



January 2019 - Board of Trustees Meeting

January 15, 2019

Richland Community College - Board Room



Meeting Book - January 2019 - Board of Trustees Meeting

January 2019 Board of Trustees Meeting

Annual Board Book Calendar

Board Book Annual Calendar 2019.docx

Principles of Sustainability

Principles of Sustainability.pdf

Innovation and Quality Performance System

Innovation and Quality Performance System.pdf

Strategic Plan Priorities

2016 Strategic Plan.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 December 18, 2018

Needs Action

December MINUTES OF BOARD OF TRUSTEES REGULAR MEETING.pdf

Appearance of Citizens and Introduction of Guests

Written Communications

College Activities Report

Tracy Withrow

January 2019 Activities Report.pdf

Personnel Update

January Personnel Update.pdf

Special Reports

Report of ICCTA

Report of Agreements/Contracts Signed by President Valdez for the Month of January 2019

January 2019 Agreements.pdf

Monitoring Report - MCLETC

Tad Williams

Report of Student Trustee

January 2019 Student Trustee Report.pdf

Foundation Report

Julie Melton

New Business

Classroom and Student Lab Technology Upgrades

Needs Action

Joe Feinstein

Classroom and Student Lab Upgrade.pdf

Travel Limits

Needs Action

Greg Florian

Travel Limits 1.7.19.pdf

Board Policies, Proposals, and Changes

No Action Necessary

Greg Florian

Board Policy Section 3 Second Reading Memo.pdf

Richland board policy manual Second Reading.pdf

Financial Report

December Financial Memo.pdf

12 December 2018.pdf

Report of the President

Items from the Board

Executive Session

Executive Session Memo.pdf

Adjournment

Needs Action

JANUARY 2019

Reports
Consent Agenda
College Legal Contractual Agreements
New Business
 Trustee Training

FEBRUARY 2019

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

MARCH 2019

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 2019

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 2019

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

JUNE 2019

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

JULY 2019

Reports

Consent Agenda

Monitoring Report:
Student Profile

AUGUST 2019

Reports

Institutional year Book
Program Review
Presentation

Consent Agenda

Monitoring Report:
Marketing/Government
& Community Affairs

SEPTEMBER 2019

Reports

Consent Agenda

Annual Foundation
Board Meeting

Monitoring Report:
Physical Plant/Facilities

OCTOBER 2019

Reports

Consent Agenda

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

Strategic Plan Quarterly
Update

Monitoring Report:
Academic Profile

NOVEMBER 2019

Reports

Audit Presentation

Consent Agenda

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

Old Business

Financial Report

Monitoring Report:
Enrollment and
Financial

DECEMBER 2019

Reports

Consent Agenda

Old Business

**Resolution for Fiscal
Year Tax Levy**

**Review of Minutes of
Previous Executive
Sessions**

Winter Board Retreat

Strategic Plan Priorities
Results Report

PRINCIPLES OF SUSTAINABILITY





College Vision

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

College Mission

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

Core Values

- Commitment
- Respect
- Excellence
- Accountability
- Diversity

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

Goal 1: Elevate Teaching and Learning Standards.

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

Goal 2: Foster Student Success and Completion.

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

Goal 3: Advance and Create Workforce Development Partnerships.

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

Goal 4: Ensure a Financially Sustainable Organization.

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

Higher Learning Commission Academic Quality Improvement Program (AQIP)

Implementation and Performance

L2 Division/Department/Area Balanced Scorecards
 L1 Institutional Balanced Scorecard

Public Accountability

Dashboard
 Annual Performance Report

Implementation and Performance

Public Accountability

Strategic Plan

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.
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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.
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Goal 3: Create and Advance Workforce Development Partnerships.

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

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

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

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

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

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

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

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

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

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

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

1. Complete canvassing of foundations and corporations of gift prospects to support the Carroll School of Business.
 2. Continue implementation of design and development of the Carroll School of Business.
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Goal 4: Ensure a Sustainable Organization.

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

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

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

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

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

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

Strategy D: Identify and secure alternative revenue streams.

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

Strategy E: Align facility utilization with established program needs.

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

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

December 18, 2018

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:32 p.m. Tuesday, December 18, 2018, in the Board Room by Chairman Ritter. Chairman Ritter also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Bruce Campbell, Tom Ritter, Dr. David Coopriider, 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 November 20, 2018 had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the Regular Meeting of November 20, 2018 meeting. Dr. Coopriider seconded. Voice 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 the Richland Community College family.

WRITTEN COMMUNICATIONS

College Activities Report

- All-College Meeting – Shilling Salons – December 20, 2018 - 3:00 p.m.
- College Closed – Winter Break – December 24, 2018-January 1, 2019
- MCLTEC Graduation – Tabernacle Church – January 4, 2019
- Saturday Registration – Student Success Center – January 5, 2019 – 10:00 a.m. – 2:00 p.m.
- Spring Classes Begin – January 14, 2019
- Board of Trustees Meeting – Board Room, January 15, 2019
- Other activities listed in the Board Book

Personnel Update

New Employees

- Terrienne Eller, Literacy Specialist, Project READ, effective December 3, 2018
- Stacey Mooney, Literacy Assistant, part-time, Project READ, effective December 3, 2018

Retirements, Resignations, and Terminations

- Lori Gruen, Literacy Specialist, part-time, Project READ, effective November 9, 2018

SPECIAL REPORTS

REPORT OF ICCTA

None – The next ICCTA meeting is scheduled for February in Washington D.C.

REPORT OF STUDENT TRUSTEE

Student Trustee Nathan Buggar presented the Student Government Report.

AGREEMENTS AND CONTRACTS SIGNED BY DR. VALDEZ

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

FOUNDATION REPORT

Julie Melton gave updates on the recent quarterly meeting, employee campaign, and future Foundation events.

NEW BUSINESS

It was recommended that the Board of Trustees approve the Agronomy curriculum that was previously approved by the Academic Standards Committee, as presented.

Prince moved to approve the Agronomy curriculum that was previously approved by the Academic Standards Committee, 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 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, as presented.

This is the first reading – no action necessary.

A recommendation was made to the Board of Trustees to approve the Cybersecurity curriculum recently approved by the Academic Standards Committee, as presented.

Dr. Coopriider moved to approve Cybersecurity curriculum recently approved by the Academic Standards Committee, 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 adopt Resolution No. 19.4 – Reauthorization to Participate in the Illinois School District Liquid Asset Fund, as presented.

Prince moved to adopt Resolution No. 19.4 – Reauthorization to Participate in the Illinois School District Liquid Asset Fund, 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 the purchase of a 2018 Chevrolet Tahoe from Miles Chevrolet of Decatur at a cost of \$36,980.00, as presented.

Campbell moved to approve the purchase of a 2018 Chevrolet Tahoe from Miles Chevrolet of Decatur at a cost of \$36,980.00, 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 authorize the College Administration to enter into a lease extension amendment at an annual rent of \$154,500.00 with the University of Illinois Extension, as presented.

Dr. Coopriider moved to approve the authorization of the College Administration to enter into a lease extension amendment at an annual rent of \$154,500.00 with the University of Illinois Extension, 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 that would allow the College to award a bid to Stryker Corporation, Physio-Control Inc. and authorize the College Administration to purchase Physio-Control LP15 Portable Monitor Defibrillator Machine in the amount of \$23,570.45, as presented.

Prince moved to allow the College to award a bid to Stryker Corporation, Physio-Control Inc. and authorize the College Administration to purchase Physio-Control LP15 Portable Monitor Defibrillator Machine in the amount of \$23,570.45, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

A recommendation was made to adopt Resolution No. 19.5 – Participation in the Law Enforcement Mutual Aid Agreement and the Illinois Law Enforcement Alarm System, as presented.

Dr. Cooprider moved to adopt Resolution No. 19.5 – Participation in the Law Enforcement Mutual Aid Agreement and the Illinois Law Enforcement Alarm System, as presented. Campbell seconded. Roll call vote being all ayes, Chairman Ritter declared the motion carried.

BOARD POLICIES, PROPOSALS, AND CHANGES

BOARD POLICY SECTION 3 – PERSONNEL – FIRST READING

Board Policy Section 3 – Personnel was presented to the Board of Trustees. Several modifications have been made to reflect changes in statute or best practices.

No action is necessary at this time.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

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

A list of bills paid in the amount of \$2,882,977.65 for November 2018 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

- Dr. Valdez will present at the February Chamber Breakfast. He will be discussing the Workforce Development Appropriation.
- Dr. Valdez and Courtney Carson have been invited to attend Senate President Cullerton's inauguration on January 9, 2019. Richland Community College is being recognized on how we have broken barriers in the workforce arena.
- Tim Stone, CEO of Decatur Memorial Hospital has asked, and nominated Dr. Valdez to sit on the DMH Board. Voting will be held at the December 21, 2018 Board meeting.
- Dr. Valdez and Dr. Fregeau from DPS #61 will be meeting quarterly to collaborate and build their partnership. Dr. Valdez has also asked Dr. Denise Crews and Dr. Isaac Zuniga to do the same with their counterparts at DPS #61.

- The Winter Board Retreat will be held on January 11 – 12, 2019 at Oak Terrace in Pana, IL.

ITEMS FROM THE BOARD

- Tom Ritter expressed condolences to Dr. Valdez on the passing of his brother.

EXECUTIVE SESSION

Dr. Coopridner moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negation matters, as specified in Section 2 (c) (2); 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 Meeting Act. Prince seconded. Voice vote being all ayes, Chairman Ritter declare the motion carried.

Meeting convened into closed session at 6:30 p.m.

Meeting reconvened into open session at 7:00 p.m.

ADJOURNMENT

Prince moved and Underwood seconded to adjourn the meeting at 7:00 p.m.

Bishop Wayne Dunning, Secretary

TO: Dr. Cris Valdez
Board of Trustees

FROM: Tracy Withrow

DATE: January 3, 2019

SUBJECT: College Activities Report

Following is *Richland Community College Activities Report* for January 14, 2019, to February 19, 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.

January 2019

January 14 Spring 2019 Classes Begin

January 16 Macon County Law Enforcement Training Center CC18-03 Graduation
Shilling Community Education Center Auditorium

January 21 College Closed – Martin Luther King Jr. Birthday

January 21 Tech Go – Taste of Technology Day – Digital Art
8:30 a.m.
National Sequestration Education Center

January 26 Rotary Club Trivia Night
5:30pm
Shilling Community Education Center

February 2019

February 4, 5, 7 Highway Construction Careers Training Program Orientations
9 a.m. or 2 p.m.
Room SC01, Shilling Community Education Center

February 5 The Black Extravaganza – Black History Month
11 a.m.
Mueller Student Center

February 6 Academic Challenge (Formerly WYSE)
8:30 a.m.
Richland Community College

February 16 Master Gardener's Event – Gardening Insights
8 a.m.
University of Illinois Extension Office

February 16 Love Local – Farm to Table Valentine's Day Meal
6 p.m.
Bistro Five Thirty Seven

February 18	College Closed – President's Day
February 18	Tech Go – Taste of Technology Day – Coding/Robotics 8:30 a.m. National Sequestration Education Center
February 19	Macon County Spelling Bee 8 a.m. Shilling Community Education Center Auditorium

To: Cris Valdez, President
From: Greg Florian, Vice President, Finance & Administration
Date: January 3, 2019
Subject: Personnel Update



New Employee

Name	Position	Start Date
Don Askins	Campus Police Officer	01/03/2019
Steve Ziegler	Campus Police Officer	01/03/2019
Tammy Meinders	Housekeeping, MCLETC	01/03/2019
Louis Krahn	Housekeeping, MCLETC	01/03/2019
Jeffrey Benton	Maintenance II/Painter & Light Carpentry	01/04/2019
Rachel Brewer	Extension Site Coordinator	01/14/2019

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

AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF

January 2019

1/4/2019

Dr. Valdez signed an Articulation Agreement between Richland Community College and Southern Illinois University Carbondale, Illinois.

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

January 2019

Student Trustee: Nathan Buggar

President: Eddie Boliard

Vice-President: Keyari Page

Secretary/Treasurer: Emily Deberry

Student Engagement Activities:

- 1/30: Blood Drive
- 2/5: The Black Extravaganza- Black History Month Celebration
- 2/14: Nico Frank-Musician & Valentine's Day Crafts

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
- 1/18: Bingo!



To: Dr. Cris Valdez and Board of Trustees
Cc: Joe Feinstein *JF*
From: Joy Harvey
Date: 1/3/2019
Re: Classroom and Student Lab Technology Upgrades

The Technical Services Department is seeking to purchase technology for several upgrade projects on campus. These projects include new instructor station computers for 12 classrooms, 5 new classroom projector systems, and 20 new computers for the open lab in the LRC. These upgrades will replace 32 computers and 5 projector systems purchased in 2004 that are no longer meeting the minimum requirements necessary for today's classroom environments. Specifically, we are seeking to purchase:

- 20 – Acer Veriton Desktop Computers and Monitors (funded through Kitty Lindsay Grant)
- 12 – Acer Veriton Desktop Computers and Monitors
- 5 – ViewSonic LS800HD Projectors and required hardware

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

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

Based on vendor responses received, we recommend that the purchase of this computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$44,758.64.



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian *Greg Florian*

Date: January 7, 2019

Re: Travel Limits

The General Assembly passed Public Act 099-0604 which created the Local Government Travel Expense Control Act. The Act provides that "All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation".

The Act also requires units local of government, to publically approve the travel, meal, and lodging expenses for reimbursement. Specifically, the Act requires "(1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency."

It has been determined that by annually reviewing and publishing the travel rates for the next year, the College will meet a requirement of the Act.

Staff have reviewed travel reimbursement expenses incurred during the past year and have determined that the current limitations are appropriate. The travel limits are restated below:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate
Auto	IRS Standard Mileage Rate at time of reimbursement
Rental Car	Lowest reasonable rate
Rail or Bus	Lowest reasonable rate

Taxi, Shuttle, Rideshare or Public Transportation	Actual reasonable rate
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Maximum Reimbursable Rates for Meals	
Breakfast	\$12.00
Lunch	\$20.00
Dinner	\$35.00

Maximum Reimbursable Rates for Lodging	
Major Metropolitan Areas	\$300.00
Other Locations	\$190.00

It is recommended that the Board of Trustees adopt the rates for the period of January 1, 2019 through December 31, 2019 as show in the table above for all travel, meal, and lodging expenses of officers and employees.

