



May 2020 - Board of Trustees Meeting

To be held online in a virtual format, with all meeting content and public comments, via phone or otherwise, being recorded.

May 19, 2020

Access to the Board of Trustees meeting is provided via teleconference online via Zoom,
<https://richland.zoom.us/j/99124161269>

or by phone at 312-626-6799 with Meeting ID: 991 2416 1269.



Meeting Book - May 2020 - Board of Trustees Meeting

May 2020 Board of Trustees Meeting

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 April 21, 2020

Needs Action

- a. April MINUTES OF BOARD OF TRUSTEES REGULAR MEETING.docx

X. Appearance of Citizens and Introduction of Guests

XI. Ad Hoc Committee Appointments

Chairman
Cooprider

XII. Written Communications

- a. College Activities Report

Tracy Withrow

XIII. Special Reports

- a. Report of ICCTA
- b. Faculty Report
- c. Monitoring Report - Budget
- d. MCLETC Report

Bruce
Campbell

Greg Florian

XIV. Report of Student Trustee			Commander Tad Williams Virginia Book
No written report			
XV. Foundation Report			Julie Melton
a. BOT Report May 2020.docx			
XVI. New Business			
a. Approval of contract for communications cable service replacement	Needs Action		Joe Feinstein
a. Bodine Communications Conduit Bore - May 2020.docx			
b. Recommendation to approve a one-year extension of the Contract for Richland Federation Teachers Local 4262 for 2020-2021	Needs Action		Greg Florian
a. Board Memo Faculty Contract 5.7.20.doc			
b. DRAFT Faculty Contract with cleanup and MOU 4.23.20_Final.docx			
c. Approval for Purchase of Mower	Needs Action		Greg Florian
a. board memo for Toro Mower.docx			
d. Approval of a contract for the 2020 Protection, Health, and Safety Projects	Needs Action		Greg Florian
a. board memo for PHS 2020.docx			
e. Approval to Contract for the Darkroom Remodel	Needs Action		Greg Florian
a. board memo for photo lab remodel.docx			
XVII. Financial Report	Needs Action		Greg Florian
a. May Financials.doc			
b. 04 April 2020.pdf			
XVIII. Report of the President			
XIX. Items from the Board			
XX. Executive Session	Needs Action		
a. Executive Session.docx			
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**

April 21, 2020

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:30 p.m. Tuesday, April 21, 2020, via Zoom of Richland Community College by Chairman Coopridier. Chairman Coopridier also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Tom Ritter, Dr. David Coopridier, Dale Colee, Randy Prince, Bishop Wayne Dunning, Vicki Carr, Bruce Campbell, and Michaila Long

Trustees Absent: None

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on March 10, 2020 had been distributed to the Board prior to this meeting.

Campbell moved to approve the minutes of the Regular Meeting on March 10, 2020. Prince seconded. Voice vote being all ayes, Chairman Coopridier declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed all attendees

REPORT FROM BOARD SECRETARY REGARDING SELECTION OF STUDENT TRUSTEE

Secretary Randy Prince reported to the Board of Trustees regarding the selection of the Student Trustee conducted March 1 through March 31, 2020, indicating Virginia Book was duly selected and qualified to fill the 2020-2021 term of office commencing on April 21, 2020.

SWEARING IN AND SEATING OF STUDENT TRUSTEE FOR 2019-2020 – MICHAILA LONG

Chairman Coopridier administered the Oath of Office to Virginia Book, new student member of the Board of Trustees for 2020-2021, and formally seated her as a student trustee.

WRITTEN COMMUNICATIONS

Personnel Update

None

College Activities Report

With on-campus activities canceled until the Governor's *stay at home* order is lifted, many staff and faculty have planned various Virtual Events to keep students engaged while taking online classes. Below you will see a list with some examples of those activities, as well as other initiatives Richland has developed to support its staff and students. As you can see, the staff and faculty have been working hard to support our students during this unprecedented time.

- Videos of Support from Richland to Students:
 - <https://richland.instructuremedia.com/embed/0481ab2b-6b11-44ab-9d97-27859b452d07>
 - <https://richland.instructuremedia.com/embed/12447f9c-ba5f-4bcf-acc7-8370be26192a>
- Kahoot! Virtual Trivia – Every Week
- Weekly Engagement Emails – Every Monday from Sue Webster to ALL students with words of encouragement, activities, and study tips
- Virtual Earth Week Events on Social Media – April 20-23
- Daily Wellness Posts on Social Media from Scott Broyles
 - <https://richland.instructuremedia.com/embed/f784e210-11d4-4185-ba6c-e8d689f2e183>
- Weekday Yoga and Meditation at 2pm via Zoom by Gabriela Brunner
- Website Resources for Students and Staff – www.richland.edu/coronavirus
- Weekday meals for student pickup from 11am – 1pm
- Wednesday Food Pantry from 11am – 4pm
- Launch of META services for students that need counseling or mental health assistance
 - Board of Trustees Meeting – Board Room, May 19, 2020
 - Other activities listed in the Board Book

SPECIAL REPORTS

COLLEGE SPOTLIGHT

None

REPORT OF ICCTA

None

MONITORING REPORT

Joe Feinstein presented the Monitoring Report – Information Technology

FACULTY REPORT

Janilyn Kocher reported on how successful on-line instruction has been and that Faculty has done a nice job of transitioning.

REPORT OF STUDENT TRUSTEE

Student Trustee Virginia Book presented the Student Leadership Council Report.

FOUNDATION REPORT

Top Accomplishments

- The Foundation received a \$2,500 grant from the Macon County Emergency Response fund to be used for the Pantry and student meals. We plan to apply for another round of funding in the next few weeks in order to continue to support our students.
- The Pantry remains open to serve students and their families. We are currently serving 6-10 students per week, but anticipate the need will increase over the next few weeks. The Pantry is currently open on Wednesdays from 11am-4pm.
- Tricia has worked closely with counselors at each high in an effort to increase the number of eligible Scherer Honor Scholarships applications. In fall 2019, we had 16 incoming freshman. For fall 2020, we have awarded 37 Scherer Honors scholarships to incoming freshman. This represents a 131% in recipients this semester.
- The Foundation Board of Directors held their first strategic planning meeting at the beginning of March by conducting a SWOT Analysis. We will put this process on hold until we are on the other side of this, as we anticipate our goals and priorities will continuously shift over the next 12-18 months.

- The Foundation has completed scholarship thank you packets to be mailed on April 15. These packets provide information and letters of gratitude from the students that received a named scholarship.

Projects in Progress

- Beginning on April 6, the Foundation is emailing stories of impact to donors, alumni & friends. These stories will be shared weekly for 6 weeks until the end of the spring semester.
- We continue to see an increase in requests from our Student Assistance fund due to our students experiencing job loss personally or within their household. Therefore, we are looking at funding opportunities to provide our students with emergency relief grants. More specific details to come in the next few weeks.
- Foundation Board Committees will continue to meet virtually in April with an anticipated virtual Board Meeting on May 5. At this time, the Board will approve the budget & funding for FY21.
- We are working together with Student Success, Marketing & IT to identify alternatives to graduation and recognize our newest alumni.
- We are looking at opportunities to increase our scholarships to students over the summer months in order to help support enrollment. This will be ongoing until the summer semester begins as we identify students and funding. Scholarship applications for fall 2020 are currently being accepted with awards being made in June.
- At this time, we continue to move forward with planning the Annual Meeting & Celebration scheduled for July 28. This event will be the same format as last year's very successful event.
- ADM has delayed the awarding of ADM Cares grants until July 2020. The Foundation applied for \$15,000 for Ag Programs & \$10,000 for the Pantry.

On the Horizon

- We are planning a new alumni send-off event this summer (July/August) in place of the new alumni graduation breakfast. Look for more details on this event in early summer.
- The 2020 Scholarship Programs will be held September 22 and 23 in the Salons in the same format as last year. We will again invite donors to dinner in the Bistro prior to the program. Invitations will be developed and mailed mid-summer.
- The Culinary Scholarship Dinner has been postponed until October 17, 2020. We were able to secure all 8-course sponsors and they have agreed to continue their support for the postponed event. New details on the event will be sent over the summer.
- We have decided to postpone our spring renewal and acquisition direct mail, email & social media campaign until year end (November).

NEW BUSINESS

APPROVAL TO PURCHASE CNC MACHINE

A recommendation was made to the Board of Trustees to authorize the College Administration to purchase the Haas Super Minimill and all necessary components from Haas Factory Outlet, Olathe, KS for a total cost of \$68,791.50, which will be funded by the Workforce Grant, as presented.

Prince moved to approve the recommendation that would authorize College Administration to purchase the Haas Super Minimill and all necessary component from Haas Factory Outlet, Olathe, KS for a total cost of \$68,791.50, which will be funded by the Workforce Grant, as presented, Carr seconded. Roll call vote being all ayes, Chairman Coopridge declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

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

A list of bills paid in the amount of \$580,650.51 for March 2020 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

- President Valdez gave an update on the COVID-19 event. At this time, Richland is planning to be on-line for Summer semester. Unfortunately, we have no idea when the stay-at-home executive order will be lifted.
- MCLETC issued a proposal to the Governor's office that would allow the facility to open to complete classes of firearms training. That proposal was approved and the staff is currently working to get certifications complete.
- Richland has been providing meals to students in need since the beginning of the COVID event. We are serving 100-150 meals per day. In addition, the Pantry is open on Wednesdays. If you know of anyone in need, please send them our way.
- President Valdez gave an update on the CARES Act stimulus money that Richland will be dispersing to students. Funds have not been received yet, but once received, the CARES ACT team is ready to take care of our students.

- Graduation will take place on May 15, 2020 at 7:00 p.m. This will be a virtual ceremony but one that students will remember. Dr. Zuniga gave details and informed the Board that the committee is working hard to put together a spectacular event.

ITEMS FROM THE BOARD

- Bruce Campbell asked if Richland has any positive COVID cases. At this time, we are not aware of any.

EXECUTIVE SESSION

Prince moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negation matters, as specified in Section 2 (c) (2); for discussion of 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. Carr seconded. Voice vote being all ayes, Chairman Coopridier declared the motion carried.

Meeting convened into closed session at 6:31 p.m.

Meeting reconvened into open session at 6:48 p.m.

ADJOURNMENT

Prince moved and Campbell seconded to adjourn the meeting at 6:49 p.m.

Randy Prince, Secretary



Richland Board of Trustees Report

Top Accomplishments

- Due to the COVID-19 pandemic, the Richland Foundation assets have decreased from \$18.8M at 12/31/20 to \$15.8M at 3/31/20. We hope the market will see a recovery before the end of the fiscal year.
- The Foundation Board of Directors elected new officers and members for FY21.
 - Chair, Mark Avery
 - Vice Chair, Jim Schroeder
 - Secretary, Nicole Bateman
 - Treasurer, Stephen Clevenger

Nicole Batemen, Joe Brown, Matt Naber & Jim Schroder were elected to a second term. Dr. Joseph Schrodtt & Myung Kim were approved as Honorary Foundation Board Member. It was decided that we would postpone electing new members until the stay at home order is lifted.

- The Foundation Board of Directors selected Sikich as their auditor for FY20 and FY21. This is the same auditor as the college, which will ensure a seamless process.
- The Foundation Board of Directors approved nearly \$45,000 funding for FY21 from the Richland Fund for Student Success and donor restricted funds.
- On May 11, the Foundation is wrapping up their stories of impact to donors, alumni & friends. These stories were shared weekly via email for 6 weeks until the end of the spring semester.
- The Foundation participated in #GivingTuesdayNow on Tuesday, May 5. Online donations totaled \$550, with the Community Foundation committing \$4,450 to allow us to raise \$5,000. This amount, combined with additional gifts and grants, total nearly \$10,000 for Student Assistance Emergency Relief Grants. If you would like to support this initiative, please visit www.richland.edu/foundation/give.
- The Pantry remains open to serve students and their families. We are currently serving 6-12 students per week, but anticipate the need will increase over the next few weeks. The Pantry is currently open on Wednesdays from 11am-4pm, but are considering delivery options to serve more students.

Projects in Progress

- During the month of May, we are featuring stories on social media of alumni that are on the front lines helping fight this pandemic. These stories have received great interest and response.
- In June, we are planning a direct mail initiative to highlight alumni on the front lines and ask for student support. The goal of this mailing is to reach individuals that do not utilize electronic forms of communication.
- Scholarship applications for fall 2020 are currently being accepted. As of the end of April, 300 applications have been received compared to 400 in the same time period in 2019. The closure of the college campus prevented classroom presentations and disrupted the normal student application process. Tricia is working with our coaches and the high school guidance counselors to insure all students who register for fall classes are encouraged to complete a scholarship application and receive the necessary information to complete the process. The Scholarship committee will meet on June 2 to begin awarding scholarships.
- We continue to see an increase in requests from our Student Assistance fund due to our students experiencing job loss personally or within their household. We are working closely with financial aid to align the CARES Act allocations. The Foundation staff has worked with other College team members to develop an online application for these funds and will be part of the review and distribution procedures.
- At this time, we continue to move forward with planning the Annual Meeting & Celebration scheduled for July 28. This event will be the same format as last year's very successful event.

On the Horizon

- We are planning a new alumni "Graduation Party on the Patio" event this summer (July/August) in place of the new alumni graduation breakfast. Look for more details on this event in early summer.
- The 2020 Scholarship Programs will be held September 22 and 23 in the Salons in the same format as last year. We will again invite donors to dinner in the Bistro prior to the program. Invitations will be developed and mailed mid-summer.
- The Culinary Scholarship Dinner has been postponed until October 17, 2020. We were able to secure all 8 course sponsors and they have agreed to continue their support for the postponed event. New details on the event will be sent over the summer.
- The Foundation Board of Directors is putting their strategic planning process on hold until this fall, as we anticipate our goals and priorities will continuously shift over the next several months.

To: Dr. Cris Valdez and Board of Trustees
Cc: Greg Florian
From: Joe Feinstein
Date: 5/8/2020
Re: Additional construction work by Bodine Communications for communications cable service replacement

In October of 2019, the Board authorized the College enter into an agreement with Bodine Communications for the purpose of replacing the fiber optic communications cabling that connects the Ag/Maintenance Building to the main building. During the installation process, Bodine Communications' personnel have encountered an obstacle that prevents the project from being completed unless the College is willing to commit to further work.

The existing fiber optic cable sits in an underground conduit that consists of two segments. The first segment extends from the original boiler room in the east wing of the main building to north edge of Parking Lot B. From an access box (or 'hand hole') at that location, the conduit then travels underneath College Park Drive to the Ag/Maintenance building.

While preparing for the installation of the fiber optic cable, Bodine's personnel learned that the underground conduit which extends between Parking Lot B & the Ag/Maintenance building has been damaged in some fashion; the technicians are unable to thread anything between these two points, nor are they able to shift the existing cabling. The technicians working on our project believe that the conduit has been crushed at some point along the path; preventing it from being used to run any additional cabling.

To complete the existing project – the replacement of a fiber optic cable for fire alarm & data communications – the College will need to contract with a vendor to either bore or trench a new conduit between the main building and the Ag/Maintenance building. Since College Park Drive & several other structures sits above ground along and potential path, the College's Maintenance Department has determined that it would be prudent to contract with a vendor to bore the new conduit underground, as to not disturb existing above-ground structures.

After communicating with local vendors, only one was able to provide this service: Bodine Communications has provided a quote of \$14,361.00 to complete this work.

As such, we recommend **that the college enter into an agreement with Bodine Communications of Decatur, IL to perform underground boring & associated improvements for an amount of \$14,361.**



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Denise Crews
Greg Florian

Date: May 7, 2020

Re: Recommendation to approve a one-year extension of the Contract for Richland Federation Teachers Local 4262 for 2020-2021

The faculty contract for 2018-2020 expires at the end of the Summer 2020 semester. Negotiations for a new contract were underway when the effects of the Covid-19 pandemic disrupted the academic year and specifically the negotiations process.

Negotiations started in January with several non-economic items tentatively agreed upon. We were scheduled to start the economic items about the time the stay-at-home order was issued.

Obviously, the disruption has created much uncertainty for both teams. After an on-line negotiation session it was mutually agreed to extend the current contract for an additional year. Negotiations will be initiated next year after it becomes clearer as to the financial condition of the College as well as how instruction will be delivered in the "new normal" conditions.

The extension will include a Memorandum of Understanding that is attached to the main body of the contract. The MOU outlines salary adjustments that will begin with the academic year starting in August 2020. A base salary increase of 1.75% is included in the MOU. Additionally, equated credit hours ratios were adjusted from .85:1 to .87:1, summer school and overload rates were adjusted by \$5.00 per credit hour.

Several clean up items as well as certain language regarding recent legislation that references notifications to new bargaining unit members and restrictions on release of information to external organizations for membership of the bargaining unit.

The remainder of the contract was essentially unchanged.

The proposed contract extension and MOU were approved by the RFT earlier in May.

It is recommended that the Board of Trustees approve the one-year extension of the 2018-2020 RFT contract as amended by the Memorandum of Understanding as presented.

We are available to address questions you may have.

COLLECTIVE BARGAINING AGREEMENT

For the Years

2018 - 2019

2019 - 2020

**Between
Richland Community College
Federation of Teachers Local 4262**

and the

**Richland Community College District 537
Board of Trustees**

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COLLECTIVE BARGAINING AGREEMENT

ARTICLE I

RECOGNITION

Section A – Bargaining Unit

The Board of Trustees of Richland Community College District #537 (herein and after referred to as the "Board") recognizes the Richland Federation of Teachers (herein and after referred to as the "Union") Local #4262, IFT, AFT, AFL-CIO as the exclusive bargaining representative for all full-time faculty members and full-time librarians. The term "faculty member" shall not include: Deans, vice presidents, administrators, or any individual excluded, by law, from the definition of an educational employee.

ARTICLE II

MANAGEMENT RIGHTS

All management rights and functions, except those which are clearly and expressly abridged by this Agreement, shall remain vested exclusively in the Board. It is expressly recognized, merely by way of illustration and not by way of limitation, that such rights and functions include, but are not limited to (1) full and exclusive control of the management of the District; the supervision of all operations, the methods, processes, means and personnel by which any and all work will be performed; the control of property; and the composition, assignment, direction, and determination of the size and type of its working forces; (2) the right to determine the work to be done and the standards to be met by employees covered by this Agreement; (3) the right to change or introduce new operations, methods, processes, means or facilities, and the right to determine whether and to what extent work shall be performed by employees; (4) the right to hire, establish, eliminate or change classifications, assign, transfer, promote, demote, release, and lay off employees; (5) the right to determine the qualifications of employees, and to suspend, discipline, and discharge employees for cause and otherwise to maintain an orderly, effective, and efficient operation.

ARTICLE III

Payroll Deduction

The Board shall honor employees' individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for Union dues, assessments, or fees. Authorized deductions shall be irrevocable, except in accordance with the terms under which an employee voluntarily authorized said deductions. Dues revocations must be submitted to, and shall be processed by, the Union. In the event that an employee revokes their dues in accordance with the terms in which they authorized the dues deductions, the Union will notify the Board following the close of the Union's established revocation window period.

ARTICLE IV

FACULTY UNION RIGHTS

Section A - President's Meeting

The President of the College or his/her designee shall meet with the President of the Union or his/her designee to discuss items that enhance, promote, or support student success at Richland Community college or items that may be of mutual concern. The requesting party shall indicate in advance the item or items which it desires to discuss.

Section B – Administration-Faculty Committee

In order to facilitate communication between the parties and to attempt to resolve issues, or enhance, promote, and support student success, an administration-faculty committee shall be established which shall consist of four (4) members designated by the Union President and four (4) members designated by the College President. On the reasonable request of either party, the Committee shall meet to discuss matters of mutual concern that do not involve pending negotiations or pending formal grievances. The parties shall meet at the beginning of an Academic Year to develop an annual joint meeting schedule. Meetings will not be scheduled during faculty members' regularly scheduled class time or student appointments. The College President and the Union President reserve the right to substitute members of the Committee at any time.

Section C – Right to Organize

The parties agree that employees have the right to organize, form, join, or assist in employee organization, or engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid and protection. The parties agree that employees shall also have the right to refrain from any or all such activities pursuant to the Illinois Educational Labor Relations Act.

The Board and Union recognize the responsibilities placed upon them by state and federal statutes.

The Board acknowledges that any rights secured by this Contract do not limit the statutory rights of faculty members.

The Union agrees to make available to the Board, upon written request, information concerning membership, including, but not limited to:

- i. Register of membership.
- ii. Information on local, state, or national affiliation.

The College shall regularly provide information to the Union relative to members of the bargaining unit in full compliance with the provisions of the Illinois Educational Labor Relations Act, 115 ILCS 5 et seq.

The Union shall annually provide to the Director of Human Resources the address, email, or other contact information of the individual designated to receive the required data.

