



# February 2024 Board of Trustees Meeting

February 20, 2024

Board Room

One College Park

Decatur, IL, 62521



## Meeting Book - February 2024 Board of Trustees Meeting

### February 2024 Board of Trustees Meeting

#### I. Annual Board Book Calendar

- a. Board Book Annual Calendar 2024.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, Integrity and Accountability, and Diversity, Equity, Inclusion, Belonging

#### VIII. Convening of the Regular Meeting

- a. Call to Order
- b. Roll Call

#### IX. Minutes of the Regular Meeting on January 16, 2024

**Needs Action**

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

#### X. Appearance of Citizens and Introduction of Guests

#### XI. Written Communications

##### a. Personnel Update

Kristie  
Dawson

- a. February 2024 Personnel Update.pdf

##### b. Readout of White House Convening with Community College Presidents and Provosts

President  
Valdez

- a. Readout of White House Convening with Community College Presidents and Provost 2.24.pdf

## XII. Special Reports

### a. Report of ICCTA

Vicki Carr

### b. EnRich Monitoring Report

Courtney  
Carson

## XIII. Report of Student Trustee

Austin Yutzy

### a. February 2024 Student Trustee Report.docx

## XIV. Foundation Report

Julie Melton

### a. February 2024 - BOT Foundation Report.pdf

### b. 2024 Key Dates Events.docx

## XV. Consent Agenda

### Needs Action

### a. Consent Agenda Memo.doc

### b. Dr. Zuniga Board Memo Dean of Liberal Arts.pdf

### c. Consent Agenda Danielle Patricio.docx

### d. Consent Agenda Katelyn Keller.docx

### e. Consent Agenda William Gubbins.docx

### f. Authorization in Compliance.pdf

## XVI. New Business

### a. Recommendation for Continuance

### Needs Action

Dr. Isaac  
Zuniga

#### a. Recommendation for Continuance 2024.pdf

### b. Recommendation for Tenure

### Needs Action

Dr. Isaac  
Zuniga

#### a. Tenure Recommendations 2024.pdf

### c. Revision of Board Policy 1.27, First Reading

Teena Zindel-  
McWilliams

#### a. Policy 1.27 memo to Board first reading.docx

### d. Richland Community College 2024-2026 Strategic Plan

### Needs Action

Teena Zindel-  
McWilliams

#### a. Strategic Plan Board memo February 2024.docx

#### b. 24-26\_StrategicPlan final 1-16-24.pdf

### e. Tuition Recommendation for Fiscal Year 2025

### Needs Action

Sheree  
Zalanka

#### a. Tuition Memo FY25.pdf

### f. FY 2025 General and Course Fees

### Needs Action

Sheree  
Zalanka

#### a. Fees Memo FY2025.pdf

#### b. Fees List for Board FY2025.pdf

### g. Faculty Promotion

### Needs Action

Dr. Isaac  
Zuniga

#### a. 2024 Faculty Promotion.pdf

XVII. Financial Report

a. Financial Memo.docx

b. January 2024.pdf

**Needs Action**

Sheree  
Zalanka

XVIII. Report of the President

XIX. Items from the Board

XX. Executive Session

a. Executive Session.docx

**Needs Action**

XXI. Adjournment

RICHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES ANNUAL CALENDAR 2024

JANUARY 2024

Reports  
Consent Agenda  
College Legal  
Contractual  
Agreements  
New Business  
Trustee Training

FEBRUARY 2024

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

MARCH 2024

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 2024

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 2024

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

JUNE 2024

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

RICHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES ANNUAL CALDENDAR 2024

JULY 2024

Reports  
Consent Agenda  
Monitoring Report:  
Student Profile

AUGUST 2024

Reports  
Institutional year Book  
Program Review  
Presentation  
Consent Agenda  
Monitoring Report:  
Marketing/Government  
& Community Affairs

SEPTEMBER 2024

Reports  
Consent Agenda  
Annual Foundation  
Board Meeting  
Monitoring Report:  
Physical Plant/Facilities

OCTOBER 2024

Reports  
Consent Agenda  
Distribution of audit  
Reports – RCC &  
Brush College, LLC  
Strategic Plan Quarterly  
Update  
Monitoring Report:  
Academic Profile