If you have questions, please contact me.

TO: Board of Trustees

FROM: Greg Florian
Robin Bollhorst



DATE: January 15, 2018

SUBJECT: Board Policy Section 3 – Personnel - Second Reading

Mr. Chairman, Members of the Board, Section 3 of the Board Policy Manual is presented for the second 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 to 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;
Revised 2/ /2019

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.

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3.1.1.1 Nondiscrimination

Richland Community College does not discriminate on the basis of race, color, ancestry, religion, national origin, sex, disability, ~~or~~ age, military status, marital status, order of protection status, sexual orientation, genetic information, citizenship, gender identity or expression, parental status, pregnancy, unfavorable discharge from military service or other legally protected characteristic 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.

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3.1.2 Union Represented Faculty

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

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

3.1.2.1 "Just Cause" Standard for Tenured Faculty

The 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:

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- (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 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

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supervise or are supervised by another relative or intimate regularly residing in the same household. Relatives or intimates ~~generally~~ will not be placed in positions where they work with or have access to sensitive information regarding relatives or close family members or if there is an actual or apparent conflict of interest. Further, if two employees are relatives or have a close personal relationship and they are placed in a supervisory relationship to each other, they are required to bring that relationship to the attention of Human Resources 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. If such a relationship exists or has existed, the faculty member or employee must report the relationship to his or her supervisor and to Human Resources. 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. If the person to whom the relationship is reported determines that reassignment or other mitigating action is necessary, it is the responsibility of both the faculty member/employee and the individual to whom the relationship is reported to ensure that the evaluative or supervisory authority is reassigned or other appropriate mitigation action is taken. 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. A final

agreement for an appropriate course of action will be submitted by the Vice President to the ~~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 (960)~~ 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.

3.2.4.5 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.

3.2.4.6 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.

3.2.4.7 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, et seq., 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~~ Communicable diseases include those diseases and conditions which have been declared by the Center for Disease Control or the Illinois Department of Public Health to be contagious, infectious, or communicable, and may be 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~~ eCommunicable eDisease 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~~ eCommunicable eDisease. 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 740 ILCS 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 statute, rule, or regulation.~~

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

~~The President is authorized to develop and implement Administrative Regulations that define and regulate the solicitation and acceptance of gifts and prohibited political activities, as required 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 as set forth in 5 ILCS 430/1-5:

(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 intentionally solicit or accept any gift from any prohibited source or which is otherwise prohibited by law. No prohibited source shall intentionally 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 ~~the 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, ~~fiance~~, ~~fiancee~~, 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.

A. 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, including 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, subject to any collective bargaining agreements stating otherwise.

~~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 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~~ backward from the date of the qualifying event. Available leave is determined by subtracting the number of weeks of FMLA

leave taken during the 12 month "look back" period from the 12-week total allowed.

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 members 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 requesting leave, the employee must:

- Supply sufficient information for Richland Community College to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable, 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 discipline 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 doubt~~ the validity of a 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~~ 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-three 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 if the conference or classroom activities cannot be scheduled during nonwork hours.

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.

Before arranging attendance at the conference or activity, the employee shall provide the College with a written request for leave at least 7 days in advance of the time the employee is seeking to attend the conference or classroom activity. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the College to schedule the leave so as not to disrupt unduly the operations of the employer.

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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.

The College permits employees who are, or whose family or household members are, victims of domestic or sexual violence (as defined below) to take up to 12 work weeks of unpaid leave during a rolling 12-month period, measured backward from the date on which any leave is taken. Available leave is determined by subtracting the number of weeks of VESSA leave taken during the 12 month "look back" period from the 12-week total allowed.

Specifically, an employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain victim services for the employee's or employee's family or household member;
3. Obtain psychological or other counseling for the employee or the employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

VESSA leave may be taken intermittently or on a reduced work schedule. Employees may request further information about these options from the Human Resources Department.

Whenever an employee is granted leave for reasons which would entitle the employee to leave under VESSA, the leave will be counted against an employee's 12-week VESSA leave entitlement. Any FMLA leave taken by an employee will also be counted against the employee's available leave under VESSA. VESSA leave will be counted against an employee's available leave under the FMLA if the reason for the VESSA leave would also

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entitle the employee to take FMLA leave.

Requesting Leave

Employees who wish to take VESSA leave must follow the College's usual notice requirements for reporting an absence, unless such notice is not practicable. Employees may be required to provide additional documentation certifying that VESSA leave is being taken for one of the purposes listed above, and that the employee or employee's family or household member is a victim of domestic or sexual violence. Such documentation may include a sworn statement from the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance; a police or court record, or other corroborating documentation. If the employee does not provide this information, VESSA leave may not be granted and/or maintained and their absence may be considered unexcused.

Pay and Benefits During VESSA Leave

VESSA leave is unpaid. However, employees may elect to use accrued, unused paid leave benefits concurrently with VESSA leave to receive pay for the leave period, subject to the terms and conditions under the applicable paid leave policies. Employees may elect to continue their health and life insurance coverage during VESSA leave. Employees on VESSA leave will not be charged more than other employees for health insurance premiums. Employees on unpaid VESSA leave will be instructed on how to pay their share of the insurance premiums during leave. Employees who fail to pay insurance premiums in a timely manner as instructed during VESSA leave may be dropped from coverage until they return to work at the conclusion of the VESSA leave.

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Reporting During Leave and Return From Leave

During VESSA leave, employees will be required to maintain contact with [the Director of Human Resources](#) to verify their status and their intent to return to work. The employee is responsible for timely requesting any desired extension of a previously-approved VESSA leave.

An employee who timely returns from VESSA leave will generally be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An employee's use of VESSA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using VESSA leave.

However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the College had continuously employed the employee during the VESSA period. Therefore, an employee who would have been terminated, laid off or reassigned had he or she been on active status may not be reinstated.

Reasonable Accommodation

The College will provide reasonable accommodations to otherwise qualified employees who have known limitations resulting from circumstances relating to being a victim of domestic or sexual violence, as defined below, unless doing so would impose an undue hardship upon the operations of the College. Employees who require a reasonable accommodation under this policy should notify [the Director of Human Resources](#) and must cooperate with the College's efforts to determine whether an accommodation is necessary, and, if so, to identify an appropriate accommodation.

Confidentiality

The College will comply with VESSA's requirements regarding the confidentiality of information relating to an employee's request for leave or accommodation

under this policy.

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 non-tenured ~~tenure-track~~ faculty shall be administered in accordance with the applicable provisions of the Illinois Public Community College Act.

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

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

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

3.7.2 Tuition/Fees Waivers**3.7.2.1 Full-Time Employees****3.7.2.1.1 Credit Classes - revised 11/15/11**

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

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

3.7.2.1.2 Fitness Center

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

3.7.2.1.3 Non-Credit Classes

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

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

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

3.7.2.2 Part-Time Employees**3.7.2.2.1 Credit Classes**

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

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

3.7.2.2.2 Fitness Center

Fees associated with use of the College's Fitness Center will be waived for all part-time employees

who are employed for at least 15 hours per week on a continuous basis. Individuals in "temporary" and ~~"Student Employee"~~ classifications are not eligible. The waiver does not extend to a part-time employee's immediate family.

3.7.2.3 Adjunct Faculty

3.7.2.3.1 Credit Classes

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

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

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

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

3.7.2.3.2 Fitness Center

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

3.7.2.4 Retired Employees

3.7.2.4.1 Credit Classes

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

immediate family.

3.7.2.4.2 Fitness Center

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

3.7.2.4.3 Non-Credit Classes

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

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

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: January 15, 2019

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

Thank you.

Treasurer's Report

12/31/2018

Fund	Balance 12/1/2018	Receipts for Month	Disbursements for Month	Balance 12/31/2018	Int Bearing Accounts	Separate Inv Instruments
Education Fund	\$7,076,976.60	\$434,448.45	(\$92,243.68)	\$7,419,181.37	\$6,869,181.37	\$550,000.00
Oper & Maint Restricted	\$1,259,138.49			\$1,259,138.49	\$1,259,138.49	\$0.00
Bond & Interest Fund	\$90,067.82			\$90,067.82	\$90,067.82	\$0.00
Auxiliary Enterprises	\$2,591,061.84	\$19,666.66	(\$55.83)	\$2,610,672.67	\$2,610,672.67	\$0.00
Restricted Purposes	\$2,840,566.58	\$151,317.63	(\$125,000.00)	\$2,866,884.21	\$2,566,884.21	\$300,000.00
Working Cash Fund	\$8,449,701.33		(\$51,697.10)	\$8,398,004.23	\$7,396,157.02	\$1,001,847.21
Trust & Agency Fund	\$335,576.03	\$23,485.79		\$359,061.82	\$359,061.82	\$0.00
Audit Fund	\$69,358.05			\$69,358.05	\$69,358.05	\$0.00
Liability & Protection	\$1,410,990.44			\$1,410,990.44	\$1,310,990.44	\$100,000.00
Totals	\$24,123,437.18	\$628,918.53	(\$268,996.61)	\$24,483,359.10	\$22,531,511.89	\$1,951,847.21

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$300,000.00	CD-Busey	0.10	12/22/2018	6.0
EDUCATION FUND	\$250,000.00	CD-SOY	0.20	1/30/2019	12.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.40	8/10/2019	12.0
WORKING CASH FUND	\$302,636.92	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
WORKING CASH FUND	\$350,000.00	CD-HPB	0.40	11/22/2019	12.0
LPS FUND	\$100,000.00	CD-Busey	0.10	9/27/2018	6.0

Revenues & Expenses by Fund

	Actual 12/31/2018	Budget 1819	%	Actual 12/31/2017	Prior Year To Date
Fund 01-Education Fund					
Revenue	\$13,240,338.70	\$15,043,243.00	88.02	\$13,555,617.48	\$15,513,445.99
Transfers	\$0.00	(\$478,460.00)	0	(\$7,500.00)	(\$69,819.65)
Expenses	(\$6,010,116.97)	(\$13,508,847.00)	44.49	(\$6,093,406.13)	(\$12,496,212.88)
	\$7,230,221.73	\$1,055,936.00		\$7,454,711.35	\$2,947,413.46
Fund 02-Operations & Maintenance					
Revenue	\$1,579,523.53	\$1,925,258.00	82.04	\$1,450,943.94	\$1,756,911.73
Expenses	(\$781,743.20)	(\$1,920,174.00)	40.71	(\$779,354.10)	(\$1,739,824.31)
	\$797,780.33	\$5,084.00		\$671,589.84	\$17,087.42
Fund 03-Oper & Maint Restricted					
Revenue	\$184,253.08	\$204,083.00	90.28	\$2,400,042.51	\$3,648,124.54
Transfers	\$0.00	\$0.00	0	\$0.00	(\$141,135.46)
Expenses	(\$93,964.05)	(\$204,083.00)	46.04	(\$2,560,887.18)	(\$3,947,356.22)
	\$90,289.03	\$0.00		(\$160,844.67)	(\$440,367.14)
Fund 04-Bond & Interest Fund					
Revenue	\$3,292,664.50	\$3,388,418.00	97.17	\$3,928,038.39	\$4,059,014.58
Expenses	(\$3,083,951.61)	(\$3,380,528.00)	91.23	(\$3,713,656.11)	(\$4,043,371.11)
	\$208,712.89	\$7,890.00		\$214,382.28	\$15,643.47
Fund 05-Auxiliary Enterprises					
Revenue	\$657,692.73	\$1,295,660.00	50.76	\$591,458.82	\$1,403,413.95
Transfers	\$0.00	(\$1,700.00)	0	\$0.00	(\$60,000.00)
Expenses	(\$678,421.26)	(\$1,284,429.00)	52.82	(\$570,274.55)	(\$1,276,571.89)
	(\$20,728.53)	\$9,531.00		\$21,184.27	\$66,842.06
Fund 06-Restricted Purposes Fund					
Revenue	\$3,590,850.93	\$10,184,667.48	35.26	\$3,401,862.76	\$7,930,485.46
Transfers	\$0.00	(\$7,000.00)	0	\$0.00	(\$9,218.33)
Expenses	(\$4,238,649.65)	(\$10,177,342.50)	41.65	(\$3,711,955.99)	(\$7,897,978.77)
	(\$647,798.72)	\$324.98		(\$310,093.23)	\$23,288.36
Fund 07-Working Cash Fund					
Revenue	\$65,564.56	\$50,000.00	131.13	\$32,893.32	\$92,353.92
Transfers	(\$51,697.10)	(\$50,000.00)	103.39	\$0.00	(\$92,353.92)
	\$13,867.46	\$0.00		\$32,893.32	\$0.00
Fund 10-Trust & Agency Fund					
Revenue	\$62,051.84	\$73,315.00	84.64	\$64,948.44	\$102,912.86
Transfers	\$0.00	\$0.00	0	(\$2,000.00)	(\$6,916.65)
Expenses	(\$50,037.30)	(\$73,315.00)	68.25	(\$45,264.09)	(\$95,996.21)
	\$12,014.54	\$0.00		\$17,684.35	\$0.00
Fund 11-Audit Fund					
Revenue	\$63,698.79	\$65,410.00	97.38	\$61,356.07	\$64,411.10
Expenses	(\$44,406.33)	(\$56,593.00)	78.47	(\$50,983.96)	(\$55,321.21)
	\$19,292.46	\$8,817.00		\$10,372.11	\$9,089.89
Fund 12-Liability & Protection					
Revenue	\$1,821,150.93	\$1,881,450.00	96.8	\$1,527,883.71	\$1,603,190.84
Expenses	(\$770,355.95)	(\$1,493,608.00)	51.58	(\$665,254.95)	(\$1,273,812.01)
	\$1,050,794.98	\$387,842.00		\$862,628.76	\$329,378.83
Total	\$8,754,446.17	\$1,475,424.98		\$8,814,508.38	\$2,968,376.35

