend this LEMAA, this subsection shall govern that process. In the event that one or more signatory public agencies wishes to propose an amendment to this LEMAA, such signatory public agency(ies) shall communicate the proposed amendment to the Governing Board in the form of a resolution as to which there can be a vote for the resolution or against the resolution. No resolution may come to a vote unless at least ten (10) then-current signatory public agencies (including the signatory public agency(ies) proposing the amendment) endorse their written desire to have a vote on the resolution. In not less than 30 days nor more than 180 days after receipt of the proposed amendment with the requisite minimum of ten (10) endorsements, the Board shall communicate the proposed amendment to all then-current signatory public agencies to the LEMAA together with the date and time by which the signatory public agency must cast its vote for or against the resolution. Each then-current signatory public agency is entitled to one vote. The vote of the signatory public agency should be sent to whomever is the Executive Director at the time of the cutoff for receipt of the votes and such votes may be sent by letter, fax or email but may not be communicated orally (in person or by telephone). The sender assumes all risk that the communication of the vote will not be received in time so early voting is encouraged. The cutoff date and time for the vote to be received by the Executive Director must

not be sooner than fourteen 14 days after the Board has sent out its communication that an amendment has been proposed. The Executive Director shall be the sole individual to determine if the vote was received in a timely fashion in order to be counted and all votes shall be tallied within one day after the date when the voting was terminated. The resolution shall carry if the votes in favor of the amendment constitute greater than fifty percent (50%) of the total votes cast and shall fail if the votes against the amendment constitute less than or equal to fifty percent (50%) of the total votes cast. If the resolution carries, unless the resolution, by its terms, provides for a later date when it would be effective, the amendment is effective upon the determination by vote tally that the resolution carried. As soon as reasonably possible after the results of the voting have been determined, the Executive Director shall communicate the results of the voting to all then-current signatory public agencies.

l. Notices - Notices concerning the withdrawal of a Signatory Public Agency from the terms and conditions of this LEMAA under Section 5 of this LEMAA shall be made to ILEAS at 1701 E. Main St., Urbana, Illinois 61802. Notice of any alleged or actual violations of the terms or conditions of this LEMAA shall be made to ILEAS at 1701 E. Main St., Urbana, Illinois 61802 and each other Signatory Public Agency to this LEMAA who is alleged to have committed the alleged or actual violation of the terms or conditions of this LEMAA.

m. Counterparts - This LEMAA may be, and is anticipated to be, executed in counterparts, each of which shall be deemed to be an original of this LEMAA.

Balance of this page is intentionally left blank before the signature page.

Exhibit A

- William Smith, Captain, Illinois State Police
- Wayne Gulliford, Deputy Chief, Chicago Police Dept
- Steve Georgas, Deputy Chief, Chicago Police Dept
- Eric Smith, Chief of Police, Sherman, Illinois
- Tom Schneider, Sheriff, Macon County, Illinois
- David Snyders, Sheriff, Stephenson County, Illinois
- Victor Moreno, Chief of Police, East Moline, Illinois
- Thomas Roman, Chief of Police, Waubonsee Community College
- Roger Scott, Sheriff, DeKalb County, Illinois
- Steve Neubauer, Chief of Police, Tinley Park, Illinois
- John Zaruba, Sheriff, DuPage County, Illinois
- Mike McCoy, Sheriff, Peoria County, Illinois
- Brian Fengel, Chief of Police, Bartonville, Illinois
- Don Volk, Chief of Police, Washington, Illinois
- Derek Hagen, Sheriff, Iroquois County, Illinois
- Richard Miller, Chief of Police, Granite City, Illinois
- Jim Vazzi, Sheriff, Montgomery County, Illinois
- Andrew Hires, Sheriff, Richland County, Illinois
- Bill Ackman, Chief of Police, Robinson. Illinois
- Jody O'Guinn, Chief of Police, Carbondale, Illinois
- Keith Brown, Sheriff, Saline County, Illinois

or their respective successors per this LEMAA

Exhibit B


JO DAVIESS
STEPHENSON
WINNEBAGO
BOONE
MCHENRY
LAKE
REGION 4
CARROLL
OGLE
DeKALB
KANE
DuPAGE
COOK
WHITESIDE
LEE
KENDALL
REGION 3
WILL
ROCK ISLAND
HENRY
BUREAU
LA SALLE
GRUNDY
MERCER
REGION 2
PUTNAM
KANKAKEE
STARK
MARSHALL
KNOX
LIVINGSTON
HENDERSON
WARREN
PEORIA
WOODFORD
IROQUOIS
HANCOCK
McDONOUGH
FULTON
TAZEWELL
McLEAN
FORD
REGION 6
REGION 7
MASON
SCHUYLER
DE WITT
CHAMPAIGN
VERMILION
LOGAN
ADAMS
BROWN
CASS
MENARD
PIATT
MACON
SANGAMON
DOUGLAS
MORGAN
EDGAR
PIKE
SCOTT
MOULTRIE
CHRISTIAN
COLES
GREENE
SHELBY
CLARK
MACOUPIN
MONTGOMERY
CUMBERLAND
CALHOUN
JERSEY
REGION 8
EFFINGHAM
FAYETTE
JASPER
CRAWFORD
REGION 9
BOND
MADISON
CLAY
RICHLAND
LAWRENCE
CLINTON
MARION
ST. CLAIR
WAYNE
EDWARDS
WABASH
WASHINGTON
JEFFERSON
MONROE
RANDOLPH
PERRY
HAMILTON
WHITE
FRANKLIN
REGION 11
JACKSON
WILLIAMSON
SALINE
GALLATIN
UNION
JOHNSON
POPE
HARDIN
ALEXANDER
PULASKI
MASSAC

In Witness Whereof, the Signatory Public Agency designated below enters into this LEMAA with all other Signatory Public Agencies who have signed or will sign this LEMAA pursuant to legal authorization granted to it under the Constitution of the State of Illinois (Ill. Const. Art. VII, § 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and the final approval required of an entity such as the undersigned Public Agency.

_____
Public Agency Name

By: _____
Legally Authorized Agent

_____
Printed Name:

Title: _____

Date: _____

State of Illinois)
) ss
County of _____)

_____, after being duly sworn on oath, deposes and states under penalty of perjury that he/she is the duly authorized agent for the Public Agency shown above, that he/she has read the cover letter accompanying the LEMAA in its entirety, that the entity shown above the "Public Agency Name" line, above, is a Public Agency within the meaning of 5 ILCS 220/1 *et seq.* and that he/she signs this document pursuant to proper authority granted by that public agency.

_____
Notary Public

My Commission Expires:

Richland Community College

TO: Board of Trustees
Dr. Cris Valdez

FROM: Greg Florian Greg Florian

DATE: December 4, 2018

RE: FY 2020 Tax Levy – Resolution No. 19.6 - **REVISED**

Mr. President, Members of the Board, the tax levy for FY2020 is proposed for adoption in Resolution No. 19.6 . With this resolution, we are requesting the taxes be levied at amounts needed to fund the operations for the next year. While we are requesting that these amounts be levied, the amounts actually extended by the county clerks will be determined by the actual equalized assessed value of the taxable property in the district. The amount of the taxes that we collect will be different than the requested levy.

The resolution establishes, requested extensions for the Education Fund, Operations & Maintenance Fund, Liability, Protection & Settlement Fund, Social Security & Medicare, Audit Fund for financial audit purposes and protection, health and safety purposes totaling $9,819,653 representing an increase of 4.99% or $467,520 from the previous year's actual extension.

Debt Service taxes estimated for FY2020 is $2,724,113. Total Extensions for all funds is $12,748,861.

The total estimated tax rate for the aggregate and debt services levies is estimated at $0.5378 per $100 EAV. This is a 2.9% decrease and a 1.65% decrease from the prior year's total extension.

I am happy to address any questions you may have.

Thank you.

Richland Community College

TO: Board of Trustees
Dr. Cris Valdez

FROM: Greg Florian

DATE: December 4, 2018

RE: FY 2020 Tax Levy – Resolution No. 19.6

Mr. President, Members of the Board, the tax levy for FY2020 is proposed for adoption in Resolution No. 19.6 . With this resolution, we are requesting the taxes be levied at amounts needed to fund the operations for the next year. While we are requesting that these amounts be levied, the amounts actually extended by the county clerks will be determined by the actual equalized assessed value of the taxable property in the district. The amount of the taxes that we collect will be different than the requested levy.

The resolution establishes, requested extensions for the Education Fund, Operations & Maintenance Fund, Liability, Protection & Settlement Fund, Social Security & Medicare, Audit Fund for financial audit purposes and protection, health and safety purposes totaling $9,819,653 representing an increase of 4.99% or $467,520 from the previous year's actual extension.

Debt Service taxes estimated for FY2020 is $2,724,113. Total Extensions for all funds is $12,543,765.

The total estimated tax rate for the aggregate and debt services levies is estimated at $0.5378 per $100 EAV. This is a 2.9% decrease from the prior year's total extension.

I am happy to address any questions you may have.

Thank you.

Richland Community College

TO: Board of Trustees

FROM: Greg Florian
Robin Bollhorst Greg Florian

DATE: December 4, 2018

SUBJECT: Board Policy Section 3 – Personnel - First Reading

Mr. Chairman, Members of the Board, Section 3 of the Board Policy Manual is presented for the first reading.

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

Section 3 was last reviewed in its entirety in 2013. The current Section 3 review began in the fall of 2017 and has been revised to reflect current statutes. Section 3 policies contained procedures that have been removed and added to the procedures manual where applicable. Most changes are reflective of clarification in language and identification of responsible offices for implementation of policy.

New sections or added language is shown in *underlined italics* and current language that is be recommended for deletion is shown with a ~~strikethrough~~.

Several substantial modifications have been made to reflect changes in statute or best practices. A subsection has been added that addresses relationships between College employees and students as well as relationships between employees.

Board Policy Section 3 has been reviewed by President's Cabinet and has been sent to the College's attorneys for review.

No action is necessary at this time.

Robin and I are available for questions.

3.1 EMPLOYMENT OF PERSONNEL – Adopted 8/21/90; Revised 2/20/07

3.1.1 "At Will" Employment

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

3.1.1.1 Nondiscrimination

Richland Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs. The following positions have been designated to handle inquiries regarding the non-discrimination policies: Director of Student Development - Title IX Coordinator, Director, Academic Success Center - Section 504 Coordinator. For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

3.1.2 Union Represented Faculty

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

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

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3.1.2.1 "Just Cause" Standard for Tenured Faculty

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

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

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

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

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

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

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

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

3.1.3 Authority to Hire – 11/18/08

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

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

3.1.3.1 Academic Rank – Initial Placement – Adopted 3/76

As an organization that inherently places value on

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

3.1.4 Background Checks

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

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

3.1.5 ***Personal Relationships***

Richland Community College is committed to providing a workplace and educational environment for all employees and students that is free of potential conflict regarding personal relationships and nepotism. The following policies are in place to mitigate the effects of such relationships.

3.1.5.1 Employment of Relatives

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

While the College will accept and consider applications for employment from relatives of current employees or from individuals with close personal relationships with employees, these individuals ~~*generally*~~ will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another relative or intimate regularly residing in the same household. Relatives or intimates ~~*generally*~~ will not be placed in positions where they work with or have access to sensitive information

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regarding relatives or close family members or if there is an actual or apparent conflict of interest. Further, if two employees are relatives or have a close personal relationship and they are placed in a supervisory relationship to each other, they are required to bring that relationship to the attention of Human Resources *within 5 business days of placement into the position*.

3.1.5.2 Faculty-Employee/Student Relationships

The College strongly discourages sexual and/or romantic relationships between its employees and students in all contexts. In light of the potential for misunderstanding, morale problems, or abuse arising from consensual romantic or sexual relationships, it is the policy of the College that faculty members and other employees may not have evaluative, supervisory, or other authority over a student with whom the employee is having or has recently had a romantic or sexual relationship. To avoid the appearance of impropriety, Richland employees are prohibited from teaching members of their household, spouse, children, parents, or any other individual with whom he/she has or has recently had, a personal, non-professional relationship, including romantic or sexual relationships. Any relationship with a student that violates this policy needs to be brought to the attention of Human Resources and their supervisor immediately. Failure to report the relationships could result in disciplinary action, including termination. In the event that only one faculty member teaches a course in which a they have a personal relationship with a student they will need to work with their respective Dean and Vice President to determine an appropriate course of action to mitigate any potential conflicts of interest with the student. The President will need to approve any alternative course of action.

3.1.6 Probation

All employees not covered by contract are considered probationary employees during their initial ~~ninety (90)~~*one hundred twenty (120)* days of employment with the College. The discharge of an initial probationary employee shall not be subject to the grievance steps. The probationary period may be extended for an additional ~~ninety~~ sixty (~~9~~*60*) days upon the mutual agreement of the College and the employee.

3.1.7 Grievance – revised 12/15/09

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

3.1.8 Return to work SURS annuitants – 1.4.16

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

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

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

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

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

3.2.1 Executive Staff – 11/18/08

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

Such individuals shall include but not limited to the following positions: the President, Vice Presidents, Executive Directors, and Chief Information Officer~~, and Deans~~.

3.2.2 Administrative Staff – 11/18/08

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

Such positions shall include but are not limited to the following positions: Deans, Directors, Assistant Directors, Chief Public Safety, and Supervisors, ~~Professional, Technical, Maintenance, Custodial, and Clerical Staff~~.

3.2.3 Professional/Technical Staff – 10/29/18

Professional/Technical staff shall be those individuals who provide specialized supporting services of a professional or technical level that does not include teaching and providing instruction to students.

Such positions shall include, but are not limited to, the following positions: Academic Support, Police Officer, and Professional/Technical.

3.2.4 Supporting Staff – 10/29/18

Supporting staff shall be those individuals who provide clerical and maintenance supporting services to the College.

Such positions shall include, but are not limited to, the following positions: Clerical, Specialists, Food Service Workers and Custodian/Maintenance.

3.2.5 Faculty

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

3.2.5.1 Full-time Tenure-Track Faculty

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

3.2.5.2 Full-time Tenure-Track Librarians and Counselors

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

3.2.5.3 Adjunct Faculty

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

3.2.5.4 Temporary Full-Time Faculty

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

College District Board of Trustees and the Richland Community College Federation of Teachers Local 4262.

3.2.6 Other Staff

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

3.2.6.1 Adult Education Instructors

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

3.2.6.2 – MCLETC Instructors

MCLETC Instructors are employees who teach courses for the Law Enforcement Training Center. These instructors are hired to teach specific courses pertaining to law enforcement on a part-time, intermittent basis.

3.2.6.3 Temporary Part-Time Employees

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

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

3.2.6.4 Temporary Full-Time Employees

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

3.2.6.5 Student Employees

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

Academic Standard Policy.

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

3.2.6.6 Contract Employees

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

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

For the purposes of type of employee, part-time employees will be considered the same as contractual employees, hired for a specific period of time, with no guarantee of the number of hours worked or further employment.

3.2.6.7 Grant-Funded Employees

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

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

3.3.1 Non-Faculty

3.3.1.1 Full-Time Employment

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

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

3.3.1.2 Part-Time Employment

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

Part-time employees who work a four-hour shift will receive a paid fifteen (15)-minute break, and those working seven and a half (7 1/2) or more continuous hours will receive a thirty (30)-minute unpaid meal break no later than 5 hours of the start of their shift*, consistent with applicable law*.

3.3.1.3 Student Employment

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

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

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

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

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

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

3.4.1 Faculty Promotion in Rank

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

Promotion in rank will be granted to full-time faculty members who achieve levels of excellence described in the "Criteria for

Promotion" and who are approved by the Board of Trustees.