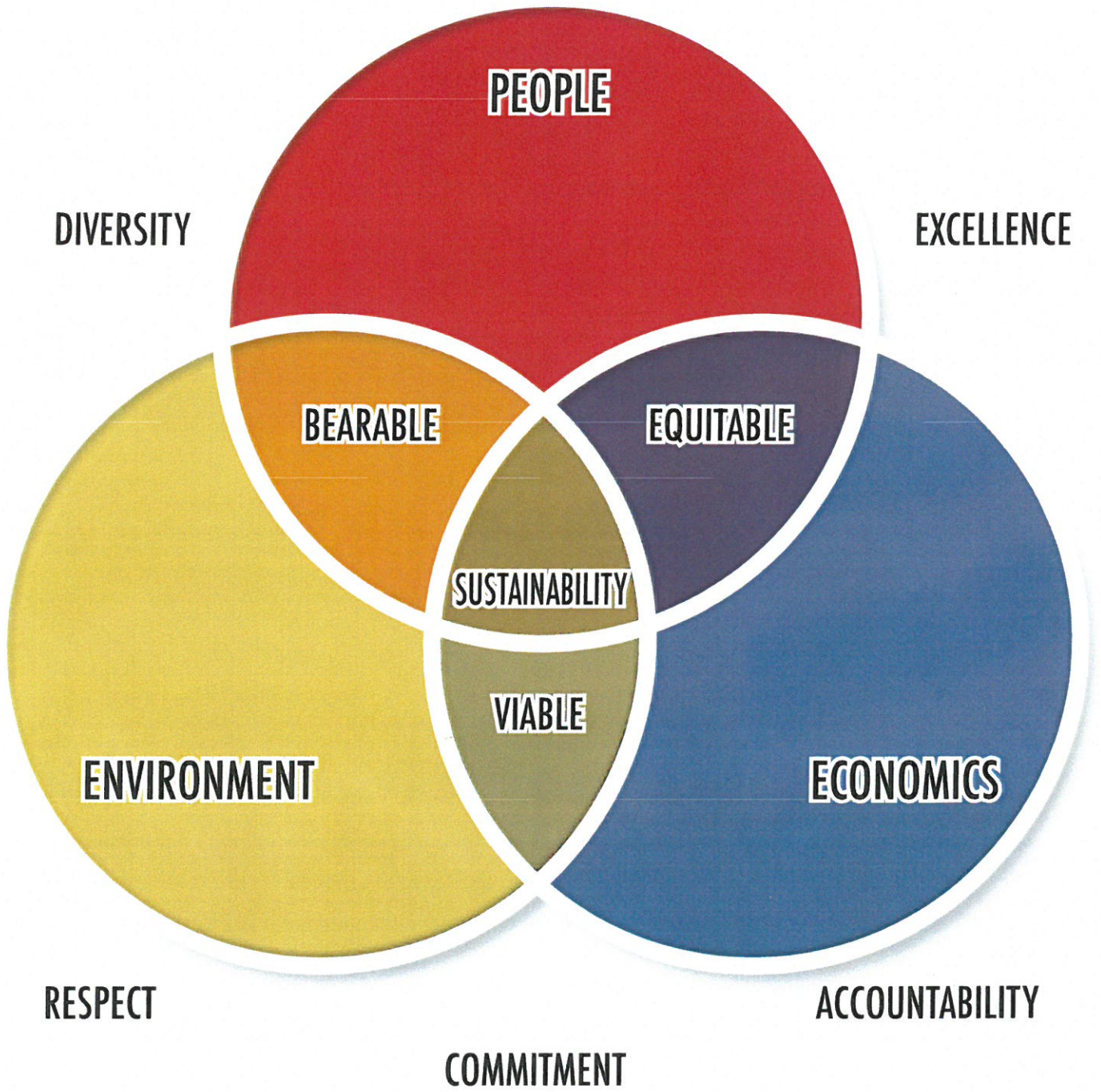
NOVEMBER 2024

Reports  
Audit Presentation  
Consent Agenda  
Calendar of Regular  
Meeting of Board of  
Trustees  
Old Business  
Financial Report  
Monitoring Report:  
Enrollment and  
Financial