Operating Funds Revenue

	Actual Revenue YTD 12/31/2018	Budget 1819	%	Actual Revenue YTD 12/31/2017	Prior Year Revenue 6/30/2018
Investment Revenue					
Investment Revenue	\$37,663.01	\$17,800.00	211.59	\$10,632.70	\$24,717.56
	<u>\$37,663.01</u>	<u>\$17,800.00</u>	211.59	<u>\$10,632.70</u>	<u>\$24,717.56</u>
Local Government Sources					
Current Taxes	\$7,022,838.68	\$7,211,480.00	97.38	\$6,801,056.46	\$7,169,459.89
Interest on Taxes	\$77.34	\$700.00	11.05	\$182.12	\$848.58
	<u>\$7,022,916.02</u>	<u>\$7,212,180.00</u>	97.38	<u>\$6,801,238.58</u>	<u>\$7,170,308.47</u>
Other Revenue					
Facility Rental	\$105,143.50	\$265,291.00	39.63	\$158,584.12	\$270,487.32
Other Revenue	\$149,251.89	\$490,374.00	30.44	\$158,629.22	\$498,121.05
Transfer In	\$51,697.10	\$50,000.00	103.39	\$0.00	\$105,828.90
	<u>\$306,092.49</u>	<u>\$805,665.00</u>	37.99	<u>\$317,213.34</u>	<u>\$874,437.27</u>
State Government Sources					
ICCB CTE Formula Grant	\$116,935.00	\$250,500.00	46.68	\$0.00	\$226,810.19
ICCB Credit Hour Grants	\$818,082.50	\$1,694,920.00	48.27	\$1,249,031.41	\$1,666,304.99
ICCB Equalization Grant	\$16,668.00	\$50,000.00	33.34	\$25,000.02	\$50,000.00
Replacement Taxes	\$80,558.21	\$280,000.00	28.77	\$67,197.87	\$385,224.49
	<u>\$1,032,243.71</u>	<u>\$2,275,420.00</u>	45.36	<u>\$1,341,229.30</u>	<u>\$2,328,339.67</u>
Student Tuition & Fees					
Tuition-Credit	\$5,629,102.00	\$5,769,547.00	97.57	\$5,765,831.50	\$6,091,463.50
Various Fees	\$791,840.00	\$887,889.00	89.18	\$770,416.00	\$781,091.25
	<u>\$6,420,942.00</u>	<u>\$6,657,436.00</u>	96.45	<u>\$6,536,247.50</u>	<u>\$6,872,554.75</u>
Total Revenue	\$14,819,857.23	\$16,968,501.00	87.34	\$15,006,561.42	\$17,270,357.72

Operating Funds Expenses

	Actual Expenses YTD 12/31/2018	Budget 1819	%	Actual Expenses YTD 12/31/2017	Prior Year Expenses 6/30/2018
Salaries					
Academic Support Salary	\$0.00	\$0.00	0	\$91,147.92	\$157,549.75
Academic Support-PT	\$31,718.00	\$61,452.00	51.61	\$63,744.13	\$109,705.09
Administrative Staff Sal	\$753,124.81	\$1,704,468.00	44.19	\$678,330.57	\$1,445,012.80
Car Allowance	\$4,500.08	\$9,000.00	50	\$4,500.08	\$9,000.16
Classified-Temporary	\$12,144.38	\$9,534.00	127.38	\$0.00	\$5,225.44
Clinical Risk Stipends	\$17,340.49	\$33,100.00	52.39	\$16,900.45	\$32,060.94
Custodial, Maint Stf Sal	\$50,710.43	\$103,250.00	49.11	\$64,654.87	\$94,097.25
Custodial, Maint-Temp	\$8,812.50	\$8,825.00	99.86	\$2,674.95	\$8,501.33
F/T Classified Salary	\$308,474.47	\$641,239.00	48.11	\$275,075.72	\$582,520.27
F/T Faculty Salary	\$1,545,224.11	\$3,834,182.59	40.3	\$1,592,439.76	\$3,910,128.07
F/T Faculty-Summer Sal	\$229,674.05	\$269,912.00	85.09	\$260,145.25	\$260,145.25
Faculty Curriculum Dev	\$8,020.00	\$8,020.00	100	\$0.00	\$0.00
Faculty Tutors Salary	\$17,784.60	\$75,280.00	23.62	\$13,547.59	\$31,200.91
Independent Study Salary	\$14,692.50	\$5,082.00	289.11	\$8,057.50	\$22,622.50
Interpreter Salary	\$10,021.49	\$35,000.00	28.63	\$2,129.81	\$9,311.22
LabFacilitators	\$8,823.07	\$18,402.00	47.95	\$9,188.84	\$18,353.69
Overload Salary	\$240,955.91	\$538,121.00	44.78	\$236,122.31	\$449,997.02
Overtime Wages	\$4,832.80	\$7,100.00	68.07	\$3,856.82	\$8,692.20
P/T Classified Salary	\$21,544.97	\$98,293.00	21.92	\$29,738.66	\$50,288.65
P/T Faculty Salary	\$367,069.97	\$785,714.00	46.72	\$406,195.04	\$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	\$432,397.70	\$957,951.00	45.14	\$310,942.40	\$700,165.46
Professional/Tech-PT	\$13,856.67	\$49,877.00	27.78	\$24,036.02	\$40,199.28
Professional/Tech-Temp	\$0.00	\$0.00	0	\$0.00	\$131.25
Proficiency Exam Salary	\$210.00	\$0.00	0	\$0.00	\$0.00
Severance Payments	\$0.00	\$0.00	0	\$0.00	\$28,456.22
Student Workers Salary	\$13,606.80	\$47,480.00	28.66	\$7,401.05	\$34,628.83
Subs Instructors Salary	\$3,707.68	\$6,010.00	61.69	\$5,916.87	\$12,469.43
Supervisory Staff Salary	\$117,202.79	\$199,954.00	58.61	\$180,537.39	\$278,445.12
Test Proctor Salary	\$14,099.78	\$30,910.00	45.62	\$10,091.45	\$21,657.27
	<u>\$4,302,824.43</u>	<u>\$9,604,892.59</u>	44.8	<u>\$4,348,189.15</u>	<u>\$9,159,401.54</u>
Employee Benefits					
EmployeeBenefitsTotal	\$534.49	\$5,525.00	9.67	\$2,145.06	\$17,543.24
Grants Share of SURS	\$90.09	\$0.00	0	\$12.29	\$401.41
Group Dental Ins	\$22,893.67	\$51,636.34	44.34	\$26,231.43	\$48,271.23
Group LTD Ins	\$7,916.74	\$18,744.88	42.23	\$8,624.44	\$16,360.73
Group Life Ins	\$10,733.16	\$30,442.00	35.26	\$14,052.14	\$24,468.71
Group Medical Ins	\$711,623.93	\$1,730,210.19	41.13	\$841,477.50	\$1,712,976.39
SURS-RetireeHealthContri	\$20,585.17	\$39,439.00	52.19	\$20,665.95	\$40,322.50
Staff/Family Waivers	\$3,654.00	\$35,000.00	10.44	\$12,319.00	\$25,049.00
	<u>\$778,031.25</u>	<u>\$1,910,997.41</u>	40.71	<u>\$925,527.81</u>	<u>\$1,885,393.21</u>
Contractual Services					
Accreditation Fees	\$8,450.00	\$16,925.00	49.93	\$11,104.04	\$19,629.04
Admin Computer-Maint	\$330,349.79	\$366,068.00	90.24	\$214,528.23	\$220,973.19
Building Repair/Maint	\$16,044.29	\$87,025.00	18.44	\$2,633.77	\$19,272.85
Consultants/Workshops	\$0.00	\$4,000.00	0	\$0.00	\$15,431.25
Contractual-Other	\$66,573.87	\$233,988.00	28.45	\$30,309.51	\$61,568.74
Custodial Services	\$166,181.40	\$480,780.00	34.56	\$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	\$54,829.04	\$112,279.00	48.83	\$52,050.12	\$102,093.70
Faculty Development	\$853.56	\$2,700.00	31.61	\$1,220.50	\$1,220.50
Grounds Maintenance	\$7,622.33	\$13,800.00	55.23	\$5,442.45	\$13,073.05
Legal Services-Admin	\$5,501.18	\$75,000.00	7.33	\$13,342.50	\$26,557.02
Meals	\$0.00	\$3,000.00	0	\$175.00	\$205.00
Pest Control	\$4,418.00	\$13,475.00	32.79	\$5,457.00	\$10,832.80
Professional Fees	\$5,374.71	\$7,200.00	74.65	\$5,374.25	\$7,165.79
Security	\$3,692.45	\$8,063.00	45.79	\$3,589.41	\$11,479.83
Staff/Faculty Developmen	\$1,263.24	\$10,000.00	12.63	\$16,428.29	\$44,921.29
Student Awards	\$0.00	\$725.00	0	\$0.00	\$680.00
Telephone Maint Agree	\$0.00	\$18,000.00	0	\$1,283.04	\$7,242.93

Operating Funds Expenses

	Actual Expenses YTD 12/31/2018	Budget 1819	%	Actual Expenses YTD 12/31/2017	Prior Year Expenses 6/30/2018
Contractual Services					
	\$671,957.81	\$1,459,028.00	46.06	\$518,339.96	\$941,071.33
Materials & Supplies					
Advertising	\$14,030.18	\$65,550.00	21.4	\$15,388.49	\$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	\$2,243.81	\$6,679.17
Catalog Printing	\$0.00	\$250.00	0	\$2,766.50	\$2,766.50
Computer Software	\$125,563.56	\$156,258.00	80.36	\$112,064.68	\$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	\$428.88	\$803.88
Graphic Supplies	\$449.67	\$3,000.00	14.99	\$447.54	\$1,292.69
Instructional Supplies	\$46,739.26	\$120,205.00	38.88	\$39,007.24	\$77,622.85
Laundry/Linen Supplies	\$111.23	\$400.00	27.81	\$100.94	\$186.20
Maintenance Supplies	\$34,746.28	\$85,050.00	40.85	\$44,971.05	\$84,859.16
Materials	\$23,618.19	\$74,465.00	31.72	\$8,054.12	\$33,491.57
Office Supplies	\$7,424.44	\$18,990.37	39.1	\$10,596.56	\$46,371.54
Postage	\$4,509.67	\$16,520.00	27.3	\$5,785.92	\$17,548.13
Printing	\$11,985.29	\$24,484.00	48.95	\$8,429.32	\$17,473.32
Publications & Dues	\$60,685.42	\$86,854.00	69.87	\$94,778.89	\$114,885.54
Reference Materials	\$0.00	\$0.00	0	\$5.25	\$5.25
Specialties	\$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	\$1,415.00	\$3,500.00	40.43	\$1,441.50	\$3,206.50
Vehicle Expense	\$9,065.82	\$10,420.00	87	\$3,064.35	\$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
	\$377,647.80	\$758,147.37	49.81	\$355,900.98	\$658,078.13
Conference & Meeting Exp					
Board Meeting Meals	\$540.00	\$2,660.00	20.3	\$1,220.00	\$3,062.50
Cultivation/CommunityMtg	\$0.00	\$75.00	0	\$0.00	\$0.00
Meeting Expense	\$4,906.42	\$6,913.63	70.97	\$2,847.14	\$10,089.56
Recruitment	\$0.00	\$0.00	0	\$0.00	\$2,710.29
Registration Fees	\$19,955.28	\$43,164.00	46.23	\$15,629.29	\$26,261.25
Travel-In State	\$6,677.59	\$14,556.00	45.88	\$9,399.64	\$13,566.30
Travel-In State Mileage	\$3,244.44	\$13,990.00	23.19	\$4,630.12	\$9,268.14
Travel-Out of State	\$23,033.72	\$73,727.00	31.24	\$17,784.03	\$34,598.97
	\$58,357.45	\$155,085.63	37.63	\$51,510.22	\$99,557.01
Fixed Charges					
Collection Co Charges	\$0.00	\$100.00	0	\$0.00	\$0.00
Credit Card Fees	\$13,324.21	\$25,000.00	53.3	\$14,305.18	\$31,171.86
Equipment Rental	\$558.75	\$1,750.00	31.93	\$0.00	\$1,594.32
Facility Rental	\$57,604.98	\$96,755.00	59.54	\$66,836.82	\$133,673.64
Graduation Expense	\$334.53	\$19,000.00	1.76	\$0.00	\$13,647.45
Install Pymt Lease/Purch	\$99,456.08	\$203,500.00	48.87	\$92,068.85	\$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
	\$188,372.63	\$373,635.00	50.42	\$192,098.04	\$395,441.89
Utilities					
Electricity and Nat Gas	\$160,780.09	\$342,630.00	46.93	\$152,669.86	\$387,852.29
Internet	\$5,127.10	\$15,460.00	33.16	\$5,245.00	\$11,644.00
Propane	\$0.00	\$500.00	0	\$0.00	\$0.00
Refuse Disposal	\$10,015.78	\$22,080.00	45.36	\$11,011.40	\$21,374.53
Telephone	\$16,363.31	\$42,620.00	38.39	\$19,703.71	\$51,364.24
Water, Sewage	\$19,239.14	\$29,050.00	66.23	\$18,194.16	\$40,046.44
	\$211,525.42	\$452,340.00	46.76	\$206,824.13	\$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
Tuition Adjustments					

Operating Funds Expenses

	Actual Expenses YTD 12/31/2018	Budget 1819	%	Actual Expenses YTD 12/31/2017	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	\$110,727.66	\$240,000.00	46.14	\$132,905.04	\$171,159.94
	<u>\$132,960.66</u>	<u>\$515,000.00</u>	25.82	<u>\$200,648.89</u>	<u>\$393,266.19</u>
Other Expense					
Bank Service Charges	\$827.42	\$6,600.00	12.54	\$2,328.23	\$4,144.96
Contributions	\$33,684.00	\$123,906.00	27.19	\$35,572.00	\$62,110.75
Expense-Other	\$220.94	\$3,500.00	6.31	\$90.82	\$10,874.40
	<u>\$34,732.36</u>	<u>\$134,006.00</u>	25.92	<u>\$37,991.05</u>	<u>\$77,130.11</u>
Transfers					
Transfer Out	\$0.00	\$478,460.00	0	\$7,500.00	\$69,819.65
	<u>\$0.00</u>	<u>\$478,460.00</u>	0	<u>\$7,500.00</u>	<u>\$69,819.65</u>
Total Expenses	\$6,759,441.81	\$15,856,532.00	42.63	\$6,846,088.23	\$14,252,492.37

