



December 2020 - Board of Trustees Meeting

5:30 p.m.

December 15, 2020

Richland Community College - Board Room

One College Park

Decatur, IL, 62521

Access to the Board of Trustees meeting is provided via teleconference online via Zoom,
<https://richland.zoom.us/j/95790093551> or by phone at 312-626-6799 with Meeting ID: 957 9009 3551
passcode: 563296



Meeting Book - December 2020 - Board of Trustees Meeting

**December 15, 2020 Board of Trustees Meeting - 5:30 p.m. - One College Park, Decatur, IL
Board Room, Richland Community College**

I. Annual Board Book Calendar

A. Board Book Annual Calendar 2020.docx

II. Principles of Sustainability

A. Principles of Sustainability.pdf

III. Innovation and Quality Performance System

A. Innovation and Quality Performance Strategic Plan Visual updated
11-6-19.pdf

IV. Strategic Plan Priorities

A. Strategic Plan Priorities Richland Community College 2020 board
two-page list.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 Regular Meeting

A. Call to Order

B. Roll Call

IX. Minutes of the Regular Meeting on November 17, 2020 Needs Action

A. November MINUTES OF BOARD OF TRUSTEES REGULAR
MEETING.docx

X. Appearance of Citizens and Introduction of Guests

XI. Written Communications

A. Personnel Update

A. 2020-12-02_100601.pdf

B. College Activities Report

Tracy Withrow

A. December 2020 Activities Report.docx

XII. Special Reports

A. Report of ICCTA

Bruce
Campbell

B. Monitoring Report - Enrollment

Dr. Isaac
Zuniga

C. Audit Presentation

XIII. Report of Student Trustee

No written report

Virginia Book

XIV. Foundation Report

Julie Melton

A. BOT Report December 2020.docx

XV. Old Business

A. Adoption of Board Policy Section 5 - Social Media -
Third and Final Reading

Needs Action

Tracy Withrow

A. Section 5 - GENERAL POLICIES - social media policy
changes_Final.doc

XVI. New Business

A. Adult Education/Workforce Technology Grant
Purchase

Needs Action

Joe Feinstein

A. MemoAEDTechnologyGrant11122020.docx

B. Request for authorization to contract with
Architectural Expression for Engineering and
Architectural Services to design Protection, Health, &
Safety Projects

Needs Action

Greg Florian

A. Board Recommendation AEX for design for WDI cooling tower
2020.docx

C. Request for authorization to contract with BLDD for
Architectural Services to design Protection, Health, &
Safety Projects

Needs Action

Greg Florian

A. Board Recommendation BLDD as A_E PHS 2020.docx

D. Administrative Office Technology Upgrades

Needs Action

Joe Feinstein

A. MemoOfficeUpgrades11302020.docx

E. 2020 Tax Levy

Needs Action

Greg Florian

A. 2020 Tax Levy.doc

B. 2020 Tax Levy Resolution 12.17.20.docx

C. Certificate of Tax Levy Form 2020.docx

D. Truth in Taxation Certificate of Compliance Form.docx

F. Workforce Equity Initiative Grant / CURES
Technology Purchase

Needs Action

Jennifer
Sargent/Joe
Feinstein

A. MemoWorkforceGrant-Technology-2020Dec.docx

G. Approval to Purchase Leaf Vacuum

Needs Action

Greg
Florian/Sam
Morrow

A. Xtreme Vac DCL8027 Board Memo 12-15-20 (1) (1).docx

H. Adoption of Resolution 20-3

Resolution providing for the issue of Taxable General Obligation Refunding Bonds, Series 2020A, of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

A. Bond Refinance of 2012 bonds Board memo 11.9.20.docx

Needs Action Greg Florian

I. Adoption of Resolution 20-4

Resolution authorizing and directing the execution of one or more Escrow Agreements in connection with the issue of Taxable General Obligation Refunding Bonds, Series 2020A, of the District.

A. Bond Refinance of 2012 bonds Board memo 11.9.20.docx

Needs Action Greg Florian

J. Approval to Contract for Hood Control System in Café Kitchen

A. Cafe Kitchen Hood Controls Board Memo 12-15-20 (2).docx

Needs Action Greg Florian

XVII. Financial Report

A. RCC Letter Head.doc

B. 11 November 2020.pdf

Needs Action Greg Florian

XVIII. Report of the President

XIX. Items from the Board

XX. Executive Session

A. Executive Session.docx

Needs Action

XXI. Adjournment

JANUARY 2020

Reports
Consent Agenda
College Legal Contractual Agreements
New Business
Trustee Training

FEBRUARY 2020

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

MARCH 2020

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 2020

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 2020

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

JUNE 2020

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 2020

Reports

Consent Agenda

Monitoring Report:
Student Profile

AUGUST 2020

Reports

Institutional year Book
Program Review
Presentation

Consent Agenda

Monitoring Report:
Marketing/Government
& Community Affairs

SEPTEMBER 2020

Reports

Consent Agenda

Annual Foundation
Board Meeting

Monitoring Report:
Physical Plant/Facilities

OCTOBER 2020

Reports

Consent Agenda

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

Strategic Plan Quarterly
Update

Monitoring Report:
Academic Profile

NOVEMBER 2020

Reports

Audit Presentation

Consent Agenda

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

Old Business

Financial Report

Monitoring Report:
Enrollment and
Financial

DECEMBER 2020

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 best and
first choice for
education.

College Mission

To empower individuals
through learning and to
forge partnerships that
grow communities.

Core Values

Commitment
Respect
Excellence
Accountability
Diversity

Strategic Plan

Richland Community College Strategic Plan 2020-2022

Goal 1: Provide relevant, high-quality learning opportunities.

Strategy A: Improve the quality of learning using a Teaching and Learning Center (TLC) to provide professional development.
Strategy B: Expand educational partnerships to create cohesive transitions (high school, universities, and industry).
Strategy C: Determine relevant learning opportunities to grow communities.

Goal 2: Foster Student Success and Completion.

Strategy A: Strengthen Richland's relationship with service area stakeholders.
Strategy B: Increase retention.
Strategy C: Increase student completion.

Goal 3: Enhance and cultivate partnerships in business, education, government, and communities to meet current needs of students and emerging trends of the region.

Strategy A: Connect with district employers to identify needed skills and collaborate in the delivery of training opportunities.
Strategy B: Share information regarding Richland activities and opportunities with internal and external communities to better connect with and inform individuals.
Strategy C: Deliver data-informed, innovative programs and services that align with the rapidly developing workforce to become a labor market-responsive community college.

Goal 4: Create a sound financial system that maintains long-term operational funding, promotes operational sustainability, and utilizes an effective organizational structure.

Strategy A: Position the College for financial stability that addresses varying income sources.
Strategy B: Create financial reserves to fund new initiatives.
Strategy C: Review cost control systems for effectiveness.
Strategy D: Seek alternative revenue sources.
Strategy E: Enhance student learning spaces.
Strategy F: Enhance faculty and staff training options and modalities..
Strategy G: Align current personnel resources to support optimal operations and student success.
Strategy H: Create an effective equipment replacement plan for all College computing equipment.
Strategy J: Maintain and enhance the IT infrastructure to support College operations and to provide consistent content delivery.

Implementation and Performance

Public Accountability

Annual Budget; Program Review and Program/Discipline Viability

Institutional Balanced Scorecard

DashBoard

Annual Performance Report

Implementation and Performance

Public Accountability

Richland Community College 2020-2022 Strategic Plan

Vision: To be the best and first choice for education

Mission: To empower individuals through learning and to forge partnerships that grow communities

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

Goal 1: Provide relevant, high-quality learning opportunities.

- A. Improve the quality of learning using a Teaching and Learning Center (TLC) to provide professional development.
- B. Expand educational partnerships to create cohesive transitions (high school, universities, and industry).

Goal 2: Foster student success and completion.

- A. Strengthen Richland's relationships with service area stakeholders.
- B. Increase student retention.
- C. Increase student completion.

Goal 3: Enhance and cultivate partnerships in business, education, government, and communities to meet current needs of students and emerging trends of the region.

- A. Connect with district employers to identify needed skills and to collaborate in the delivery of training opportunities.
- B. Share information regarding Richland activities and opportunities within the internal and external communities to better connect with and inform individuals.
- C. Deliver data-informed innovative programs and services that align with the rapidly developing workforce to become a labor market-responsive community college.

Goal 4: Create a sound financial system that maintains long-term operational funding, promotes operational sustainability, and utilizes an effective organizational structure.

Organizational/Operational: Finances

- A. Position Richland for financial stability that addresses varying income sources.
- B. Create financial reserves to fund new initiatives.
- C. Review Cost Control Systems for effectiveness.
- D. Seek alternative revenue sources.

Organizational/Operational: Facilities

- A. Enhance student learning spaces.

Organizational/Operational: Staffing

- A. Enhance faculty and staff training options and modalities.
- B. Align current personnel resources to support optimal operations and student success.

Organizational/Operational: Technology

- A. Create and implement an effective equipment replacement plan for all College computing equipment.
- B. Maintain and enhance the IT infrastructure to support College operations and to provide consistent content delivery.

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

November 17, 2020

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:30 p.m. Tuesday, November 17, 2020, in the Board Room of Richland Community College by Chairman Coopriders. Chairman Coopriders also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Tom Ritter, Dr. David Coopriders, Dale Colee, Randy Prince, Bishop Wayne Dunning, Vicki Carr, Bruce Campbell, and Virginia Book

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on October 20, 2020 had been distributed to the Board prior to this meeting.

Prince moved to approve the minutes of the Regular Meeting on October 20, 2020. Bishop Dunning seconded. Voice vote being all ayes, Chairman Coopriders declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed those in attendance.

WRITTEN COMMUNICATIONS

Personnel Update

New Employees

Taemesha Hyder, Student Success Coach, effective October 12, 2020

Joshua McAlpine, Solutions Specialist, effective October 19, 2020

Jarry Brown, Instructional Technology Specialist, effective November 2, 2020

Retirements, Resignations, and Terminations

Susan Love, Project Read Plus Literacy Specialist, effective September 30, 2020

College Activities Report

Spring 2021 Registration Events:

- Thursday, December 3, 10am-6pm
- Saturday, December 12, 10am-2pm
- Wednesday, January 6, 10am-6pm
- Saturday, January 9, 10am-2pm
- January 14 – First Day of Spring 2021 Classes

We have opened up a virtual lobby for students that need to talk to someone in Student Success.

www.richland.edu/lobby

November 2020

November 20 The Macon County Law Enforcement Training Center

CC20-08 Graduation – Virtual

November 26-28 Thanksgiving Break (College Closed)

December 2020

December 7-10 Fall 2020 Semester Final Exams

December 11 Nursing Pinning Ceremony

5:30pm

December 17 Adult Education Graduation Ceremony

5:30pm

December 24-31 Winter Break (College Closed)

January 1, 2021

Upcoming Non-Credit Training

OSHA 10-hr General Industry 11/30/2020

OSHA 30-hr General Industry 11/30/2020

- Board of Trustees Meeting – Board Room, December 15, 2020
- Other activities listed in the Board Book

SPECIAL REPORTS

MONITORING REPORT

Greg Florian presented the Monitoring Report – Finances

REPORT OF ICCTA

Bruce Campbell reported on the last ICCTA meeting that was held virtually. Highlights include:

The ICCTA Board of Representatives took the following actions at its November 14, 2020 meeting, held via telephone and Zoom videoconference:

- * Adopted ICCTA's 2021 Legislative Goals <<https://iccta.memberclicks.net/2021-state-legislative-goals>>, which include a special focus on equity on higher education;
- * Analyzed the results of the November 3 general election. Failure of the graduated income tax amendment will place tremendous pressure on the state's finances. Gov. Pritzker has asked state agencies to trim their budgets by 5 percent to fill a potential \$4 billion shortfall over the next two fiscal years. The Illinois community college system could see 5-8 percent cuts;
- * Learned that COVID-19 concerns have led to cancellation of the Illinois General Assembly's fall 2020 veto session and modification of the February 2021 Community College National Legislative Summit <<https://www.nls.acct.org/>> to a virtual format;
- * Shared ideas on how to reach out to lawmakers remotely, such as inviting them to serve as guest lecturers, appear at virtual town halls, and participate in Zoom issue briefings;
- * Heard that the Illinois Community College Board plans to offer a webinar on enrollment strategies, in response to the system's 13.7 percent drop in fall 2020 enrollment;
- * Received positive feedback on ICCTA's November 13 seminar on diversity, equity, and inclusion, which featured presentations by State Rep. Chris Welch and representatives of Illinois Central College, the Association of Community College Trustees, and the Illinois Department of Human Rights;
- * Thanked local boards for hosting ICCTA's "road show" award presentations <<https://www.communitycolleges.org/iccta-s-awards-and-scholarships>>, which are taking place around the state in lieu of the association's June 2020 awards banquet;
- * Learned that trustees may soon be appointed to the ICCB board and the Illinois Board of Higher Education's Strategic Planning Advisory Committee <<https://www.ibhe.org/IBHE-Strategic-Planning-meetings.html>> ;
- * Were informed that the Illinois Community College Marketing Collaborative has selected a consultant to develop a statewide media campaign for fall 2021;
- * Reported that Trustee Roundtable participants shared 1) how their colleges are responding to possible budget reductions following the failure of the "Fair Tax" amendment, and 2) how colleges responding to the COVID-19 pandemic;
- * Approved several "housekeeping" amendments to the ICCTA Bylaws and Operations Manual;

- * Discussed possible non-dues revenue sources, including the addition of a job-posting page on the ICCTA website;
- * Noted the November 11 passing of Dr. Jerry Weber, former president of Kankakee Community College and the College of Lake County; and
- * Expressed a 'season of thanks' to trustees, presidents, and other community college advocates for the work they do for their students and higher education. Happy Thanksgiving!

COLLEGE SPOTLIGHT

Tricia Cordulack presented Scholarship Success – Reasons to be thankful

REPORT OF STUDENT TRUSTEE

Student Trustee Virginia Book presented the Student Leadership Council Report.

FOUNDATION REPORT

Julie Melton reported on top accomplishment, projects in progress and new opportunities on the horizon.

CONSENT AGENDA

A recommendation was made to the Board of Trustees to approve the Consent Agenda. It was recommended that the Board approve the Time and Place for 2021 Regular Meetings, and Authorization in Compliance with 5 Illinois Compiled Statutes 120-2.06.

Ritter moved to approve the Consent Agenda items, as presented. Carr seconded. Roll call vote being all ayes, Chairman Coopridier declared the motion carried.

OLD BUSINESS

Changes to Board Policy Section 5 – Social Media was presented for the second reading. No action was necessary.

NEW BUSINESS

APPROVAL FOR PROTECTION, HEALTH, AND SAFETY PROJECTS

A recommendation was made to the Board of Trustees to approve the projects of replacing hazardous service drive and draining, masonry restoration and cooling tower replacement and Resolution No. 21-5 authorizing a tax Protection, Health, and Safety tax levy of \$424,200.00 to fund these projects, as presented.

Campbell moved to approve the projects of replacing hazardous service drive and draining, masonry restoration and cooling tower replacement and Resolution No. 21-5 authorizing a tax Protection, Health, and Safety tax levy of \$424,200.00 to fund these projects, as presented. Carr seconded. Roll call vote being all ayes. Chairman Coopridier declared the motion carried.

APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF MT. ZION TAX INCREMENTAL FINANCING DISTRICT II

A recommendation was made to the Board of Trustees to approve the intergovernmental agreement with the Village of Mt. Zion Tax Incremental Financing District II.

Ritter moved to approve the intergovernmental agreement with the Village of Mt. Zion Tax Incremental Financing District II, as presented. Prince seconded. Roll call vote being all ayes. Chairman Coopridier declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

The October 2020 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$1,109,753.44 for October 2020 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

- President Valdez thanked Teena Zindel-McWilliams and Tiffany Nichols for their collaboration that now allows us to welcome new employees virtually.
- President Valdez gave an update on Spring Enrollment and stated that the goal is very manageable at this point.
- President Valdez gave an update on a number of grants that the College has worked to obtain or is currently working on.

ITEMS FROM THE BOARD

- Bruce Campbell suggested that we invite Dr. Jim Reed, Executive Director of ICCTA to the Winter Board Retreat in January. In addition, he suggested that we look at the Core Values. They have not been reviewed in many years.

- Dr. Coopriider reminded the Trustees that the Sexual Harassment training is due by December 1, 2020

EXECUTIVE SESSION

None

ADJOURNMENT

Ritter moved and Bishop Dunning seconded to adjourn the meeting at 7:05 p.m.

Randy Prince, Secretary

To: Cris Valdez, President

From: Robin Bollhorst, Director, Human Resources & Payroll 

Date: December 2, 2020

Subject: Personnel Update

New Employee

Name	Position	Start Date
Erin Spanberger	COVID-19 Case Coordinator, Temporary	11/23/2020
Bridget Henderson	Accounting Technician, A/P	11/30/2020
Hannah Morrow	MCLETC Housekeeper	11/30/2020

Retirements, Resignations, and Terminations

Name	Position	Last Day
Stacey Mooney	Project Read Plus, Literacy Assistant, PT	10/29/2020

TO: Dr. Cris Valdez
FROM: Tracy Withrow
DATE: December 2, 2020
SUBJECT: December 2020 College Activities Report

Following is *Richland Community College Activities Report* for December 15, 2020 to January 19, 2021. 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.

Spring 2021 Registration Events:

- Wednesday, January 6, 10am-6pm
- Saturday, January 9, 10am-2pm

We have opened up a virtual lobby for students that need to talk to someone in Student Success.
www.richland.edu/lobby

December 2020

- Richland Community College sponsored a tree in the Trees on the Tees – A Festival of Trees with a Twist, hosted by the Decatur Park District.
- Richland YouTube channel is showing the past Nutcracker performances by Richland Dance in lieu of the live performance this year.