DECEMBER 2024

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

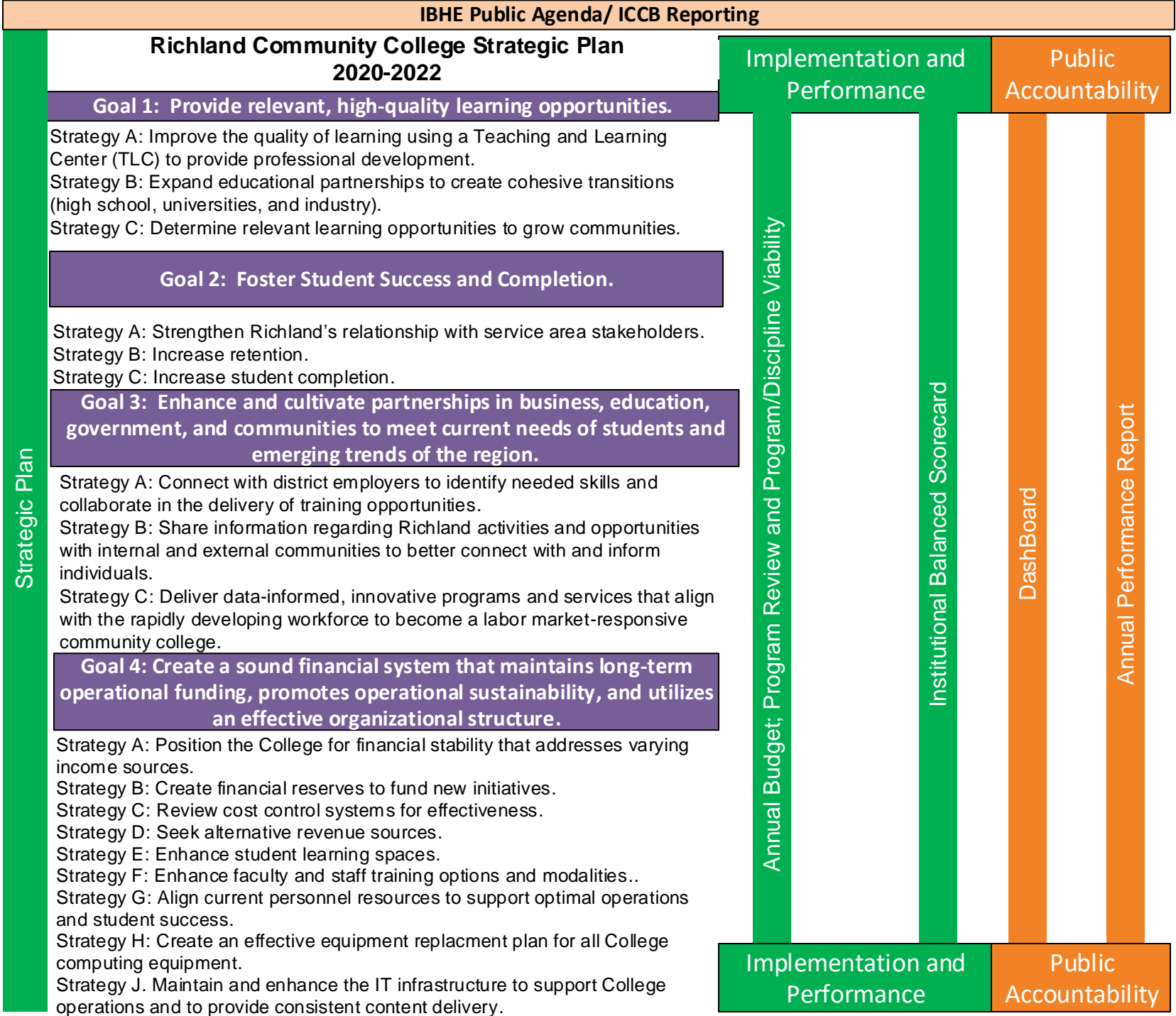




**College Vision**  
To be the best and first choice for education.

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

**Core Values**  
Commitment  
Respect  
Excellence  
Accountability  
Diversity



Strategic Plan

Annual Budget; Program Review and Program/Discipline Viability

Institutional Balanced Scorecard

DashBoard

## 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

January 16, 2024

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:32 p.m. Tuesday, January 16, 2024, in the Board Room of Richland Community College by Chairwoman Carr. Chairwoman Carr also recited the College Vision, Mission, and Core Values.