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

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

Instructor
Assistant Professor
Associate Professor
Professor

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

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

3.5 GENERAL EMPLOYMENT

3.5.1 Chronic Communicable Disease

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

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

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

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

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

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

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

Richland Community College is dedicated to promoting and maintaining a healthy environment for students and employees. The College places a high priority on the need to prevent the spread of chronic communicable diseases on its campus. Chronic communicable diseases include those diseases and conditions which have been declared by the Center for Disease Control to be contagious, infectious, communicable, and dangerous to the public health. The College is committed to educating students, employees, and the community-at-large about chronic communicable diseases.

Employees with Chronic Communicable Diseases who know that they have a chronic communicable disease have the obligation to inform the Director of Human Resources of their condition. Employees with identified chronic communicable diseases shall retain their positions whenever, through reasonable accommodation of the employee's physical condition and without undue hardship to the employer, there is no reasonable risk of transmission of the disease to others. Such employees shall remain subject to the Board's employment policies, including but not limited to current collective bargaining agreements in effect, sick leave, physical examinations, temporary and permanent disability and termination.

Employment decisions will be made utilizing the general legal standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged. Decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the College. The College shall respect the right to privacy of any employee who has a chronic communicable disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The Director of Human Resources may establish additional rules and regulations designed to implement this policy.

3.5.2 Drug-Free Workplace

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

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

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

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

Any employee will be subject to reasonable suspicion drug screening.

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

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

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

3.5.4 Whistleblower Protection

The College is committed to promoting compliance with the laws, rules, and regulations that govern its business operations and encouraging its employees to report unlawful conduct. Employees may report complaints or concerns about any fraudulent, illegal or unethical conduct within the College.

Employees are often the first to become aware of unethical behavior or business improprieties, but may not express their

concerns for fear of retaliation. The College will not tolerate harassment, retaliation or reprisals of any time against any employee who has, in good faith, protested or raised a complaint against some policy or practice of the College or any of its employees.

The College is committed to protecting employees from retaliation for having made a protected disclosure. This policy is derived from *740ILCS 174/1 et.al* ~~the Illinois~~ Whistleblower Protection Act. Pursuant to this Act, a College employee may not retaliate against an employee who discloses information to a government or law enforcement agency where the employee reasonably believes that the information disclosed is a violation of State or Federal law, rule, or regulation. It is the intention of the College to take whatever action may be needed to prevent and correct activities that violate this policy.

I. Scope

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

Definitions

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

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

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

D. Locally Designated Official: A Locally Designated Official (LDO) shall be appointed by the President to receive

retaliation complaints and administer local implementing procedures. The LDO may be the same official designated to administer local procedures for investigating whistleblower complaints.

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

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

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

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

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

Employees have the right to review and make copies of their respective personnel files at their own expense pursuant to the Personnel Records Review Act (820 ILCS 40/1 - 40/13 as amended). Employees will need to notify Human Resources in writing prior to review and/or copying of their personnel record. *The College will comply with all requests within seven (7) working days of the request.* ~~and~~ Personnel records shall not be released to a third party unless authorized by the employee in writing or as otherwise permitted or required by law.

3.5.6 *Code of Ethics* ~~**Prohibited Gifts and Political Activity - revised 11/15/11**~~

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

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

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

In order to ensure public confidence in the College, Board members and employees must perform their duties in a proper and ethical manner and avoid even the appearance of impropriety. Thus, in the best interests of the College, the Board and College employees shall subscribe to the following Code of Ethics: A. General Provisions:

(1) Definitions. The following terms shall be given the definitions:

- *(a) Campaign for elective office*
- *(b) Candidate*
- *(c) Collective bargaining*
- *(d) Compensated time*
- *(e) Compensatory time off*
- *(f) Contribution*
- *(g) Gift*
- *(h) Leave of absence*
- *(i) Political activity*
- *(j) Political organization*
- *(k) Prohibited political activity*
- *(l) Prohibited source*

For the purposes of this policy, "officer" shall mean any member of the Board of Trustees and "employee" shall mean any person employed by the Board, whether

on a full-time or part-time basis, or pursuant to a contract, whose duties are subject to the direction and control of the Board and/or its administrative employees with regard to the material details of the work performed. The term "employee" does not include a volunteer or an independent contractor. "Employer" shall mean the Board of Trustees (sometimes referred to herein as the "Board").

(2) Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the Board in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer's or employee's duties, as a condition of employment, or during any compensated time off (including holidays, vacations, and personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration of that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration of the employee's participation in any prohibited political activity.

(d) Nothing in this section shall prohibit activities that are permissible for an officer or employee to engage in as part of such employee's official duties or activities.

(3) Gift Ban.

Subject to the exceptions set forth herein, no officer or employee and no spouse or immediate family member living with any officer or employee (collectively referred to herein as "Recipient") shall solicit or accept any gift from any prohibited source or which is otherwise prohibited by law. No prohibited source shall offer or make a gift that violates this provision. The following exceptions shall apply to this section:

(a) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(b) Anything for which the Recipient pays fair market value.

(c) Any contribution that is lawfully made under the Election Code or activities associated with a fund-raising event in support of a political organization or candidate.

(d) Educational materials and missions.

(e) Travel expenses in connection with any meeting for

business purposes.
(f) Any gift from the following relatives of the Recipient: father, mother, son, daughter, brother, sister (including corresponding in-laws, step-relations, and half-relations), uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, spouse, grandparent, grandchild.
(g) Any gift from an individual on the basis of a personal friendship unless the Recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the Recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the Recipient shall consider the circumstances under which the gift was offered (such as the history of the relationship between the parties, including any previous exchange of gifts, whether, to the actual knowledge of the Recipient, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift, and whether, to the actual knowledge of the Recipient, the individual who gave the gift also gave the same or similar gift to other Recipients).
(h) Food or refreshments not exceeding $75 per person in value during a single day, provided that the food or refreshments are consumed on the premises where they were purchased or prepared or catered.
(i) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.
(j) Intragovernmental and intergovernmental gifts. For the purposes of this section, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee and "intergovernmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
(k) Bequests, inheritances, and other transfers at death.
(l) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.
(m) Any item provided by the College in support of the employee's or officer's discharge of official duties. There shall be no violation of this provision if the Recipient promptly takes reasonable steps to return a gift from a prohibited source or promptly donates the gift (or makes a monetary contribution equal in value to the gift) to a

charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended.

(4) Ethics Advisor.
The President may appoint an Ethics Advisor for the College, and in such event shall advise the Board of such appointment. In the absence of such appointment, the attorney serving as general counsel to the College shall serve as Ethics Advisor. The Ethics Advisor shall provide interpretation and guidance to officers and employees of the College concerning compliance with this policy and the Act, and shall perform such other investigative and reporting requirements as the President and/or Board shall authorize from time to time.

(5) Ethics Commission.
The Board may from time to time appoint and constitute no less than three of its members to serve as an Ethics Commission to investigate any complaints arising under this policy. Such Commission shall discharge its duties in accordance with this policy and shall make recommendations to the full Board as it shall deem appropriate.

B. Board members and employees shall keep in confidence information that has been obtained in the course of professional service, unless disclosure is required by law or is otherwise authorized by the Board.

C. Board members and employees shall not use College facilities, equipment, or property for personal financial gain.
D. Board members and employees shall not seek to unduly influence personnel decisions.
E. Board members and employees shall not seek to influence the purchase of products or services by the College when such influence may result in personal gain.
F. Board members shall not be interested directly or indirectly in any contract, work, or business of the College except as provided by law (110 ILCS 805/3-48).
G. Employees owe their first responsibility to fulfilling the terms of their contracts or employment obligations to the College. Employees may not obligate themselves for additional services inside or outside the College if such obligations would interfere with fulfilling their primary responsibilities to the College.
H. In the deliberation of any matter to come before it, the

Board encourages Trustees to express individual and differing points of view. Once a decision is reached, however, Trustees shall accept such decision as the official Board position on the matter.

3.5.7 Conflict Of Interest

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

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

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

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

3.5.8 Employee Safety and Risk Management

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

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

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

3.5.9 Dismissal of Non-Tenured Faculty

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

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

3.5.10 Corrective/Disciplinary Action

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

Information regarding the corrective/disciplinary action will be kept in the employee's personnel file maintained by the College's Human Resource office. ~~An employee may request in writing through the Human Resources office to the employee's supervisor that any~~

~~disciplinary action not be used as the basis for future progressive discipline after one (1) year if the employee has received no additional discipline for the same offense. In considering the request, the employee's supervisor may take into account the severity of the infraction, length of employee service, and the employee's overall work record.~~

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

3.5.11 Resignation

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

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

3.5.12 Abandonment of Position

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

3.6 SALARY AND WAGE SYSTEM – 11/18/08

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

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

2. Job Description

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

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

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

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

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

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

3.6.1 Salaried Status – 11/18/08

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

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

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

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

3.6.2 Overtime Pay

Certain employees, referred to as "non-exempt" employees, are eligible for overtime pay. Other employees, referred to as "exempt," are not entitled to additional compensation for working overtime. Rather, their compensation packages are intended to compensate them for all hours worked, including any overtime hours.

Non-exempt employees must obtain consent from their supervisor before working any overtime beyond the regular forty (40)-hour workweek. *Failure to obtain consent may result in disciplinary action,* up to and including termination. An employee may be required to work overtime.

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

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

a. Prior written approval by the supervisor is obtained.
b. The employee knowingly consents in writing to receive compensatory time in lieu of overtime payment prior to any overtime work being performed.
c. The employee is made aware that the compensatory time off received may be used, preserved, or cashed out as provided

by the law.

d. The compensatory time earned must not exceed forty (40) hours. The employee should work with the supervisor to establish an appropriate schedule of use.

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

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

3.6.3 Flex Scheduling

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

3.6.4 Payroll

Richland Community College non-faculty employees are paid on a bi-weekly basis. A payroll period is a two week (80 hours) period beginning on Sunday and ending on a Saturday. A standard workweek for non-exempt employees is 40 hours. All bi-weekly employees who are full time and are exempt from Fair Labor Standards Act requirements ("exempt") ordinarily are scheduled to be paid for eighty (80) hours per bi-weekly period, unless they move into an unpaid leave or disciplinary status in accordance with College policy. Accurate and contemporaneous reporting of nonexempt employee time and attendance is the responsibility of the employee and his/her immediate supervisor. Employees and/or supervisors found improperly reporting time and attendance information are subject to disciplinary action, up to and including termination. Faculty, including adjunct faculty, non-credit, *MCLETC instructors*, and adult education instructors will be paid on a semi-monthly basis typically on the 15th of the month and the last day of the month, per the terms of their contract. Overload, extra-duty, and other non-scheduled pay will be paid on a semi-monthly basis typically on the 15th and last day of the month. Upon separation from the College, an employee's earned and unused vacation and compensatory time will be paid out during the next regularly scheduled payroll period after the

employee's termination date.

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

3.6.4.1 Salary Overpayment and Corrections

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

3.6.5 Paid/Unpaid Time Off

Paid/unpaid time off for consideration includes the following:

3.6.5.1 Holidays *(this section has been revised 4/18)*

The College recognizes the following 8 Customary Holidays:

New Year's Day
Labor Day
M.L. King's Birthday
Thanksgiving Day and day after
Memorial Day
Christmas Day
Independence Day

The College also recognizes 4 College Designated Holidays annually. These days will be determined annually at the beginning of each year.

Customary Holidays will be observed on the calendar days on which they fall. However, holidays occurring on either Saturday or Sunday may be observed on the preceding day that the College is in operation or the following Monday.

Full-time, non-contractual employees will be compensated at their normal rate of pay for the holidays noted above. Part-time employees who normally would have been scheduled to work on the day the holiday falls will be paid for the hours they normally would have worked. Paid holiday hours are not included in the calculation of overtime.

Due to operational needs, some employees will be required to work on College holidays

To be eligible for holiday pay, an eligible staff member must be 1) actively employed by the College both before and after the campus holiday or bonus day and 2) must have worked or been on approved paid leave (e.g. vacation leave) during the pay period in which the campus holiday occurs. A staff member who is on leave without pay for the full pay period during which the campus holiday occurs is not eligible for holiday pay.

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

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

If eligible, an employee may be able to take up to 12 *work* weeks of ~~unpaid~~ *medical* leave during a 12-month period for *one or more of* the following reasons:

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

foreign country.
• If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

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

Notice of Leave.

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

~~When~~*To* request~~ing~~ leave, the employee must:

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

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

Intermittent Leave. When medically necessary, *eligible* employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family

member, or for military caregiver leave. Employees are required to cooperate with Richland Community College to arrange reduced work schedules or intermittent leave so as to minimize disruption of college operations*, subject to approval by the health care provider*. Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of college operations.

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

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

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

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

Fitness for Duty Certifications. Because Richland Community College wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide

a Fitness for Duty certification signed by his/her health care provider. An employee who fails to provide a Fitness for Duty certification will be prohibited from returning to work until it is provided. An employee who fails to provide a Fitness for Duty certification may be disciplined or terminated.

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

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

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

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

Married Couples Who Work for Richland Community College. If an employee and his/her spouse both work for Richland Community College, they ~~are both eligible for leave. The~~

~~employee and employee spouse~~ may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

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

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

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

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

~~For situations where the Family and Medical Leave Act does not apply~~ *The following conditions and procedures apply to a medical leave of absence not expressly provided for elsewhere in this manual.*

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

In order to apply for such a leave, the employee and the employee's health care provider must submit proper documentation. A request for medical leave must be submitted in writing by the employee to the administrative officer of his or her unit. The administrative officer will forward the request to the Human Resource Office. Medical leaves must be

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

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

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

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

3.6.5.4 Eligibility for Leave

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

3.6.5.5 Personal Leave

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

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

3.6.5.6 Sick Leave – 9/16/08, revised 11/15/11, Revised 1/17/17

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

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

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

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

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

3.6.5.7 Bereavement Leave – revised 8/21/90; 11/15/11 Revised 1/17/17

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

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

Each full-time employee will be granted one (1) day paid bereavement leave for the death of a member's related aunt or uncle, first cousin, nephew or niece. Employees absent due to bereavement leave will be paid for the hours they normally would have worked.

3.6.5.7.5 – Bereavement Leave All Employees – Adopted 1/17/17

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

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

Bereavement Leave must be completed within 60 days after the employee receives notice of the death.

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

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

Full-time *employees classified as* exempt, twelve (12)-month

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

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

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

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

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

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

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

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

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

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

3.6.5.9 Military Leave – revised 11/15/11

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

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

An employee is eligible for the Illinois Family Military Leave Act if he or she has worked at least twelve months and at least 1,250 hours in the twelve months immediately

preceding the requested leave. Furthermore, an employee must first exhaust all of his or her accrued vacation, personal and compensatory leave (except sick and/or medical leave) before he or she is eligible for family military leave under the Act.

3.6.5.10 Jury Duty

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

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

3.6.5.11 Leave to Vote

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

3.6.5.12 Professional Leave – Adopted 9/10/90.

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

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

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

professional leaves.

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

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

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

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

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

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

3.6.5.13 School Visitation

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

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

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

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

Illinois Victims' Economic Security and Safety Act

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

3.6.5.14 Other Leaves

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

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

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

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

3.6.5.15 Layoff Status

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

3.7 BENEFITS

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

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

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

3.7.2 Tuition/Fees Waivers

3.7.2.1 Full-Time Employees

3.7.2.1.1 Credit Classes – revised 11/15/11

The College will waive tuition *only* for credit classes for full-time employees and their immediate family defined as the employee's spouse, party to a civil union, and the employee's unmarried children (2~~3~~*6* years of age and under). Individuals in 'temporary' classifications are not eligible. If the employee dies and the spouse, party to a civil union, and/or unmarried children are currently enrolled, tuition for credit classes will be waived for an additional semester.

