



February 2019 - Board of Trustees Meeting

February 19, 2019

Richland Community College - Board Room



Meeting Book - February 2019 - Board of Trustees Meeting

February 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 January 15, 2019

January MINUTES OF BOARD OF TRUSTEES REGULAR MEETING.docx

Appearance of Citizens and Introduction of Guests

Written Communications

College Activities Report

Tracy Withrow

February 2019 Activites Report.pdf

Personnel Update

February Personnel Update.pdf

College Spotlight - Project READ Plus

Julie Pangrac

Special Reports

Report of ICCTA

Monitoring Report - Community Partnerships

John Oliver

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

February Agreements.pdf

Report of Student Trustee

February 2019 Student Trustee Report.pdf

Foundation Report

Julie Melton

Consent Agenda

Authorization in Compliance with 5 Illinois compiled Statutes
120/2.06 Needs Action

February Authorization in Compliance.pdf

New Business

Ammunition Purchase Request Needs Action Tad Williams

RCC BoT ammo memo 020419.pdf

Professor Emeritus Recommendation Needs Action Dr. Denise
Crews

Professor Emeritus Sean Gallagher memo.pdf

Nominations for Sean Gallagher.pdf

Recommendation of New Auditor Needs Action Greg Florian

Auditor recommendation 2019.docx

Recommendation to contract for a Protection, Health, and Safety
Project for Center Core HVAC Improvements Needs Action Greg Florian

Bid Recommendation Center Core HVAC.docx

Approval of a Protection, Health, and Safety Project to Repair
and Modify classrooms Needs Action Greg Florian

Cyber Security Upgrades.pdf

Cyber Security Board Resolution 19-6 2.11.19.docx

Board Policies, Proposals, and Changes

Course Placement Criteria - Second Reading No Action Necessary Dr. Denise
Crews

Course Placment Criteria second reading.pdf

Crews - Multiple placement measures revised Section 4 related
policies.pdf

Board Policy Section 3 - Personnel - Third Reading and Adoption Needs Action Greg Florian

Board Policy Section 3 memo revised.pdf

Section 3 Revision 3rd Reading FINAL READING 2.11.19.doc

Financial Report

Financial Report.pdf

01 January 2019.pdf

Report of the President

Items from the Board

Executive Session

Adjournment

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

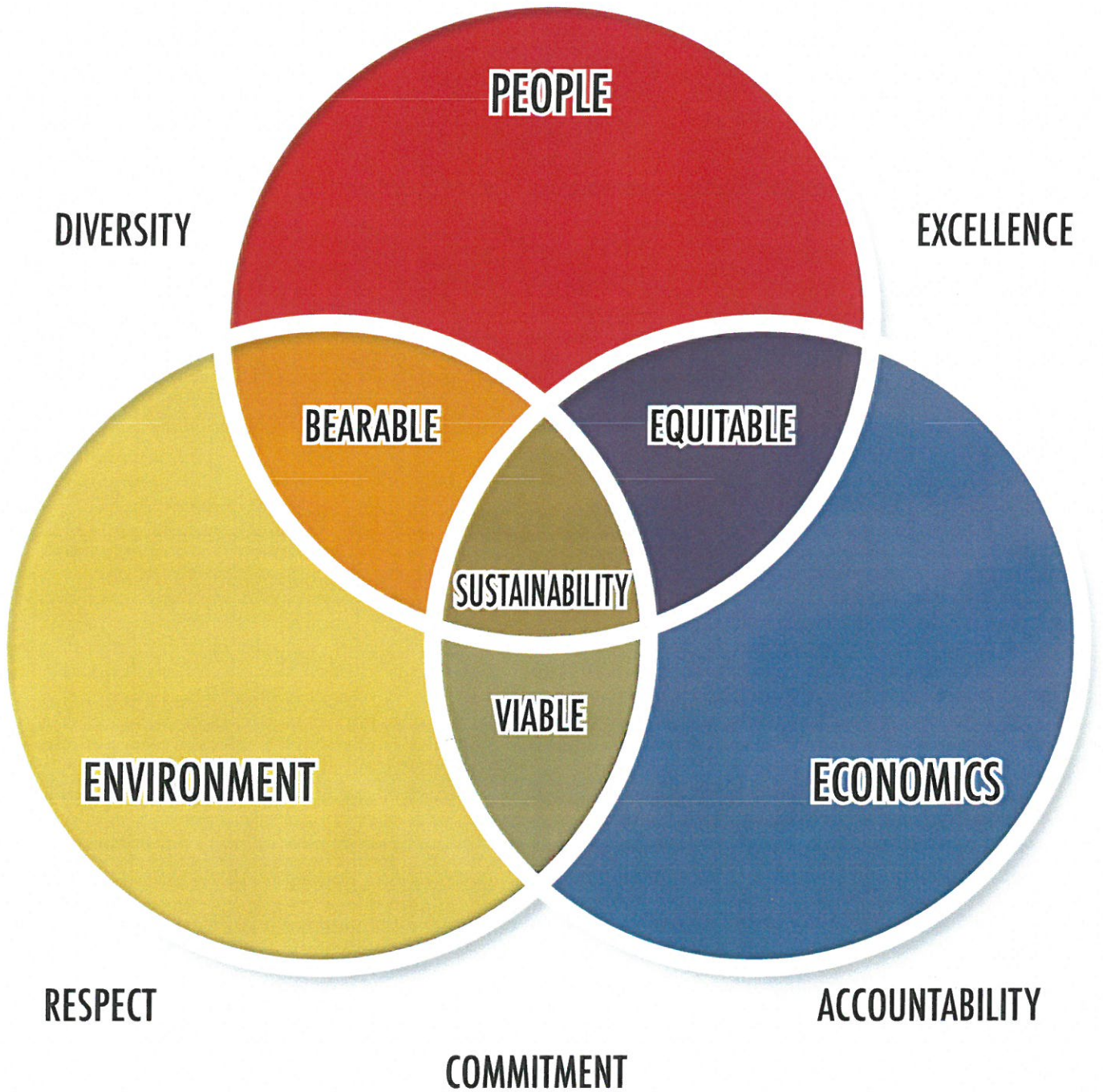
**Resolution for Fiscal
Year Tax Levy**

**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

Dashboard

Annual Performance Report

Implementation and Performance

Public Accountability

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.
-

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**

January 15, 2019

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:34 p.m. Tuesday, January 15, 2019, 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 Coopriker, 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 December 18, 2018 had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the Regular Meeting of December 18, 2018 meeting. Campbell 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 Terri Eller, Stacey Mooney, Don Askins, and Steve Ziegler, all new employees of the College.

Chairman Ritter swore Don Askins and Steve Ziegler in as Richland's new Officers of Public Safety.

Let the minutes reflect that the Oath that was read by Chairman Ritter inadvertently said Chief of Public Safety. Don Askins and Steve Ziegler were sworn in as Officers of Public Safety.

WRITTEN COMMUNICATIONS

College Activities Report

- Martin Luther King Jr. Birthday – College Closed – January 21, 2019

- Tech-Go – Taste of Technology – NSEC – January 21, 2019
- Rotary Club Trivia Night – Shilling Education Center – January 26, 2019
- Highway Construction Careers Training Program Orientation – Shilling Education Center - February 4, 5, and 7
- The Black Extravaganza – Mueller Student Center – February 5, 2019
- Academic Challenge – February 6, 2019
- President’s Day – College Closed – February 18, 2018
- Tech-Go – Taste of Technology – NSEC – February 18, 2019
- Macon County Spelling Bee – Shilling Education Center – February 19, 2019
- Board of Trustees Meeting – Board Room, February 19, 2019
- Other activities listed in the Board Book

Personnel Update

New Employees

- Don Askins, Campus Police Officer, effective January 3, 2019
- Steve Ziegler, Campus Police Officer, effective January 3, 2019
- Tammy Meinders, Housekeeping, MCLETC, effective January 3, 2019
- Louis Krahn, Housekeeping, MCLETC, effective January 3, 2019
- Jeffrey Benton, Maintenance II/Painter and Light Construction, effective January 4, 2019
- Rachel Brewer, Extension Site Coordinator, effective January 14, 2019

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 Articulation Agreement between Richland Community College and Southern Illinois University, Carbondale, Illinois.

FOUNDATION REPORT

Julie Melton gave an update on the Culinary Scholarship Dinner that will be held on March 23, 2019, and asked for nominations for the Distinguished Alumnus of the Year.

NEW BUSINESS

A recommendation was made to the Board of Trustees for the purchase of computer equipment from CDW-G of Vernon Hills, Illinois in the amount of \$44,758.64, as presented.

Dr. Coopriider moved to approve the purchase of computer equipment from CDW-G of Vernon Hills, Illinois in the amount of \$44,758.64, as presented. Prince seconded. Roll call vote being all ayes, Chairmen Ritter declared the motion carried.

A recommendation was made to the Board of Trustees to adopt the rates of the period of January 1, 2019 through December 31, 2019 for all travel, meal and lodging expenses of officers and employees of the College, as presented.

Prince moved to adopt the rates of the period of January 1, 2019 through December 31, 2019 for all travel, meal and lodging expenses of officer and employees of the College, 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 – SECOND 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 December 2018 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$590,841.78 for December 2018 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

- President Valdez shared that he and the Board had a successful Board Retreat on January 11 – 12 and appreciated the good conversation and participate to help move the College in the right direction.

- President Valdez gave a brief update on enrollment number and would share more data after 10th day.

ITEMS FROM THE BOARD

- Randy Prince thanked and congratulated Commander Tad Williams on his work and presentation.
- Randy Prince thanked Clay Gerhard for his dedication to Richland Community College and wished him luck in his future endeavor.
- Randy Prince commented on the Board Retreat stating how everything is coming together, teamwork is obvious and congratulations to President Valdez on the good job he is doing.

EXECUTIVE SESSION

None

ADJOURNMENT

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

Bishop Wayne Dunning, Secretary

TO: Dr. Cris Valdez
FROM: Tracy Withrow
DATE: February 5, 2019
SUBJECT: College Activities Report

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

February 2019

February 19 Macon County Spelling Bee
8 a.m.
Shilling Community Education Center Auditorium

February 19 Relay for Life Kickoff
5 p.m.
Shilling Salon I

February 21 State University Transfer Day
10:30 a.m.
Mueller Student Center

February 21 Investing Basics: Five Steps to Building a Disciplined Investment Strategy
Lunch and Learn
12 p.m.
Room SC01

February 22 Supporting Students with Autism Webinar
10 a.m.
Room S139

March 2019

March 1 Women Changing the Face of Agriculture (No Classes)
8 a.m.
College-Wide


March 4 Taste of Technology Camp – Digital Tech Fun
8:30 a.m. – 2 p.m.
National Sequestration Education Center

March 5 CDL Orientation
4:30 p.m.
Room SC01

March 7 Spring into Fitness
10 a.m.
Mueller Student Center

March 12	Storm Spotters 5 p.m. Shilling Auditorium
March 13-14	Decatur City County Debates 3 p.m. Shilling Auditorium
March 15	Industrial Skills Training Graduation 11 a.m. National Sequestration Education Center
March 11-16	Spring Break No Classes

To: Cris Valdez, President

From: Robin Bollhorst, Director, Human Resources & Payroll 

Date: February 4, 2019

Subject: Personnel Update

Retirements, Resignations, and Terminations

Name	Position	Start Date
Clay Gerhard	Director, Facilities	01/25/2019

Changes

Name	Position	Start Date
Sam Morrow	Interim, Director, Facilities	01/28/2019

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

AUTHORIZED BY PRESIDENT VALDEZ FOR THE MONTH OF

February 2019

- 1/22/2019 Dr. Valdez signed a Basic Nurse Assistant Clinical Site Agreement between Richland Community College and Heritage Health.
- 1/07/2019 Dr. Valdez signed a Guaranteed Transfer Affiliation Agreement for Dual Admission between Richland Community College for the Associate in Applied Science Degree in Nursing and Millikin University for the Bachelor of Science Degree in Nursing.

Richland Community College
STUDENT GOVERNMENT ASSOCIATION
BOARD REPORT

February 2019

Student Trustee: Nathan Buggar

President: Eddie Boliard

Vice-President: Keyari Page

Secretary/Treasurer: Emily Deberry

Student Engagement Activities:

- 2/20: Arts in the MSC—Mod Podge Coasters
- 2/21: State Universities Transfer Day
- 2/26: Black History Trivia
- 3/5: Mardi Gras Celebration
- 3/7: Spring Into Fitness



Commitment Respect Excellence Accountability Diversity

TO: Board of Trustees
FROM: Dr. Cris Valdez 
DATE: February 19, 2019
SUBJECT: Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06
(Destruction of Closed Session Audio Recordings)

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

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

At this time, the verbatim recording of the closed session held July 18, 2017, August 7, 2017, and August 15, 2017 has met the required 18-month period.

Therefore, it is recommended that the Board of Trustees authorize the destruction of the verbatim record of the July 18, 2017, August 7, 2017, and August 15, 2017 closed session.



MEMORANDUM

TO: Dr. Cris Valdez
President, Richland Community College

FROM: Tad Williams
Commander, MCLETC

DATE: 02/04/19

SUBJECT: Ammunition purchase request (RC19-04)


Basic Law Enforcement Academy (BLEA) RC91-04 began Sunday evening, February 3, 2019. The firearm-training portion of this academy requires a 40 hour state certification course consisting of hundreds of rounds of ammunition per student (minimum 600, average 750 for handgun and rifle). MCLETC was able to obtain two bids for the ammunition, Ray O'Herron Company Inc. and Kiesler's Police Supply, Inc; both of which have Master Contracts with the State of Illinois.

Ray O'Herron's quote for the ammunition totals \$21,353.00. Kiesler's quote for the ammunition totals \$21,042.60. After receiving the quotes, I broke them down by caliber. Ray O'Herron's state pricing for handgun ammunition was lower than Kiesler (\$11,450.00 compared to \$11,824.80). However, Kiesler's state pricing for long gun ammunition (i.e. shotgun and rifle) was lower than Ray O'Herron (\$9217.80 compared to \$9903.00).

Therefore, it is my recommendation that the Board of Trustees approve the purchase of handgun ammunition for the Macon County Law Enforcement Training Center from Ray O'Herron's for \$11,450.00 and the long gun ammunition from Kiesler's for \$9217.80. In addition, we recommend the purchase of .357SIG handgun ammunition from Kiesler's for \$728.50 (Kiesler was the only vendor who had access to this caliber).

In summary, we are requesting to make two purchases for ammunition totaling \$21,396.30 (Ray O'Herron- \$11,450.00 and Kiesler- \$9,946.30).

Thank you in advance for your consideration. Please let me know if you have any questions or concerns.

TO: Dr. Cristobal Valdez, President
FROM: Dr. Denise Crews 
DATE: January 28, 2019
SUBJECT: Professor Emeritus Recommendation

Mr. Chairman, Members of the Board, Professor Emeritus Policy (3.8.1) allows the College the opportunity to recognize retired as well as retiring faculty members who made meritorious and significant contributions to the valued of Richland Community College.

The following retired faculty member is being recommended for the prestigious status of Professor Emeritus in honor off their demonstrated exemplary services over his career at Richland Community College.

Dr. Sean Gallagher – Retired, Professor of English

Therefore, it is recommended that the Board of Trustees grant Professor Emeritus status to Dr. Sean Gallagher, retired faculty member, as specified in Professor Emeritus Policy 3.8.1.

Thank you.

Professor Emeritus Recommendation

for

Dr. Sean Gallagher

By Bill Mertell

I feel that Dr. Sean Gallagher is very deserving of the Professor Emeritus Award for his meritorious and significant contributions that he has made to his students, his colleagues, the college, and to this community.