Revenues by Fund Summary

	Actual Revenue YTD 12/31/2018	Budget 1819	%	Actual Revenue YTD 12/31/2017	Prior Year Revenue 6/30/2018
Fund 01-Education Fund					
Local Government Sources	\$6,130,841.31	\$6,296,045.00	97.38	\$5,926,866.77	\$6,258,278.15
State Government Sources	\$1,032,243.71	\$2,275,420.00	45.36	\$1,341,229.30	\$2,328,339.67
Student Tuition & Fees	\$5,906,584.66	\$6,052,712.00	97.59	\$6,176,659.41	\$6,463,486.66
Investment Revenue	\$37,663.01	\$17,800.00	211.59	\$10,632.70	\$24,717.56
Other Revenue	\$133,001.01	\$401,266.00	33.15	\$100,229.30	\$438,623.95
Total Revenue Fund 01	\$13,240,333.70	\$15,043,243.00	88.02	\$13,555,617.48	\$15,513,445.99
Fund 02-Operations & Maintenance					
Local Government Sources	\$892,074.71	\$916,135.00	97.37	\$874,371.81	\$912,030.32
Student Tuition & Fees	\$514,357.34	\$604,724.00	85.06	\$359,588.09	\$409,068.09
Other Revenue	\$173,091.48	\$404,399.00	42.8	\$216,984.04	\$435,813.32
Total Revenue Fund 02	\$1,579,523.53	\$1,925,258.00	82.04	\$1,450,943.94	\$1,756,911.73
Fund 03-Oper & Maint Restricted					
Local Government Sources	\$176,440.60	\$144,083.00	122.46	\$392,271.04	\$402,419.43
Investment Revenue	\$7,741.51	\$8,000.00	96.77	\$4,236.20	\$14,842.79
Other Revenue	\$70.97	\$52,000.00	0.14	\$2,003,535.27	\$3,230,862.32
Total Revenue Fund 03	\$184,253.08	\$204,083.00	90.28	\$2,400,042.51	\$3,648,124.54
Fund 04-Bond & Interest Fund					
Local Government Sources	\$3,291,885.73	\$3,385,410.00	97.24	\$3,922,426.42	\$4,051,156.72
Investment Revenue	\$778.77	\$3,008.00	25.89	\$5,611.97	\$7,857.86
Total Revenue Fund 04	\$3,292,664.50	\$3,388,418.00	97.17	\$3,928,038.39	\$4,059,014.58
Fund 05-Auxiliary Enterprises					
Customized Training	\$298,267.27	\$471,150.00	63.31	\$294,876.96	\$513,545.76
Student Tuition & Fees	\$10,064.00	\$71,953.00	13.99	\$52,258.00	\$87,780.75
Auxiliary Enterprises	\$321,441.02	\$653,250.00	49.21	\$223,128.47	\$611,688.60
Investment Revenue	\$5,287.05	\$2,033.00	260.06	\$1,263.14	\$4,582.24
Other Revenue	\$22,638.39	\$97,274.00	23.27	\$19,932.25	\$185,816.60
Total Revenue Fund 05	\$657,697.73	\$1,295,660.00	50.76	\$591,458.82	\$1,403,413.95
Fund 06-Restricted Purposes Fund					
State Government Sources	\$0.00	\$0.00	0	\$0.00	\$23,689.81
Financial Aid	\$3,197,509.68	\$6,479,870.00	49.35	\$3,200,008.20	\$6,441,617.15
Investment Revenue	\$477.86	\$325.00	147.03	\$335.58	\$1,686.93
Other Revenue	\$392,863.39	\$3,704,472.48	10.61	\$201,518.98	\$1,463,491.57
Total Revenue Fund 06	\$3,590,850.93	\$10,184,667.48	35.26	\$3,401,862.76	\$7,930,485.46
Fund 07-Working Cash Fund					
Investment Revenue	\$65,564.56	\$50,000.00	131.13	\$32,893.32	\$92,353.92
Total Revenue Fund 07	\$65,564.56	\$50,000.00	131.13	\$32,893.32	\$92,353.92
Fund 10-Trust & Agency Fund					
Club Revenue	\$16,782.99	\$17,375.00	96.59	\$16,529.45	\$29,412.75
Investment Revenue	\$2,140.51	\$0.00	0	\$1,772.50	\$4,256.65
Other Revenue	\$43,128.34	\$55,940.00	77.1	\$46,646.49	\$69,243.46
Total Revenue Fund 10	\$62,051.84	\$73,315.00	84.64	\$64,948.44	\$102,912.86
Fund 11-Audit Fund					
Local Government Sources	\$63,099.08	\$64,810.00	97.36	\$60,989.81	\$63,492.94
Investment Revenue	\$599.71	\$600.00	99.95	\$366.26	\$918.16
Total Revenue Fund 11	\$63,698.79	\$65,410.00	97.38	\$61,356.07	\$64,411.10
Fund 12-Liability & Protection					
Local Government Sources	\$1,799,937.36	\$1,848,425.00	97.38	\$1,508,862.77	\$1,571,295.27
Student Tuition & Fees	\$9,872.00	\$13,000.00	75.94	\$10,352.00	\$10,584.00
Investment Revenue	\$11,341.57	\$10,025.00	113.13	\$8,668.94	\$21,311.57
Other Revenue	\$0.00	\$10,000.00	0	\$0.00	\$0.00
Total Revenue Fund 12	\$1,821,150.93	\$1,881,450.00	96.8	\$1,527,883.71	\$1,603,190.84
Total Revenue	\$24,557,789.59	\$34,111,504.48	71.99	\$27,015,045.44	\$36,174,264.97

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 12/31/2018	Encumbered as of 12/31/2018	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 01-Education Fund							
Salaries	\$9,445,463.59	\$4,232,283.51	\$0.00	\$4,232,283.51	44.81	\$8,995,539.57	47.23
Employee Benefits	\$1,903,587.41	\$772,035.36	\$4,466.59	\$776,501.95	40.79	\$1,884,783.13	49.12
Contractual Services	\$580,045.00	\$402,886.86	\$1,633.71	\$404,520.57	69.74	\$374,992.53	74.09
Materials & Supplies	\$644,822.37	\$326,348.06	\$53,206.32	\$379,554.38	58.86	\$543,399.35	55.56
Conference & Meeting Exp	\$152,642.63	\$58,246.45	\$22,516.56	\$80,763.01	52.91	\$98,828.71	52.12
Fixed Charges	\$115,400.00	\$45,821.71	\$7,058.31	\$52,880.02	45.82	\$113,188.49	40.82
Utilities	\$2,940.00	\$1,770.00	\$1,770.00	\$3,540.00	120.41	\$2,940.00	50
Capital Outlay	\$14,940.00	\$3,032.00	\$0.00	\$3,032.00	20.29	\$12,144.80	12.83
Other Expense	\$240,000.00	\$110,727.66	\$0.00	\$110,727.66	46.14	\$171,159.94	77.65
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	\$34,732.36	\$0.00	\$34,732.36	25.92	\$77,130.11	49.26
Transfers	\$478,460.00	\$0.00	\$0.00	\$0.00	0	\$69,819.65	10.74
Total Expense Fund 01	\$13,987,307.00	\$6,010,116.97	\$90,651.49	\$6,100,768.46	43.62	\$12,566,032.53	48.55
Fund 02-Operations & Maintenance							
Salaries	\$172,989.00	\$85,810.92	\$0.00	\$85,810.92	49.6	\$176,821.97	63.71
Employee Benefits	\$42,000.00	\$22,655.25	\$0.00	\$22,655.25	53.94	\$40,189.55	51.29
Contractual Services	\$880,483.00	\$269,070.95	\$69,260.80	\$338,331.75	38.43	\$566,078.80	42.49
Materials & Supplies	\$113,325.00	\$51,299.74	\$5,804.48	\$57,104.22	50.39	\$114,678.78	47.08
Conference & Meeting Exp	\$3,022.00	\$240.00	\$0.00	\$240.00	7.94	\$833.30	0
Fixed Charges	\$258,235.00	\$142,550.92	\$52,569.48	\$195,120.40	75.56	\$282,253.40	51.69
Utilities	\$450,120.00	\$210,115.42	\$25,678.76	\$235,794.18	52.38	\$510,061.50	40.33
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0	\$48,907.01	0
Total Expense Fund 02	\$1,920,174.00	\$781,743.20	\$153,313.52	\$935,056.72	48.7	\$1,739,824.31	44.79
Fund 03-Oper & Maint Restricted							
Contractual Services	\$25,000.00	\$1,674.20	\$0.00	\$1,674.20	6.7	\$84,887.63	95.05
Materials & Supplies	\$5,000.00	\$7,675.81	\$3,378.60	\$11,054.41	221.09	\$9,311.53	11.37
Capital Outlay	\$174,083.00	\$84,614.04	\$1,566.51	\$86,180.55	49.51	\$3,853,157.06	64.34
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0	\$141,135.46	0
Total Expense Fund 03	\$204,083.00	\$93,964.05	\$4,945.11	\$98,909.16	48.47	\$4,088,491.68	62.64
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	\$514,255.00	\$301,711.09	\$0.00	\$301,711.09	58.67	\$548,027.71	52.01
Employee Benefits	\$117,990.00	\$51,401.80	\$0.00	\$51,401.80	43.56	\$105,053.82	50.73
Contractual Services	\$79,000.00	\$31,604.74	\$6,375.06	\$37,979.80	48.08	\$71,328.37	36.13
Materials & Supplies	\$480,968.00	\$270,017.60	\$143,071.80	\$413,089.40	85.89	\$451,374.04	32.22
Conference & Meeting Exp	\$12,335.00	\$4,854.94	\$8,137.00	\$12,991.94	105.33	\$4,314.96	46.62
Fixed Charges	\$35,490.00	\$17,780.89	\$10,500.00	\$28,280.89	79.69	\$35,508.27	53.89
Utilities	\$250.00	\$62.17	\$0.00	\$62.17	24.87	\$176.27	100
Capital Outlay	\$43,371.00	\$493.73	\$7,202.20	\$7,695.93	17.74	\$60,100.09	65.21
Other Expense	\$770.00	\$494.30	\$0.00	\$494.30	64.19	\$688.36	30.8
Total Expense Fund 05	\$1,284,429.00	\$678,421.26	\$175,286.06	\$853,707.32	66.47	\$1,276,571.89	44.67
Fund 06-Restricted Purposes Fund							
Salaries	\$1,048,840.24	\$416,421.25	\$0.00	\$416,421.25	39.7	\$741,971.83	43.73
Employee Benefits	\$310,664.22	\$110,490.84	\$0.00	\$110,490.84	35.57	\$193,369.37	43.94
Contractual Services	\$943,459.31	\$176,624.03	\$6,458.87	\$183,082.90	19.41	\$264,289.76	28.6
Materials & Supplies	\$270,540.72	\$57,599.59	\$11,861.42	\$69,461.01	25.67	\$74,409.48	34.9
Conference & Meeting Exp	\$82,373.66	\$31,667.11	\$2,223.00	\$33,890.11	41.14	\$44,644.80	56.78
Fixed Charges	\$147,056.35	\$21,547.63	\$0.00	\$21,547.63	14.65	\$58,739.25	44.3
Capital Outlay	\$968,428.00	\$138,261.11	\$25,485.73	\$163,746.84	16.91	\$138,681.16	4.1
Financial Aid Expense	\$6,405,980.00	\$3,286,038.09	\$0.00	\$3,286,038.09	51.3	\$6,381,612.82	49.27
Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	0	\$260.30	0

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 12/31/2018	Encumbered as of 12/31/2018	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	\$10,184,342.50	\$4,238,649.65	\$46,029.02	\$4,284,678.67	42.07	\$7,907,197.10	46.94
Fund 07-Working Cash Fund							
Transfers	\$50,000.00	\$51,697.10	\$0.00	\$51,697.10	103.39	\$92,353.92	0
Total Expense Fund 07	\$50,000.00	\$51,697.10	\$0.00	\$51,697.10	103.3	\$92,353.92	0
Fund 10-Trust & Agency Fund							
Contractual Services	\$26,780.00	\$16,305.29	\$1,097.80	\$17,403.09	64.99	\$29,157.14	32.35
Materials & Supplies	\$33,070.00	\$24,467.68	\$665.58	\$25,133.26	76	\$48,594.07	52.71
Conference & Meeting Exp	\$11,535.00	\$7,403.41	\$5,010.12	\$12,413.53	107.62	\$13,553.34	53.09
Fixed Charges	\$180.00	\$0.00	\$0.00	\$0.00	0	\$156.60	100
Other Expense	\$1,750.00	\$1,860.92	\$0.00	\$1,860.92	106.34	\$4,535.06	63.22
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,660.00	75.19
Total Expense Fund 10	\$73,315.00	\$50,037.30	\$6,773.50	\$56,810.80	77.49	\$98,656.21	47.91
Fund 11-Audit Fund							
Salaries	\$6,930.00	\$3,531.66	\$0.00	\$3,531.66	50.96	\$6,796.75	49.02
Employee Benefits	\$1,663.00	\$874.67	\$0.00	\$874.67	52.6	\$1,924.46	54.68
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	\$44,406.33	\$8,000.00	\$52,406.33	92.6	\$55,321.21	92.16
Fund 12-Liability & Protection							
Salaries	\$551,503.00	\$282,813.67	\$0.00	\$282,813.67	51.28	\$476,499.01	48.52
Employee Benefits	\$304,420.00	\$158,227.32	\$0.00	\$158,227.32	51.98	\$302,937.56	51.53
Contractual Services	\$264,495.00	\$95,953.83	\$208,818.64	\$304,772.47	115.23	\$254,129.49	44.78
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	\$5,130.16	\$22,683.23	697.95	\$3,373.50	33.02
Fixed Charges	\$270,000.00	\$170,040.70	\$83,899.20	\$253,939.90	94.05	\$205,732.42	77.52
Utilities	\$1,900.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0
Capital Outlay	\$70,500.00	\$37,880.24	\$27,030.45	\$64,910.69	92.07	\$0.00	0
Total Expense Fund 12	\$1,493,608.00	\$770,355.95	\$326,592.45	\$1,096,948.40	73.44	\$1,273,812.01	52.23
Total Expenses	\$32,634,379.50	\$15,803,343.42	\$811,591.15	\$16,614,934.57	50.91	\$33,141,631.97	54.92