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

3.7.2.1.2 Fitness Center

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

3.7.2.1.3 Non-Credit Classes

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

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

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

3. ~~Enrollment must not exceed maximum class size.~~

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

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

3.7.2.2 Part-Time Employees

3.7.2.2.1 Credit Classes

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

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

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

3.7.2.3 Adjunct Faculty

3.7.2.3.1 Credit Classes

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

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

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

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

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

3.7.2.3.2 Fitness Center

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

3.7.2.4 Retired Employees

3.7.2.4.1 Credit Classes

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

3.7.2.4.2 Fitness Center

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

3.7.2.4.3 Non-Credit Classes

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

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

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

3. Enrollment must not exceed maximum class size.

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

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

3.7.3 Retirement under State Universities Retirement System Program

All employees *meeting the eligibility requirements per state statute* will participate in the State Universities Retirement System Program and will be governed by the rules and regulations promulgated by the Board of Trustees of the State Universities Retirement System.

3.8 Disability Accommodations

3.8.1 Reasonable Accommodation for Disabilities

The College is committed to complying fully with all applicable federal, state, and local laws that are designed to promote equal opportunity in employment for qualified persons with disabilities. The College will make reasonable accommodations for qualified individuals when required by law, unless doing so would result in an undue hardship as defined by applicable law. Such accommodations may include but are not limited to time away from work, modifications to an employee's work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

3.8.2 Pregnancy and Childbirth

The College will provide reasonable accommodations to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for the College.

3.8.3 ***Nursing Mothers***

The College supports mothers who choose to breastfeed, and will provide reasonable break time and a suitable private location for expressing breast milk during the work day. The College will also comply with all applicable federal, state and local laws relating to nursing mothers in the workplace.

3.8.4 ***Religious Accommodations***

The College respects the freedom of religion, and will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case by case basis.

3.8.5 ***Requesting an Accommodation***

An employee who requires a reasonable accommodation for a disability, due to pregnancy, childbirth or a related condition, for religious reasons, or for any other reason provided by applicable law, should promptly bring the matter to the attention of the Director Human Resources. The College may require the employee to provide documentation or information supporting the request. If the employee seeks an accommodation due to a medical condition, the College may also require him or her to be evaluated by a health care provider designated by the College. If an accommodation is needed, the College will work with the employee to determine what accommodation is appropriate. The College is generally not required to provide an accommodation that would result in an undue hardship for the College. Additionally, even where the College is required to provide a reasonable accommodation, it is not obligated to provide the specific accommodation that an employee requests if another accommodation would also be effective.

Employees who are granted reasonable accommodations will generally be required to perform all essential job functions

and to meet the same performance standards and expectations with respect to those job functions as required of similarly-situated employees, unless otherwise provided by applicable law.

3.9 SERVICE RECOGNITION

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

3.9.1 PROFESSOR EMERITUS

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

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

3.9.2 STAFF EMERITUS

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

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

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

TO: Board of Trustees

FROM: Cris Valdez

DATE: December 18, 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 November 2018 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Richland Community College

Treasurer's Report

11/30/2018

Fund	Balance 11/1/2018	Receipts for Month	Disbursements for Month	Balance 11/30/2018	Int Bearing Accounts	Separate Inv Instruments
Education Fund	$10,219,692.87	$2,424,576.59	($5,142,924.24)	$7,501,345.22	$6,951,345.22	$550,000.00
Oper & Maint Restricted	$1,212,261.42	$45,855.00		$1,258,116.42	$1,258,116.42	$0.00
Bond & Interest Fund	$89,900.09			$89,900.09	$89,900.09	$0.00
Auxiliary Enterprises	$2,565,429.10	$49,190.33	($116.75)	$2,614,502.68	$2,614,502.68	$0.00
Restricted Purposes	$2,809,086.96	$31,406.62		$2,840,493.58	$2,540,493.58	$300,000.00
Working Cash Fund	$8,434,433.87	$1,400.00		$8,435,833.87	$7,433,986.66	$1,001,847.21
Trust & Agency Fund	$332,085.24	$3,021.83	($61.00)	$335,046.07	$335,046.07	$0.00
Audit Fund	$69,228.89			$69,228.89	$69,228.89	$0.00
Liability & Protection	$1,408,549.01			$1,408,549.01	$1,308,549.01	$100,000.00
Totals	$27,140,667.45	$2,555,450.37	($5,143,101.99)	$24,553,015.83	$22,601,168.62	$1,951,847.21

Richland Community College

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	$350,000.00	CD-HPB	0.40	11/22/2018	12.0
WORKING CASH FUND	$302,636.92	CD-HPB	0.40	1/19/2019	3.0
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	$121,489.65	CD-Regns	1.63	8/21/2019	13.0
LPS FUND	$100,000.00	CD-Busey	0.10	9/27/2018	6.0

Richland Community College

Revenues & Expenses by Fund

	Actual 11/30/2018	Budget 1819	%	Actual 11/30/2017	Prior Year To Date
Fund 01-Education Fund					
Revenue	$12,509,464.12	$15,043,243.00	83.16	$12,452,740.49	$15,513,445.99
Transfers	$0.00	($477,260.00)	0	$0.00	($69,819.65)
Expenses	($4,994,814.34)	($13,508,847.00)	36.97	($4,917,637.18)	($12,496,212.88)
	$7,514,649.78	**$1,057,136.00**		**$7,535,103.31**	**$2,947,413.46**
Fund 02-Operations & Maintenance					
Revenue	$1,512,805.32	$1,925,258.00	78.58	$1,409,131.86	$1,756,911.73
Expenses	($661,797.66)	($1,920,174.00)	34.47	($670,490.08)	($1,739,824.31)
	$851,007.66	**$5,084.00**		**$738,641.78**	**$17,087.42**
Fund 03-Oper & Maint Restricted					
Revenue	$182,976.66	$182,083.00	100.49	$1,831,180.72	$3,648,124.54
Transfers	$0.00	$0.00	0	$0.00	($141,135.46)
Expenses	($90,585.45)	($182,083.00)	49.75	($2,412,715.46)	($3,947,356.22)
	$92,391.21	**$0.00**		**($581,534.74)**	**($440,367.14)**
Fund 04-Bond & Interest Fund					
Revenue	$3,287,769.92	$3,388,418.00	97.03	$3,926,440.85	$4,059,014.58
Expenses	($3,083,951.61)	($3,380,528.00)	91.23	($3,713,656.11)	($4,043,371.11)
	$203,818.31	**$7,890.00**		**$212,784.74**	**$15,643.47**
Fund 05-Auxiliary Enterprises					
Revenue	$585,002.71	$1,196,760.00	48.88	$536,313.72	$1,403,413.95
Transfers	$0.00	($1,700.00)	0	$0.00	($60,000.00)
Expenses	($564,625.09)	($1,185,529.00)	47.63	($473,544.45)	($1,276,571.89)
	$20,377.62	**$9,531.00**		**$62,769.27**	**$66,842.06**
Fund 06-Restricted Purposes Fund					
Revenue	$3,210,804.85	$10,183,467.48	31.53	$2,652,801.52	$7,930,485.46
Transfers	$0.00	($7,000.00)	0	$0.00	($9,218.33)
Expenses	($4,101,984.63)	($10,176,142.50)	40.31	($3,541,363.33)	($7,897,978.77)
	($891,179.78)	**$324.98**		**($888,561.81)**	**$23,288.36**
Fund 07-Working Cash Fund					
Revenue	$51,697.10	$50,000.00	103.39	$26,441.61	$92,353.92
Transfers	$0.00	($50,000.00)	0	$0.00	($92,353.92)
	$51,697.10	**$0.00**		**$26,441.61**	**$0.00**
Fund 10-Trust & Agency Fund					
Revenue	$61,006.17	$55,250.00	110.42	$63,127.99	$102,912.86
Transfers	$0.00	$0.00	0	($2,000.00)	($6,916.65)
Expenses	($38,795.16)	($55,250.00)	70.22	($38,197.86)	($95,996.21)
	$22,211.01	**$0.00**		**$22,930.13**	**$0.00**
Fund 11-Audit Fund					
Revenue	$63,478.67	$65,410.00	97.05	$61,265.89	$64,411.10
Expenses	($43,717.47)	($56,593.00)	77.25	($50,004.01)	($55,321.21)
	$19,761.20	**$8,817.00**		**$11,261.88**	**$9,089.89**
Fund 12-Liability & Protection					
Revenue	$1,815,178.74	$1,881,450.00	96.48	$1,524,712.64	$1,603,190.84
Expenses	($634,216.83)	($1,493,608.00)	42.46	($557,321.25)	($1,273,812.01)
	$1,180,961.91	**$387,842.00**		**$967,391.39**	**$329,378.83**
Total	**$9,065,696.02**	**$1,476,624.98**		**$8,107,227.56**	**$2,968,376.35**

Richland Community College

Operating Funds Revenue

	Actual Revenue YTD 11/30/2018	Budget 1819	%	Actual Revenue YTD 11/30/2017	Prior Year Revenue 6/30/2018
Investment Revenue					
Investment Revenue	$25,956.49	$17,800.00	145.82	$7,959.02	$24,717.56
	$25,956.49	$17,800.00	145.82	$7,959.02	$24,717.56
Local Government Sources					
Current Taxes	$7,012,762.78	$7,211,480.00	97.24	$6,795,418.58	$7,169,459.89
Interest on Taxes	$36.18	$700.00	5.17	$147.34	$848.58
	$7,012,798.96	$7,212,180.00	97.24	$6,795,565.92	$7,170,308.47
Other Revenue					
Facility Rental	$100,653.80	$265,291.00	37.94	$154,116.92	$270,487.32
Other Revenue	$130,576.82	$490,374.00	26.63	$115,667.85	$498,121.05
Transfer In	$0.00	$50,000.00	0	$0.00	$105,828.90
	$231,230.62	$805,665.00	28.7	$269,784.77	$874,437.27
State Government Sources					
ICCB CTE Formula Grant	$116,935.00	$250,500.00	46.68	$0.00	$226,810.19
ICCB Credit Hour Grants	$738,290.00	$1,694,920.00	43.56	$749,548.57	$1,666,304.99
ICCB Equalization Grant	$12,501.00	$50,000.00	25	$20,833.35	$50,000.00
Replacement Taxes	$66,032.87	$280,000.00	23.58	$53,888.72	$385,224.49
	$933,758.87	$2,275,420.00	41.04	$824,270.64	$2,328,339.67
Student Tuition & Fees					
Tuition-Credit	$5,098,461.50	$5,769,547.00	88.37	$5,259,127.00	$6,091,463.50
Various Fees	$720,063.00	$887,889.00	81.1	$705,165.00	$781,091.25
	$5,818,524.50	$6,657,436.00	87.4	$5,964,292.00	$6,872,554.75
Total Revenue	**$14,022,269.44**	**$16,968,501.00**	**82.64**	**$13,861,872.35**	**$17,270,357.72**

Richland Community College

Operating Funds Expenses

	Actual Expenses YTD 11/30/2018	Budget 1819	%	Actual Expenses YTD 11/30/2017	Prior Year Expenses 6/30/2018
Salaries					
Academic Support Salary	$0.00	$0.00	0	$74,245.45	$157,549.75
Academic Support-PT	$27,279.54	$61,452.00	44.39	$52,220.90	$109,705.09
Administrative Staff Sal	$648,431.58	$1,704,468.00	38.04	$523,979.88	$1,445,012.80
Car Allowance	$3,807.76	$9,000.00	42.31	$3,461.60	$9,000.16
Classified-Temporary	$10,325.38	$9,510.00	108.57	$0.00	$5,225.44
Clinical Risk Stipends	$13,829.27	$33,100.00	41.78	$13,700.35	$32,060.94
Custodial,Maint Stf Sal	$42,767.48	$103,250.00	41.42	$53,954.65	$94,097.25
Custodial,Maint-Temp	$8,812.50	$7,600.00	115.95	$2,430.15	$8,501.33
F/T Classified Salary	$259,891.39	$641,350.00	40.52	$208,990.78	$582,520.27
F/T Faculty Salary	$1,206,401.17	$3,834,182.59	31.46	$1,241,725.37	$3,910,128.07
F/T Faculty-Summer Sal	$229,674.05	$269,912.00	85.09	$260,145.25	$260,145.25
Faculty Curriculm Dev	$6,837.77	$8,020.00	85.26	$0.00	$0.00
Faculty Tutors Salary	$15,813.30	$75,280.00	21.01	$7,107.39	$31,200.91
Independent Study Salary	$4,050.00	$5,082.00	79.69	$3,550.00	$22,622.50
Interpreter Salary	$7,609.51	$35,000.00	21.74	$1,042.65	$9,311.22
LabFacilitators	$7,993.62	$18,402.00	43.44	$6,913.11	$18,353.69
Overload Salary	$167,216.57	$538,121.00	31.07	$165,848.99	$449,997.02
Overtime Wages	$4,832.80	$7,100.00	68.07	$3,369.37	$8,692.20
P/T Classified Salary	$18,000.65	$99,518.00	18.09	$22,399.42	$50,288.65
P/T Faculty Salary	$281,420.20	$785,714.00	35.82	$316,405.58	$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	$361,704.43	$957,951.00	37.76	$234,677.99	$700,165.46
Professional/Tech-PT	$12,235.80	$49,877.00	24.53	$19,603.96	$40,199.28
Professional/Tech-Temp	$0.00	$0.00	0	$0.00	$131.25
Proficiency Exam Salary	$52.50	$0.00	0	$0.00	$0.00
Severance Payments	$0.00	$0.00	0	$0.00	$28,456.22
Student Workers Salary	$7,964.36	$47,480.00	16.77	$5,697.39	$34,628.83
Subs Instructors Salary	$3,238.24	$6,010.00	53.88	$4,670.72	$12,469.43
Supervisory Staff Salary	$98,790.42	$199,954.00	49.41	$144,924.74	$278,445.12
Test Proctor Salary	$11,872.61	$30,910.00	38.41	$7,530.38	$21,657.27
	$3,513,127.28	$9,604,979.59	36.58	$3,429,409.77	$9,159,401.54
Employee Benefits					
EmployeeBenefitsTotal	$534.49	$5,525.00	9.67	$2,104.06	$17,543.24
Grants Share of SURS	$90.09	$0.00	0	$8.25	$401.41
Group Dental Ins	$18,787.49	$51,516.34	36.47	$21,576.93	$48,136.59
Group LTD Ins	$6,425.40	$18,709.88	34.34	$7,118.68	$16,327.31
Group Life Ins	$8,726.81	$30,382.00	28.72	$11,609.82	$24,418.49
Group Medical Ins	$583,797.84	$1,723,659.19	33.87	$688,708.51	$1,707,898.88
Medicare	$1,153.30	$0.00	0	$0.00	$0.00
SURS-RetireeHealthContri	$16,854.52	$39,302.00	42.88	$16,328.73	$40,253.71
Staff/Family Waivers	$672.00	$35,000.00	1.92	$12,319.00	$25,049.00
	$637,041.94	$1,904,094.41	33.46	$759,773.98	$1,880,028.63
Contractual Services					
Accreditation Fees	$6,350.00	$16,925.00	37.52	$10,604.04	$19,629.04
Admin Computer-Maint	$329,190.16	$366,068.00	89.93	$214,528.23	$220,973.19
Building Repair/Maint	$15,547.31	$87,025.00	17.87	$2,633.77	$19,272.85
Consultants/Workshops	$0.00	$4,000.00	0	$0.00	$15,431.25
Contractual-Other	$58,968.07	$233,988.00	25.2	$30,365.15	$61,568.74
Custodial Services	$133,219.80	$480,780.00	27.71	$154,652.50	$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	$39,485.65	$112,279.00	35.17	$48,231.08	$102,093.70
Faculty Development	$853.56	$2,700.00	31.61	$1,220.50	$1,220.50
Grounds Maintenance	$4,184.38	$13,800.00	30.32	$4,910.75	$13,073.05
Legal Services-Admin	$1,054.00	$75,000.00	1.41	$0.00	$26,557.02
Meals	$0.00	$3,000.00	0	$175.00	$205.00
Pest Control	$4,418.00	$13,475.00	32.79	$4,488.00	$10,832.80
Professional Fees	$5,374.71	$7,200.00	74.65	$5,374.25	$7,165.79
Security	$3,381.96	$8,063.00	41.94	$3,120.03	$11,479.83
Staff/Faculty Developmen	$1,263.24	$10,000.00	12.63	$15,329.13	$44,921.29
Student Awards	$0.00	$725.00	0	$0.00	$680.00