Although Dr. Gallagher has taught a variety of English Composition, Literature, and Humanities courses, I know him best for his Spanish Language and Culture courses. From the beginning of the Spring 2006 semester to the end of Spring 2007 semester, I was enrolled in three of his courses, and as a student, I was able to quickly appreciate Dr. Gallagher for his wealth of knowledge of the Spanish language and culture, both of Central America and Spain. He taught us the many differences of the two regions, which gave him an even more credible depth to his teachings. Since I had returned a few years prior from the Andalucía region of Spain where I had been stationed for six fascinating months in the Navy Seabees from February to August of 2003 I was able to quickly relate to many of his stories and explanations. The learning experience in his classroom was absolutely perfect and very relative for preparing students to unite with the fascinating and diverse culture beyond the classroom. In addition, his classes were some of the most enjoyable I have ever been enrolled in at Richland Community College and many of his teaching approaches have become a part of my own. He was an expert at promoting student participation with stimulating homework material. He explored new material in the classroom discussions and vocabulary practices while also reprocessing learned concepts. His teaching material contained real-world information as best it gets. Married to a wonderful woman from Spain, he has been able to visit her family frequently bringing back with him the immersive experiences that he can only share through testimonial stories and pictures; items that truly do not do full justice to the experience of actually being there. However, the real-world knowledge he has shared with us is unmatchedable.

As an instructor, I had the honor of having him serve on my Tenure committee. Dr. Gallagher had known me as a student and then as an adjunct instructor and then as a full-time instructor. His mentorship was priceless and this has become a delightful pinnacle of our academic relationship. The true example of an apprentice learning from a master in the ways of developing my own pedagogy. Unlike many instructors that I've worked with, he recognized my devotion to learning and education and welcomed me to a more diverse perspective of himself. It was a privilege to actually get know the teacher, the mentor, and the person.

As a contributor to society and this community, he encouraged his students to interact with the local Spanish speaking population. He facilitated a number of people in Decatur, motivating them to learn and appreciate other cultures and other countries. He has also dedicated a good deal of his own time outside of the college, some paid and some voluntarily, on translation projects such as his voluntary contribution to the City of Decatur's Bus Service aiding them in publishing pamphlets that included the Spanish language, and in teaching sections of Spanish-language on-site courses at Caterpillar and Mueller. Reflecting his own concern for expanding the cultural knowledge of the students, staff, faculty and community members for both academic and social reasons he promoted, organized and led several trips to Spain. He prepared all the details for each trip: such as recruiting helpers, promoters, and organizers; collecting funds, making reservations, guiding travelers with checklists and resources to make their experience more pleasurable, and even ordering meals.

Dr. Sean Gallagher should be recognized as a pillar of what the college stands for in his twenty-five years of commitment, respect, excellence, accountability, and diversity that he has generously and selflessly devoted to all those that have interacted with him. We should continue to encourage him to be an active part of the college, maintain a professional status, and he should be sought after for his experience and knowledge.

Richland Community College



Core Values: Commitment - Respect - Excellence - Accountability - Diversity

December 18, 2018

Dr. Denise Crews
Vice President of Academic Services

Dear Dr. Crews:


It is my distinct honor and pleasure to nominate Dr. Sean Gallagher, recently retired Professor of English and Spanish, for Professor Emeritus status. Dr. Gallagher has indicated a desire and willingness to accept the responsibilities and benefits of faculty emeritus, a richly deserved honor for Dr. Gallagher's 25 years of outstanding service to Richland Community College.

Dr. Gallagher's excellence in teaching and dedication to the college has already been recognized with tenure, promotion, exemplary evaluations from deans and students, an Outstanding Professor of the Year award, and his two-time selection as faculty graduation speaker. In a remarkably wide variety of courses--composition, literature, Spanish language, humanities—he brought scholarly expertise and boundless enthusiasm, while maintaining high standards of academic excellence. He carried that enthusiasm and dedication literally beyond borders by arranging and guiding trips overseas to broaden and deepen the education of students and the greater Richland community with life-changing experiences.

As a colleague, Dr. Gallagher is irreplaceable. He has shouldered the weight of departmental and college-wide service far beyond the normal expectations of faculty involvement, moreso than any colleague I have ever worked with. From smaller chores such as organizing yearly departmental awards to hugely time-consuming work on important college committees such as budgeting and health-insurance selection, plus his outstanding multiple terms as union president and chief contract negotiator, Dr. Gallagher proved himself to be the most trusted, reliable, and able faculty on our staff.

The enclosed letters of recommendation reinforce the outstanding nature of Dr. Gallagher's career in further detail. No one could be more deserving of this honor than Sean Gallagher. We in his department already miss him enormously, and Richland will benefit greatly from keeping him close within the college community.

Sincerely,


Robert Grindy
Professor of English

Decatur, November 6, 2018

Prof. Robert Grindy
Richland Community College
Decatur IL 62521

Dear Professor Grindy,

This is a letter of support to Dr. Sean Gallagher to be named Professor Emeritus at Richland Community College.

I know Dr. Gallagher since the year 2004 when I moved to Decatur, because I was appointed as Chair of the Department of Modern Languages at Millikin University. Since that time we established a virtual partnership to strengthen our goal of helping students from both institutions to become proficient in the Spanish language. Now that I am a full-professor of Spanish who continues to be the Chair of the ML Department at MU, and having appointments also with the College Board, the Educational Testing Service and the Illinois Humanities Organization, it is rewarding to me to support one of the best colleagues I've ever had in my profession.

One of the consequences of Dr. Gallagher's high quality work is that many of his students became some of the best students at Millikin University. Those of his students who transferred to Millikin are the most enthusiastic, dedicated, responsible and, in general, better prepared. When I receive students who are already fluent in the Spanish language, and knowledgeable of the Hispanic culture, my job becomes easier and much more pleasant. As an example, I recently became aware that one of our students – Justin Pinta- is completing a PhD in linguistics! And I am confident that several more of our students will continue studying in graduate schools. There are also students who will become Spanish teachers, something highly needed in the state of Illinois.

Besides the regular classes at Richland, Dr. Gallagher conducted Study Abroad programs. I know that his program in Spain was very successful; definitely a life transformation experience for many students who had the first travel out of the country in their lives. Those programs are very time consuming and require a great effort and dedication. And they help students to become better aware not only about the world but also about their own country and about themselves. Without any doubt, Dr. Gallagher's students transferred to Millikin bringing a more rounded general education and culture.

It is clear to me that Dr. Gallagher worked hard to establish a bridge between Richland Community College and Millikin University. It will be hard to find someone who could replicate the kind of work that Dr. Galaguer did so efficiently.



I am very happy and enthusiastic to express my complete support, without any reservation, to Dr. Sean Gallagher's nomination to become Emeritus Professor at Richland Community College.

If you need further information, please do not hesitate to contact me at (217) 424-6260 or by e-mail: ecabrera@millikin.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eduardo Cabrera', written in a cursive style.

Dr. Eduardo Cabrera, Chair
Professor of Spanish

3 November 2018

To The Members of the Professor Emeritus Ad Hoc Committee:

This letter of support is on behalf of Dr. Sean Gallagher who has applied for Professor Emeritus. Dr. Gallagher meets (I feel exceeds) the criteria to be considered for this nomination and award.

I have known Sean for 25 years as a colleague, fellow traveler and friend. As a colleague, I was always impressed with his deep commitment to academics, students, and Richland Community College. His academic areas included English, Spanish, and Humanities where he was innovative, caring, and concerned about student preparation and learning. This is reflected in his student evaluations. He has taught classes days, nights, on campus, off campus, and online.

His community service is diverse and broad. He has conducted foreign language training for local businesses, done legal translations, and conducted numerous trips to Spain. These trips have offered the College students and the local community a unique opportunity to experience travel abroad and immersion in a foreign culture. From personal experience, I can appreciate the enormous effort required to plan, prepare, and execute such trips without monetary compensation but with the pride and satisfaction of knowing the students and community members have had an enjoyable learning experience through the College.

Sean has served in the faculty union in various capacities, the last as president. This is a thankless, underappreciated, and underrated role but is important to the overall wellbeing of the College. It requires a lot of time, patience, and effort.

Sean was always willing to share his expertise with any faculty member and conversely he would not hesitate to ask another member for help in a specific area. He is highly respected by his colleagues and the administration.

I strongly feel Sean will continue to represent Richland Community College by fulfilling his responsibilities as a Professor Emeritus with commitment and in a professional manner.

I urge the committee to award Dr. Gallagher the honor of Professor Emeritus.

Respectfully,



Glen Freimuth, PhD
Professor Emeritus
Anthropology and Earth Science
Richland Community College

January 22, 2019

Richland Community College
Faculty Emeritus Committee
Human Resources
One College Park Drive
Decatur, IL 62521

Dear Committee:

I am writing this letter to recommend and support that Professor Sean Gallagher receive the esteemed recognition of Professor Emeritus. I believe that Professor Gallagher has demonstrated the necessary criteria including, excellence in teaching and learning, professional development, and service to the College.

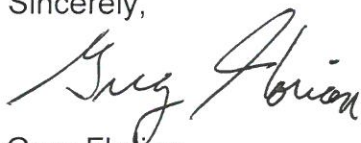
Dr. Gallagher's teaching inspired students to expand their thoughts about their future causing them to strive for excellence. One example of this was recently demonstrated through the testimony of a student. This student said that they struggled with Spanish in high school and were anxious about taking the subject at Richland. Sean's enthusiasm and commitment to this student not only inspired this student to be successful in his class, they have chosen to pursue the language as a major after transferring to a university. The student has a new direction for their life's work after College.

Sean has always demonstrated commitment to Richland. He frequently stepped up and participated on committees and taskforces that help to move the College forward in the positive and impactful way.

On more of a personal level, many times Sean would stop by my office to share thoughts and concern about improving Richland. Whether we agreed or disagreed, the conversations were always professional and amicable and focused on making Richland a better place.

By giving Dr. Gallagher this honor, I believe that the College will receive the greater benefit though continuing the relationship with a person of his quality.

Sincerely,



Greg Florian
Vice President Finance & Administration



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian *Greg Florian*
Megan Moore

Date: February 5, 2019

RE: Recommendation for College Auditor

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

The College's current contract with May, Cocagne & King concluded with the fiscal year 2018 audit. A Request for Proposals was issued in December with proposals due in January for the audit of the College's financial statements for fiscal years 2019, 2020 and 2021.

Proposing firms were asked to provide a cost for auditing the College's annual general purpose financial statements including preparation of supplementary schedules required specifically by the ICCB and for certain grants. Costs also include auditing and reporting under OMB Circular A-133 federal requirements as well as federal financial aid requirements.

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

Firm	FY 2019	FY 2020	FY 2021	Total
Sikich, LLP	\$ 45,500	\$ 46,500	\$ 47,500	\$ 139,500
Martin Hood, LLC	\$ 46,200	\$ 48,200	\$ 50,200	\$ 144,600
May, Cocagne & King	\$ 49,800	\$ 51,600	\$ 53,400	\$ 154,800
Clifton Larson Allen	\$ 52,900	\$ 54,400	\$ 55,900	\$ 163,200

Sikich, LLP provided the lowest cost proposal at \$139,500 for the three-year period. Sikich has previously provided auditing services to Richland. The College and Sikich established a good working relationship that produced a quality review of the College's finances and fiscal controls. The previous audits performed by Sikich were completed on a timely basis and met all general auditing standards.

We recommend that the Board of Trustees authorize the Administration to engage the services of Sikich, LLP for the fiscal years 2019, 2020 and 2021 for the financial audits at the costs noted above.

We are available to answer any questions you may have.

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Crist Valdez

From: Greg Florian 

Date: February 6, 2019

Re: Recommendation to contract for a Protection, Health, and Safety Project for Center Core HVAC Improvements

At the November 2018 meeting, the Board approved the College administration to go forward with a project to replace the existing Center Core HVAC units and various Variable Air Volume equipment that provides the heating and cooling for the College's Main Campus Building.

Bids were taken on February 5, 2019 with the following results:

Contractor	Location	Base Bid	Alternate	Total
E.L.Pruitt Company	Springfield	\$ 225,967	\$ 38,400	\$ 264,367
King-Lar Co.	Decatur	\$ 234,400	\$ 38,950	\$ 273,350
Henson Robinson Co.	Springfield	\$ 238,169	\$ 44,418	\$ 282,587
Prairie State Plumbing & Heating	Athens	\$ 272,753	\$ 45,469	\$ 318,222
Burdick Plumbing	Decatur	\$ 283,000	\$ 40,000	\$ 323,000

The project will consist of removing AHU #3 and return fan #3 and associated electrical equipment. The ductwork that serves the areas from AHU #3 would then be adjusted and reconnected to AHU #2. Return fan #2 would also be replaced in this project. Replace remaining pneumatically controlled VAVs with electronic VAVs

The Board approved budget for this work is \$302,200.

Funding for this project was approved and included in the December Tax Levy.

It is recommended that the Board of Trustees authorize the College Administration to issue a contract to E.L. Pruitt of Springfield, Illinois at a bid price of \$264,367.

I am available for any questions you may have.



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian

Date: February 7, 2019

Re: Request for approval of a Protection, Health, & Safety Project to Repair and Modify Rooms E162 and E163

This request is to authorize the Administration to contract with AEX for Engineering Services and approval of a project as a Protection, Health, and Safety project. Funding for this project will be from surplus of prior year's PH&S project. No new levy will be required.

The College's Cyber Security program will be housed in Scherer Industrial Technology Building in rooms E162 and E163. Currently, these rooms are standard classrooms with seating for 20 students. These rooms will be converted to computer rooms that produce a significant heat load and require an electrical load that will exceed building codes.

The Cyber Security program is scheduled to begin with the Fall Semester 2019. A very short project schedule will be necessary in order to complete the work prior to the start of classes.

Staff have requested AEX to survey the space and develop a plan for HVAC and electrical system modifications that will meet building code under the new load requirements. The proposal for the engineering design, development of specifications and bid documents, and project administration at an hourly rate with the total not to exceed \$15,000. Additionally, AEX will coordinate necessary documents certifying this as applicable under PH&S.

Attached is Resolution Number 19- ____ certifying that the College does not have other sufficient funding to undertake this project and that this project meets the requirements as a PH&S project.

Scope of Work

The scope of the project will be to increase the volume of conditioned air into and exhausted from the room. Other work will include replacing lighting with LED lights and adding electrical capacity around the perimeter of the rooms.

Budget: \$

Construction	\$94,000
A&E	15,000
Contingency	<u>10,900</u>
Total Estimated Cost	\$119,900

Therefore, it is recommended that the Board of Trustees approve the project listed above at a total cost of \$119,900 and authorize the Administration to contact with Architectural Expressions of Forsyth, IL for engineering services.

**RICHLAND COMMUNITY COLLEGE
DISTRICT NO. 537
ONE COLLEGE PARK
DECATUR, ILLINOIS 62521**

RESOLUTION NO. 19-6: RESOLUTION TO APPROVE PROTECTION, HEALTH, AND SAFETY PROJECT and TAX LEVY

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District #537, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and

WHEREAS, there is a need for repair and alteration of certain facilities of Richland Community College District #537; and

WHEREAS, Section 805/3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to use protection, health, and safety tax levy proceeds to pay for such repairs or alterations; and

WHEREAS, there are not sufficient funds available in the Operation and Maintenance Fund to complete the project and the college has available balance of protection, health & safety monies from previous projects; and

WHEREAS, the Board has received a report from licensed professional architects and engineers certifying that the following projects at Richland Community College requires repair and alterations, as defined in ICCB Rule 1501.601; and

WHEREAS, the project recommended for repair and alterations is:

<u>Project Name</u>	<u>Budget Amount</u>
Cyber Security Classroom Modifications	\$119,900

WHEREAS, the Board certifies this project also meets the requirements of 805/3-20.3.01 of the Public Community College Act and is a necessary project for energy conservation, health or safety, environmental protection, or handicapped accessibility and not routine maintenance projects.

NOW, BE IT RESOLVED by the Board of Trustees of Richland Community College District #537, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require

alterations or repairs and are necessary to insure the building code compliance of Richland Community College facilities.

3. There are not sufficient funds available in the Operation and Maintenance Fund of Richland Community College to complete the project set forth above.
4. The Board approved the completion of the Protection, Health, and Safety project as described below:
- 5.

<u>Project Name</u>	<u>Budget Amount</u>
Cyber Security Classroom Modifications	\$119,900

6. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.301 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).
7. The Board authorizes use of available Protection, Health, and Safety monies sufficient to fund the estimated cost of this project.