Section D – Union Seminars and Conferences

Seminars, conferences, and meetings related to Union activities will be recognized by the College as professional days. An aggregate of eight (8) days

per academic year will be available to be assigned to Union members selected by the Richland Federation of Teachers (RFT) President for these activities. Seminar, conference, and meeting expenses will be paid by the RFT. The RFT President shall submit a request for the professional day to the Vice President of the unit for approval.

Section E – Use of College Duplicating Equipment

The Union shall continue to have reasonable use of the College's duplicating equipment, provided that the Union reimburses the College for the cost of such use and that the use does not interfere with normal College business. The Union agrees it will not use College equipment to personally attack College officials or Board members, provided that the above is not meant to prevent the Union from discussing normal Union issues.

Section F – Use of College Facilities

The Union shall have the right to hold its meetings on College property, provided such meetings in no way interfere with any aspect of the instructional program, that such meetings entail no additional maintenance or custodial expenses, and that the facilities are available. When such meetings entail additional maintenance or custodial expenses, the Board may make a reasonable charge therefore. The designated Union representative shall contact the Vice President of Finance and Administration regarding the availability of the desired facility and make advance reservation for such prior to scheduling any meeting which is to be held on College property.

Section G. Bargaining Unit Information

The College shall not provide any information that is prohibited from disclosure pursuant to the Illinois Educational Labor Relations Act, 115 ILCS 5 et seq.

This Section does not apply to disclosures that are required under the Illinois Freedom of Information Act; for purposes of conducting public operations or business; or in response to the Union as the exclusive representative of the members of the bargaining unit.

Section H. Orientation

The Union President (or designee) shall meet with newly hired employees, without charge to pay or leave time to either the Union representative or the employees, on the College's premises for up to one hour either within the first two weeks of employment in the bargaining unit, or at a later date and time, if mutually agreed upon by the College and the Union.

ARTICLE V

FACULTY MEMBER RIGHTS

Section A - Dismissals

Dismissals of all employees shall be in accordance with the applicable provisions of the Illinois Public Community College Act, and when practicable, shall be preceded by progressive discipline. However, such dismissals shall not be grievable. Instead, the employee may challenge his/her discharge in accordance with applicable law.

Section B – Faculty Member Records

No material derogatory to a faculty member's conduct, service, character, or personality shall be placed in a faculty member's file unless the faculty member has had an opportunity to read the material and affix his/her signature on the copy to be filed, with the understanding that such signature merely signifies that she/he has read the material to be filed and does not necessarily indicate agreement with the contents. In the event that a faculty member refuses to sign the materials, the Union President agrees to sign the materials indicating that the materials have been received.

If the faculty member disagrees with any materials placed in his/her file, the faculty member shall have the right to submit a written rebuttal, which shall be placed in the file.

Upon written request by the faculty member, she/he shall be permitted to examine in the Human Resources Office any personnel documents which are, and have been or are intended to be used, in determining that faculty member's

qualifications for employment, promotion, transfer, additional compensation, discharge, or other discipline.

Upon written request, the faculty member or his/her designee shall receive a copy of the materials in his/her official cumulative file if such materials are to be used in any form of litigation.

To the extent that this clause is inconsistent with the provisions of the Illinois Personnel Record Review Act, the Act shall prevail.

Any material intentionally excluded from the file may not be used in any disciplinary proceeding before an arbitrator, judge, or hearing officer.

Section C - Privacy

In the event the Administration has reason to discipline an employee, an earnest effort will be made so that the discipline will not embarrass any employee before College personnel, students, or the public. Employees subject to disciplinary action shall have the right to Union representation in any hearings concerning their discipline.

Section D – Professional Development

Up to \$500 per faculty member, on average, will be allocated for professional development. Each faculty member's professional development plan will be submitted on an annual basis to the supervising Dean for approval.

Section E – Right to Representation

When any faculty member is called before the Board, the College President, a Vice President, or a Dean for a meeting or conference and the faculty member reasonably believes that the meeting or conference will result in

a written reprimand, suspension, or notice of termination of employment, the faculty member, upon request, may have a representative of his/her choice present.

Section F - Suspensions

No employee will be suspended without pay except for just cause.

Section G – Tuition Waiver

Faculty members, their spouses (if individual is residing with employee), party to a civil union (if individual is residing with the employee), and dependent children (as qualified under the Internal Revenue Code) may have their tuition charges waived for credit and RCC sponsored non-credit courses.

The following criteria will apply to all non-credit courses:

- i. The non-credit course must be exclusively sponsored by Richland Community College.
- ii. Enrollment of paid students in the course must be sufficient to cover all costs including the instructor's salary, advertising costs, materials, supplies, etc.
- iii. Enrollment must not exceed maximum class size.
- iv. Faculty will be required to pay for all expenses that are not included in the course's tuition.

ARTICLE VI

WORKLOAD & COMPENSATION

Section A – Academic Year

The academic year for teaching faculty shall not exceed one hundred seventy (170) assigned days. The academic year includes the week preceding the formal opening of the College's fall and spring semesters, final exam week (both fall and spring semesters), and graduation ceremony. On non-teaching days, faculty members may be required to attend College, division, departmental, or committee meetings, and/or other professional development activities as scheduled by the administration.

The Union shall submit its proposal for the College calendar to the administration on a schedule prescribed by the administration. The Board of Trustees shall consider the Union's proposed calendar before adopting the official College calendar. The Board of Trustees retains the right to set the College calendar.

Section B – Summer Term

Summer term will follow the end of an academic year and will adjust its dates to fit the college calendar.

Section C – Contract Rights and Benefits

Any employee meeting any one of the following criteria shall be afforded all contract benefit rights and responsibilities.

- i. Teaches twelve (12) or more equated credit hours per semester

- ii. Works as a librarian or ~~counselor~~ for an average of thirty-two (32) or more hours per week.

Section D – Dual Credit

The Administration will make every effort to fulfill the dual credit contractual agreement with full-time faculty. Administration will offer dual credit courses to qualified faculty members to fill their regular workload. To ensure this process, the dual credit courses available for fall and spring will be shared the semester prior with full-time faculty for review of interest or need.

An exception for Heartland Technical Academy (HTA) follows. Administration and the Union agree that dual credit courses, specifically dual-credit courses in partnership with HTA, have a positive reciprocal effect on the success of the College. As such, the College will make every effort to fulfill contractual agreements with HTA, including the assignment of full-time HTA faculty to dual credit courses generating the partnership.

Section E – Faculty Teaching Schedules

The administration will make an earnest effort to minimize schedules which exceed eight (8) consecutive clock hours per day, excluding overloads.

Section F - Faculty Workload and Work Year

A standard academic year workload shall be thirty (30) equated credit hours. Any workload over thirty (30) equated credit hours shall be considered an overload.

For full-time English faculty members teaching writing courses: A full-time teaching load will consist of three (3) writing courses, including developmental writing courses, and one (1) other course per semester. A standard teaching workload will be twenty-four (24) equated credit hours per academic year. Any faculty member with fewer than three (3) writing courses in a semester will carry a workload of fifteen (15) equated credit hours for that semester, unless teaching an overload.

The supervising Dean shall assign the faculty member an additional course to meet an academic year workload if a faculty workload falls below the standard workload defined in the previous two paragraphs. This assignment will be considered part of a faculty member's standard teaching workload. The supervising Dean will make an earnest effort to minimize schedules that which exceed eight (8) clock hours per day.

Section G – Independent Study

The acceptance of independent study students will be voluntary. The full-time faculty will be given preference over adjunct faculty in the acceptance of independent study students.

Example: Independent Study Pay = \$120 X number of credit hours X number of students.

In the event a student drops an independent study course prior to midterm, the faculty member shall receive one-half (1/2) the designated pay for the course. If a student drops an independent study course after midterm, the faculty member shall receive full pay.

Section H – Office Hours

Faculty members are required to schedule at least five (5) office hours per week.

Office hour schedules must be approved by the supervising Dean.

Section I – Online Instruction

i. Definition of Online Instruction

Online instruction is defined as any section of a course in which 80% of instruction is accomplished via the Internet.

ii. Development of Online Instruction

Faculty who agree to develop an online course, shall receive a stipend equal to \$600 for each equated credit hour of the online course. Such stipend shall be taken the semester prior to delivery of the online course. If a faculty member accepts development compensation, she/he is required to teach the course online during the next semester.

Development compensation will be provided only for online instructional materials that are substantially original in the judgment of the supervising Dean.

iii. Training for Online Instruction

If a faculty member agrees to develop or teach an online course and requests training, the College will provide appropriate training.

iv. Choice

A faculty member shall not be required to teach an online course unless s/he has accepted online development funds from the College, in which case s/he may be required to teach the course no more than three times.

v. Class Size

Maximum class size for online courses shall not exceed 25 students, without the approval of the teaching faculty and supervising Dean.

vi. Privacy

Direct email interchange between students and faculty shall not be monitored by the College without prior notice and reasonable suspicion of improper conduct.

Section J - Overloads

Assignments for overload classes will be at the faculty member's option and offered equitably among faculty members within the division. All offerings will be based on demand, needs, and available funding.

Faculty desiring an overload assignment should submit a written request for overload during the first three (3) weeks of an academic term for the following term. No overloads or adjunct assignments shall be made before initial full-time teaching loads are assigned. Faculty shall be given preference in receiving an overload over adjunct faculty being assigned, based upon the following considerations:

- i. In making overload and adjunct assignments, the supervising Dean shall distribute courses on the principle of placing the best-qualified staff in all courses of a given discipline;
- ii. The faculty member requesting a course within his/her discipline shall be assigned one (1), if one is available; and

- iii. The Dean shall assign a faculty member to a particularly requested course, if possible, without violating the principle of placing the best qualified faculty member in an overload or adjunct assignment within a given discipline.

When two (2) or more equally qualified faculty members request the same course as an overload, or whenever the requests exceed the available overload assignments, the assignment shall be made according to, and in the order of, the following principles:

- i. The faculty member in the discipline area of the course in question has priority;
- ii. The faculty member in a related discipline has priority; and
- iii. The faculty member who has been the longest without an overload assignment has priority.

In cases of dispute concerning the quality of faculty instruction, the Vice President of the unit shall make the final determination after consultation with the parties involved.

Faculty members have the option of receiving overload compensation in a lump sum at the end of the term or spread over the regular pay periods during the semester taught. In the event that a faculty member receives an overload payment in the fall semester and the academic year load is not met in the spring semester, the faculty member will be responsible for repaying the previous semester overload differential.

Section K – Proficiency Pay

Faculty members shall receive seventeen and 50/100 dollars (\$17.50) per credit hour for preparing, administering, and grading proficiency exams. The calculation will be:

$$\text{Proficiency Pay} = \$17.50 \times \text{number of credit hours for course}$$

Section L – Promotion in Rank

Faculty members who have attained the promotional criteria and are recommended and promoted to the next higher academic rank will receive a five-hundred dollar (\$500), one-time bonus that will be paid after their promotion is approved by the Board of Trustees. Such bonus shall not become part of the base salary. Academic rank promotion shall be consistent with Board Policy.

Section M – Salary Schedule

The faculty salary schedule seeks to provide assurance of fair placement at the entry-point of employment and salary advancement for pre-approved and completed educational course work, as specified below.

i. Initial Placement Recommendation

The search committee (consisting of faculty and administrators) for all new faculty members will make an initial salary schedule placement recommendation, based on relevant available documentation, to the Vice President of Academic Services. The Vice President of Academic Services will be responsible for making a recommendation to the President for initial placement. The President will make the final recommendation to the Board.

When additional relevant documentation becomes available that affects the search committee's recommendation, the initial placement on the salary schedule may be adjusted by the Vice President of Academic Services in consultation with the supervising Dean. The President will make the final determination. If the relevant documentation is not received within thirty (30) days, the original placement recommendation remains in effect.

ii. **Salary Schedule Placement**

Each faculty member, as recommended by the search committee to the Vice President of Academic Services and approved by the President, will be placed on the schedule according to educational attainment and teaching experience.

a. **Horizontal Placement** – The salary schedule has seven (7) categories reflecting educational attainment and/or its equivalent.

B.A./B.S.	All faculty members are considered to be at least at this level
Category I	M.A./M.S.
Category II	M.A./M.S. + 15 credit hours or M.F.A.
Category III	M.A./M.S. + 30 credit hours
Category IV	M.A./M.S. + 45 credit hours
Category V	M.A./M.S. + 60 Credit hours
Category VI	M.A./M.S. + 75 credit hours, or Ph.D. or Ed.D.

Placement in a category will be based on educational attainment and directly related work experience. Directly related

work experience will be equated to **educational attainment** by multiplying each year of such experience by six (6) credit hours. For non-teaching faculty, directly related work experience shall include experience as professionals in their fields in addition to any teaching experience obtained and shall be calculated as above.

Faculty members initially placed on the salary schedule in the B.A./B.S. category will have their directly related work experience recalculated for category movement once they obtain a master's degree.

In areas where the labor market limits the availability of qualified candidates, the selection committee (consisting of faculty and administrators) can recommend placement of a faculty member in Category I on the salary schedule as merited by academic credits or professional certifications. (For example, someone with a bachelor's degree in a competitive field might be placed in Category I.) After initial placement, the faculty member cannot move across categories on the table until she/he has earned a master's degree.

- b. **Vertical Placement** – For initial placement purposes the schedule also takes into consideration years of teaching experience. Vertical placement within a category will be equated as follows: Full-time higher education teaching librarian

experience at one (1) to one (1) year ratio; full-time K-12 teaching librarian experience at one-half (0.5) to one (1) year ratio; other post-secondary teaching librarian experience (e.g. part-time, graduate teaching, etc.) at 30 credit hours to one (1) year ratio.

iii. **Salary Advancement**

All courses that have been pre-approved by the Vice President of Academic Services in consultation with the supervising Dean will be applied toward increases in salary. Traditional pre-approved courses will be applied to the salary schedule as credit hours equal to course credit hours given by the institution from which the course was taken. Non-traditional pre-approved courses, clinics, and seminars will be applied to the salary schedule according to the following formula:

Course contact hours divided by 15 = credit hours

When faculty members qualify for salary increases through the completion of additional pre-approved education, their salaries will be increased by the corresponding amounts indicated by the salary schedule.

iv. **Salary for Faculty Employed on a Ten Month Basis**

Some faculty members may be employed on a ten (10) month basis, rather than on an academic year (nine [9] month) basis. A faculty member employed on a ten (10) month basis will

receive the appropriate academic year salary plus one-ninth (1.11)
of that salary for the additional month of employment.

Section N – Substitutes for Faculty Attending Professional

Activities

A faculty member's attendance at a professional activity must be approved by the supervising Dean. Each faculty member is encouraged to take the initial responsibility for finding a substitute for his/her classes during the absence. The supervising Dean is responsible for approving all substitutes for him/her and for making arrangements for classes in consultation with the faculty member. Inability to locate a substitute should not necessarily prevent the faculty member's attendance at such an activity.

If a faculty member, with the supervising Dean's approval, makes up a teaching period obligation that was missed because of an approved Professional Development Activity absence, the faculty member is eligible to receive Substitute Pay for the incremental teaching period completed, per the pay formula described in Section P. This Substitute Pay option is restricted to programs where accreditation or certification required minimum student contact hours.

Section O – Substitute Pay

In the event a qualified faculty member is required to substitute in a class requiring preparation, lecture, demonstration, and/or lab supervision, the following formula shall apply:

$$\text{Pay for substitution} = \frac{1}{\text{number of sessions}} \times \text{overload rate of pay} \times \text{equated hrs.} \times \text{number of classes}$$

A semester is defined as being sixteen (16) weeks in length.

In the event a qualified faculty member is required to substitute in a class that does not require preparation, lecture, demonstration, and/or lab supervision, the rate of \$40 per contact hour shall apply.

Section P – Summer Classes

Assignments for summer classes will be at the faculty member's option and offered equitably among faculty members within the division. Faculty shall be given preference in receiving an assignment over adjunct faculty being assigned.

Section Q – Workload Calculation

In determining a faculty member's workload, a course's credit hour distribution will be converted into equated credit hours (ECH)

i. Lecture Hour Calculation

To determine the total number of lecture ECH for a particular course, the total number of lecture credit hours, as defined by the course's credit hour distribution, will be multiplied by one (1).

Examples:

- Engl 101 3-0-3 (3 X 1) = 3.00 ECH

- Math 116 4-0-4 (4 X 1) = 4.00 ECH

ii. Lab Hour Calculation

To determine the total number of lab ECH for a particular course, the total number of lab credit hours, as defined by the course's credit hour distribution, will be multiplied by 0.80 in 2018-2019 and

0.85 in 2019-2020. To calculate the total ECH for each course, the total lecture ECH will be added to the total lab ECH for that course.

2018 – 2019 Examples:

$$\text{CIS 110 [2-2-3]} (2 \times 1) + (2 \times .80) = 3.60 \text{ ECH}$$

$$\text{Draft 101 [2-4-4]} (2 \times 1) + (4 \times .80) = 5.20 \text{ ECH}$$

2019 – 2020 Examples:

$$\text{CIS 110 [2-2-3]} (2 \times 1) + (2 \times .85) = 3.70 \text{ ECH}$$

$$\text{Draft 101 [2-4-4]} (2 \times 1) + (4 \times .85) = 5.40 \text{ ECH}$$

For internship or workplace simulation courses, equated credit hours will be determined by multiplying the number of students registered at midterm for the course by one-third (1/3).

Examples:

Assuming HVAC 290 has 9 students enrolled at midterm, the equated credit hours would be $(9 \times 1/3) = 3.00 \text{ ECH}$

Assuming OT 295 has 12 students enrolled at midterm, the equated credit hours would be $(12 \times 1/3) = 4.00 \text{ ECH}$

iii. Clinical Hour Calculation

To determine the total number of clinical ECH for a particular course, the total number of clinical credit hours, as defined in by the course's credit hour distribution, will be multiplied by 0.80 in 2018 – 2019 and 0.85 in 2019 – 2020. To calculate the total ECH for each course, the total lecture ECH will be added to the total clinical ECH

for that course. For full time faculty that teach a 3rd clinical section or more in one semester, you will take the total number of clinical credit hours, as defined by the course's credit hour distribution, will be multiplied by one (1) for those additional sections.

2018 – 2019 Examples:

$$\text{Nurs 250 [3-6-5]} (3 \times 1) + (6 \times .80) = 7.80 \text{ ECH}$$

$$\text{Rad T 102 [3-1-3]} (3 \times 1) + (1 \times .80) = 3.85 \text{ ECH}$$

$$\text{Surg T 125 [2-3-3]} (2 \times 1) + (3 \times .80) = 4.40 \text{ ECH}$$

2019-2020 Examples:

$$\text{Nurs 250 [3-6-5]} (3 \times 1) + (6 \times .85) = 8.1 \text{ ECH}$$

$$\text{Rad T 102 [3-1-3]} (3 \times 1) + (1 \times .85) = 3.85 \text{ ECH}$$

$$\text{Surg T 125 [2-3-3]} (2 \times 1) + (3 \times .85) = 4.55 \text{ ECH}$$

iv. **Clinical Stipends**

Courses in which faculty accompany students to a health facility during the clinical portion of a class receive clinical stipends.

Clinical stipends are paid to faculty at a rate of \$200 per credit hour earned in the clinical portion of a course. Faculty members teaching less than an entire clinical section get a partial stipend based on the percentage of the equated clinical hour load taught.

Examples Credit Hours Earned:

$$\text{HLTH 141 [6-4-8]} - 8 \text{ credits} = 6 \text{ lecture} + 2 \text{ clinical}$$

$$\text{Clinical Stipend} - 2 \times \$200 = \$400/\text{section taught}$$

NURS 254 [3-9-6] – 6 credits = 3 lecture + 3 clinical

Clinical Stipend – 3 X \$200 = \$600/section taught

RADT 115 [0-18-3] – 3 credits = 0 lecture + 3 clinical

Clinical Stipend – 3 X \$200 = \$600/section taught

v. **Enlarged Section Calculation**

Based on enlarged sections with labs: Faculty teaching enlarged lecture sections which break out into two (2) or more separate laboratory sections on a regularly scheduled basis will have the additional laboratory section credited at the regular rate (.80) in 2018 – 2019 and 0.85 in 2019 – 2020, and will have additional credit for the lecture session at the rate of one-half (0.5) of the equated credit for the lecture-discussion portion of the course for each additional laboratory section included.

2018 – 2019 Examples:

The credit hour distribution for Biol 201 is 3-2-4. A standard workload for this course would be 4.6 ECH (see section S, subsection ii).