December 18 Recruit Class 20-10 Graduation
 Macon County Law Enforcement Training Center
 Virtual Event on YouTube and Facebook Live

December 24-31 Winter Break (College Closed)

January 2021

January 1 Winter Break (College Closed)

January 4 Registration Resumes for Spring 2021

January 14 First Day of Spring 2021 Classes

January 18 Martin Luther King Jr. Day (College Closed)



Richland Board of Trustees Report

Top Accomplishments

- The Foundation Board of Directors met on October 20, 2020 for the quarterly Foundation Board Meeting. The Foundation assets have recovered from the market downturn earlier this year, showing \$18.3M at 9/30/20 compared to \$17.9M at 9/30/19. At this meeting, the FY20 Audit was approved.
- The Foundation Board of Directors approved three new directors to begin their 2.5 year term on January 1, 2021. These individuals are Nikki Garry, Jeff Dase & Stacey Young.
- The Foundation received \$75,000 from the James Millikin Estate and \$100,000 from the John Ullrich Foundation to support their respective named scholarships.
- The Foundation received a \$5,000 gift for the Student Assistance Fund from the Association of Facilities Engineers.
- Leading into Thanksgiving, we featured student scholarship spotlights on Facebook & LinkedIn as part of a #weekofgratitude.
- The Richland Employee Campaign wrapped up on November 30 with 28% participation and over \$23,500 raised for the Foundation & United Way. Since the Employee Campaign began in 2018, Richland Employees have raised over \$65,000 to support our students, campus & community.
- For the fall semester, the Foundation awarded \$488,000 in scholarships. We continue to exceed, even double, the amount awarded by neighboring community college foundations.
- The Foundation launched Academic Works scholarship management system in October and are continuing to troubleshoot issues as we begin the spring scholarship awarding process.

Projects in Progress

- A year end email appeal will be sent in mid-December asking individuals to make a "Gift of Education" in honor of someone this holiday season. Message informing

the honoree will be sent on Christmas morning letting them know a gift was made in their honor.

- A year-end letter appeal will be sent to past donors in early December to encourage them to renew their support.
- The Foundation is planning alternative fundraising options for the Culinary Scholarship Dinner and will have an update at the December Board of Trustees meeting.

On the Horizon

- By January 31, the Foundation will once again send annual statements to all donors to assist with their tax preparations.
- This spring we will plan a drive by Donor Appreciation Event that allows students and donors to safely participate while following all social distancing guidelines.

5.1 STATEMENT OF ECONOMIC INTEREST – 5/21/96 – revised 5/5/09; 5/20/14

Richland Community College will comply with the Illinois Governmental Ethics Act 5 ILCS 420/requiring persons to file written statements of economic interest annually.

5.2 FREEDOM OF INFORMATION (FOI) – 2/20/07 – revised 5/5/09; 5/20/14

Richland Community College will comply with the Illinois Freedom of Information ACT 5 ILCS 140.

5.3 PROHIBITION OF DISCRIMINATION, SEXUAL AND OTHER FORMS OF HARASSMENT – Adopted 6/19/90; 8/16/16. Revised 6/18/02; 5/5/09; 2/28/10**A. Prohibition of Sexual and Other Harassment**

It is the policy of the College to provide an educational and employment environment free from all forms of harassment of employees, students and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of harassment or for participating in a harassment investigation is also prohibited.

Through this policy, it is the intent of the Board of Trustees to comply with the Civil Rights Act of 1964 (Title VII), the Elementary and Secondary Schools Act of 1972 (Title IX), and the Illinois Compiled Statute 155 Preventing Sexual Violence in Higher Education Act.

5.3.1 PROHIBITION OF SEXUAL HARASSMENT, SEXUAL DISCRIMINATION, SEXUAL VIOLENCE AND GENDER BASED DISCRIMINATION – Revised 1/16/18

It is the policy of the College to provide an educational and employment environment free from all forms of Sexual Discrimination of employees, students and other individuals at any College facilities or in connection with any College activities. Retaliation for making a good faith complaint of sexual discrimination or for participating in a sexual discrimination investigation is also prohibited.

This policy applies to all Richland staff, students, and third party vendors. Several methods of reporting violations are available; the college's Title IX coordinator shall serve as the first contact for filing a complaint; you may directly contact the coordinator, or fill out the Title IX Complaint Form available on the Richland website. Violations shall also be reported to campus security, Human Resources, or any responsible employee of the college; who are then mandated to report to the Title IX coordinator. Options are also available for students to anonymously report a violation and/or confidentially report a violation through several selected "Confidential Advisors".

Upon notice of a violation the college will respond to the report with information and a list of available resources (within 12 hours).

External complaints shall be filed with the Equal Employment Opportunity Commission, the Illinois Department of Human Rights and the Office of Civil Rights of the United States Department of Education.

A. Definitions

1. Sexual discrimination means:
 - a. Discrimination on the basis of sex, sexual orientation or gender-related identity.
 - b. Sexual discrimination includes sexual harassment, sexual misconduct and sexual violence.
2. Sexual harassment means:
 - a. Unwelcome conduct of a sexual nature which denies or limits, on the basis of sex, gender identity or sexual orientation, a student's ability to participate in or to receive benefits, services, or opportunities in the College's programs or activities.
 - b. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or education, or
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual, or
 - (3) such conduct has the purpose or effect of substantially interfering with a reasonable individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.
3. Sexual Misconduct includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual violence, and sexually based stalking.
4. Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
5. Domestic Violence: A violent misdemeanor or felony committed by the victim's current or former spouse or intimate partner, current or former cohabitant, or by a person with whom the victim shares a child in common.

6. Dating Violence: Violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was, such relationship will be gauged by its length, type, and frequency of interaction.
7. Gender Based Discrimination: discrimination based on a person's gender or sex, including identity; transgender or sexual orientation
8. Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
9. Consent: at a minimum, recognizes that (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
 - The person is incapacitated due to the use of influence of alcohol or drugs;
 - The person is asleep or unconscious;
 - The person is under age; or
 - The person is incapacitated due to mental disability.
10. Confidential advisor means a person who is employed or contracted by the college to provide emergency and ongoing support to student survivors of sexual violence with the training, duties, and responsibilities described in Section 20 of the ILCS 155 Act.

B. Examples of Sexual Harassment, Sexual Discrimination and Sexual Violence and Misconduct:

1. A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
2. A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus.
3. A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands

that students answer her, though they are clearly uncomfortable and hesitant.

4. A student persistently criticizes, jokes about, and disparages another student because of that person's gender, sexual orientation or gender related identity or knowingly permits other students to exhibit such behavior.

C. Other Gender Based Misconduct Offenses can include

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. A student stalks another student.

These are examples only and not intended to be all inclusive.

D. Training and Prevention

The College will take appropriate, periodic measures to educate and train employees and students regarding this policy, conduct that could violate the policy, and bystander intervention tactics. All students, faculty, administrative, and supervisory personnel are required to participate in such education and training. In addition, all responsible persons and confidential counselors will be educated and trained on how to handle reports and/or complaints and what to do to help victims of sexual discrimination. All individuals responsible for investigating complaints will be trained on issues related to sexual violence, sexual harassment, domestic violence, dating violence, stalking and Title IX.

E. Assistance

The safety and well-being of any individual who believes they have been subject to sexual discrimination will be first priority. These individuals will be provided information about appropriate college or local area resources, including law enforcement, legal services, medical services, counseling and victim advocacy/support.

The College will take interim actions necessary to protect victims of sexual discrimination and prevent retaliation pending the investigation. Interim actions may include changes in academic or work situations, orders directing the victim and alleged perpetrator to avoid contact with one another, or any other appropriate measures.

Confidential Counseling will be available for individuals who believe they have been a victim of sexual discrimination who wish to speak with someone confidentially and do not want to pursue an internal complaint. Individuals can contact any of the designated trained “Confidential Advisors” at the college.

F. Confidentiality

To the extent possible, given the need to conduct a thorough investigation, the confidentiality of all participants in an investigation will be protected. A timely resolution of each complaint will be reached and communicated to the principal parties involved in the complaint. Information obtained during an investigation will be communicated only on a need-to-know basis. Requests not to investigate complaints cannot be honored. To further the College’s commitment to maintaining an atmosphere free from discrimination and harassment, all College employees and students are required to cooperate with investigations.

G. Retaliation

The College prohibits retaliation against a person that in good faith believes he or she has been subjected to an act of sexual discrimination or because he or she has in good faith made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing regarding sexual discrimination.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any employee or student believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee or student should immediately report such conduct using the complaint procedure set forth. Employees and students are not required to approach the person who is exhibiting the alleged retaliatory behavior. A person engaging in retaliatory conduct shall be subject to disciplinary action up to and including discharge or dismissal.

5.3.2 PROHIBITION OF OTHER FORMS OF DISCRIMINATION AND HARASSMENT

Conduct that has a purpose or effect of substantially interfering with a reasonable individual’s work or learning performance or creating an intimidating, hostile or offensive working or learning environment when such conduct is directed at an individual because of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.

Harassment prohibited by this policy includes both verbal and physical conduct. The College will not tolerate conduct in any form that is intended to cause or contribute or has the effect of causing or contributing to the humiliation, embarrassment or discomfort of reasonable employees or students because of their protected status.

Harassment does not include oral or written expressions that are academic in nature and purpose or that are relevant and appropriately related to course subject matter or curriculum. This policy shall not be used to abridge academic freedom or to interfere with the College's educational mission.

Examples of harassment include:

1. A supervisor persistently criticizes jokes about, and disparages a subordinate because of that person's gender, race, or ethnic background or knowingly permits other employees to exhibit such behavior.
2. One or more students criticize, laugh at, and disparage another student because of that student's disability.
3. A supervisor makes negative comments about an employee's religious beliefs that create a hostile environment.
4. A student makes derogatory references to an employee's mental or physical impairment that create an intimidating environment.

These are examples, only, and the list not intended to be all-inclusive.

5.3.3 PREVENTION AND REPORTING OF SEXUAL HARASSMENT, SEXUAL DISCRIMINATION, SEXUAL VIOLENCE, GENDER BASED DISCRIMINATION AND OTHER FORMS OF HARASSMENT

The College will take appropriate, periodic measures to educate and train employees regarding this policy and conduct that could violate the policy. All faculty, administrative, and supervisory personnel are required to participate in such education and training.

A. Internal Complaint Procedures

1. Reporting Harassment

- a. Individuals who believe they have been subjected to harassment are encouraged to take advantage of the College's complaint procedure.
- b. If a student has a complaint about sexual harassment, sexual discrimination, sexual violence or gender based discrimination, s/he should submit that complaint to the College's Title IX Coordinator.
- c. If a student has a complaint about other types of discrimination and/or harassment as defined in this policy, s/he should submit that complaint to the Director of Human Resources.
- d. If an employee has, a complaint about sexual harassment, sexual discrimination, sexual violence, gender based discrimination or other harassment, he or she should submit that complaint to the Director of Human Resources.
- e. If the student or employee is not comfortable making the complaint to the designated individual, the complaint may be made to any Human Resources representative or to any College Vice President.

- f. Any employee who believes this policy has been violated has an obligation to report it immediately to one of the College representatives listed above.

2. Investigation

- a. In the case of an employee complaint or a student non-sexual harassment complaint, the Director of Human Resources or a designee will promptly investigate.
- b. In the case of a student sexual harassment, sexual discrimination, sexual violence or gender based discrimination complaint, the College's Title IX Coordinator or a designee will promptly investigate.
- c. In all cases, the investigation will make reasonable attempts to determine the facts pertinent to the complaint by interviewing the parties involved, including the alleged harasser. If the accused is a College employee who is a member of a bargaining unit, the employee may request union representation during the investigation. At the conclusion of the investigation, a written report of findings will be prepared and forwarded to the President.

5.4 TOBACCO POLICY – 9/20/05 – revised 5/5/09; 5/20/14

It is the policy of Richland Community College to disallow the use of tobacco products on College owned property, in College vehicles or at events sponsored by the College.

Use of electronic cigarettes are prohibited.

Smoking of cannabis is prohibited on property controlled by the College, at events sponsored by the College, or at events attended while on College business.

5.5 TOXIC SUBSTANCES AND HAZARD COMMUNICATION STANDARDS – 5/5/09

It is the policy of Richland Community College Board of Trustees that all employees have the right to know of health hazards associated with their work. So that RCC employees can make knowledgeable decisions about any personal risks associated with their employment, the Board of Trustees authorizes the College administration to develop and affect procedures that conform to 820 ILCS 255\1, Toxic Substances Disclosure to Employees Act, and the U.S. Hazard Communication Standard (29 CFR 1910.1200).

5.6 SOLICITATION ON CAMPUS – 12/10/94 – revised 5/5/09; 5/20/14

As an educational institution, Richland Community College provides an environment that focuses on teaching and learning. As such, students, faculty, and staff shall be free from external solicitation and other non-college or non-employee sponsored activities.

Therefore, any solicitation on campus by non-college or non-employee sponsored organizations is not authorized. All events sponsored through the Office of Student Engagement must be approved in advance by the Vice President of Student Success. All other College-sponsored events must be approved in advance by the Vice President of Finance and Administration or designee. Such activities must be conducted according to College procedures.

The distribution of signs, handbills, and advertising related to events sponsored by the Office of Student Engagement must be approved in advance by the Vice President of Student Success.

Any other distribution of such materials must be approved in advance by the Vice President of Finance and Administration or designee. Such distribution must be consistent with the mission of the College.

All approved College or employee-sponsored solicitation must be conducted in a manner that is not disruptive to College operations. The College retains the right to determine when such activities become disruptive.

5.7 POSSESSION OF WEAPONS – 3/19/96 – revised 5/5/09' 5/20/14

Possession of weapons on the College campus, on property controlled by the College, at events sponsored by the College, or at events attended while on College business is prohibited unless the individual is a duly authorized law enforcement official/officer in the performance of his/her duty. The College may request current/valid identification of said law enforcement capacity authorizing someone to possess a weapon and reserves the right to confirm the authorization with proper authorities. While the College recognizes that persons other than law enforcement personnel may be permitted to conceal and carry specified weapons under the Illinois Firearm Concealed Carry Act (430 ILCS 66) they are still strictly prohibited on campus. All weapons must be properly stored prior to entering any campus facility vehicle or event.

If a person is determined to pose a clear and present danger to himself, herself, or to others, a law enforcement official or school administrator shall notify the Illinois Department of State Police within 24 hours of making the determination that the person poses a clear and present danger.

A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage including but not limited to a firearm, dangerous chemical, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, or electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon. The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.

Legal defensive devices, such as pepper sprays, etc. will be permitted, unless used in an offensive manner.

Any exceptions to this policy must be preapproved through the President’s Office.

Individuals who are found to be in violation of this policy are subject to disciplinary actions up to and including termination of employment, expulsion from the College, and/or being barred from College property.

5.8 CONFIDENTIAL AND SENSITIVE INFORMATION – 12/15/09; revised 11/15/11

Richland Community College is committed to the protection of confidential and sensitive information assets and the resources that support these assets. The Board of Trustees authorizes and delegates to the President of the College the authority to develop Confidential and Sensitive Information Programs and Procedures that are consistent with statutory requirements and consistent with the goals of this policy. Statutory requirements include but are not limited to the Family Education Rights and Privacy Act, the Federal Trade Commission, Fair and Accurate Credit Transactions Act Red Flag Regulations, the Americans with Disabilities Act, the Fair Credit Reporting Act, the Illinois Personal Protection Information Act, the Payment Card Industry Data Security Standard, and other regulations as applicable. Richland Community College programs shall include the appointment of an Information Security Officer, risk assessments, and general employee awareness communications.

5.8.1 RESPONSIBLE USE OF INFORMATION TECHNOLOGY – 3/19/96 – revised 6/17/03; 5/5/09; 11/15/11; 5/20/14

In support of its mission and vision, Richland Community College provides access to information technology resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at Richland Community College shall be adhered to by all College units as well as all individuals who operate or use the information technology resources of the College. In addition, this policy applies to use of information technology resources that are entrusted to the institution by other organizations. In case of conflict, local, state, or federal laws supersede this policy.

Access to the College's information technology facilities is a privilege, not a right, granted to College students, faculty, and staff. The College reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than College faculty, staff, and students may be permitted access to information technology in a manner consistent with the College's mission and vision, policy, and guidelines.

All users of the technology systems are bound by applicable local, state, and federal laws and regulations including but not limited to Red Flag Regulations, and the Payment Card Industry Data Security Standard. All people must act ethically, appropriately, and responsibly while using the College's information technology resources. All users of College information systems must respect the rights of other users, maintain the integrity of the resources, and comply with all pertinent licenses and contractual agreements.

Information technology provides important means of communication, both public and private. Users will respect the privacy of person-to-person communication in all forms including, but not limited to, voice (telephone), text (electronic mail, documents, and file transfer), image (graphics), and video (recorded and streaming). Authorized personnel are permitted to view and/or modify any electronic files, including electronic mail messages, as required by law, for any legitimate business reasons, or in the course of diagnosing and resolving system problems and maintaining information integrity.

College facilities and accounts are to be used for the activities or purposes for which they are assigned. College computing resources are not to be used for commercial purposes without written authorization from the College.

This policy provides general guidance and may be supplemented by additional regulations governing particular sub-systems of the College information technology resources. The Board charges the administration with the responsibility, and the Board delegates the administration the authority to develop appropriate guidelines, regulations, and procedures to implement the policy. The College makes no warranties of any kind, expressed or implied, for the technology services it is providing. The College will not be responsible for any actual or perceived damages suffered from the use of its information technology.

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's disciplinary procedures. Illegal activities by users of the College technology including but not limited to illegal downloading and file sharing are prohibited.

In accordance with Illinois law, any depiction of child pornography discovered by members of the College's information technology staff will be immediately reported to law enforcement authorities.

5.9 COPYRIGHT POLICY – 5/21/96 – revised 5/5/09; 5/20/14

It is the policy of the Board of Trustees of Richland Community College to adhere to the provisions of the Copyright Act of 1976 (17 U.S.C. Sec.101 et seq) The College recognizes and respects intellectual property rights and academic freedom. Faculty, staff, and students of Richland Community College are directed to avoid violation of any and all federal laws protecting copyright and to follow the guidelines recommending the best practices of the use of intellectual property in higher education.

Faculty, staff, and students will be made aware of the laws and guidelines through professional development opportunities and distributed materials. Faculty, staff, and students should consult the following publications for direction on permissible copying and other copyright issues: *Guidelines for Classroom Copying in Nonprofit Educational Institutions*; the *Technology, Education, and Copyright Harmonization (TEACH) Act*, the *Fair Use Guidelines for Educational Multimedia*, *The Code of Best Practices in Fair Use for Academic and Research Libraries*; and the *Digital Millennium Copyright Act of 1998*.

Individuals found to be intentionally in noncompliance with this policy may receive discipline up to and including termination or expulsion.

5.10 RETENTION AND DISPOSAL OF COLLEGE RECORDS – 9/17/96 – revised 5/5/09

College records shall be retained and disposed of as stipulated in the Illinois Local Records Act 50 ILCS 205. Such records may be disposed of (1) after their retention period is complete, (2) if all local, state, and federal audit requirements have been met, (3) if they are not needed for any pending or anticipated litigation, and (4) if they have been approved for disposition by the Local Records Commission.