COMMUNITY COLLEGE DISTRICT NO. 537
OF MACON, CHRISTIAN, DEWITT, LOGAN,
MOULTRIE, PIATT, SANGAMON, AND SHELBY
COUNTIES, AND STATE OF ILLINOIS

BY: _____
Tom Ritter, Chairman

ATTEST:

Bishop Wayne Dunning, Secretary

DATE February 19, 2019 (SEAL)

To: Academic Standards Committee
From: Dr. Denise Crews and Placement/Multiple Measures Work Group
Date: November 6, 2018
Re: Course Placement Criteria

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

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

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

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

- Sufficient ACT or SAT scores as established by appropriate College personnel. The student must submit proper documentation to the Records Office. The ACT or SAT scores must be no more than three years old.
- A high school cumulative Grade Point Average (GPA) of 2.75 or higher for placement in English or courses with a prerequisite of eligibility for ENGL 101.
- A high school cumulative GPA of 2.75 or higher with successful completion of a 4th year of mathematics.
- An appropriate high school transition course in mathematics with a grade of C or higher.
- A GED score of 165 or compatible score on other high school equivalency tests.
- Successful completion of English and/or mathematics course(s) at an accredited college or university, as recognized by the Higher Education Directory. The level of the course(s) successfully completed determines the level of course(s) for which a student may be eligible.
- Completion of appropriate developmental course in mathematics, English, and/or reading at another accredited college or university

- Results of mathematics, Reading, or Sentence Skills placement tests administered at Richland. Placement exams, cut-off scores, and other criteria have been established by the respective programs' faculty to ensure proper course placement. Scores are valid for the length of time determined administratively.
- Results of a placement exam identical to Richland Community College's exam taken at another college or university within the determined time and presents officially validated scores for evaluation prior to registration.

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

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

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

4.1.1 Admission to the College – 8/17/10

Richland Community College is open to all people who

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

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

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

4.1.2 Admission to a Program or Courses – 8/17/10; rev ?/2019

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

4.1.2.1 Course Placement Methods –

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

- Sufficient ACT or SAT scores as established by appropriate College personnel. The student must submit proper documentation to the Records Office. The ACT or SAT scores must be no more than three years old.

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

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

Students are required to take placement tests in mathematics, English, and reading before registering for credit courses. These test results, which are valid for the length of time determined administratively, are used to determine a student's eligibility for courses with prerequisites and/or placement into developmental courses (courses numbered 099 or below). Classroom instructors may conduct additional testing to verify correct placement, and students may be transferred to an alternate course at that time. Once a student has started a sequence of courses, that student may not retest in that area.

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

Exemptions to Course Placement Testing Policy

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

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

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

Students tested in mathematics, English, reading, math, or other areas may take one test of each type at no cost. A student may retest by waiting a minimum of twenty-four hours and paying a retest fee. A student may be allowed to take the test a third time only with appropriate permission and payment of the retest fee. The student is required to retest, at no charge, if ~~1) the previously determined time has passed since the student tested the first time, and 2) the student has not begun a sequence of courses that uses the placement test results.~~

4.1.2.3 Foreign Language Placement

Placement in a foreign language course will be determined by a student's previous foreign language education in high school or college. Students who have studied a specific foreign language in high school within the past five years are to begin their study at Richland with the course number determined by the earned

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quality points as outlined in the [College Catalog](#). Foreign language faculty may grant exceptions, based on individual assessment. All persons whose most recent prior study of the language was more than five years ago should start their college study with the course number 101.

4.1.2.4 Technology Orientation – 5/15/12

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

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

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

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

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

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

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

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

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

1. The student is a high school student.
2. The student's high school principal submits the appropriate form stating the student is taking the course(s) for high school or college credit, and

- has the principal's approval.
3. A high school transcript is submitted to Richland.
 4. Tuition may be determined by course and delivery.
 5. Final approval for enrollment is then determined by Richland.

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

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

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

TO: Board of Trustees

FROM: Greg Florian
Robin Bollhorst



DATE: February 19, 2019

SUBJECT: Board Policy Section 3 – Personnel – Third Reading and Adoption

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

During a final review before adoption this month, two sections were changed from the second reading. Section 3.6.2 - Overtime Pay and Section 3.7.2.1.3 - Non-Credit Classes.

The Overtime Pay section was clarified to address pay for “essential” employees on days the College is closed, such as a snow day when certain non-exempt staff are required to work while other staff are not required to report for work. This will include certain food service employees, maintenance, and public safety. Other staff could be designated should the College require their service to remain open.

Non-Credit section was modified to match the current Collective Bargaining Agreement that allows for a full-time employee’s spouse or dependent to take a non-credit class and have the tuition waived.

No other changes have been made since the last reading.

Board Policy Section 3 has been reviewed by President’s Cabinet and has been sent to the College’s attorneys for review. This policy is ready for adoption.

Therefore, it is recommended that the Board of Trustees adopt Board Policy Section 3 – Personnel, as presented.

Robin and I are available for questions.

**3.1 EMPLOYMENT OF PERSONNEL - Adopted 8/21/90; Revised 2/20/07;
Revised 2/19/2019****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.

3.1.1.1 Nondiscrimination

Richland Community College does not discriminate on the basis of race, color, ancestry, religion, national origin, sex, disability, 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.

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 Act (110 ILCS 805/3B-1 et seq.) provides that tenured faculty members may be dismissed for "just cause." For this purpose, "just cause" includes, but is not limited to:

- (1) incompetence, cruelty, negligence, immorality or when the faculty member is not qualified to perform the services for which that faculty member is employed;
- (2) failure of faculty to attend to his or her duties or to implement, perform or adhere to directives or orders;
- (3) any action by faculty involving willful misconduct or malfeasance or gross negligence in the performance of his duties;
- (4) conduct of a criminal nature which may have an adverse impact on the College's reputation and standing in the community;
- (5) conviction of a crime involving moral turpitude, including fraud, theft or embezzlement;
- (6) any fraudulent conduct in connection with the business affairs of the College; or
- (7) any other conduct that is substantially harmful to students, other employees or the College itself.

3.1.3 Authority to Hire - 11/18/08

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

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

3.1.3.1 Academic Rank - Initial Placement - Adopted 3/76

As an organization that inherently places value on 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 one or more of the following:

- Criminal background checks
- Personal background checks
- 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 will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another relative or intimate regularly residing in the same household. Relatives or intimates 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 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 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 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 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 President for action.

3.1.6 Probation

All employees not covered by contract are considered

probationary employees during their initial 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 sixty (60) days upon the mutual agreement of the College and the employee.

3.1.7 Grievance - revised 12/15/09

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

3.1.8 Return to Work SURS Annuitants - 1.4.16

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

Earnings Limitations for SURS Annuitants:

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

Failure to notify the College of any SURS earnings limitations or Affected Annuitant status that creates a financial

obligation to the College will become the responsibility of the individual.

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

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

3.2.1 Executive Staff - 11/18/08

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

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

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.

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 twelve (12) equated hours per semester.

3.2.5.4 Temporary Full-Time Faculty

Temporary full-time teaching faculty members shall teach 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 four-month duration. With this classification, there is no anticipation of continuing employment. This position may be eligible for benefits.

3.2.6.5 Student Employees

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

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

3.2.6.6 Contract Employees

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

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

3.2.6.7 Grant-Funded Employees

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

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

3.3.1 Non-Faculty

3.3.1.1 Full-Time Employment

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

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

3.3.1.2 Part-Time Employment

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

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

3.3.1.3 Student Employment

Student employment is limited to twenty (20) hours per week

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

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

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

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

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

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

3.4.1 Faculty Promotion in Rank

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

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

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

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

Instructor
Assistant Professor

Associate Professor
Professor

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

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

3.5 GENERAL EMPLOYMENT

3.5.1 Chronic Communicable Disease

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 communicable diseases on its campus. 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 Communicable Diseases who know that they have a Communicable Disease have the obligation to inform the Director of Human Resources of their condition. Employees with identified 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 Communicable Disease. The employee's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the employee and others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information. The Director of Human Resources may establish additional rules and regulations designed to implement this policy.

3.5.2 Drug-Free Workplace

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

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

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

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

Any employee will be subject to reasonable suspicion drug screening.

The College will require employees to submit to a substance abuse screen where the College has reasonable suspicion that the employee is under the influence of illegal drugs or alcohol. Refusal to submit to such a screen will be considered a violation of this policy.

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 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 and one other Vice President.

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. 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

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 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, fiancée, 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.

(1) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

(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.

(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 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 sixty (60) calendar days before the end of the school year or term. The specific reasons for the 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 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

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 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 pay rate for all hours 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.

Non-exempt employees who are considered essential (IT, Maintenance, and Food Service Workers) and are requested by the administration to work on a day in which the College is officially closed and non-essential staff are not required to report to work will be compensated for all hours worked at their regular rate of pay. They will also receive pay for hours they are normally scheduled to work on that day at their current rate of hourly pay.

Hours compensated but not actually worked, such as paid 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, consistent with the provisions of that Act. For employees who leave the College before full repayment has been made, the College is authorized to pursue repayment after termination, in accordance with the provisions of the Wage Payment and Collections Act.

3.6.5 Paid/Unpaid Time Off

Paid/unpaid time off for consideration includes the following:

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

The College recognizes the following 8 Customary Holidays:

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

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

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

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

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

To be eligible for holiday pay, an eligible staff member must be 1) actively employed by the College both before and after the campus holiday or bonus day and 2) must have worked or been on approved paid leave (e.g. vacation leave) during the pay period in which the campus holiday occurs. A staff member who is on leave 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 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 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) 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.

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, National Guard, or Reserves, and covered veterans) 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.

To request 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 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 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 reason to doubt the validity of the medical certification provided by the employee., 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 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 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

The following conditions and procedures apply to a medical leave of absence not expressly provided for elsewhere in this manual.

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

Sick, personal, and/or vacation leave will run concurrently with medical leave. Thus, after all of an employee's 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. If the personal or immediate family illness lasts over 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.

**3.6.5.7.1 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 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 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 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 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 school conferences or classroom activities 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 school conferences or other classroom activities 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.

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 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.

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 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 (26 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 fees for non-credit classes for full-time employees, their spouses (if individual is residing with the employee, party to a civil union (if individual is residing with the employee), and dependent children (as qualified under the Internal Revenue Code), 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. 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.
4. 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.

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" classification 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: February 19, 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 January 2019 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Treasurer's Report

1/31/2019

Fund	Balance 1/1/2019	Receipts for Month	Disbursements for Month	Balance 1/31/2019	Int Bearing Accounts	Separate Inv Instruments
Education Fund	\$7,481,094.82	\$713,956.60	(\$1,170,902.10)	\$7,024,149.32	\$6,474,149.32	\$550,000.00
Oper & Maint Restricted	\$1,260,310.42	\$1,195.99		\$1,261,506.41	\$1,261,506.41	\$0.00
Bond & Interest Fund	\$272,480.46	\$550.48		\$273,030.94	\$273,030.94	\$0.00
Auxiliary Enterprises	\$2,615,393.61	\$21,461.99	(\$122.53)	\$2,636,733.07	\$2,636,733.07	\$0.00
Restricted Purposes	\$2,080,768.58	\$199,202.60	(\$666,824.73)	\$1,613,146.45	\$1,313,146.45	\$300,000.00
Working Cash Fund	\$8,412,694.65	\$1,317,655.96	(\$1,302,636.92)	\$8,427,713.69	\$7,728,004.26	\$699,709.43
Trust & Agency Fund	\$359,220.19	\$1,070.44		\$360,290.63	\$360,290.63	\$0.00
Audit Fund	\$69,495.63	\$140.40		\$69,636.03	\$69,636.03	\$0.00
Liability & Protection	\$1,413,590.87	\$12,735.84		\$1,426,326.71	\$1,326,326.71	\$100,000.00
Totals	\$23,965,049.23	\$2,267,970.30	(\$3,140,486.28)	\$23,092,533.25	\$21,442,823.82	\$1,649,709.43

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	1/22/2019	6.0

Revenues & Expenses by Fund

	Actual 1/31/2019	Budget 1819	%	Actual 1/31/2018	Prior Year To Date
Fund 01-Education Fund					
Revenue	\$14,105,261.73	\$15,043,243.00	93.76	\$14,260,901.88	\$15,513,445.99
Transfers	\$0.00	(\$478,460.00)	0	(\$7,500.00)	(\$69,819.65)
Expenses	(\$7,026,154.95)	(\$13,526,522.00)	51.94	(\$7,238,107.68)	(\$12,496,212.88)
	\$7,079,106.78	\$1,038,261.00		\$7,015,294.20	\$2,947,413.46
Fund 02-Operations & Maintenance					
Revenue	\$1,681,658.08	\$1,925,258.00	87.35	\$1,553,473.76	\$1,756,911.73
Expenses	(\$995,839.33)	(\$1,920,174.00)	51.86	(\$981,524.29)	(\$1,739,824.31)
	\$685,818.75	\$5,084.00		\$571,949.47	\$17,087.42
Fund 03-Oper & Maint Restricted					
Revenue	\$192,388.24	\$244,083.00	78.82	\$2,670,314.00	\$3,648,124.54
Transfers	\$0.00	\$0.00	0	\$0.00	(\$141,135.46)
Expenses	(\$96,264.05)	(\$244,083.00)	39.44	(\$3,190,367.72)	(\$3,947,356.22)
	\$96,124.19	\$0.00		(\$520,053.72)	(\$440,367.14)
Fund 04-Bond & Interest Fund					
Revenue	\$3,391,043.36	\$3,388,418.00	100.08	\$4,053,648.38	\$4,059,014.58
Expenses	(\$3,083,951.61)	(\$3,380,528.00)	91.23	(\$3,713,656.11)	(\$4,043,371.11)
	\$307,091.75	\$7,890.00		\$339,992.27	\$15,643.47
Fund 05-Auxiliary Enterprises					
Revenue	\$828,346.35	\$1,300,660.00	63.69	\$715,717.69	\$1,403,413.95
Transfers	\$0.00	(\$1,700.00)	0	\$0.00	(\$60,000.00)
Expenses	(\$777,123.13)	(\$1,289,429.00)	60.27	(\$661,188.34)	(\$1,276,571.89)
	\$51,223.22	\$9,531.00		\$54,529.35	\$66,842.06
Fund 06-Restricted Purposes Fund					
Revenue	\$3,835,780.75	\$10,189,667.48	37.64	\$3,984,345.14	\$7,930,485.46
Transfers	\$0.00	(\$7,000.00)	0	\$0.00	(\$9,218.33)
Expenses	(\$4,846,991.00)	(\$10,182,342.50)	47.6	(\$4,182,924.33)	(\$7,897,978.77)
	(\$1,011,210.25)	\$324.98		(\$198,579.19)	\$23,288.36
Fund 07-Working Cash Fund					
Revenue	\$95,275.22	\$50,000.00	190.55	\$41,262.24	\$92,353.92
Transfers	(\$51,697.10)	(\$50,000.00)	103.39	\$0.00	(\$92,353.92)
	\$43,578.12	\$0.00		\$41,262.24	\$0.00
Fund 10-Trust & Agency Fund					
Revenue	\$64,223.11	\$78,165.00	82.16	\$65,634.18	\$102,912.86
Transfers	\$0.00	\$0.00	0	(\$2,200.00)	(\$6,916.65)
Expenses	(\$53,363.15)	(\$78,165.00)	68.27	(\$60,848.85)	(\$95,996.21)
	\$10,859.96	\$0.00		\$2,585.33	\$0.00
Fund 11-Audit Fund					
Revenue	\$65,835.48	\$65,410.00	100.65	\$63,828.70	\$64,411.10
Expenses	(\$53,101.01)	(\$56,593.00)	93.83	(\$51,661.55)	(\$55,321.21)
	\$12,734.47	\$8,817.00		\$12,167.15	\$9,089.89
Fund 12-Liability & Protection					
Revenue	\$1,879,217.09	\$1,936,988.00	97.02	\$1,589,802.23	\$1,603,190.84
Expenses	(\$905,030.85)	(\$1,549,146.00)	58.42	(\$789,385.33)	(\$1,273,812.01)
	\$974,186.24	\$387,842.00		\$800,416.90	\$329,378.83
Total	\$8,249,513.23	\$1,457,749.98		\$8,119,564.00	\$2,968,376.35