- Supposing this course has two (2) labs associated with a unified lecture the following calculation will be made:

$$\begin{array}{ccc} \text{Standard Load} & & \text{Enlarged Section Load} \\ \underbrace{\hspace{1.5cm}} & & \underbrace{\hspace{1.5cm}} \\ (3 \times 1) + (2 \times .80) + (3 \times 0.5) + (2 \times .80) = 7.7 \text{ ECH} \end{array}$$

- Supposing this course has three (3) labs associated with a unified lecture the following calculation will be made:

Standard Load

Enlarged Section Load

$$\overbrace{(3 \times 1) + (2 \times .80)} + \overbrace{(3 \times 0.5) + (2 \times .80) + (3 \times 0.5) + (2 \times .80)} = 10.8$$

ECH

ARTICLE VII

LEAVES

Section A – Bereavement

Salary will be continued up to a five (5) day period of time for death in the family of an employee. Family is defined as parent, sister, brother, spouse, party to a civil union, child, parent-in-law, or anyone regularly residing with an employee. One day will be allowed and salary will be continued for attending the funeral of a grandparent, brother-in-law, sister-in-law, uncle, aunt, grandchild, son-in-law or daughter-in-law, niece, or nephew. When circumstances require additional time, the leave may be extended up to a maximum of an additional five (5) days with administrative approval. (Circumstances which would qualify for additional time are: distance to be traveled to funeral, necessity to be involved in funeral arrangements, and/or related arrangements.)

Section B – Family Medical Leave

The College agrees to comply with the Family Medical Leave Act of 1993 and the rules and regulations issued in conjunction therewith. During the time period that the faculty member is eligible for benefits under the Family and Medical Leave Act, group health, dental, life and accidental death and dismemberment insurance benefits shall be maintained under the same conditions as if the faculty member were actively employed. Under the provisions of this leave, employees will use any benefits accrued under Article VII, Section J.

Section C – Maternity

A maternity leave of absence will be granted to any full-time employee upon proper application and approval by the College President for a period not to exceed twelve (12) months. Maternity leave shall be defined as that period of time an employee is unable to fulfill the requirements of the job because of childbirth or a disability due to pregnancy. Under the provisions of this leave, employees will use any benefits accrued under Article VII, Section J. Any request for maternity leave in excess of one hundred twenty (120) days shall be considered for approval only upon the condition that the attending physician certifies the necessity for additional time.

During the period of the employee's leave, the College will continue to pay the College portion of the insurance premium on behalf of the person on maternity leave. Persons may continue the coverage by remitting the applicable employee contribution to the College on a monthly basis for transmittal to the insurance company.

The employee may also elect to personally continue any necessary contributions to the State Universities Retirement System as governed by the appropriate statute and as determined by the State Universities Retirement System.

The recipient of maternity leave shall be reinstated in a position at least equal to the position held at the time the maternity leave was granted unless the recipient chooses to waive this requirement.

It is expected that any employee who plans to take maternity leave will coordinate the necessary absence from the College with her supervising Dean.

Section D – Parental Leave

A Parental Leave of Absence will be granted, upon proper application and approval by the College President, for the birth of a child, child rearing, adoption of a child or obtaining a foster child for an original period of up to four (4) months within the first 12 months of the commencement of the qualifying event. The dates of leave will run concurrently with FMLA leave and shall be agreed upon by the full-time faculty member and the College. For leaves that will extend for over four (4) months, the full-time faculty member will notify Human Resources in writing two (2) months prior to the end of the original approved leave of an intention to request an extension of leave for up to another four (4) months. This additional extension of leave will be granted upon approval of the President. Under the provisions of this leave, employees will use any benefits accrued under Article VII, Section J.

During the period of the employee's leave, the College will continue to pay the College portion of the insurance premium on behalf of the person on parental leave. Persons may continue the coverage by remitting the applicable employee contribution to the College on a monthly basis for transmittal to the insurance company.

Section E – Jury Duty

No deduction in salary will be made for faculty members who are required to serve as jurors. Any compensation for such duty, excluding travel, will be remitted to the College. Faculty members will be expected to maintain communication with their supervising Dean and report for work at such times when dismissed by the court from further service for a particular day (days) or portion thereof.

Section F – Military

Richland Community College will grant to its employees leave for military service, when appropriate, in accordance with provisions of the United States Code, the Uniformed Services Employment and Reemployment Rights Act of 1994, and other pertinent Federal Rules and Regulations. These leaves are without pay, except that three (3) personal leave days may be applied toward any such leave for leaves of less than one (1) month.

Section G – Other Leaves of Absence

Upon recommendation of the President, the Board may permit faculty members to take a leave without pay for a period of up to one (1) academic year for travel, study, restoration of health, or alleviation of hardship involving themselves or their immediate families.

In considering whether to recommend leaves, the President shall take the following factors into account and shall report to the Board when recommending such leaves:

- i. Length of time the employee has been employed by the College;

- ii. Benefit which would result to the College;
- iii. Expectation of the employee to return to the College; and
- iv. Bereavement.

If appropriate, application for leave must be filed by March 1 for the following academic year or any portion of that year. This deadline may be waived by the Board under unusual circumstances.

Any employee on unpaid leave of absence shall retain all accrued benefits. During the period of the employee's leave, the College will continue to pay the insurance premiums on behalf of that employee. Persons insuring their dependents may continue the coverage by remitting the premium to the College on a monthly basis for transmittal to the insurance company.

The employee may also elect personally to continue any necessary contributions to the State Universities Retirement System as governed by the appropriate statute and as determined by the State Universities Retirement System. Employees who elect to take a leave under this provision are not assured of placement in the same position when they return to the College. However, any reassignment shall be to a comparable position for which the individual is qualified and also one which commands equal pay as the position previously occupied.

It is expected that employees who are on leave will coordinate their return to the College with their supervising Dean.

Section H – Personal

Each full-time faculty member on a nine (9) or ten (10) month contract shall be allowed two (2) days each year, which may be used to accommodate urgent personal needs which might arise and which cannot be transacted outside the regular school day. The purpose for the leave may be described as personal. The employee shall provide to his/her supervising Dean a notice of the intent to take the leave as early as is reasonably possible. Such days not used during a given year may not be carried over to an ensuing year as personal leave. Unused personal leave is rolled over into the faculty member's Unused Sick Day accumulation bank after the designated year.

Section I – Professional Leave

i. Definition

Professional leave is for the purpose of developing or enhancing the knowledge and skills of College personnel so they may better serve the needs of the College District. A professional leave may be granted by the Board to intern in business, industry, or education; to undertake further study or other scholarly activity; or to act as a principal officer in a national organization; and must relate to one's employment assignment at the College. Professional leaves may be granted for an academic year or less. The Board will consider the granting of professional leave given the existence of appropriate funds and given the determination by the Board that the leave would be in the best interest of the College. The terms and

conditions of such leaves will be agreed upon by the Board, the faculty member, and the Union prior to the granting of the leave.

ii. Eligibility

Faculty members are eligible for a professional leave after six (6) years of full-time employment at the College. A request for an early professional leave may be submitted during the fourth or fifth year of full-time employment at the College. The academic year, or any portion thereof, for which a professional leave is granted, will not be considered as part of the qualifying period of full-time employment required for eligibility. The total number of professional leaves for the entire faculty granted by the Board per academic year shall not exceed two (2) per year.

Faculty members granted a professional leave will be eligible again after three (3) additional years of full-time employment at the College.

iii. Application Process

Faculty members are to submit applications to their immediate supervisors by February 1 preceding the academic year in which the leave is desired. The proposal should outline the nature and length of the professional leave, the objectives of the leave, and the benefits to the College. The College may request additional supporting information, if needed. Where applicable, the Vice President of Academic Services will submit the application to the President with comments and recommendations.

The President will form a committee of five (5) full-time area employees: one (1) faculty member each from the transfer areas, from the occupational

areas, and from Academic Services; one (1) administrator and one (1) member of the administrative support personnel. The committee will consider the relationship of each proposal to the definition of professional leave stated above, and will evaluate each proposal on the basis of potential benefit to the College.

The committee will review and evaluate each proposal and forward its conclusion and recommendation on each proposal to the President by no later than March 1. The committee will indicate which applications are recommended for approval and which are not. The committee will rank the approved proposals and state the reason for each ranking. The President's recommendation will be presented to the Board at the regular Board meeting in April.

iv. Salary and Benefits

The academic year salary or equivalent for the year during which the leave is granted will be used as the basis for computing the pay of any person on professional leave. A leave of one (1) academic year will be compensated at fifty percent (50%) of the academic year salary or equivalent. A leave of one (1) semester or less will be compensated at one hundred percent (100%) of the prorated academic year salary or equivalent. If an early leave is granted, the percentages of compensation indicated above will be reduced by one-sixth ($1/6$) for each year of service less than six (6).

During the professional leave, the employee will receive all rights and privileges normally accorded to her/him just as if she/he were performing

his/her full duties on campus. Professional leave will be credited as regular employed time in regard to retirement provisions and fringe benefits, except for accrual of personal illness and accident absence, and for occupational disability. Persons may continue health, dental, and optional coverages by remitting the applicable employee contribution to the College on a monthly basis for transmittal to the insurance company.

v. Responsibilities of Faculty Member

A faculty member taking a professional leave agrees in writing to return to regular full-time employment at the College for a minimum of two (2) years following the leave period. If this condition is not met, the person taking the leave agrees to repay all compensation and cost of benefits received from the College during the leave period. A faculty member taking a professional leave must also, upon returning to the College, submit a report on the leave to the President. The report is to include a description of the relevant experiences during the leave, a summary of how each of the objectives was met, and an outline of a plan for utilizing the knowledge and experience gained during the leave to better serve the needs of the College.

Section J – Sick

Each teaching faculty member on a nine (9) and ten (10) month contract shall be granted twelve (12) days (96 hours) of sick leave at the beginning of each academic year. A faculty member on a nine (9) month schedule who teaches six (6) or more hours of summer school shall be entitled to two (2) additional days of paid sick leave, one of which may be used as a personal day.

If teaching less than six (6) hours of summer school, the faculty member shall be entitled to one (1) additional sick day. Summer sick days may also accumulate. Faculty members beginning full-time employment subsequent to the beginning of the academic year shall be granted sick leave days on a prorated basis. Deductions shall be made on the percentage of work schedule missed. If a faculty member, with the supervising Dean's approval, makes up a teaching period obligation, the faculty member will not be charged sick leave.

Sick leave may properly be taken because of personal illness or accident or because of serious illness in the immediate family. The term "immediate family" is defined as parent, sister, brother, spouse, party to a civil union, child, parent-in-law, or anyone regularly residing with the employee.

The Board reserves the right to obtain verification of illness when it deems such verification to be necessary.

Unused sick leave days may accumulate to a maximum of four hundred nineteen (419) days.

ARTICLE VIII
GRIEVANCE PROCEDURE

Section A – Definitions

A “grievance” is an alleged violation, misapplication or misinterpretation of a specific article or section of this contract.

A “grievant” is any faculty member, or group of faculty or the RFT.

A “Grievance Form” is a document jointly drafted by both the College and RFT Grievance Officers. This form may be jointly revised from time to time, but must contain the following information: (1) name(s) of the grievant(s), (2) pertinent facts related to the grievance, (3) the article(s) of the contract alleged to have been violated, misapplied or misinterpreted, and (4) the remedy sought by the grievant.

“Filing a grievance” means delivering to the College Grievance Officer(s) a completed Grievance Form.

An “individual grievant” is an RFT member pursuing a grievance that has been dismissed by the RFT Grievance Officer(s) as lacking merit.

“College days” are days on which regular fall, spring, or summer classes are in session, excluding Saturdays and Sundays.

“RFT Grievance Officer” is any person designated by the RFT as provided in Section B below to administer the contract on behalf of the grievant.

“College Grievance Officer” is any person designated by the College as provided in Section B below to administer the contract on behalf of the College.

“Parties” refers to the RFT and the College.

For the purposes of Article VIII, a “school year” begins with the first day of regular classes in the fall semester and ends the day before the first day of regular classes the following fall semester.

Dismissing or withdrawing a grievance means that the *specific occurrence* grieved cannot be grieved again. However, subsequent occurrences involving the same issue may still be grieved.

Section B – Designation of Grievance Officers

By the first college day of each school year, the RFT President will notify the President of the College in writing identifying the RFT’s Grievance Officer(s), and the President of the College will notify the RFT President in writing identifying the College’s Grievance Officer(s). The term of grievance officers shall extend to the first college day of the next school year. If, during his or her term, a grievance officer cannot perform his or her duties, a new grievance officer shall be designated within 10 college days. Until the new grievance officer is designated, all timelines in any pending or new grievance shall be suspended. If an RFT Grievance Officer is the grievant, the President of the RFT shall appoint an alternate RFT Grievance Officer to process the grievance. If the RFT files a grievance against the College Grievance Officer, the College President shall appoint an alternate College Grievance Officer to process the grievance.

Section C – Extension of Deadlines

The College and RFT Grievance Officers mutually may agree in writing to extend any deadline. Failure of the RFT to meet a deadline dismisses the grievance. Failure of the College to meet a deadline is grounds to advance the grievance to the next step if the RFT chooses to do so.

Section D – Access to Union Representative

The Union has the right to meet with one or more employees on campus during the work day to investigate and discuss grievances and workplace-related complaints without charge to pay or leave time of employees or agents of the exclusive representative.

This access shall at all times be conducted in a manner so as not to impede normal operations.

Section E – Informal Grievance Process

Within ten (10) college days of the time at which the grievant reasonably would have become aware of the alleged grievance, the grievant shall meet with an RFT Grievance Officer(s). The RFT Grievance Officer(s) will decide either (1) to proceed to the informal step the grievance process or (2) to dismiss the grievance for lack of merit. If the RFT Grievance Officer(s) dismisses the grievance for lack of merit, an individual grievant may proceed as described below. However, an RFT Grievance Officer(s) must attend any further meetings associated with the grievance.

The RFT Grievance Officer(s), the individual grievant, if there is one, and the College Grievance Officer(s) will have five (5) college days to resolve the grievance informally. If the grievance cannot be resolved informally within those five college days, the RFT Grievance Officer(s) or the individual grievant, if there is one, may either withdraw the grievance or may advance the grievance to the formal process outlined in Section E.

Section F - Formal Grievance Process

If the grievance cannot be resolved informally within the five college days, the RFT Grievance Officer(s) or the individual grievant, if there is one, shall have an

additional five (5) college days to complete a Grievance Form and submit it to the College Grievance Officer(s). Upon receipt of the Grievance Form, the College Grievance Officer(s) will review the grievance. The College Grievance Officer, an RFT Grievance Officer(s), and the individual grievant, if there is one, may meet as needed to clarify facts and issues involved in the grievance. Within ten (10) college days, the College Grievance Officer(s) will notify in writing the RFT Grievance Officer and the individual grievant, if there is one, of the College Grievance Officer(s)' decision to either (1) deny the grievance, (2) uphold the grievance and the original remedy, or (3) propose an alternate remedy. If the College Grievance Officer upholds the grievance and original remedy or if an alternate remedy is accepted by the grievant, the grievance process is completed. If the College Grievance Officer denies the grievance or the grievant does not accept an alternate remedy, the RFT may refer the grievance to arbitration within thirty (30) college days. The RFT must notify the President of the College in writing that the grievance is being submitted to arbitration. An individual grievant may not advance a grievance to arbitration.

Section G – Arbitration Rules and Fees

The parties shall jointly request a list of seven arbitrators from the Federal Mediation and Conciliation Service. Upon receipt of the list, within ten (10) college days the arbitrator shall be chosen by a process of striking names from the list until one name remains, the RFT striking the first name.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement or any applicable Board policy. He or she shall consider and decide only the specific issues submitted to him or her in writing and shall have no authority to make any decision or recommendation on any other issue not

so submitted to him or her. Both parties agree that all information submitted during arbitration hearings will be previously disclosed to the other party, except as provided by law. The arbitrator shall not make decisions contrary to, inconsistent with, or modifying or varying in any way any applicable laws, rules and regulations. The arbitrator shall submit in writing his or her decision promptly following the close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon his or her interpretation of the meaning or application of the specific terms of this Agreement. The decision of the arbitrator shall be final and binding on the parties and shall be immediately implemented.

The fees of the arbitrator and the Federation Mediation and Conciliation Services shall be divided equally by the College and the RFT. All other expenses shall be borne by the party incurring them.

ARTICLE IX

SENIORITY

Section A – Determination of Seniority

Faculty members at Richland Community College will achieve seniority in the following ways:

- i. Initial seniority is based on the most recent date the Board of Trustees approves the full-time faculty employment. Faculty members may request seniority in an additional discipline by following the *Additional Seniority* process. Additional seniority is based on the Vice President's approval date.

Section B – Displacement of Faculty

No tenured faculty member may be laid off while any probationary or adjunct faculty member or any other employee with less seniority is retained to fulfill a position which the tenured employee is competent to fulfill. In determining questions involving reductions in force, the parties agree to be guided by the case law as it has been developed interpreting the Illinois Public Community College Act.

Laid off faculty shall have preference for classes currently assigned to adjunct faculty, provided the laid off faculty member or members are competent to teach those classes. If laid off members return to teach anything less than full-time, they will be paid at adjunct rates, reflecting semesters of RCC teaching experience.

If laid off members are recalled to teach in a full-time position during the 24-month statutory recall period, they will return at their same rank and step. Recall from

layoff shall be in reverse order of the original layoff. Recall rights shall exist for two (2) years from the beginning of the school year for which the faculty member was dismissed. Notice of recall shall be by certified mail, return receipt requested, to the faculty member's last known address. If the faculty member does not respond within thirty (30) days after receipt, the faculty member's recall rights shall cease.

No new faculty shall be hired for any position a laid off faculty member is competent to fill.

ARTICLE X

NO STRIKE CLAUSE

During the term of this Agreement, neither the Union nor its agents, nor any employee for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the Board. The Union agrees to notify all local officers and representatives of their obligation and responsibilities for maintaining compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others, and to encourage employees violating this Article to return to work.

ARTICLE XI

INSURANCE AND BENEFITS

Section A – Group Health, Life, and Long-Term Disability Insurance

- i. The College will provide all faculty members with group medical and dental insurance, long-term disability, and life insurance. Members of the bargaining unit will participate with the College administration in developing recommendations for coverage and carriers. The College President will determine the composition of the committee to include proportional representation from the faculty bargaining unit and set the guidelines for the committee. The Board of Trustees retains the right to determine the coverage and carrier.
- ii. For the period of this contract, the College will pay the major medical insurance carrier portion of the premium cost, supplemented by employee contribution to the group health plan. Employee contribution for individual coverage shall not exceed seven percent (7%) of the individual group health premium.

The College's participation will be fifty percent (50%) of the dependent group health premium for individuals electing dependent coverage.

Further, the College will pay the individual employee premium for life and long-term disability insurance.

Section B – Holidays

Faculty will receive the approved holidays for all College personnel reflected in the Policies and Procedures Manual.

Section C – Tuition for College Requested Professional Development

In the event that the Vice President of Academic Services directs a faculty member to take a course or courses, the Board will pay the tuition for the course or courses. The Vice President of Academic Services reserves the right to pre-approve both the course and the institution.

ARTICLE XII

TERM OF AGREEMENT

The provisions of this Agreement shall be effective the first work day of the 2018 - 2019 academic year and shall remain in full force and effect until the last work day of the 2019 – 2020 summer term.

IN WITNESS WHEREOF, the parties have hereunto set their hands this

17th day of July, 2018.

**BOARD OF TRUSTEES OF RICHLAND
COMMUNITY COLLEGE DISTRICT #537**

**RICHLAND FEDERATION OF
TEACHERS**

LOCAL #4262, IFT, AFT, AFL-CIO

BY: _____

BY: _____

FACULTY SCHEDULE

Base Salary

<u>2018-2019</u>	<u>2019-2020</u>
\$38,625 (BA/BS)	\$37,682 (BA/BS)

Overload Pay

	2018-2019	2019-2020
Instructor	\$665	\$665
Assistant Professor	\$715	\$715
Associate Professor	\$765	\$765
Professor	\$815	\$815

Summer Pay

	2018-2019	2019-2020
Instructor	\$845	\$845
Assistant Professor	\$935	\$935
Associate Professor	\$1025	\$1025
Professor	\$1100	\$1100

Independent Study Pay

Independent Study Pay = \$120 X number of credit hours for course X number of students.

Proficiency Pay

Proficiency Pay = \$17.50 X number of credit hours for course

Substitute Pay Calculation

Pay for substitution = $\frac{1}{\text{number of sessions}}$ x overload rate of pay x equated hrs. x number of classes

A semester is defined as being sixteen (16) weeks in length.

Equity Adjustment

For the purpose of ensuring that a faculty member, who has reached step 32, receives the same salary adjustment as the rest of the faculty in each year of the contract, that faculty member will receive a stipend that makes up the difference between the projected salary adjustment and the number indicated in step 32.