Auxiliary Enterprises Revenue & Expenses

DEC 1819

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
Community Events						
6019 -Admin Outdoor Events	\$45.00	\$15,166.00	\$18,474.17	\$21,716.00	(\$18,429.17)	(\$6,550.00)
6014 -Dance Productions	\$12,629.00	\$26,000.00	\$14,740.87	\$27,973.00	(\$2,111.87)	(\$1,973.00)
6030 -Misc Events	\$400.00	\$8,000.00	\$62.17	\$1,450.00	\$337.83	\$6,550.00
	<u>\$13,074.00</u>	<u>\$49,166.00</u>	<u>\$33,277.21</u>	<u>\$51,139.00</u>	<u>(\$20,203.21)</u>	<u>(\$1,973.00)</u>
Continuing & Professional Education						
6000 -Adminstration-CPED	\$15,386.71	\$31,500.00	\$47,779.78	\$113,661.00	(\$32,393.07)	(\$82,161.00)
6001 -CDL	\$150,446.68	\$205,000.00	\$78,131.67	\$167,696.00	\$72,315.01	\$37,304.00
6002 -Computer & Technology	\$1,323.58	\$2,250.00	\$637.29	\$800.00	\$686.29	\$1,450.00
6013 -Culinary Arts	\$7,070.00	\$9,000.00	\$2,895.18	\$5,200.00	\$4,174.82	\$3,800.00
6003 -Dance	\$25,675.25	\$45,100.00	\$16,493.51	\$33,873.00	\$9,181.74	\$11,227.00
6004 -Hobby & Leisure	\$4,413.00	\$13,000.00	\$2,170.77	\$7,025.00	\$2,242.23	\$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	\$71,702.00	\$133,000.00	\$65,655.01	\$114,273.00	\$6,046.99	\$18,727.00
6008 -Shilling Rentals	\$11,597.50	\$23,700.00	\$9,685.47	\$21,899.00	\$1,912.03	\$1,801.00
6005 -Workforce Development	\$12,805.00	\$13,900.00	\$7,575.00	\$10,050.00	\$5,230.00	\$3,850.00
	<u>\$305,219.72</u>	<u>\$500,170.00</u>	<u>\$238,929.34</u>	<u>\$498,197.00</u>	<u>\$66,290.38</u>	<u>\$1,973.00</u>
Culinary						
8907 -Bistro 537	\$22,033.11	\$52,550.00	\$26,276.95	\$52,550.00	(\$4,243.84)	\$0.00
8970 -Cafe	\$322,973.50	\$522,600.00	\$313,830.88	\$522,600.00	\$9,142.62	\$0.00
8908 -Coffee House	\$17,882.00	\$22,750.00	\$17,884.24	\$22,750.00	(\$2.24)	\$0.00
8915 -Misc Culinary Events	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
	<u>\$362,888.61</u>	<u>\$598,900.00</u>	<u>\$357,992.07</u>	<u>\$598,900.00</u>	<u>\$4,896.54</u>	<u>\$0.00</u>
Fitness Center						
0000 -Fitness Center	\$43,748.00	\$71,953.00	\$32,787.97	\$81,953.00	\$10,960.03	(\$10,000.00)
	<u>\$43,748.00</u>	<u>\$71,953.00</u>	<u>\$32,787.97</u>	<u>\$81,953.00</u>	<u>\$10,960.03</u>	<u>(\$10,000.00)</u>
Horticulture						
4503 -Garden Center	\$258.00	\$15,000.00	\$1,013.33	\$16,403.00	(\$755.33)	(\$1,403.00)
9099 -Produce Market	\$2,717.75	\$6,200.00	\$556.35	\$4,797.00	\$2,161.40	\$1,403.00
	<u>\$2,975.75</u>	<u>\$21,200.00</u>	<u>\$1,569.68</u>	<u>\$21,200.00</u>	<u>\$1,406.07</u>	<u>\$0.00</u>
Traffic Safety School						
6009 -Traffic Safety	\$14,662.30	\$22,707.00	\$5,787.29	\$22,707.00	\$8,875.01	\$0.00
	<u>\$14,662.30</u>	<u>\$22,707.00</u>	<u>\$5,787.29</u>	<u>\$22,707.00</u>	<u>\$8,875.01</u>	<u>\$0.00</u>

Restricted Purposes Fund Revenue & Expenses

DEC 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	\$112,915.10	\$33,599.48	\$1,353,485.42
ICCB							
11954-Adult Ed Performance	7/1/2018	6/30/2019	\$49,075.00	\$0.00	\$19,612.28	\$0.00	\$29,462.72
11972-State Basic Ad Ed	7/1/2018	6/30/2019	\$166,420.00	\$0.00	\$73,669.53	\$168.00	\$92,582.47
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	\$4,361.38	\$0.00	\$483.62
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	\$42,071.63	\$11,085.64	\$0.00	\$103,914.36
EQUI -Reserved for Equipment			\$423,260.00	\$477.86	\$102,508.92	\$46,698.47	\$274,052.61
Secretary of State							
11964-SOS Literacy Grant	7/1/2018	6/30/2019	\$100,000.00	\$0.00	\$40,568.43	\$0.00	\$59,431.57
US Department of Education							
11912-Carl Perkins - ICCB	7/1/2018	6/30/2019	\$211,550.02	\$17,129.00	\$38,637.94	\$68,806.57	\$104,105.51
11932-Federal Adult Basic Ed	7/1/2018	6/30/2019	\$117,235.00	\$43,750.00	\$64,723.80	\$0.00	\$52,511.20
11880-TRIO Grant	9/1/2017	8/31/2018	\$107,166.00	\$106,457.76	\$105,787.49	\$1,080.94	\$297.57
11980-TRIO Grant	9/1/2018	8/31/2019	\$308,922.00	\$66,000.00	\$90,827.48	\$38.85	\$218,055.67
US Department of Energy							
11816-Carbon SAFE Illinois	4/1/2017	3/31/2019	\$12,240.00	\$3,301.59	\$1,820.14	\$0.00	\$10,419.86
11615-Intelligent Monitor Sys	10/2/2015	9/30/2018	\$15,609.00	\$7,246.69	\$14,050.06	\$0.00	\$1,558.94
US Department of Housing & Urban							
11865-City Dev Block Grant	2/16/2018	2/28/2019	\$40,603.52	\$26,160.52	\$30,436.39	\$0.00	\$10,167.13
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	\$157,238.90	\$8,646.01	\$188,515.09
Total			\$3,703,115.19	\$393,341.25	\$929,445.84	\$204,038.32	\$2,569,631.03

Macon County Law Enforcement Training Center Revenue & Expenses



DEC 1819

	DEC Actual	YTD Actual	Budget
Revenue			
Basic Law Enforce Acad	\$0.00	\$342,361.71	\$810,000.00
Basic Corrections Acad	\$30.00	\$50,490.00	\$272,000.00
Misc Law Enforce Trng	\$0.00	\$395.00	\$7,500.00
Uniform/Lodging Reimburs	\$303.00	\$22,542.00	\$72,200.00
Gifts/Donations	\$27,500.00	\$55,000.00	\$140,100.00
Revenue-Misc/OtherSource	\$0.00	\$2,464.97	\$1,200.00
Total Revenue	\$27,833.00	\$473,253.68	\$1,303,000.00
Expenses			
Law Enforce Trng Ctr			
Administrative Staff Sal	\$19,653.86	\$121,730.87	\$200,000.00
Professional/Tech Salary	\$7,099.00	\$46,108.70	\$90,477.00
SURS-RetireeHealthContri	\$140.93	\$846.35	\$1,475.00
Group Medical Ins	\$3,315.57	\$17,072.60	\$22,865.00
Group Dental Ins	\$91.30	\$463.84	\$595.00
Group Life Ins	\$92.43	\$527.80	\$1,185.00
Group LTD Ins	\$66.55	\$379.56	\$725.00
Contractual-Other	\$0.00	\$250.00	\$620.00
Meals	\$0.00	\$88.30	\$500.00
Office Supplies	\$0.00	\$474.57	\$2,400.00
Vehicle Expense	\$0.00	\$1,398.03	\$3,500.00
Printing	\$0.00	\$0.00	\$500.00
Materials	\$0.00	\$1,117.91	\$1,750.00
Postage	\$28.90	\$93.30	\$500.00
Non Consumable Supplies	\$0.00	\$0.00	\$2,500.00
Uniforms	\$77.00	\$909.57	\$1,000.00
Meeting Expense	\$0.00	\$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	\$800.20	\$3,000.00
Telephone	\$120.00	\$720.00	\$1,440.00
Equipment-Instructional	\$0.00	\$20,049.20	\$42,100.00
Equipment-Service	\$0.00	\$0.00	\$0.00
Expense-Other	\$0.00	\$303.69	\$4,853.00
Basic Law Enforce Trng			
P/T Faculty Salary	\$25,567.50	\$85,212.50	\$148,150.00
Building Repair/Maint	\$0.00	\$84.97	\$0.00
Meals	\$0.00	\$74,615.93	\$198,000.00
Office Supplies	\$0.00	\$155.35	\$1,100.00
Instructional Supplies	\$0.00	\$4,477.89	\$45,000.00
Firearms & Accessories	\$0.00	\$3,982.26	\$84,000.00
Printing	\$0.00	\$36.00	\$6,000.00
Materials	\$0.00	\$34.16	\$500.00
Computer Software	\$0.00	\$2,595.00	\$0.00
Uniforms	\$84.00	\$27,037.85	\$60,000.00
Expense-Other	\$0.00	\$2,259.75	\$5,000.00
Basic Corrections Trng			
P/T Faculty Salary	\$4,250.00	\$16,270.00	\$77,000.00
Meals	\$0.00	\$43,081.00	\$48,000.00
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



DEC 1819

	DEC Actual	YTD Actual	Budget
Expenses			
Basic Corrections Trng			
Printing	\$0.00	\$186.20	\$3,500.00
Uniforms	\$3,261.00	\$8,253.00	\$10,000.00
Expense-Other	\$0.00	\$890.31	\$1,500.00
Misc Law Enforce Trng			
P/T Faculty Salary	\$0.00	\$0.00	\$5,000.00
Meals	\$0.00	\$7,842.00	\$6,500.00
Office Supplies	\$0.00	\$59.96	\$250.00
Law Enforce Trng Ctr O&M			
Custodial,Maint Stf Sal	\$0.00	\$0.00	\$0.00
Custodial,Maint-Temp	\$615.00	\$2,372.50	\$5,000.00
Equip Repair/Maint Agree	\$135.00	\$1,835.00	\$4,285.00
Custodial Services	\$3,188.21	\$19,435.92	\$54,750.00
Building Repair/Maint	\$0.00	\$0.00	\$7,000.00
Facility Repair	\$0.00	\$2,715.00	\$2,715.00
Pest Control	\$0.00	\$1,675.00	\$7,200.00
Grounds Maintenance	\$0.00	\$0.00	\$2,400.00
Office Supplies	\$0.00	\$243.69	\$0.00
Maintenance Supplies	\$0.00	\$1,671.70	\$24,000.00
Non Consumable Supplies	\$0.00	\$142.08	\$2,500.00
Laundry/Linen Supplies	\$348.00	\$2,539.56	\$4,525.00
Electricity and Nat Gas	\$0.00	\$11,890.30	\$40,000.00
Water,Sewage	\$525.53	\$1,962.90	\$6,600.00
Telephone	\$0.00	\$0.00	\$0.00
Refuse Disposal	\$0.00	\$714.81	\$1,740.00
Internet	\$0.00	\$4,520.89	\$10,800.00
Equipment-Service	\$0.00	\$0.00	\$2,500.00
Expense-Other	\$0.00	\$52.50	\$0.00
Total Expenses	\$68,817.06	\$547,106.51	\$1,303,000.00
Net Revenue & Expenses	(\$40,984.06)	(\$73,852.83)	\$0.00