Operating Funds Revenue

	Actual Revenue YTD 1/31/2019	Budget 1819	%	Actual Revenue YTD 1/31/2018	Prior Year Revenue 6/30/2018
Investment Revenue					
Investment Revenue	\$60,028.23	\$17,800.00	337.24	\$13,178.71	\$24,717.56
	<u>\$60,028.23</u>	<u>\$17,800.00</u>	337.24	<u>\$13,178.71</u>	<u>\$24,717.56</u>
Local Government Sources					
Current Taxes	\$7,231,132.54	\$7,211,480.00	100.27	\$7,070,087.61	\$7,169,459.89
Interest on Taxes	\$3,300.69	\$700.00	471.53	\$848.58	\$848.58
	<u>\$7,234,433.23</u>	<u>\$7,212,180.00</u>	100.31	<u>\$7,070,936.19</u>	<u>\$7,170,308.47</u>
Other Revenue					
Facility Rental	\$151,040.70	\$265,291.00	56.93	\$203,328.82	\$270,487.32
Other Revenue	\$181,204.54	\$490,374.00	36.95	\$253,076.08	\$498,121.05
Transfer In	\$51,697.10	\$50,000.00	103.39	\$0.00	\$105,828.90
	<u>\$383,942.34</u>	<u>\$805,665.00</u>	47.66	<u>\$456,404.90</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	\$1,152,880.00	\$1,694,920.00	68.02	\$1,311,547.84	\$1,666,304.99
ICCB Equalization Grant	\$25,002.00	\$50,000.00	50	\$29,166.69	\$50,000.00
Replacement Taxes	\$129,257.51	\$280,000.00	46.16	\$112,514.31	\$385,224.49
	<u>\$1,424,074.51</u>	<u>\$2,275,420.00</u>	62.59	<u>\$1,453,228.84</u>	<u>\$2,328,339.67</u>
Student Tuition & Fees					
Tuition-Credit	\$5,866,590.50	\$5,769,547.00	101.68	\$6,018,008.00	\$6,091,463.50
Various Fees	\$817,851.00	\$887,889.00	92.11	\$802,619.00	\$781,091.25
	<u>\$6,684,441.50</u>	<u>\$6,657,436.00</u>	100.41	<u>\$6,820,627.00</u>	<u>\$6,872,554.75</u>
Total Revenue	\$15,786,919.81	\$16,968,501.00	93.04	\$15,814,375.64	\$17,270,357.72

Operating Funds Expenses

	Actual Expenses YTD 1/31/2019	Budget 1819	%	Actual Expenses YTD 1/31/2018	Prior Year Expenses 6/30/2018
Salaries					
Academic Support Salary	\$0.00	\$0.00	0	\$106,183.68	\$157,549.75
Academic Support-PT	\$34,263.83	\$61,452.00	55.76	\$69,945.88	\$109,705.09
Administrative Staff Sal	\$875,122.31	\$1,704,468.00	51.34	\$787,585.35	\$1,445,012.80
Car Allowance	\$5,192.40	\$9,000.00	57.69	\$5,192.40	\$9,000.16
Classified-Temporary	\$13,479.38	\$9,534.00	141.38	\$0.00	\$5,225.44
Clinical Risk Stipends	\$19,073.86	\$33,100.00	57.62	\$18,478.28	\$32,060.94
Custodial, Maint Stf Sal	\$58,610.54	\$103,250.00	56.77	\$72,618.25	\$94,097.25
Custodial, Maint-Temp	\$8,812.50	\$8,825.00	99.86	\$2,674.95	\$8,501.33
F/T Classified Salary	\$356,951.24	\$641,239.00	55.67	\$319,254.00	\$582,520.27
F/T Faculty Salary	\$1,886,028.79	\$3,834,182.59	49.19	\$1,940,105.90	\$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	\$17,990.48	\$75,280.00	23.9	\$13,610.95	\$31,200.91
Independent Study Salary	\$15,502.50	\$5,082.00	305.05	\$8,057.50	\$22,622.50
Interpreter Salary	\$10,610.69	\$35,000.00	30.32	\$2,543.87	\$9,311.22
LabFacilitators	\$9,151.87	\$18,402.00	49.73	\$9,673.81	\$18,353.69
Overload Salary	\$266,548.30	\$538,121.00	49.53	\$256,712.17	\$449,997.02
Overtime Wages	\$9,836.34	\$7,100.00	138.54	\$5,589.68	\$8,692.20
P/T Classified Salary	\$23,646.90	\$98,293.00	24.06	\$33,438.90	\$50,288.65
P/T Faculty Salary	\$408,707.46	\$785,714.00	52.02	\$449,289.59	\$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	\$503,222.77	\$957,951.00	52.53	\$364,461.96	\$700,165.46
Professional/Tech-PT	\$15,166.62	\$49,877.00	30.41	\$26,393.32	\$40,199.28
Professional/Tech-Temp	\$0.00	\$0.00	0	\$75.00	\$131.25
Proficiency Exam Salary	\$210.00	\$0.00	0	\$0.00	\$0.00
Severance Payments	\$0.00	\$0.00	0	\$16,114.22	\$28,456.22
Student Workers Salary	\$14,704.06	\$47,480.00	30.97	\$9,481.97	\$34,628.83
Subs Instructors Salary	\$3,931.12	\$6,010.00	65.41	\$6,083.12	\$12,469.43
Supervisory Staff Salary	\$135,936.64	\$199,954.00	67.98	\$189,519.00	\$278,445.12
Test Proctor Salary	\$15,738.14	\$30,910.00	50.92	\$11,749.21	\$21,657.27
	<u>\$4,998,407.17</u>	<u>\$9,604,892.59</u>	52.04	<u>\$5,035,791.91</u>	<u>\$9,159,401.54</u>
Employee Benefits					
EmployeeBenefitsTotal	(\$97.51)	\$5,525.00	-1.76	\$2,145.06	\$17,543.24
FICA-Social Security	\$0.00	\$0.00	0	\$0.00	\$0.00
Grants Share of SURS	\$90.09	\$0.00	0	\$98.30	\$401.41
Group Dental Ins	\$27,355.71	\$51,636.34	52.98	\$29,855.57	\$48,271.23
Group LTD Ins	\$9,324.58	\$18,744.88	49.74	\$9,969.28	\$16,360.73
Group Life Ins	\$12,625.79	\$30,442.00	41.47	\$15,857.57	\$24,468.71
Group Medical Ins	\$875,877.80	\$1,730,210.19	50.62	\$1,136,683.54	\$1,712,976.39
Medicare	\$0.00	\$0.00	0	\$0.00	\$0.00
SURS-RetireeHealthContri	\$23,840.18	\$39,439.00	60.45	\$23,774.18	\$40,322.50
Staff/Family Waivers	\$3,654.00	\$35,000.00	10.44	\$12,319.00	\$25,049.00
	<u>\$952,670.64</u>	<u>\$1,910,997.41</u>	49.85	<u>\$1,230,702.50</u>	<u>\$1,885,393.21</u>
Contractual Services					
Accreditation Fees	\$10,450.00	\$14,925.00	70.02	\$11,104.04	\$19,629.04
Admin Computer-Maint	\$335,613.29	\$366,068.00	91.68	\$219,998.17	\$220,973.19
Building Repair/Maint	\$16,244.42	\$86,525.00	18.77	\$5,233.77	\$19,272.85
Consultants/Workshops	\$0.00	\$4,000.00	0	\$0.00	\$15,431.25
Contractual-Other	\$117,772.63	\$196,303.00	60	\$30,991.73	\$61,568.74
Custodial Services	\$232,104.60	\$480,780.00	48.28	\$216,513.50	\$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	\$69,680.60	\$145,279.00	47.96	\$58,725.49	\$102,093.70
Faculty Development	\$853.56	\$2,700.00	31.61	\$1,220.50	\$1,220.50
Grounds Maintenance	\$7,622.33	\$14,550.00	52.39	\$7,254.79	\$13,073.05
Legal Services-Admin	\$7,541.28	\$75,000.00	10.06	\$13,342.50	\$26,557.02
Meals	\$900.00	\$3,000.00	30	\$175.00	\$205.00
Pest Control	\$7,208.48	\$13,475.00	53.5	\$6,484.10	\$10,832.80
Professional Fees	\$5,374.71	\$7,200.00	74.65	\$5,374.25	\$7,165.79
Security	\$4,579.25	\$8,063.00	56.79	\$4,535.45	\$11,479.83
Staff/Faculty Developmen	\$1,263.24	\$10,000.00	12.63	\$16,491.04	\$44,921.29

Operating Funds Expenses

	Actual Expenses YTD 1/31/2019	Budget 1819	%	Actual Expenses YTD 1/31/2018	Prior Year Expenses 6/30/2018
Contractual Services					
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
	<u>\$818,012.34</u>	<u>\$1,452,593.00</u>	56.31	<u>\$599,476.72</u>	<u>\$941,071.33</u>
Materials & Supplies					
Advertising	\$16,740.18	\$65,550.00	25.54	\$17,207.11	\$62,426.12
Audio Visual Materials	\$390.43	\$200.00	195.22	\$40.64	\$55.51
Books-Library Collection	\$1,375.66	\$8,000.00	17.2	\$2,965.67	\$6,679.17
Catalog Printing	\$0.00	\$250.00	0	\$2,766.50	\$2,766.50
Computer Software	\$125,987.66	\$156,258.00	80.63	\$123,034.91	\$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	\$1,059.70	\$3,000.00	35.32	\$545.55	\$1,292.69
Instructional Supplies	\$49,406.21	\$121,480.00	40.67	\$49,797.49	\$77,622.85
Laundry/Linen Supplies	\$111.23	\$400.00	27.81	\$100.94	\$186.20
Maintenance Supplies	\$44,123.76	\$79,800.00	55.29	\$47,369.41	\$84,859.16
Materials	\$27,247.86	\$73,165.00	37.24	\$9,896.69	\$33,491.57
Office Supplies	\$10,786.06	\$18,990.37	56.8	\$10,385.23	\$46,371.54
Postage	\$5,875.21	\$16,520.00	35.56	\$7,443.96	\$17,548.13
Printing	\$12,156.03	\$24,184.00	50.26	\$11,967.97	\$17,473.32
Publications & Dues	\$65,314.92	\$86,854.00	75.2	\$97,788.31	\$114,885.54
Reference Materials	\$0.00	\$0.00	0	\$5.25	\$5.25
Specialities	\$30.35	\$1,500.00	2.02	\$681.30	\$692.15
Transcripts	\$0.00	\$27,000.00	0	\$5,604.00	\$20,155.00
Uniforms	\$1,690.00	\$3,500.00	48.29	\$1,791.50	\$3,206.50
Vehicle Expense	\$9,494.79	\$15,420.00	61.57	\$3,505.06	\$13,245.01
WYSE Activities	\$0.00	\$1,120.00	0	\$0.00	(\$39.95)
Wind Turbine Maintenance	\$0.00	\$5,900.00	0	\$400.00	\$6,233.33
	<u>\$407,319.97</u>	<u>\$758,272.37</u>	53.72	<u>\$393,726.37</u>	<u>\$658,078.13</u>
Conference & Meeting Exp					
Board Meeting Meals	\$540.00	\$1,960.00	27.55	\$1,730.00	\$3,062.50
Cultivation/CommunityMtg	\$0.00	\$75.00	0	\$0.00	\$0.00
Meeting Expense	\$7,518.84	\$9,338.63	80.51	\$2,921.20	\$10,089.56
Recruitment	\$0.00	\$0.00	0	\$0.00	\$2,710.29
Registration Fees	\$21,928.56	\$45,703.00	47.98	\$17,769.29	\$26,261.25
Travel-In State	\$7,599.12	\$17,931.00	42.38	\$9,399.64	\$13,566.30
Travel-In State Mileage	\$4,011.46	\$12,990.00	30.88	\$4,630.12	\$9,268.14
Travel-Out of State	\$26,583.99	\$76,602.00	34.7	\$17,809.98	\$34,598.97
	<u>\$68,181.97</u>	<u>\$164,599.63</u>	41.42	<u>\$54,260.23</u>	<u>\$99,557.01</u>
Fixed Charges					
Collection Co Charges	\$0.00	\$100.00	0	\$0.00	\$0.00
Credit Card Fees	\$19,428.82	\$25,000.00	77.72	\$22,131.10	\$31,171.86
Equipment Rental	\$558.75	\$1,750.00	31.93	\$1,594.32	\$1,594.32
Facility Rental	\$64,128.53	\$96,755.00	66.28	\$77,976.29	\$133,673.64
Graduation Expense	\$334.53	\$19,000.00	1.76	\$0.00	\$13,647.45
Install Pymt Lease/Purch	\$124,822.00	\$203,500.00	61.34	\$147,077.47	\$180,992.47
Interest Expense	\$0.00	\$3,730.00	0	\$2,093.58	\$11,211.50
Property Taxes	\$17,094.08	\$23,800.00	71.82	\$16,793.61	\$23,150.65
	<u>\$226,366.71</u>	<u>\$373,635.00</u>	60.58	<u>\$267,666.37</u>	<u>\$395,441.89</u>
Utilities					
Electricity and Nat Gas	\$194,624.88	\$342,430.00	56.84	\$187,537.17	\$387,852.29
Internet	\$7,241.10	\$15,460.00	46.84	\$5,359.00	\$11,644.00
Propane	\$0.00	\$0.00	0	\$0.00	\$0.00
Refuse Disposal	\$11,782.46	\$22,080.00	53.36	\$12,693.02	\$21,374.53
Telephone	\$19,978.73	\$42,620.00	46.88	\$27,221.64	\$51,364.24
Water, Sewage	\$21,630.84	\$29,050.00	74.46	\$20,851.49	\$40,046.44
	<u>\$255,258.01</u>	<u>\$451,640.00</u>	56.52	<u>\$253,662.32</u>	<u>\$512,281.50</u>
Capital Outlay					
Building Improvements	\$0.00	\$15,000.00	0	\$0.00	\$0.00
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

Operating Funds Expenses

	Actual Expenses YTD 1/31/2019	Budget 1819	%	Actual Expenses YTD 1/31/2018	Prior Year Expenses 6/30/2018
Capital Outlay					
Equipment-Service	\$0.00	\$0.00	0	\$0.00	\$48,907.01
	<u>\$3,032.00</u>	<u>\$29,940.00</u>	10.13	<u>\$1,558.00</u>	<u>\$61,051.81</u>
Tuition Adjustments					
Illinois Veterans Grants	\$0.00	\$65,000.00	0	\$728.00	\$2,711.40
Tuition Waiver	\$49,290.00	\$175,000.00	28.17	\$134,878.85	\$189,361.85
Unfunded ING/MIA/POW	\$8,960.00	\$35,000.00	25.6	\$15,606.00	\$30,033.00
Write-Off	\$130,296.00	\$240,000.00	54.29	\$151,562.88	\$171,159.94
	<u>\$188,546.00</u>	<u>\$515,000.00</u>	36.61	<u>\$302,775.73</u>	<u>\$393,266.19</u>
Other Expense					
Bank Service Charges	\$859.16	\$6,600.00	13.02	\$2,728.97	\$4,144.96
Contributions	\$67,368.00	\$123,906.00	54.37	\$35,572.00	\$62,110.75
Expense-Other	\$233.34	\$3,500.00	6.67	\$4,278.92	\$10,874.40
	<u>\$68,460.50</u>	<u>\$134,006.00</u>	51.09	<u>\$42,579.89</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	\$7,986,255.31	\$15,874,036.00	50.31	\$8,189,700.04	\$14,252,492.37