Richland Community College

Operating Funds Expenses

	Actual Expenses YTD 11/30/2018	Budget 1819	%	Actual Expenses YTD 11/30/2017	Prior Year Expenses 6/30/2018
Contractual Services					
Telephone Maint Agree	$0.00	$18,000.00	0	$1,283.04	$7,242.93
	$604,094.79	$1,459,028.00	41.4	$497,664.82	$941,071.33
Materials & Supplies					
Advertising	$9,025.62	$65,550.00	13.77	$10,699.11	$62,426.12
Audio Visual Materials	$390.43	$200.00	195.22	$40.64	$55.51
Books-Library Collection	$1,353.09	$8,000.00	16.91	$2,296.60	$6,679.17
Catalog Printing	$0.00	$250.00	0	$2,766.50	$2,766.50
Computer Software	$105,757.53	$156,258.00	67.68	$103,109.26	$146,506.56
Credit Schedules	$0.00	$4,000.00	0	$0.00	$1,612.10
Digital Print/Curric Spt	$35,429.92	$42,031.00	84.29	$0.00	$0.00
Event Expense	$100.00	$3,150.00	3.17	$175.00	$803.88
Graphic Supplies	$449.67	$3,000.00	14.99	$447.54	$1,292.69
Instructional Supplies	$35,357.76	$120,205.00	29.41	$25,764.60	$77,622.85
Laundry/Linen Supplies	$111.23	$400.00	27.81	$100.94	$186.20
Maintenance Supplies	$30,947.04	$85,050.00	36.39	$18,332.01	$84,859.16
Materials	$20,662.65	$74,865.00	27.6	$6,711.63	$33,491.57
Office Supplies	$7,387.64	$19,061.37	38.76	$8,834.08	$46,371.54
Postage	$3,746.16	$16,520.00	22.68	$5,163.15	$17,548.13
Printing	$11,796.64	$24,302.00	48.54	$4,281.84	$17,473.32
Publications & Dues	$50,993.96	$86,598.00	58.89	$81,097.13	$114,885.54
Reference Materials	$0.00	$0.00	0	$5.25	$5.25
Specialities	$30.35	$1,500.00	2.02	$681.30	$692.15
Transcripts	$0.00	$27,000.00	0	$5,604.00	$20,155.00
Uniforms	$1,230.00	$3,500.00	35.14	$1,287.50	$3,206.50
Vehicle Expense	$8,916.32	$10,420.00	85.57	$2,856.78	$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
	$323,686.01	$758,180.37	42.69	$280,254.86	$658,078.13
Conference & Meeting Exp					
Board Meeting Meals	$710.00	$2,660.00	26.69	$920.00	$3,062.50
Cultivation/CommunityMtg	$0.00	$75.00	0	$0.00	$0.00
Meeting Expense	$4,570.18	$6,769.63	67.51	$2,077.31	$10,089.56
Recruitment	$0.00	$0.00	0	$0.00	$2,710.29
Registration Fees	$18,335.00	$43,164.00	42.48	$12,675.29	$26,261.25
Travel-In State	$6,092.25	$14,556.00	41.85	$9,088.42	$13,566.30
Travel-In State Mileage	$2,062.29	$13,990.00	14.74	$2,890.27	$9,268.14
Travel-Out of State	$22,186.56	$73,727.00	30.09	$16,672.96	$34,598.97
	$53,956.28	$154,941.63	34.82	$44,324.25	$99,557.01
Fixed Charges					
Collection Co Charges	$0.00	$100.00	0	$0.00	$0.00
Credit Card Fees	$11,844.85	$25,000.00	47.38	$14,122.52	$31,171.86
Equipment Rental	$558.75	$1,750.00	31.93	$0.00	$1,594.32
Facility Rental	$51,081.43	$96,755.00	52.79	$55,697.35	$133,673.64
Graduation Expense	$334.53	$19,000.00	1.76	$0.00	$13,647.45
Install Pymt Lease/Purch	$91,275.97	$203,500.00	44.85	$83,101.05	$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
	$172,189.61	$373,635.00	46.08	$171,808.11	$395,441.89
Utilities					
Electricity and Nat Gas	$132,045.47	$342,630.00	38.54	$125,758.55	$387,852.29
Internet	$4,982.25	$15,460.00	32.23	$4,245.00	$11,644.00
Propane	$0.00	$500.00	0	$0.00	$0.00
Refuse Disposal	$8,331.21	$22,080.00	37.73	$9,337.59	$21,374.53
Telephone	$13,346.32	$42,620.00	31.31	$17,801.75	$51,364.24
Water,Sewage	$16,272.12	$29,050.00	56.01	$15,256.31	$40,046.44
	$174,977.37	$452,340.00	38.68	$172,399.20	$512,281.50
Capital Outlay					
Equipment-Instructional	$3,032.00	$14,940.00	20.29	$0.00	$0.00
Equipment-Office	$0.00	$0.00	0	$1,558.00	$12,144.80
Equipment-Service	$0.00	$0.00	0	$0.00	$48,907.01
	$3,032.00	$14,940.00	20.29	$1,558.00	$61,051.81

Richland Community College

Operating Funds Expenses

	Actual Expenses YTD 11/30/2018	Budget 1819	%	Actual Expenses YTD 11/30/2017	Prior Year Expenses 6/30/2018
Tuition Adjustments					
Illinois Veterans Grants	$0.00	$65,000.00	0	$728.00	$2,711.40
Tuition Waiver	$13,273.00	$175,000.00	7.58	$51,409.85	$189,361.85
Unfunded ING/MIA/POW	$8,960.00	$35,000.00	25.6	$15,606.00	$30,033.00
Write-Off	$88,290.25	$240,000.00	36.79	$93,136.84	$171,159.94
	$110,523.25	$515,000.00	21.46	$160,880.69	$393,266.19
Other Expense					
Bank Service Charges	$451.52	$6,600.00	6.84	$1,793.92	$4,144.96
Contributions	$33,684.00	$123,906.00	27.19	$35,572.00	$62,110.75
Expense-Other	$264.05	$3,500.00	7.54	$31.01	$10,874.40
	$34,399.57	$134,006.00	25.67	$37,396.93	$77,130.11
Transfers					
Transfer Out	$0.00	$477,260.00	0	$0.00	$69,819.65
	$0.00	$477,260.00	0	$0.00	$69,819.65
Total Expenses	**$5,627,028.10**	**$15,848,405.00**	**35.51**	**$5,555,470.61**	**$14,247,127.79**

Richland Community College

Revenues by Fund Summary

	Actual Revenue YTD 11/30/2018	Budget 1819	%	Actual Revenue YTD 11/30/2017	Prior Year Revenue 6/30/2018
Fund 01-Education Fund					
Local Government Sources	$6,122,010.37	$6,296,045.00	97.24	$5,921,507.27	$6,258,278.15
State Government Sources	$933,758.87	$2,275,420.00	41.04	$824,270.64	$2,328,339.67
Student Tuition & Fees	$5,354,026.60	$6,052,712.00	88.46	$5,632,002.31	$6,463,486.66
Investment Revenue	$25,956.49	$17,800.00	145.82	$7,959.02	$24,717.56
Other Revenue	$73,711.79	$401,266.00	18.37	$67,001.25	$438,623.95
Total Revenue Fund 01	**$12,509,464.12**	**$15,043,243.00**	**83.16**	**$12,452,740.49**	**$15,513,445.99**
Fund 02-Operations & Maintenance					
Local Government Sources	$890,788.59	$916,135.00	97.23	$874,058.65	$912,030.32
Student Tuition & Fees	$464,497.90	$604,724.00	76.81	$332,289.69	$409,068.09
Other Revenue	$157,518.83	$404,399.00	38.95	$202,783.52	$435,813.32
Total Revenue Fund 02	**$1,512,805.32**	**$1,925,258.00**	**78.58**	**$1,409,131.86**	**$1,756,911.73**
Fund 03-Oper & Maint Restricted					
Local Government Sources	$176,186.25	$144,083.00	122.28	$392,159.56	$402,419.43
Investment Revenue	$6,719.44	$8,000.00	83.99	$3,197.48	$14,842.79
Other Revenue	$70.97	$30,000.00	0.24	$1,435,823.68	$3,230,862.32
Total Revenue Fund 03	**$182,976.66**	**$182,083.00**	**100.49**	**$1,831,180.72**	**$3,648,124.54**
Fund 04-Bond & Interest Fund					
Local Government Sources	$3,287,158.88	$3,385,410.00	97.1	$3,921,294.17	$4,051,156.72
Investment Revenue	$611.04	$3,008.00	20.31	$5,146.68	$7,857.86
Total Revenue Fund 04	**$3,287,769.92**	**$3,388,418.00**	**97.03**	**$3,926,440.85**	**$4,059,014.58**
Fund 05-Auxiliary Enterprises					
Customized Training	$253,248.75	$457,250.00	55.39	$273,136.98	$513,545.76
Student Tuition & Fees	$8,193.00	$71,953.00	11.39	$50,899.00	$87,780.75
Auxiliary Enterprises	$298,483.53	$568,250.00	52.53	$195,673.55	$611,688.60
Investment Revenue	$3,941.38	$2,033.00	193.87	$975.54	$4,582.24
Other Revenue	$21,136.05	$97,274.00	21.73	$15,628.65	$185,816.60
Total Revenue Fund 05	**$585,002.71**	**$1,196,760.00**	**48.88**	**$536,313.72**	**$1,403,413.95**
Fund 06-Restricted Purposes Fund					
State Government Sources	$0.00	$0.00	0	$0.00	$23,689.81
Financial Aid	$2,866,316.23	$6,479,870.00	44.23	$2,477,362.68	$6,441,617.15
Investment Revenue	$404.86	$325.00	124.57	$300.59	$1,686.93
Other Revenue	$344,083.76	$3,703,272.48	9.29	$175,138.25	$1,463,491.57
Total Revenue Fund 06	**$3,210,804.85**	**$10,183,467.48**	**31.53**	**$2,652,801.52**	**$7,930,485.46**
Fund 07-Working Cash Fund					
Investment Revenue	$51,697.10	$50,000.00	103.39	$26,441.61	$92,353.92
Total Revenue Fund 07	**$51,697.10**	**$50,000.00**	**103.39**	**$26,441.61**	**$92,353.92**
Fund 10-Trust & Agency Fund					
Club Revenue	$16,262.20	$0.00	0	$15,062.75	$29,412.75
Investment Revenue	$1,615.63	$0.00	0	$1,418.75	$4,256.65
Other Revenue	$43,128.34	$55,250.00	78.06	$46,646.49	$69,243.46
Total Revenue Fund 10	**$61,006.17**	**$55,250.00**	**110.42**	**$63,127.99**	**$102,912.86**
Fund 11-Audit Fund					
Local Government Sources	$63,008.12	$64,810.00	97.22	$60,967.97	$63,492.94
Investment Revenue	$470.55	$600.00	78.43	$297.92	$918.16
Total Revenue Fund 11	**$63,478.67**	**$65,410.00**	**97.05**	**$61,265.89**	**$64,411.10**
Fund 12-Liability & Protection					
Local Government Sources	$1,797,342.60	$1,848,425.00	97.24	$1,508,322.35	$1,571,295.27
Student Tuition & Fees	$8,936.00	$13,000.00	68.74	$9,592.00	$10,584.00
Investment Revenue	$8,900.14	$10,025.00	88.78	$6,798.29	$21,311.57
Other Revenue	$0.00	$10,000.00	0	$0.00	$0.00
Total Revenue Fund 12	**$1,815,178.74**	**$1,881,450.00**	**96.48**	**$1,524,712.64**	**$1,603,190.84**
Total Revenue	**$23,280,184.26**	**$33,971,339.48**	**68.53**	**$24,484,157.29**	**$36,174,264.97**

Richland Community College

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 11/30/2018	Encumbered as of 11/30/2018	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 01-Education Fund							
Salaries	$9,447,550.59	$3,454,854.27	$0.00	$3,454,854.27	36.57	$8,995,539.57	37.22
Employee Benefits	$1,901,611.41	$632,020.18	$6,570.10	$638,590.28	33.58	$1,884,783.13	40.42
Contractual Services	$580,045.00	$389,660.44	$3,622.11	$393,282.55	67.8	$374,992.53	70.84
Materials & Supplies	$644,855.37	$276,602.98	$69,724.20	$346,327.18	53.71	$543,399.35	47.35
Conference & Meeting Exp	$152,498.63	$53,845.28	$23,775.96	$77,621.24	50.9	$98,828.71	44.85
Fixed Charges	$115,400.00	$38,401.37	$8,066.64	$46,468.01	40.27	$113,188.49	34.69
Utilities	$2,940.00	$1,475.00	$2,065.00	$3,540.00	120.41	$2,940.00	41.67
Capital Outlay	$14,940.00	$3,032.00	$1,499.99	$4,531.99	30.33	$12,144.80	12.83
Other Expense	$240,000.00	$88,290.25	$0.00	$88,290.25	36.79	$171,159.94	54.42
Tuition Adjustments	$275,000.00	$22,233.00	$0.00	$22,233.00	8.08	$222,106.25	30.5
Other Expense	$134,006.00	$34,399.57	$0.00	$34,399.57	25.67	$77,130.11	48.49
Transfers	$477,260.00	$0.00	$0.00	$0.00	0	$69,819.65	0
Total Expense Fund 01	**$13,986,107.00**	**$4,994,814.34**	**$115,324.00**	**$5,110,138.34**	**36.54**	**$12,566,032.53**	**39.13**
Fund 02-Operations & Maintenance							
Salaries	$172,989.00	$73,567.01	$0.00	$73,567.01	42.53	$176,821.97	53.3
Employee Benefits	$42,000.00	$18,882.66	$0.00	$18,882.66	44.96	$40,189.55	42.96
Contractual Services	$880,483.00	$214,434.35	$78,098.17	$292,532.52	33.22	$566,078.80	40.99
Materials & Supplies	$113,325.00	$47,083.03	$6,264.82	$53,347.85	47.08	$114,678.78	19.99
Conference & Meeting Exp	$3,022.00	$240.00	$0.00	$240.00	7.94	$833.30	0
Fixed Charges	$258,235.00	$133,788.24	$61,332.16	$195,120.40	75.56	$282,253.40	46.96
Utilities	$450,120.00	$173,802.37	$20,605.98	$194,408.35	43.19	$510,061.50	33.62
Capital Outlay	$0.00	$0.00	$0.00	$0.00	0	$48,907.01	0
Total Expense Fund 02	**$1,920,174.00**	**$661,797.66**	**$166,301.13**	**$828,098.79**	**43.13**	**$1,739,824.31**	**38.54**
Fund 03-Oper & Maint Restricted							
Contractual Services	$25,000.00	$1,674.20	$0.00	$1,674.20	6.7	$84,887.63	21.74
Materials & Supplies	$5,000.00	$4,297.21	$3,378.60	$7,675.81	153.52	$9,311.53	16.56
Capital Outlay	$152,083.00	$84,614.04	$1,566.51	$86,180.55	56.67	$3,853,157.06	62.1
Transfers	$0.00	$0.00	$0.00	$0.00	0	$141,135.46	0
Total Expense Fund 03	**$182,083.00**	**$90,585.45**	**$4,945.11**	**$95,530.56**	**52.47**	**$4,088,491.68**	**59.01**
Fund 04-Bond & Interest Fund							
Fixed Charges	$3,377,528.00	$3,081,951.61	$0.00	$3,081,951.61	91.25	$4,040,871.11	91.84
Other Expense	$3,000.00	$2,000.00	$0.00	$2,000.00	66.67	$2,500.00	100
Total Expense Fund 04	**$3,380,528.00**	**$3,083,951.61**	**$0.00**	**$3,083,951.61**	**91.23**	**$4,043,371.11**	**91.85**
Fund 05-Auxiliary Enterprises							
Salaries	$511,055.00	$250,845.64	$0.00	$250,845.64	49.08	$548,027.71	40.49
Employee Benefits	$117,940.00	$42,105.30	$0.00	$42,105.30	35.7	$105,053.82	42.84
Contractual Services	$68,500.00	$27,088.01	$2,439.32	$29,527.33	43.11	$71,328.37	35.45
Materials & Supplies	$400,593.00	$225,538.14	$73,062.54	$298,600.68	74.54	$451,374.04	27.18
Conference & Meeting Exp	$8,060.00	$4,801.53	$7,294.00	$12,095.53	150.07	$4,314.96	42.73
Fixed Charges	$35,490.00	$13,205.86	$12,250.00	$25,455.86	71.73	$35,508.27	48.97
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	65.21
Other Expense	$770.00	$484.71	$0.00	$484.71	62.95	$688.36	30.8
Total Expense Fund 05	**$1,185,529.00**	**$564,625.09**	**$95,045.86**	**$659,670.95**	**55.64**	**$1,276,571.89**	**37.1**
Fund 06-Restricted Purposes Fund							
Salaries	$1,048,840.24	$353,962.00	$0.00	$353,962.00	33.75	$741,971.83	31.58
Employee Benefits	$310,664.22	$93,331.57	$0.00	$93,331.57	30.04	$193,369.37	34.96
Contractual Services	$943,759.31	$140,993.75	$19,037.65	$160,031.40	16.96	$264,289.76	23.02
Materials & Supplies	$270,540.72	$48,516.53	$12,341.19	$60,857.72	22.49	$74,409.48	23.06
Conference & Meeting Exp	$82,373.66	$31,162.30	$2,223.00	$33,385.30	40.53	$44,644.80	54.35
Fixed Charges	$145,556.35	$17,171.49	$0.00	$17,171.49	11.8	$58,739.25	37.39
Capital Outlay	$968,428.00	$131,770.11	$18,848.72	$150,618.83	15.55	$138,681.16	4.1
Financial Aid Expense	$6,405,980.00	$3,285,076.88	$0.00	$3,285,076.88	51.28	$6,381,612.82	48.73
Other Expense	$0.00	$0.00	$0.00	$0.00	0	$260.30	0