RCC Faculty Salary Schedule
Effective for 2018 - 2019

1.0175

Step		BA/BS	MA/MS	MA/MS+1 5	MA/MS+3 0	MA/MS+4 5	MA/MS+6 0	MA/MS+7 5 PhD/EdD
		1	2	3	4	5	6	7
0		\$38,625	\$40,614	\$42,724	\$45,424	\$47,914	\$50,114	\$52,860
1		\$39,243	\$41,263	\$43,408	\$46,151	\$48,681	\$50,916	\$53,705
2		\$39,871	\$41,924	\$44,102	\$46,890	\$49,460	\$51,730	\$54,565
3		\$40,509	\$42,594	\$44,808	\$47,640	\$50,251	\$52,558	\$55,438
4		\$41,157	\$43,276	\$45,525	\$48,402	\$51,055	\$53,399	\$56,325
5		\$41,816	\$43,969	\$46,253	\$49,177	\$51,872	\$54,253	\$57,226
6		\$42,486	\$44,671	\$46,993	\$49,964	\$52,703	\$55,121	\$58,141
7		\$43,166	\$45,387	\$47,745	\$50,763	\$53,546	\$56,004	\$59,072
8		\$43,856	\$46,113	\$48,509	\$51,575	\$54,403	\$56,900	\$60,017
9		\$44,558	\$46,850	\$49,284	\$52,400	\$55,273	\$57,810	\$60,977
10		\$45,271	\$47,600	\$50,074	\$53,239	\$56,157	\$58,735	\$61,953
11		\$45,770	\$48,100	\$50,573	\$53,738	\$56,657	\$59,235	\$62,452
12		\$46,291	\$48,619	\$51,092	\$54,258	\$57,177	\$59,756	\$62,972
13		\$46,822	\$49,152	\$51,625	\$54,790	\$57,709	\$60,288	\$63,504
14		\$47,375	\$49,702	\$52,175	\$55,341	\$58,259	\$60,838	\$64,056
15		\$47,979	\$50,307	\$52,780	\$55,946	\$58,864	\$61,442	\$64,661
16		\$48,668	\$50,995	\$53,469	\$56,633	\$59,554	\$62,131	\$65,348
17		\$49,391	\$51,718	\$54,192	\$57,358	\$60,278	\$62,855	\$66,072
18		\$50,240	\$52,569	\$55,043	\$58,206	\$61,129	\$63,704	\$66,926
19		\$53,094	\$55,422	\$57,897	\$61,061	\$63,981	\$66,557	\$69,778
20		\$55,414	\$57,742	\$60,214	\$63,377	\$66,298	\$68,876	\$72,093
21		\$57,364	\$59,689	\$62,164	\$65,330	\$68,249	\$70,828	\$74,044
22		\$59,091	\$61,421	\$63,895	\$67,060	\$69,978	\$72,554	\$75,774
23		\$60,037	\$63,045	\$65,519	\$68,685	\$71,603	\$74,178	\$77,400
24			\$64,657	\$67,131	\$70,294	\$73,212	\$75,792	\$79,013
25			\$66,319	\$68,792	\$71,959	\$74,876	\$77,458	\$80,673
26			\$68,072	\$70,547	\$73,712	\$76,633	\$79,208	\$82,430
27			\$69,943	\$72,413	\$75,581	\$78,500	\$81,076	\$84,295
28			\$71,922	\$74,393	\$77,559	\$80,475	\$83,057	\$86,278
29			\$73,996	\$76,469	\$79,633	\$82,554	\$85,130	\$88,350
30			\$76,142	\$78,616	\$81,781	\$84,698	\$87,275	\$90,496
31			\$78,324	\$80,796	\$83,963	\$86,880	\$89,461	\$92,678

32				\$80,502		\$82,975		\$86,141		\$89,062		\$91,636		\$94,856
RCC Faculty Salary Schedule Effective for 2019 - 2020 1.0175														
Step		BA/BS		MA/MS		MA/MS+1 5		MA/MS+3 0		MA/MS+4 5		MA/MS+6 0		MA/MS+7 5 PhD/EdD
		1		2		3		4		5		6		7
0		\$38,682		\$40,674		\$42,787		\$45,491		\$47,985		\$50,188		\$52,938
1		\$39,301		\$41,324		\$43,472		\$46,219		\$48,753		\$50,991		\$53,785
2		\$39,930		\$41,985		\$44,167		\$46,959		\$49,533		\$51,807		\$54,645
3		\$40,569		\$42,657		\$44,874		\$47,710		\$50,325		\$52,636		\$55,520
4		\$41,218		\$43,340		\$45,592		\$48,473		\$51,130		\$53,478		\$56,408
5		\$41,878		\$44,033		\$46,321		\$49,249		\$51,948		\$54,334		\$57,310
6		\$42,548		\$44,738		\$47,063		\$50,037		\$52,780		\$55,203		\$58,228
7		\$43,229		\$45,453		\$47,815		\$50,838		\$53,625		\$56,086		\$59,159
8		\$43,921		\$46,181		\$48,581		\$51,651		\$54,483		\$56,984		\$60,106
9		\$44,624		\$46,920		\$49,358		\$52,477		\$55,355		\$57,895		\$61,068
10		\$45,338		\$47,670		\$50,147		\$53,317		\$56,240		\$58,822		\$62,044
11		\$46,063		\$48,433		\$50,950		\$54,170		\$57,140		\$59,763		\$63,037
12		\$46,571		\$48,942		\$51,458		\$54,679		\$57,649		\$60,271		\$63,545
13		\$47,101		\$49,470		\$51,986		\$55,207		\$58,177		\$60,801		\$64,074
14		\$47,642		\$50,012		\$52,529		\$55,749		\$58,719		\$61,343		\$64,616
15		\$48,204		\$50,572		\$53,088		\$56,310		\$59,279		\$61,903		\$65,176
16		\$48,818		\$51,188		\$53,704		\$56,925		\$59,894		\$62,517		\$65,792
17		\$49,520		\$51,888		\$54,404		\$57,625		\$60,596		\$63,219		\$66,491
18		\$50,255		\$52,623		\$55,140		\$58,361		\$61,333		\$63,955		\$67,228
19		\$51,119		\$53,489		\$56,006		\$59,225		\$62,198		\$64,819		\$68,097
20		\$54,023		\$56,392		\$58,910		\$62,130		\$65,101		\$67,722		\$70,999
21		\$56,384		\$58,752		\$61,267		\$64,487		\$67,458		\$70,082		\$73,354
22		\$58,367		\$60,734		\$63,252		\$66,473		\$69,443		\$72,067		\$75,340
23				\$62,495		\$65,013		\$68,233		\$71,202		\$73,824		\$77,100
24				\$64,148		\$66,666		\$69,887		\$72,856		\$75,476		\$78,754
25				\$65,789		\$68,305		\$71,524		\$74,493		\$77,118		\$80,396
26				\$67,479		\$69,996		\$73,218		\$76,186		\$78,814		\$82,085
27				\$69,264		\$71,781		\$75,002		\$77,974		\$80,594		\$83,873
28				\$71,167		\$73,680		\$76,904		\$79,874		\$82,495		\$85,770
29				\$73,181		\$75,695		\$78,916		\$81,883		\$84,510		\$87,788
30				\$75,291		\$77,807		\$81,026		\$83,999		\$86,620		\$89,896
31				\$77,475		\$79,991		\$83,213		\$86,180		\$88,802		\$92,079
32				\$79,694		\$82,210		\$85,432		\$88,400		\$91,026		\$94,300

Memorandum of Agreement

Richland Community College
and
RCC Federation of Teachers Local 4262

Subject to ratification by the membership and approval by the Board of Trustees, Richland Community College (Board) and the RCC Federation of Teachers Local 4262 (RFT) agree to the following changes to the Collective Bargaining Agreement.

Whereas the Collective Bargaining Agreement between the Board and the RFT is set to expire at the end of the Summer 2020 school term; and

Whereas the Board and the RFT agreed to enter into negotiations for a new Collective Bargaining Agreement to be the successor of the expiring Contract; and

Whereas the parties initiated contract negotiations in January 2020 and were engaged in interest based bargaining methods; and

Whereas the parties discussed several interests and tentatively agreed to several contract modifications; and

Whereas the negotiation process has been substantially disrupted by the national Covid19 pandemic affecting all aspects of normal contract negotiations processes; and

Whereas both parties agree that it is unclear regarding future instruction processes and financial operations of Richland Community College under the pandemic situation; and

Whereas both parties agree it is in their respective best interest to suspend the negotiations process until the pandemic emergency is passed and the community is opened from Covid19 restrictions;

Therefore, the Board and the RFT mutually agree to extend the term of the 2018-2020 Collective Bargaining Contract through the end for a one-year additional term with the following changes:

Section S – Workload Calculation

ii. Lab Hour Calculation

To determine the total number of lab ECH for a particular course, the total number of lab credit hours, as defined by the course's credit hour distribution, will be multiplied by 0.80 in 2018-2019 and 0.85 in 2019-2020 and 0.87 in 2020-2021. To calculate the total ECH for each course, the total lecture ECH will be added to the total lab ECH for that course.

2018 – 2019 Examples:

$$\text{CIS 110 [2-2-3]} (2 \times 1) + (2 \times .80) = 3.60 \text{ ECH}$$

$$\text{Draft 101 [2-4-4]} (2 \times 1) + (4 \times .80) = 5.20 \text{ ECH}$$

2019 – 2020 Examples:

$$\text{CIS 110 [2-2-3]} (2 \times 1) + (2 \times .85) = 3.70 \text{ ECH}$$

$$\text{Draft 101 [2-4-4]} (2 \times 1) + (4 \times .85) = 5.40 \text{ ECH}$$

2020 – 2021 Examples:

$$\text{CIS 110 [2-2-3]} (2 \times 1) + (2 \times .87) = 3.74 \text{ ECH}$$

$$\text{Draft 101 [2-4-4]} (2 \times 1) + (4 \times .87) = 5.48 \text{ ECH}$$

iii. Clinical Hour Calculation

To determine the total number of clinical ECH for a particular course, the total number of clinical credit hours, as defined in by the course's credit hour distribution, will be multiplied by 0.80 in 2018 – 2019 and 0.85 in 2019 – 2020 *and 0.87 in 2020-2021.*

ARTICLE XIV

TERM OF AGREEMENT

The provisions of this Agreement shall be effective the first workday of the 2018 - 2019 academic year and shall remain in full force and effect until the last work day of the 2020-2021 summer term.

FACULTY SCHEDULE

Base Salary

2020-2021

\$38,739

(BA/BS)

Overload Pay

2020-2021

Instructor	\$670
Assistant Professor	\$720
Associate Professor	\$770
Professor	\$820

Summer Pay

2020-2021

Instructor	\$850
Assistant Professor	\$940
Associate Professor	\$1030
Professor	\$1105

Faculty Salary Schedule 2020-2021

1.0175

Step	BA/BS		MA/MS		MA/MS +15	MA/MS +30	MA/MS +45	MA/MS +60	MA/MS+75 PhD/EdD
	1		2		3	4	5	6	7
0	\$38,739		\$40,734		\$42,850	\$45,558	\$48,056	\$50,262	\$53,016
1	\$39,359		\$41,385		\$43,536	\$46,288	\$48,824	\$51,066	\$53,864
2	\$39,989		\$42,047		\$44,232	\$47,028	\$49,606	\$51,883	\$54,726
3	\$40,629		\$42,720		\$44,940	\$47,781	\$50,399	\$52,713	\$55,602
4	\$41,279		\$43,404		\$45,659	\$48,545	\$51,206	\$53,557	\$56,491
5	\$41,939		\$44,098		\$46,390	\$49,322	\$52,025	\$54,414	\$57,395
6	\$42,610		\$44,804		\$47,132	\$50,111	\$52,857	\$55,284	\$58,313
7	\$43,293		\$45,521		\$47,886	\$50,913	\$53,704	\$56,169	\$59,247
8	\$43,986		\$46,249		\$48,652	\$51,728	\$54,564	\$57,067	\$60,194
9	\$44,690		\$46,989		\$49,431	\$52,555	\$55,437	\$57,981	\$61,158
10	\$45,405		\$47,741		\$50,221	\$53,396	\$56,323	\$58,908	\$62,136
11	\$46,131		\$48,505		\$51,024	\$54,250	\$57,224	\$59,851	\$63,130
12	\$46,869		\$49,281		\$51,842	\$55,118	\$58,140	\$60,809	\$64,140
13	\$47,386		\$49,798		\$52,359	\$55,635	\$58,657	\$61,326	\$64,657
14	\$47,926		\$50,335		\$52,896	\$56,174	\$59,196	\$61,865	\$65,195
15	\$48,476		\$50,887		\$53,448	\$56,724	\$59,747	\$62,416	\$65,746
16	\$49,047		\$51,457		\$54,017	\$57,295	\$60,316	\$62,986	\$66,317
17	\$49,673		\$52,083		\$54,644	\$57,922	\$60,943	\$63,611	\$66,944
18	\$50,386		\$52,796		\$55,356	\$58,633	\$61,656	\$64,325	\$67,655
19	\$51,135		\$53,544		\$56,105	\$59,383	\$62,406	\$65,075	\$68,405
20	\$52,014		\$54,425		\$56,986	\$60,261	\$63,287	\$65,953	\$69,289
21	\$54,968		\$57,379		\$59,941	\$63,217	\$66,240	\$68,907	\$72,241
22	\$57,371		\$59,780		\$62,340	\$65,615	\$68,638	\$71,308	\$74,638
23	\$59,389		\$61,797		\$64,359	\$67,636	\$70,658	\$73,328	\$76,658
24			\$63,589		\$66,151	\$69,427	\$72,448	\$75,116	\$78,449
25			\$65,271		\$67,833	\$71,110	\$74,131	\$76,797	\$80,132
26			\$66,940		\$69,501	\$72,776	\$75,797	\$78,468	\$81,803
27			\$68,660		\$71,221	\$74,500	\$77,519	\$80,193	\$83,522
28			\$70,476		\$73,038	\$76,314	\$79,338	\$82,005	\$85,341
29			\$72,412		\$74,969	\$78,249	\$81,271	\$83,939	\$87,271
30			\$74,461		\$77,020	\$80,297	\$83,316	\$85,989	\$89,324
31			\$76,608		\$79,169	\$82,444	\$85,469	\$88,136	\$91,470
32			\$78,831		\$81,391	\$84,669	\$87,689	\$90,356	\$93,691

IN WITNESS WHEREOF, the parties have hereunto set their hands this

17th day of June, 2018. *Amended and approved on* day of
2020.

**BOARD OF TRUSTEES OF RICHLAND
COMMUNITY COLLEGE DISTRICT #537**

**RICHLAND FEDERATION OF
TEACHERS**

**LOCAL #4262, IFT, AFT, AFL-
CIO**

BY: _____

BY: _____



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian 
Sam Morrow

Date: May 5, 2020

Re: Approval for Purchase of Toro 7500-D Mower

Keeping the Main Campus, Progress City, and the Macon County Law Enforcement Training Center mowed and looking nice is an on-going task even under these current conditions. The Maintenance staff has been seeking equipment that will improve the efficiency for mowing the over 100 acres of grass currently maintained.

Last season a Zero Turn mower produced by Toro was tested on campus as well as a John Deere mower. During our testing, it was determined that the Toro was a superior mower for the quality of the cut, speed, and operational functioning. Staff also learned that the mower was more efficient than the batwing mowers currently used. We also determined that the mower did a better job on ditches and tight areas where we could not mow with the batwing mowers.

With the addition of a full-time groundskeeper position this past year, adding this 96" zero turn to the mower fleet will allow better utilization of his time mowing, freeing him for other campus beautification efforts.

Funding for this equipment purchase is available in the Operations equipment budget. This purchase will be made through the College's membership in the OMNIA Partners pricing contract and was bid under the joint purchasing consortium. MTI Distributing, INC. in Berkeley, MO is the Toro dealership through which this contract will be purchased.

Therefore, it is recommended that the Board of Trustees authorize the Administration to purchase a Toro Z-Master 7500-D Series 96" Rear discharge Mower for the contract price of \$34,066.00 from MTI Distributing, INC. in Berkeley, MO.



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian *Greg Florian*
Sam Morrow

Date: May 11, 2020

Re: Approval of a contract with Christy Foltz for the 2020 Protection, Health, and Safety Projects

In November 2019, the Board approved a series of Protection, Health, and Safety projects that included replacing the entry doors and frames at the Main Campus front entrance, Scherer and Shilling entrances, replacing the concrete entry walkway and sidewalks at Scherer, removing and closing in the roll-up door at the Bistro and applying waterproofing on the penthouse on Scherer Center. BLDD designed these projects and were lumped into a single project for bidding and project cost effectiveness.

Public bidding has changed under the current conditions with electronic bidding processes now being allowed. BLDD utilized a process where contractors electronically submitted their bid documents to a website unopened. At the designated time the bids were opened with the contractors viewing via a web-based meeting software.

The project received the following bids:

Christy Foltz	\$189,891.00
Volentine Construction	\$195,600.00
Grunlogh Construction	\$214,000.00

Christy Foltz has performed other construction for the College and has recently completed a CDB project replacing the handrails and entry doors in the stair towers in the Main Campus Building.

Funding for this project was included in the 2019 Tax levy.

I will be happy to answer any questions you may have.

Therefore, it is recommended that the Board of Trustees authorize the Administration to contract with Christy-Foltz of Decatur, at a contract price of \$189,891.00 for the 2020 Protection, Health, and Safety projects identified above.



MEMORANDUM

FINANCE AND ADMINISTRATION

To: Board of Trustees
Dr. Cris Valdez

From: Greg Florian 
Sam Morrow

Date: May 5, 2020

Re: Approval to Contract with Christy-Foltz for the Darkroom Remodel

As part of the College's efforts to implement the Master Plan remodel project, many offices will be relocated. In preparation for construction, space currently occupied by the photography darkroom lab has been identified for a temporary location for the Adjunct Faculty offices. The darkroom space is currently used only for storage of various items. However, this will require renovation in order to convert the space from a darkroom to a usable office space.

Quotes for the work were received the following two construction companies:

Christy-Foltz	\$13,053
Jones and Sullivan Enterprises	\$14.130

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 Christy-Foltz of Decatur, IL for the work identified at a cost of \$13,053.

TO: Board of Trustees

FROM: Cris Valdez 

DATE: May 19, 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 April 2020 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Treasurer's Report

4/30/2020

Fund	Balance 4/1/2020	Receipts for Month	Disbursements for Month	Balance 4/30/2020	Int Bearing Accounts	Separate Inv Instruments
Education Fund	\$8,952,843.79	\$2,296,331.76	(\$2,323,075.40)	\$8,926,100.15	\$8,676,248.92	\$249,851.23
Oper & Maint Restricted	\$17,038,819.67	\$426.27		\$17,039,245.94	\$17,039,245.94	\$0.00
Bond & Interest Fund	\$383,991.07	\$118.65	(\$330,070.39)	\$54,039.33	\$54,039.33	\$0.00
Auxiliary Enterprises	\$2,369,004.46	\$2,640.13		\$2,371,644.59	\$2,371,644.59	\$0.00
Restricted Purposes	\$1,158,277.71	\$99,575.61	(\$534,664.76)	\$723,188.56	\$423,188.56	\$300,000.00
Working Cash Fund	\$8,395,597.38	\$4,043.17	(\$45,705.30)	\$8,353,935.25	\$7,998,522.31	\$355,412.94
Trust & Agency Fund	\$365,774.66	\$110.65		\$365,885.31	\$365,885.31	\$0.00
Audit Fund	\$73,230.19	\$27.61		\$73,257.80	\$73,257.80	\$0.00
Liability & Protection	\$2,514,084.54	\$910.23		\$2,514,994.77	\$2,414,994.77	\$100,000.00
Totals	\$41,251,623.47	\$2,404,184.08	(\$3,233,515.85)	\$40,422,291.70	\$39,417,027.53	\$1,005,264.17

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$7,078,178.	IL Funds	1.65		0.0
EDUCATION FUND	\$250,000.00	CD-First Mid	0.20	1/30/2020	12.0
RESTRICTED-MASTER PLAN	\$14,974,954	PMA	1.40		0.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.40	8/10/2020	12.0
WORKING CASH FUND	\$1,034,202.	PMA	1.40		0.0
WORKING CASH FUND	\$123,980.33	CD-Regns	1.34	9/21/2020	13.0
WORKING CASH FUND	\$121,432.61	CD-Regns	0.05	11/8/2020	7.0
WORKING CASH FUND	\$110,000.00	CD-HPB	0.40	3/23/2021	12.0
LPS FUND	\$100,000.00	CD-Busey	0.10	3/27/2020	6.0