Revenues by Fund Summary

	Actual Revenue YTD 1/31/2019	Budget 1819	%	Actual Revenue YTD 1/31/2018	Prior Year Revenue 6/30/2018
Fund 01-Education Fund					
Local Government Sources	\$6,316,086.19	\$6,296,045.00	100.32	\$6,162,306.49	\$6,258,278.15
State Government Sources	\$1,424,074.51	\$2,275,420.00	62.59	\$1,453,228.84	\$2,328,339.67
Student Tuition & Fees	\$6,151,202.09	\$6,052,712.00	101.63	\$6,447,245.00	\$6,463,486.66
Investment Revenue	\$60,028.23	\$17,800.00	337.24	\$13,178.71	\$24,717.56
Other Revenue	\$153,870.71	\$401,266.00	38.35	\$184,942.84	\$438,623.95
Total Revenue Fund 01	\$14,105,261.73	\$15,043,243.00	93.76	\$14,260,901.88	\$15,513,445.99
Fund 02-Operations & Maintenance					
Local Government Sources	\$918,347.04	\$916,135.00	100.24	\$908,629.70	\$912,030.32
Student Tuition & Fees	\$533,239.41	\$604,724.00	88.18	\$373,382.00	\$409,068.09
Other Revenue	\$230,071.63	\$404,399.00	56.89	\$271,462.06	\$435,813.32
Total Revenue Fund 02	\$1,681,658.08	\$1,925,258.00	87.35	\$1,553,473.76	\$1,756,911.73
Fund 03-Oper & Maint Restricted					
Local Government Sources	\$182,207.84	\$144,083.00	126.46	\$404,467.05	\$402,419.43
Investment Revenue	\$10,109.43	\$8,000.00	126.37	\$5,623.94	\$14,842.79
Other Revenue	\$70.97	\$92,000.00	0.08	\$2,260,223.01	\$3,230,862.32
Total Revenue Fund 03	\$192,388.24	\$244,083.00	78.82	\$2,670,314.00	\$3,648,124.54
Fund 04-Bond & Interest Fund					
Local Government Sources	\$3,389,243.85	\$3,385,410.00	100.11	\$4,047,528.81	\$4,051,156.72
Investment Revenue	\$1,799.51	\$3,008.00	59.82	\$6,119.57	\$7,857.86
Total Revenue Fund 04	\$3,391,043.36	\$3,388,418.00	100.08	\$4,053,648.38	\$4,059,014.58
Fund 05-Auxiliary Enterprises					
Customized Training	\$339,437.94	\$471,150.00	72.04	\$359,465.36	\$513,545.76
Student Tuition & Fees	\$44,039.00	\$71,953.00	61.21	\$56,294.00	\$87,780.75
Auxiliary Enterprises	\$411,283.66	\$658,250.00	62.48	\$275,953.93	\$611,688.60
Investment Revenue	\$8,390.68	\$2,033.00	412.72	\$1,645.25	\$4,582.24
Other Revenue	\$25,195.07	\$97,274.00	25.9	\$22,359.15	\$185,816.60
Total Revenue Fund 05	\$828,346.35	\$1,300,660.00	63.69	\$715,717.69	\$1,403,413.95
Fund 06-Restricted Purposes Fund					
State Government Sources	\$0.00	\$0.00	0	\$0.00	\$23,689.81
Financial Aid	\$3,262,300.62	\$6,479,870.00	50.35	\$3,560,059.20	\$6,441,617.15
Investment Revenue	\$634.97	\$325.00	195.38	\$378.33	\$1,686.93
Other Revenue	\$572,845.16	\$3,709,472.48	15.44	\$423,907.61	\$1,463,491.57
Total Revenue Fund 06	\$3,835,780.75	\$10,189,667.48	37.64	\$3,984,345.14	\$7,930,485.46
Fund 07-Working Cash Fund					
Investment Revenue	\$95,275.22	\$50,000.00	190.55	\$41,262.24	\$92,353.92
Total Revenue Fund 07	\$95,275.22	\$50,000.00	190.55	\$41,262.24	\$92,353.92
Fund 10-Trust & Agency Fund					
Club Revenue	\$17,747.33	\$22,225.00	79.85	\$16,529.45	\$29,412.75
Investment Revenue	\$3,347.44	\$0.00	0	\$2,158.24	\$4,256.65
Other Revenue	\$43,128.34	\$55,940.00	77.1	\$46,946.49	\$69,243.46
Total Revenue Fund 10	\$64,223.11	\$78,165.00	82.16	\$65,634.18	\$102,912.86
Fund 11-Audit Fund					
Local Government Sources	\$64,957.79	\$64,810.00	100.23	\$63,378.74	\$63,492.94
Investment Revenue	\$877.69	\$600.00	146.28	\$449.96	\$918.16
Total Revenue Fund 11	\$65,835.48	\$65,410.00	100.65	\$63,828.70	\$64,411.10
Fund 12-Liability & Protection					
Local Government Sources	\$1,852,370.25	\$1,848,425.00	100.21	\$1,567,983.54	\$1,571,295.27
Student Tuition & Fees	\$10,232.00	\$13,000.00	78.71	\$10,864.00	\$10,584.00
Investment Revenue	\$16,614.84	\$10,025.00	165.73	\$10,954.69	\$21,311.57
Other Revenue	\$0.00	\$65,538.00	0	\$0.00	\$0.00
Total Revenue Fund 12	\$1,879,217.09	\$1,936,988.00	97.02	\$1,589,802.23	\$1,603,190.84
Total Revenue	\$26,139,029.41	\$34,221,892.48	76.38	\$28,998,928.20	\$36,174,264.97

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 1/31/2019	Encumbered as of 1/31/2019	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 01-Education Fund							
Salaries	\$9,445,463.59	\$4,913,745.23	\$1,911.32	\$4,915,656.55	52.04	\$8,995,539.57	54.72
Employee Benefits	\$1,903,587.41	\$946,181.55	\$0.00	\$946,181.55	49.71	\$1,884,783.13	65.31
Contractual Services	\$588,360.00	\$416,951.43	\$4,093.35	\$421,044.78	71.56	\$374,992.53	76.17
Materials & Supplies	\$644,797.37	\$345,570.25	\$66,247.49	\$411,817.74	63.87	\$543,399.35	61.84
Conference & Meeting Exp	\$162,027.63	\$67,825.66	\$26,717.21	\$94,542.87	58.35	\$98,828.71	54.9
Fixed Charges	\$115,400.00	\$73,777.33	\$7,889.98	\$81,667.31	70.77	\$113,188.49	52.99
Utilities	\$2,940.00	\$2,065.00	\$1,475.00	\$3,540.00	120.41	\$2,940.00	58.33
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	\$130,296.00	\$0.00	\$130,296.00	54.29	\$171,159.94	88.55
Tuition Adjustments	\$275,000.00	\$58,250.00	\$0.00	\$58,250.00	21.18	\$222,106.25	68.08
Other Expense	\$134,006.00	\$68,460.50	\$0.00	\$68,460.50	51.09	\$77,130.11	55.21
Transfers	\$478,460.00	\$0.00	\$0.00	\$0.00	0	\$69,819.65	10.74
Total Expense Fund 01	\$14,004,982.00	\$7,026,154.95	\$108,334.35	\$7,134,489.30	50.94	\$12,566,032.53	57.66
Fund 02-Operations & Maintenance							
Salaries	\$172,989.00	\$99,931.94	\$0.00	\$99,931.94	57.77	\$176,821.97	71.29
Employee Benefits	\$42,000.00	\$26,538.06	\$0.00	\$26,538.06	63.19	\$40,189.55	59.37
Contractual Services	\$865,733.00	\$401,060.91	\$77,179.99	\$478,240.90	55.24	\$566,078.80	55.44
Materials & Supplies	\$113,775.00	\$61,749.72	\$6,887.60	\$68,637.32	60.33	\$114,678.78	50.32
Conference & Meeting Exp	\$3,022.00	\$356.31	\$535.92	\$892.23	29.52	\$833.30	0
Fixed Charges	\$258,235.00	\$152,589.38	\$46,045.93	\$198,635.31	76.92	\$282,253.40	73.58
Utilities	\$449,420.00	\$253,613.01	\$15,239.38	\$268,852.39	59.82	\$510,061.50	49.48
Capital Outlay	\$15,000.00	\$0.00	\$0.00	\$0.00	0	\$48,907.01	0
Total Expense Fund 02	\$1,920,174.00	\$995,839.33	\$145,888.82	\$1,141,728.15	59.46	\$1,739,824.31	56.42
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	\$45,000.00	\$9,975.81	\$0.00	\$9,975.81	22.17	\$9,311.53	22.85
Capital Outlay	\$174,083.00	\$84,614.04	(\$7,870.49)	\$76,743.55	44.08	\$3,853,157.06	80.65
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0	\$141,135.46	0
Total Expense Fund 03	\$244,083.00	\$96,264.05	(\$7,870.49)	\$88,393.56	36.21	\$4,088,491.68	78.03
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	\$343,907.65	\$0.00	\$343,907.65	66.87	\$548,027.71	58.27
Employee Benefits	\$117,990.00	\$59,696.12	\$0.00	\$59,696.12	50.59	\$105,053.82	56.92
Contractual Services	\$78,750.00	\$34,788.15	\$5,752.30	\$40,540.45	51.48	\$71,328.37	43.75
Materials & Supplies	\$486,868.00	\$307,697.36	\$120,268.09	\$427,965.45	87.9	\$451,374.04	41.32
Conference & Meeting Exp	\$11,685.00	\$6,040.25	\$7,504.00	\$13,544.25	115.91	\$4,314.96	52.37
Fixed Charges	\$35,490.00	\$23,590.59	\$6,471.60	\$30,062.19	84.71	\$35,508.27	62.83
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	\$847.11	\$0.00	\$847.11	110.01	\$688.36	55.72
Total Expense Fund 05	\$1,289,429.00	\$777,123.13	\$147,198.19	\$924,321.32	71.68	\$1,276,571.89	51.79
Fund 06-Restricted Purposes Fund							
Salaries	\$1,048,840.24	\$475,910.06	\$0.00	\$475,910.06	45.37	\$741,971.83	50.5
Employee Benefits	\$310,664.22	\$132,874.77	\$0.00	\$132,874.77	42.77	\$193,369.37	52.83
Contractual Services	\$943,459.31	\$213,554.63	\$5,460.02	\$219,014.65	23.21	\$264,289.76	31.3
Materials & Supplies	\$270,540.72	\$64,717.38	\$17,396.91	\$82,114.29	30.35	\$74,409.48	35.72
Conference & Meeting Exp	\$82,373.66	\$31,112.16	\$395.00	\$31,507.16	38.25	\$44,644.80	61.63
Fixed Charges	\$147,056.35	\$32,892.49	\$0.00	\$32,892.49	22.37	\$58,739.25	51
Capital Outlay	\$973,428.00	\$206,638.39	\$96,686.11	\$303,324.50	31.16	\$138,681.16	33.29
Financial Aid Expense	\$6,405,980.00	\$3,689,291.12	\$0.00	\$3,689,291.12	57.59	\$6,381,612.82	54.74
Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	0	\$260.30	0

Expenses by Fund Summary

	Budget 1819	Actual YTD as of 1/31/2019	Encumbered as of 1/31/2019	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	\$10,189,342.50	\$4,846,991.00	\$119,938.04	\$4,966,929.04	48.75	\$7,907,197.10	52.9
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	\$17,555.29	\$1,097.80	\$18,653.09	69.65	\$29,157.14	76.05
Materials & Supplies	\$34,620.00	\$25,615.87	\$150.00	\$25,765.87	74.42	\$48,594.07	58.41
Conference & Meeting Exp	\$13,835.00	\$8,331.07	\$2,861.64	\$11,192.71	80.9	\$13,553.34	53.61
Fixed Charges	\$180.00	\$0.00	\$0.00	\$0.00	0	\$156.60	100
Other Expense	\$2,750.00	\$1,860.92	\$0.00	\$1,860.92	67.67	\$4,535.06	63.22
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0	\$2,660.00	82.71
Total Expense Fund 10	\$78,165.00	\$53,363.15	\$4,109.44	\$57,472.59	73.53	\$98,656.21	63.91
Fund 11-Audit Fund							
Salaries	\$6,930.00	\$4,075.38	\$0.00	\$4,075.38	58.81	\$6,796.75	56.86
Employee Benefits	\$1,663.00	\$1,025.63	\$0.00	\$1,025.63	61.67	\$1,924.46	62.19
Contractual Services	\$48,000.00	\$48,000.00	\$0.00	\$48,000.00	100	\$46,600.00	100
Total Expense Fund 11	\$56,593.00	\$53,101.01	\$0.00	\$53,101.01	93.83	\$55,321.21	93.38
Fund 12-Liability & Protection							
Salaries	\$588,203.00	\$333,514.37	\$0.00	\$333,514.37	56.7	\$476,499.01	56.02
Employee Benefits	\$315,108.00	\$180,155.26	\$0.00	\$180,155.26	57.17	\$302,937.56	57.54
Contractual Services	\$266,995.00	\$126,068.00	\$184,423.17	\$310,491.17	116.29	\$254,129.49	57.03
Materials & Supplies	\$33,190.00	\$26,286.68	\$1,714.00	\$28,000.68	84.36	\$31,140.03	76.96
Conference & Meeting Exp	\$3,250.00	\$17,295.44	\$5,696.53	\$22,991.97	707.45	\$3,373.50	33.02
Fixed Charges	\$270,000.00	\$183,727.86	\$83,899.20	\$267,627.06	99.12	\$205,732.42	86.57
Utilities	\$1,900.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0
Capital Outlay	\$70,500.00	\$37,983.24	\$27,030.45	\$65,013.69	92.22	\$0.00	0
Total Expense Fund 12	\$1,549,146.00	\$905,030.85	\$302,763.35	\$1,207,794.20	77.97	\$1,273,812.01	61.97
Total Expenses	\$32,762,442.50	\$17,889,516.18	\$820,361.70	\$18,709,877.88	57.11	\$33,141,631.97	63

Auxiliary Enterprises Revenue & Expenses

JAN 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	\$21,289.25	\$21,716.00	(\$21,244.25)	(\$6,550.00)
6014 -Dance Productions	\$17,660.25	\$26,000.00	\$16,563.05	\$27,973.00	\$1,097.20	(\$1,973.00)
6030 -Misc Events	\$400.00	\$8,000.00	\$62.17	\$1,450.00	\$337.83	\$6,550.00
	<u>\$18,105.25</u>	<u>\$49,166.00</u>	<u>\$37,914.47</u>	<u>\$51,139.00</u>	<u>(\$19,809.22)</u>	<u>(\$1,973.00)</u>
Continuing & Professional Education						
6000 -Adminstration-CPED	\$17,920.43	\$31,500.00	\$59,547.47	\$113,661.00	(\$41,627.04)	(\$82,161.00)
6001 -CDL	\$166,096.68	\$205,000.00	\$93,552.07	\$167,696.00	\$72,544.61	\$37,304.00
6002 -Computer & Technology	\$1,906.58	\$2,250.00	\$673.74	\$800.00	\$1,232.84	\$1,450.00
6013 -Culinary Arts	\$9,705.00	\$9,000.00	\$3,059.82	\$5,200.00	\$6,645.18	\$3,800.00
6003 -Dance	\$31,030.70	\$45,100.00	\$17,980.73	\$33,873.00	\$13,049.97	\$11,227.00
6004 -Hobby & Leisure	\$6,218.00	\$13,000.00	\$2,300.33	\$7,025.00	\$3,917.67	\$5,975.00
6006 -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6007 -Safety-Industrial	\$76,199.25	\$133,000.00	\$73,278.34	\$114,273.00	\$2,920.91	\$18,727.00
6008 -Shilling Rentals	\$13,160.00	\$23,700.00	\$11,131.20	\$21,899.00	\$2,028.80	\$1,801.00
6027 -Tech Go Camp	\$5,530.00	\$23,720.00	\$7,951.37	\$23,720.00	(\$2,421.37)	\$0.00
6005 -Workforce Development	\$12,955.00	\$13,900.00	\$8,064.36	\$10,050.00	\$4,890.64	\$3,850.00
	<u>\$340,721.64</u>	<u>\$500,170.00</u>	<u>\$277,539.43</u>	<u>\$498,197.00</u>	<u>\$63,182.21</u>	<u>\$1,973.00</u>
Culinary						
8907 -Bistro 537	\$31,905.02	\$52,550.00	\$30,233.51	\$52,550.00	\$1,671.51	\$0.00
8970 -Cafe	\$338,503.48	\$522,600.00	\$358,335.96	\$522,600.00	(\$19,832.48)	\$0.00
8908 -Coffee House	\$20,587.04	\$27,750.00	\$19,030.34	\$27,750.00	\$1,556.70	\$0.00
8915 -Misc Culinary Events	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
	<u>\$390,995.54</u>	<u>\$603,900.00</u>	<u>\$407,599.81</u>	<u>\$603,900.00</u>	<u>(\$16,604.27)</u>	<u>\$0.00</u>
Fitness Center						
0000 -Fitness Center	\$44,039.00	\$71,953.00	\$38,031.20	\$81,953.00	\$6,007.80	(\$10,000.00)
	<u>\$44,039.00</u>	<u>\$71,953.00</u>	<u>\$38,031.20</u>	<u>\$81,953.00</u>	<u>\$6,007.80</u>	<u>(\$10,000.00)</u>
Horticulture						
4503 -Garden Center	\$258.00	\$15,000.00	\$1,042.94	\$16,403.00	(\$784.94)	(\$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>\$1,599.29</u>	<u>\$21,200.00</u>	<u>\$1,376.46</u>	<u>\$0.00</u>
Traffic Safety School						
6009 -Traffic Safety	\$16,862.30	\$22,707.00	\$6,312.99	\$22,707.00	\$10,549.31	\$0.00
	<u>\$16,862.30</u>	<u>\$22,707.00</u>	<u>\$6,312.99</u>	<u>\$22,707.00</u>	<u>\$10,549.31</u>	<u>\$0.00</u>