Richland Community College

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 11/30/2018	Encumbered as of 11/30/2018	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	**$10,183,142.50**	**$4,101,984.63**	**$52,450.56**	**$4,154,435.19**	**40.8**	**$7,907,197.10**	**44.79**
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	$18,040.00	$12,441.76	$3,480.25	$15,922.01	88.26	$29,157.14	31.54
Materials & Supplies	$29,205.00	$21,186.36	$2,849.58	$24,035.94	82.3	$48,594.07	46.37
Conference & Meeting Exp	$7,325.00	$3,821.82	$5,188.08	$9,009.90	123	$13,553.34	31.41
Fixed Charges	$180.00	$0.00	$0.00	$0.00	0	$156.60	100
Other Expense	$500.00	$1,345.22	$0.00	$1,345.22	269.04	$4,535.06	45.34
Transfers	$0.00	$0.00	$0.00	$0.00	0	$2,660.00	75.19
Total Expense Fund 10	**$55,250.00**	**$38,795.16**	**$11,517.91**	**$50,313.07**	**91.06**	**$98,656.21**	**40.75**
Fund 11-Audit Fund							
Salaries	$6,930.00	$2,987.91	$0.00	$2,987.91	43.12	$6,796.75	37.25
Employee Benefits	$1,663.00	$729.56	$0.00	$729.56	43.87	$1,924.46	45.31
Contractual Services	$48,000.00	$40,000.00	$8,000.00	$48,000.00	100	$46,600.00	100
Total Expense Fund 11	**$56,593.00**	**$43,717.47**	**$8,000.00**	**$51,717.47**	**91.38**	**$55,321.21**	**90.39**
Fund 12-Liability & Protection							
Salaries	$551,503.00	$238,168.45	$0.00	$238,168.45	43.19	$476,499.01	36.97
Employee Benefits	$304,420.00	$132,937.82	$0.00	$132,937.82	43.67	$302,937.56	43.51
Contractual Services	$264,495.00	$85,569.94	$210,377.59	$295,947.53	111.89	$254,129.49	39.92
Materials & Supplies	$27,540.00	$7,887.12	$1,714.00	$9,601.12	34.86	$31,140.03	11.34
Conference & Meeting Exp	$3,250.00	$17,553.07	$1,875.00	$19,428.07	597.79	$3,373.50	33.02
Fixed Charges	$270,000.00	$151,200.19	$97,882.40	$249,082.59	92.25	$205,732.42	69.64
Utilities	$1,900.00	$0.00	$0.00	$0.00	0	$0.00	0
Capital Outlay	$70,500.00	$900.24	$0.00	$900.24	1.28	$0.00	0
Total Expense Fund 12	**$1,493,608.00**	**$634,216.83**	**$311,848.99**	**$946,065.82**	**63.34**	**$1,273,812.01**	**43.75**
Total Expenses	**$32,493,014.50**	**$14,214,488.24**	**$765,433.56**	**$14,979,921.80**	**46.1**	**$33,141,631.97**	**49.41**

Richland Community College

Restricted Purposes Fund Revenue & Expenses

NOV 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	$88,781.18	$15,071.71	$1,396,147.11
ICCB							
11954-Adult Ed Performance	7/1/2018	6/30/2019	$49,075.00	$0.00	$16,076.44	$1,067.63	$31,930.93
11972-State Basic Ad Ed	7/1/2018	6/30/2019	$166,420.00	$0.00	$54,489.36	$168.00	$111,762.64
Illinois Board of Higher Ed							
11820-Co-Op Work Study Grant	1/1/2018	8/31/2018	$23,368.70	$7,845.79	$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	$3,856.57	$0.00	$988.43
RCC Foundation							
11933-Foundation Gifts to RCC	7/1/2018	6/30/2019	$88,679.34	$17,083.51	$25,498.82	$45,000.00	$18,180.52
Richland Community College							
11458-Project READ			$115,000.00	$29,151.47	$8,725.83	$0.00	$106,274.17
EQUI -Reserved for Equipment			$422,060.00	$404.86	$102,508.92	$33,067.25	$286,483.83
Secretary of State							
11964-SOS Literacy Grant	7/1/2018	6/30/2019	$100,000.00	$0.00	$33,833.52	$0.00	$66,166.48
US Department of Education							
11912-Carl Perkins - ICCB	7/1/2018	6/30/2019	$211,550.02	$17,129.00	$34,214.25	$66,249.96	$111,085.81
11932-Federal Adult Basic Ed	7/1/2018	6/30/2019	$117,235.00	$43,750.00	$59,528.03	$0.00	$57,706.97
11880-TRIO Grant	9/1/2017	8/31/2018	$107,166.00	$106,457.76	$99,296.49	$7,541.94	$327.57
11980-TRIO Grant	9/1/2018	8/31/2019	$308,922.00	$41,000.00	$69,597.13	$0.00	$239,324.87
US Department of Energy							
11816-Carbon SAFE Illinois	4/1/2017	3/31/2019	$12,240.00	$2,519.16	$1,820.14	$0.00	$10,419.86
11615-Intelligent Monitor Sys	10/2/2015	9/30/2018	$15,609.00	$7,246.69	$4,050.06	$11,550.00	$8.94
US Department of Housing & Urban							
11865-City Dev Block Grant	2/16/2018	2/28/2019	$40,603.52	$13,745.48	$26,160.52	$0.00	$14,443.00
US Department of Labor							
11825-Welding & Wrkplace Skill	6/4/2018	7/30/2018	$28,094.00	$32,692.18	$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	$23,124.72	$129,556.49	$8,725.89	$216,117.62
Total			**$3,701,915.19**	**$342,150.62**	**$793,697.29**	**$188,442.38**	**$2,719,775.52**

Richland Community College

Auxiliary Enterprises Revenue & Expenses

NOV 1819

	Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Net Actual	Net Budget
Community Events						
6019 -Admin Outdoor Events	$45.00	$15,166.00	$15,145.17	$21,716.00	($15,100.17)	($6,550.00)
6014 -Dance Productions	$5,714.50	$26,000.00	$4,787.70	$27,973.00	$926.80	($1,973.00)
6030 -Misc Events	$400.00	$8,000.00	$62.17	$1,450.00	$337.83	$6,550.00
	$6,159.50	$49,166.00	$19,995.04	$51,139.00	($13,835.54)	($1,973.00)
Continuing & Professional Education						
6000 -Admininstration-CPED	$11,910.19	$31,500.00	$36,769.11	$109,811.00	($24,858.92)	($78,311.00)
6001 -CDL	$126,996.68	$205,000.00	$64,002.32	$167,696.00	$62,994.36	$37,304.00
6002 -Computer & Technology	$1,259.58	$2,250.00	$637.29	$800.00	$622.29	$1,450.00
6013 -Culinary Arts	$7,070.00	$9,000.00	$2,754.48	$5,200.00	$4,315.52	$3,800.00
6003 -Dance	$24,611.75	$45,100.00	$13,817.83	$33,873.00	$10,793.92	$11,227.00
6004 -Hobby & Leisure	$4,413.00	$13,000.00	$2,080.77	$7,025.00	$2,332.23	$5,975.00
6027 -Manufacturing Camp	$4,800.00	$23,720.00	$7,905.66	$23,720.00	($3,105.66)	$0.00
6007 -Safety-Industrial	$55,907.00	$133,000.00	$56,093.90	$114,273.00	($186.90)	$18,727.00
6008 -Shilling Rentals	$10,415.00	$23,700.00	$8,139.74	$21,899.00	$2,275.26	$1,801.00
6005 -Workforce Development	$12,805.00	$0.00	$6,997.50	$0.00	$5,807.50	$0.00
	$260,188.20	$486,270.00	$199,198.60	$484,297.00	$60,989.60	$1,973.00
Culinary						
8907 -Bistro 537	$20,767.42	$52,550.00	$24,493.14	$52,550.00	($3,725.72)	$0.00
8970 -Cafe	$251,349.64	$437,600.00	$263,937.10	$437,600.00	($12,587.46)	$0.00
8908 -Coffee House	$15,186.64	$22,750.00	$14,439.38	$22,750.00	$747.26	$0.00
8915 -Misc Culinary Events	$0.00	$1,000.00	$0.00	$1,000.00	$0.00	$0.00
	$287,303.70	$513,900.00	$302,869.62	$513,900.00	($15,565.92)	$0.00
Fitness Center						
0000 -Fitness Center	$8,193.00	$71,953.00	$27,532.65	$81,953.00	($19,339.65)	($10,000.00)
	$8,193.00	$71,953.00	$27,532.65	$81,953.00	($19,339.65)	($10,000.00)
Horticulture						
4503 -Garden Center	$159.00	$15,000.00	$1,423.33	$16,403.00	($1,264.33)	($1,403.00)
9099 -Produce Market	$2,717.75	$6,200.00	$556.35	$4,797.00	$2,161.40	$1,403.00
	$2,876.75	$21,200.00	$1,979.68	$21,200.00	$897.07	$0.00
Traffic Safety School						
6009 -Traffic Safety	$12,507.30	$22,707.00	$4,971.80	$22,707.00	$7,535.50	$0.00
	$12,507.30	$22,707.00	$4,971.80	$22,707.00	$7,535.50	$0.00

Macon County Law Enforcement Training Center
Revenue & Expenses

NOV 1819

	NOV Actual	YTD Actual	Budget
Revenue			
Basic Law Enforce Acad	$4,140.00	$342,361.71	$810,000.00
Basic Corrections Acad	$630.00	$50,460.00	$192,000.00
Misc Law Enforce Trng	$0.00	$350.00	$7,500.00
Uniform/Lodging Reimburs	$2,195.50	$22,239.00	$72,200.00
Gifts/Donations	$0.00	$27,500.00	$140,100.00
Revenue-Misc/OtherSource	$806.37	$2,464.97	$1,200.00
Total Revenue	**$7,771.87**	**$445,375.68**	**$1,223,000.00**
Expenses			
Law Enforce Trng Ctr			
Administrative Staff Sal	$29,480.79	$102,077.01	$200,000.00
Professional/Tech Salary	$10,648.50	$39,009.70	$90,477.00
SURS-RetireeHealthContri	$200.64	$705.42	$1,475.00
Group Medical Ins	$3,315.57	$13,757.03	$22,865.00
Group Dental Ins	$91.30	$372.54	$595.00
Group Life Ins	$92.43	$435.37	$1,185.00
Group LTD Ins	$66.55	$313.01	$725.00
Contractual-Other	$0.00	$250.00	$620.00
Meals	$29.42	$7,930.30	$0.00
Office Supplies	$51.95	$474.57	$2,400.00
Vehicle Expense	$165.85	$1,213.26	$3,500.00
Printing	$0.00	$0.00	$500.00
Materials	$0.00	$1,117.91	$250.00
Postage	$0.00	$64.40	$500.00
Non Consumable Supplies	$0.00	$0.00	$2,500.00
Uniforms	$0.00	$832.57	$1,000.00
Meeting Expense	$305.49	$305.49	$2,000.00
Registration Fees	$0.00	$325.00	$1,000.00
Travel-In State	$0.00	$440.34	$3,500.00
Equipment Rental	$157.28	$642.92	$3,000.00
Telephone	$120.00	$600.00	$1,440.00
Equipment-Instructional	$10,174.60	$20,049.20	$20,100.00
Equipment-Service	$0.00	$0.00	$10,000.00
Expense-Other	$0.00	$303.69	$4,853.00
Basic Law Enforce Trng			
P/T Faculty Salary	$18,097.50	$59,645.00	$148,150.00
Building Repair/Maint	$0.00	$84.97	$0.00
Meals	$54,679.00	$74,615.93	$198,000.00
Office Supplies	$0.00	$155.35	$100.00
Instructional Supplies	$62.81	$4,477.89	$45,000.00
Firearms & Accessories	$2,195.55	$3,638.18	$84,000.00
Printing	$0.00	$36.00	$6,000.00
Materials	$0.00	$34.16	$0.00
Computer Software	$0.00	$2,595.00	$0.00
Uniforms	$170.00	$26,953.85	$60,000.00
Expense-Other	$1,962.50	$2,259.75	$0.00
Basic Corrections Trng			
P/T Faculty Salary	$0.00	$12,020.00	$37,250.00
Meals	$0.00	$43,081.00	$40,000.00
Office Supplies	$0.00	$27.98	$0.00
Instructional Supplies	$0.00	$107.23	$34,000.00
Firearms & Accessories	$0.00	$3,720.00	$5,000.00