Bills for Ratification

December 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AAF International Corp						
	Maintenance Supplies	Maintenance	\$460.20		\$460.20	
	Maintenance Supplies	Maintenance	\$1,038.96		\$1,038.96	
AFLAC						
	AFLAC		\$352.84	\$352.84		
AHEAD Membership						
	Publications & Dues	Academic Success	\$325.00	\$325.00		
AT&T						
	Telephone	Telecommunications	\$718.18		\$718.18	
	Telephone	Telecommunications	\$371.72		\$371.72	
	Telephone	Telecommunications	\$673.61		\$673.61	
	Telephone	Utilities	\$285.30		\$285.30	
	Telephone	Telecommunications	\$55.27		\$55.27	
Adams, Colton M						
	Event Expense	Club Expenses	\$100.00			\$100.00
Advanced Disposal Services						
	Refuse Disposal	Utilities	\$1,521.11		\$1,521.11	
Airgas-Mid America						
	Materials	Collision Repair Tech	\$125.90	\$125.90		
Airweld Industrial Gases						
	Instructional Supplies	Welding-Technical Occ	\$86.25	\$86.25		
	Instructional Supplies	Welding-Technical Occ	\$108.92	\$108.92		
	Instructional Supplies	Welding-Technical Occ	\$741.26	\$741.26		
	Instructional Supplies	Welding-Technical Occ	\$55.75	\$55.75		
	Instructional Supplies	Welding-Technical Occ	\$212.00	\$212.00		
	Instructional Supplies	Welding-Technical Occ	\$145.27	\$145.27		
	Instructional Supplies	Welding-Technical Occ	\$158.25	\$158.25		
	Instructional Supplies	Industrial Skills	\$443.08			\$443.08
AmerenIP						
	Electricity and Nat Gas	Workforce Development Ct	\$151.54		\$151.54	
	Electricity and Nat Gas	Utilities	\$52.23		\$52.23	
	Electricity and Nat Gas	Workforce Development Ct	\$14.30		\$14.30	
	Electricity and Nat Gas	Workforce Development Ct	\$33.14		\$33.14	
	Electricity and Nat Gas	Utilities	\$106.17		\$106.17	
	Electricity and Nat Gas	Sequestration Bldg O&M	\$262.40		\$262.40	
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,297.10			\$1,297.10
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,258.87			\$1,258.87
	Electricity and Nat Gas	Clinton Center O&M	\$187.54		\$187.54	
	Electricity and Nat Gas	Clinton Center O&M	\$71.95		\$71.95	
	Electricity and Nat Gas	Utilities	\$261.40		\$261.40	
	Electricity and Nat Gas	Utilities	\$188.32		\$188.32	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$115.26		\$115.26	
	Electricity and Nat Gas	Fairview Plaza O&M	\$121.69		\$121.69	
	Electricity and Nat Gas	Utilities	\$3,023.05		\$3,023.05	
	Electricity and Nat Gas	Workforce Development Ct	\$1,663.95		\$1,663.95	
	Electricity and Nat Gas	Utilities	\$4,850.98		\$4,850.98	
American Association of Physics						
	Publications & Dues	Phys Sci/Physic-Baccal	\$217.00	\$217.00		
Aramark - AUS St Louis MC						
	Uniforms	Maintenance	\$55.00		\$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$92.00			\$92.00
	Uniforms	Maintenance	\$55.00		\$55.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$92.00			\$92.00
	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	\$128.00			\$128.00
Area Disposal Service Inc						
	Refuse Disposal	Clinton Center O&M	\$73.46		\$73.46	
Arthur J Gallagher Risk Services						
	General Insurance	Liab Protection & Settle	\$75.00			\$75.00
Associated Office Furnishings						
	Materials	Club Expenses	\$44.50			\$44.50
Auto Zone						
	Instructional Supplies	Automotive-Tech Occ	\$12.99	\$12.99		
	Instructional Supplies	Automotive-Tech Occ	\$28.99	\$28.99		
	Instructional Supplies	Automotive-Tech Occ	\$55.69	\$55.69		
	Instructional Supplies	Automotive-Tech Occ	(\$82.99)	(\$82.99)		
	Instructional Supplies	Automotive-Tech Occ	\$9.59	\$9.59		
	Instructional Supplies	Automotive-Tech Occ	\$9.79	\$9.79		
	Instructional Supplies	Automotive-Tech Occ	\$14.55	\$14.55		
	Instructional Supplies	Automotive-Tech Occ	\$25.98	\$25.98		
	Instructional Supplies	Automotive-Tech Occ	\$82.99	\$82.99		
	Instructional Supplies	Automotive-Tech Occ	\$10.49	\$10.49		

Bills for Ratification



December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Auto Zone					
Instructional Supplies	Automotive-Tech Occ	\$23.16	\$23.16		
Instructional Supplies	Automotive-Tech Occ	\$47.98	\$47.98		
Avery, Carl Vertis,, Jr					
Stipends	Industrial Skills	\$360.00			\$360.00
B & A Screenprinting					
Materials	Outdoor Exposition SpcEv	\$1,407.35			\$1,407.35
BLDD Architects Inc					
Contractual-Other	Administration O & M	\$7,000.00		\$7,000.00	
BearMail Co					
Heartland Academy Recv		\$27.26	\$27.26		
RCC Foundation A/R		\$17.39	\$17.39		
Postage	Business Office	\$195.05	\$195.05		
Postage	CPED Administration	\$1.41			\$1.41
Postage	Club Expenses	\$0.47			\$0.47
Postage	Enrollment Management	\$55.21	\$55.21		
Postage	Fin Aid & Vet Affairs	\$22.34	\$22.34		
Postage	General Expenses	\$263.02	\$263.02		
Postage	Grant-Administration	\$11.28			\$11.28
Postage	Grant-SupportServices	\$2.42			\$2.42
Postage	Law Enforce Trng Ctr	\$28.90			\$28.90
Postage	NonCredit	\$134.42			\$134.42
Postage	Presidents Office	\$0.47	\$0.47		
Birch Bus Service LLC					
Materials	Outdoor Exposition SpcEv	\$290.00			\$290.00
Blessman, Max Richard					
Student Tuition Rec		\$200.00	\$200.00		
Bodine Communications Inc					
Equip Repair/Maint Agree	Maintenance	\$1,590.12		\$1,590.12	
Boone, Andrielle Dominique					
Student Tuition Rec		\$100.00	\$100.00		
Brown Seed Sales					
Instructional Supplies	Biology-Baccalaureate	\$176.00	\$176.00		
Bruckert, Gruenke & Long, P.C.					
Wage Garnishment Orders		\$119.01	\$119.01		
Burnett, Jody					
Travel-Out of State	Fin Aid & Vet Affairs	\$129.38	\$129.38		
Travel-Out of State	Fin Aid & Vet Affairs	\$67.84	\$67.84		
CAE Healthcare Inc					
Prepaid Expenses		\$1,911.00	\$1,911.00		
Equip Repair/Maint Agree	Human Simulator	\$1,911.00	\$1,911.00		
CDS Leasing					
Equipment Rental	Law Enforce Trng Ctr	\$157.28			\$157.28
CDS Office Technologies					
Equipment-Office	Grant-Administration	\$6,491.00			\$6,491.00
Casey, Sue					
Meeting Expense	Art-Baccalaureate	\$50.00	\$50.00		
Cearley, Christian Mettally					
Revenue-Misc/OtherSource		\$175.00	\$175.00		
Central A & M School District					
Contractual-Other	College Fair	\$87.48			\$87.48
Central Illinois X-Ray Inc					
Equip Repair/Maint Agree	Radiology Tech-Hlth Occ	\$485.00	\$485.00		
Equip Repair/Maint Agree	Radiology Tech-Hlth Occ	\$2,198.81	\$2,198.81		
Cerro Gordo CUSD #100					
Advertising	Marketing	\$80.00	\$80.00		
Chaney, Logan Matthew					
Stipends	Grant-SupportServices	\$750.00			\$750.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
City of Clinton					
Water,Sewage	Clinton Center O&M	\$21.44		\$21.44	
City of Decatur					
Accrued Sales Tax		\$59.39			\$59.39
Accrued Sales Tax		\$70.16			\$70.16
Accrued Sales Tax		\$365.88			\$365.88
City of Decatur IL					
Water,Sewage	Utilities	\$450.15		\$450.15	
Water,Sewage	Utilities	\$1,428.24		\$1,428.24	
Water,Sewage	Fairview Plaza O&M	\$158.04		\$158.04	
Water,Sewage	Utilities	\$166.37		\$166.37	
Water,Sewage	Utilities	\$144.53		\$144.53	
Water,Sewage	Utilities	\$342.76		\$342.76	
Water,Sewage	Sequestration Bldg O&M	\$63.71		\$63.71	

Bills for Ratification



December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
City of Decatur IL					
Water,Sewage	Sequestration Bldg O&M	\$162.58		\$162.58	
Water,Sewage	Law Enforce Trng Ctr O&M	\$107.65			\$107.65
Water,Sewage	Law Enforce Trng Ctr O&M	\$417.88			\$417.88
Publications & Dues	General Expenses	\$115.00	\$115.00		
Water,Sewage	Fairview Plaza O&M	\$29.20		\$29.20	
Clinton Area Chamber of					
Publications & Dues	General Expenses	\$283.00	\$283.00		
Clinton RCC LLC					
Facility Rental	Clinton Center O&M	\$6,523.55		\$6,523.55	
Comcast					
Telephone	Utilities	\$53.91		\$53.91	
Internet	Fairview Plaza O&M	\$144.85		\$144.85	
Confidential On-Site Paper					
Contractual-Other	General Expenses	\$153.70	\$153.70		
Connor Co					
Maintenance Supplies	Maintenance	\$34.58		\$34.58	
Consociate Group					
Contractual-Other	Human Resources	\$220.50	\$220.50		
Constellation NewEnergy Gas					
Electricity and Nat Gas	Utilities	\$2,723.96		\$2,723.96	
Electricity and Nat Gas	Workforce Development Ct	\$183.68		\$183.68	
Crews, Denise,, Dr					
Telephone	VP Academic Services	\$60.00	\$60.00		
Cromwell Radio Group Inc					
Advertising	Marketing	\$346.00	\$346.00		
D C Body Works					
Event Expense	Club Expenses	\$350.00			\$350.00
DMH Medical Group					
Testing	Industrial Skills	\$575.00			\$575.00
Davis, Nicholas Ryan					
Contractual-Other	Outdoor Exposition SpcEv	\$650.00			\$650.00
DeBerry, Shelitha A.N.					
Stipends	Grant-SupportServices	\$750.00			\$750.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
DeBose Consulting					
Contractual-Other	Industrial Skills	\$640.00			\$640.00
Dean, Brittany Lee					
Stipends	Industrial Skills	\$362.50			\$362.50
Decatur Magazine					
Advertising	Outdoor Exposition SpcEv	\$550.00			\$550.00
Decatur Memorial Hospital					
Contractual-Other	Credit	\$650.00			\$650.00
Decatur Public School Dist #61					
Contractual-Other	College Fair	\$393.60			\$393.60
Decatur SHRM Chapter					
Publications & Dues	CPED Administration	\$45.00			\$45.00
Dunker Electric					
Maintenance Supplies	Maintenance	\$36.03		\$36.03	
Maintenance Supplies	Maintenance	\$52.80		\$52.80	
Maintenance Supplies	Maintenance	\$11.76		\$11.76	
Building Repair/Maint	Maintenance	\$5.15		\$5.15	
Building Repair/Maint	Maintenance	\$51.76		\$51.76	
Building Repair/Maint	Maintenance	\$440.07		\$440.07	
Maintenance Supplies	Maintenance	\$201.05		\$201.05	
Dust & Son Auto Supply					
Equipment-Instructional	Automotive-Tech Occ	\$110.96	\$110.96		
Dynagraphics Inc					
Office Supplies	Student Development	\$36.80	\$36.80		
ESCO Institute Ltd					
Instructional Supplies	Heating, Vent,AC-Tech Occ	\$195.00	\$195.00		
EagleScreen					
Contractual-Other	Student Activities	\$261.15			\$261.15
Elan Corporate Payment					
Credit Card Pmt Clearing		\$19,960.62	\$19,960.62		
Elsevier Inc					
Fees Pass Thru Nursing		\$759.00	\$759.00		
Fees Pass Thru Nursing		\$864.00	\$864.00		
Employers Assurance Co					
General Insurance	Liab Protection & Settle	\$4,823.95			\$4,823.95
Enterprise					
Travel-In State	Culinary Arts	\$393.40	\$393.40		
Eskew, Lisa D					

Bills for Ratification



December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Eskew, Lisa D					
Expense-Other	Credit	\$9.59			\$9.59
Evergreen FS-Stephens #24					
Vehicle Expense	College Vehicle	\$426.16		\$426.16	
Vehicle Expense	College Vehicle	\$441.35		\$441.35	
Vehicle Expense	College Vehicle	\$718.75		\$718.75	
Vehicle Expense	College Vehicle	\$108.76		\$108.76	
Vehicle Expense	Credit	\$248.50			\$248.50
Vehicle Expense	Credit	\$330.63			\$330.63
Vehicle Expense	Credit	\$422.24			\$422.24
Vehicle Expense	Credit	\$498.48			\$498.48
Vehicle Expense	College Vehicle	\$677.41		\$677.41	
Fidelity Investments					
Misc Deductions		\$400.00	\$400.00		
FirstEnergy Solutions					
Electricity and Nat Gas	Fairview Plaza O&M	\$29.68		\$29.68	
Electricity and Nat Gas	Workforce Development Ct	\$1,647.38		\$1,647.38	
Electricity and Nat Gas	Utilities	\$13,665.78		\$13,665.78	
Flesch, Teresa R					
Student Tuition Rec		\$56.00	\$56.00		
Florian, Gregory E					
Travel-In State	Vice Pres Fin & Admin	\$96.03	\$96.03		
Ford, Bryan D					
Contractual-Other	Student Activities	\$500.00			\$500.00
Freeman, Monterius					
Stipends	Industrial Skills	\$560.00			\$560.00
Frontier					
Telephone	Clinton Center O&M	\$150.85		\$150.85	
Graham, Ciara Panganiban					
Student Tuition Rec		\$441.00	\$441.00		
Grainger					
Maintenance Supplies	Maintenance	\$39.48		\$39.48	
Inventory-CentralStores		\$104.11	\$104.11		
Inventory-CentralStores		\$48.88	\$48.88		
Greene, Louise					
Travel-In State	LRC	\$25.17	\$25.17		
Grey, Thomas					
Contractual-Other	Industrial Skills	\$640.00			\$640.00
Griider, Susan					
Travel-In State Mileage	Radiology Tech-Hlth Occ	\$294.30	\$294.30		
Growing Strong Sexual Assault					
Contractual-Other	Club Expenses	\$1,000.00			\$1,000.00
HSHS Medical Group Inc					
Group Medical Ins	General Expenses	\$2,103.51	\$2,103.51		
Hanover Insurance Group Co					
General Insurance	Liab Protection & Settle	\$936.90			\$936.90
General Insurance	Liab Protection & Settle	\$1,859.10			\$1,859.10
General Insurance	Liab Protection & Settle	\$9,381.60			\$9,381.60
General Insurance	Liab Protection & Settle	\$1,805.60			\$1,805.60
Harris, David T					
Materials	NonCredit	\$110.00			\$110.00
Health Care Service Corp					
Group Medical Ins	General Expenses	\$803.95	\$803.95		
Henricksen					
Materials	Renovations / Remodeling	\$3,378.60			\$3,378.60
Heritage-Crystal Clean LLC					
Materials	Automotive-Tech Occ	\$178.80	\$178.80		
Materials	Collision Repair Tech	\$400.09	\$400.09		
HigherEdJobs.com					
Advertising	Human Resources	\$2,135.00	\$2,135.00		
Hines, Perry T					
Event Expense	Club Expenses	\$500.00			\$500.00
Hobsons Inc					
Admin Computer-Maint	Administrative Info Syst	\$1,159.63	\$1,159.63		
Hoelting & Co					
Food Supply Costs	Cafe	\$18.95			\$18.95
Food Supply Costs	Cafe	\$18.95			\$18.95
Food Supply Costs	Cafe	\$68.84			\$68.84
Food Supply Costs	Cafe	\$21.25			\$21.25
Food Supply Costs	Cafe	\$46.90			\$46.90
Food Supply Costs	Cafe	\$50.70			\$50.70
Food Supply Costs	Cafe	\$78.50			\$78.50
Food Supply Costs	Cafe	\$541.90			\$541.90