Revenues & Expenses by Fund

	Actual 4/30/2020	Budget 1920	%	Actual 4/30/2019	Prior Year To Date
Fund 01-Education Fund					
Revenue	\$14,968,201.61	\$15,530,291.00	96.38	\$15,149,537.19	\$14,700,499.20
Transfers	\$0.00	(\$139,794.00)	0	(\$471,260.00)	(\$531,318.00)
Expenses	(\$10,782,244.51)	(\$14,488,605.00)	74.42	(\$10,137,693.31)	(\$12,522,986.50)
	\$4,185,957.10	\$901,892.00		\$4,540,583.88	\$1,646,194.70
Fund 02-Operations & Maintenance					
Revenue	\$1,884,620.37	\$2,147,812.00	87.75	\$1,907,919.11	\$2,693,954.22
Transfers	\$0.00	\$0.00	0	\$0.00	(\$750,000.00)
Expenses	(\$1,364,948.16)	(\$2,143,233.00)	63.69	(\$1,454,551.12)	(\$1,794,524.69)
	\$519,672.21	\$4,579.00		\$453,367.99	\$149,429.53
Fund 03-Oper & Maint Restricted					
Revenue	\$15,703,041.28	\$16,635,535.00	94.39	\$645,796.02	\$1,398,696.64
Transfers	\$0.00	\$0.00	0	(\$22,851.09)	(\$23,622.68)
Expenses	(\$574,625.59)	(\$16,635,535.00)	3.45	(\$123,680.80)	(\$264,084.90)
	\$15,128,415.69	\$0.00		\$499,264.13	\$1,110,989.06
Fund 04-Bond & Interest Fund					
Revenue	\$2,847,328.20	\$2,834,898.00	100.44	\$3,392,364.77	\$3,397,270.53
Expenses	(\$2,868,862.50)	(\$2,834,898.00)	101.2	(\$3,380,527.86)	(\$3,380,527.86)
	(\$21,534.30)	\$0.00		\$11,836.91	\$16,742.67
Fund 05-Auxiliary Enterprises					
Revenue	\$1,135,803.77	\$1,583,798.00	71.71	\$1,361,182.69	\$2,115,207.54
Transfers	\$0.00	\$0.00	0	\$0.00	(\$404,730.32)
Expenses	(\$1,265,647.18)	(\$1,583,052.00)	79.95	(\$1,231,467.88)	(\$1,553,248.19)
	(\$129,843.41)	\$746.00		\$129,714.81	\$157,229.03
Fund 06-Restricted Purposes Fund					
Revenue	\$7,879,285.39	\$10,223,695.93	77.07	\$7,940,508.47	\$9,568,316.01
Transfers	(\$6,958.20)	(\$6,000.00)	115.97	\$0.00	(\$6,045.03)
Expenses	(\$9,056,641.87)	(\$10,217,695.93)	88.64	(\$8,191,153.31)	(\$9,402,068.58)
	(\$1,184,314.68)	\$0.00		(\$250,644.84)	\$160,202.40
Fund 07-Working Cash Fund					
Revenue	\$127,313.61	\$160,000.00	79.57	\$136,385.20	\$164,084.43
Transfers	(\$123,271.70)	(\$160,000.00)	77.04	(\$122,218.87)	(\$164,084.43)
	\$4,041.91	\$0.00		\$14,166.33	\$0.00
Fund 10-Trust & Agency Fund					
Revenue	\$77,557.87	\$194,560.00	39.86	\$102,977.58	\$129,222.60
Transfers	(\$1,400.00)	\$0.00	0	(\$2,000.00)	(\$36,085.94)
Expenses	(\$63,721.99)	(\$194,560.00)	32.75	(\$76,120.18)	(\$93,136.34)
	\$12,435.88	\$0.00		\$24,857.40	\$0.32
Fund 11-Audit Fund					
Revenue	\$66,964.85	\$66,731.00	100.35	\$66,243.71	\$66,512.59
Expenses	(\$52,986.03)	(\$54,620.00)	97.01	(\$55,185.14)	(\$56,760.31)
	\$13,978.82	\$12,111.00		\$11,058.57	\$9,752.28
Fund 12-Liability & Protection					
Revenue	\$1,964,888.44	\$1,962,208.00	100.14	\$1,887,264.80	\$1,892,338.87
Expenses	(\$1,236,371.02)	(\$1,595,150.00)	77.51	(\$1,254,463.98)	(\$1,504,579.89)
	\$728,517.42	\$367,058.00		\$632,800.82	\$387,758.98
Total	\$19,257,326.64	\$1,286,386.00		\$6,067,006.00	\$3,638,298.97

Operating Funds Revenue

	Actual Revenue YTD 4/30/2020	Budget 1920	%	Actual Revenue YTD 4/30/2019	Prior Year Revenue 6/30/2019
Investment Revenue					
Investment Revenue	\$107,844.07	\$54,650.00	197.34	\$104,278.51	\$129,432.59
	<u>\$107,844.07</u>	<u>\$54,650.00</u>	197.34	<u>\$104,278.51</u>	<u>\$129,432.59</u>
Local Government Sources					
Current Taxes	\$7,317,449.15	\$7,320,256.00	99.96	\$7,231,132.54	\$7,231,132.54
Interest on Taxes	\$12,002.76	\$850.00	1412.0	\$3,278.62	\$3,278.62
	<u>\$7,329,451.91</u>	<u>\$7,321,106.00</u>	100.11	<u>\$7,234,411.16</u>	<u>\$7,234,411.16</u>
Other Revenue					
Facility Rental	\$241,733.32	\$264,805.00	91.29	\$255,176.68	\$270,413.41
Other Revenue	\$272,593.47	\$458,045.00	59.51	\$431,194.43	\$490,268.58
Transfer In	\$130,229.90	\$167,500.00	77.75	\$122,218.87	\$170,129.46
	<u>\$644,556.69</u>	<u>\$890,350.00</u>	72.39	<u>\$808,589.98</u>	<u>\$930,811.45</u>
State Government Sources					
ICCB CTE Formula Grant	\$0.00	\$234,450.00	0	\$233,870.00	\$233,870.00
ICCB Credit Hour Grants	\$1,279,589.28	\$1,776,670.00	72.02	\$1,567,470.00	\$1,650,408.83
ICCB Equalization Grant	\$33,333.36	\$50,000.00	66.67	\$41,670.00	\$50,000.00
Replacement Taxes	\$333,814.67	\$280,000.00	119.22	\$243,975.65	\$360,091.39
	<u>\$1,646,737.31</u>	<u>\$2,341,120.00</u>	70.34	<u>\$2,086,985.65</u>	<u>\$2,294,370.22</u>
Student Tuition & Fees					
Tuition-Cohort Contract	\$51,765.00	\$0.00	0	\$0.00	\$0.00
Tuition-Credit	\$6,238,036.00	\$6,163,109.00	101.22	\$5,996,823.00	\$5,982,141.00
Various Fees	\$834,431.00	\$907,768.00	91.92	\$826,368.00	\$823,287.00
	<u>\$7,124,232.00</u>	<u>\$7,070,877.00</u>	100.75	<u>\$6,823,191.00</u>	<u>\$6,805,428.00</u>
Total Revenue	\$16,852,821.98	\$17,678,103.00	95.33	\$17,057,456.30	\$17,394,453.42

Operating Funds Expenses

	Actual Expenses YTD 4/30/2020	Budget 1920	%	Actual Expenses YTD 4/30/2019	Prior Year Expenses 6/30/2019
Salaries					
Academic Support-PT	\$71,685.41	\$51,589.00	138.95	\$51,127.30	\$57,993.00
Administrative Staff Sal	\$1,360,055.10	\$1,856,762.00	73.25	\$1,237,869.99	\$1,581,949.80
Car Allowance	\$7,269.36	\$9,000.00	80.77	\$7,269.36	\$9,000.16
Classified-Temporary	\$16,724.50	\$2,500.00	668.98	\$18,082.88	\$24,704.13
Clinical Risk Stipends	\$29,229.66	\$33,964.00	86.06	\$29,474.08	\$34,100.82
Custodial, Maint Stf Sal	\$89,545.68	\$140,711.00	63.64	\$83,355.26	\$105,086.76
Custodial, Maint-Temp	\$8,403.00	\$12,000.00	70.03	\$8,812.50	\$12,727.50
F/T Classified Salary	\$641,809.32	\$917,926.00	69.92	\$512,831.17	\$653,311.65
F/T Faculty Salary	\$2,928,637.88	\$3,921,893.00	74.67	\$2,905,993.51	\$3,882,915.73
F/T Faculty-Summer Sal	\$234,646.35	\$213,623.00	109.84	\$242,874.05	\$245,172.45
FWSP Workers Salary	\$0.00	\$0.00	0	\$0.00	\$0.00
Faculty Curriculum Dev	\$1,014.00	\$0.00	0	\$8,020.00	\$8,696.00
Faculty Tutors Salary	\$25,780.88	\$40,500.00	63.66	\$27,093.42	\$32,449.38
Independent Study Salary	\$8,205.00	\$6,945.00	118.14	\$15,502.50	\$24,142.50
Interpreter Salary	\$10,664.60	\$33,659.00	31.68	\$17,772.20	\$20,571.46
LabFacilitators	\$11,951.80	\$19,610.00	60.95	\$14,476.78	\$17,050.05
Overload Salary	\$466,426.25	\$572,911.00	81.41	\$427,676.53	\$507,579.89
Overtime Wages	\$13,424.98	\$11,827.00	113.51	\$14,729.28	\$17,860.85
P/T Classified Salary	\$5,955.96	\$24,512.00	24.3	\$30,470.95	\$33,368.33
P/T Faculty Salary	\$619,065.26	\$802,106.00	77.18	\$664,460.91	\$746,999.38
P/T Faculty-Summer Sal	\$85,226.88	\$78,091.00	109.14	\$49,796.38	\$49,796.38
Professional/Tech Salary	\$858,823.89	\$1,075,049.00	79.89	\$717,031.37	\$915,184.88
Professional/Tech-PT	\$11,966.51	\$11,090.00	107.9	\$20,875.56	\$25,347.04
Proficiency Exam Salary	\$0.00	\$0.00	0	\$367.50	\$367.50
Stipend	\$300.00	\$300.00	100	\$0.00	\$0.00
Student Workers Salary	\$33,116.17	\$62,635.00	52.87	\$23,290.46	\$31,287.26
Subs Instructors Salary	\$18,603.53	\$6,782.00	274.31	\$5,147.44	\$6,423.34
Supervisory Staff Salary	\$176,378.70	\$217,808.00	80.98	\$192,551.54	\$246,934.28
Test Proctor Salary	\$23,987.13	\$32,927.00	72.85	\$22,567.23	\$27,956.08
	<u>\$7,758,897.80</u>	<u>\$10,156,720.00</u>	<u>76.39</u>	<u>\$7,349,520.15</u>	<u>\$9,318,976.60</u>
Employee Benefits					
EmployeeBenefitsTotal	\$15,593.24	\$14,500.00	107.54	(\$1,188.49)	(\$7,204.95)
FICA-Social Security	\$0.00	\$0.00	0	\$0.00	\$0.00
Grants Share of SURS	\$79.48	\$0.00	0	\$0.00	\$111.39
Group Dental Ins	\$48,848.28	\$57,670.00	84.7	\$40,206.80	\$48,601.67
Group LTD Ins	\$14,660.63	\$19,774.00	74.14	\$13,585.41	\$16,281.69
Group Life Ins	\$23,331.30	\$22,440.00	103.97	\$18,345.08	\$21,991.89
Group Medical Ins	\$1,424,798.11	\$1,828,687.00	77.91	\$1,298,156.35	\$1,541,046.89
Medicare	(\$35.10)	\$0.00	0	\$0.00	\$0.00
SURS-RetireeHealthContri	\$36,643.54	\$40,159.00	91.25	\$34,177.71	\$41,590.71
Staff/Family Waivers	\$45,879.17	\$28,078.00	163.4	\$15,146.00	\$17,274.80
	<u>\$1,609,798.65</u>	<u>\$2,011,308.00</u>	<u>80.04</u>	<u>\$1,418,428.86</u>	<u>\$1,679,694.09</u>
Contractual Services					
Accreditation Fees	\$19,060.00	\$22,070.00	86.36	\$11,200.00	\$12,200.00
Admin Computer-Maint	\$312,466.45	\$327,197.00	95.5	\$335,613.29	\$337,225.79
Building Repair/Maint	\$68,948.29	\$161,200.00	42.77	\$17,497.92	\$26,871.72
Consultants/Workshops	\$2,000.00	\$4,000.00	50	\$500.00	\$500.00
Contractual-Other	\$40,442.87	\$124,849.00	32.39	\$187,075.41	\$137,731.50
Contractual-Tutoring	\$0.00	\$10,730.00	0	\$0.00	\$5,800.00
Custodial Services	\$300,210.64	\$464,000.00	64.7	\$298,222.80	\$397,107.60
Diversity Initiatives	\$0.00	\$19,750.00	0	\$0.00	\$0.00
Employee Awards	\$0.00	\$2,200.00	0	\$0.00	\$0.00
Employee Recognition EAT	\$1,777.24	\$2,500.00	71.09	\$813.95	\$1,622.86
Equip Repair/Maint Agree	\$67,153.13	\$121,675.00	55.19	\$106,623.75	\$122,837.78
Faculty Development	\$0.00	\$2,300.00	0	\$903.56	\$2,903.56
Grounds Maintenance	\$14,406.98	\$17,300.00	83.28	\$9,972.33	\$11,503.07
Legal Services-Admin	\$13,836.00	\$43,500.00	31.81	\$10,348.28	\$17,658.78
Meals	\$1,220.03	\$2,700.00	45.19	\$1,140.00	\$1,140.00
Pest Control	\$8,150.12	\$12,450.00	65.46	\$8,735.86	\$11,409.86
Professional Fees	\$7,678.06	\$7,500.00	102.37	\$7,196.41	\$7,196.41
Recruitment	\$456.26	\$30,750.00	1.48	\$0.00	\$746.02

Operating Funds Expenses

	Actual Expenses YTD 4/30/2020	Budget 1920	%	Actual Expenses YTD 4/30/2019	Prior Year Expenses 6/30/2019
Contractual Services					
Royalties	\$0.00	\$350.00	0	\$0.00	\$0.00
Security	\$0.00	\$0.00	0	\$5,618.94	\$6,631.13
Staff/Faculty Developmen	\$26,865.22	\$27,874.00	96.38	\$2,943.62	\$3,926.69
Student Awards	\$0.00	\$725.00	0	\$400.00	\$795.00
Student Development	\$430.47	\$3,100.00	13.89	\$0.00	\$0.00
Telephone Maint Agree	\$15,827.06	\$19,100.00	82.86	\$0.00	\$1,283.04
	<u>\$900,928.82</u>	<u>\$1,427,820.00</u>	63.1	<u>\$1,004,806.12</u>	<u>\$1,107,090.81</u>
Materials & Supplies					
Advertising	\$75,290.04	\$89,000.00	84.6	\$30,531.23	\$44,330.98
Audio Visual Materials	\$100.44	\$500.00	20.09	\$615.42	\$636.59
Books-Library Collection	\$7,521.95	\$10,000.00	75.22	\$8,947.00	\$8,947.00
Catalog Printing	\$0.00	\$0.00	0	\$0.00	\$0.00
Computer Software	\$189,257.90	\$190,788.00	99.2	\$136,995.51	\$142,566.62
Credit Schedules	\$0.00	\$0.00	0	\$0.00	\$2,000.12
Digital Print/Curric Spt	\$52,574.91	\$55,373.00	94.95	\$38,247.99	\$38,247.99
Event Expense	\$2,148.07	\$6,375.00	33.7	\$710.00	\$751.93
Graphic Supplies	\$2,693.98	\$4,000.00	67.35	\$1,402.43	\$2,473.49
Instructional Supplies	\$80,104.98	\$143,866.00	55.68	\$90,729.29	\$99,084.04
Laundry/Linen Supplies	\$318.82	\$551.00	57.86	\$264.11	\$264.11
Maintenance Supplies	\$74,534.72	\$103,400.00	72.08	\$66,402.89	\$82,100.99
Materials	\$61,686.33	\$96,079.00	64.2	\$40,271.60	\$55,417.64
Non Consumable Supplies	\$9,696.37	\$9,700.00	99.96	\$0.00	\$0.00
Office Supplies	\$12,434.93	\$18,169.00	68.44	\$14,604.02	\$17,103.50
Postage	\$9,996.58	\$16,370.00	61.07	\$16,447.09	\$20,283.96
Printing	\$20,488.98	\$21,462.00	95.47	\$18,654.12	\$18,973.56
Publications & Dues	\$75,890.82	\$99,342.00	76.39	\$81,024.85	\$82,191.57
Reference Materials	\$4,254.00	\$4,130.00	103	\$0.00	\$0.00
Specialities	\$0.00	\$1,500.00	0	\$566.23	\$1,419.03
Transcripts	\$14,551.40	\$18,000.00	80.84	\$14,551.00	\$14,551.00
Uniforms	\$2,716.06	\$3,900.00	69.64	\$2,346.00	\$3,523.00
Vehicle Expense	\$10,489.96	\$23,200.00	45.22	\$9,154.60	\$15,307.55
WYSE Activities	\$0.00	\$1,120.00	0	\$565.00	\$565.00
Wind Turbine Maintenance	\$10,235.00	\$10,250.00	99.85	\$5,833.33	\$5,833.33
	<u>\$716,986.24</u>	<u>\$927,075.00</u>	77.34	<u>\$578,863.71</u>	<u>\$656,573.00</u>
Conference & Meeting Exp					
Board Meeting Meals	\$0.00	\$85.00	0	\$555.13	\$1,095.13
Community Relations/Spon	\$6,500.00	\$7,500.00	86.67	\$0.00	\$0.00
Meeting Expense	\$13,102.34	\$10,540.00	124.31	\$10,976.60	\$11,666.80
Registration Fees	\$30,146.99	\$52,763.00	57.14	\$32,386.06	\$35,284.66
Relocation	\$2,759.39	\$5,000.00	55.19	\$0.00	\$0.00
Travel-In State	\$13,484.64	\$19,325.00	69.78	\$10,231.30	\$19,008.95
Travel-In State Mileage	\$7,030.27	\$14,139.00	49.72	\$6,044.07	\$8,400.03
Travel-Out of State	\$60,349.29	\$89,190.00	67.66	\$44,197.79	\$61,225.99
	<u>\$133,372.92</u>	<u>\$198,542.00</u>	67.18	<u>\$104,390.95</u>	<u>\$136,681.56</u>
Fixed Charges					
Credit Card Fees	\$20,766.20	\$27,000.00	76.91	\$23,484.15	\$27,882.30
Equipment Rental	\$75.79	\$1,750.00	4.33	\$558.75	\$558.75
Facility Rental	\$67,190.00	\$80,640.00	83.32	\$83,699.18	\$96,746.28
Graduation Expense	\$3,370.73	\$20,000.00	16.85	(\$451.12)	\$23,859.85
Install Pymt Lease/Purch	\$68,158.05	\$90,915.00	74.97	\$197,152.80	\$205,501.60
Interest Expense	\$0.00	\$1,000.00	0	\$0.00	\$9,098.29
Property Taxes	\$17,344.72	\$18,800.00	92.26	\$17,094.08	\$23,385.33
	<u>\$176,905.49</u>	<u>\$240,105.00</u>	73.68	<u>\$321,537.84</u>	<u>\$387,032.40</u>
Utilities					
Electricity and Nat Gas	\$310,516.98	\$369,300.00	84.08	\$292,046.16	\$383,141.22
Internet	\$11,625.28	\$17,365.00	66.95	\$10,879.73	\$13,996.73
Refuse Disposal	\$19,135.10	\$23,580.00	81.15	\$15,831.97	\$21,251.55
Telephone	\$51,770.11	\$41,790.00	123.88	\$30,841.01	\$41,566.59
Water, Sewage	\$32,437.71	\$39,200.00	82.75	\$29,864.29	\$40,113.21
	<u>\$425,485.18</u>	<u>\$491,235.00</u>	86.62	<u>\$379,463.16</u>	<u>\$500,069.30</u>
Capital Outlay					

Operating Funds Expenses

	Actual Expenses YTD 4/30/2020	Budget 1920	%	Actual Expenses YTD 4/30/2019	Prior Year Expenses 6/30/2019
Capital Outlay					
Building Improvements	\$0.00	\$23,000.00	0	\$19,653.90	\$80,741.63
Equipment-Instructional	\$0.00	\$522,658.00	0	\$3,032.00	\$3,032.00
Equipment-Service	\$5,000.00	\$96,574.00	5.18	\$0.00	\$0.00
	<u>\$5,000.00</u>	<u>\$642,232.00</u>	0.78	<u>\$22,685.90</u>	<u>\$83,773.63</u>
Tuition Adjustments					
Illinois Veterans Grants	\$0.00	\$0.00	0	\$0.00	\$11,435.08
Tuition Waiver	\$3,506.00	\$56,722.00	6.18	\$53,904.49	\$80,927.49
Unfunded ING/MIA/POW	\$20,576.00	\$25,000.00	82.3	\$25,107.00	\$32,704.00
Write-Off	\$205,631.50	\$240,000.00	85.68	\$185,202.07	\$168,533.59
	<u>\$229,713.50</u>	<u>\$321,722.00</u>	71.4	<u>\$264,213.56</u>	<u>\$293,600.16</u>
Other Expense					
Bank Service Charges	\$2,411.14	\$3,000.00	80.37	\$1,965.54	\$2,836.88
Contributions	\$160,154.00	\$177,860.00	90.04	\$120,931.50	\$120,931.50
Expense-Other	\$800.79	\$3,500.00	22.88	(\$297.70)	\$990.76
	<u>\$163,365.93</u>	<u>\$184,360.00</u>	88.61	<u>\$122,599.34</u>	<u>\$124,759.14</u>
Total Expenses	\$12,120,454.53	\$16,601,119.00	73.01	\$11,566,509.59	\$14,288,250.69

