



# Special Board of Trustees Meeting

May 7, 2019

Richland Community College - Board Room

One College Park

Decatur, IL, 62521



## Meeting Book - Special Board of Trustees Meeting

### Special Board of Trustees Meeting

- I. Annual Board Book Calendar
  - A. Board Book Annual Calendar 2019.docx
- II. Principles of Sustainability
  - A. Principles of Sustainability.pdf
- III. Innovation and Quality Performance System
  - A. Innovation and Quality Performance System.pdf
- IV. Strategic Plan Priorities
  - A. 2016 Strategic Plan Priorities updated 6-21-17.docx
- V. The Vision: To be the best and first choice for education
- VI. College Mission: To empower individuals through learning and to forge partnerships that grow communities.
- VII. Core Values: Commitment, Respect, Excellence, Accountability, and Diversity
- VIII. Convening of the Special Meeting
  - A. Call to Order
  - B. Roll Call
- IX. Results of Election held on April 2, 2019 **Needs Action**
  - A. Board Memo 2019.pdf
  - B. Consolidated Election Results 2019.pdf
- X. Oath of Office and Seating of Trustees Elected in the Consolidated Election - Dale Colee, and Dr. David Coopriider
  - A. OATH OF OFFICE Dale Colee.docx
  - B. OATH OF OFFICE David Coopriider.docx
- XI. Reorganization of the Board of Trustees and Ad Hoc Appointments **Needs Action**
- XII. Executive Session
- XIII. 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**

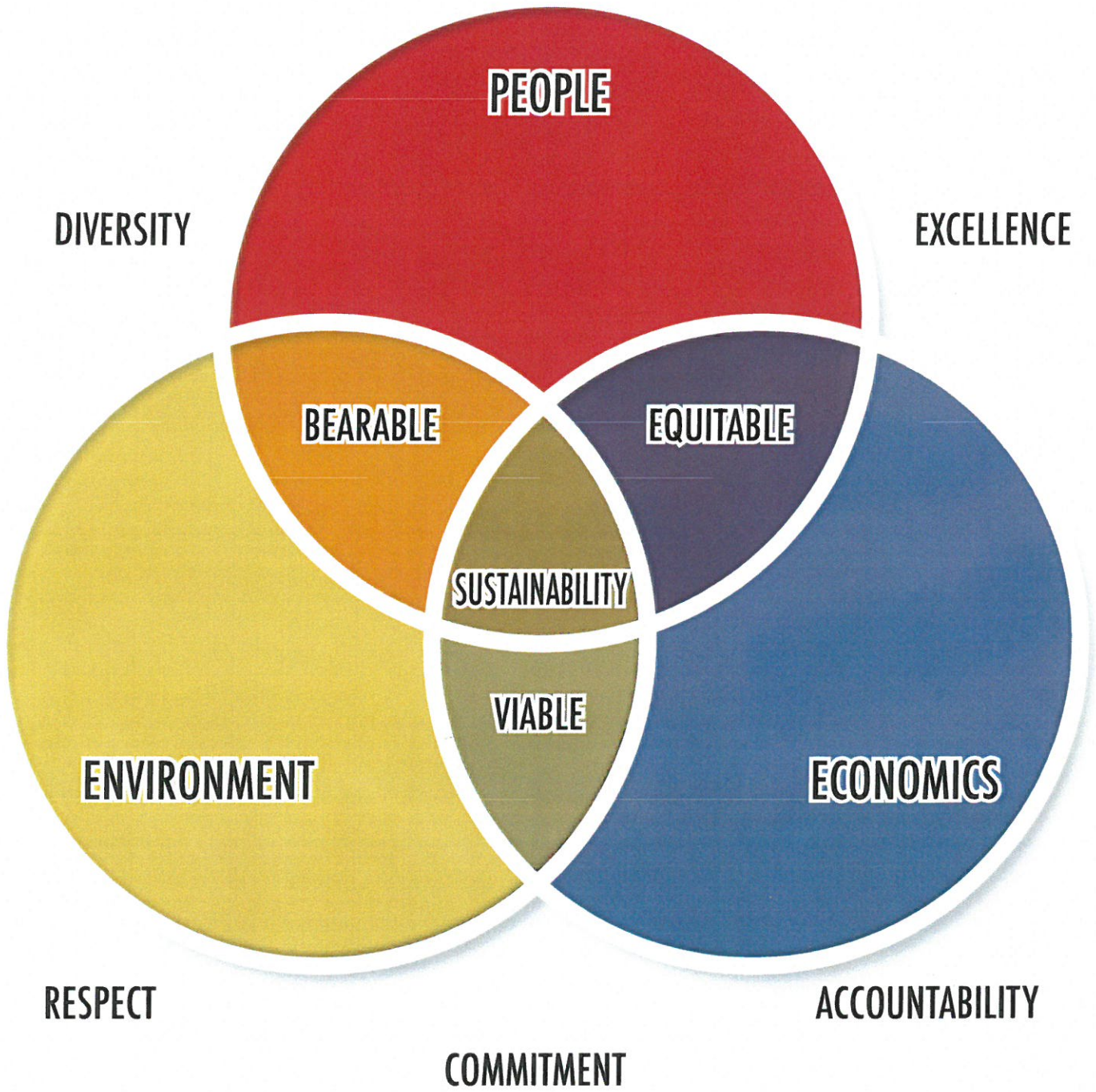
**Resolution for Fiscal  
Year Tax Levy**

**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

### Goal 1: Elevate Teaching and Learning Standards.

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

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

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

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

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

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

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

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

**Strategy E:** Deploy innovative instructional delivery and assessment systems.

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

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

1. Establish a professional development plan for faculty around project-based learning.
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### Goal 2: Foster Student Success and Completion.