Macon County Law Enforcement Training Center
Revenue & Expenses

NOV 1819

	NOV Actual	YTD Actual	Budget
Expenses			
Basic Corrections Trng			
Printing	$0.00	$186.20	$3,500.00
Uniforms	$1,984.00	$4,992.00	$5,000.00
Expense-Other	$840.00	$890.31	$0.00
Misc Law Enforce Trng			
P/T Faculty Salary	$0.00	$0.00	$5,000.00
Meals	$0.00	$0.00	$1,500.00
Office Supplies	$0.00	$59.96	$0.00
Law Enforce Trng Ctr O&M			
Custodial,Maint Stf Sal	$0.00	$0.00	$5,000.00
Custodial,Maint-Temp	$1,067.50	$1,757.50	$0.00
Equip Repair/Maint Agree	$1,520.00	$1,700.00	$7,000.00
Custodial Services	$2,365.60	$16,247.71	$54,750.00
Building Repair/Maint	$0.00	$0.00	$7,000.00
Facility Repair	$0.00	$2,715.00	$0.00
Pest Control	$300.00	$1,675.00	$4,600.00
Grounds Maintenance	$0.00	$0.00	$5,000.00
Office Supplies	$0.00	$243.69	$0.00
Maintenance Supplies	$419.43	$1,671.70	$24,000.00
Vehicle Expense	$52.80	$76.77	$0.00
Firearms & Accessories	$344.08	$344.08	$0.00
Non Consumable Supplies	$65.13	$142.08	$2,500.00
Laundry/Linen Supplies	$524.50	$2,191.56	$4,525.00
Electricity and Nat Gas	$2,555.97	$11,890.30	$40,000.00
Water,Sewage	$534.86	$1,437.37	$6,600.00
Telephone	$0.00	$0.00	$4,200.00
Refuse Disposal	$143.78	$714.81	$1,740.00
Internet	$214.31	$4,520.89	$6,600.00
Equipment-Service	$0.00	$0.00	$2,500.00
Expense-Other	$0.00	$52.50	$0.00
Total Expenses	**$144,999.69**	**$478,181.45**	**$1,223,000.00**
Net Revenue & Expenses	**($137,227.82)**	**($32,805.77)**	**$0.00**

Bills for Ratification

Richland Community College

November 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
3B Nichols Consulting LLC						
	Contractual-Other	Faculty/Staff Devl & Rel	$2,499.90			$2,499.90
	Staff/Faculty Developmen	Faculty/Staff Devl & Rel	$648.24	$648.24		
AAF International Corp						
	Maintenance Supplies	Maintenance	$1,530.78		$1,530.78	
ACEN						
	Accreditation Fees	AAS Nursing -Health Occ	$2,875.00	$2,875.00		
AFLAC						
	AFLAC		$352.84	$352.84		
	AFLAC		$352.84	$352.84		
AT&T						
	Telephone	Telecommunications	$720.22		$720.22	
	Telephone	Fairview Plaza O&M	$3.46		$3.46	
	Telephone	Telecommunications	$60.27		$60.27	
	Telephone	Fairview Plaza O&M	$190.11		$190.11	
	Telephone	Telecommunications	$674.04		$674.04	
	Telephone	Telecommunications	$219.08		$219.08	
	Telephone	Telecommunications	$60.27		$60.27	
	Telephone	Utilities	$242.59		$242.59	
Advanced Disposal Services						
	Refuse Disposal	Utilities	$1,521.15		$1,521.15	
	Refuse Disposal	Law Enforce Trng Ctr O&M	$143.78			$143.78
Airweld Industrial Gases						
	Instructional Supplies	Welding-Technical Occ	$23.98	$23.98		
	Instructional Supplies	Instruction-Other	$130.08			$130.08
	Instructional Supplies	Welding-Technical Occ	$167.70	$167.70		
	Instructional Supplies	Welding-Technical Occ	$253.94	$253.94		
AmerenIP						
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	$763.91			$763.91
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	$991.40			$991.40
	Electricity and Nat Gas	Fairview Plaza O&M	$111.21		$111.21	
	Electricity and Nat Gas	Utilities	$6,258.24		$6,258.24	
	Electricity and Nat Gas	Workforce Development Ct	$2,328.12		$2,328.12	
	Electricity and Nat Gas	Clinton Center O&M	$56.14		$56.14	
	Electricity and Nat Gas	Clinton Center O&M	$188.20		$188.20	
	Electricity and Nat Gas	Utilities	$6,061.85		$6,061.85	
	Electricity and Nat Gas	Utilities	$147.09		$147.09	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	$101.51		$101.51	
	Electricity and Nat Gas	Fairview Plaza O&M	$88.83		$88.83	
	Electricity and Nat Gas	Utilities	$189.06		$189.06	
	Electricity and Nat Gas	Utilities	$1,714.08		$1,714.08	
	Electricity and Nat Gas	Fairview Plaza O&M	$164.88		$164.88	
	Electricity and Nat Gas	Workforce Development Ct	$2,245.12		$2,245.12	
American Chemical Society						
	Publications & Dues	Chemistry-Baccalaureate	$175.00	$175.00		
Aramark - AUS St Louis MC						
	Uniforms	Maintenance	$55.00		$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	$64.50			$64.50
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	$74.00			$74.00
	Uniforms	Maintenance	$55.00		$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	$92.00			$92.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	$92.00			$92.00
	Uniforms	Maintenance	$55.00		$55.00	
	Uniforms	Maintenance	$55.00		$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	$92.00			$92.00
Area Disposal Service Inc						
	Refuse Disposal	Clinton Center O&M	$73.90		$73.90	
Auto Zone						
	Instructional Supplies	Automotive-Tech Occ	$25.58	$25.58		
	Instructional Supplies	Automotive-Tech Occ	$29.95	$29.95		
	Instructional Supplies	Automotive-Tech Occ	$44.76	$44.76		
	Instructional Supplies	Automotive-Tech Occ	$146.97	$146.97		
	Instructional Supplies	Automotive-Tech Occ	$11.99	$11.99		
	Instructional Supplies	Automotive-Tech Occ	$26.98	$26.98		
	Instructional Supplies	Automotive-Tech Occ	$62.99	$62.99		
Avery, Carl Vertis,, Jr						
	Stipends	Industrial Skills	$720.00			$720.00
	Stipends	Industrial Skills	$560.00			$560.00
B & A Screenprinting						
	Materials	Instruction	$2,177.70			$2,177.70
B & B Glass						
	Equip Repair/Maint Agree	Maintenance	$740.34		$740.34	
BLDD Architects Inc						

Bills for Ratification

Richland Community College

November 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
BLDD Architects Inc						
	Building Improvements	Renovations / Remodeling	$201.50			$201.50
	Contractual-Other	Administration O & M	$5,007.19		$5,007.19	
BearMail Co						
	Other Receivables		$5.16	$5.16		
	RCC Foundation A/R		$11.80	$11.80		
	Postage	Business Office	$291.87	$291.87		
	Postage	CPED Administration	$19.44			$19.44
	Postage	Club Expenses	$7.25			$7.25
	Postage	Enrollment Management	$218.83	$218.83		
	Postage	Fin Aid & Vet Affairs	$115.31	$115.31		
	Postage	General Expenses	$251.33	$251.33		
	Postage	NonCredit	$155.10			$155.10
	Postage	Presidents Office	$2.35	$2.35		
	Postage	VP Academic Services	$0.47	$0.47		
Beck's Studio						
	Inventory-CentralStores		$15.00	$15.00		
	Inventory-CentralStores		$5.02	$5.02		
	Inventory-CentralStores		$15.00	$15.00		
	Inventory-CentralStores		$15.80	$15.80		
Bio Corporation						
	Instructional Supplies	Surgical Tech-Health Occ	$208.61	$208.61		
Blue Cross and Blue Shield of IL						
	Group Insurance		$26,686.00	$26,686.00		
	Health Insurance		$159,420.70	$159,420.70		
Boey, Charles Chucky						
	Stipends	Grant-SupportServices	$600.00			$600.00
Bollhorst, Robin L						
	Travel-Out of State	Liab Protection & Settle	$59.32			$59.32
Bond, Amber L						
	Stipends	Grant-SupportServices	$740.00			$740.00
	Stipends	Grant-SupportServices	$160.00			$160.00
Book, Jill						
	Materials	Club Expenses	$145.00			$145.00
Boys & Girls Club of Decatur Inc						
	Registration Fees	Presidents Office	$120.00	$120.00		
Brooks, Leanne R						
	Travel-In State	Institutl Effectiveness	$139.15	$139.15		
	Travel-In State	Academic Success	$232.30	$232.30		
Brown, Madonna M						
	Office Supplies	Presidents Office	$14.00	$14.00		
Brozio, Seth Edward						
	Participant Supplies	Grant-SupportServices	$36.90			$36.90
Bruckert, Gruenke & Long, P.C.						
	Wage Garnishment Orders		$3,494.12	$3,494.12		
	Wage Garnishment Orders		$236.95	$236.95		
	Wage Garnishment Orders		$352.09	$352.09		
	Wage Garnishment Orders		$569.83	$569.83		
Bushue Human Resources Inc						
	Contractual-Other	Human Resources	$51.00	$51.00		
CAHIIM						
	Accreditation Fees	Health Information Tech	$2,750.00	$2,750.00		
CDS Leasing						
	Equipment Rental	Law Enforce Trng Ctr	$157.28			$157.28
CDS Office Technologies						
	Printing	Copiers	$1,477.75	$1,477.75		
	Equipment-Office	Grant-Administration	$30.00			$30.00
	Printing	Copiers	$1,278.31	$1,278.31		
	Printing	Copiers	$2,013.98	$2,013.98		
CDWG Government Inc						
	Equipment-Instructional	Technical Services Suprt	($337.63)			($337.63)
	Materials	Academic Lab Support	$83.95	$83.95		
	Equipment-Instructional	Technical Services Suprt	$289.84			$289.84
	Equipment-Instructional	Technical Services Suprt	$372.72			$372.72
	Equipment-Instructional	Technical Services Suprt	$577.00			$577.00
	Materials	Academic Lab Support	$868.89	$868.89		
	Heartland Academy Recv		$1,521.86	$1,521.86		
	Equipment-Instructional	Technical Services Suprt	$2,995.25			$2,995.25
	Equipment-Instructional	Technical Services Suprt	$4,736.55			$4,736.55
	Equipment-Instructional	Law Enforce Trng Ctr	$9,874.60			$9,874.60
	Materials	Technical Services Suprt	$55.72			$55.72
	Materials	Technical Services Suprt	$1,078.28			$1,078.28
Central Illinois X-Ray Inc						

Bills for Ratification

Richland Community College

November 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Central Illinois X-Ray Inc						
	Equip Repair/Maint Agree	Radiology Tech-Hlth Occ	$33.50	$33.50		
	Equip Repair/Maint Agree	Radiology Tech-Hlth Occ	$332.00	$332.00		
Chaney, Logan Matthew						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
City of Clinton						
	Water,Sewage	Clinton Center O&M	$21.44		$21.44	
City of Decatur						
	Accrued Sales Tax		$76.57			$76.57
	Accrued Sales Tax		$90.11			$90.11
	Accrued Sales Tax		$600.75			$600.75
City of Decatur IL						
	Water,Sewage	Fairview Plaza O&M	$104.67		$104.67	
	Water,Sewage	Utilities	$36.00		$36.00	
	Water,Sewage	Sequestration Bldg O&M	$65.23		$65.23	
	Water,Sewage	Sequestration Bldg O&M	$157.27		$157.27	
	Water,Sewage	Fairview Plaza O&M	$158.04		$158.04	
	Water,Sewage	Utilities	$370.01		$370.01	
	Water,Sewage	Utilities	$559.93		$559.93	
	Water,Sewage	Utilities	$174.71		$174.71	
	Water,Sewage	Utilities	$1,558.34		$1,558.34	
	Water,Sewage	Utilities	$250.93		$250.93	
	Water,Sewage	Law Enforce Trng Ctr O&M	$129.07			$129.07
	Water,Sewage	Law Enforce Trng Ctr O&M	$405.79			$405.79
	Water,Sewage	Fairview Plaza O&M	$532.89		$532.89	
Clear Talk						
	Equip Repair/Maint Agree	Maintenance	$936.00		$936.00	
Clinton RCC LLC						
	Facility Rental	Clinton Center O&M	$6,523.55		$6,523.55	
Coleman, Shaterika Cherrell						
	Stipends	Grant-SupportServices	$615.00			$615.00
	Stipends	Grant-SupportServices	$160.00			$160.00
Comcast						
	Internet	Law Enforce Trng Ctr O&M	$214.31			$214.31
	Internet	Law Enforce Trng Ctr O&M	$850.97			$850.97
	Internet	Fairview Plaza O&M	$154.85		$154.85	
	Telephone	Utilities	$53.91		$53.91	
	Internet	Fairview Plaza O&M	$154.85		$154.85	
	Internet	Law Enforce Trng Ctr O&M	$214.31			$214.31
Connor Co						
	Maintenance Supplies	Maintenance	$54.52		$54.52	
	Maintenance Supplies	Maintenance	$174.20		$174.20	
	Maintenance Supplies	Maintenance	$36.71		$36.71	
Constellation NewEnergy Gas						
	Electricity and Nat Gas	Utilities	$430.58		$430.58	
	Electricity and Nat Gas	Workforce Development Ct	$23.28		$23.28	
	Electricity and Nat Gas	Clinton Center O&M	$6.97		$6.97	
Cordulack, John H						
	Student Tuition Rec		$85.00	$85.00		
Crews, Denise,, Dr						
	Telephone	VP Academic Services	$60.00	$60.00		
	Travel-In State	VP Academic Services	$108.50	$108.50		
Dahlman, M Gavena						
	Travel-In State	LRC	$99.74	$99.74		
DeBerry, Shelitha A.N.						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Dean, Brittany Lee						
	Stipends	Industrial Skills	$725.00			$725.00
	Stipends	Industrial Skills	$560.00			$560.00
Dean, Clay James						
	Student Tuition Rec		$400.00	$400.00		
Decatur Memorial Hospital						
	Contractual-Other	Maintenance	$85.00		$85.00	
	Contractual-Other	Credit	$375.00			$375.00
	Testing	Grant-SupportServices	$490.00			$490.00
Decatur P B & P A Unit 39						
	Donations/Gifts	Club Expenses	$500.00			$500.00
Decatur Public Transit						
	Materials	Grant-Administration	$120.00			$120.00
	Expense-Other	General Expenses	$460.00	$460.00		
Deere & Company						