5.11 ART ACQUISITION AND PLACEMENT – 8/19/97 – revised 5/5/09

The College recognizes that the display of works of art provides both aesthetic and educational benefits to the District, whether the works are part of the College's permanent collection or are intended for temporary display.

Though the College's collections and display primarily provide educational support material and promote the development of artistic talent and aesthetic awareness, the permanent collection should strive to represent Illinois art contemporary with the College buildings. Acceptance and display of art must fall within the stated mission of the College.

**5.12 STATEMENT OF NONDISCRIMINATION AND EQUAL OPPORTUNITY – 1/19/99
– revised 2/20/07; 5/5/09; 5/20/14**

Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College's nondiscrimination policy applies to the admission and retention of students, recruitment, employment, and retention of faculty and staff, and access to and treatment in the College's programs and activities.

Complaints alleging violations of this policy should be immediately reported to the Equal Employment Opportunity (EEO) Officer, as designated by the President. Complaints reported to the EEO Officer will be promptly investigated. In all cases, the investigator will make reasonable attempts to determine the facts pertinent to the complaint by interviewing the parties involved, including the alleged harasser. If the accused is a College employee who is a member of a bargaining unit, the employee may request union representation during the investigation. At the conclusion of the investigation, a written report of findings will be prepared and forwarded to the President.

No Retaliation

The College will not retaliate against any person for making a good faith complaint under this policy. Similarly, the College will not retaliate against or discipline any person (other than a person who is found to have violated this policy) who provides truthful information in connection with an investigation. Any employee of the College who retaliates against another employee or student for utilizing the procedure in this policy will be subject to discipline, up to and including termination.

If any employee believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee should report such conduct immediately to the EEO Officer. Any employee who makes a complaint that he or she knows to be false will be subject to disciplinary action, up to and including termination.

5.13 ACADEMIC FREEDOM STATEMENT – 5/5/09

Academic freedom is the freedom of faculty to teach the truth in their fields without fear of reprisal. It is the student's right to hear the truth as faculty perceives it in their areas of expertise. Academic freedom implies equal consideration of all sides of a question. Therefore, academic freedom is fundamental for the protection of the rights of the faculty in teaching and of the student to freedom in learning. Along with academic freedom are duties correlative with rights. These duties include adherence to all College policies, procedures, rules, and practices.

Faculty are citizens, mentors of a learned profession, and officers of an educational institution. When they write or speak as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate. They should respect the fact that others have the right to their own opinions, and should make every effort to indicate that they are not speaking for or representing the institution when they write or speak as citizens.

5.14 NAMING OF COLLEGE FACILITIES, ASSETS OR PROGRAMS – 5/5/09, Revised 1/16/18

As a method of recognition of a significant contribution from an individual or organization to the College and its mission, certain College-owned or controlled facilities, assets or programs may be named for the individual or organization. The College President shall present recommendations for naming to the Board of Trustees for acceptance by voice vote. The Foundation Board of Directors will develop procedures to be used for naming rights. With the approval of the College President and Board of Trustees.

5.15 PUBLICATIONS AND PUBLICITY – 5/5/09

The President or designee shall be responsible for disseminating public information about the College including; coordinating all contacts with and inquiries from the news media regarding College programs, services, activities, and special events; preparing and distributing all news releases and public service announcements distributed to the news media; and arranging for all appearances on talk shows and news programs.

The preparation of all official publications of the College intended for distribution to the general public will be supervised and released under the direction of the President of the College or designee.

5.16 INTELLECTUAL PROPERTY – 9/20/11

It is the intent of Richland Community College (RCC) to foster an environment in which innovative and creative activity is encouraged for the practical benefit to the

public, while maintaining and protecting the intellectual property interests of the creator, the College, and the District. For purposes of this policy, the creator may be an author, an inventor, or a team responsible for making contributions toward the creation of intellectual property and may include faculty, staff, students, and/or community members.

The College recognizes the use of copyrights, trademarks, and patents as typical methods of intellectual property protection. Trade secrets can also be protected using nondisclosure or confidential disclosure agreements.

The College recognizes traditional scholarly works as exempted copyrightable works. These may include class notes; books and other articles; courseware; musical, dramatic, or artistic works. Ownership of exempted copyrightable works resides with the creator.

Ownership of intellectual property resides with the creator, except when *any* of the following exception conditions are met.

1. Under or subject to agreement between RCC and a third party
2. Significant directed financial support from RCC for a specific project
3. Commissioned by RCC
4. Significant RCC nonfinancial resources are required to develop the work
5. Use of RCC name, logos, or insignias for commercial use
6. Subject to contractual obligations by a third party

Absent a negotiation and prior agreement, all rights in copyrights, trademarks, patents, industrial design, and trade secrets shall reside with the creator. Should any of the exception conditions exist, absent prior agreement, the intellectual property resides with the College.

Unless agreed upon by both parties, right of use of intellectual property resides with the owner. Ownership cannot be wrested by any third party without prior agreement by the owner. In addition, in instances where applicable exception conditions are not clear, it is the responsibility of the creator to disclose and clarify ownership to the applicable Richland Vice President at the earliest possible point to avoid possible outside intellectual property claims.

In addition, the College reserves the right at any time to transfer or abandon its intellectual property rights under this policy. Any such transfer or abandonment must be in writing and signed by the President. The College also reserves the right at any time to cease its financial support for developing, protecting, or commercializing any of its intellectual property.

5.17 Official College Social Media Policy and Procedure

It is the policy of the Board of Trustees of Richland Community College to acknowledge that social media plays an important role in the lives of the community, students, faculty, and staff. Richland Community College will maintain official social media sites to support the College in accomplishing its mission and vision, achieving its goals and objectives, and advancing the College's Core Values.

Policy - Responsible Use of Social Media

This policy only applies to social media accounts created to represent Richland Community College, a subset of the college (such as an academic department, student club, or office), or individual communications when an employee explicitly identifies themselves as a Richland employee in a social media post. This policy does not apply to any other activities on personal social media accounts.

This policy governs the publication of and commentary on social media by employees of Richland Community College, as well as the creation and administration of social media accounts. Social media is defined as facility for online publication and commentary, including, but not limited to, blogs, wikis, commentaries, and social networking sites.

The President, or their designee, shall determine which employees & students may create or manage social media sites on behalf of the College. The President, or their designee, may take control of, delete, or shut down any social media presence that represents the college at their discretion.

Employees and students who are charged with representing the college on social media will be provided with guidelines regarding the operation of the college's social media presence by the President or their designee. Failure to follow these guidelines may result in disciplinary action.

Employees who explicitly identify themselves as Richland Community College employees in a social media post conversation are also expected to exhibit the same level of professionalism as is required when communicating in any other format. Failure to maintain professional standards may result in disciplinary action.

The College reserves the right to remove content for any reason, including but not limited to content which is defamatory, offensive, pornographic, libelous, discriminatory or otherwise inappropriate, injurious or illegal.

PROCEDURES - Responsible Use of Social Media

This procedure only applies to social media accounts created to represent Richland Community College, a subset of the college (such as an academic department, student club, or office), or individual communications when an employee explicitly identifies themselves as a Richland employee in a social media post. This procedure does not apply to any other activities on personal social media accounts.

Social media is defined as facility for online publication and commentary, including, but not limited to, blogs, wikis, commentaries, and social networking sites (such as Facebook, Instagram, Snapchat, TikTok, Tumblr, Reddit, Twitter, LinkedIn, or YouTube).

Authorization of Social Media Accounts and Sites

Any social media account or site that represents Richland Community College must be approved by the Director of Marketing before it can be created.

Any person or organization that seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and a reasonable plan for managing its content.

Sites sponsored by recognized student organizations in connection with specific activities must be authorized by the Director of Marketing and Vice President of Student Engagement.

Anyone wishing to create a social media presence affiliated with Richland must first obtain permission from the appropriate Dean, Department Chair or Vice President. The individual must have read the Richland Social Media Guidelines published by the Marketing Department and accept responsibility for the publication of content on that site within said guidelines. The Director of Marketing will establish the account and remain as its administrator. Access to the account will then be granted to the requesting department. In the event this arrangement is not possible or feasible with a given social media platform, the requesting department will work with Marketing for a suitable arrangement.

The Director of Marketing has full authority to take control of, delete, or shut down any social media presence does not follow this procedure & claims to represent the college.

The Director of Marketing is the final arbiter of all content & commentary posted on any social media presence that represents the college.

Appropriate Use of Social Media – Expectations

Employees & students who manage a social media presence for the college are expected to adhere to the following:

- Use good judgment about social media content, respect privacy laws and exercise discretion in posting content that could reflect negatively on users or the College. Online posts should be treated as permanent and not recallable. Any substantive error shall be

transparently corrected as soon as possible after the error has been recognized.

- Content shall not disclose confidential information concerning current or former College employees or students.
- Content shall not include proprietary information of the College.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the College name to promote anything that is inconsistent with the approved activity or the College Vision, Mission, and Core Values.
- Only whole-group posts and messages should be sent to students through social media sites. Messages to individual students must be sent from a college email account to the student's email account through the regular college email services or through the course management site.
- By posting content to any social media site, you agree that you own or otherwise control all the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- The College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, demeaning, malicious, obscene, a violation of intellectual property rights or privacy laws, harassing in nature, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- Users shall not post content on social media sites, which violates any law of the United States, State of Illinois, including but not limited to HIPAA and FERPA.
- Content on college sites shall not support or advocate for or against any political issue, cause, party or candidate.
- Administrators may contact the College's Marketing Department or at any time for consultation.

Violations of Policy

The College shall have the right to review content posted to any site maintained in the name of the College and may remove or cause the removal of any content that violates the Board Policy, this procedure, or federal, state or local laws.

The College may block posts of users that violate Board Policy or this procedure, or restrict or deny a violator's access to College sites. College students or employees who violate Board

Policy or this procedure may also be subject to additional disciplinary action.

5.18 – Liquor Control – Delivery of Alcoholic Beverages – Adopted 9/19/17

The Board of Trustees will regulate the delivery of alcoholic beverages in all College facilities.

This Policy is pursuant to Section 5/16-15 of the *Liquor Contract Act*, 235 ILCS 5/1-1 et seq.

Alcoholic liquors may be served or sold on property under the control of the Board of Trustees of the College for events that the Board of Trustees of that may determine are public events and not student-related activities.

The Board of Trustees delegates its authority and charges the President of the College to establish criteria and guideline and to review and approve an activity, event, reception, meeting, or other social or educational activity, public or private event where alcoholic beverages may be distributed, sold, given, and or consumed on College owned and controlled property.

Culinary Program - In conjunction with the Richland Community College culinary program, the Board of Trustees authorizes the delivery and sale of alcohol beverages that are included for educational purposes associated with the program and for fund raising events for the College Foundation.

5.19 – Public Safety – Adopted 11/20/18

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

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

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

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

5.20 - Emergency Covid19 Policy – Adopted 6/16/20

Richland Community College is committed to the safety of individuals coming to campus and will make efforts to comply with guidelines provided by the Centers for Disease Control, Illinois Department of Public Health, and Macon County Health Department that are currently in place to address the public health hazard related to Covid19 when returning to work or to receive educational services.

Richland Community College has a duty to provide an educational space that is safe and supports the welfare of students, staff, and visitors for all property owned or controlled by the College. Within the capacity of the College, efforts will be made by all staff to reduce the exposure to the hazard through the following means:

Board directs the President or designee to develop procedures for allowing individuals to enter College facilities and to communicate those procedures broadly. These procedures will be based on guidelines and best practices commonly prescribed by public health agencies with jurisdiction over Richland Community College.

Individuals are required to participate in and provide factual information pertaining to their compliance with the stated procedures and criteria as an effort to ensure an environment that reduces the Hazard.

Employees, students, and visitors will not be allowed to enter College facilities if an individual is sick or is symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms of COVID-19).

All individuals on-campus are required to follow Social Distancing guidelines. Individuals that refuse to follow stated guidelines may be removed from campus.

Students that attend on-campus classes or lab classes will be required to wear appropriate Personal Protective Equipment (PPE) while participating in the activity. Students that refuse to wear PPE or follow other hazardous mitigation exposure procedures when required will be asked to leave campus immediately with no recourse.

Employees may be required to alter their work tasks, attendance, or other changes to their job-related duties in order to accommodate stated procedures that reduce exposure to the Hazard including but not limited to Social Distancing, hours of work, temperature testing, and self-reporting of their ability to meet health criteria for working on-campus.

Employees that are furloughed or quarantined due to Covid19 related actions will continue to receive College provided benefits as if they were currently working.

Pay for quarantined staff will be determined on a case-by-case basis depending on the individual's ability to perform their duties and/or any earned paid time off.

Employees refusing to return to work due to their individual health risk associated with Covid19 are required to provide documentation from their doctor substantiating the health risk to the Director of Human Resources. The Director and the employee's supervisor will determine if the employee can perform their Essential Functions without physically being on-campus or through other accommodations. Employees that fail to provide appropriate documentation to the Director and do not return to work may be disciplined up to and including termination.

This policy will be sunset and become void upon the Governor of the State of Illinois designating that the State has reached Phase 5 of his Recovery Plan Dated May 5, 2020.

To: Dr. Cris Valdez and Board of Trustees
Cc: Joe Feinstein
From: Joy Harvey
Date: 12/1/2020
Re: Adult Education/Workforce Technology Grant Purchase

The Richland Workforce Consortium has received an ICCB/IDHS Cures Act grant for Adult Education in the amount of \$22,000. With these funds, the Adult Education department is seeking to purchase laptop & tablet computers to provide students in need with access to technology that is needed to participate in online courses during the COVID-19 pandemic. Specifically, we are seeking to purchase:

20 - HP 250-G7 Laptops

29 – Microsoft Surface Go Tablets

Funding for this purchase has been approved through Richland Community College's ICCB/IDHS Cures Act grant allocation.

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

Based on vendor responses received, **we recommend that the purchase of this computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$22,631.72.**

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Crist Valdez

From: Greg Florian 

Date: November 30, 2020

Re: Request for authorization to contract with Architectural Expression for Engineering and Architectural Services to design Protection, Health, & Safety Projects

At the November 19, 2020 Board meeting, the Trustees approved several projects for Protection, Health, and Safety funding. This request is for engineering services for design and development of bid specifications and project management services. The projects will be bid with the Board approving the construction contract.

This project will be to design and develop bid specifications as well as project management for the replacement of the cooling tower at WDI.

The cost for these services is \$14,500. The cost of these services will be paid from a tax levy.

Therefore, it is recommended that the Board of Trustees authorize the Administration to contract with Architectural Expression of Forsyth for engineering services for the above noted project at a cost of \$14,500.

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Crist Valdez

From: Greg Florian 

Date: November 30, 2020

Re: Request for authorization to contract with BLDD for Architectural Services to design Protection, Health, & Safety Projects

At the November 19, 2020 Board meeting, the Trustees approved several projects for Protection, Health, and Safety funding. This request is for Architectural services for design and development of bid specifications and project management services. The projects will be bid with the Board approving the construction contract.

One project is replacement of the drive and drainage systems at the service drive behind the "Richland" wall. A second contract will be to seal exterior masonry joints and walls to prevent infiltration of moisture into the facility.

The cost for these services is \$20,850. The cost of these services will be paid from a tax levy.

Therefore, it is recommended that the Board of Trustees authorize the Administration to contract with BLDD of Decatur for architectural services for the above noted projects at a cost of \$ 20850.

To: Dr. Cris Valdez and Board of Trustees
Cc: Joe Feinstein
From: Joy Harvey
Date: 12/1/2020
Re: Administrative Office Technology Upgrades

The Technical Services Department is seeking to purchase desktop computers for use in Richland Community College employee offices. These desktops will replace the existing equipment currently in use that is over 7 years old. Specifically, we are seeking to purchase:

30 – Lenovo ThinkCentre Desktop Computers

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

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

Based on vendor responses received, **we recommend that the purchase of this computer equipment be made from CDW-G of Vernon Hills, IL, in the amount of \$15,783.60.**

TO: Board of Trustees
Dr. Cris Valdez

FROM: Greg Florian 

DATE: December 2, 2020

RE: FY 2021 Tax Levy – Resolution No.21-6

Mr. President, Members of the Board, the tax levy for FY2021 is proposed for adoption in Resolution No. 21-6. With this resolution, we are requesting the taxes be levied at amounts needed to fund the operations for the next year. While we are requesting that these amounts be levied, the amounts actually extended by the county clerks will be determined by the actual equalized assessed value of the taxable property in the district. The amount of the taxes that we collect will be different than the requested levy.

The resolution establishes, requested extensions for the Education Fund, Operations & Maintenance Fund, Liability, Protection & Settlement Fund, Social Security & Medicare, Audit Fund for financial audit purposes and protection, health and safety purposes totaling \$10,321,171 representing an increase of 4.96% or \$488,007 from the previous year's actual extension.

Debt Service taxes estimated for FY2021 is \$2,690,684. Total Extensions for all funds is \$13,011,855.

The total estimated tax rate for the aggregate and debt services levies is estimated at \$0.517 per \$100 EAV. This is an .86% decrease from the prior year's total extension.

The decrease in the levy is due to an estimated EAV increase provided by the county clerks. It is anticipated that the tax rate for the College will effectively be the same as the current year's rate of \$.52 per \$100 of EAV. Tax bills received in the spring of 2021 will effectively be a 0% increase from the prior year's total extension.

I am happy to address any questions you may have.

Thank you.

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

RESOLUTION NO. 21-6 RESOLUTION FOR FISCAL YEAR TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 537 (Richland Community College), Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby, and State of Illinois, annually adopts a budget and appropriates monies for educational purposes and for operations and maintenance purposes for a fiscal year beginning July 1 and ending June 30, and

WHEREAS, the levy for the year 2020 will be allocated 100% for the fiscal year beginning July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED that the said Board of Trustees hereby does levy against all taxable property of said Community College District for the year 2020 the sum of \$6,909,928 for educational purposes, the sum of \$1,005,446 for operations and maintenance purposes, the sum of \$1,764,597 for tort liability purposes, the sum of \$150,000 for Social Security and Medicare insurance purposes, the sum of \$67,000 for financial audit purposes, and the sum of \$424,200 for protection, health and safety purposes, and

BE IT FURTHER RESOLVED that the Chairman and Secretary of said Board of Trustees be and they hereby are authorized to execute and file with the County Clerk of the Counties of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby on or before the last Tuesday of December, 2020, a certificate of tax levy showing the aforementioned amounts.