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

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

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

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

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

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

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

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

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

1. Promote career services offerings through faculty and class presentations.
  2. Implement the internship tracking modules of College Central Network.
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### **Goal 3: Create and Advance Workforce Development Partnerships.**

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

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

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

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

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

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

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

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

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

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

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

1. Complete canvassing of foundations and corporations of gift prospects to support the Carroll School of Business.
  2. Continue implementation of design and development of the Carroll School of Business.
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## **Goal 4: Ensure a Financially Sustainable Organization. (rev 11/16)**

**Strategy A:** Develop and implement a working capital model that addresses the College's deficiency of working capital.

1. File with Court of Claims for all FY16 unpaid State contracts.
2. Monitor Working Cash Fund balance and State Appropriations.
3. Develop a cash flow model that reduces the need to use Working Cash Funds.

**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 timeframe.

1. Establish Fund balance targets for Ed, O&M, Auxiliary, and Tort Funds.
2. Examine revenue and determine whether revenue generations support associated activities.
3. Work with Richland Foundation to establish an appropriate funding of operations and scholarships.
4. Review and revise tuition pricing model.
5. Identify future revenue source for program continuance.
6. Analyze salary and benefits as related to College programs.
7. Evaluate the travel policy and procedures to align with institutional need.
8. Build in contingency costing during the budget process.
9. Develop and implement a cost-evaluation model for program and activity consideration to reflect evaluation in Strategy 3.
10. Develop plans that address the defeasance of bonds in 2019.

**Strategy C:** Conduct a comprehensive study of organizational structure and adjust based on findings.

1. Define the core business of Richland Community College.
2. Identify programs and activities that are necessary to operate the core business.
3. Analyze positions and reporting structure leading to reorganization to improve functionality for the core business.
4. Analyze salary and benefits as related to College programs.

**Strategy D:** Conduct a comprehensive study of facilities and equipment to address current needs and accommodate the College's core business.

1. Identify deferred maintenance projects and project expenditures.
2. Create master equipment replacement plan including funding options.
3. Analyze current personnel resources to determine if they are sufficient to support optimal functioning of facilities.

TO: Board of Trustees  
FROM: Cris Valdez  
DATE: May 7, 2019  
SUBJECT: Consolidated Election – April 2, 2019

Mr. Chairman, Members of the Board of Trustees, on January 1, 2006 Public Act 94-0647 abolished local canvassing boards and stated that canvassing would be done by the appropriate election authority. The appropriate election authority for Richland Community College is Josh Tanner, County Clerk for Macon County. Josh Tanner canvassed the votes of the Consolidated Election held on April 2, 2019, that included Macon, Logan, DeWitt, Christian, Moultrie, Piatt, Sangamon, and Shelby counties.

The canvass of the eight counties represented the consolidated Election for Richland Community College District #537 indicated the following votes for the four candidates:

Dale Colee	8043
David Coopriider	6746
Juanita Morris	4767
Hakeemah Levenson	2012

Accordingly, Dale Colee and David Coopriider are elected and are qualified to be seated as members of the Board of Trustees for Richland Community College District #537 for six-year terms. A copy of the Abstract of Votes from Josh Tanner, County Clerk for Macon County is attached.

**Therefore, it is recommended that the Board of Trustees formally accept the results of the April 2, 2019, Consolidated Election, as presented.**



**OATH OF OFFICE**

**MEMBERS OF BOARD OF TRUSTEES**

**STATE OF ILLINOIS     )**

**) SS.**

Decatur, Illinois, May 7, 2019

**COUNTY OF MACON     )**

I, **DALE COLEE**, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Richland Community College Trustees to the best of my ability.

\_\_\_\_\_

Dale Colee

Subscribed and sworn to before me this 7<sup>th</sup> day of May, 2019.

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Bishop Wayne Dunning, Secretary

**OATH OF OFFICE**

**MEMBERS OF BOARD OF TRUSTEES**

**STATE OF ILLINOIS     )**

**) SS.**                   Decatur, Illinois, May 7, 2019

**COUNTY OF MACON     )**

I, **DR. DAVID COOPIDER**, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Richland Community College Trustees to the best of my ability.

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Dr. David Coopriдер

Subscribed and sworn to before me this 7<sup>th</sup> day of May, 2019.

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Bishop Wayne Dunning, Secretary