Restricted Purposes Fund Revenue & Expenses

JAN 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	\$165,590.66	\$66,182.31	\$1,268,227.03
ICCB							
11954-Adult Ed Performance	7/1/2018	6/30/2019	\$49,075.00	\$0.00	\$24,640.72	\$0.00	\$24,434.28
11972-State Basic Ad Ed	7/1/2018	6/30/2019	\$166,420.00	\$0.00	\$88,013.80	\$0.00	\$78,406.20
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	\$18,323.81	\$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	\$4,461.38	\$0.00	\$383.62
RCC Foundation							
11933-Foundation Gifts to RCC	7/1/2018	6/30/2019	\$93,679.34	\$17,083.51	\$70,498.82	\$15,254.50	\$7,926.02
Richland Community College							
11458-Project READ			\$115,000.00	\$49,858.29	\$11,377.40	\$0.00	\$103,622.60
EQUI -Reserved for Equipment			\$423,260.00	\$634.97	\$124,026.20	\$75,064.33	\$224,169.47
Secretary of State							
11964-SOS Literacy Grant	7/1/2018	6/30/2019	\$100,000.00	\$100,000.00	\$51,261.12	\$0.00	\$48,738.88
US Department of Education							
11912-Carl Perkins - ICCB	7/1/2018	6/30/2019	\$211,550.02	\$17,129.00	\$46,514.92	\$77,964.56	\$87,070.54
11932-Federal Adult Basic Ed	7/1/2018	6/30/2019	\$117,235.00	\$43,750.00	\$70,942.28	\$0.00	\$46,292.72
11880-TRIO Grant	9/1/2017	8/31/2018	\$107,166.00	\$106,457.76	\$105,909.63	\$0.00	\$1,256.37
11980-TRIO Grant	9/1/2018	8/31/2019	\$308,922.00	\$66,000.00	\$111,337.02	\$0.00	\$197,584.98
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	\$35,573.12	\$0.00	\$5,030.40
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	\$76,996.02	\$169,658.90	\$9,477.06	\$175,264.04
Total			\$3,708,115.19	\$573,480.13	\$1,131,379.71	\$243,942.76	\$2,332,792.72

Macon County Law Enforcement Training Center Revenue & Expenses

JAN 1819



	JAN Actual	YTD Actual	Budget
Revenue			
Basic Law Enforce Acad	\$158,860.42	\$501,222.13	\$810,000.00
Basic Corrections Acad	\$500.00	\$50,990.00	\$272,000.00
Misc Law Enforce Trng	\$11,187.00	\$11,657.00	\$7,500.00
Uniform/Lodging Reimburs	\$19,116.00	\$41,658.00	\$72,200.00
Gifts/Donations	\$0.00	\$88,352.70	\$140,100.00
Revenue-Misc/OtherSource	\$536.55	\$3,001.52	\$1,200.00
Total Revenue	\$190,199.97	\$696,881.35	\$1,303,000.00
Expenses			
Law Enforce Trng Ctr			
Administrative Staff Sal	\$19,653.86	\$141,384.73	\$200,000.00
Professional/Tech Salary	\$7,099.00	\$53,207.70	\$90,477.00
SURS-RetireeHealthContri	\$133.76	\$980.11	\$1,475.00
Group Medical Ins	\$3,490.78	\$20,563.38	\$22,865.00
Group Dental Ins	\$99.10	\$562.94	\$595.00
Group Life Ins	\$92.43	\$620.23	\$1,185.00
Group LTD Ins	\$66.55	\$446.11	\$725.00
Medicare	\$0.00	\$0.00	\$0.00
Contractual-Other	\$5.30	\$255.30	\$620.00
Meals	\$0.00	\$88.30	\$500.00
Office Supplies	\$404.52	\$1,146.77	\$2,400.00
Instructional Supplies	\$59.59	\$59.59	\$0.00
Vehicle Expense	\$138.00	\$1,536.03	\$3,500.00
Printing	\$0.00	\$681.20	\$500.00
Materials	\$0.00	\$1,117.91	\$1,750.00
Postage	\$0.00	\$93.30	\$500.00
Non Consumable Supplies	\$0.00	\$0.00	\$2,500.00
Uniforms	\$106.24	\$1,015.81	\$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	\$314.56	\$1,114.76	\$3,000.00
Credit Card Fees	\$20.45	\$20.45	\$0.00
Telephone	\$120.00	\$840.00	\$1,440.00
Equipment-Instructional	\$3,517.09	\$23,566.29	\$42,100.00
Equipment-Service	\$0.00	\$0.00	\$0.00
Expense-Other	\$81.95	\$385.64	\$4,853.00
	\$35,403.18	\$250,757.38	\$388,485.00
Basic Law Enforce Trng			
P/T Faculty Salary	\$11,990.00	\$97,202.50	\$148,150.00
Medicare	\$0.00	\$0.00	\$0.00
FICA-Social Security	\$0.00	\$0.00	\$0.00
Building Repair/Maint	\$0.00	\$84.97	\$0.00
Meals	\$53,774.00	\$128,389.93	\$198,000.00
Office Supplies	\$0.00	\$310.06	\$1,100.00
Instructional Supplies	\$1,801.94	\$6,279.83	\$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	\$6,676.26	\$33,714.11	\$60,000.00
Expense-Other	\$400.00	\$2,659.75	\$5,000.00

Macon County Law Enforcement Training Center Revenue & Expenses

JAN 1819



	JAN Actual	YTD Actual	Budget
Expenses			
Basic Law Enforce Trng	\$0.00	\$0.00	\$0.00
Basic Corrections Trng			
P/T Faculty Salary	\$9,720.00	\$25,990.00	\$77,000.00
Meals	\$47.90	\$43,128.90	\$48,000.00
Office Supplies	\$0.00	\$55.96	\$0.00
Instructional Supplies	\$273.00	\$380.23	\$34,000.00
Firearms & Accessories	\$0.00	\$3,720.00	\$5,000.00
Printing	\$0.00	\$186.20	\$3,500.00
Uniforms	\$340.00	\$8,593.00	\$10,000.00
Expense-Other	\$0.00	\$890.31	\$1,500.00
	\$10,380.90	\$82,944.60	\$179,000.00
Misc Law Enforce Trng			
P/T Faculty Salary	\$492.50	\$492.50	\$5,000.00
Medicare	\$7.15	\$7.15	\$0.00
Meals	\$0.00	\$7,842.00	\$6,500.00
Office Supplies	\$0.00	\$59.96	\$250.00
	\$499.65	\$8,401.61	\$11,750.00
Law Enforce Trng Ctr O&M			
Supervisory Staff Salary	\$564.19	\$564.19	\$0.00
F/T Classified Salary	\$2,592.00	\$2,592.00	\$0.00
Custodial, Maint Stf Sal	\$0.00	\$0.00	\$0.00
Custodial, Maint-Temp	\$1,582.50	\$3,955.00	\$5,000.00
SURS-RetireeHealthContri	\$15.78	\$15.78	\$0.00
Group Medical Ins	\$271.66	\$271.66	\$0.00
Group Dental Ins	\$8.13	\$8.13	\$0.00
Group Life Ins	\$3.65	\$3.65	\$0.00
Group LTD Ins	\$2.62	\$2.62	\$0.00
Medicare	\$0.00	\$0.00	\$0.00
FICA-Social Security	\$0.00	\$0.00	\$0.00
Equip Repair/Maint Agree	\$1,095.00	\$2,930.00	\$4,285.00
Custodial Services	\$654.21	\$20,090.13	\$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	\$900.00	\$2,575.00	\$7,200.00
Grounds Maintenance	\$0.00	\$0.00	\$2,400.00
Office Supplies	\$29.46	\$29.46	\$0.00
Maintenance Supplies	\$458.37	\$2,157.99	\$21,500.00
Non Consumable Supplies	\$1,342.40	\$1,484.48	\$2,500.00
Laundry/Linen Supplies	\$546.00	\$3,085.56	\$7,025.00
Electricity and Nat Gas	\$7,222.74	\$19,113.04	\$40,000.00
Water, Sewage	\$611.62	\$2,574.52	\$6,600.00
Telephone	\$0.00	\$0.00	\$0.00
Refuse Disposal	\$306.00	\$1,020.81	\$1,740.00
Internet	\$3,016.36	\$7,537.25	\$10,800.00
Equipment-Service	\$0.00	\$0.00	\$2,500.00
Expense-Other	\$0.00	\$52.50	\$0.00
	\$21,222.69	\$72,778.77	\$176,015.00
Total Expenses	\$142,148.62	\$690,170.93	\$1,303,000.00
Net Revenue & Expenses	\$48,051.35	\$6,710.42	\$0.00

Bills for Ratification



January 2019

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AAF International Corp					
Maintenance Supplies	Maintenance	\$31.62		\$31.62	
AT&T					
Telephone	Telecommunications	\$718.36		\$718.36	
Telephone	Utilities	\$780.04		\$780.04	
Telephone	Telecommunications	\$698.81		\$698.81	
Telephone	Telecommunications	\$50.27		\$50.27	
Telephone	Utilities	\$127.17		\$127.17	
Advanced Disposal Services					
Refuse Disposal	Law Enforce Trng Ctr O&M	\$306.00			\$306.00
Refuse Disposal	Utilities	\$1,590.07		\$1,590.07	
Affinity Institute CPR Training					
Instructional Supplies	Basic Corrections Trng	\$273.00			\$273.00
Instructional Supplies	Basic Law Enforce Trng	\$1,111.50			\$1,111.50
Airgas-Mid America					
Materials	Collision Repair Tech	\$123.35	\$123.35		
Materials	Collision Repair Tech	\$125.90	\$125.90		
Airweld Industrial Gases					
Instructional Supplies	Welding-Technical Occ	\$163.53	\$163.53		
Instructional Supplies	Welding-Technical Occ	\$525.47	\$525.47		
Instructional Supplies	Welding-Technical Occ	\$944.72			\$944.72
Instructional Supplies	Industrial Skills	\$1,163.24			\$1,163.24
Aliu, Eduart					
Student Tuition Rec		\$808.00	\$808.00		
AmerenIP					
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,775.62			\$1,775.62
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,754.49			\$1,754.49
Electricity and Nat Gas	Clinton Center O&M	\$187.22		\$187.22	
Electricity and Nat Gas	Clinton Center O&M	\$73.85		\$73.85	
Electricity and Nat Gas	Utilities	\$128.93		\$128.93	
Electricity and Nat Gas	Sequestration Bldg O&M	\$282.25		\$282.25	
Electricity and Nat Gas	Utilities	\$102.20		\$102.20	
Electricity and Nat Gas	Utilities	\$55.09		\$55.09	
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$151.72		\$151.72	
Electricity and Nat Gas	Workforce Development Ct	\$33.64		\$33.64	
Electricity and Nat Gas	Workforce Development Ct	\$14.31		\$14.31	
Electricity and Nat Gas	Utilities	\$4,718.53		\$4,718.53	
Electricity and Nat Gas	Utilities	\$241.49		\$241.49	
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$111.11		\$111.11	
Electricity and Nat Gas	Fairview Plaza O&M	\$120.08		\$120.08	
Electricity and Nat Gas	Utilities	\$3,328.08		\$3,328.08	
Aramark - AUS St Louis MC					
Uniforms	Maintenance	\$55.00		\$55.00	
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$128.00			\$128.00
Uniforms	Maintenance	\$55.00		\$55.00	
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$128.00			\$128.00
Uniforms	Maintenance	\$55.00		\$55.00	
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$59.00			\$59.00
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$128.00			\$128.00
Uniforms	Maintenance	\$55.00		\$55.00	
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$128.00			\$128.00
Area Disposal Service Inc					
Refuse Disposal	Clinton Center O&M	\$86.61		\$86.61	
Askew, Shayla Lynnette					
Student Tuition Rec		\$700.00	\$700.00		
Auto Zone					
Instructional Supplies	Automotive-Tech Occ	\$153.99	\$153.99		
B & H Photo					
Equipment-Instructional	Technical Services Suprt	\$799.00			\$799.00
Babcox Media Inc					
Publications & Dues	Collision Repair Tech	\$69.00	\$69.00		
Ballard, Genesis Letitia					
Student Tuition Rec		\$377.00	\$377.00		
Barnes, Richard Eugene					
Stipends	Industrial Skills	\$785.00			\$785.00
Baxter, Orlando					
Event Expense	Club Expenses	\$1,250.00			\$1,250.00
BearMail Co					
Other Receivables		\$17.86	\$17.86		
RCC Foundation A/R		\$74.48	\$74.48		
Postage	Business Office	\$850.23	\$850.23		
Postage	CPED Administration	\$8.22			\$8.22
Postage	Club Expenses	\$3.29			\$3.29

Bills for Ratification



January 2019

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
BearMail Co						
	Postage	Enrollment Management	\$56.62	\$56.62		
	Postage	Fin Aid & Vet Affairs	\$24.43	\$24.43		
	Postage	General Expenses	\$262.79	\$262.79		
	Postage	Grant-Administration	\$179.07			\$179.07
	Postage	Industrial Skills	\$22.91			\$22.91
	Postage	NonCredit	\$78.02			\$78.02
	Postage	Outdoor Exposition SpcEv	\$14.50			\$14.50
	Postage	Presidents Office	\$1.88	\$1.88		
	Postage	VP Student Success	\$92.59	\$92.59		
Belman, Jason F						
	Stipends	Credit	\$185.94			\$185.94
	Stipends	Credit	\$184.37			\$184.37
Benz, Bernard F						
	Student Tuition Rec		\$1,280.00	\$1,280.00		
	Student Tuition Rec		\$1,280.00	\$1,280.00		
Blue Cross and Blue Shield of IL						
	EmployeeBenefitsTotal	General Expenses	(\$268.34)	(\$268.34)		
	Group Insurance		\$27,594.00	\$27,594.00		
	Health Insurance		\$170,187.39	\$170,187.39		
Bodine Communications Inc						
	Equip Repair/Maint Agree	Maintenance	\$4,468.09		\$4,468.09	
	Contractual-Other	Renovations / Remodeling	\$6,137.68		\$6,137.68	
	Contractual-Other	Renovations / Remodeling	\$9,267.05		\$9,267.05	
Brazier, Myron Durpre						
	Stipends	Industrial Skills	\$777.50			\$777.50
Brown, Christina Marie						
	Student Tuition Rec		\$90.00	\$90.00		
Brown, Madonna M						
	Travel-In State	Presidents Office	\$67.28	\$67.28		
Brunson Jr, Willie						
	Contractual-Other	Instruction-Other	\$960.00			\$960.00
	Instructional Supplies	Instruction-Other	\$104.00			\$104.00
Burrus, Jonathan Mitchell						
	Student Tuition Rec		\$485.00	\$485.00		
Burnett, Jody						
	Meeting Expense	Fin Aid & Vet Affairs	\$90.55	\$90.55		
CC Fire Equipment Co Inc						
	Equip Repair/Maint Agree	Maintenance	\$50.00		\$50.00	
CDS Leasing						
	Equipment Rental	Law Enforce Trng Ctr	\$157.28			\$157.28
CDS Office Technologies						
	Equipment-Office	Grant-Administration	\$30.00			\$30.00
	Equipment-Office	Grant-Administration	\$30.00			\$30.00
	Instructional Supplies	Basic Law Enforce Trng	\$135.85			\$135.85
	Instructional Supplies	Basic Law Enforce Trng	\$477.55			\$477.55
	Printing	Copiers	\$1,573.40	\$1,573.40		
CDWG Government Inc						
	Virtual Pmt Clearing		(\$4,314.38)	(\$4,314.38)		
	Virtual Pmt Clearing		\$4,314.38	\$4,314.38		
	Equipment-Instructional	Technical Services Suprt	\$4,314.38			\$4,314.38
	Virtual Pmt Clearing		(\$9,629.38)	(\$9,629.38)		
	Virtual Pmt Clearing		\$9,629.38	\$9,629.38		
	Equipment-Instructional	Instruction	\$9,629.38			\$9,629.38
	Virtual Pmt Clearing		(\$9,874.60)	(\$9,874.60)		
	Virtual Pmt Clearing		\$9,874.60	\$9,874.60		
	Equipment-Instructional	Law Enforce Trng Ctr	\$9,874.60			\$9,874.60
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$5,682.75)	(\$5,682.75)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$5,682.75)	(\$5,682.75)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Equipment-Instructional	Technical Services Suprt	(\$337.63)			(\$337.63)
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Materials	Academic Lab Support	\$83.95	\$83.95		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		