BY: _____
David Coopridier, Chairman

ATTEST:

Randy Prince, Secretary

DATE: December 17, 2020 (SEAL)

CERTIFICATE OF TAX LEVY

Community College District No. 537 County(ies) Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby

Community College District Name: Richland Community College District 537 and State of Illinois

We hereby certify that we require:

the sum of \$ <u>6,909,928</u>	to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ <u>1,005,446</u>	to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ <u>-0-</u>	to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ <u>1,764,597</u>	to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
the sum of \$ <u>150,000</u>	to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ <u>67,000</u>	to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ <u>424,200</u>	to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ <u>-0-</u>	to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year <u>2020</u> .

Signed this 17th day of December, 2020

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 3.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 537 County(ies) of Macon, Christian, DeWitt, Logan, Moultrie, Piatt, Sangamon, and Shelby and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2020 was filed in the office of the County Clerk of this county on , _____.

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2020 is \$ _____.

Date

County Clerk and County

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Richland Community College District No. 537, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below:

- ☐ 1) The taxing district published a notice in the newspaper and conducted a hearing that met the requirements of the Truth in Taxation Law.
- ☒ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.
- ☐ 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension, and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- ☐ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Date December 17, 2020

Presiding Officer

To: Dr. Cris Valdez and Board of Trustees
Cc: Rev. Courtney Carson, Joe Feinstein
From: Jennifer Sergent
Date: 12/3/2020
Re: Workforce Equity Initiative Grant / CURES Technology Purchase

Richland's Workforce Equity Initiative (WEI) Grant has received additional funding via an ICCB/IDHS CURES Act grant. With these funds, the college's WEI Grant administrators are seeking to provide students enrolled in WEI programs with computers & internet access needed to continue on their educational pathway & participate in online classes during the COVID-19 pandemic. Specifically, we are seeking to purchase:

approximately 40 Lenovo V15-ADA Laptops, with a total cost not to exceed \$20,500
(estimated \$517.40 per laptop, \$20,696.00 total)

approximately 31 Microsoft Surface Go tablets, with a total cost not to exceed \$12,000
(estimated \$386.48 per tablet, \$11,980.88 total)

approximately 30 cellular WiFi hotspots & pre-paid service cards, with a total cost not to exceed \$20,800
(estimated \$68 per hotspot & \$40 per pre-paid service card, \$20,790 total)

Funding for this purchase has been fully provided through Richland Community College's ICCB/IDHS CURES Act Grant / Workforce Equity Initiative Grant allocation.

After determining the software and hardware requirements and receiving quotes from multiple vendors, IT Department staff have determined that it is in the College's best interest to purchase these laptops & tablets via the Illinois Public Higher Education Cooperative's statewide technology purchasing contract. The Cooperative's primary vendor for computing hardware & audiovisual equipment of this nature is CDW-Government. Additionally, after reviewing available vendors for prepaid cellular hotspot service, IT Department staff have determine that Straight Talk Wireless provides the lowest-cost service which meets the requirements of the grant & the needs of our students.

Based on vendor responses received, **we recommend that the purchase of laptop & tablet computer equipment be made from CDW-G of Vernon Hills, IL, in an amount not to exceed \$ 32,500; and the purchase of cellular WiFi equipment & service be made from Straight Talk Wireless of Miami, FL, in an amount not to exceed \$20,800.**

To: Board of Trustees
Dr. Cristobal Valdez

From: Greg Florian
Sam Morrow



Date: December 15, 2020

Re: Approval to Purchase Leaf Vacuum

The facilities staff utilizes a small leaf vacuum that they assembled about 20 years ago. The vacuum has a small capacity and is becoming hard to repair due to the age of parts used. It also has a smaller hose that often becomes clogged and is time consuming to clear.

The facilities staff have researched several models and determined that an Xtreme Vac DCL8027 municipal leaf vacuum manufactured by the M-Tech Company of Henderson, Tennessee would best meet the needs of this campus as well as support for MCLETC. This unit has a larger intake hose, capacity, and engine and turbine assembly that would clear leaves much more efficiently than our current unit.

For this purchase, the College is utilizing The Sourcewell Purchasing Consortium. Under this program, this purchase meets bid requirements and allows the College to purchase the equipment directly from the manufacturer at a 7.5% discount. Additionally, freight costs are locked in at \$3.00 per loaded mile for delivery. The cost of the Xtreme Vac DCL8027 with discounts and freight is \$30,811.31.

This purchase will be paid for through funds allocated for equipment in the Fiscal Year 2020 budget.

It is recommended that the Board authorize the College Administration to purchase a Xtreme Vac DCL8027 municipal leaf vacuum from M-Tech Company for \$30,811.31

We are available for any questions you may have.

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cristobal Valdez

From: Greg Florian 

Date: November 9, 2020

Re: Refinance 2012 GO Bond issue

The current financial markets have created an environment that is favorable for refinancing long-term debt. The College has \$10,715,000 of debt outstanding from the 2012 Workforce Development funding bond issue that can be refinanced at lower interest rates. Given the current rates, it is anticipated that the interest rate will decrease from an effective rate on the existing bonds of 4.08% to close to 2.25%. The term will end in 2031 which is the same time the original issue would be paid off. With these rates, the College will save taxpayers an estimated \$650,000 in interest over this time frame.

First MidState, as the College's underwriter for this refinancing, will conduct a public auction for the bonds. Standard and Poor's has issued a credit rating of A+ Stable for this issue. Chapman and Cutler LLP, Chicago, IL is providing a review and opinion of the bond documents.

Resolution number 21-3 and 21-4 is attached for consideration

It is recommended that the Board of Trustees approve Resolutions 21-3 and 21-4 authorizing the refinancing of the 2012 General Obligation Bonds.

We are available for any questions you may have.

Richland Community College
One College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cristobal Valdez

From: Greg Florian 

Date: December 15, 2020

Re: Refinance 2012 GO Bond issue

The current financial markets have created an environment that is favorable for refinancing long-term debt. The College has \$10,715,000 of debt outstanding from the 2012 Workforce Development funding bond issue that can be refinanced at lower interest rates. Given the current rates, it is anticipated that the interest rate will decrease from an effective rate on the existing bonds of 4.08% to close to 2.25%. The term will end in 2031 which is the same time the original issue would be paid off. With these rates, the College will save taxpayers an estimated \$650,000 in interest over this time frame.

First MidState, as the College's underwriter for this refinancing, will conduct a public auction for the bonds. Standard and Poor's has issued a credit rating of A+ Stable for this issue. Chapman and Cutler LLP, Chicago, IL is providing a review and opinion of the bond documents.

Resolution number 21-3 and 21-4 is attached for consideration

It is recommended that the Board of Trustees approve Resolutions 21-3 and 21-4 authorizing the refinancing of the 2012 General Obligation Bonds.

We are available for any questions you may have.



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian
Sam Morrow

Date: December 15, 2020

Re: Approval to Contract for Hood Control System in Café Kitchen

As part of the College's efforts to reduce energy consumption, we have identified the following project in the Café Kitchen:

The exhaust hood fans are currently driven by electric motors that operate at 100% capacity any time that they are being used. This project will replace three drive motors in the exhaust hood and make up air system and install a new CaptiveAir hood control panel. This will allow for control of the exhaust fans, make up air fans, and stages of fresh air re-heat together as a system, reducing energy consumption. The fans, drives, and heaters would also be placed on our buildings Energy Management System, Automated Logic, allowing for greater energy management.

As part of the Ameren Rebate Program, we would receive a rebate for a large portion of this work. This rebate will be determined upon the completion of the work. However, under the Ameren program, the College will be eligible for up to 80% of the cost.

We received the following quotes:

Anderson Electric	\$47,695.00
Bodine Electric	\$49,995.00
AllTech Ellectric	\$56,735.00

The cost of this project is available in the Operation & Maintenance (Reserve) Fund Balance.

Therefore, it is recommended that the Board of Trustees authorize the Administration to contract with Anderson Electric of Springfield, Illinois to install three motors, and a hood control panel in the Café Kitchen at a cost of \$47,695.

TO: Board of Trustees

FROM: Cris Valdez 

DATE: December 15, 2020

SUBJECT: Financial Report

Mr. Chairman, members of the Board, attached are the Treasurer's Report, Financial Statement and the Bills and Travel Expenditures for Ratification.

Greg Florian will be available to explain the Treasurer's Report and Financial Statement and to answer any questions regarding the bills.

Therefore, it is recommended that the Board of Trustees ratify the November 2020 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Treasurer's Report

11/30/2020

Fund	Balance 11/1/2020	Receipts for Month	Disbursements for Month	Balance 11/30/2020	Int Bearing Accounts	Separate Inv Instruments
Education Fund	\$12,325,389.97	\$1,944,413.98	(\$2,923,246.11)	\$11,346,557.84	\$11,096,557.84	\$250,000.00
Oper & Maint Restricted	\$17,282,782.65			\$17,282,782.65	\$17,282,782.65	\$0.00
Bond & Interest Fund	\$2,367,333.17			\$2,367,333.17	\$2,367,333.17	\$0.00
Auxiliary Enterprises	\$2,444,563.75	\$3,566.10	(\$1.75)	\$2,448,128.10	\$2,448,128.10	\$0.00
Restricted Purposes	\$266,676.49	\$3,959.00		\$270,635.49	\$271,838.78	(\$1,203.29)
Working Cash Fund	\$8,365,010.15	\$35.10		\$8,365,045.25	\$8,008,625.39	\$356,419.86
Trust & Agency Fund	\$8,081.54			\$8,081.54	\$8,081.54	\$0.00
Audit Fund	\$35,034.54			\$35,034.54	\$35,034.54	\$0.00
Liability & Protection	\$1,401,017.51			\$1,401,017.51	\$1,401,017.51	\$0.00
Totals	\$44,495,889.77	\$1,951,974.18	(\$2,923,247.86)	\$43,524,616.09	\$42,919,399.52	\$605,216.57

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$7,651,764.	IL Funds	0.09		0.0
EDUCATION FUND	\$250,000.00	CD-First Mid	0.20	1/30/2021	12.0
RESTRICTED-MASTER PLAN	\$149,827,670	PMA	0.98		0.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.40	8/10/2021	12.0
WORKING CASH FUND	\$1,036,301.	PMA	0.98		0.0
WORKING CASH FUND	\$121,467.71	CD-Regns	0.01	6/7/2021	7.0
WORKING CASH FUND	\$110,000.00	CD-HPB	0.15	8/23/2021	12.0
WORKING CASH FUND	\$124,952.15	CD-Regns	0.01	10/21/2021	13.0
LPS FUND	\$100,000.00	CD-Busey	0.10	3/27/2021	6.0

Revenues & Expenses by Fund

	Actual 11/30/2020	Budget 2021	%	Actual 11/30/2019	Prior Year To Date
Fund 01-Education Fund					
Revenue	\$12,684,449.30	\$15,393,210.00	82.4	\$12,679,304.73	\$15,346,123.40
Transfers	(\$36,894.00)	(\$51,308.00)	71.91	\$0.00	(\$627,038.24)
Expenses	(\$5,736,926.99)	(\$14,504,230.57)	39.55	(\$5,466,775.97)	(\$13,288,913.22)
	\$6,910,628.31	\$837,671.43		\$7,212,528.76	\$1,430,171.94
Fund 02-Operations & Maintenance					
Revenue	\$1,530,784.78	\$1,992,550.00	76.83	\$1,507,286.05	\$2,748,094.19
Transfers	\$0.00	\$0.00	0	\$0.00	(\$1,000,000.00)
Expenses	(\$566,125.15)	(\$1,992,550.00)	28.41	(\$612,319.86)	(\$1,765,868.89)
	\$964,659.63	\$0.00		\$894,966.19	(\$17,774.70)
Fund 03-Oper & Maint Restricted					
Revenue	\$376,053.95	\$9,438,723.00	3.98	\$444,664.38	\$16,753,409.37
Transfers	\$0.00	\$0.00	0	\$0.00	(\$30,730.49)
Expenses	(\$499,517.56)	(\$9,438,723.00)	5.29	(\$341,067.74)	(\$1,131,792.09)
	(\$123,463.61)	\$0.00		\$103,596.64	\$15,590,886.79
Fund 04-Bond & Interest Fund					
Revenue	\$2,126,519.28	\$2,873,015.00	74.02	\$2,515,767.28	\$2,847,380.72
Expenses	(\$2,404,076.53)	(\$2,873,015.00)	83.68	(\$2,483,576.25)	(\$2,868,862.50)
	(\$277,557.25)	\$0.00		\$32,191.03	(\$21,481.78)
Fund 05-Auxiliary Enterprises					
Revenue	\$444,626.12	\$1,618,932.00	27.46	\$664,599.40	\$1,560,314.52
Transfers	\$0.00	\$0.00	0	\$0.00	(\$112,236.00)
Expenses	(\$478,545.42)	(\$1,618,932.00)	29.56	(\$715,033.81)	(\$1,434,686.31)
	(\$33,919.30)	\$0.00		(\$50,434.41)	\$13,392.21
Fund 06-Restricted Purposes Fund					
Revenue	\$3,646,538.97	\$10,971,757.36	33.24	\$4,221,068.16	\$10,508,830.60
Transfers	\$0.00	\$0.00	0	\$0.00	(\$12,197.94)
Expenses	(\$4,029,147.85)	(\$10,971,757.36)	36.72	(\$4,280,859.19)	(\$10,413,659.65)
	(\$382,608.88)	\$0.00		(\$59,791.03)	\$82,973.01
Fund 07-Working Cash Fund					
Revenue	\$10,973.27	\$130,000.00	8.44	\$58,956.70	\$130,817.59
Transfers	\$0.00	(\$130,000.00)	0	\$0.00	(\$130,817.59)
	\$10,973.27	\$0.00		\$58,956.70	\$0.00
Fund 10-Trust & Agency Fund					
Revenue	\$41,478.58	\$73,425.00	56.49	\$41,716.32	\$72,469.67
Transfers	\$0.00	\$0.00	0	\$0.00	(\$1,400.00)
Expenses	(\$13,085.17)	(\$73,425.00)	17.82	(\$40,429.08)	(\$70,782.95)
	\$28,393.41	\$0.00		\$1,287.24	\$286.72
Fund 11-Audit Fund					
Revenue	\$51,238.12	\$67,446.00	75.97	\$61,226.05	\$66,982.31
Expenses	(\$40,521.66)	(\$55,860.00)	72.54	(\$42,344.44)	(\$54,736.47)
	\$10,716.46	\$11,586.00		\$18,881.61	\$12,245.84
Fund 12-Liability & Protection					
Revenue	\$1,617,362.83	\$2,134,428.00	75.78	\$1,801,172.06	\$1,973,438.94
Expenses	(\$692,709.50)	(\$1,655,282.00)	41.85	(\$678,406.00)	(\$1,487,421.54)
	\$924,653.33	\$479,146.00		\$1,122,766.06	\$486,017.40
Total	\$8,032,475.37	\$1,328,403.43		\$9,334,948.79	\$17,576,717.43

Operating Funds Revenue

	Actual Revenue YTD 11/30/2020	Budget 2021	%	Actual Revenue YTD 11/30/2019	Prior Year Revenue 6/30/2020
Investment Revenue					
Investment Revenue	\$3,676.53	\$61,000.00	6.03	\$64,581.09	\$121,961.51
	<u>\$3,676.53</u>	<u>\$61,000.00</u>	6.03	<u>\$64,581.09</u>	<u>\$121,961.51</u>
Local Government Sources					
Current Taxes	\$7,419,150.79	\$7,547,179.00	98.3	\$6,734,873.07	\$7,317,449.15
Interest on Taxes	\$1.10	\$7,000.00	0.02	\$70.51	\$12,002.76
	<u>\$7,419,151.89</u>	<u>\$7,554,179.00</u>	98.21	<u>\$6,734,943.58</u>	<u>\$7,329,451.91</u>
Other Revenue					
Facility Rental	\$98,573.50	\$252,455.00	39.05	\$98,643.50	\$253,698.72
Other Revenue	\$101,692.92	\$526,094.00	19.33	\$146,126.33	\$702,554.76
Transfer In	\$0.00	\$130,000.00	0	\$0.00	\$143,015.53
	<u>\$200,266.42</u>	<u>\$908,549.00</u>	22.04	<u>\$244,769.83</u>	<u>\$1,099,269.01</u>
State Government Sources					
ICCB CTE Formula Grant	\$26,324.00	\$208,464.00	12.63	\$0.00	\$226,300.00
ICCB Credit Hour Grants	\$675,974.18	\$1,655,043.00	40.84	\$777,030.56	\$1,719,323.00
ICCB Equalization Grant	\$16,666.67	\$50,000.00	33.33	\$12,500.01	\$50,000.04
Replacement Taxes	\$176,847.89	\$325,000.00	54.41	\$127,595.21	\$466,013.62
	<u>\$895,812.74</u>	<u>\$2,238,507.00</u>	40.02	<u>\$917,125.78</u>	<u>\$2,461,636.66</u>
Student Tuition & Fees					
Tuition Discount	(\$152,650.00)	\$0.00	0	\$0.00	\$0.00
Tuition-Cohort Contract	\$19,029.00	\$52,125.00	36.51	\$0.00	\$51,765.00
Tuition-Credit	\$5,189,097.00	\$5,891,329.00	88.08	\$5,471,388.00	\$6,199,430.00
Various Fees	\$640,850.50	\$680,071.00	94.23	\$753,782.50	\$830,703.50
	<u>\$5,696,326.50</u>	<u>\$6,623,525.00</u>	86	<u>\$6,225,170.50</u>	<u>\$7,081,898.50</u>
Total Revenue	\$14,215,234.08	\$17,385,760.00	81.76	\$14,186,590.78	\$18,094,217.59