Revenues by Fund Summary

	Actual Revenue YTD 4/30/2020	Budget 1920	%	Actual Revenue YTD 4/30/2019	Prior Year Revenue 6/30/2019
Fund 01-Education Fund					
Local Government Sources	\$6,399,650.70	\$6,392,084.00	100.12	\$6,316,065.27	\$6,316,065.27
State Government Sources	\$1,646,737.31	\$2,063,046.00	79.82	\$2,086,985.65	\$1,544,370.22
Student Tuition & Fees	\$6,538,802.28	\$6,479,226.00	100.92	\$6,205,274.24	\$6,188,878.76
Investment Revenue	\$107,844.07	\$54,650.00	197.34	\$104,278.51	\$129,432.59
Other Revenue	\$275,167.25	\$541,285.00	50.84	\$436,933.52	\$521,752.36
Total Revenue Fund 01	\$14,968,201.61	\$15,530,291.00	96.38	\$15,149,537.19	\$14,700,499.20
Fund 02-Operations & Maintenance					
Local Government Sources	\$929,801.21	\$929,022.00	100.08	\$918,345.89	\$918,345.89
State Government Sources	\$0.00	\$278,074.00	0	\$0.00	\$750,000.00
Student Tuition & Fees	\$585,429.72	\$591,651.00	98.95	\$617,916.76	\$616,549.24
Other Revenue	\$369,389.44	\$349,065.00	105.82	\$371,656.46	\$409,059.09
Total Revenue Fund 02	\$1,884,620.37	\$2,147,812.00	87.75	\$1,907,919.11	\$2,693,954.22
Fund 03-Oper & Maint Restricted					
Local Government Sources	\$15,615,718.07	\$15,442,906.00	101.12	\$182,207.61	\$182,207.61
Investment Revenue	\$15,201.49	\$9,000.00	168.91	\$13,517.96	\$15,646.99
Other Revenue	\$72,121.72	\$1,183,629.00	6.09	\$450,070.45	\$1,200,842.04
Total Revenue Fund 03	\$15,703,041.28	\$16,635,535.00	94.39	\$645,796.02	\$1,398,696.64
Fund 04-Bond & Interest Fund					
Local Government Sources	\$2,834,464.99	\$2,832,098.00	100.08	\$3,389,239.59	\$3,393,710.20
Investment Revenue	\$12,863.21	\$2,800.00	459.4	\$3,125.18	\$3,560.33
Total Revenue Fund 04	\$2,847,328.20	\$2,834,898.00	100.44	\$3,392,364.77	\$3,397,270.53
Fund 05-Auxiliary Enterprises					
Customized Training	\$421,267.32	\$499,500.00	84.34	\$511,213.10	\$586,208.60
Student Tuition & Fees	\$102,331.58	\$105,230.00	97.25	\$74,741.75	\$93,771.75
Auxiliary Enterprises	\$568,642.59	\$834,370.00	68.15	\$717,922.49	\$889,958.28
Investment Revenue	\$9,928.31	\$5,000.00	198.57	\$12,253.01	\$14,351.52
Other Revenue	\$33,633.97	\$139,698.00	24.08	\$45,052.34	\$530,917.39
Total Revenue Fund 05	\$1,135,803.77	\$1,583,798.00	71.71	\$1,361,182.69	\$2,115,207.54
Fund 06-Restricted Purposes Fund					
Financial Aid	\$5,859,030.00	\$6,662,776.00	87.94	\$6,084,639.63	\$6,759,290.39
Investment Revenue	\$665.53	\$0.00	0	\$865.74	\$2,081.86
Other Revenue	\$2,019,589.86	\$3,560,919.93	56.72	\$1,855,003.10	\$2,806,943.76
Total Revenue Fund 06	\$7,879,285.39	\$10,223,695.93	77.07	\$7,940,508.47	\$9,568,316.01
Fund 07-Working Cash Fund					
Investment Revenue	\$127,313.61	\$160,000.00	79.57	\$136,385.20	\$164,084.43
Total Revenue Fund 07	\$127,313.61	\$160,000.00	79.57	\$136,385.20	\$164,084.43
Fund 10-Trust & Agency Fund					
Club Revenue	\$14,722.01	\$121,505.00	12.12	\$25,960.43	\$29,473.91
Investment Revenue	\$3,858.86	\$2,500.00	154.35	\$5,107.06	\$0.00
Other Revenue	\$58,977.00	\$70,555.00	83.59	\$71,910.09	\$99,748.69
Total Revenue Fund 10	\$77,557.87	\$194,560.00	39.86	\$102,977.58	\$129,222.60
Fund 11-Audit Fund					
Local Government Sources	\$65,973.45	\$65,931.00	100.06	\$64,957.71	\$64,957.71
Investment Revenue	\$991.40	\$800.00	123.93	\$1,286.00	\$1,554.88
Total Revenue Fund 11	\$66,964.85	\$66,731.00	100.35	\$66,243.71	\$66,512.59
Fund 12-Liability & Protection					
Local Government Sources	\$1,927,530.09	\$1,925,679.00	100.1	\$1,852,367.92	\$1,852,367.92
Student Tuition & Fees	\$9,864.00	\$13,000.00	75.88	\$10,456.00	\$10,384.00
Investment Revenue	\$27,494.35	\$18,100.00	151.9	\$24,440.88	\$29,586.95
Other Revenue	\$0.00	\$5,429.00	0	\$0.00	\$0.00
Total Revenue Fund 12	\$1,964,888.44	\$1,962,208.00	100.14	\$1,887,264.80	\$1,892,338.87
Total Revenue	\$46,655,005.39	\$51,339,528.93	90.88	\$32,590,179.54	\$36,126,102.63

Expenses by Fund Summary

	Budget 1920	Actual YTD as of 4/30/2020	Encumbered as of 4/30/2020	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 01-Education Fund							
Salaries	\$9,863,185.00	\$7,584,859.26	\$0.00	\$7,584,859.26	76.9	\$9,143,978.13	78.92
Employee Benefits	\$1,937,566.00	\$1,567,067.03	\$3,479.00	\$1,570,546.03	81.06	\$1,656,327.07	84.51
Contractual Services	\$591,100.00	\$428,527.41	\$6,724.76	\$435,252.17	73.63	\$485,264.99	91.89
Materials & Supplies	\$759,955.00	\$599,164.99	\$36,660.79	\$635,825.78	83.67	\$544,239.05	89.77
Conference & Meeting Exp	\$198,584.00	\$132,651.00	\$13,365.82	\$146,016.82	73.53	\$136,425.76	76.35
Fixed Charges	\$104,495.00	\$73,685.39	\$3,024.99	\$76,710.38	73.41	\$131,520.20	68.37
Utilities	\$4,980.00	\$3,210.00	\$930.00	\$4,140.00	83.13	\$3,840.00	76.82
Capital Outlay	\$522,658.00	\$0.00	\$0.00	\$0.00	0	\$3,032.00	100
Other Expense	\$240,000.00	\$205,631.50	\$0.00	\$205,631.50	85.68	\$168,533.59	109.89
Tuition Adjustments	\$81,722.00	\$24,082.00	\$0.00	\$24,082.00	29.47	\$125,066.57	63.18
Other Expense	\$184,360.00	\$163,365.93	\$0.00	\$163,365.93	88.61	\$124,759.14	98.27
Total Expense Fund 01	\$14,488,605.00	\$10,782,244.51	\$64,185.36	\$10,846,429.87	74.86	\$12,522,986.50	80.95
Fund 02-Operations & Maintenance							
Salaries	\$298,173.00	\$178,676.54	\$0.00	\$178,676.54	59.92	\$179,570.47	76.57
Employee Benefits	\$98,933.00	\$64,831.76	\$0.00	\$64,831.76	65.53	\$47,873.72	82.9
Contractual Services	\$836,720.00	\$472,401.41	\$122,188.43	\$594,589.84	71.06	\$621,825.82	89.88
Materials & Supplies	\$167,260.00	\$117,821.25	\$5,277.01	\$123,098.26	73.6	\$112,370.75	80.37
Conference & Meeting Exp	\$708.00	\$721.92	\$0.00	\$721.92	101.97	\$400.80	94.2
Fixed Charges	\$135,610.00	\$103,220.10	\$13,438.00	\$116,658.10	86.02	\$255,512.20	90.65
Utilities	\$486,255.00	\$422,275.18	\$4,776.18	\$427,051.36	87.82	\$496,229.30	75.87
Capital Outlay	\$119,574.00	\$5,000.00	\$0.00	\$5,000.00	4.18	\$80,741.63	24.34
Total Expense Fund 02	\$2,143,233.00	\$1,364,948.16	\$145,679.62	\$1,510,627.78	70.48	\$1,794,524.69	81.05
Fund 03-Oper & Maint Restricted							
Contractual Services	\$29,632.00	\$29,631.25	\$0.00	\$29,631.25	100	\$1,674.20	100
Materials & Supplies	\$0.00	\$1,025.31	\$0.00	\$1,025.31	0	\$10,851.83	91.93
Capital Outlay	\$16,605,903.00	\$543,969.03	\$899,063.71	\$1,443,032.74	8.69	\$251,558.87	44.53
Total Expense Fund 03	\$16,635,535.00	\$574,625.59	\$899,063.71	\$1,473,689.30	8.86	\$264,084.90	46.83
Fund 04-Bond & Interest Fund							
Fixed Charges	\$2,832,898.00	\$2,866,862.50	\$0.00	\$2,866,862.50	101.2	\$3,378,027.86	100.01
Other Expense	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	100	\$2,500.00	80
Total Expense Fund 04	\$2,834,898.00	\$2,868,862.50	\$0.00	\$2,868,862.50	101.2	\$3,380,527.86	100
Fund 05-Auxiliary Enterprises							
Salaries	\$651,535.00	\$584,374.18	\$0.00	\$584,374.18	89.69	\$631,940.08	78.47
Employee Benefits	\$125,570.00	\$114,467.60	\$0.00	\$114,467.60	91.16	\$103,930.31	81.63
Contractual Services	\$79,372.00	\$51,196.54	\$899.92	\$52,096.46	65.64	\$70,735.72	87.54
Materials & Supplies	\$641,409.00	\$462,457.31	\$102,994.43	\$565,451.74	88.16	\$684,866.12	78.24
Conference & Meeting Exp	\$11,730.00	\$8,249.77	\$0.00	\$8,249.77	70.33	\$8,621.54	135.1
Fixed Charges	\$37,428.00	\$30,539.13	\$5,250.00	\$35,789.13	95.62	\$37,474.78	85.59
Utilities	\$125.00	\$0.00	\$0.00	\$0.00	0	\$62.17	100
Capital Outlay	\$35,533.00	\$13,836.47	\$0.00	\$13,836.47	38.94	\$14,270.55	55.52
Other Expense	\$350.00	\$526.18	\$0.00	\$526.18	150.34	\$1,346.92	96.29
Total Expense Fund 05	\$1,583,052.00	\$1,265,647.18	\$109,144.35	\$1,374,791.53	86.84	\$1,553,248.19	79.28
Fund 06-Restricted Purposes Fund							
Salaries	\$1,100,239.25	\$787,550.69	\$0.00	\$787,550.69	71.58	\$844,191.06	81.1
Employee Benefits	\$293,682.10	\$224,412.62	\$0.00	\$224,412.62	76.41	\$235,205.04	82.2
Contractual Services	\$849,518.25	\$466,733.18	\$17,468.50	\$484,201.68	57	\$600,377.59	61.83
Materials & Supplies	\$437,584.53	\$122,039.51	\$9,673.32	\$131,712.83	30.1	\$234,488.36	47.4
Conference & Meeting Exp	\$60,857.00	\$22,567.05	\$1,666.16	\$24,233.21	39.82	\$59,497.34	84.85
Fixed Charges	\$112,905.80	\$61,345.47	\$6,762.50	\$68,107.97	60.32	\$82,426.47	69.95
Capital Outlay	\$761,598.00	\$478,695.86	\$73,535.80	\$552,231.66	72.51	\$618,024.49	66.75
Financial Aid Expense	\$6,598,811.00	\$6,893,297.49	\$0.00	\$6,893,297.49	104.46	\$6,727,858.23	93.79
Other Expense	\$2,500.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0
Transfers	\$6,000.00	\$6,958.20	\$0.00	\$6,958.20	115.97	\$6,045.03	0
Total Expense Fund 06	\$10,223,695.93	\$9,063,600.07	\$109,106.28	\$9,172,706.35	89.72	\$9,408,113.61	87.06

Expenses by Fund Summary

	Budget 1920	Actual YTD as of 4/30/2020	Encumbered as of 4/30/2020	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
Fund 07-Working Cash Fund							
Transfers	\$160,000.00	\$123,271.70	\$0.00	\$123,271.70	77.04	\$164,084.43	74.49
Total Expense Fund 07	\$160,000.00	\$123,271.70	\$0.00	\$123,271.70	77.04	\$164,084.43	74.49
Fund 10-Trust & Agency Fund							
Contractual Services	\$63,640.00	\$11,336.40	\$300.00	\$11,636.40	18.28	\$22,784.52	88.07
Materials & Supplies	\$107,755.00	\$39,762.16	\$0.00	\$39,762.16	36.9	\$52,817.06	83.95
Conference & Meeting Exp	\$19,865.00	\$11,874.27	\$0.00	\$11,874.27	59.77	\$13,384.72	70.74
Fixed Charges	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0
Other Expense	\$3,300.00	\$749.16	\$0.00	\$749.16	22.7	\$4,150.04	54.1
Transfers	\$0.00	\$1,400.00	\$0.00	\$1,400.00	0	\$2,000.00	100
Total Expense Fund 10	\$194,560.00	\$65,121.99	\$300.00	\$65,421.99	33.63	\$95,136.34	82.11
Fund 11-Audit Fund							
Salaries	\$7,210.00	\$5,941.91	\$0.00	\$5,941.91	82.41	\$7,065.90	80.76
Employee Benefits	\$1,910.00	\$1,544.12	\$0.00	\$1,544.12	80.84	\$1,694.41	87.26
Contractual Services	\$45,500.00	\$45,500.00	\$0.00	\$45,500.00	100	\$48,000.00	100
Total Expense Fund 11	\$54,620.00	\$52,986.03	\$0.00	\$52,986.03	97.01	\$56,760.31	97.22
Fund 12-Liability & Protection							
Salaries	\$679,485.00	\$548,304.49	\$0.00	\$548,304.49	80.69	\$611,973.92	79.17
Employee Benefits	\$309,700.00	\$259,764.13	\$0.00	\$259,764.13	83.88	\$315,421.36	83.17
Contractual Services	\$212,700.00	\$122,034.44	\$25,984.57	\$148,019.01	69.59	\$193,846.45	83.24
Materials & Supplies	\$42,725.00	\$35,748.08	\$55.00	\$35,803.08	83.8	\$56,642.33	62.5
Conference & Meeting Exp	\$22,550.00	\$14,572.09	\$0.00	\$14,572.09	64.62	\$27,965.61	92.94
Fixed Charges	\$325,000.00	\$252,838.98	\$46,243.76	\$299,082.74	92.03	\$218,896.47	99.51
Utilities	\$2,000.00	\$2,683.81	\$0.00	\$2,683.81	134.19	\$1,680.99	97.09
Capital Outlay	\$990.00	\$425.00	\$0.00	\$425.00	42.93	\$78,152.76	83.7
Total Expense Fund 12	\$1,595,150.00	\$1,236,371.02	\$72,283.33	\$1,308,654.35	82.04	\$1,504,579.89	83.38
Total Expenses	\$49,913,348.93	\$27,397,678.75	\$1,399,762.65	\$28,797,441.40	57.69	\$30,744,046.72	84.66

Auxiliary Enterprises Revenue & Expenses

APR 1920

	Actual Revenue	Budget Revenue	Actual Expenses	Budget Expenses	Net Actual	Net Budget
Community Events						
6019 -Admin Outdoor Events	\$300.00	\$9,665.00	\$5,193.59	\$6,540.00	(\$4,893.59)	\$3,125.00
6014 -Dance Productions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6020 -Farm Progress Show	\$0.00	\$0.00	\$4,067.23	\$7,500.00	(\$4,067.23)	(\$7,500.00)
6030 -Misc Events	\$2,100.00	\$5,000.00	\$0.00	\$625.00	\$2,100.00	\$4,375.00
	<u>\$2,400.00</u>	<u>\$14,665.00</u>	<u>\$9,260.82</u>	<u>\$14,665.00</u>	<u>(\$6,860.82)</u>	<u>\$0.00</u>
Continuing & Professional Education						
6000 -Administration-CPED	\$10,696.33	\$74,905.00	\$99,847.84	\$156,823.00	(\$89,151.51)	(\$81,918.00)
6001 -CDL	\$189,000.00	\$220,000.00	\$140,999.63	\$167,056.00	\$48,000.37	\$52,944.00
6003 -Dance	\$61,698.48	\$76,000.00	\$54,978.28	\$55,615.00	\$6,720.20	\$20,385.00
6004 -Personal Development	\$22,896.36	\$22,000.00	\$21,182.89	\$27,834.00	\$1,713.47	(\$5,834.00)
6007 -Safety-Industrial	\$144,654.70	\$150,000.00	\$130,926.08	\$162,094.00	\$13,728.62	(\$12,094.00)
6008 -Shilling Rentals	\$15,162.50	\$28,000.00	\$16,151.29	\$14,486.00	(\$988.79)	\$13,514.00
6027 -Tech Go Camp	\$15,093.50	\$26,000.00	\$15,314.55	\$26,000.00	(\$221.05)	\$0.00
6005 -Workforce Development	\$9,599.50	\$7,000.00	\$13,731.39	\$13,997.00	(\$4,131.89)	(\$6,997.00)
	<u>\$468,801.37</u>	<u>\$603,905.00</u>	<u>\$493,131.95</u>	<u>\$623,905.00</u>	<u>(\$24,330.58)</u>	<u>(\$20,000.00)</u>
Culinary						
8907 -Bistro 537	\$36,400.07	\$51,000.00	\$30,271.64	\$51,000.00	\$6,128.43	\$0.00
8970 -Cafe	\$484,828.01	\$718,250.00	\$619,582.13	\$722,171.00	(\$134,754.12)	(\$3,921.00)
8908 -Coffee House	\$20,766.07	\$29,200.00	\$18,241.38	\$29,200.00	\$2,524.69	\$0.00
8915 -Misc Culinary Events	\$0.00	\$2,885.00	\$0.00	\$375.00	\$0.00	\$2,510.00
	<u>\$541,994.15</u>	<u>\$801,335.00</u>	<u>\$668,095.15</u>	<u>\$802,746.00</u>	<u>(\$126,101.00)</u>	<u>(\$1,411.00)</u>
Fitness Center						
1157 -Fitness Center	\$69,831.58	\$73,230.00	\$64,517.20	\$87,795.00	\$5,314.38	(\$14,565.00)
	<u>\$69,831.58</u>	<u>\$73,230.00</u>	<u>\$64,517.20</u>	<u>\$87,795.00</u>	<u>\$5,314.38</u>	<u>(\$14,565.00)</u>
Horticulture						
4503 -Garden Center	\$175.00	\$18,285.00	\$15,039.84	\$18,285.00	(\$14,864.84)	\$0.00
9099 -Produce Market	\$3,125.00	\$4,313.00	\$1,953.62	\$4,313.00	\$1,171.38	\$0.00
	<u>\$3,300.00</u>	<u>\$22,598.00</u>	<u>\$16,993.46</u>	<u>\$22,598.00</u>	<u>(\$13,693.46)</u>	<u>\$0.00</u>
Traffic Safety School						
6009 -Traffic Safety	\$30,144.15	\$18,500.00	\$13,521.82	\$18,500.00	\$16,622.33	\$0.00
	<u>\$30,144.15</u>	<u>\$18,500.00</u>	<u>\$13,521.82</u>	<u>\$18,500.00</u>	<u>\$16,622.33</u>	<u>\$0.00</u>