Bills for Ratification



December 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Hoelting & Co						
	Food Supply Costs	Cafe	\$48.40			\$48.40
	Food Supply Costs	Cafe	\$90.46			\$90.46
	Food Supply Costs	Cafe	\$101.10			\$101.10
	Food Supply Costs	Cafe	\$125.10			\$125.10
	Food Supply Costs	Cafe	\$242.30			\$242.30
Hood, Carol L						
	Registration Fees	Accounting	\$299.00	\$299.00		
ICCTA						
	Publications & Dues	Board of Trustees	\$4,723.00	\$4,723.00		
Illinois Board of Higher Ed						
	Accrued Expenses		\$15,522.84			\$15,522.84
Illinois Federation of Teachers						
	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		
Inceptia						
	Contractual-Other	Fin Aid & Vet Affairs	\$19.80	\$19.80		
	Contractual-Other	Fin Aid & Vet Affairs	\$59.40	\$59.40		
JRCERT						
	Accreditation Fees	Radiology Tech-Hlth Occ	\$2,100.00	\$2,100.00		
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	\$3,188.21			\$3,188.21
Jason's Lawn Care						
	Grounds Maintenance	Clinton Center O&M	\$160.00		\$160.00	
Jelks, Robert						
	Contractual-Other	Student Activities	\$500.00			\$500.00
Jennings Implement Co						
	Equip Repair/Maint Agree	Maintenance	\$2,374.01		\$2,374.01	
Jones & Sullivan Ent						
	Equip Repair/Maint Agree	Maintenance	\$505.89		\$505.89	
Jones, Kona R						
	Travel-In State	Online Learning	\$47.96	\$47.96		
	Travel-In State	Institutl Effectiveness	\$92.65	\$92.65		
	Registration Fees	Online Learning	\$183.12	\$183.12		
KONE Inc						
	Equip Repair/Maint Agree	Maintenance	\$359.42		\$359.42	
Killion, Brian Jermaine						
	Stipends	Industrial Skills	\$362.50			\$362.50
Kovach, Michael Edward						
	Event Expense	Club Expenses	\$25.00			\$25.00
Lackie, Jane						
	Contractual-Other	Outdoor Exposition SpcEv	\$150.00			\$150.00
Lamar Companies						
	Advertising	Industrial Skills	\$543.24			\$543.24
	Advertising	Marketing	\$756.00	\$756.00		
	Advertising	Credit	\$540.00			\$540.00
Laser Innovation Inc						
	Equip Repair/Maint Agree	Academic Lab Support	\$394.00	\$394.00		
Lawson, Carl Earl						
	Stipends	Industrial Skills	\$362.50			\$362.50
Lee Enterprises - Central IL						
	Advertising	Industrial Skills	\$893.75			\$893.75
Lee Enterprises Inc						
	Advertising	Credit	\$1,735.08			\$1,735.08
	Advertising	Credit	\$1,752.38			\$1,752.38
	Advertising	Industrial Skills	\$876.45			\$876.45
	Advertising	Human Resources	\$53.40	\$53.40		
	Publications & Dues	Business Office	\$195.64	\$195.64		
	Publications & Dues	Business Office	\$97.82	\$97.82		
	Advertising	Human Resources	\$53.40	\$53.40		
Lightner, Daniel M						
	Contractual-Other	Outdoor Exposition SpcEv	\$260.00			\$260.00
Little, Linda S						
	Materials	Outdoor Exposition SpcEv	\$41.52			\$41.52
	Contractual-Other	Outdoor Exposition SpcEv	\$150.00			\$150.00
Logan, Nathaniel Carl						
	Stipends	Grant-SupportServices	\$750.00			\$750.00
	Stipends	Grant-SupportServices	\$290.00			\$290.00
Lones, Jonathan E						

Bills for Ratification



December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Lones, Jonathan E					
Student Tuition Rec		\$2,623.00	\$2,623.00		
Love, Tionne LaRue					
Stipends	Grant-SupportServices	\$705.00			\$705.00
Stipends	Grant-SupportServices	\$280.00			\$280.00
MANCOMM					
Instructional Supplies	Credit	\$40.96			\$40.96
Mack Sales & Service of Decatur					
Maintenance Supplies	Maintenance	\$14.56		\$14.56	
Malwarebytes					
Computer Software	Academic Lab Support	\$9,996.00	\$9,996.00		
Mark's Plumbing					
Equip Repair/Maint Agree	Maintenance	\$160.93		\$160.93	
Maintenance Supplies	Maintenance	\$296.65		\$296.65	
Marquis Beverage Service					
Instructional Supplies	Coffee House	\$328.45			\$328.45
Food Supply Costs	Cafe	\$372.95			\$372.95
Instructional Supplies	Coffee House	\$569.45			\$569.45
Instructional Supplies	Coffee House	\$631.90			\$631.90
Maschoff, Kasey M					
Student Tuition Rec		\$269.00	\$269.00		
Mata, Tara D					
Travel-In State	Academic Success	\$123.17	\$123.17		
Registration Fees	Academic Success	\$135.16	\$135.16		
Mazzotti Services					
Uniforms	Basic Corrections Trng	\$361.00			\$361.00
Uniforms	Basic Law Enforce Trng	\$44.00			\$44.00
Uniforms	Basic Corrections Trng	\$422.00			\$422.00
Uniforms	Basic Law Enforce Trng	\$40.00			\$40.00
Uniforms	Basic Corrections Trng	\$416.00			\$416.00
Uniforms	Law Enforce Trng Ctr	\$77.00			\$77.00
McAlpine, Trent Tyler					
Student Tuition Rec		\$75.43	\$75.43		
McCullough, Molly					
Student Tuition Rec		\$600.00	\$600.00		
McMahon, Vicki M					
Registration Fees	AAS Nursing -Health Occ	\$129.00	\$129.00		
Medline Industries Inc					
Instructional Supplies	Allied Health	\$34.00			\$34.00
Instructional Supplies	Allied Health	\$337.42			\$337.42
Melton, Julie Lynn					
Telephone	Foundation & Development	\$60.00	\$60.00		
Menards Inc					
Instructional Supplies	Instruction-Other	\$115.12			\$115.12
Materials	Outdoor Exposition SpcEv	\$160.83			\$160.83
Instructional Supplies	Instruction-Other	\$869.31			\$869.31
Maintenance Supplies	Maintenance	\$21.88		\$21.88	
Maintenance Supplies	Maintenance	\$41.56		\$41.56	
Maintenance Supplies	Maintenance	\$36.51		\$36.51	
Instructional Supplies	Instruction-Other	\$55.85			\$55.85
Maintenance Supplies	Maintenance	\$69.58		\$69.58	
Maintenance Supplies	Maintenance	\$91.98		\$91.98	
Mid-America Advertising					
Advertising	Marketing	\$250.00	\$250.00		
Mid-Summer Moon Productions					
Contractual-Other	Outdoor Exposition SpcEv	\$220.83			\$220.83
Midwest Electronic Systems Inc					
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$60.00			\$60.00
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$75.00			\$75.00
Midwest Fiber Inc of Decatur					
Refuse Disposal	Utilities	\$90.00		\$90.00	
Miles Chevrolet Inc					
Equipment-Service	Security	\$36,980.00			\$36,980.00
Miller, Cameron James-Taylor					
Stipends	Grant-SupportServices	\$730.00			\$730.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
Moore, Megan					
Travel-In State	Business Office	\$95.38	\$95.38		
Morgan II, William Lee					
Stipends	Industrial Skills	\$362.50			\$362.50
Motion Industries					
Maintenance Supplies	Maintenance	\$55.54		\$55.54	
Mutual of Omaha					

Bills for Ratification



December 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Mutual of Omaha						
	LTD Insurance		\$1,747.12	\$1,747.12		
	Life Insurance		\$2,333.09	\$2,333.09		
	Supplemental Life Insur		\$2,153.42	\$2,153.42		
Napa Auto Parts						
	Vehicle Expense	College Vehicle	\$88.56		\$88.56	
National Safety Council						
	Publications & Dues	NonCredit	\$425.00			\$425.00
Neuhoff Media Decatur						
	Advertising	Marketing	\$600.00	\$600.00		
	Advertising	Marketing	\$600.00	\$600.00		
Nichols Paper & Supply Co						
	Maintenance Supplies	Custodial	\$80.16		\$80.16	
	Maintenance Supplies	Custodial	\$807.56		\$807.56	
	Grounds Maintenance	Grounds	\$1,477.95		\$1,477.95	
	Maintenance Supplies	Custodial	\$536.03		\$536.03	
	Vehicle Expense	Cafe	\$775.00			\$775.00
	Maintenance Supplies	Maintenance	\$169.98		\$169.98	
North Country Business						
	Computer Software	Academic Lab Support	\$3,853.43	\$3,853.43		
Northeast Community College						
	Publications & Dues	General Expenses	\$4,000.00	\$4,000.00		
Office Depot Inc						
	Inventory-CentralStores		\$1,857.12	\$1,857.12		
	Inventory-CentralStores		\$721.43	\$721.43		
Olson, Colleen						
	Interpreter Salary	Academic Success	\$352.46	\$352.46		
	Interpreter Salary	Academic Success	\$528.69	\$528.69		
Osler, Michael Dwayne						
	Stipends	Grant-SupportServices	\$750.00			\$750.00
	Stipends	Grant-SupportServices	\$290.00			\$290.00
Parks Sewer Service						
	Equip Repair/Maint Agree	Maintenance	\$120.00		\$120.00	
Per Mar Security & Research						
	Virtual Pmt Clearing		(\$3,790.56)	(\$3,790.56)		
	Virtual Pmt Clearing		\$3,790.56	\$3,790.56		
	Security	Liab Protection & Settle	\$3,638.93			\$3,638.93
	Security	Security	\$151.63		\$151.63	
	Virtual Pmt Clearing		(\$4,182.12)	(\$4,182.12)		
	Virtual Pmt Clearing		(\$3,922.02)	(\$3,922.02)		
	Virtual Pmt Clearing		(\$7,540.28)	(\$7,540.28)		
	Virtual Pmt Clearing		(\$7,540.28)	(\$7,540.28)		
	Virtual Pmt Clearing		(\$3,735.20)	(\$3,735.20)		
	Virtual Pmt Clearing		(\$4,182.12)	(\$4,182.12)		
	Virtual Pmt Clearing		\$4,182.12	\$4,182.12		
	Security	Liab Protection & Settle	\$198.72			\$198.72
	Security	Security	\$8.28		\$8.28	
	Security	Liab Protection & Settle	\$198.72			\$198.72
	Security	Security	\$8.28		\$8.28	
	Virtual Pmt Clearing		\$7,540.28	\$7,540.28		
	Security	Liab Protection & Settle	\$3,585.79			\$3,585.79
	Security	Security	\$149.41		\$149.41	
	Virtual Pmt Clearing		\$3,735.20	\$3,735.20		
	Security	Liab Protection & Settle	\$3,585.79			\$3,585.79
	Security	Security	\$149.41		\$149.41	
	Virtual Pmt Clearing		\$7,540.28	\$7,540.28		
	Security	Liab Protection & Settle	\$3,652.87			\$3,652.87
	Security	Security	\$152.21		\$152.21	
	Virtual Pmt Clearing		\$3,922.02	\$3,922.02		
	Security	Liab Protection & Settle	\$3,765.13			\$3,765.13
	Security	Security	\$156.89		\$156.89	
	Virtual Pmt Clearing		\$4,182.12	\$4,182.12		
	Security	Liab Protection & Settle	\$3,816.11			\$3,816.11
	Security	Security	\$159.01		\$159.01	
	Security	Liab Protection & Settle	\$3,612.87			\$3,612.87
	Security	Security	\$150.54		\$150.54	
	Security	Liab Protection & Settle	\$3,639.95			\$3,639.95
	Security	Security	\$151.67		\$151.67	
Perovanovich, Zoran V						
	Contractual-Other	NonCredit	\$97.50			\$97.50
Pride Cleaners						
	Contractual-Other	Cafe	\$29.40			\$29.40
	Contractual-Other	Cafe	\$99.33			\$99.33