Operating Funds Expenses

	Actual Expenses YTD 11/30/2020	Budget 2021	%	Actual Expenses YTD 11/30/2019	Prior Year Expenses 6/30/2020
Salaries					
Academic Support-PT	\$19,099.54	\$38,226.00	49.96	\$44,267.72	\$83,172.88
Administrative Staff Sal	\$748,822.44	\$1,852,844.00	40.41	\$704,536.36	\$1,769,062.97
Car Allowance	\$3,807.76	\$9,000.00	42.31	\$3,807.76	\$9,000.16
Classified-Temporary	\$13,454.04	\$17,500.00	76.88	\$12,157.00	\$19,957.00
Clinical Risk Stipends	\$14,167.04	\$33,725.00	42.01	\$13,562.58	\$32,740.86
Custodial, Maint Stf Sal	\$54,149.44	\$128,210.00	42.23	\$44,882.34	\$115,685.62
Custodial, Maint-Temp	\$0.00	\$4,000.00	0	\$8,403.00	\$8,403.00
F/T Classified Salary	\$361,964.71	\$864,522.00	41.87	\$317,466.35	\$817,127.54
F/T Faculty Salary	\$1,533,464.37	\$3,894,862.00	39.37	\$1,217,189.98	\$3,936,019.89
F/T Faculty-Summer Sal	\$258,949.19	\$263,340.00	98.33	\$234,646.35	\$234,646.35
Faculty Curriculum Dev	\$0.00	\$0.00	0	\$1,014.00	\$1,014.00
Faculty Tutors Salary	\$6,000.76	\$28,000.00	21.43	\$9,834.46	\$33,254.47
Independent Study Salary	\$0.00	\$9,545.00	0	\$5,670.00	\$13,350.00
Interpreter Salary	\$0.00	\$20,000.00	0	\$8,317.22	\$10,664.60
LabFacilitators	\$2,739.14	\$18,242.00	15.02	\$7,206.29	\$13,788.42
Overload Salary	\$225,769.70	\$622,819.00	36.25	\$190,150.68	\$546,654.05
Overtime Wages	\$2,513.72	\$13,777.00	18.25	\$6,411.16	\$13,548.46
P/T Classified Salary	\$9,937.33	\$11,590.00	85.74	\$2,359.71	\$8,268.11
P/T Faculty Salary	\$226,353.82	\$789,855.60	28.66	\$283,623.80	\$689,789.79
P/T Faculty-Summer Sal	\$60,505.64	\$56,788.00	106.55	\$84,346.93	\$87,545.88
Professional/Tech Salary	\$495,861.26	\$1,255,920.00	39.48	\$428,874.98	\$1,128,778.40
Professional/Tech-PT	\$7,125.02	\$12,100.00	58.88	\$9,521.51	\$14,298.34
Stipend	\$0.00	\$0.00	0	\$300.00	\$300.00
Student Workers Salary	\$7,857.50	\$63,350.00	12.4	\$16,479.85	\$38,739.16
Subs Instructors Salary	\$5,108.31	\$8,480.00	60.24	\$12,960.99	\$18,603.53
Supervisory Staff Salary	\$96,243.94	\$227,130.00	42.37	\$91,810.63	\$232,572.12
Test Proctor Salary	\$13,463.32	\$25,000.00	53.85	\$12,436.42	\$30,562.46
	\$4,167,357.99	\$10,268,825.60	40.58	\$3,772,238.07	\$9,907,548.06
Employee Benefits					
EmployeeBenefitsTotal	(\$31,977.37)	\$18,500.00	-172.85	\$1,625.34	\$16,099.07
FICA-Social Security	\$0.00	\$0.00	0	\$0.00	\$0.00
Grants Share of SURS	\$6,499.32	\$6,550.00	99.23	\$0.00	\$1,672.40
Group Dental Ins	\$27,069.10	\$70,929.00	38.16	\$22,023.85	\$60,664.67
Group LTD Ins	\$7,280.86	\$20,001.00	36.4	\$7,044.86	\$17,582.21
Group Life Ins	\$13,644.08	\$22,300.00	61.18	\$13,290.03	\$27,252.95
Group Medical Ins	\$746,982.05	\$1,960,991.00	38.09	\$667,582.27	\$1,739,456.14
Medicare	(\$4.34)	\$0.00	0	(\$17.31)	\$26.78
SURS-RetireeHealthContri	\$18,963.26	\$41,457.00	45.74	\$18,234.82	\$44,702.46
Staff/Family Waivers	\$19,624.00	\$35,000.00	56.07	\$23,934.00	\$45,879.17
	\$808,080.96	\$2,175,728.00	37.14	\$753,717.86	\$1,953,335.85
Contractual Services					
Accreditation Fees	\$7,635.00	\$26,820.00	28.47	\$12,160.00	\$20,060.00
Admin Computer-Maint	\$330,864.54	\$346,101.00	95.6	\$300,419.00	\$312,466.45
Building Repair/Maint	\$14,696.36	\$122,000.00	12.05	\$17,809.61	\$88,484.95
Consultants/Workshops	\$1,425.00	\$4,000.00	35.63	\$2,000.00	\$2,300.00
Contractual-Other	\$28,630.93	\$228,668.00	12.52	\$13,305.36	\$52,121.67
Contractual-Tutoring	\$85.00	\$10,730.00	0.79	\$0.00	\$0.00
Custodial Services	\$93,840.00	\$442,000.00	21.23	\$133,570.64	\$396,950.64
Diversity Initiatives	\$0.00	\$15,000.00	0	\$0.00	\$0.00
Employee Awards	\$0.00	\$800.00	0	\$0.00	\$319.00
Employee Recognition EAT	\$1,023.80	\$2,500.00	40.95	\$966.40	\$1,882.68
Equip Repair/Maint Agree	\$30,521.75	\$109,248.00	27.94	\$20,626.32	\$91,899.17
Faculty Development	\$0.00	\$2,300.00	0	\$0.00	\$0.00
Grounds Maintenance	\$8,122.94	\$18,500.00	43.91	\$9,593.60	\$15,446.98
Legal Services-Admin	\$7,398.00	\$40,000.00	18.5	\$840.00	\$19,182.00
Meals	\$0.00	\$3,000.00	0	\$470.03	\$1,220.03
Pest Control	\$3,023.44	\$12,450.00	24.28	\$4,420.00	\$9,087.62
Professional Fees	\$5,925.59	\$7,700.00	76.96	\$5,702.86	\$7,678.06
Recruitment	\$0.00	\$6,000.00	0	\$456.26	\$456.26
Royalties	\$0.00	\$350.00	0	\$0.00	\$0.00
Staff/Faculty Developmen	\$10,179.00	\$21,784.00	46.73	\$25,316.80	\$26,865.22

Operating Funds Expenses

	Actual Expenses YTD 11/30/2020	Budget 2021	%	Actual Expenses YTD 11/30/2019	Prior Year Expenses 6/30/2020
Contractual Services					
Student Awards	\$0.00	\$375.00	0	\$0.00	\$275.00
Student Development	\$25.00	\$1,925.00	1.3	\$171.48	\$430.47
Telephone Maint Agree	\$1,283.04	\$2,200.00	58.32	\$9,353.70	\$15,827.06
Wellness Program	\$7,500.00	\$7,500.00	100	\$0.00	\$0.00
	<u>\$552,179.39</u>	<u>\$1,431,951.00</u>	38.56	<u>\$557,182.06</u>	<u>\$1,062,953.26</u>
Materials & Supplies					
Advertising	\$15,462.00	\$87,400.00	17.69	\$29,003.43	\$95,184.20
Audio Visual Materials	\$0.00	\$3,000.00	0	\$27.95	\$100.44
Books-Library Collection	\$1,180.55	\$4,800.00	24.59	\$1,426.24	\$8,901.16
Computer Software	\$130,066.95	\$151,124.00	86.07	\$127,907.37	\$195,318.17
Digital Print/Curric Spt	\$40,119.20	\$54,584.00	73.5	\$49,490.48	\$52,574.91
Event Expense	\$536.18	\$4,430.00	12.1	\$1,182.97	\$2,548.07
Graphic Supplies	\$164.97	\$3,500.00	4.71	\$437.66	\$3,104.51
Instructional Supplies	\$43,099.41	\$133,837.00	32.2	\$54,114.52	\$84,370.50
Laundry/Linen Supplies	\$334.11	\$725.00	46.08	\$122.01	\$318.82
Maintenance Supplies	\$27,010.12	\$110,350.00	24.48	\$38,386.03	\$84,112.66
Materials	\$11,308.89	\$71,928.64	15.72	\$38,301.27	\$63,753.60
Non Consumable Supplies	\$2,371.80	\$12,850.00	18.46	\$1,748.00	\$9,696.37
Office Supplies	\$3,080.15	\$16,378.10	18.81	\$7,666.65	\$14,608.68
Postage	\$3,888.44	\$16,000.00	24.3	\$3,930.18	\$13,348.72
Printing	\$2,151.51	\$22,963.00	9.37	\$13,021.69	\$21,656.26
Publications & Dues	\$63,327.93	\$107,415.90	58.96	\$51,113.37	\$79,950.95
Reference Materials	\$0.00	\$335.00	0	\$4,254.00	\$4,254.00
Specialties	\$420.00	\$1,500.00	28	\$0.00	\$728.67
Transcripts	\$0.00	\$16,000.00	0	\$0.00	\$14,551.40
Uniforms	\$2,251.67	\$4,900.00	45.95	\$1,396.06	\$3,310.06
Vehicle Expense	\$6,173.02	\$20,000.00	30.87	\$1,112.72	\$14,735.45
Wind Turbine Maintenance	\$500.00	\$10,250.00	4.88	\$3,535.00	\$12,944.21
	<u>\$353,446.90</u>	<u>\$854,270.64</u>	41.37	<u>\$428,177.60</u>	<u>\$780,071.81</u>
Conference & Meeting Exp					
Community Relations/Spon	\$1,000.00	\$5,000.00	20	\$1,000.00	\$6,500.00
Meeting Expense	\$924.39	\$14,370.00	6.43	\$5,736.35	\$13,183.26
Registration Fees	\$6,499.20	\$52,185.00	12.45	\$24,265.00	\$34,017.99
Relocation	\$0.00	\$5,000.00	0	\$2,759.39	\$2,759.39
Travel-In State	\$617.23	\$16,967.00	3.64	\$9,462.84	\$13,621.21
Travel-In State Mileage	\$256.45	\$10,588.33	2.42	\$3,039.78	\$7,637.99
Travel-Out of State	\$0.00	\$63,839.00	0	\$39,801.03	\$59,529.93
	<u>\$9,297.27</u>	<u>\$167,949.33</u>	5.54	<u>\$86,064.39</u>	<u>\$137,249.77</u>
Fixed Charges					
Credit Card Fees	\$11,332.52	\$27,000.00	41.97	\$10,725.91	\$25,873.74
Equipment Rental	(\$75.79)	\$200.00	-37.89	\$0.00	\$75.79
Facility Rental	\$33,595.00	\$80,640.00	41.66	\$33,595.00	\$80,628.00
Graduation Expense	\$661.83	\$20,000.00	3.31	\$152.25	\$15,004.69
Install Pymt Lease/Purch	\$23,498.49	\$37,400.00	62.83	\$47,118.39	\$75,083.79
Interest Expense	\$0.00	\$1,000.00	0	\$0.00	\$4,530.30
Property Taxes	\$1,369.57	\$18,800.00	7.28	\$17,344.72	\$18,714.29
	<u>\$70,381.62</u>	<u>\$185,040.00</u>	38.04	<u>\$108,936.27</u>	<u>\$219,910.60</u>
Utilities					
Electricity and Nat Gas	\$127,680.99	\$356,300.00	35.84	\$137,711.06	\$404,828.52
Internet	\$3,774.00	\$17,390.00	21.7	\$4,774.00	\$15,399.28
Propane	\$159.28	\$1,500.00	10.62	\$0.00	\$0.00
Refuse Disposal	\$605.99	\$24,705.00	2.45	\$8,927.81	\$23,162.86
Telephone	\$38,826.96	\$43,340.00	89.59	\$11,226.82	\$75,314.62
Water, Sewage	\$15,223.13	\$39,750.00	38.3	\$17,401.87	\$41,190.34
	<u>\$186,270.35</u>	<u>\$482,985.00</u>	38.57	<u>\$180,041.56</u>	<u>\$559,895.62</u>
Capital Outlay					
Equipment-Instructional	\$0.00	\$353,790.00	0	\$0.00	\$0.00
Equipment-Service	\$0.00	\$88,574.00	0	\$5,000.00	\$5,000.00
	<u>\$0.00</u>	<u>\$442,364.00</u>	0	<u>\$5,000.00</u>	<u>\$5,000.00</u>
Tuition Adjustments					
Illinois Veterans Grants	\$0.00	\$15,000.00	0	\$0.00	\$0.00

Operating Funds Expenses

	Actual Expenses YTD 11/30/2020	Budget 2021	%	Actual Expenses YTD 11/30/2019	Prior Year Expenses 6/30/2020
Tuition Adjustments					
Tuition Waiver	\$8,656.00	\$10,000.00	86.56	\$2,582.00	\$4,566.00
Unfunded ING/MIA/POW	\$0.00	\$25,000.00	0	\$20,576.00	\$0.00
Write-Off	\$94,125.90	\$240,000.00	39.22	\$93,008.65	\$211,036.16
	<u>\$102,781.90</u>	<u>\$290,000.00</u>	35.44	<u>\$116,166.65</u>	<u>\$215,602.16</u>
Other Expense					
Bank Service Charges	\$1,600.14	\$3,000.00	53.34	\$1,040.05	\$3,621.18
Contributions	\$36,894.00	\$153,464.00	24.04	\$57,854.00	\$160,154.00
Expense-Other	\$1,284.22	\$3,500.00	36.69	\$135.07	\$21,700.42
	<u>\$39,778.36</u>	<u>\$159,964.00</u>	24.87	<u>\$59,029.12</u>	<u>\$185,475.60</u>
Transfers					
Transfer Out	\$36,894.00	\$51,308.00	71.91	\$0.00	\$627,038.24
	<u>\$36,894.00</u>	<u>\$51,308.00</u>	71.91	<u>\$0.00</u>	<u>\$627,038.24</u>
Total Expenses	\$6,326,468.74	\$16,510,385.57	38.32	\$6,066,553.58	\$15,654,080.97

Revenues by Fund Summary

	Actual Revenue YTD 11/30/2020	Budget 2021	%	Actual Revenue YTD 11/30/2019	Prior Year Revenue 6/30/2020
Fund 01-Education Fund					
Local Government Sources	\$6,476,866.89	\$6,594,503.00	98.22	\$5,880,444.87	\$6,399,650.70
State Government Sources	\$895,812.74	\$2,176,507.00	41.16	\$917,125.78	\$1,696,636.66
Student Tuition & Fees	\$5,269,280.82	\$6,124,440.00	86.04	\$5,733,339.36	\$6,496,894.97
Investment Revenue	\$3,676.53	\$61,000.00	6.03	\$64,581.09	\$121,961.51
Other Revenue	\$38,812.32	\$436,760.00	8.89	\$83,813.63	\$630,979.56
Total Revenue Fund 01	\$12,684,449.30	\$15,393,210.00	82.4	\$12,679,304.73	\$15,346,123.40
Fund 02-Operations & Maintenance					
Local Government Sources	\$942,285.00	\$959,676.00	98.19	\$854,498.71	\$929,801.21
State Government Sources	\$0.00	\$62,000.00	0	\$0.00	\$765,000.00
Student Tuition & Fees	\$427,045.68	\$499,085.00	85.57	\$491,831.14	\$585,003.53
Other Revenue	\$161,454.10	\$471,789.00	34.22	\$160,956.20	\$468,289.45
Total Revenue Fund 02	\$1,530,784.78	\$1,992,550.00	76.83	\$1,507,286.05	\$2,748,094.19
Fund 03-Oper & Maint Restricted					
Local Government Sources	\$373,567.69	\$382,414.00	97.69	\$427,598.56	\$15,615,718.07
Investment Revenue	\$2,486.26	\$20,000.00	12.43	\$4,486.81	\$21,754.70
Other Revenue	\$0.00	\$9,036,309.00	0	\$12,579.01	\$1,115,936.60
Total Revenue Fund 03	\$376,053.95	\$9,438,723.00	3.98	\$444,664.38	\$16,753,409.37
Fund 04-Bond & Interest Fund					
Local Government Sources	\$2,126,370.48	\$2,773,045.00	76.68	\$2,512,235.16	\$2,834,464.99
Investment Revenue	\$148.80	\$3,000.00	4.96	\$3,532.12	\$12,915.73
Other Revenue	\$0.00	\$96,970.00	0	\$0.00	\$0.00
Total Revenue Fund 04	\$2,126,519.28	\$2,873,015.00	74.02	\$2,515,767.28	\$2,847,380.72
Fund 05-Auxiliary Enterprises					
Customized Training	\$216,230.53	\$545,628.00	39.63	\$256,885.24	\$434,372.12
Student Tuition & Fees	\$24,229.00	\$88,803.00	27.28	\$36,666.00	\$102,551.58
Auxiliary Enterprises	\$155,373.23	\$898,320.00	17.3	\$341,173.86	\$579,655.27
Investment Revenue	\$402.29	\$0.00	0	\$5,282.88	\$10,148.38
Other Revenue	\$48,391.07	\$86,181.00	56.15	\$24,591.42	\$433,587.17
Total Revenue Fund 05	\$444,626.12	\$1,618,932.00	27.46	\$664,599.40	\$1,560,314.52
Fund 06-Restricted Purposes Fund					
Financial Aid	\$3,293,027.52	\$7,621,458.00	43.21	\$3,220,552.95	\$7,833,611.73
Investment Revenue	\$16.48	\$600.00	2.75	\$454.48	\$1,743.01
Other Revenue	\$353,494.97	\$3,349,699.36	10.55	\$1,000,060.73	\$2,673,475.86
Total Revenue Fund 06	\$3,646,538.97	\$10,971,757.36	33.24	\$4,221,068.16	\$10,508,830.60
Fund 07-Working Cash Fund					
Investment Revenue	\$10,973.27	\$130,000.00	8.44	\$58,956.70	\$130,817.59
Total Revenue Fund 07	\$10,973.27	\$130,000.00	8.44	\$58,956.70	\$130,817.59
Fund 10-Trust & Agency Fund					
Club Revenue	\$4,433.25	\$15,800.00	28.06	\$10,528.42	\$13,492.67
Investment Revenue	\$151.33	\$2,500.00	6.05	\$2,260.90	\$0.00
Other Revenue	\$36,894.00	\$55,125.00	66.93	\$28,927.00	\$58,977.00
Total Revenue Fund 10	\$41,478.58	\$73,425.00	56.49	\$41,716.32	\$72,469.67
Fund 11-Audit Fund					
Local Government Sources	\$51,203.58	\$66,946.00	76.48	\$60,633.12	\$65,973.45
Investment Revenue	\$34.54	\$500.00	6.91	\$592.93	\$1,008.86
Total Revenue Fund 11	\$51,238.12	\$67,446.00	75.97	\$61,226.05	\$66,982.31
Fund 12-Liability & Protection					
Local Government Sources	\$1,614,081.32	\$2,109,378.00	76.52	\$1,778,524.87	\$1,927,530.09
Student Tuition & Fees	\$2,264.00	\$10,000.00	22.64	\$8,480.00	\$9,840.00
Investment Revenue	\$1,017.51	\$15,050.00	6.76	\$14,167.19	\$28,061.40
Other Revenue	\$0.00	\$0.00	0	\$0.00	\$8,007.45
Total Revenue Fund 12	\$1,617,362.83	\$2,134,428.00	75.78	\$1,801,172.06	\$1,973,438.94
Total Revenue	\$22,530,025.20	\$44,693,486.36	50.41	\$23,995,761.13	\$52,007,861.31