Bills for Ratification

Richland Community College

November 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Deere & Company						
	Equipment-Service	Grounds	$7,765.91			$7,765.91
Dunker Electric						
	Maintenance Supplies	Maintenance	$1.76		$1.76	
	Maintenance Supplies	Maintenance	$177.66		$177.66	
	Maintenance Supplies	Maintenance	$328.69		$328.69	
Dust & Son Auto Supply						
	Instructional Supplies	Automotive-Tech Occ	($105.88)	($105.88)		
	Instructional Supplies	Automotive-Tech Occ	($57.23)	($57.23)		
	Instructional Supplies	Automotive-Tech Occ	$13.23	$13.23		
	Instructional Supplies	Automotive-Tech Occ	$18.17	$18.17		
	Instructional Supplies	Automotive-Tech Occ	$28.72	$28.72		
	Instructional Supplies	Automotive-Tech Occ	$29.12	$29.12		
	Instructional Supplies	Automotive-Tech Occ	$29.24	$29.24		
	Instructional Supplies	Automotive-Tech Occ	$31.38	$31.38		
	Instructional Supplies	Automotive-Tech Occ	$31.38	$31.38		
	Instructional Supplies	Automotive-Tech Occ	$35.60	$35.60		
	Instructional Supplies	Automotive-Tech Occ	$52.41	$52.41		
	Instructional Supplies	Collision Repair Tech	$52.53	$52.53		
	Instructional Supplies	Automotive-Tech Occ	$57.23	$57.23		
	Instructional Supplies	Automotive-Tech Occ	$70.99	$70.99		
	Instructional Supplies	Automotive-Tech Occ	$87.10	$87.10		
	Instructional Supplies	Collision Repair Tech	$105.88	$105.88		
	Instructional Supplies	Automotive-Tech Occ	$146.50	$146.50		
	Instructional Supplies	Automotive-Tech Occ	($33.08)	($33.08)		
	Instructional Supplies	Automotive-Tech Occ	$19.33	$19.33		
	Instructional Supplies	Automotive-Tech Occ	$22.05	$22.05		
	Instructional Supplies	Automotive-Tech Occ	$39.82	$39.82		
	Instructional Supplies	Collision Repair Tech	$8.38	$8.38		
	Instructional Supplies	Automotive-Tech Occ	$80.65	$80.65		
Dynagraphics Inc						
	Printing	Credit	$37.80			$37.80
	Printing	Academic Success	$37.80	$37.80		
	Office Supplies	Enrollment Management	$54.80	$54.80		
E L Pruitt						
	Equip Repair/Maint Agree	Maintenance	$130.00		$130.00	
EagleScreen						
	Contractual-Other	Human Resources	$327.55	$327.55		
Elan Corporate Payment						
	Credit Card Pmt Clearing		$24,617.60	$24,617.60		
Electrical Service Co						
	Equip Repair/Maint Agree	Maintenance	$642.13		$642.13	
Elsevier Inc						
	Fees Pass Thru Nursing		$684.00	$684.00		
Embroidered Expressions LLC						
	Materials	Club Expenses	$999.00			$999.00
Employers Assurance Co						
	General Insurance	Liab Protection & Settle	$9,636.88			$9,636.88
Enterprise						
	Travel-In State	Credit	$109.50			$109.50
	Travel-In State	Vice Pres Fin & Admin	$188.22	$188.22		
	Travel-Out of State	Club Expenses	$300.26			$300.26
Eskew, Lisa D						
	Expense-Other	Credit	$18.36			$18.36
Evergreen FS-Stephens #24						
	Vehicle Expense	College Vehicle	$1,778.24		$1,778.24	
Exceptional Living Centers						
	Donations/Gifts	Club Expenses	$300.00			$300.00
Fidelity Investments						
	Misc Deductions		$400.00	$400.00		
	Misc Deductions		$400.00	$400.00		
Firm Systems						
	Fees Pass Thru Backgrnd		$1,085.00	$1,085.00		
FirstEnergy Solutions						
	Electricity and Nat Gas	Utilities	$17,266.91		$17,266.91	
	Electricity and Nat Gas	Utilities	$15,465.56		$15,465.56	
	Electricity and Nat Gas	Fairview Plaza O&M	$27.69		$27.69	
	Electricity and Nat Gas	Workforce Development Ct	$1,956.57		$1,956.57	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	$185.93		$185.93	
	Electricity and Nat Gas	Utilities	$96.78		$96.78	
	Electricity and Nat Gas	Utilities	$24.34		$24.34	
	Electricity and Nat Gas	Sequestration Bldg O&M	$399.13		$399.13	
Fleet Pride						

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Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Fleet Pride						
	Materials	Diesel Med/Hvy Trk Tech	$10.73	$10.73		
	Materials	Diesel Med/Hvy Trk Tech	$30.98	$30.98		
Franczek Radelet						
	Legal Services-Admin	Board of Trustees	$374.00	$374.00		
Freeman, Monterius						
	Stipends	Industrial Skills	$715.00			$715.00
Frontier						
	Telephone	Clinton Center O&M	$150.79		$150.79	
Gift of Hope						
	Donations/Gifts	Club Expenses	$129.57			$129.57
Grainger						
	Maintenance Supplies	Maintenance	$39.48		$39.48	
	Inventory-CentralStores		$186.03	$186.03		
Greene, Louise						
	Meeting Expense	LRC	$3.34	$3.34		
	Materials	LRC	$17.70	$17.70		
	Travel-In State	LRC	$48.83	$48.83		
Greg Hahn Heating and Air						
	Equip Repair/Maint Agree	Maintenance	$406.87		$406.87	
	Equip Repair/Maint Agree	Workforce Development Ct	$719.00		$719.00	
	Equip Repair/Maint Agree	Maintenance	$913.34		$913.34	
	Equip Repair/Maint Agree	Maintenance	$1,141.70		$1,141.70	
	Equip Repair/Maint Agree	Maintenance	$313.50		$313.50	
	Equip Repair/Maint Agree	Maintenance	$1,284.35		$1,284.35	
Grey, Thomas						
	Contractual-Other	Instruction-Other	$3,200.00			$3,200.00
	Contractual-Other	Instruction-Other	$320.00			$320.00
	Instructional Supplies	Instruction-Other	$350.00			$350.00
HVAC Excellence						
	Accreditation Fees	Heating,Vent,AC-Tech Occ	$175.00	$175.00		
Hanover Insurance Group Co						
	General Insurance	Liab Protection & Settle	$1,834.10			$1,834.10
	General Insurance	Liab Protection & Settle	$936.90			$936.90
	General Insurance	Liab Protection & Settle	$9,356.60			$9,356.60
	General Insurance	Liab Protection & Settle	$1,780.60			$1,780.60
Happe, Curtis W						
	Materials	Automotive-Tech Occ	$12.25	$12.25		
Heartland Bank & Trust						
	Bond Issuance Costs	Bond & Interest	$500.00			$500.00
	General Insurance	Bond & Interest	$825,000.00			$825,000.00
	Interest Expense	Bond & Interest	$32,750.00			$32,750.00
	Bond Issuance Costs	Bond & Interest	$500.00			$500.00
	General Insurance	Bond & Interest	$225,000.00			$225,000.00
	Interest Expense	Bond & Interest	$5,568.75			$5,568.75
	General Insurance	Bond & Interest	$980,000.00			$980,000.00
	Interest Expense	Bond & Interest	$16,425.00			$16,425.00
Hill, Alvin C,, Jr						
	Contractual-Other	Human Resources	$1,750.00	$1,750.00		
Hobsons Inc						
	Admin Computer-Maint	Administrative Info Syst	$1,040.17	$1,040.17		
Hoelting & Co						
	Food Supply Costs	Cafe	$65.60			$65.60
	Food Supply Costs	Cafe	$73.85			$73.85
	Food Supply Costs	Cafe	$126.00			$126.00
	Food Supply Costs	Cafe	$126.20			$126.20
	Food Supply Costs	Cafe	$191.15			$191.15
	Food Supply Costs	Cafe	$233.20			$233.20
	Food Supply Costs	Cafe	$247.85			$247.85
	Food Supply Costs	Cafe	$344.67			$344.67
	Food Supply Costs	Cafe	$425.70			$425.70
Holsapple, Monte						
	Equipment-Instructional	Law Enforce Trng Ctr	$300.00			$300.00
Hyspeco Inc						
	Maintenance Supplies	Maintenance	$6.54		$6.54	
	Maintenance Supplies	Maintenance	$15.11		$15.11	
ICCCA						
	Registration Fees	Academic Success	$150.00	$150.00		
	Other Current Obligation		$22,418.77			$22,418.77
ICCTA						
	Registration Fees	Board of Trustees	$150.00	$150.00		
Illinois Century Network						
	Internet	Telecommunications	$1,000.00		$1,000.00	

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Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Illinois Century Network						
	Internet	Telecommunications	$1,000.00		$1,000.00	
	Internet	Telecommunications	$1,000.00		$1,000.00	
Illinois Federation of Teachers						
	Union Dues-RFT		$1,669.05	$1,669.05		
	Union Dues-RFT		$1,669.05	$1,669.05		
	Union Dues-RFT		$1,669.05	$1,669.05		
Illinois State Disbursement Unit						
	Wage Garnishment Orders		$590.92	$590.92		
JRH Services Inc						
	Maintenance Supplies	Maintenance	$290.00		$290.00	
Jan Master Cleaning Services Inc						
	Custodial Services	Custodial	$32,961.60		$32,961.60	
	Custodial Services	Liab Protection & Settle	$1,373.40			$1,373.40
	Custodial Services	Law Enforce Trng Ctr O&M	$2,365.60			$2,365.60
Jason's Lawn Care						
	Grounds Maintenance	Clinton Center O&M	$320.00		$320.00	
	Grounds Maintenance	Clinton Center O&M	$400.00		$400.00	
	Grounds Maintenance	Clinton Center O&M	$480.00		$480.00	
Jenzabar Inc						
	Admin Computer-Maint	Administrative Info Syst	$9,455.50	$9,455.50		
	Prepaid Expenses		$9,455.50	$9,455.50		
Johnson Controls						
	Equip Repair/Maint Agree	Maintenance	$1,504.28		$1,504.28	
	Equip Repair/Maint Agree	Maintenance	$342.36		$342.36	
Johnson-Palmer, Meredith L						
	Wage Garnishment Orders		$205.81	$205.81		
Jones & Sullivan Ent						
	Equip Repair/Maint Agree	Maintenance	$547.71		$547.71	
Killion, Brian Jermaine						
	Stipends	Industrial Skills	$725.00			$725.00
	Stipends	Industrial Skills	$560.00			$560.00
King-Lar Company						
	Instructional Supplies	Instruction-Other	$450.00			$450.00
Kitchens, Crystal Lynn						
	Publications & Dues	Health Information Tech	$60.00	$60.00		
Krall, Jarrod						
	Instructional Supplies	Biology-Baccalaureate	$268.00	$268.00		
Lawson, Carl Earl						
	Stipends	Industrial Skills	$725.00			$725.00
	Stipends	Industrial Skills	$560.00			$560.00
Lexipol						
	Publications & Dues	Security	$1,622.00		$1,622.00	
Logan, Nathaniel Carl						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Love, Tionne LaRue						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
MANCOMM						
	Instructional Supplies	Credit	$55.75			$55.75
MJ Kellner						
	Maintenance Supplies	Bistro 537	$50.85			$50.85
	Contractual-Other	Culinary Arts	$1,200.00			$1,200.00
MR Systems Wirless						
	Internet	Clinton Center O&M	$57.00		$57.00	
Mack Sales & Serivce of Decatur						
	Equip Repair/Maint Agree	Credit	$356.85			$356.85
Macon Resources Inc						
	Laundry/Linen Supplies	Allied Health	$18.62	$18.62		
Manalisay, Lisa M						
	Travel-In State	GED-AB & ASE	$103.56	$103.56		
Marquis Beverage Service						
	Instructional Supplies	Coffee House	$78.00			$78.00
	Food Supply Costs	Cafe	$198.75			$198.75
	Food Supply Costs	Cafe	$293.45			$293.45
	Instructional Supplies	Coffee House	$321.25			$321.25
	Instructional Supplies	Coffee House	$511.45			$511.45
	Instructional Supplies	Coffee House	$646.20			$646.20
Mazzotti Services						
	Uniforms	Basic Corrections Trng	$309.00			$309.00
	Uniforms	Basic Law Enforce Trng	$126.00			$126.00
	Materials	Club Expenses	$220.00			$220.00

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Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Mazzotti Services						
	Materials	Enrollment Management	$220.00	$220.00		
	Uniforms	Basic Corrections Trng	$442.00			$442.00
	Uniforms	Basic Corrections Trng	$1,233.00			$1,233.00
	Uniforms	Basic Law Enforce Trng	$44.00			$44.00
McMahon, Vicki M						
	Travel-In State Mileage	AAS Nursing -Health Occ	$63.22	$63.22		
	Travel-In State Mileage	AAS Nursing -Health Occ	$134.07	$134.07		
Mears, Roger K						
	Materials	Collision Repair Tech	$33.39	$33.39		
Medline Industries Inc						
	Instructional Supplies	Allied Health	$248.66			$248.66
	Instructional Supplies	Allied Health	$243.24			$243.24
	Instructional Supplies	Allied Health	$1,236.91			$1,236.91
Melton, Julie Lynn						
	Telephone	Foundation & Development	$60.00	$60.00		
Menards Inc						
	Maintenance Supplies	Maintenance	$39.99		$39.99	
	Maintenance Supplies	Maintenance	$105.92		$105.92	
	Maintenance Supplies	Maintenance	$123.27		$123.27	
	Firearms & Accessories	Basic Law Enforce Trng	$129.44			$129.44
	Instructional Supplies	Instruction-Other	$38.58			$38.58
	Maintenance Supplies	Maintenance	$56.36		$56.36	
	Maintenance Supplies	Maintenance	($105.16)		($105.16)	
	Maintenance Supplies	Maintenance	$8.67		$8.67	
	Instructional Supplies	Instruction-Other	$22.99			$22.99
	Instructional Supplies	Instruction-Other	$23.96			$23.96
	Maintenance Supplies	Maintenance	$215.76		$215.76	
	Instructional Supplies	Instruction-Other	$782.60			$782.60
	Maintenance Supplies	Maintenance	$28.20		$28.20	
Mercer Cutlery						
	Fees Pass Thru Culinary		$28.69	$28.69		
	Fees Pass Thru Culinary		$137.52	$137.52		
	Fees Pass Thru Culinary		$210.00	$210.00		
	Materials	Culinary Arts	$228.42	$228.42		
	Fees Pass Thru Culinary		$2,298.73	$2,298.73		
	Fees Pass Thru Culinary		$3,570.00	$3,570.00		
Mid-America Advertising						
	Advertising	Marketing	$250.00	$250.00		
	Advertising	Marketing	$250.00	$250.00		
Midwest Credit & Collections Inc						
	Wage Garnishment Orders		$263.95	$263.95		
Miller, Cameron James-Taylor						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Millikin University						
	Meals	YouthLeadershipInstitute	$543.86			$543.86
Morgan II, William Lee						
	Stipends	Industrial Skills	$725.00			$725.00
	Stipends	Industrial Skills	$595.00			$595.00
Morrell, Avery						
	Student Tuition Rec		$60.00	$60.00		
Morrow, Samuel E						
	Vehicle Expense	College Vehicle	$30.10		$30.10	
NISOD						
	Registration Fees	AAS Nursing -Health Occ	$129.00	$129.00		
	Registration Fees	Foreign Lang-Baccal	$129.00	$129.00		
	Registration Fees	English Communication	$129.00	$129.00		
	Registration Fees	Dean-Liberal Arts	$129.00	$129.00		
	Registration Fees	EarlyChildhoodEduc-AAS	$129.00	$129.00		
	Registration Fees	Enrollment Management	$903.00	$903.00		
Napa Auto Parts						
	Instructional Supplies	Automotive-Tech Occ	$15.58	$15.58		
	Maintenance Supplies	Maintenance	$5.68		$5.68	
	Instructional Supplies	Automotive-Tech Occ	$117.25	$117.25		
National Safety Council						
	Publications & Dues	NonCredit	$65.00			$65.00
	Instructional Supplies	NonCredit	$42.58			$42.58
Nichols Paper & Supply Co						
	Maintenance Supplies	Custodial	$66.15		$66.15	
	Maintenance Supplies	Custodial	$1,177.99		$1,177.99	
	Maintenance Supplies	Custodial	$88.52		$88.52	
	Maintenance Supplies	Custodial	$1,463.47		$1,463.47	