Bills for Ratification



January 2019

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
CDWG Government Inc						
	Equipment-Instructional	Technical Services Suprt	\$289.84			\$289.84
	Virtual Pmt Clearing		(\$20,983.03)	(\$20,983.03)		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Equipment-Instructional	Technical Services Suprt	\$372.72			\$372.72
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Equipment-Instructional	Technical Services Suprt	\$577.00			\$577.00
	Materials	Academic Lab Support	\$868.89	\$868.89		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Virtual Pmt Clearing		\$5,682.75	\$5,682.75		
	Materials	Student Servs-Counseling	\$1,099.00			\$1,099.00
	Heartland Academy Recv		\$1,521.86	\$1,521.86		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Equipment-Instructional	Technical Services Suprt	\$2,995.25			\$2,995.25
	Computer Software	Academic Lab Support	\$4,583.75	\$4,583.75		
	Virtual Pmt Clearing		\$5,682.75	\$5,682.75		
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Equipment-Instructional	Technical Services Suprt	\$4,736.55			\$4,736.55
	Virtual Pmt Clearing		\$20,983.03	\$20,983.03		
	Equipment-Instructional	Law Enforce Trng Ctr	\$9,874.60			\$9,874.60
	Virtual Pmt Clearing		(\$1,134.00)	(\$1,134.00)		
	Virtual Pmt Clearing		(\$1,134.00)	(\$1,134.00)		
	Virtual Pmt Clearing		\$1,134.00	\$1,134.00		
	Materials	Technical Services Suprt	\$55.72			\$55.72
	Virtual Pmt Clearing		\$1,134.00	\$1,134.00		
	Materials	Technical Services Suprt	\$1,078.28			\$1,078.28
	Equipment-Instructional	Technical Services Suprt	\$153.80			\$153.80
	Equipment-Instructional	Technical Services Suprt	\$261.60			\$261.60
	Equipment-Instructional	Technical Services Suprt	\$1,140.85			\$1,140.85
	Equipment-Instructional	Technical Services Suprt	\$1,287.03			\$1,287.03
	Equipment-Instructional	Law Enforce Trng Ctr	\$3,481.99			\$3,481.99
Campbell, Elizabeth Michelle						
	Student Tuition Rec		\$539.00	\$539.00		
Cardinal, Matthew S						
	Travel-In State Mileage	Radiology Tech-Hlth Occ	\$651.82	\$651.82		
Chism, Aniya Nicole						
	Student Tuition Rec		\$467.00	\$467.00		
City of Clinton						
	Water,Sewage	Clinton Center O&M	\$21.44		\$21.44	
City of Decatur						
	Accrued Sales Tax		\$27.56			\$27.56
	Accrued Sales Tax		\$147.15			\$147.15
	Accrued Sales Tax		\$182.07			\$182.07
City of Decatur IL						
	Water,Sewage	Sequestration Bldg O&M	\$69.02		\$69.02	
	Water,Sewage	Utilities	\$199.52		\$199.52	
	Water,Sewage	Utilities	\$1,147.07		\$1,147.07	
	Water,Sewage	Utilities	\$164.10		\$164.10	
	Water,Sewage	Utilities	\$145.51		\$145.51	
	Water,Sewage	Utilities	\$287.24		\$287.24	
	Water,Sewage	Fairview Plaza O&M	\$158.79		\$158.79	
	Water,Sewage	Sequestration Bldg O&M	\$158.04		\$158.04	
	Water,Sewage	Law Enforce Trng Ctr O&M	\$489.69			\$489.69
	Water,Sewage	Law Enforce Trng Ctr O&M	\$121.93			\$121.93
	Water,Sewage	Fairview Plaza O&M	\$40.97		\$40.97	
Clinton Area Chamber of						
	Publications & Dues	Clinton Center	\$200.00	\$200.00		
Clinton RCC LLC						
	Facility Rental	Clinton Center O&M	\$6,523.55		\$6,523.55	
Collins, Chelsey Nicole						
	Student Tuition Rec		\$700.00	\$700.00		
Comcast						
	Internet	Law Enforce Trng Ctr O&M	\$1,729.54			\$1,729.54
	Internet	Law Enforce Trng Ctr O&M	\$214.23			\$214.23
	Telephone	Utilities	\$62.91		\$62.91	
Confidential On-Site Paper						
	Contractual-Other	Law Enforce Trng Ctr	\$5.30			\$5.30
Conner, Cameron Trevon						
	Student Tuition Rec		\$700.00	\$700.00		
Connor Co						
	Maintenance Supplies	Maintenance	\$31.77		\$31.77	
Consociate Group						

Bills for Ratification



January 2019

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Consociate Group					
Accrued Expenses		\$150,308.10	\$150,308.10		
Group Medical Ins	General Expenses	\$26,774.96	\$26,774.96		
Constellation NewEnergy Gas					
Electricity and Nat Gas	Clinton Center O&M	\$38.37		\$38.37	
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$178.17		\$178.17	
Electricity and Nat Gas	Utilities	\$5,650.69		\$5,650.69	
Electricity and Nat Gas	Workforce Development Ct	\$482.14		\$482.14	
Coppenbarger, Melissa Ann					
Meeting Expense	Club Expenses	\$129.11			\$129.11
Corwin, Deborah L					
Materials	Culinary Arts	\$10.45	\$10.45		
Crews, Denise,, Dr					
Telephone	VP Academic Services	\$60.00	\$60.00		
Cromwell Radio Group Inc					
Advertising	Marketing	\$472.00	\$472.00		
Cross, Dania Courtney					
Stipends	Industrial Skills	\$782.50			\$782.50
Custom Services Inc					
Equipment-Instructional	Credit	\$1,800.00			\$1,800.00
Damm, Shawna Marie					
Student Tuition Rec		\$1,752.00	\$1,752.00		
Davis, D'antwon					
Stipends	Industrial Skills	\$785.00			\$785.00
Davison, Jeffrey L					
Materials	GED-AB & ASE	\$131.04	\$131.04		
Decatur Ace Hardware					
Maintenance Supplies	Maintenance	\$569.99		\$569.99	
Decatur Countertop Inc					
Contractual-Other	Renovations / Remodeling	\$940.00		\$940.00	
Materials	Renovations / Remodeling	\$2,300.00			\$2,300.00
Contractual-Other	Renovations / Remodeling	\$2,485.00		\$2,485.00	
Decatur Memorial Hospital					
Fees Pass Thru Backgrnd		\$39.00	\$39.00		
Devlin, Quinn					
Student Tuition Rec		\$39.00	\$39.00		
Draeger, Joseph J					
Instructional Supplies	Welding-Technical Occ	\$38.78	\$38.78		
Dunker Electric					
Maintenance Supplies	Maintenance	(\$15.02)		(\$15.02)	
Maintenance Supplies	Maintenance	\$11.75		\$11.75	
Maintenance Supplies	Maintenance	\$25.96		\$25.96	
Maintenance Supplies	Maintenance	\$73.35		\$73.35	
Maintenance Supplies	Maintenance	\$169.72		\$169.72	
Maintenance Supplies	Maintenance	\$181.35		\$181.35	
Maintenance Supplies	Maintenance	\$810.00		\$810.00	
Dust & Son Auto Supply					
Instructional Supplies	Automotive-Tech Occ	\$24.49	\$24.49		
Dyke, Jarrod William					
Stipends	Industrial Skills	\$100.00			\$100.00
Stipends	Industrial Skills	\$685.00			\$685.00
EAC Design Inc					
Computer Software	Academic Lab Support	\$2,875.00	\$2,875.00		
EagleScreen					
Contractual-Other	Human Resources	\$724.85	\$724.85		
Ecolab					
Materials	Liab Protection & Settle	\$57.52			\$57.52
Economic Development Corp of					
Publications & Dues	General Expenses	\$1,250.00	\$1,250.00		
Edwards, Alecia S					
Meeting Expense	Club Expenses	\$88.55			\$88.55
Elan Corporate Payment					
Credit Card Pmt Clearing		\$21,221.47	\$21,221.47		
Employers Assurance Co					
General Insurance	Liab Protection & Settle	\$4,812.93			\$4,812.93
General Insurance	Liab Protection & Settle	\$4,801.91			\$4,801.91
Enterprise Rent-A-Car					
Travel-In State	LRC	\$72.29	\$72.29		
Travel-Out of State	Grant-Administration	\$181.90			\$181.90
Evergreen FS-Stephens #24					
Vehicle Expense	Credit	\$220.96			\$220.96
Vehicle Expense	Credit	\$379.44			\$379.44
Vehicle Expense	Credit	\$479.24			\$479.24

Bills for Ratification



January 2019

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Evisions Inc						
	Admin Computer-Maint	Administrative Info Syst	\$10,527.00	\$10,527.00		
Firm Systems						
	Fees Pass Thru Backgrnd		\$750.00	\$750.00		
FirstEnergy Solutions						
	Electricity and Nat Gas	Sequestration Bldg O&M	\$433.31		\$433.31	
	Electricity and Nat Gas	Utilities	\$27.79		\$27.79	
	Electricity and Nat Gas	Utilities	\$86.63		\$86.63	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$184.95		\$184.95	
	Electricity and Nat Gas	Utilities	\$13,952.10		\$13,952.10	
	Electricity and Nat Gas	Workforce Development Ct	\$1,582.13		\$1,582.13	
	Electricity and Nat Gas	Fairview Plaza O&M	\$29.74		\$29.74	
Frontier						
	Telephone	Clinton Center O&M	\$150.77		\$150.77	
Frost, Rheannon P						
	Student Tuition Rec		\$882.00	\$882.00		
GJ Builders Hardware Inc						
	Maintenance Supplies	Maintenance	\$25.00		\$25.00	
	Contractual-Other	Renovations / Remodeling	\$1,874.10		\$1,874.10	
Gee, Carolyn						
	Stipends	Industrial Skills	\$785.00			\$785.00
Georgopoulos, Angelo						
	Student Tuition Rec		\$367.00	\$367.00		
Gessford, Abriana L						
	Student Tuition Rec		\$700.00	\$700.00		
Glass, Dameon Shamar						
	Stipends	Industrial Skills	\$572.50			\$572.50
Grainger						
	Maintenance Supplies	Maintenance	\$256.02		\$256.02	
Greater Decatur Black Chamber						
	Publications & Dues	General Expenses	\$250.00	\$250.00		
Grey, Thomas						
	Contractual-Other	NonCredit	\$320.00			\$320.00
HR Performance Solutions						
	Contractual-Other	Human Resources	\$576.51	\$576.51		
HSHS Medical Group Inc						
	Group Medical Ins	General Expenses	\$2,114.50	\$2,114.50		
	Group Medical Ins	General Expenses	\$1,876.15	\$1,876.15		
Hanover Insurance Group Co						
	General Insurance	Liab Protection & Settle	\$1,805.60			\$1,805.60
	General Insurance	Liab Protection & Settle	\$936.90			\$936.90
	General Insurance	Liab Protection & Settle	\$2,053.76			\$2,053.76
	General Insurance	Liab Protection & Settle	\$9,381.60			\$9,381.60
Harris, Anthony Wayne						
	Stipends	Credit	\$181.25			\$181.25
	Stipends	Credit	\$190.63			\$190.63
Harris, Willie G						
	Stipends	Industrial Skills	\$785.00			\$785.00
Hawkins, Harry Lee						
	Stipends	Industrial Skills	\$785.00			\$785.00
Hawkins, Malik Marsallis						
	Stipends	Industrial Skills	\$785.00			\$785.00
Heritage Wine Cellars Ltd						
	Food Supply Costs	Bistro 537	\$130.00			\$130.00
High, Jordan Michelle						
	Student Tuition Rec		\$556.00	\$556.00		
Hoelting & Co						
	Food Supply Costs	Cafe	\$252.59			\$252.59
Hot Air Creations						
	Event Expense	Club Expenses	\$584.00			\$584.00
Hughes, Malik Lee						
	Stipends	Industrial Skills	\$767.50			\$767.50
IEMA						
	Contractual-Other	Radiology Tech-Hlth Occ	\$225.00	\$225.00		
IL Dept of Ag Bureau of Evnir Pr						
	Registration Fees	Garden Center Ag/Hort	\$25.00			\$25.00
	Publications & Dues	Maintenance	\$60.00		\$60.00	
ILEAS Training Center						
	Registration Fees	Security	\$100.00		\$100.00	
ISSRT						
	Registration Fees	Club Expenses	\$150.00			\$150.00
	Registration Fees	Club Expenses	\$150.00			\$150.00
	Publications & Dues	Club Expenses	\$50.00			\$50.00

Bills for Ratification



January 2019

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
ISSRT						
	Publications & Dues	Club Expenses	\$50.00			\$50.00
Illinois Century Network						
	Internet	Telecommunications	\$1,000.00		\$1,000.00	
	Internet	Telecommunications	\$1,000.00		\$1,000.00	
Illinois Federation of Teachers						
	Union Dues-RFT		\$1,706.14	\$1,706.14		
Illinois Manufacturers Associati						
	Publications & Dues	Presidents Office	\$300.00	\$300.00		
Illinois State Disbursement Unit						
	Wage Garnishment Orders		\$295.46	\$295.46		
	Wage Garnishment Orders		\$295.46	\$295.46		
Illinois Trucking Assoc						
	Publications & Dues	Credit	\$206.00			\$206.00
Inceptia						
	Contractual-Other	Fin Aid & Vet Affairs	\$89.10	\$89.10		
Ingram, Cherell Letrise						
	Stipends	Industrial Skills	\$20.00			\$20.00
	Stipends	Industrial Skills	\$685.00			\$685.00
Jacobsen, Joshua E						
	Student Tuition Rec		\$365.00	\$365.00		
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	\$654.21			\$654.21
Johnson, Daniel,, II						
	Stipends	Credit	\$125.00			\$125.00
Jones & Sullivan Ent						
	Contractual-Other	Renovations / Remodeling	\$595.42		\$595.42	
	Contractual-Other	Renovations / Remodeling	\$839.26		\$839.26	
	Contractual-Other	Renovations / Remodeling	\$6,454.74		\$6,454.74	
	Contractual-Other	Renovations / Remodeling	\$10,490.54		\$10,490.54	
Jones, Rena						
	Event Expense	Club Expenses	\$250.00			\$250.00
KONE Inc						
	Equip Repair/Maint Agree	Maintenance	\$359.42		\$359.42	
	Equip Repair/Maint Agree	Maintenance	\$359.42		\$359.42	
Kankakee Community College						
	Registration Fees	Dean-Liberal Arts	\$100.00	\$100.00		
King-Lar Company						
	Instructional Supplies	Welding-Technical Occ	\$1,014.00	\$1,014.00		
Kingery Printing Co						
	Advertising	CPED Administration	\$4,628.00			\$4,628.00
LLCC Capital City Center						
	Fees Pass Thru Nursing		\$3,600.00	\$3,600.00		
Lamar Companies						
	Advertising	Marketing	\$663.00	\$663.00		
Lockhart, Karen Beth						
	Travel-Out of State	Grant-Administration	\$63.25			\$63.25
Logue, Courtney Ann						
	Student Tuition Rec		\$539.00	\$539.00		
Loveall, Alyssa Joann						
	Student Tuition Rec		\$161.00	\$161.00		
Lowe, Jerrad Hasan						
	Stipends	Industrial Skills	\$777.50			\$777.50
Lyon, Alicia						
	Event Expense	Club Expenses	\$250.00			\$250.00
MR Systems Wireless						
	Internet	Clinton Center O&M	\$57.00		\$57.00	
	Internet	Clinton Center O&M	\$57.00		\$57.00	
Mack Sales & Service of Decatur						
	Equip Repair/Maint Agree	Credit	\$77.00			\$77.00
Manufacturing Skill Standards Co						
	Instructional Supplies	Industrial Skills	\$1,995.00			\$1,995.00
Marquis Beverage Service						
	Food Supply Costs	Cafe	\$318.00			\$318.00
Matthews, Maekeitha D						
	Student Tuition Rec		\$592.00	\$592.00		
May Cocagne & King PC						
	Audit Services	Audit	\$8,000.00			\$8,000.00
Mazzotti Services						
	Uniforms	Basic Corrections Trng	\$340.00			\$340.00
	Materials	Diesel Med/Hvy Trk Tech	\$24.00	\$24.00		