Restricted Purposes Fund Revenue & Expenses

APR 1920

			<u>Budget</u>	<u>Actual Revenue</u>	<u>Actual Expenses</u>	<u>Encumbered Expenses</u>	<u>Net</u>
GRANTS							
12025-IJST-Crossing Healthcare	12/1/2019		\$0.00	\$0.00	\$37,098.30	\$1,182.00	(\$38,280.30)
Dept of Commerce & Economic Oppo							
11927-Workforce Develop Grant	8/1/2018	6/30/2020	\$661,323.20	\$661,718.07	\$418,886.34	\$70,132.20	\$172,304.66
12027-Workforce Develop Grant	7/1/2019	6/30/2020	\$0.00	\$0.00	\$166,179.18	\$5,904.26	(\$172,083.44)
ICCB							
12054-Adult Ed Performance	7/1/2019	6/30/2020	\$52,765.00	\$21,106.00	\$39,018.90	\$0.00	\$13,746.10
12072-Adult Ed State Basic Grn	7/1/2019	6/30/2020	\$156,695.00	\$61,278.00	\$131,941.73	\$690.16	\$24,063.11
12038-Early School Leaver Tran	7/1/2019	6/30/2020	\$60,000.00	\$60,000.00	\$20,567.42	\$0.00	\$39,432.58
12032-Federal Adult Basic Grnt	7/1/2019	6/30/2020	\$116,000.00	\$0.00	\$88,704.73	\$0.00	\$27,295.27
12035-Innvatve Brdg & Transiti	6/1/2019	6/30/2020	\$67,465.00	\$67,465.00	\$22,181.79	\$0.00	\$45,283.21
12030-Scaling Apprenticeship	9/1/2019	6/30/2020	\$63,200.00	\$0.00	\$6,739.61	\$0.00	\$56,460.39
12031-Transitional Math Grant	7/1/2019	6/30/2020	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
12029-Wrkfrce Equity Initiative	9/18/2019	9/17/2020	\$400,000.00	\$400,000.00	\$148,710.91	\$0.00	\$251,289.09
Illinois Board of Higher Ed							
12020-Co-Op Work Study Grant	9/1/2019	8/31/2020	\$36,125.00	\$18,062.76	\$665.16	\$0.00	\$35,459.84
North Central Region SARE							
11930-Alliance for Ag Advance	10/1/2018	9/30/2021	\$11,387.00	\$1,724.69	\$1,724.69	\$0.00	\$9,662.31
RCC Foundation							
12033-Foundation Gifts to RCC	7/1/2019	6/30/2020	\$32,918.33	\$7,555.99	\$14,728.00	(\$574.51)	\$18,764.84
Richland Community College							
11458-Project READ			\$190,825.00	\$90,602.85	\$62,806.74	\$0.00	\$128,018.26
EQUI -Reserved for Equipment			\$588,553.00	\$665.53	\$297,911.20	\$19,610.10	\$271,031.70
Secretary of State							
12064-SOS Literacy Grant	7/1/2019	6/30/2020	\$100,000.00	\$100,000.00	\$78,166.20	\$0.00	\$21,833.80
US Department of Education							
12012-Carl Perkins-ICCB	7/1/2019	6/30/2020	\$234,354.00	\$111,169.93	\$174,412.88	\$976.00	\$58,965.12
11980-TRIO Grant	9/1/2018	8/31/2019	\$57,139.00	\$55,630.00	\$55,652.36	\$0.00	\$1,486.64
12080-TRIO Grant	8/26/2019	8/31/2020	\$322,823.00	\$195,000.00	\$174,311.93	\$2,500.00	\$146,011.07
US Department of Housing & Urban							
11965-City Dev Block Grant	3/18/2019	3/20/2020	\$39,947.40	\$39,862.59	\$39,947.44	\$0.00	(\$0.04)
US Department of Transportation							
12018-Hwy Construct Career Grt	7/1/2019	6/30/2020	\$354,400.00	\$128,413.98	\$148,468.75	\$11,186.07	\$194,745.18
Total			\$3,560,919.93	\$2,020,255.39	\$2,128,824.26	\$111,606.28	\$1,320,489.39

Macon County Law Enforcement Training Center

Revenue & Expenses

APR 1920



	APR Actual	YTD Actual	Budget
Revenue			
Basic Law Enforce Acad	\$66,775.26	\$1,021,100.50	\$915,954.00
Basic Corrections Acad	\$17,584.00	\$109,075.00	\$233,600.00
Misc Law Enforce Trng	\$735.00	\$10,684.00	\$210,565.00
Uniform/Lodging Reimburs	\$609.00	\$39,352.08	\$59,007.00
Gifts/Donations	\$0.00	\$57,597.58	\$185,000.00
Revenue-Contractual	\$0.00	\$70,000.00	\$0.00
Revenue-Misc/OtherSource	\$0.00	\$3,264.84	\$9,700.00
Total Revenue	\$85,703.26	\$1,311,074.00	\$1,613,826.00
Expenses			
Law Enforce Trng Ctr			
Administrative Staff Sal	\$24,967.72	\$226,670.54	\$259,080.00
Professional/Tech Salary	\$7,240.98	\$75,994.80	\$94,133.00
SURS-RetireeHealthContr	\$161.06	\$1,521.31	\$1,766.00
Group Medical Ins	\$3,625.61	\$35,447.12	\$41,890.00
Group Dental Ins	\$117.86	\$1,066.04	\$1,190.00
Group Life Ins	\$105.82	\$965.38	\$1,441.00
Group LTD Ins	\$76.55	\$697.04	\$883.00
Medicare	\$0.00	\$0.00	\$0.00
Staff/Family Waivers	\$1,632.00	\$1,632.00	\$0.00
Legal Services-Admin	\$0.00	\$0.00	\$500.00
Office Supplies	\$183.95	\$1,998.52	\$2,000.00
Instructional Supplies	\$0.00	\$129.68	\$0.00
Vehicle Expense	\$782.69	\$4,418.59	\$4,940.00
Printing	\$0.00	\$0.00	\$500.00
Postage	\$0.00	\$127.40	\$500.00
Non Consumable Supplies	\$0.00	\$1,863.40	\$500.00
Computer Software	\$0.00	\$507.45	\$2,400.00
Publications & Dues	\$0.00	\$100.00	\$250.00
Advertising	\$0.00	\$0.00	\$0.00
Uniforms	\$56.92	\$612.92	\$1,000.00
Meeting Expense	\$0.00	\$0.00	\$1,000.00
Registration Fees	\$0.00	\$157.63	\$1,000.00
Travel-In State	\$0.00	\$210.63	\$3,500.00
Equipment Rental	\$415.24	\$1,694.18	\$2,300.00
Credit Card Fees	\$35.54	\$422.25	\$250.00
Telephone	\$120.00	\$1,200.00	\$1,440.00
Equipment-Instructional	\$6,584.85	\$8,470.89	\$16,000.00
Expense-Other	\$0.00	\$2,370.26	\$5,400.00
	\$46,106.79	\$368,278.03	\$443,863.00
Basic Law Enforce Trng			
P/T Faculty Salary	\$1,905.00	\$135,827.50	\$180,765.00
Medicare	\$0.00	\$0.00	\$2,655.00
FICA-Social Security	\$0.00	\$0.00	\$11,356.00
Meals	\$0.00	\$181,641.77	\$299,200.00
Office Supplies	\$8.99	\$180.26	\$1,000.00
Instructional Supplies	\$209.53	\$12,328.10	\$20,975.00
Firearms & Accessories	\$44.10	\$14,944.14	\$48,730.00
Printing	\$0.00	\$2,740.53	\$2,000.00
Postage	\$0.00	\$13.80	\$0.00
Computer Software	\$0.00	\$0.00	\$2,600.00
Uniforms	\$0.00	\$42,803.11	\$46,359.00

Macon County Law Enforcement Training Center

Revenue & Expenses

APR 1920



	APR Actual	YTD Actual	Budget
Expense-Other	\$0.00	\$1,908.19	\$0.00
	\$2,167.62	\$392,387.40	\$615,640.00
Basic Corrections Trng			
P/T Faculty Salary	\$0.00	\$25,637.50	\$41,625.00
Medicare	\$0.00	\$0.00	\$605.00
FICA-Social Security	\$0.00	\$0.00	\$2,580.00
Meals	\$0.00	\$21,209.00	\$51,250.00
Office Supplies	\$0.00	\$0.00	\$250.00
Instructional Supplies	\$127.96	\$1,181.70	\$6,990.00
Firearms & Accessories	\$0.00	\$8,600.00	\$16,255.00
Printing	\$0.00	\$42.00	\$500.00
Uniforms	\$0.00	\$7,541.00	\$11,650.00
Expense-Other	\$0.00	\$629.54	\$0.00
	\$127.96	\$64,840.74	\$131,705.00
Misc Law Enforce Trng			
Meals	\$0.00	\$17,253.00	\$81,540.00
Office Supplies	\$0.00	\$0.00	\$250.00
Printing	\$0.00	\$0.00	\$500.00
	\$0.00	\$17,253.00	\$82,290.00
Law Enforce Trng Ctr O&M			
F/T Classified Salary	\$6,502.41	\$54,017.19	\$57,289.00
Custodial,Maint-Temp	\$0.00	\$1,595.00	\$0.00
SURS-RetireeHealthContri	\$32.52	\$270.28	\$286.00
Group Medical Ins	\$3,731.20	\$30,319.48	\$27,800.00
Group Dental Ins	\$109.60	\$840.16	\$804.00
Group Life Ins	\$22.23	\$179.40	\$234.00
Group LTD Ins	\$16.20	\$130.68	\$143.00
Medicare	\$0.00	\$0.00	\$0.00
Equip Repair/Maint Agree	\$1,128.46	\$8,378.47	\$9,075.00
Building Repair/Maint	\$0.00	\$2,979.98	\$31,115.00
Facility Repair	\$0.00	\$3,388.18	\$4,500.00
Pest Control	\$0.00	\$2,785.12	\$5,870.00
Grounds Maintenance	\$244.71	\$1,108.73	\$2,400.00
Office Supplies	\$0.00	\$0.00	\$250.00
Maintenance Supplies	\$139.13	\$7,888.23	\$12,500.00
Non Consumable Supplies	\$0.00	\$979.84	\$1,500.00
Laundry/Linen Supplies	\$0.00	\$5,290.02	\$9,740.00
Electricity and Nat Gas	\$4,168.37	\$40,249.72	\$40,000.00
Water,Sewage	\$587.28	\$4,852.51	\$6,600.00
Telephone	\$0.00	\$0.00	\$4,000.00
Refuse Disposal	\$0.00	\$1,240.22	\$2,600.00
Internet	\$1,338.17	\$11,056.86	\$12,900.00
	\$18,020.28	\$177,550.07	\$229,606.00
Total Expenses	\$66,422.65	\$1,020,309.24	\$1,503,104.00
Net Revenue & Expenses	\$19,280.61	\$290,764.76	\$110,722.00

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
AFLAC						
	AFLAC		\$306.34	\$306.34		
	AFLAC		\$306.34	\$306.34		
AHEAD						
	Registration Fees	Academic Success	\$247.50	\$247.50		
AT&T						
	Telephone	Telecommunications	\$164.13		\$164.13	
	Telephone	Telecommunications	\$7,909.25		\$7,909.25	
	Telephone	Telecommunications	\$8,583.35		\$8,583.35	
	Telephone	CommunityService	\$618.22			\$618.22
	Telephone	Telecommunications	\$254.40		\$254.40	
	Telephone	Telecommunications	\$6,369.82		\$6,369.82	
Advanced Disposal Services						
	Refuse Disposal	Utilities	\$1,780.13		\$1,780.13	
	Grounds Maintenance	Law Enforce Trng Ctr O&M	\$164.71			\$164.71
AmerenIP						
	Electricity and Nat Gas	Workforce Development Ct	\$35.02		\$35.02	
	Electricity and Nat Gas	Utilities	\$14.79		\$14.79	
	Electricity and Nat Gas	Utilities	\$51.35		\$51.35	
	Electricity and Nat Gas	Utilities	\$143.79		\$143.79	
	Electricity and Nat Gas	Sequestration Bldg O&M	\$323.24		\$323.24	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$129.30		\$129.30	
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,476.63			\$1,476.63
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,346.83			\$1,346.83
	Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,344.91			\$1,344.91
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$87.67		\$87.67	
	Electricity and Nat Gas	Utilities	\$125.87		\$125.87	
	Electricity and Nat Gas	Utilities	\$284.86		\$284.86	
	Electricity and Nat Gas	Clinton Center O&M	\$76.57		\$76.57	
	Electricity and Nat Gas	Workforce Development Ct	\$1,522.79		\$1,522.79	
	Electricity and Nat Gas	Clinton Center O&M	\$232.79		\$232.79	
	Electricity and Nat Gas	Utilities	\$5,095.04		\$5,095.04	
	Electricity and Nat Gas	Utilities	\$3,819.78		\$3,819.78	
	Electricity and Nat Gas	Sequestration Bldg O&M	\$224.05		\$224.05	
	Electricity and Nat Gas	Utilities	\$155.51		\$155.51	
American Heart Association						
	Instructional Supplies	Credit	\$417.20			\$417.20
	Instructional Supplies	Credit	\$408.60			\$408.60
	Instructional Supplies	Credit	\$155.87			\$155.87
	Instructional Supplies	Credit	\$673.40			\$673.40
American Library Association						
	Publications & Dues	LRC	\$216.00	\$216.00		
Aramark Uniform Services						
	Uniforms	Maintenance	\$66.00		\$66.00	
	Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$154.70			\$154.70
	Uniforms	Maintenance	\$66.00		\$66.00	
	Uniforms	Maintenance	\$66.00		\$66.00	
	Uniforms	Maintenance	\$66.00		\$66.00	
Architectural Expressions LLP						
	Building Improvements	Renovations / Remodeling	\$5,497.50			\$5,497.50
Area Disposal Service Inc						
	Refuse Disposal	Clinton Center O&M	\$40.27		\$40.27	
Ascendium Education Solutions						
	Contractual-Other	Fin Aid & Vet Affairs	\$324.00	\$324.00		
BLDD Architects Inc						
	Building Improvements	Renovations / Remodeling	\$244.00			\$244.00
	Building Improvements	Renovations / Remodeling	\$2,420.00			\$2,420.00
	Building Improvements	Renovations / Remodeling	\$861.00			\$861.00
	Building Improvements	Renovations / Remodeling	\$575.00			\$575.00
Basil-Uka, Olomonanghe Egana						
	Contractual-Other	Club Expenses	\$33.00			\$33.00
BearMail Co						
	Postage	Business Office	\$215.73	\$215.73		
	Postage	General Expenses	\$429.24	\$429.24		
Benner, Monica Suzanne						
	Contractual-Other	Club Expenses	\$33.00			\$33.00
Binkley, Curtis M						
	Stipends	Industrial Skills	\$280.00			\$280.00
Blue Cross and Blue Shield of IL						
	Group Insurance		\$35,104.35	\$35,104.35		
	Health Insurance		\$205,436.82	\$205,436.82		
	Group Insurance		\$34,607.35	\$34,607.35		
	Health Insurance		\$204,851.25	\$204,851.25		

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Bodine Communications Inc						
	Equip Repair/Maint Agree	Welding-Technical Occ	\$486.25	\$486.25		
	Telephone Maint Agree	Telecommunications	\$97.56		\$97.56	
Brooks, Leanne R						
	Student Development	Academic Success	\$8.99	\$8.99		
Bruce, Tiajuana Marie						
	Student Tuition Rec		(\$632.00)	(\$632.00)		
	Student Tuition Rec		\$632.00	\$632.00		
	Student Tuition Rec		\$632.00	\$632.00		
Burdick Plumbing & Heating Co, I						
	Equip Repair/Maint Agree	Maintenance	\$1,619.68		\$1,619.68	
Burgstahler, Max D						
	Student Tuition Rec		\$25.00	\$25.00		
CDS Leasing						
	Equipment Rental	Law Enforce Trng Ctr	\$157.28			\$157.28
CDS Office Technologies						
	Printing	Grant-Administration	\$35.66			\$35.66
	Equipment Rental	Law Enforce Trng Ctr	\$257.96			\$257.96
	RCC Foundation A/R		\$52.47	\$52.47		
	Printing	Copiers	\$30.00	\$30.00		
	Printing	Copiers	\$624.45	\$624.45		
CDWG Government Inc						
	Equipment-Instructional	Law Enforce Trng Ctr	\$5,856.24			\$5,856.24
Camfield, Dana C						
	Student Tuition Rec		\$500.00	\$500.00		
Cardinal, Matthew S						
	Travel-In State Mileage	Radiology Tech-Hlth Occ	\$350.14	\$350.14		
Carson, Courtney L						
	Telephone	Essential Skills	\$50.00	\$50.00		
City of Clinton						
	Water,Sewage	Clinton Center O&M	\$21.44		\$21.44	
City of Decatur						
	Accrued Sales Tax		\$12.49			\$12.49
	Accrued Sales Tax		\$19.34			\$19.34
	Accrued Sales Tax		\$425.44			\$425.44
City of Decatur IL						
	Water,Sewage	CSI Building O&M	\$66.20		\$66.20	
	Water,Sewage	Macon Co Soil & Water Bd	\$159.72		\$159.72	
	Water,Sewage	Sequestration Bldg O&M	\$152.68		\$152.68	
	Water,Sewage	Utilities	\$172.77		\$172.77	
	Water,Sewage	Utilities	\$1,360.47		\$1,360.47	
	Water,Sewage	Utilities	\$249.71		\$249.71	
	Water,Sewage	Utilities	\$150.65		\$150.65	
	Water,Sewage	Utilities	\$293.93		\$293.93	
	Water,Sewage	Utilities	\$36.00		\$36.00	
	Water,Sewage	Law Enforce Trng Ctr O&M	\$415.73			\$415.73
	Water,Sewage	Law Enforce Trng Ctr O&M	\$64.47			\$64.47
	Water,Sewage	Law Enforce Trng Ctr O&M	\$107.08			\$107.08
Clinton RCC LLC						
	Facility Rental	Clinton Center O&M	\$6,719.00		\$6,719.00	
Clover Learning Inc						
	Prepaid Expenses		\$5,772.00	\$5,772.00		
	Participant Supplies	Grant-Administration	\$3,840.00			\$3,840.00
Cole, Fannie Minerva						
	Student Tuition Rec		\$102.00	\$102.00		
Comcast						
	Telephone	Utilities	\$62.91		\$62.91	
Comcast Cable						
	Internet	Law Enforce Trng Ctr O&M	\$234.74			\$234.74
	Internet	Law Enforce Trng Ctr O&M	\$888.69			\$888.69
	Internet	Law Enforce Trng Ctr O&M	\$214.74			\$214.74
Consociate Group						
	Contractual-Other	Human Resources	\$273.00	\$273.00		
Constellation NewEnergy Gas						
	Electricity and Nat Gas	Clinton Center O&M	\$22.48		\$22.48	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$41.84		\$41.84	
	Electricity and Nat Gas	Utilities	\$5,667.64		\$5,667.64	
	Electricity and Nat Gas	Workforce Development Ct	\$297.80		\$297.80	
Crabtree, Jeremiah						
	Student Tuition Rec		\$589.50	\$589.50		
Crews, Denise,, Dr						
	Telephone	VP Academic Services	\$60.00	\$60.00		
Curriculum Publications						

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Curriculum Publications						
	Inventory-CentralStores		\$693.00	\$693.00		
Decatur Memorial Hospital						
	Testing	Industrial Skills	\$405.00			\$405.00
	Contractual-Other	Credit	\$970.00			\$970.00
Dynagraphics Inc						
	Printing	Fin Aid & Vet Affairs	\$37.80	\$37.80		
	Printing	Academic Success	\$37.80	\$37.80		
E L Pruitt						
	Building Improvements	Renovations / Remodeling	\$14,375.00			\$14,375.00
EMSI						
	Contractual-Other	Instruction-Other	\$9,750.00			\$9,750.00
EagleScreen						
	Contractual-Other	Human Resources	\$56.20	\$56.20		
Ecolab						
	Contractual-Other	Cafe	\$174.95			\$174.95
	Contractual-Other	Cafe	\$174.95			\$174.95
Eichenauer Services Inc						
	Building Repair/Maint	Maintenance	\$198.50		\$198.50	
Elan Corporate Payment						
	Credit Card Pmt Clearing		\$280.15	\$280.15		
Electrical Service Co						
	Building Improvements	Renovations / Remodeling	\$14,411.49			\$14,411.49
Employers Assurance Co						
	General Insurance	Liab Protection & Settle	\$5,406.60			\$5,406.60
Energy Harbor						
	Electricity and Nat Gas	Utilities	\$14,304.63		\$14,304.63	
	Electricity and Nat Gas	Workforce Development Ct	\$1,555.70		\$1,555.70	
	Electricity and Nat Gas	Sequestration Bldg O&M	\$436.49		\$436.49	
	Electricity and Nat Gas	Utilities	\$138.10		\$138.10	
	Electricity and Nat Gas	Macon Co Soil & Water Bd	\$229.19		\$229.19	
	Electricity and Nat Gas	Utilities	\$18.11		\$18.11	
	Electricity and Nat Gas	Workforce Development Ct	\$1,285.41		\$1,285.41	
Enterprise						
	Travel-In State Mileage	Student Activities	\$39.59			\$39.59
Evergreen FS-Stephens #24						
	Electricity and Nat Gas	Utilities	\$546.32		\$546.32	
FedEx						
	Inventory-CentralStores		\$46.33	\$46.33		
	Inventory-CentralStores		\$50.62	\$50.62		
Ferguson, Helen E						
	Student Tuition Rec		\$4,200.00	\$4,200.00		
Firm Systems						
	Fees Pass Thru Backgrnd		\$122.00	\$122.00		
Flanders, Nicole Elizabeth						
	Student Tuition Rec		\$758.00	\$758.00		
Frontier						
	Telephone	Clinton Center O&M	\$152.34		\$152.34	
GJ Builders Hardware Inc						
	Maintenance Supplies	Maintenance	\$114.50		\$114.50	
GOBI Library Solutions						
	Books-Library Collection	LRC	\$221.01	\$221.01		
	Books-Library Collection	LRC	\$507.88	\$507.88		
	Books-Library Collection	LRC	\$962.35	\$962.35		
	Books-Library Collection	LRC	\$1,107.75	\$1,107.75		
Gaylord Brothers						
	Materials	LRC	\$19.49	\$19.49		
Gibbons, Dawn M						
	Revenue-Contractual		\$231.20			\$231.20
Grainger						
	Inventory-CentralStores		\$96.09	\$96.09		
Graves, Marilyn Jean						
	Student Tuition Rec		\$165.00	\$165.00		
Grider, Susan						
	Travel-In State Mileage	Radiology Tech-Hlth Occ	\$103.50	\$103.50		
HSBS Medical Group Inc						
	Group Medical Ins	General Expenses	\$1,820.44	\$1,820.44		
Hale-Simpson, Payton Nicole						
	Student Tuition Rec		\$139.00	\$139.00		
Hazen, Dean						
	Travel-In State	Public Safety Department	\$57.50			\$57.50
Heartland Bank & Trust						
	Interest Expense	Bond & Interest	\$201,211.25			\$201,211.25