Bills for Ratification



December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Pride Cleaners					
Contractual-Other	Cafe	\$18.06			\$18.06
Contractual-Other	Culinary Arts	\$28.38	\$28.38		
Contractual-Other	Cafe	\$46.20			\$46.20
Contractual-Other	Culinary Arts	\$49.02	\$49.02		
Pucillo, John Robert					
Student Tuition Rec		\$13.75	\$13.75		
Pugsley Container LLC					
Equip Repair/Maint Agree	Maintenance	\$260.00		\$260.00	
R D McMillen Enterprises					
Maintenance Supplies	Custodial	\$151.80		\$151.80	
Maintenance Supplies	Custodial	\$12.00		\$12.00	
RCC Foundation					
Richland Foundation		\$80.00	\$80.00		
Event Expense	Club Expenses	\$50.00			\$50.00
Richland Foundation		\$80.00	\$80.00		
Refreshment Services Pepsi					
Food Supply Costs	Cafe	\$77.51			\$77.51
Food Supply Costs	Cafe	(\$76.40)			(\$76.40)
Food Supply Costs	Cafe	\$311.64			\$311.64
Food Supply Costs	Cafe	\$331.59			\$331.59
Food Supply Costs	Cafe	\$355.64			\$355.64
Food Supply Costs	Cafe	\$499.94			\$499.94
Renfro, Shawn M					
Contractual-Other	Outdoor Exposition SpcEv	\$900.00			\$900.00
Materials	Outdoor Exposition SpcEv	\$58.97			\$58.97
Rexx Battery of Decatur Inc					
Maintenance Supplies	Maintenance	\$67.90		\$67.90	
Rogers Supply Co					
Maintenance Supplies	Cafe	\$13.66			\$13.66
Maintenance Supplies	Maintenance	\$40.97		\$40.97	
Maintenance Supplies	Maintenance	\$53.70		\$53.70	
Instructional Supplies	Heating, Vent, AC-Tech Occ	\$73.91	\$73.91		
Maintenance Supplies	Cafe	\$127.29			\$127.29
Rush Truck Leasing					
Install Pymt Lease/Purch	Grounds	\$2,239.13		\$2,239.13	
S J Smith Company Inc					
Materials	Club Expenses	\$210.14			\$210.14
Contractual-Other	Club Expenses	\$15.25			\$15.25
Materials	Automotive-Tech Occ	\$21.00	\$21.00		
Instructional Supplies	Human Simulator	\$85.80	\$85.80		
STL Communications Inc					
Contractual-Other	Liab Protection & Settle	\$1,558.95			\$1,558.95
Samore, Christine Marie					
Interpreter Salary	Academic Success	\$1,264.66	\$1,264.66		
Interpreter Salary	Academic Success	\$266.17	\$266.17		
Samuels Miller Schroeder Jackson					
Legal Services-Admin	Board of Trustees	\$4,447.18	\$4,447.18		
Schlumberger Technology Corp					
Contractual-Other	Sequestration Proj	\$10,000.00			\$10,000.00
Schneider, Thomas P					
Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Schoonover, Kelly C					
Travel-In State Mileage	Enrollment Management	\$708.00	\$708.00		
Schulteis, Ellen					
Contractual-Other	Instruction-Other	\$100.00			\$100.00
Schwalbe, Barry S					
Travel-In State Mileage	Credit	\$53.41			\$53.41
Instructional Supplies	Credit	\$16.00			\$16.00
Scott Fisher Enterprises Inc					
Pest Control	Maintenance	\$850.00		\$850.00	
Secretary of State					
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Sharp, Kerry Jo					
Stipends	Industrial Skills	\$350.00			\$350.00
Shippers Rental Inc					
Equipment Rental	Credit	\$1,750.00			\$1,750.00
Shuppara, Allison J					
Travel-In State Mileage	Clinton Center	\$179.85	\$179.85		
Sinclair Digital					
Advertising	Marketing	\$30.00	\$30.00		
Advertising	Marketing	\$450.00	\$450.00		

Bills for Ratification

December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Sinclair Digital					
Advertising	Marketing	\$600.00	\$600.00		
South Side Control Supply					
Maintenance Supplies	Maintenance	\$511.00		\$511.00	
Specialty Paint					
Instructional Supplies	Collision Repair Tech	\$84.68	\$84.68		
Instructional Supplies	Collision Repair Tech	\$135.48	\$135.48		
Instructional Supplies	Collision Repair Tech	\$75.00	\$75.00		
Materials	Collision Repair Tech	\$159.29	\$159.29		
Stand Up for Grace					
Donations/Gifts	Club Expenses	\$342.00			\$342.00
Donations/Gifts	Club Expenses	\$27.75			\$27.75
Stanley, Chazzaray LaMarc					
Stipends	Grant-SupportServices	\$750.00			\$750.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
Star Silkscreen Design Inc					
Materials	VP Student Success	\$42.00	\$42.00		
Materials	VP Student Success	\$474.50	\$474.50		
State Universities Retirement					
SURS 1/2%		\$2,046.28	\$2,046.28		
SURS 8%		\$2,503.02	\$2,503.02		
SURS 8%		\$17,266.92	\$17,266.92		
SURS 8%		\$509.02	\$509.02		
SURS 1/2%		\$2,023.10	\$2,023.10		
SURS 8%		\$19,402.33	\$19,402.33		
SURS 8%		\$522.83	\$522.83		
SURS 1/2%		\$2,034.78	\$2,034.78		
SURS 8%		\$19,658.69	\$19,658.69		
SURS 1/2%		\$2,063.72	\$2,063.72		
SURS 8%		\$2,714.03	\$2,714.03		
SURS 8%		\$17,438.89	\$17,438.89		
SURS 1/2%		\$2,282.86	\$2,282.86		
SURS 8%		\$2,741.84	\$2,741.84		
SURS 8%		\$18,901.76	\$18,901.76		
SURS 8%		\$483.50	\$483.50		
SURS 1/2%		\$2,571.66	\$2,571.66		
SURS 8%		\$23,989.69	\$23,989.69		
Stewart, Brooke					
Student Tuition Rec		\$323.00	\$323.00		
Sturley, Paige E					
Meeting Expense	Academic Success	\$56.74	\$56.74		
Sustainable Supply					
Instructional Supplies	Allied Health	\$1,720.88			\$1,720.88
Sysco Central Illinois Inc					
Instructional Supplies	Culinary Arts	\$918.48	\$918.48		
Materials	Culinary Arts	\$205.69	\$205.69		
Instructional Supplies	Culinary Arts	\$940.89	\$940.89		
Materials	Culinary Arts	\$191.27	\$191.27		
Instructional Supplies	Culinary Arts	\$2,351.04	\$2,351.04		
Materials	Culinary Arts	\$241.72	\$241.72		
Food Supply Costs	Cafe	\$2,066.49			\$2,066.49
Materials	Cafe	\$939.41			\$939.41
Materials	Cafe	\$265.92			\$265.92
Food Supply Costs	Cafe	\$427.75			\$427.75
Materials	Cafe	\$134.39			\$134.39
Food Supply Costs	Cafe	\$1,543.88			\$1,543.88
Materials	Cafe	\$191.87			\$191.87
Food Supply Costs	Cafe	\$1,795.32			\$1,795.32
Food Supply Costs	Cafe	\$1,624.54			\$1,624.54
Materials	Cafe	\$691.06			\$691.06
Food Supply Costs	Cafe	\$2,090.52			\$2,090.52
Materials	Cafe	\$400.09			\$400.09
Food Supply Costs	Cafe	\$3,187.89			\$3,187.89
Materials	Cafe	\$388.10			\$388.10
Food Supply Costs	Cafe	(\$291.26)			(\$291.26)
Food Supply Costs	Cafe	(\$58.98)			(\$58.98)
Instructional Supplies	Culinary Arts	\$45.33	\$45.33		
Instructional Supplies	Coffee House	\$109.83			\$109.83
Instructional Supplies	Culinary Arts	\$122.89	\$122.89		
Instructional Supplies	Culinary Arts	\$184.19	\$184.19		
Instructional Supplies	Culinary Arts	\$213.95	\$213.95		
Food Supply Costs	Bistro 537	\$275.48			\$275.48
Instructional Supplies	Culinary Arts	\$278.00	\$278.00		

Bills for Ratification



December 2018

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Sysco Central Illinois Inc					
Instructional Supplies	Culinary Arts	\$289.86	\$289.86		
Food Supply Costs	Cafe	\$291.26			\$291.26
Instructional Supplies	Culinary Arts	\$362.52	\$362.52		
Instructional Supplies	Culinary Arts	\$390.69	\$390.69		
Instructional Supplies	Culinary Arts	\$769.83	\$769.83		
Instructional Supplies	Culinary Arts	\$790.21	\$790.21		
Instructional Supplies	Culinary Arts	\$840.85	\$840.85		
Instructional Supplies	Culinary Arts	\$537.27	\$537.27		
Materials	Culinary Arts	\$326.07	\$326.07		
Instructional Supplies	Culinary Arts	\$919.64	\$919.64		
Materials	Culinary Arts	\$77.72	\$77.72		
Food Supply Costs	Cafe	\$939.78			\$939.78
Materials	Cafe	\$71.91			\$71.91
Food Supply Costs	Cafe	\$1,109.24			\$1,109.24
Materials	Cafe	\$174.27			\$174.27
Food Supply Costs	Cafe	\$1,241.02			\$1,241.02
Materials	Cafe	\$679.96			\$679.96
Food Supply Costs	Cafe	\$2,323.97			\$2,323.97
Food Supply Costs	Cafe	\$2,136.42			\$2,136.42
Materials	Cafe	\$264.59			\$264.59
Food Supply Costs	Cafe	\$2,409.70			\$2,409.70
Materials	Cafe	\$391.61			\$391.61
Food Supply Costs	Cafe	\$2,931.85			\$2,931.85
Materials	Cafe	\$1,220.46			\$1,220.46
Taliferro, William James					
Stipends	Grant-SupportServices	\$750.00			\$750.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
Taylor Jr., Earl DuJuan					
Stipends	Grant-SupportServices	\$650.00			\$650.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
Taylor, Camron Davon					
Stipends	Grant-SupportServices	\$675.00			\$675.00
Stipends	Grant-SupportServices	\$290.00			\$290.00
Taylor, Joshua Dale					
Stipends	Industrial Skills	\$362.50			\$362.50
The Michael J Fox Foundation					
Donations/Gifts	Club Revenue	\$75.95			\$75.95
ThyssenKrupp Elevator Corp					
Equip Repair/Maint Agree	CSI Building O&M	\$516.12		\$516.12	
Tommy House Tire Co					
Equip Repair/Maint Agree	Credit	\$46.05			\$46.05
Tommy House Tire Co - NORTH					
Equip Repair/Maint Agree	Credit	\$45.50			\$45.50
Equip Repair/Maint Agree	Credit	\$53.00			\$53.00
Equip Repair/Maint Agree	Credit	\$53.00			\$53.00
Tread Tech					
Equip Repair/Maint Agree	Fitness Center	\$198.59			\$198.59
Tyce Mahannah Excavating Inc					
Grounds Maintenance	Grounds	\$1,800.00		\$1,800.00	
U S Postmaster					
Postage	CPED Administration	\$5,800.00			\$5,800.00
USA Clean Inc					
Maintenance Supplies	Custodial	\$56.34		\$56.34	
Maintenance Supplies	Custodial	\$14.96		\$14.96	
Underwood, Jim					
Travel-In State	Board of Trustees	\$43.60	\$43.60		
United Parcel Service					
Postage	General Expenses	\$127.42	\$127.42		
Postage	General Expenses	\$100.00	\$100.00		
Valdez, Cristobal O					
Travel-Out of State	Presidents Office	\$139.01	\$139.01		
Telephone	Presidents Office	\$125.00	\$125.00		
Verizon Wireless					
Telephone	Telecommunications	\$238.98		\$238.98	
Telephone	Telecommunications	\$276.52		\$276.52	
Virden, Carlene S					
Food Supply Costs	Cafe	\$13.48			\$13.48
Vehicle Expense	Cafe	\$30.01			\$30.01
WDKR Radio Station					
Advertising	Marketing	\$210.00	\$210.00		
Advertising	Marketing	\$400.00	\$400.00		
WXFM					

Bills for Ratification



December 2018

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
WXFM						
	Advertising	Marketing	\$280.00	\$280.00		
	Advertising	Marketing	\$160.00	\$160.00		
Walker, Terri A						
	Stipends	Grant-SupportServices	\$750.00			\$750.00
	Stipends	Grant-SupportServices	\$290.00			\$290.00
Wall Street Embroidery						
	Uniforms	Basic Corrections Trng	\$295.00			\$295.00
Wallstreet Embroidery & Silk Scr						
	Uniforms	Basic Corrections Trng	\$1,767.00			\$1,767.00
Warrensburg-Latham						
	Contractual-Other	College Fair	\$167.20			\$167.20
	RCC Foundation A/R		\$1,246.40	\$1,246.40		
Watts, Matthew Allen						
	Student Tuition Rec		\$105.00	\$105.00		
Webster, Susan K						
	Event Expense	Club Expenses	\$19.46			\$19.46
Weible, Shawn E						
	Contractual-Other	Outdoor Exposition SpcEv	\$978.00			\$978.00
Werthing, John Austin						
	Stipends	Industrial Skills	\$362.50			\$362.50
Whitted, Mark Allen						
	Instructional Supplies	Engineering Technology	\$89.99	\$89.99		
Williams, Tad A						
	Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Wingert, Jacob Ray						
	Student Tuition Rec		\$688.00	\$688.00		
Withrow, Tracy L						
	Telephone	Marketing	\$50.00	\$50.00		
Workforce Investment Solutions						
	Contractual-Other	Grant-Administration	\$1,067.63			\$1,067.63
	Contractual-Other	Instruction-Other	\$468.00			\$468.00
	Contractual-Other	Instruction	\$5,813.94			\$5,813.94
	Instructional Supplies	Instruction	\$180.23			\$180.23
	Contractual-Other	Student Activities	\$658.00			\$658.00
World Point ECC Inc						
	Instructional Supplies	NonCredit	\$14.49			\$14.49
	Instructional Supplies	NonCredit	\$367.54			\$367.54
	Instructional Supplies	NonCredit	\$958.80			\$958.80
	Instructional Supplies	NonCredit	\$15.98			\$15.98
	Instructional Supplies	NonCredit	\$569.65			\$569.65
	Instructional Supplies	Allied Health	\$10.35	\$10.35		
	Instructional Supplies	NonCredit	\$365.14			\$365.14
Xerox Corporation						
	Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
	Install Pymt Lease/Purch	Copiers	\$822.14	\$822.14		
	Printing	Marketing	\$188.65	\$188.65		
Yaden, Deborah						
	Materials	VP Academic Services	\$76.06	\$76.06		
Young, Carolyn Jean						
	Stipends	Industrial Skills	\$362.50			\$362.50
			\$590,841.78	\$253,732.24	\$105,239.72	\$231,869.82

Executive Session- January 15, 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.