Fund 10-Trust & Agency Fund

Expenses by Fund Summary

	Budget 2021	Actual YTD as of 11/30/2020	Encumbered as of 11/30/2020	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 10-Trust & Agency Fund							
Contractual Services	\$15,550.00	\$1,350.00	\$0.00	\$1,350.00	8.68	\$12,865.42	51.11
Materials & Supplies	\$48,050.00	\$10,881.92	\$0.00	\$10,881.92	22.65	\$45,294.10	55
Conference & Meeting Exp	\$9,125.00	\$568.00	\$0.00	\$568.00	6.22	\$11,874.27	72.1
Other Expense	\$700.00	\$285.25	\$0.00	\$285.25	40.75	\$749.16	50.88
Total Expense Fund 10	\$73,425.00	\$13,085.17	\$0.00	\$13,085.17	17.82	\$70,782.95	57.12
Fund 11-Audit Fund							
Salaries	\$7,565.00	\$3,226.38	\$0.00	\$3,226.38	42.65	\$7,371.71	41.81
Employee Benefits	\$1,795.00	\$795.28	\$0.00	\$795.28	44.31	\$1,864.76	40.87
Contractual Services	\$46,500.00	\$36,500.00	\$10,000.00	\$46,500.00	100	\$45,500.00	84.62
Total Expense Fund 11	\$55,860.00	\$40,521.66	\$10,000.00	\$50,521.66	90.44	\$54,736.47	77.36
Fund 12-Liability & Protection							
Salaries	\$733,563.00	\$303,221.02	\$0.00	\$303,221.02	41.34	\$686,945.37	41.62
Employee Benefits	\$345,544.00	\$134,900.71	\$0.00	\$134,900.71	39.04	\$326,421.07	40.26
Contractual Services	\$190,800.00	\$72,134.97	\$44,327.41	\$116,462.38	61.04	\$156,337.44	35.13
Materials & Supplies	\$38,950.00	\$16,419.77	\$1,815.42	\$18,235.19	46.82	\$37,121.31	51.98
Conference & Meeting Exp	\$6,000.00	\$310.88	\$817.50	\$1,128.38	18.81	\$15,018.16	87.65
Fixed Charges	\$325,000.00	\$163,282.16	\$112,698.72	\$275,980.88	84.92	\$262,382.03	65.66
Utilities	\$4,225.00	\$2,439.99	\$0.00	\$2,439.99	57.75	\$3,196.16	30.82
Capital Outlay	\$11,200.00	\$0.00	\$0.00	\$0.00	0	\$0.00	Canno
Total Expense Fund 12	\$1,655,282.00	\$692,709.50	\$159,659.05	\$852,368.55	51.49	\$1,487,421.54	45.61
Total Expenses	\$43,235,082.93	\$14,497,549.83	\$6,877,270.15	\$21,374,819.98	49.44	\$33,143,761.86	44.23

Auxiliary Enterprises Revenue & Expenses

NOV 2021

	Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Net Actual	Net Budget
Community Events						
6019 -Admin Outdoor Events	\$0.00	\$1,510.00	\$2,355.83	\$5,885.00	(\$2,355.83)	(\$4,375.00)
6030 -Misc Events	\$350.00	\$5,000.00	\$0.00	\$625.00	\$350.00	\$4,375.00
	<u>\$350.00</u>	<u>\$6,510.00</u>	<u>\$2,355.83</u>	<u>\$6,510.00</u>	<u>(\$2,005.83)</u>	<u>\$0.00</u>
Continuing & Professional Education						
6000 -Admininstration-CPED	\$6,698.11	\$57,792.00	\$49,192.98	\$141,766.00	(\$42,494.87)	(\$83,974.00)
6001 -CDL	\$100,550.00	\$220,000.00	\$64,619.16	\$167,984.00	\$35,930.84	\$52,016.00
6003 -Dance	\$3,683.60	\$72,000.00	\$14,586.22	\$60,514.00	(\$10,902.62)	\$11,486.00
6004 -Personal Development	\$689.00	\$22,000.00	\$4,429.79	\$17,916.00	(\$3,740.79)	\$4,084.00
6007 -Safety-Industrial	\$78,002.32	\$204,871.00	\$55,760.10	\$201,903.00	\$22,242.22	\$2,968.00
6008 -Shilling Rentals	\$6,200.00	\$28,000.00	\$7,086.58	\$12,119.00	(\$886.58)	\$15,881.00
6027 -Tech Go Camp	\$0.00	\$2,628.00	\$1,117.88	\$2,628.00	(\$1,117.88)	\$0.00
6005 -Workforce Development	\$38,950.00	\$27,000.00	\$17,608.40	\$33,785.00	\$21,341.60	(\$6,785.00)
	<u>\$234,773.03</u>	<u>\$634,291.00</u>	<u>\$214,401.11</u>	<u>\$638,615.00</u>	<u>\$20,371.92</u>	<u>(\$4,324.00)</u>
Culinary						
8907 -Bistro 537	\$8,986.07	\$35,000.00	\$11,842.64	\$35,000.00	(\$2,856.57)	\$0.00
8970 -Cafe	\$146,878.34	\$795,500.00	\$206,685.78	\$795,500.00	(\$59,807.44)	\$0.00
8908 -Coffee House	\$0.00	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$0.00
	<u>\$155,864.41</u>	<u>\$851,500.00</u>	<u>\$218,528.42</u>	<u>\$851,500.00</u>	<u>(\$62,664.01)</u>	<u>\$0.00</u>
Fitness Center						
1157 -Fitness Center	\$49,817.00	\$142,864.00	\$61,566.00	\$149,864.00	(\$11,749.00)	(\$7,000.00)
	<u>\$49,817.00</u>	<u>\$142,864.00</u>	<u>\$61,566.00</u>	<u>\$149,864.00</u>	<u>(\$11,749.00)</u>	<u>(\$7,000.00)</u>
Horticulture						
4503 -Garden Center	\$248.00	\$23,220.00	\$5,821.33	\$23,220.00	(\$5,573.33)	\$0.00
9099 -Produce Market	\$0.00	\$3,479.00	\$0.00	\$3,479.00	\$0.00	\$0.00
	<u>\$248.00</u>	<u>\$26,699.00</u>	<u>\$5,821.33</u>	<u>\$26,699.00</u>	<u>(\$5,573.33)</u>	<u>\$0.00</u>
Traffic Safety School						
6009 -Traffic Safety	\$7,725.00	\$25,000.00	\$8,543.69	\$20,676.00	(\$818.69)	\$4,324.00
	<u>\$7,725.00</u>	<u>\$25,000.00</u>	<u>\$8,543.69</u>	<u>\$20,676.00</u>	<u>(\$818.69)</u>	<u>\$4,324.00</u>

Restricted Purposes Fund Revenue & Expenses

NOV 2021

			Budget	Actual Revenue	Actual Expenses	Encumbered Expenses	Net
GRANTS							
Department of Education							
12142-ICCB Education Mentor Pr	8/1/2020	12/31/2021	\$96,608.00	\$0.00	\$2,282.76	\$0.00	\$94,325.24
Dept of Commerce & Economic Opp							
12027-Workforce Develop Grant	7/1/2019	6/30/2021	\$0.00	\$0.00	\$50,227.38	\$0.00	(\$50,227.38)
ICCB							
12154-Adult Ed Performance	7/1/2020	6/30/2021	\$74,475.00	\$7,447.50	\$16,920.92	\$0.00	\$57,554.08
12172-Adult Ed State Basic Grn	7/1/2020	6/30/2021	\$173,715.00	\$17,371.50	\$37,798.36	\$0.00	\$135,916.64
12106-CURES Act ICCB/IDHS Wkrf	10/1/2020	12/31/2020	\$53,300.00	\$0.00	\$0.00	\$0.00	\$53,300.00
12105-CURES ICCB/IDHS Adult Ed	8/1/2020	12/31/2020	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00
12138-Early School LeaverTrans	7/1/2020	6/30/2021	\$60,000.00	\$0.00	\$3,668.76	\$0.00	\$56,331.24
12132-Federal Adult Basic Grnt	7/1/2020	6/30/2021	\$124,285.00	\$0.00	\$51,235.64	\$0.00	\$73,049.36
12030-Scaling Apprenticeship	9/1/2019	6/30/2021	\$99,267.00	\$0.00	\$7,402.65	\$0.00	\$91,864.35
12031-Transitional Math Grant	7/1/2019	6/30/2021	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
12029-Wrkfrce Equity Inititive	9/18/2019	12/31/2021	\$219,030.00	\$0.00	\$107,893.64	\$1,815.72	\$109,320.64
12129-Wrkfrce Equity Inititive	11/1/2020	10/31/2021	\$0.00	\$0.00	\$6,169.72	\$0.00	(\$6,169.72)
Illinois Board of Higher Ed							
12020-Co-Op Work Study Grant	9/1/2019	8/31/2020	\$29,663.81	\$14,137.29	\$14,137.29	\$0.00	\$15,526.52
Illinois State Board of Educ							
12141-Education Career Pathway	6/1/2020	6/30/2023	\$0.00	\$156,878.00	\$0.00	\$0.00	\$0.00
RCC Foundation							
12133-Foundation Gifts to RCC	7/1/2020	6/30/2021	\$41,985.00	\$10,995.59	\$5,529.30	\$18,928.11	\$17,527.59
Richland Community College							
11458-Project READ			\$97,275.00	\$86,652.00	\$39,401.66	\$0.00	\$57,873.34
EQUI -Reserved for Equipment			\$361,090.00	\$16.48	\$50,338.70	\$4,737.00	\$306,014.30
Secretary of State							
12164-SOS Literacy Grant	7/1/2020	6/30/2021	\$100,000.00	\$0.00	\$51,835.82	\$0.00	\$48,164.18
US Department of Agriculture							
12140-NRCS Cooperative	4/24/2020	4/22/2024	\$15,349.00	\$782.38	\$4,195.54	\$0.00	\$11,153.46
US Department of Education							
12112-Carl Perkins-ICCB	7/1/2020	6/30/2021	\$260,142.00	\$18,970.71	\$35,561.53	\$0.00	\$224,580.47
12080-TRIO Grant	8/26/2019	8/31/2020	\$39,020.55	\$31,260.00	\$39,020.55	\$0.00	\$0.00
US Department of Energy							
11816-Carbon SAFE Illinois	4/1/2017	3/31/2021	\$10,185.00	\$0.00	\$0.00	\$2,155.78	\$8,029.22

Restricted Purposes Fund Revenue & Expenses

NOV 2021

			<u>Budget</u>	<u>Actual Revenue</u>	<u>Actual Expenses</u>	<u>Encumbered Expenses</u>	<u>Net</u>
GRANTS							
US Department of Transportation							
12118-Hwy Construct Career Grn	7/1/2020	6/30/2021	\$354,400.00	\$0.00	\$80,229.22	\$5,859.97	\$268,310.81
Total			\$2,246,790.36	\$344,511.45	\$603,849.44	\$33,496.58	\$1,609,444.34

Macon County Law Enforcement Training Center

Revenue & Expenses

NOV 2021



NOV Actual

YTD Actual

Budget

Revenue

Basic Law Enforce Acad	\$121,488.38	\$376,960.97	\$1,097,950.00
Basic Corrections Acad	\$29,840.00	\$58,671.00	\$388,500.00
Misc Law Enforce Trng	\$285.00	\$685.00	\$2,500.00
Uniform/Lodging Reimburs	\$8,057.00	\$105,616.98	\$80,925.00
Gifts/Donations	\$0.00	\$0.00	\$27,500.00
FundBalanceAppropriation	\$0.00	\$0.00	\$6,800.00
Revenue-Contractual	\$0.00	\$0.00	\$13,872.00
Revenue-Misc/OtherSource	\$248.00	\$2,158.72	\$5,000.00

Total Revenue	\$159,918.38	\$544,092.67	\$1,623,047.00
----------------------	---------------------	---------------------	-----------------------

Expenses

Law Enforce Trng Ctr

Administrative Staff Sal	\$25,404.66	\$139,572.70	\$330,260.00
Professional/Tech Salary	\$3,890.30	\$21,373.24	\$90,575.00
SURS-RetireeHealthContri	\$146.48	\$804.76	\$2,104.00
Group Medical Ins	\$2,575.15	\$12,875.75	\$49,598.00
Group Dental Ins	\$86.70	\$433.50	\$1,414.00
Group Life Ins	\$99.32	\$496.60	\$610.00
Group LTD Ins	\$71.37	\$356.85	\$850.00
Medicare	\$0.00	\$0.00	\$0.00
Staff/Family Waivers	\$0.00	\$525.00	\$0.00
Office Supplies	\$25.80	\$294.81	\$2,000.00
Instructional Supplies	\$0.00	\$0.00	\$500.00
Vehicle Expense	\$508.23	\$1,704.86	\$5,000.00
Printing	\$0.00	\$0.00	\$500.00
Postage	\$117.00	\$151.27	\$500.00
Non Consumable Supplies	\$0.00	\$1,478.97	\$1,800.00
Computer Software	\$0.00	\$0.00	\$510.00
Publications & Dues	\$0.00	\$0.00	\$100.00
Uniforms	\$0.00	\$469.00	\$1,000.00
Meeting Expense	\$0.00	\$0.00	\$500.00
Registration Fees	\$0.00	\$0.00	\$300.00
Travel-In State	\$0.00	\$0.00	\$500.00
Equipment Rental	\$157.28	\$2,299.97	\$3,020.00
Credit Card Fees	\$0.00	\$143.92	\$500.00
Telephone	\$120.00	\$600.00	\$1,440.00
Expense-Other	\$112.99	\$152.94	\$5,000.00

	\$33,315.28	\$183,734.14	\$498,581.00
--	--------------------	---------------------	---------------------

Basic Law Enforce Trng

P/T Faculty Salary	\$10,320.00	\$72,995.00	\$180,000.00
Medicare	\$0.00	\$0.00	\$2,610.00
FICA-Social Security	\$0.00	\$0.00	\$11,160.00
Meals	\$53,518.93	\$105,698.93	\$257,250.00
Office Supplies	\$0.00	\$0.00	\$200.00
Instructional Supplies	\$769.29	\$11,189.02	\$21,000.00
Vehicle Expense	\$0.00	\$0.00	\$2,000.00
Firearms & Accessories	\$10,680.78	\$10,722.76	\$36,750.00
Printing	\$0.00	\$0.00	\$2,500.00
Uniforms	\$0.00	\$32,821.40	\$50,750.00

Macon County Law Enforcement Training Center

Revenue & Expenses

NOV 2021



	NOV Actual	YTD Actual	Budget
Expense-Other	\$0.00	\$0.00	\$2,200.00
	\$75,289.00	\$233,427.11	\$566,420.00
Basic Corrections Trng			
P/T Faculty Salary	\$1,290.00	\$4,900.00	\$28,000.00
Medicare	\$0.00	\$0.00	\$406.00
FICA-Social Security	\$0.00	\$0.00	\$1,736.00
Contractual-Other	\$0.00	\$0.00	\$114,660.00
Meals	\$7,655.00	\$22,224.00	\$67,410.00
Instructional Supplies	\$215.73	\$2,617.29	\$8,000.00
Firearms & Accessories	\$0.00	\$0.00	\$22,000.00
Printing	\$0.00	\$0.00	\$1,000.00
Uniforms	\$0.00	\$14,602.70	\$19,950.00
Expense-Other	\$0.00	\$0.00	\$1,000.00
	\$9,160.73	\$44,343.99	\$264,162.00
Misc Law Enforce Trng			
P/T Faculty Salary	\$2,190.00	\$2,190.00	\$0.00
Medicare	\$31.75	\$31.75	\$0.00
Meals	\$882.00	\$882.00	\$8,000.00
	\$3,103.75	\$3,103.75	\$8,000.00
Law Enforce Trng Ctr O&M			
F/T Classified Salary	\$4,672.34	\$29,558.20	\$86,010.00
Custodial,Maint-Temp	\$1,018.40	\$2,036.80	\$0.00
Overtime Wages	\$0.00	\$495.51	\$0.00
SURS-RetireeHealthContri	\$23.35	\$150.23	\$430.00
Group Medical Ins	\$2,680.74	\$15,504.62	\$44,775.00
Group Dental Ins	\$78.44	\$454.52	\$1,315.00
Group Life Ins	\$15.34	\$91.26	\$224.00
Group LTD Ins	\$11.18	\$66.52	\$198.00
Medicare	\$0.00	\$0.00	\$0.00
Equip Repair/Maint Agree	\$244.95	\$3,746.31	\$8,000.00
Building Repair/Maint	\$0.00	\$0.00	\$25,000.00
Facility Repair	\$5.24	\$10.48	\$3,700.00
Contractual-Other	\$0.00	\$0.00	\$2,800.00
Pest Control	\$49.40	\$949.40	\$5,800.00
Grounds Maintenance	\$80.00	\$560.00	\$2,400.00
Maintenance Supplies	\$1,194.01	\$3,126.02	\$6,182.00
Materials	\$0.00	\$108.46	\$0.00
Non Consumable Supplies	\$0.00	\$0.00	\$1,000.00
Laundry/Linen Supplies	\$1,191.90	\$4,100.41	\$10,500.00
Uniforms	\$19.20	\$215.47	\$2,500.00
Electricity and Nat Gas	\$3,345.75	\$21,196.83	\$48,000.00
Water,Sewage	\$654.30	\$2,516.51	\$6,600.00
Telephone	\$0.00	\$926.08	\$4,000.00
Refuse Disposal	\$0.00	\$429.55	\$3,300.00
Internet	\$1,219.42	\$4,238.84	\$16,800.00
Equipment-Service	\$0.00	\$0.00	\$6,600.00
	\$16,503.96	\$90,482.02	\$286,134.00
Total Expenses	\$137,372.72	\$555,091.01	\$1,623,297.00
Net Revenue & Expenses	\$22,545.66	(\$10,998.34)	(\$250.00)