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Heartland Bank & Trust						
	Interest Expense	Bond & Interest	\$41,325.00			\$41,325.00
Heights Finance Corporation						
	Wage Garnishment Orders		\$163.06	\$163.06		
	Wage Garnishment Orders		\$163.06	\$163.06		
	Wage Garnishment Orders		\$163.06	\$163.06		
Hendrix, Nathan Edward						
	Student Tuition Rec		\$100.50	\$100.50		
Herff Jones Inc						
	Accrued Expenses		(\$834.90)	(\$834.90)		
	Accrued Expenses		(\$780.00)	(\$780.00)		
	Accrued Expenses		(\$727.15)	(\$727.15)		
	Accrued Expenses		(\$595.50)	(\$595.50)		
	Accrued Expenses		(\$146.05)	(\$146.05)		
	Accrued Expenses		(\$41.10)	(\$41.10)		
	Accrued Expenses		\$1,931.80	\$1,931.80		
	Accrued Expenses		\$7,173.28	\$7,173.28		
Hernandez, Lizabeth						
	Registration Fees	AAS Nursing -Health Occ	\$200.00	\$200.00		
Hoelting & Co						
	Food Supply Costs	Cafe	\$42.25			\$42.25
	Food Supply Costs	Cafe	\$102.25			\$102.25
	Food Supply Costs	Cafe	\$107.95			\$107.95
	Food Supply Costs	Cafe	\$117.21			\$117.21
	Food Supply Costs	Cafe	\$254.15			\$254.15
	Food Supply Costs	Cafe	\$836.59			\$836.59
	Food Supply Costs	Cafe	\$998.60			\$998.60
	Materials	Cafe	\$32.75			\$32.75
	Food Supply Costs	Cafe	\$45.43			\$45.43
	Materials	Cafe	\$51.80			\$51.80
	Food Supply Costs	Cafe	\$81.90			\$81.90
	Food Supply Costs	Cafe	\$101.75			\$101.75
	Food Supply Costs	Cafe	\$648.24			\$648.24
	Materials	Cafe	\$123.74			\$123.74
Hummert International						
	Materials	Garden Center Ag/Hort	\$2.66			\$2.66
Illinois Century Network						
	Internet	Telecommunications	\$1,200.00		\$1,200.00	
Illinois Federation of Teachers						
	Union Dues-RFT		\$1,771.90	\$1,771.90		
	Union Dues-RFT		\$1,771.90	\$1,771.90		
	Union Dues-RFT		\$1,771.90	\$1,771.90		
Illinois State Disbursement Unit						
	Wage Garnishment Orders		\$590.92	\$590.92		
Jason's Lawn Care						
	Grounds Maintenance	Clinton Center O&M	\$1,840.00		\$1,840.00	
Jenkins, Kyle Robert						
	Student Tuition Rec		\$272.75	\$272.75		
Jim Coleman Ltd						
	Materials	Club Expenses	\$390.83			\$390.83
Johnson County Community						
	Contractual-Other	Institutl Effectiveness	\$1,250.00	\$1,250.00		
Johnson-Cook, Mahoganie						
	Student Tuition Rec		\$108.00	\$108.00		
Juicebox Interactive						
	Contractual-Other	Marketing	\$250.00	\$250.00		
Jurkus, Janice M						
	Student Tuition Rec		\$500.00	\$500.00		
KONE Inc						
	Equip Repair/Maint Agree	Maintenance	\$371.96		\$371.96	
King-Lar Company						
	Building Repair/Maint	Maintenance	\$3,907.97		\$3,907.97	
	Building Repair/Maint	Maintenance	\$1,810.00		\$1,810.00	
Koenigs, Deanna M						
	Travel-In State	Horticulture-Bus Occup	\$25.41	\$25.41		
Lamar Companies						
	Advertising	Marketing	\$250.00	\$250.00		
	Advertising	Marketing	\$259.00	\$259.00		
	Advertising	Marketing	\$300.00	\$300.00		
	Advertising	Marketing	\$575.00	\$575.00		
	Advertising	Marketing	\$250.00	\$250.00		
	Advertising	Marketing	\$259.00	\$259.00		
	Advertising	Marketing	\$259.00	\$259.00		

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Lamar Companies						
	Advertising	Marketing	\$350.00	\$350.00		
	Advertising	Marketing	\$575.00	\$575.00		
Lee Enterprises Inc						
	Advertising	Marketing	\$39.00	\$39.00		
	Advertising	Marketing	\$670.00	\$670.00		
Legacy United Corp						
	Contractual-Other	Club Expenses	\$1,800.00			\$1,800.00
Littler Mendelson P.C.						
	Legal Services-Admin	Board of Trustees	\$486.00	\$486.00		
	Legal Services-Admin	Liab Protection & Settle	\$1,864.00			\$1,864.00
MR Systems Wireless						
	Internet	Clinton Center O&M	\$58.00		\$58.00	
Maloney, Judy Ann						
	Instructional Supplies	AAS Nursing -Health Occ	\$224.00	\$224.00		
	Registration Fees	AAS Nursing -Health Occ	\$81.80	\$81.80		
Mata, Tara D						
	Staff/Faculty Developmen	Academic Success	\$140.00	\$140.00		
Mayfield, Courtney Nichole						
	Student Tuition Rec		\$558.00	\$558.00		
Mazzotti Services						
	Uniforms	Law Enforce Trng Ctr	\$22.00			\$22.00
	Uniforms	Basic Law Enforce Trng	\$1,072.00			\$1,072.00
McBroom, Sarah Emily						
	Contractual-Other	Club Expenses	\$33.00			\$33.00
Melton, Julie Lynn						
	Telephone	Foundation & Development	\$60.00	\$60.00		
Menards Inc						
	Maintenance Supplies	Maintenance	\$79.98		\$79.98	
	Maintenance Supplies	Maintenance	\$299.95		\$299.95	
Mercer Cutlery						
	Fees Pass Thru Culinary		\$1,470.00	\$1,470.00		
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
	Refuse Disposal	Utilities	\$160.00		\$160.00	
Moss						
	Instructional Supplies	Engineering Technology	\$1,425.00	\$1,425.00		
Motorola Solutions Inc						
	Accrued Interest		\$1,224.00	\$1,224.00		
	Telephone	Public Safety Department	\$408.00			\$408.00
Mudd, Tanya L						
	Student Tuition Rec		\$726.00	\$726.00		
Mutual of Omaha						
	LTD Insurance		\$1,961.44	\$1,961.44		
	Life Insurance		\$2,594.94	\$2,594.94		
	Supplemental Life Insur		\$2,666.67	\$2,666.67		
Nasco						
	Materials	Agriculture	\$530.40			\$530.40
National Center for Competency						
	Fees Pass Thru Nursing		\$405.00	\$405.00		
Nichols Paper & Supply Co						
	Maintenance Supplies	Custodial	\$831.65		\$831.65	
	Maintenance Supplies	Custodial	\$1,720.79		\$1,720.79	
	Maintenance Supplies	Custodial	\$2,157.84		\$2,157.84	
	Maintenance Supplies	Custodial	\$116.62		\$116.62	
	Maintenance Supplies	Custodial	\$204.47		\$204.47	
	Maintenance Supplies	Custodial	\$257.65		\$257.65	
Nishida Services						
	Custodial Services	Custodial	\$33,500.00		\$33,500.00	
	Custodial Services	Liab Protection & Settle	\$500.00			\$500.00
Office Depot Inc						
	Inventory-CentralStores		\$534.42	\$534.42		
Oliver, Brooke D						
	Travel-In State Mileage	Surgical Tech-Health Occ	\$110.40	\$110.40		
Olympus America Inc						
	Materials	Agriculture	\$2,102.18			\$2,102.18
Osborn, Jacqueline D						
	Contractual-Other	Club Expenses	\$33.00			\$33.00
Parks Sewer Service						
	Equip Repair/Maint Agree	Maintenance	\$90.00		\$90.00	
	Equip Repair/Maint Agree	Maintenance	\$180.00		\$180.00	

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Pelichoff, Seymone Alexis	Student Tuition Rec		\$326.00	\$326.00		
Per Mar Security & Research	Security	Public Safety Department	\$2,362.14			\$2,362.14
	Security	Public Safety Department	\$2,328.48			\$2,328.48
	Security	Public Safety Department	\$207.00			\$207.00
	Security	Public Safety Department	\$2,341.11			\$2,341.11
	Security	Public Safety Department	\$2,760.00			\$2,760.00
	Security	Public Safety Department	\$2,463.12			\$2,463.12
Potrafka, Jared James	Student Tuition Rec		\$800.00	\$800.00		
Pride Cleaners	Contractual-Other	Cafe	\$27.30			\$27.30
	Contractual-Other	Cafe	\$70.95			\$70.95
	Contractual-Other	Cafe	\$48.30			\$48.30
R D McMillen Enterprises	Maintenance Supplies	Law Enforce Trng Ctr O&M	\$42.84			\$42.84
	Maintenance Supplies	Law Enforce Trng Ctr O&M	\$76.40			\$76.40
	Maintenance Supplies	Law Enforce Trng Ctr O&M	\$161.95			\$161.95
RCC Bookstore	NonTaxBooks-Scholarships		\$38.44	\$38.44		
	NonTaxBooks -Workforce		\$185.00	\$185.00		
	NonTaxBooks -Workforce		\$346.00	\$346.00		
RCC Foundation	Richland Foundation		\$1,266.00	\$1,266.00		
	Revenue-Misc/OtherSource		\$25.00	\$25.00		
	Richland Foundation		\$1,186.00	\$1,186.00		
Rawls, Mark Anthony,, JR	Student Tuition Rec		\$214.00	\$214.00		
Ray O'Herron Company Inc	Firearms & Accessories	Public Safety Department	\$449.50			\$449.50
	Uniforms	Public Safety Department	\$338.93			\$338.93
Refreshment Services Pepsi	Food Supply Costs	Cafe	\$106.20			\$106.20
	Food Supply Costs	Cafe	\$354.06			\$354.06
	Food Supply Costs	Cafe	\$827.39			\$827.39
Rotary Club of Decatur #180	Publications & Dues	Presidents Office	\$60.00	\$60.00		
Ruyle Mechanical Services Inc	Equip Repair/Maint Agree	Maintenance	\$3,081.25		\$3,081.25	
	Building Repair/Maint	Maintenance	\$4,656.00		\$4,656.00	
S J Smith Company Inc	Instructional Supplies	Human Simulator	\$99.82	\$99.82		
STL Communications Inc	Telephone Maint Agree	Telecommunications	\$1,558.95		\$1,558.95	
Sam's Club Direct	RCC Foundation A/R		\$109.01	\$109.01		
Schneider, Thomas P	Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Schultz, Nancy P	Revenue-Contractual		\$231.20			\$231.20
Scott Fisher Enterprises Inc	Pest Control	Maintenance	\$892.50		\$892.50	
Scribner, Shelby Leigh	Contractual-Other	Club Expenses	\$33.00			\$33.00
Shippers Rental Inc	Equipment Rental	Credit	\$6,300.00			\$6,300.00
	Equipment Rental	Credit	\$5,250.00			\$5,250.00
Sinclair Digital	Advertising	Marketing	\$30.00	\$30.00		
	Advertising	Marketing	\$50.00	\$50.00		
	Advertising	Marketing	\$325.00	\$325.00		
	Advertising	Marketing	\$620.00	\$620.00		
	Advertising	Marketing	\$1,250.00	\$1,250.00		
	Advertising	Marketing	\$25.00	\$25.00		
	Advertising	Marketing	\$40.00	\$40.00		
	Advertising	Marketing	\$190.00	\$190.00		
	Advertising	Marketing	\$250.00	\$250.00		
	Advertising	Marketing	\$500.00	\$500.00		
	Advertising	Marketing	\$500.00	\$500.00		
	Advertising	Marketing	\$1,250.00	\$1,250.00		
Smithers, Jess R	Travel-In State Mileage	Agriculture	\$136.85	\$136.85		

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Society of Mfg Engineers						
	Materials	Engineering Technology	\$1,260.00	\$1,260.00		
State Universities Retirement						
	SURS 8%		\$123.33	\$123.33		
	SURS 1/2%		\$2,109.32	\$2,109.32		
	SURS 8%		\$19,327.15	\$19,327.15		
	SURS 1/2%		\$2,514.36	\$2,514.36		
	SURS 8%		\$3,442.11	\$3,442.11		
	SURS 8%		\$20,790.56	\$20,790.56		
	SURS 8%		\$123.33	\$123.33		
	SURS 1/2%		\$2,109.32	\$2,109.32		
	SURS 8%		\$19,284.37	\$19,284.37		
	SURS 1/2%		\$2,505.46	\$2,505.46		
	SURS 8%		\$3,442.60	\$3,442.60		
	SURS 8%		\$20,721.19	\$20,721.19		
	SURS 8%		\$123.33	\$123.33		
	SURS 1/2%		\$2,109.32	\$2,109.32		
	SURS 8%		\$19,284.29	\$19,284.29		
Steam Power						
	Equip Repair/Maint Agree	Maintenance	\$3,000.00		\$3,000.00	
Superior Fire Protection Sys Inc						
	Equip Repair/Maint Agree	Maintenance	\$840.00		\$840.00	
Surgical Science Inc						
	Equipment-Instructional	Allied Health	\$38,420.00			\$38,420.00
Sysco Central Illinois Inc						
	Food Supply Costs	Bistro 537	\$248.58			\$248.58
	Instructional Supplies	Culinary Arts	\$257.46	\$257.46		
	Food Supply Costs	Cafe	\$691.88			\$691.88
	Food Supply Costs	Cafe	\$603.73			\$603.73
	Materials	Cafe	\$223.40			\$223.40
	Food Supply Costs	Cafe	\$978.96			\$978.96
	Materials	Cafe	\$24.74			\$24.74
	Food Supply Costs	Cafe	\$1,129.89			\$1,129.89
	Materials	Cafe	\$119.17			\$119.17
	Food Supply Costs	Cafe	\$1,194.34			\$1,194.34
	Materials	Cafe	\$115.13			\$115.13
	Food Supply Costs	Cafe	\$1,355.95			\$1,355.95
	Materials	Cafe	\$31.87			\$31.87
	Food Supply Costs	Cafe	\$1,779.58			\$1,779.58
	Materials	Cafe	\$179.21			\$179.21
	Food Supply Costs	Cafe	\$2,035.33			\$2,035.33
	Materials	Cafe	\$114.85			\$114.85
	Food Supply Costs	Cafe	\$2,128.26			\$2,128.26
	Materials	Cafe	\$31.87			\$31.87
	Food Supply Costs	Cafe	\$5,735.83			\$5,735.83
	Materials	Cafe	\$481.69			\$481.69
	Food Supply Costs	Cafe	\$38.52			\$38.52
	Food Supply Costs	Cafe	\$51.98			\$51.98
	Food Supply Costs	Cafe	\$273.73			\$273.73
	Materials	Cafe	\$136.32			\$136.32
	Food Supply Costs	Cafe	\$465.90			\$465.90
	Food Supply Costs	Cafe	\$995.40			\$995.40
	Food Supply Costs	Cafe	\$484.24			\$484.24
	Materials	Cafe	\$639.23			\$639.23
	Food Supply Costs	Cafe	\$587.58			\$587.58
	Materials	Cafe	\$72.40			\$72.40
	Food Supply Costs	Cafe	\$964.76			\$964.76
	Materials	Cafe	\$137.75			\$137.75
The Decatur Club						
	Meeting Expense	Presidents Office	\$12.47	\$12.47		
	Meeting Expense	Presidents Office	\$32.84	\$32.84		
	Publications & Dues	General Expenses	\$100.00	\$100.00		
The Omni Group						
	Contractual-Other	Human Resources	\$8.00	\$8.00		
The SOLVR Group						
	Contractual-Other	Marketing	\$9,960.00	\$9,960.00		
	Contractual-Other	Marketing	\$1,316.02	\$1,316.02		
Thomas, Coady N						
	Student Tuition Rec		\$450.00	\$450.00		
Thompson, Talina Ann						
	Student Tuition Rec		\$330.00	\$330.00		
ThyssenKrupp Elevator Corp						
	Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$1,053.46			\$1,053.46

Bills for Ratification



April 2020

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Trotter, Elissa Grace						
	Contractual-Other	Club Expenses	\$33.00			\$33.00
Udulutch, James J						
	Instructional Supplies	Culinary Arts	\$14.16	\$14.16		
United Parcel Service						
	Postage	General Expenses	(\$1,023.30)	(\$1,023.30)		
	Other Receivables		\$37.58	\$37.58		
	RCC Foundation A/R		\$8.64	\$8.64		
	Postage	General Expenses	\$33.68	\$33.68		
	Other Receivables		\$32.47	\$32.47		
	Postage	General Expenses	\$1,324.00	\$1,324.00		
United Way of Decatur/Macon						
	United Way		\$309.00	\$309.00		
	United Way		\$284.00	\$284.00		
Valdez, Cristobal O						
	Telephone	Presidents Office	\$125.00	\$125.00		
Vercellino, Karen A						
	Registration Fees	AAS Nursing -Health Occ	\$275.00	\$275.00		
Verizon Wireless						
	Telephone	Telecommunications	\$176.27		\$176.27	
	Telephone	Public Safety Department	\$357.77			\$357.77
WAND						
	Advertising	Marketing	\$400.00	\$400.00		
	Advertising	Marketing	\$1,100.00	\$1,100.00		
	Advertising	Marketing	\$400.00	\$400.00		
	Advertising	Marketing	\$1,100.00	\$1,100.00		
WDKR Radio Station						
	Advertising	Marketing	\$75.00	\$75.00		
WXFM						
	Advertising	Marketing	\$75.00	\$75.00		
Waite, Frank James						
	Stipends	Industrial Skills	\$280.00			\$280.00
Wall Street Embroidery						
	Uniforms	Basic Law Enforce Trng	\$189.94			\$189.94
Whitcomb, Nike B						
	Student Tuition Rec		\$500.00	\$500.00		
Williams, Chantelle K						
	Student Tuition Rec		\$590.00	\$590.00		
Williams, Tad A						
	Telephone	Law Enforce Trng Ctr	\$60.00			\$60.00
Winholtz, Kenneth Lee						
	Stipends	Industrial Skills	\$400.00			\$400.00
	Stipends	Industrial Skills	\$400.00			\$400.00
Witherspoon, Angela Arnika						
	Student Tuition Rec		\$258.00	\$258.00		
Withrow, Tracy L						
	Telephone	Marketing	\$50.00	\$50.00		
Woods, Lance						
	Contractual-Other	Club Expenses	\$33.00			\$33.00
Workforce Investment Solutions						
	Contractual-Other	Grant-Administration	\$2,684.25			\$2,684.25
	Contractual-Other	Instruction	\$9,634.14			\$9,634.14
	Instructional Supplies	Instruction	\$132.52			\$132.52
	Printing	Instruction	\$45.64			\$45.64
	Contractual-Other	Student Servs-Counseling	\$1,671.21			\$1,671.21
	Contractual-Other	Student Servs-Counseling	\$556.58			\$556.58
World Point ECC Inc						
	Instructional Supplies	Credit	\$49.42			\$49.42
Xerox Corporation						
	Install Pymt Lease/Purch	Copiers	\$186.19	\$186.19		
	Install Pymt Lease/Purch	Copiers	\$822.14	\$822.14		
	Printing	Marketing	\$131.32	\$131.32		
Zimmerman, Stephanie						
	Prepaid Expenses		\$172.50	\$172.50		
			\$1,259,369.87	\$685,400.97	\$136,851.39	\$437,117.51

Executive Session- May 19, 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 .