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Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
O'Reilly Auto Parts						
	Instructional Supplies	Automotive-Tech Occ	$45.42	$45.42		
Office Depot Inc						
	Inventory-CentralStores		$614.62	$614.62		
Oliver, Brooke D						
	Travel-In State Mileage	Surgical Tech-Health Occ	$156.96	$156.96		
Olson, Colleen						
	Interpreter Salary	Academic Success	$528.69	$528.69		
	Interpreter Salary	Academic Success	$704.92	$704.92		
Osler, Michael Dwayne						
	Stipends	Grant-SupportServices	$705.00			$705.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Parks Sewer Service						
	Equip Repair/Maint Agree	Maintenance	$120.00		$120.00	
Party Creations						
	Contractual-Other	College Fair	$200.92			$200.92
Poindexter, Lynne M						
	Other Current Obligation		$717.20			$717.20
Polyvance Advanced Polymer						
	Equipment-Instructional	Collision Repair Tech	$2,996.25			$2,996.25
Presido/Netech						
	Computer Software	Networking Support	$80.08	$80.08		
Pride Cleaners						
	Contractual-Other	Culinary Arts	$0.02	$0.02		
	Contractual-Other	Cafe	$35.70			$35.70
	Contractual-Other	Cafe	$159.96			$159.96
	Contractual-Other	Culinary Arts	$21.93	$21.93		
	Contractual-Other	Culinary Arts	$27.09	$27.09		
	Contractual-Other	Bistro 537	$32.25			$32.25
	Contractual-Other	Cafe	$33.60			$33.60
	Contractual-Other	Cafe	$42.00			$42.00
	Contractual-Other	Cafe	$46.44			$46.44
	Contractual-Other	Bistro 537	$59.34			$59.34
	Contractual-Other	Cafe	$108.36			$108.36
Quality Elevator Inspections						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	$500.00			$500.00
RCC Bookstore						
	Materials	Institutl Effectiveness	($88.96)	($88.96)		
	Meeting Expense	Presidents Office	$35.00	$35.00		
	Materials	Student Activities	$55.68			$55.68
	Maintenance Supplies	Maintenance	$63.00		$63.00	
	Meeting Expense	Presidents Office	$64.24	$64.24		
	Instructional Supplies	Credit	$1,319.00			$1,319.00
	Materials	Presidents Office	$248.54	$248.54		
	Meals	Allied Health	$1,618.75			$1,618.75
	Instructional Supplies	Instruction-Other	$6,661.75			$6,661.75
	NonTaxBooks -Workforce		$72.75	$72.75		
	NonTaxBooks -Workforce		$72.75	$72.75		
	NonTaxBooks -Workforce		$530.95	$530.95		
	Books-Loans		$150.00	$150.00		
	Pell Taxable Books		$582.41	$582.41		
RCC Foundation						
	Richland Foundation		$233.32	$233.32		
	Revenue-Misc/OtherSource		$25.00	$25.00		
	Richland Foundation		$121.66	$121.66		
	Richland Foundation		$60.00	$60.00		
Rack Focused Productions LLC						
	Contractual-Other	Outdoor Exposition SpcEv	$250.00			$250.00
Ray O'Herron Company Inc						
	Firearms & Accessories	Basic Law Enforce Trng	$28.63			$28.63
	Firearms & Accessories	Basic Law Enforce Trng	$2,005.52			$2,005.52
Refreshment Services Pepsi						
	Food Supply Costs	Cafe	$47.12			$47.12
	Food Supply Costs	Cafe	$575.49			$575.49
	Food Supply Costs	Cafe	$607.84			$607.84
	Food Supply Costs	Cafe	$710.53			$710.53
	Food Supply Costs	Cafe	$509.55			$509.55
Renewable Choice Energy Inc						
	Equip Repair/Maint Agree	Maintenance	$251.16		$251.16	
Ritter, Cole						
	Grounds Maintenance	Clinton Center O&M	$155.00		$155.00	
	Grounds Maintenance	Clinton Center O&M	$180.00		$180.00	
Rock River Arms						

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Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Rock River Arms						
	Non Consumable Supplies	Liab Protection & Settle	$2,420.00			$2,420.00
Rogers Supply Co						
	Maintenance Supplies	Maintenance	$14.86		$14.86	
	Maintenance Supplies	Maintenance	$95.81		$95.81	
Rogiers, Ryan S						
	Instructional Supplies	Culinary Arts	$68.40	$68.40		
Rush Truck Leasing						
	Install Pymt Lease/Purch	Grounds	$2,239.13		$2,239.13	
Ruyle Mechanical Services Inc						
	Equip Repair/Maint Agree	Maintenance	$1,383.30		$1,383.30	
S J Smith Company Inc						
	Materials	Automotive-Tech Occ	$21.70	$21.70		
	Instructional Supplies	Human Simulator	$88.66	$88.66		
	Materials	Club Expenses	$10.85			$10.85
STL Communications Inc						
	Contractual-Other	Liab Protection & Settle	$1,558.95			$1,558.95
Safety Shoe Distributors						
	Instructional Supplies	Instruction-Other	$196.99			$196.99
Sam's Club Direct						
	Inventory-CentralStores		$1,820.60	$1,820.60		
	RCC Foundation A/R		$1,379.72	$1,379.72		
	Inventory-CentralStores		$220.06	$220.06		
	Maintenance Supplies	Maintenance	$89.98		$89.98	
Samoore, Christine Marie						
	Interpreter Salary	Academic Success	$878.50	$878.50		
Schneider, Thomas P						
	Telephone	Law Enforce Trng Ctr	$60.00			$60.00
Schwalbe, Barry S						
	Travel-In State Mileage	Credit	$107.91			$107.91
Scott Fisher Enterprises Inc						
	Pest Control	Law Enforce Trng Ctr O&M	$300.00			$300.00
Secretary of State						
	Vehicle Expense	Law Enforce Trng Ctr O&M	$108.00		$108.00	
	Instructional Supplies	Credit	$50.00			$50.00
	Instructional Supplies	Credit	$50.00			$50.00
	Instructional Supplies	Credit	$50.00			$50.00
	Instructional Supplies	Credit	$50.00			$50.00
	Instructional Supplies	Credit	$50.00			$50.00
Seever Farm Drainage Inc						
	Instructional Supplies	Biology-Baccalaureate	$15.00	$15.00		
Sharp, Kerry Jo						
	Stipends	Industrial Skills	$717.50			$717.50
	Stipends	Industrial Skills	$560.00			$560.00
Sherwin Williams Company						
	Maintenance Supplies	Maintenance	$98.26		$98.26	
Shippers Rental Inc						
	Equipment Rental	Credit	$1,750.00			$1,750.00
Show Me Dough Fundraising						
	Contractual-Other	Club Expenses	$2,989.80			$2,989.80
Sinclair Digital						
	Advertising	Marketing	$300.00	$300.00		
Smithers, Jess R						
	Travel-In State	Agriculture	$140.62	$140.62		
South Side Control Supply						
	Maintenance Supplies	Maintenance	$7.68		$7.68	
Specialty Paint						
	Instructional Supplies	Collision Repair Tech	$93.88	$93.88		
	Maintenance Supplies	Maintenance	$16.12		$16.12	
Spectrum Analytic Inc						
	Materials	Garden Center Ag/Hort	$24.00			$24.00
St Mary's Hospital						
	Instructional Supplies	AAS Nursing -Health Occ	$1,181.44	$1,181.44		
Stanley, Chazzaray LaMarc						
	Stipends	Grant-SupportServices	$715.00			$715.00
	Stipends	Grant-SupportServices	$525.00			$525.00
State Universities Retirement						
	SURS 8%		$482.56	$482.56		
	SURS 1/2%		$2,026.50	$2,026.50		
	SURS 8%		$19,452.98	$19,452.98		
	SURS 1/2%		$2,051.06	$2,051.06		
	SURS 8%		$2,636.14	$2,636.14		
	SURS 8%		$17,337.63	$17,337.63		

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Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
State Universities Retirement						
	SURS 8%		$606.40	$606.40		
	SURS 1/2%		$2,033.22	$2,033.22		
	SURS 8%		$19,416.44	$19,416.44		
	SURS 1/2%		$2,047.80	$2,047.80		
	SURS 8%		$2,630.64	$2,630.64		
	SURS 8%		$17,373.74	$17,373.74		
Sunbelt						
	Equipment Rental	Maintenance	$58.60		$58.60	
	Equipment Rental	Instruction-Other	$344.76			$344.76
	Equipment Rental	Instruction-Other	$423.15			$423.15
	Equipment Rental	Instruction-Other	$523.15			$523.15
	Equipment Rental	Instruction-Other	$588.29			$588.29
Supplies Outlet						
	Inventory-CentralStores		($107.08)	($107.08)		
	Inventory-CentralStores		$131.74	$131.74		
Sysco Central Illinois Inc						
	Materials	Culinary Arts	$33.54	$33.54		
	Food Supply Costs	Bistro 537	$141.57			$141.57
	Instructional Supplies	Culinary Arts	$1,228.68	$1,228.68		
	Food Supply Costs	Cafe	$2,005.46			$2,005.46
	Food Supply Costs	Cafe	$2,531.60			$2,531.60
	Materials	Cafe	$181.47			$181.47
	Food Supply Costs	Cafe	$4,299.77			$4,299.77
	Materials	Cafe	$761.39			$761.39
	Food Supply Costs	Cafe	$5,139.51			$5,139.51
	Instructional Supplies	Culinary Arts	($24.52)	($24.52)		
	Food Supply Costs	Cafe	($19.48)			($19.48)
	Food Supply Costs	Cafe	($16.85)			($16.85)
	Instructional Supplies	Culinary Arts	$14.79	$14.79		
	Materials	Cafe	$30.38			$30.38
	Instructional Supplies	Culinary Arts	$45.12	$45.12		
	Food Supply Costs	Cafe	$47.08			$47.08
	Food Supply Costs	Cafe	$47.63			$47.63
	Food Supply Costs	Cafe	$41.11			$41.11
	Materials	Cafe	$28.70			$28.70
	Food Supply Costs	Cafe	$82.02			$82.02
	Instructional Supplies	Coffee House	$126.43			$126.43
	Instructional Supplies	Culinary Arts	$129.09	$129.09		
	Materials	Cafe	$132.96			$132.96
	Instructional Supplies	Culinary Arts	$168.23	$168.23		
	Instructional Supplies	Culinary Arts	$197.72	$197.72		
	Instructional Supplies	Culinary Arts	$252.97	$252.97		
	Food Supply Costs	Bistro 537	$473.85			$473.85
	Food Supply Costs	Cafe	$464.03			$464.03
	Materials	Cafe	$226.83			$226.83
	Food Supply Costs	Cafe	$982.71			$982.71
	Materials	Cafe	$151.59			$151.59
	Food Supply Costs	Cafe	$1,393.44			$1,393.44
	Materials	Cafe	$75.10			$75.10
	Food Supply Costs	Cafe	$1,857.21			$1,857.21
	Materials	Cafe	$165.78			$165.78
	Food Supply Costs	Cafe	$2,115.10			$2,115.10
	Materials	Cafe	$178.41			$178.41
	Food Supply Costs	Cafe	$2,046.74			$2,046.74
	Materials	Cafe	$627.06			$627.06
	Food Supply Costs	Cafe	$2,453.85			$2,453.85
	Materials	Cafe	$251.47			$251.47
	Food Supply Costs	Cafe	$2,095.65			$2,095.65
	Materials	Cafe	$784.71			$784.71
	Food Supply Costs	Cafe	$2,328.87			$2,328.87
	Materials	Cafe	$1,467.65			$1,467.65
	Food Supply Costs	Cafe	$2,962.37			$2,962.37
	Materials	Cafe	$1,002.18			$1,002.18
	Food Supply Costs	Cafe	$3,760.99			$3,760.99
	Materials	Cafe	$1,052.34			$1,052.34
	Food Supply Costs	Cafe	$4,454.46			$4,454.46
	Materials	Cafe	$739.96			$739.96
	Food Supply Costs	Cafe	$2,103.86			$2,103.86
	Materials	Cafe	$339.74			$339.74
	Food Supply Costs	Cafe	$3,293.77			$3,293.77
	Materials	Cafe	$120.06			$120.06
	Food Supply Costs	Cafe	$3,551.50			$3,551.50

Bills for Ratification

Richland Community College

November 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Sysco Central Illinois Inc						
	Materials	Cafe	$859.96			$859.96
Taliferro, William James						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Taylor Jr., Earl DuJuan						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$515.00			$515.00
Taylor, Camron Davon						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Taylor, Joshua Dale						
	Stipends	Industrial Skills	$715.00			$715.00
	Stipends	Industrial Skills	$560.00			$560.00
The Atlanta National Bank						
	Bond Issuance Costs	Bond & Interest	$500.00			$500.00
	Interest Expense	Bond & Interest	$46,236.61			$46,236.61
The Decatur Club						
	Publications & Dues	Presidents Office	$100.00	$100.00		
The Omni Group						
	Contractual-Other	Human Resources	$8.00	$8.00		
ThyssenKrupp Elevator Corp						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	$1,020.00			$1,020.00
Todaysclassroom.com						
	Materials	Technical Services Suprt	$1,760.18			$1,760.18
US Postal Service						
	Contractual-Other	General Expenses	$225.00	$225.00		
USA Clean Inc						
	Equip Repair/Maint Agree	Custodial	$81.20		$81.20	
United Parcel Service						
	Postage	General Expenses	$136.21	$136.21		
University of Illinois						
	Contractual-Other	Instruction-Other	$358.58			$358.58
Valdez, Cristobal O						
	Telephone	Presidents Office	$125.00	$125.00		
	Travel-Out of State	Presidents Office	$660.38	$660.38		
	Travel-Out of State	Presidents Office	$316.18	$316.18		
Verizon Wireless						
	Telephone	Telecommunications	$59.60		$59.60	
	Telephone	Telecommunications	$238.98		$238.98	
WDKR Radio Station						
	Advertising	Marketing	$280.00	$280.00		
WXFM						
	Advertising	Marketing	$210.00	$210.00		
Walker, Terri A						
	Stipends	Grant-SupportServices	$750.00			$750.00
	Stipends	Grant-SupportServices	$525.00			$525.00
Webster, Susan K						
	Materials	Club Expenses	$28.00			$28.00
Werthing, John Austin						
	Stipends	Industrial Skills	$725.00			$725.00
	Stipends	Industrial Skills	$560.00			$560.00
Wiese Inc						
	Equip Repair/Maint Agree	Maintenance	$189.81		$189.81	
	Equip Repair/Maint Agree	Maintenance	$275.00		$275.00	
	Equip Repair/Maint Agree	Maintenance	$275.00		$275.00	
	Equip Repair/Maint Agree	Maintenance	$275.00		$275.00	
Williams, Tad A						
	Telephone	Law Enforce Trng Ctr	$60.00			$60.00
Withrow, Tracy L						
	Specialities	Marketing	$30.35	$30.35		
	Telephone	Marketing	$50.00	$50.00		
	Graphic Supplies	Marketing	$69.17	$69.17		
Woods Consulting Group						
	Contractual-Other	NonCredit	$780.00			$780.00
Woods, DeMarcus L						
	Stipends	Industrial Skills	$70.00			$70.00
World Point ECC Inc						
	Instructional Supplies	NonCredit	$10.35			$10.35
	Instructional Supplies	NonCredit	$10.35			$10.35
	Instructional Supplies	NonCredit	$152.10			$152.10
	Instructional Supplies	NonCredit	$257.75			$257.75
	Instructional Supplies	NonCredit	$33.12			$33.12

Bills for Ratification

Richland Community College

November 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
World Point ECC Inc						
	Instructional Supplies	NonCredit	$79.90			$79.90
	Instructional Supplies	Credit	$205.53			$205.53
	Instructional Supplies	NonCredit	$607.24			$607.24
Xerox Corporation						
	Install Pymt Lease/Purch	Copiers	$186.19	$186.19		
	Install Pymt Lease/Purch	Copiers	$822.14	$822.14		
	Printing	Marketing	$357.86	$357.86		
Young, Carolyn Jean						
	Stipends	Industrial Skills	$725.00			$725.00
	Stipends	Industrial Skills	$530.00			$530.00
Zindel-McWilliams, Teena						
	Travel-In State	Institutl Effectiveness	$92.65	$92.65		
			$2,882,977.65	$380,736.82	$138,119.04	$2,364,121.79

Executive Session- December 18, 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.