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AACC						
	Publications & Dues	General Expenses	\$4,284.00	\$4,284.00		
AFLAC						
	AFLAC		\$162.00	\$162.00		
AHEAD						
	Publications & Dues	Academic Success	\$325.00	\$325.00		
AHIMA						
	Fees Pass Thru HIT		\$1,300.00	\$1,300.00		
AT&T Long Distance						
	Telephone	Telecommunications	\$94.32		\$94.32	
AT&T Mobility						
	Telephone	Telecommunications	\$55.99		\$55.99	
Advanced Disposal Services						
	Electricity and Nat Gas	Utilities	\$1,804.45		\$1,804.45	
Airgas-Mid America						
	Instructional Supplies	Collision Repair Tech	\$38.66	\$38.66		
	Instructional Supplies	Collision Repair Tech	\$39.79	\$39.79		
	Instructional Supplies	Collision Repair Tech	\$170.97	\$170.97		
Airweld Industrial Gases & Suppl						
	Instructional Supplies	Welding-Technical Occ	\$7.75	\$7.75		
	Instructional Supplies	Welding-Technical Occ	\$35.00	\$35.00		
	Instructional Supplies	Welding-Technical Occ	\$108.78	\$108.78		
	Instructional Supplies	Welding-Technical Occ	\$80.05	\$80.05		
AmerenIP						
	Electricity and Nat Gas	Clinton Center O&M	\$66.73		\$66.73	
	Electricity and Nat Gas	Clinton Center O&M	\$196.81		\$196.81	
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$941.35			\$941.35
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$922.75			\$922.75
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,074.23			\$1,074.23
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$77.18		\$77.18	
	Electricity and Nat Gas	Utilities	\$140.00		\$140.00	
	Electricity and Nat Gas	Utilities	\$3,041.09		\$3,041.09	
	Electricity and Nat Gas	Utilities	\$159.91		\$159.91	
	Electricity and Nat Gas	Utilities	\$5,379.14		\$5,379.14	
	Electricity and Nat Gas	Workforce Development Ct	\$1,550.16		\$1,550.16	
	RCC Foundation A/R		\$750.00	\$750.00		
	RCC Foundation A/R		\$784.32	\$784.32		
American Association of Physics						
	Publications & Dues	Phys Sci/Physic-Baccal	\$232.00	\$232.00		
American Culinary Federation						
	Accreditation Fees	Culinary Arts	\$750.00	\$750.00		
American Heart Association						
	Instructional Supplies	Credit	\$72.00			\$72.00
	Instructional Supplies	Credit	\$135.00			\$135.00
	Instructional Supplies	Credit	\$143.80			\$143.80
	Instructional Supplies	Credit	\$159.00			\$159.00
	Instructional Supplies	Credit	\$170.00			\$170.00
	Instructional Supplies	Credit	\$238.85			\$238.85
	Instructional Supplies	Credit	\$799.00			\$799.00
Aramark Uniform Services						
	Uniforms	Maintenance	\$66.00		\$66.00	
	Uniforms	Law Enforce Trng Ctr O&M	\$6.40			\$6.40
	Uniforms	Law Enforce Trng Ctr O&M	\$6.40			\$6.40
	Uniforms	Law Enforce Trng Ctr O&M	\$6.40			\$6.40
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$32.79			\$32.79
	Uniforms	Maintenance	\$66.00		\$66.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$156.81			\$156.81
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$163.80			\$163.80
	Uniforms	Maintenance	\$66.00		\$66.00	
Area Disposal Service Inc						
	Refuse Disposal	Clinton Center O&M	\$91.01		\$91.01	
Arthur J Gallagher Risk Services						
	General Insurance	Liab Protection & Settle	\$855.00			\$855.00
Ascendium Education Solutions						
	Contractual-Other	Fin Aid & Vet Affairs	\$16.00	\$16.00		
Auto Zone						
	Instructional Supplies	Automotive-Tech Occ	(\$5.99)	(\$5.99)		
	Instructional Supplies	Automotive-Tech Occ	\$34.47	\$34.47		
Ayers, Addison						
	Student Tuition Rec		\$200.00	\$200.00		
BLDD Architects Inc						
	Building Improvements	Renovations / Remodeling	\$11,821.41			\$11,821.41
BearMail Co						

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
BearMail Co						
	Heartland Academy Recv		\$0.51	\$0.51		
	RCC Foundation A/R		\$54.06	\$54.06		
	Postage	Business Office	\$362.64	\$362.64		
	Postage	CPED Administration	\$1.53			\$1.53
	Postage	Club Expenses	\$27.60			\$27.60
	Postage	Enrollment Management	\$6.93	\$6.93		
	Postage	Fin Aid & Vet Affairs	\$7.41	\$7.41		
	Graduation Expense	General Expenses	\$13.53	\$13.53		
	Postage	General Expenses	\$410.69	\$410.69		
	Postage	Human Resources	\$42.09	\$42.09		
	Postage	Law Enforce Trng Ctr	\$117.00			\$117.00
	Postage	NonCredit	\$109.65			\$109.65
	Postage	Public Safety Department	\$0.51			\$0.51
	Postage	Student Development	\$30.54	\$30.54		
Bob & Ron's Repair Service						
	Vehicle Expense	College Vehicle	\$1,430.08		\$1,430.08	
Bollhorst, Robin L						
	Telephone	Human Resources	\$50.00	\$50.00		
Brazier, Thonchel Bayard						
	Stipends	NonCredit	\$180.00			\$180.00
	Stipends	NonCredit	\$180.00			\$180.00
Brozio, Seth Edward						
	Contractual-Other	Grant-Administration	\$30.00			\$30.00
Burke, Tayler M						
	Student Tuition Rec		\$150.00	\$150.00		
Bushue Human Resources Inc						
	Contractual-Other	Human Resources	\$84.80	\$84.80		
CAE Healthcare Inc						
	Equip Repair/Maint Agree	Human Simulator	\$3,822.00	\$3,822.00		
CDS Leasing						
	Equipment Rental	Law Enforce Trng Ctr	\$157.28			\$157.28
CDS Office Technologies						
	RCC Foundation A/R		\$23.05	\$23.05		
	Printing	General Expenses	\$33.00	\$33.00		
CDWG Government Inc						
	Materials	Student Activities	\$422.06			\$422.06
Carson, Courtney L						
	Telephone	Essential Skills	\$50.00	\$50.00		
Carson-Buckner, Malachi						
	Stipends	Grant-SupportServices	\$655.00			\$655.00
Central Illinois Regional Dispat						
	Contractual-Other	Public Safety Department	\$1,000.00			\$1,000.00
Christy-Foltz Inc						
	Building Improvements	Renovations / Remodeling	\$41,999.40			\$41,999.40
City of Clinton Water						
	Water,Sewage	Clinton Center O&M	\$21.44		\$21.44	
City of Decatur						
	Accrued Sales Tax		\$76.91			\$76.91
	Accrued Sales Tax		\$79.89			\$79.89
City of Decatur IL						
	Water,Sewage	Utilities	\$55.37		\$55.37	
	Water,Sewage	Utilities	\$158.40		\$158.40	
	Water,Sewage	Utilities	\$162.45		\$162.45	
	Water,Sewage	Utilities	\$180.25		\$180.25	
	Water,Sewage	Utilities	\$313.53		\$313.53	
	Water,Sewage	Utilities	\$314.92		\$314.92	
	Water,Sewage	Utilities	\$367.78		\$367.78	
	Water,Sewage	Utilities	\$2,206.06		\$2,206.06	
	Water,Sewage	Law Enforce Trng Ctr O&M	\$85.78			\$85.78
	Water,Sewage	Law Enforce Trng Ctr O&M	\$109.73			\$109.73
	Water,Sewage	Law Enforce Trng Ctr O&M	\$458.79			\$458.79
	Receivable-BrushColl LLC		\$5.68	\$5.68		
Clinton RCC LLC						
	Facility Rental	Clinton Center O&M	\$6,719.00		\$6,719.00	
Comcast						
	Telephone	Telecommunications	\$65.73		\$65.73	
	Internet	Law Enforce Trng Ctr O&M	\$117.34			\$117.34
	Internet	Law Enforce Trng Ctr O&M	\$214.21			\$214.21
Confidential On-Site Paper						
	Facility Repair	Law Enforce Trng Ctr O&M	\$5.24			\$5.24
Consociate Group						
	Contractual-Other	Human Resources	\$262.50	\$262.50		

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Constable, Jackson	Student Tuition Rec		\$100.00	\$100.00		
Constellation NewEnergy Gas	Electricity and Nat Gas	Workforce Development Ct	\$5.72		\$5.72	
	Electricity and Nat Gas	Workforce Development Ct	\$5.72		\$5.72	
Continental Research Corp	Maintenance Supplies	Maintenance	\$381.03		\$381.03	
Coon, Ryan	Event Expense	Club Expenses	\$355.00			\$355.00
Cooper, Tisha Diane	Stipends	Grant-SupportServices	\$400.00			\$400.00
	Stipends	Grant-SupportServices	\$400.00			\$400.00
	Stipends	Grant-SupportServices	\$400.00			\$400.00
	Stipends	Grant-SupportServices	\$80.00			\$80.00
Crawford, Scott	Stipends	Grant-SupportServices	\$221.87			\$221.87
	Stipends	Grant-SupportServices	\$173.44			\$173.44
	Stipends	Grant-SupportServices	\$154.69			\$154.69
	Stipends	Grant-SupportServices	\$134.37			\$134.37
Crews, Denise,, Dr	Telephone	VP Academic Services	\$60.00	\$60.00		
Cromwell Radio Group Inc	Advertising	Marketing	\$250.00	\$250.00		
DMH Medical Group	Testing	Grant-SupportServices	\$230.00			\$230.00
Dawson, Jamia Lynn	Student Tuition Rec		\$100.00	\$100.00		
DeBose Consulting	Contractual-Other	Credit	\$1,280.00			\$1,280.00
Decatur Blueprint Company	Materials	Fitness Center	\$1,064.00			\$1,064.00
Decatur Memorial Hospital	Contractual-Other	Credit	\$110.00			\$110.00
	Contractual-Other	Student Activities	\$90.00			\$90.00
Decatur Regional Chamber of	Publications & Dues	General Expenses	\$4,915.00	\$4,915.00		
Decatur Trailer Sales & Service	Equip Repair/Maint Agree	Credit	\$114.08			\$114.08
Direct Energy	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$169.86			\$169.86
	Electricity and Nat Gas	Utilities	\$2,975.88		\$2,975.88	
Dunker Electric	Maintenance Supplies	Maintenance	\$98.58		\$98.58	
	Maintenance Supplies	Maintenance	\$66.50		\$66.50	
	Maintenance Supplies	Clinton Center O&M	\$103.25		\$103.25	
Dust & Son Auto Supply	Instructional Supplies	Automotive-Tech Occ	\$211.99	\$211.99		
	Instructional Supplies	Collision Repair Tech	\$429.06	\$429.06		
EAC Design Inc	Computer Software	Academic Lab Support	\$3,170.00	\$3,170.00		
EagleScreen	Contractual-Other	Human Resources	\$137.75	\$137.75		
Ecolab	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$169.95			\$169.95
	Contractual-Other	Cafe	\$174.95			\$174.95
	Contractual-Other	Cafe	(\$169.95)			(\$169.95)
	Contractual-Other	Cafe	\$175.00			\$175.00
Elan Corporate Payment	Credit Card Pmt Clearing		\$3,854.56	\$3,854.56		
Ellis, Benjamin	Stipends	NonCredit	\$180.00			\$180.00
	Stipends	NonCredit	\$180.00			\$180.00
Elsevier	Fees Pass Thru Nursing		\$427.00	\$427.00		
Employers Assurance Co	General Insurance	Liab Protection & Settle	\$48.00			\$48.00
Energy Harbor	Electricity and Nat Gas	Utilities	\$13,332.12		\$13,332.12	
	Electricity and Nat Gas	Workforce Development Ct	\$1,676.37		\$1,676.37	
Energy Management Solutions	Accrued Expenses		\$2,616.88			\$2,616.88
Eskew, Lisa D	Instructional Supplies	Credit	\$50.00			\$50.00

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Evergreen FS-Stephens #24						
	Vehicle Expense	College Vehicle	\$671.03		\$671.03	
	Instructional Supplies	Instruction-Other	\$253.58			\$253.58
	Instructional Supplies	Instruction-Other	\$300.86			\$300.86
	Instructional Supplies	Instruction-Other	\$449.15			\$449.15
FISDAP						
	Fees Pass Thru EMS		\$157.50	\$157.50		
Fidelity Security Life Insurance						
	Vision Insurance		\$842.48	\$842.48		
Firm Systems						
	Fees Pass Thru Backgrnd		\$105.00	\$105.00		
Fleck, Robert J						
	Uniforms	Maintenance	\$75.00		\$75.00	
Fleet Pride						
	Instructional Supplies	Diesel Med/Hvy Trk Tech	\$210.12	\$210.12		
	Instructional Supplies	Diesel Med/Hvy Trk Tech	\$229.49	\$229.49		
Flinn Scientific Inc						
	Instructional Supplies	Chemistry-Baccalaureate	\$91.00	\$91.00		
GJ Builders Hardware Inc						
	Maintenance Supplies	Maintenance	\$23.00		\$23.00	
Gipson, James Edward						
	Stipends	NonCredit	\$100.00			\$100.00
Grabowski, Calum						
	Student Tuition Rec		\$150.00	\$150.00		
Grainger						
	Maintenance Supplies	Maintenance	\$64.84		\$64.84	
	Maintenance Supplies	Maintenance	\$102.12		\$102.12	
Greenwood, Braden William						
	Student Tuition Rec		\$135.00	\$135.00		
Hanover Insurance Group Co						
	General Insurance	Liab Protection & Settle	\$1,022.00			\$1,022.00
	General Insurance	Liab Protection & Settle	\$2,184.70			\$2,184.70
	General Insurance	Liab Protection & Settle	\$3,389.60			\$3,389.60
	General Insurance	Liab Protection & Settle	\$10,578.83			\$10,578.83
Harnsberger, Darin Meade						
	Stipends	NonCredit	\$180.00			\$180.00
	Stipends	NonCredit	\$180.00			\$180.00
Heartland Bank & Trust						
	Bond Issuance Costs	Bond & Interest	\$500.00			\$500.00
	Defeasance Bonds Payable	Bond & Interest	\$1,000,000.00			\$1,000,000.00
	Interest Expense	Bond & Interest	\$435,040.28			\$435,040.28
Henderson, Garrett Albert						
	Stipends	NonCredit	\$178.75			\$178.75
	Stipends	NonCredit	\$180.00			\$180.00
Higher Learning Commission						
	Accreditation Fees	Institutl Effectiveness	\$525.00	\$525.00		
	Contractual-Other	Institutl Effectiveness	\$525.00	\$525.00		
Hoelting & Co						
	Food Supply Costs	Cafe	\$28.95			\$28.95
	Food Supply Costs	Cafe	\$29.97			\$29.97
	Food Supply Costs	Cafe	\$47.96			\$47.96
	Food Supply Costs	Cafe	\$193.70			\$193.70
	Materials	Cafe	\$91.25			\$91.25
	Food Supply Costs	Cafe	\$338.66			\$338.66
	Materials	Cafe	\$49.35			\$49.35
	Food Supply Costs	Cafe	\$411.04			\$411.04
	Materials	Cafe	\$74.99			\$74.99
	Food Supply Costs	Cafe	\$355.61			\$355.61
	Materials	Cafe	\$131.26			\$131.26
	Food Supply Costs	Cafe	\$334.12			\$334.12
	Materials	Cafe	\$176.94			\$176.94
	Food Supply Costs	Cafe	\$373.11			\$373.11
	Materials	Cafe	\$175.90			\$175.90
	Food Supply Costs	Cafe	\$693.77			\$693.77
	Food Supply Costs	Cafe	(\$50.75)			(\$50.75)
	Food Supply Costs	Cafe	(\$31.60)			(\$31.60)
	Materials	Cafe	\$70.85			\$70.85
	Food Supply Costs	Cafe	\$249.83			\$249.83
	Food Supply Costs	Cafe	\$408.23			\$408.23
Hollingsead, Madison Skye						
	Student Tuition Rec		\$114.40	\$114.40		
Howe, James T						
	Stipends	Grant-SupportServices	\$655.00			\$655.00

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
ICCB						
	Publications & Dues	Online Learning	\$500.00	\$500.00		
ICCTA						
	Registration Fees	Board of Trustees	\$75.00	\$75.00		
IL Assoc of Community College						
	Travel-In State	Agriculture	\$200.00	\$200.00		
Illinois Board of Higher Ed						
	Accrued Expenses		\$15,526.52			\$15,526.52
Illinois Century Network						
	Internet	Telecommunications	\$1,200.00		\$1,200.00	
Illinois Federation of Teachers						
	Union Dues-RFT		\$1,509.30	\$1,509.30		
	Union Dues-RFT		\$1,509.30	\$1,509.30		
Illinois State Disbursement Unit						
	Wage Garnishment Orders		\$120.00	\$120.00		
	Wage Garnishment Orders		\$120.00	\$120.00		
	Wage Garnishment Orders		\$590.92	\$590.92		
J J Keller						
	Instructional Supplies	Credit	\$407.10			\$407.10
J Morris Enterprises, LLC						
	Instructional Supplies	Instruction-Other	\$100.00			\$100.00
Jackson, Shelly L						
	Stipends	NonCredit	\$180.00			\$180.00
	Stipends	NonCredit	\$180.00			\$180.00
Jenzabar Inc						
	Consultants/Workshops	Administrative Info Syst	\$1,425.00	\$1,425.00		
Johnco Construction, Inc						
	Building Improvements	Renovations / Remodeling	\$210,415.40			\$210,415.40
Johnson County Community						
	Contractual-Other	Institutl Effectiveness	\$1,250.00	\$1,250.00		
Jones & Sullivan Ent						
	Accrued Expenses		\$8,935.00		\$8,935.00	
Jones, Jacquand						
	Student Tuition Rec		\$543.00	\$543.00		
KONE Inc						
	Equip Repair/Maint Agree	Maintenance	\$380.14		\$380.14	
King-Lar Company						
	Building Repair/Maint	Maintenance	\$1,285.37		\$1,285.37	
Lane, Roy D						
	Contractual-Other	Credit	\$90.00			\$90.00
Laser Innovation Inc						
	Contractual-Other	Academic Lab Support	\$774.00	\$774.00		
Leverson, Draper						
	Contractual-Other	Student Activities	\$5.00			\$5.00
MANCOMM						
	Instructional Supplies	Credit	\$105.24			\$105.24
Mark's Plumbing						
	Maintenance Supplies	Maintenance	\$219.62		\$219.62	
Marquis Beverage Service						
	Food Supply Costs	Cafe	\$119.25			\$119.25
	Food Supply Costs	Cafe	\$318.00			\$318.00
Mata, Tara D						
	Materials	Academic Success	\$297.74			\$297.74
Maxwell, Claire Hannah						
	Student Tuition Rec		\$8.00	\$8.00		
Mazzotti Services						
	Uniforms	Basic Corrections Trng	\$63.00			\$63.00
	Uniforms	Basic Corrections Trng	\$66.00			\$66.00
	Uniforms	Law Enforce Trng Ctr	\$140.00			\$140.00
	Uniforms	Basic Corrections Trng	\$414.00			\$414.00
	Uniforms	Basic Corrections Trng	\$1,058.00			\$1,058.00
McColley, Dillon Rex						
	Student Tuition Rec		\$1,011.00	\$1,011.00		
McKesson						
	Medical Surgical Gov					
	CARES Act Grant	CARES Act Grant	\$65.80			\$65.80
	CARES Act Grant	CARES Act Grant	\$122.20			\$122.20
	Instructional Supplies	Emergency Medical Svcs	(\$573.24)	(\$573.24)		
	Materials	Emergency Medical Svcs	(\$303.12)	(\$303.12)		
	Instructional Supplies	Emergency Medical Svcs	\$17.21	\$17.21		
	Instructional Supplies	Emergency Medical Svcs	\$36.75	\$36.75		
	Instructional Supplies	Emergency Medical Svcs	\$79.00	\$79.00		
	Instructional Supplies	Emergency Medical Svcs	\$134.36	\$134.36		
	Materials	Emergency Medical Svcs	\$303.12	\$303.12		