Bills for Ratification



January 2019

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Mazzotti Services					
Materials	Diesel Med/Hvy Trk Tech	\$57.85	\$57.85		
McCool, Sarah Jean					
Student Tuition Rec		\$1,097.00	\$1,097.00		
McPeak, Kelli Rosa-Ann					
Student Tuition Rec		\$485.00	\$485.00		
Mears, Roger K					
Materials	Collision Repair Tech	\$6.66	\$6.66		
Melton, Julie Lynn					
Telephone	Foundation & Development	\$60.00	\$60.00		
Menards Inc					
Maintenance Supplies	Maintenance	\$77.72		\$77.72	
Maintenance Supplies	Maintenance	(\$518.40)		(\$518.40)	
Maintenance Supplies	Maintenance	\$67.97		\$67.97	
Building Repair/Maint	Maintenance	\$200.13		\$200.13	
Maintenance Supplies	Maintenance	\$518.40		\$518.40	
Mid-America Advertising					
Advertising	Marketing	\$250.00	\$250.00		
Midwest Electronic Systems Inc					
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	\$103.00			\$103.00
Mt Zion Chamber of Commerce					
Meeting Expense	VP Student Success	\$144.00	\$144.00		
Mutual of Omaha					
LTD Insurance		\$1,709.42	\$1,709.42		
Life Insurance		\$2,275.37	\$2,275.37		
Supplemental Life Insur		\$2,308.91	\$2,308.91		
NACE					
Publications & Dues	Career Services	\$445.00	\$445.00		
NACU					
Publications & Dues	Administrative Info Syst	\$200.00	\$200.00		
NISOD					
Registration Fees	Biology-Baccalaureate	\$258.00	\$258.00		
Registration Fees	Dean-Math Science Busine	\$129.00	\$129.00		
Registration Fees	Information Tech-OccTech	\$129.00	\$129.00		
Napa Auto Parts					
Maintenance Supplies	Maintenance	\$34.40		\$34.40	
Neuhoff Media Decatur					
Advertising	Marketing	\$600.00	\$600.00		
Advertising	Marketing	\$600.00	\$600.00		
Nichols Paper & Supply Co					
Maintenance Supplies	Custodial	\$152.92		\$152.92	
Maintenance Supplies	Custodial	\$301.95		\$301.95	
Maintenance Supplies	Custodial	\$948.42		\$948.42	
Maintenance Supplies	Custodial	\$1,374.07		\$1,374.07	
Oak Terrace Resort					
Meeting Expense	Board of Trustees	\$1,822.15	\$1,822.15		
Ochoa, Pedro					
Stipends	Credit	\$125.00			\$125.00
Odom, Whitney N					
Student Tuition Rec		\$763.00	\$763.00		
Oliver, Tylan Jamar					
Stipends	Industrial Skills	\$785.00			\$785.00
Owens, Orlando Devon					
Stipends	Industrial Skills	\$785.00			\$785.00
Owens, Orlando Donte					
Stipends	Industrial Skills	\$785.00			\$785.00
Owens, Rashon Lee					
Stipends	Industrial Skills	\$785.00			\$785.00
Park Seed Wholesale					
Materials	Garden Center Ag/Hort	\$4.61			\$4.61
Per Mar Security & Research					
Security	Liab Protection & Settle	\$3,561.62			\$3,561.62
Security	Security	\$148.51		\$148.51	
Security	Liab Protection & Settle	\$4,200.54			\$4,200.54
Security	Security	\$175.03		\$175.03	
Security	Liab Protection & Settle	\$198.72			\$198.72
Security	Security	\$8.28		\$8.28	
Security	Liab Protection & Settle	\$4,196.83			\$4,196.83
Security	Security	\$174.87		\$174.87	

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January 2019

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Per Mar Security & Research					
Security	Liab Protection & Settle	\$3,559.25			\$3,559.25
Security	Security	\$148.31		\$148.31	
Security	Liab Protection & Settle	\$3,621.89			\$3,621.89
Security	Security	\$150.92		\$150.92	
Virtual Pmt Clearing		(\$3,735.20)	(\$3,735.20)		
Security	Liab Protection & Settle	\$1,938.72			\$1,938.72
Security	Security	\$80.88		\$80.88	
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	
Poindexter, Lynne M					
Interpreter Salary	Academic Success	\$392.80	\$392.80		
Pride Cleaners					
Contractual-Other	Cafe	\$25.20			\$25.20
Contractual-Other	Cafe	\$27.30			\$27.30
Contractual-Other	Cafe	\$29.40			\$29.40
Contractual-Other	Cafe	\$166.41			\$166.41
Contractual-Other	Cafe	\$207.69			\$207.69
Contractual-Other	Cafe	\$21.00			\$21.00
Contractual-Other	Cafe	\$113.52			\$113.52
Contractual-Other	Culinary Arts	\$24.51	\$24.51		
Contractual-Other	Bistro 537	\$148.35			\$148.35
RCC Bookstore					
Office Supplies	Dean-Math Science Busine	\$100.50	\$100.50		
Materials	Club Expenses	\$255.00			\$255.00
RCC Foundation					
Revenue-Misc/OtherSource		\$25.00	\$25.00		
Revenue-Misc/OtherSource		\$25.00	\$25.00		
Richland Foundation		\$1,067.48	\$1,067.48		
Radiation Detection Company					
Materials	Radiology Tech-Hlth Occ	\$364.50	\$364.50		
Refreshment Services Pepsi					
Food Supply Costs	Cafe	\$249.26			\$249.26
Rexx Battery of Decatur Inc					
Maintenance Supplies	Maintenance	\$173.90		\$173.90	
Inventory-CentralStores		\$11.80	\$11.80		
Rice, Riah					
Student Tuition Rec		\$88.00	\$88.00		
Rivera-Dorsey, Luisa Kaori					
Student Tuition Rec		\$588.00	\$588.00		
Rogiers, Ryan S					
Instructional Supplies	Culinary Arts	\$148.47	\$148.47		
Rotary Club of Decatur #180					
Publications & Dues	Presidents Office	\$246.00	\$246.00		
Russell, Christopher L					
Stipends	Credit	\$125.00			\$125.00
Ruyle Mechanical Services Inc					
Equip Repair/Maint Agree	Maintenance	\$1,168.00		\$1,168.00	
Equip Repair/Maint Agree	Maintenance	\$2,920.00		\$2,920.00	
STL Communications Inc					
Contractual-Other	Liab Protection & Settle	\$1,558.95			\$1,558.95
Safety Shoe Distributors					
Instructional Supplies	Instruction-Other	(\$9.00)			(\$9.00)
Instructional Supplies	Instruction-Other	(\$9.00)			(\$9.00)
Instructional Supplies	Instruction-Other	\$9.00			\$9.00
Instructional Supplies	Industrial Skills	\$1,986.98			\$1,986.98
Sam's Club Direct					
Inventory-CentralStores		\$48.42	\$48.42		
Maintenance Supplies	Maintenance	\$349.96		\$349.96	
Sanders, John Thomas					
Stipends	Credit	\$181.25			\$181.25
Stipends	Credit	\$231.25			\$231.25
Scantron Corporation					
Materials	Academic Lab Support	\$491.34	\$491.34		
Schinzler, Luke					
Student Tuition Rec		\$588.00	\$588.00		
Schneider, Thomas P					
Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Scott Fisher Enterprises Inc					
Pest Control	Law Enforce Trng Ctr O&M	\$300.00			\$300.00
Pest Control	Maintenance	\$850.00		\$850.00	
Pest Control	Law Enforce Trng Ctr O&M	\$300.00			\$300.00

Bills for Ratification



January 2019

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Scott Fisher Enterprises Inc					
Pest Control	Maintenance	\$850.00		\$850.00	
Pest Control	Maintenance	\$850.00		\$850.00	
Secretary of State					
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$50.00			\$50.00
Instructional Supplies	Credit	\$114.00			\$114.00
Shaw, McKenzie Louise					
Student Tuition Rec		\$123.00	\$123.00		
Sherrod, Jarmese R					
Event Expense	Club Expenses	\$35.00			\$35.00
Shippers Rental Inc					
Equipment Rental	Credit	\$1,750.00			\$1,750.00
Equipment Rental	Credit	\$2,278.40			\$2,278.40
Shuppara, Allison J					
Travel-Out of State	Student Development	\$15.47	\$15.47		
Smithers, Jess R					
Travel-In State Mileage	Agriculture	\$94.32	\$94.32		
South Side Control Supply					
Maintenance Supplies	Maintenance	\$512.08		\$512.08	
Southern Illinois University Car					
Registration Fees	Institutl Effectiveness	\$195.00	\$195.00		
St Teresa High School					
Advertising	Marketing	\$125.00	\$125.00		
State Universities Retirement					
SURS 1/2%		\$2,089.72	\$2,089.72		
SURS 8%		\$2,821.69	\$2,821.69		
SURS 8%		\$17,220.94	\$17,220.94		
SURS 8%		\$107.74	\$107.74		
SURS 1/2%		\$1,700.32	\$1,700.32		
SURS 8%		\$13,859.00	\$13,859.00		
Steam Power					
Equip Repair/Maint Agree	Maintenance	\$6,000.00		\$6,000.00	
Stickney, Alexandria					
Student Tuition Rec		\$700.00	\$700.00		
Sturley, Paige E					
Materials	Academic Success	\$17.90	\$17.90		
Svensden Florists Inc					
Expense-Other	Law Enforce Trng Ctr	\$81.95			\$81.95
Sysco Central Illinois Inc					
Food Supply Costs	Cafe	\$13.39			\$13.39
Materials	Cafe	\$90.18			\$90.18
Materials	Cafe	\$173.69			\$173.69
Food Supply Costs	Bistro 537	\$248.02			\$248.02
Food Supply Costs	Bistro 537	\$359.42			\$359.42
Food Supply Costs	Bistro 537	\$604.76			\$604.76
Food Supply Costs	Cafe	\$642.01			\$642.01
Food Supply Costs	Cafe	\$1,441.14			\$1,441.14
Food Supply Costs	Cafe	\$1,188.32			\$1,188.32
Materials	Cafe	\$577.67			\$577.67
Food Supply Costs	Cafe	\$1,427.47			\$1,427.47
Materials	Cafe	\$392.28			\$392.28
Food Supply Costs	Cafe	\$2,080.04			\$2,080.04
Food Supply Costs	Cafe	\$1,966.33			\$1,966.33
Materials	Cafe	\$396.57			\$396.57
Food Supply Costs	Cafe	\$3,350.49			\$3,350.49
Food Supply Costs	Cafe	\$3,413.87			\$3,413.87
Food Supply Costs	Cafe	\$368.50			\$368.50
Materials	Cafe	\$313.19			\$313.19
Food Supply Costs	Cafe	\$2,363.68			\$2,363.68
Food Supply Costs	Cafe	\$1,846.95			\$1,846.95
Materials	Cafe	\$926.91			\$926.91
Instructional Supplies	Culinary Arts	\$13.57	\$13.57		
Instructional Supplies	Culinary Arts	\$54.52	\$54.52		
Food Supply Costs	Cafe	\$125.75			\$125.75
Instructional Supplies	Coffee House	\$392.78			\$392.78
Food Supply Costs	Cafe	\$1,135.26			\$1,135.26

Bills for Ratification



January 2019

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Sysco Central Illinois Inc					
Food Supply Costs	Cafe	\$1,705.43			\$1,705.43
Materials	Cafe	\$897.68			\$897.68
Tabernacle Baptist Church of					
Expense-Other	Basic Law Enforce Trng	\$400.00			\$400.00
The Decatur Club					
Meeting Expense	Business Office	\$41.89	\$41.89		
Publications & Dues	Presidents Office	\$100.00	\$100.00		
Publications & Dues	Presidents Office	\$100.00	\$100.00		
The Omni Group					
Contractual-Other	Human Resources	\$8.00	\$8.00		
Contractual-Other	Human Resources	\$8.00	\$8.00		
ThyssenKrupp Elevator Corp					
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$1,020.00			\$1,020.00
Tomlinson, Daniel M					
Advertising	Credit	\$60.00			\$60.00
Advertising	Grant-Administration	\$60.00			\$60.00
Advertising	Industrial Skills	\$110.00			\$110.00
Trujillo, Dominick X					
Student Tuition Rec		\$700.00	\$700.00		
United Parcel Service					
Postage	General Expenses	\$77.00	\$77.00		
United Way of Decatur/Macon					
United Way		\$301.00	\$301.00		
Donations/Gifts	Bistro 537	\$327.28			\$327.28
United Way		\$667.13	\$667.13		
Valdez, Cristobal O					
Telephone	Presidents Office	\$125.00	\$125.00		
Verizon Wireless					
Telephone	Telecommunications	\$276.52		\$276.52	
Telephone	Telecommunications	\$238.98		\$238.98	
Virden, Carlene S					
Food Supply Costs	Cafe	\$78.98			\$78.98
Food Supply Costs	Cafe	\$16.65			\$16.65
Vehicle Expense	Cafe	\$10.02			\$10.02
Walker, Corey Lamar					
Stipends	Industrial Skills	\$705.00			\$705.00
Wallcur					
Instructional Supplies	Emergency Medical Svcs	\$111.74	\$111.74		
Watson, Crystal Marie					
Stipends	Industrial Skills	\$785.00			\$785.00
Williams, Tad A					
Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Withrow, Tracy L					
Telephone	Marketing	\$50.00	\$50.00		
Workforce Investment Solutions					
Contractual-Other	Grant-Administration	\$817.63			\$817.63
Contractual-Other	Grant-Administration	\$1,402.52			\$1,402.52
Contractual-Other	Grant-Administration	\$1,402.52			\$1,402.52
Contractual-Other	Grant-Administration	\$743.45			\$743.45
Contractual-Other	Instruction	\$3,244.82			\$3,244.82
Instructional Supplies	Instruction	\$175.00			\$175.00
Contractual-Other	Student Servs-Counseling	\$1,184.15			\$1,184.15
World Point ECC Inc					
Instructional Supplies	Credit	\$14.19			\$14.19
Instructional Supplies	NonCredit	\$543.32			\$543.32
Instructional Supplies	NonCredit	\$14.49			\$14.49
Xerox Corporation					
Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
Install Pymt Lease/Purch	Copiers	\$822.14	\$822.14		
Printing	Marketing	\$335.00	\$335.00		
Yoder, Kaleb Lynn					
Student Tuition Rec		\$1,367.00	\$1,367.00		
		\$865,525.65	\$513,172.88	\$145,795.84	\$206,556.93

Executive Session- February 19, 2019

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.