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
McKesson Medical Surgical Gov						
	Materials	Emergency Medical Svcs	\$320.12	\$320.12		
Melton, Julie Lynn						
	Telephone	Foundation & Development	\$60.00	\$60.00		
Memorial Health System						
	Fees Pass Thru EMS		\$360.00	\$360.00		
Menards Inc						
	Maintenance Supplies	Maintenance	\$16.99		\$16.99	
	Maintenance Supplies	Maintenance	\$41.04		\$41.04	
	Maintenance Supplies	Maintenance	\$395.22		\$395.22	
	Inventory-CentralStores		\$9.48	\$9.48		
	Maintenance Supplies	Maintenance	\$167.95		\$167.95	
Metzger, Michelle Alexis_Lee						
	Student Tuition Rec		\$603.00	\$603.00		
	Student Tuition Rec		\$330.00	\$330.00		
Midwest Electronic Systems Inc						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$75.00			\$75.00
Midwest Fiber Inc of Decatur						
	Grounds Maintenance	Law Enforce Trng Ctr O&M	\$80.00			\$80.00
Miller, Destiny Janee						
	Stipends	Grant-SupportServices	\$600.00			\$600.00
Millikin University						
	Contractual-Other	Chemistry-Baccalaureate	\$2,151.00	\$2,151.00		
Mitchell, Colton Wayne						
	Stipends	NonCredit	\$180.00			\$180.00
	Stipends	NonCredit	\$180.00			\$180.00
Morris, Juanita M						
	Contractual-Other	Insitutional Research	\$3,166.67	\$3,166.67		
Morris, Lauren Nicole						
	Student Tuition Rec		\$1,105.00	\$1,105.00		
Morrow, Jackie						
	RCC Foundation A/R		\$800.00	\$800.00		
Motion Industries						
	Maintenance Supplies	Maintenance	\$176.79		\$176.79	
Musgrove, Emily Lee						
	Student Tuition Rec		\$135.00	\$135.00		
Mutual of Omaha						
	LTD Insurance		\$1,911.68	\$1,911.68		
	Life Insurance		\$2,553.63	\$2,553.63		
	Supplemental Life Insur		\$2,489.33	\$2,489.33		
Napa Auto Parts						
	Equip Repair/Maint Agree	Grounds	\$126.44		\$126.44	
Nichols Paper & Supply Co						
	CARES Act Grant	CARES Act Grant	\$206.70			\$206.70
	CARES Act Grant	CARES Act Grant	\$222.88			\$222.88
	Maintenance Supplies	Custodial	\$270.89		\$270.89	
	Maintenance Supplies	Custodial	\$280.37		\$280.37	
	Maintenance Supplies	Custodial	\$742.52		\$742.52	
	Maintenance Supplies	Custodial	\$445.76		\$445.76	
	Maintenance Supplies	Custodial	\$1,113.30		\$1,113.30	
	Maintenance Supplies	Custodial	\$148.76		\$148.76	
	Maintenance Supplies	Custodial	\$571.44		\$571.44	
	Maintenance Supplies	Custodial	\$993.76		\$993.76	
	Grounds Maintenance	Grounds	\$6,007.95		\$6,007.95	
O'Reilly Auto Parts						
	Instructional Supplies	Automotive-Tech Occ	(\$296.28)	(\$296.28)		
	Instructional Supplies	Automotive-Tech Occ	(\$65.50)	(\$65.50)		
	Instructional Supplies	Automotive-Tech Occ	(\$50.81)	(\$50.81)		
	Instructional Supplies	Automotive-Tech Occ	\$9.68	\$9.68		
	Instructional Supplies	Automotive-Tech Occ	\$9.76	\$9.76		
	Instructional Supplies	Automotive-Tech Occ	\$29.99	\$29.99		
	Instructional Supplies	Automotive-Tech Occ	\$32.37	\$32.37		
	Instructional Supplies	Automotive-Tech Occ	\$36.83	\$36.83		
	Instructional Supplies	Automotive-Tech Occ	\$61.11	\$61.11		
	Instructional Supplies	Automotive-Tech Occ	\$75.96	\$75.96		
	Instructional Supplies	Automotive-Tech Occ	\$84.94	\$84.94		
	Instructional Supplies	Automotive-Tech Occ	\$137.93	\$137.93		
	Instructional Supplies	Automotive-Tech Occ	\$227.97	\$227.97		
OSI Batteries						
	Telephone	Public Safety Department	\$113.09			\$113.09
Peerless Cleaners						
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$9.00			\$9.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$22.50			\$22.50

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Peerless Cleaners						
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$36.00			\$36.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$42.00			\$42.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$45.00			\$45.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$45.00			\$45.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$153.00			\$153.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$180.00			\$180.00
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$306.00			\$306.00
Per Mar Security & Research						
	Security	Public Safety Department	\$3,357.23			\$3,357.23
	Security	Public Safety Department	\$207.00			\$207.00
	Security	Public Safety Department	\$3,330.38			\$3,330.38
	Security	Public Safety Department	\$3,414.05			\$3,414.05
	Security	Public Safety Department	\$3,523.93			\$3,523.93
Pocket Nurse						
	Instructional Supplies	Surgical Tech-Health Occ	\$64.72	\$64.72		
Potrafka, Jared James						
	Student Tuition Rec		\$2,301.00	\$2,301.00		
Presido/Netech						
	Computer Software	Networking Support	\$14,690.35	\$14,690.35		
Pride Cleaners						
	Contractual-Other	Cafe	\$12.90			\$12.90
	Contractual-Other	Culinary Arts	\$23.22	\$23.22		
	Contractual-Other	Bistro 537	\$41.28			\$41.28
RCC Bookstore						
	NonTaxBooks-Scholarships		(\$149.99)	(\$149.99)		
	NonTaxBooks -Workforce		\$212.90	\$212.90		
	Pell Taxable Books		\$520.43	\$520.43		
RCC Foundation						
	RCC Foundation Sclsrships		\$300.00			\$300.00
	RCC Foundation Sclsrships		\$703.00			\$703.00
	Revenue-Misc/OtherSource		\$25.00	\$25.00		
	Materials	Faculty/Staff Devl & Rel	\$405.00	\$405.00		
	Donations/Gifts	Club Expenses	\$100.00			\$100.00
	RCC Foundation Sclsrships		\$135.00			\$135.00
	Richland Foundation		\$1,157.00	\$1,157.00		
Rack Focused Productions LLC						
	Contractual-Other	NonCredit	\$250.00			\$250.00
	Contractual-Other	NonCredit	\$80.00			\$80.00
Ray O'Herron Company Inc						
	Firearms & Accessories	Public Safety Department	\$454.31			\$454.31
	Firearms & Accessories	Basic Law Enforce Trng	\$800.00			\$800.00
Refreshment Services Pepsi						
	Food Supply Costs	Cafe	\$111.37			\$111.37
	Food Supply Costs	Cafe	(\$26.12)			(\$26.12)
	Food Supply Costs	Cafe	\$26.55			\$26.55
	Food Supply Costs	Cafe	\$60.80			\$60.80
Regions Bank						
	RCC Foundation A/R		\$1,000.00	\$1,000.00		
Rexx Battery of Decatur Inc						
	Equip Repair/Maint Agree	Grounds	\$130.20		\$130.20	
	Vehicle Expense	College Vehicle	\$74.95		\$74.95	
	Vehicle Expense	College Vehicle	\$89.95		\$89.95	
Robinson, Colton						
	Student Tuition Rec		\$150.00	\$150.00		
Rogiers, Ryan S						
	Instructional Supplies	Culinary Arts	\$152.59	\$152.59		
Rotary Club of Decatur #180						
	Publications & Dues	Presidents Office	\$204.00	\$204.00		
S J Smith Company Inc						
	Instructional Supplies	Human Simulator	\$1.45	\$1.45		
	Instructional Supplies	Human Simulator	\$20.40	\$20.40		
	Instructional Supplies	Human Simulator	\$96.60	\$96.60		
	Instructional Supplies	Human Simulator	\$99.82	\$99.82		
	Materials	Automotive-Tech Occ	\$21.70	\$21.70		
Samuels Miller Schroeder Jackson						
	Legal Services-Admin	Board of Trustees	\$6,045.00	\$6,045.00		
Sangamon Valley High School						
	Advertising	Marketing	\$50.00	\$50.00		
Schneider, Thomas P						
	Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Secretary of State						
	Instructional Supplies	Credit	\$50.00			\$50.00

Bills for Ratification

November 2020



Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
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
Shields, Morgan J						
	Student Tuition Rec		\$135.00	\$135.00		
Shippers Rental Inc						
	Equipment Rental	Credit	\$1,750.00			\$1,750.00
Sikich LLP						
	Audit Services	Audit	\$13,000.00			\$13,000.00
SimTutor Inc						
	Instructional Supplies	Medical Assistant	\$124.00	\$124.00		
Sinclair Digital						
	Advertising	Marketing	\$930.00	\$930.00		
	Advertising	Marketing	\$1,000.00	\$1,000.00		
Specialty Paint						
	Instructional Supplies	Collision Repair Tech	\$144.45	\$144.45		
Stalets, Zoey Desirae						
	Student Tuition Rec		\$3,173.00	\$3,173.00		
State Universities Retirement						
	SURS 8%		\$1,953.69	\$1,953.69		
	SURS 1/2%		\$2,436.70	\$2,436.70		
	SURS 8%		\$19,791.00	\$19,791.00		
	SURS 8%		\$176.78	\$176.78		
	SURS 1/2%		\$2,035.76	\$2,035.76		
	SURS 8%		\$18,397.10	\$18,397.10		
Streich, Carmyn Randall						
	Student Tuition Rec		\$200.00	\$200.00		
Summers, Devin A						
	Stipends	Grant-SupportServices	\$635.00			\$635.00
Sunbelt						
	Equipment Rental	Instruction-Other	\$192.75			\$192.75
	Equipment Rental	Instruction-Other	\$751.53			\$751.53
	Equipment Rental	Maintenance	(\$75.79)		(\$75.79)	
	Instructional Supplies	Instruction-Other	\$85.50			\$85.50
Superior Fire Protection Sys Inc						
	Building Repair/Maint	Maintenance	\$320.99		\$320.99	
Sysco Central Illinois Inc						
	Instructional Supplies	Culinary Arts	\$26.58	\$26.58		
	Instructional Supplies	Culinary Arts	\$32.41	\$32.41		
	Materials	Culinary Arts	\$86.98	\$86.98		
	Food Supply Costs	Cafe	\$94.52			\$94.52
	Materials	Cafe	\$45.08			\$45.08
	Materials	Culinary Arts	\$168.40	\$168.40		
	Food Supply Costs	Cafe	\$173.96			\$173.96
	Food Supply Costs	Bistro 537	\$178.39			\$178.39
	Instructional Supplies	Culinary Arts	\$280.62	\$280.62		
	Materials	Culinary Arts	\$466.97	\$466.97		
	Instructional Supplies	Culinary Arts	\$480.22	\$480.22		
	Food Supply Costs	Cafe	\$511.90			\$511.90
	Instructional Supplies	Culinary Arts	\$516.81	\$516.81		
	Food Supply Costs	Cafe	\$515.06			\$515.06
	Materials	Cafe	\$20.43			\$20.43
	Food Supply Costs	Cafe	\$543.32			\$543.32
	Materials	Cafe	\$20.09			\$20.09
	Instructional Supplies	Culinary Arts	\$567.46	\$567.46		
	Food Supply Costs	Cafe	\$552.37			\$552.37
	Materials	Cafe	\$28.52			\$28.52
	Food Supply Costs	Cafe	\$614.46			\$614.46
	Materials	Cafe	\$60.27			\$60.27
	Food Supply Costs	Cafe	\$724.09			\$724.09
	Instructional Supplies	Culinary Arts	\$747.00	\$747.00		
	Food Supply Costs	Cafe	\$749.11			\$749.11
	Materials	Cafe	\$29.99			\$29.99
	Food Supply Costs	Cafe	\$680.35			\$680.35
	Materials	Cafe	\$100.97			\$100.97
	Food Supply Costs	Cafe	\$785.36			\$785.36
	Materials	Cafe	\$49.15			\$49.15
	Food Supply Costs	Cafe	\$752.45			\$752.45
	Materials	Cafe	\$167.48			\$167.48

Bills for Ratification



November 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Sysco Central Illinois Inc						
	Food Supply Costs	Cafe	\$957.18			\$957.18
	Materials	Cafe	\$182.53			\$182.53
	Food Supply Costs	Cafe	\$1,265.61			\$1,265.61
	Food Supply Costs	Cafe	\$1,176.58			\$1,176.58
	Materials	Cafe	\$153.40			\$153.40
	Food Supply Costs	Cafe	\$779.19			\$779.19
	Materials	Cafe	\$615.60			\$615.60
	Food Supply Costs	Cafe	\$1,426.85			\$1,426.85
	Food Supply Costs	Cafe	\$1,543.47			\$1,543.47
	Food Supply Costs	Cafe	\$1,613.21			\$1,613.21
	Food Supply Costs	Cafe	\$1,567.38			\$1,567.38
	Materials	Cafe	\$50.16			\$50.16
	Food Supply Costs	Cafe	\$1,819.61			\$1,819.61
	Instructional Supplies	Culinary Arts	\$2,123.88	\$2,123.88		
	Instructional Supplies	Culinary Arts	\$64.44	\$64.44		
	Instructional Supplies	Culinary Arts	\$682.80	\$682.80		
Taylor, Terrence A						
	Student Tuition Rec		\$984.00	\$984.00		
The Decatur Club						
	Publications & Dues	General Expenses	\$100.00	\$100.00		
	Meeting Expense	Presidents Office	\$29.14	\$29.14		
The Office of the State Fire Mar						
	Equip Repair/Maint Agree	Maintenance	\$420.00		\$420.00	
The Omni Group						
	Contractual-Other	Human Resources	\$8.00	\$8.00		
Thomas, Coady N						
	Student Tuition Rec		\$500.00	\$500.00		
USA Clean Inc						
	Equip Repair/Maint Agree	Custodial	\$55.90		\$55.90	
	Equip Repair/Maint Agree	Custodial	\$97.99		\$97.99	
	Equip Repair/Maint Agree	Custodial	\$105.74		\$105.74	
United Way of Decatur/Macon						
	United Way		\$305.00	\$305.00		
Valdez, Cristobal O						
	Telephone	Presidents Office	\$125.00	\$125.00		
Verizon						
	RCC Foundation A/R		\$750.00	\$750.00		
Viewpoint Screening						
	Fees Pass Thru Backgrnd		\$440.00	\$440.00		
Vink II, Jack H.						
	Stipends	NonCredit	\$180.00			\$180.00
WAND						
	Advertising	Marketing	\$400.00	\$400.00		
	Advertising	Marketing	\$1,100.00	\$1,100.00		
	Advertising	Marketing	\$1,005.00	\$1,005.00		
	Advertising	Marketing	\$400.00	\$400.00		
	Advertising	Marketing	\$400.00	\$400.00		
Walker, Stefanie S						
	Food Supply Costs	Cafe	\$33.52			\$33.52
Wall Street Embroidery & Silk Sc						
	Uniforms	Basic Corrections Trng	\$155.92			\$155.92
	Uniforms	Basic Corrections Trng	\$174.92			\$174.92
	Uniforms	Basic Corrections Trng	\$428.80			\$428.80
	Uniforms	Basic Corrections Trng	\$564.72			\$564.72
	Uniforms	Basic Corrections Trng	\$710.64			\$710.64
	Uniforms	Basic Corrections Trng	\$808.78			\$808.78
Wall Street Journal/Dow Jones, I						
	Digital Print/Curric Spt	LRC	\$2,500.00	\$2,500.00		
Watermark Insights LLC						
	Admin Computer-Maint	Administrative Info Syst	\$5,150.00	\$5,150.00		
Wells, Malik Rasaan						
	Stipends	Grant-SupportServices	\$675.00			\$675.00
Whitelow, Danyus Cervantes						
	Stipends	Grant-SupportServices	\$320.00			\$320.00
	Stipends	Grant-SupportServices	\$400.00			\$400.00
	Stipends	Grant-SupportServices	\$400.00			\$400.00
	Stipends	Grant-SupportServices	\$400.00			\$400.00
Wiese Inc						
	Vehicle Expense	College Vehicle	\$136.50		\$136.50	
	Vehicle Expense	College Vehicle	\$336.40		\$336.40	
	Vehicle Expense	College Vehicle	\$436.50		\$436.50	
	Vehicle Expense	College Vehicle	\$436.50		\$436.50	

Bills for Ratification

November 2020



<i>Vendor</i>	<i>Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&M Fund</i>	<i>Other Fund</i>
Wiese Inc						
	Vehicle Expense	College Vehicle	\$436.50		\$436.50	
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	Instruction-Other	\$216.00			\$216.00
	Contractual-Other	Grant-Administration	\$497.86			\$497.86
	Contractual-Other	Grant-Administration	\$402.89			\$402.89
Xerox Corporation						
	Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
	Install Pymt Lease/Purch	Copiers	\$950.25	\$950.25		
Yaden, Deborah						
	Registration Fees	Dean-Liberal Arts	\$288.40	\$288.40		
			\$2,052,271.82	\$156,585.26	\$70,952.60	\$1,824,733.96

Executive Session- December 15, 2020

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 .