Roll Call

Trustees Present: Tom Ritter, Dale Colee, Bishop Wayne Dunning, Marcy Rood, Vicki Carr, Dan Diskey, and Wayne Dunning

Trustees Absent: Austin Yutzy

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on December 16, 2023 had been distributed to the Board prior to this meeting.

Rood moved to approve the minutes of the Regular Meeting on December 16, 2023. Andreas seconded. Voice vote being all ayes, Chairwoman Carr declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Valerie Wells of the Herald and Review, and Carrie Ringer, Events Coordinator.

WRITTEN COMMUNICATIONS

Personnel Update

**New Employees**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Lindy Bridgman	Instructor, Practical Nursing	12/11/2023
Michelle Luhrsen	Dean Nursing Education	12/11/2023
Kristy Smith	Accounts Payable, Business Office	12/11/2023
Kathy White	Skilled Trades Specialist, Workforce	12/11/2023
Marie Vercellino	Food Service Manager, MCLETC	12/11/2023
Derek Clem	Temporary Full-Time Art Faculty	01/08/2024

**Changes**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Tasha Jones	Dean Allied Health	12/11/2023
Scott Sanchez	Catering Coordinator	12/18/2023
Kristie Dawson	Executive Director, Human Resources	12/22/2023
Amy Snow	Assistant Director, Human Resources	12/31/2023
Kim Dial	Generalist, Human Resources	12/31/2023
Joe Feinstein	VP Technology & Operations	01/01/2024
Sheree Zalanka	VP Financial Services	01/01/2024
Joren Martin	Controller	01/01/2024
Jarry Brown	Interim Director, Online Learning	01/08/2024

**Retirements, Resignations, and Terminations**

<b>Name</b>	<b>Position</b>	<b>Last Day</b>
Alicia Hayes	Food Service/MCLETC	12/15/2023
Angie Davis-Boehm	Operations Specialist	12/29/2023
Evyonne Hawkins	Testing Center	12/29/2023
Gilbert Rocha	Art Professor	12/29/2023
Tony Crystal	Dean's Asst. Health Professions	12/29/2023
Kona Jones	Director, Teaching & Learning Center	12/29/2023
Maureen Ruski	Asst. Professor	01/01/2024

## SPECIAL REPORTS\_

### REPORT OF ICCTA

Chairwoman Carr reminded everyone about the ACCT Legislative Summit in February and the next ICCTA meeting in March at Kankakee Community College.

### FACULTY REPORT

Laurie Hughes presented the Faculty Report

### MONITORING REPORT

Meredith Johnson - Palmer presented the Monitoring Report – Student Profile/Enrollment

### STRATEGIC PLAN 2024-2026

Teena Zindel-McWilliams gave an update on the 2024-2026 Strategic Plan.

### REPORT OF STUDENT TRUSTEE

The Student Leadership Council Report was in the Board packet for information.

### CONSENT AGENDA

The Consent Agenda was provided to the Trustees. It included the following: Full time employment of Paul Lidy, Director of Grants and Sponsored Programs, Temporary Full-Time Employment English Faculty, Hunter Tuinstra, Temporary Full-Time Employment Nursing Faculty, Jami Windhorn, as presented.

Andreas moved to approve the Consent Agenda, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

### NEW BUSINESS

A recommendation was made to the Board of Trustees to appoint Mrs. Sheree Zalanka, Vice President of Financial Operations, to the position of Treasurer for Community College District 537, to serve at the pleasure of the Board until such time as the Board determines, as presented.

Ritter moved to appoint Mrs. Sheree Zalanka, Vice President of Financial Operations, to the position of Treasurer for Community College District 537, to serve at the pleasure of the Board until such time as the Board determines, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

## FINANCIAL REPORT

### BILLS AND TRAVEL EXPENDITURES PAYABLE

The December 2023 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$2,418,124.76 for December 2023 was distributed to the Board prior to the meeting.

Colee moved to ratify the December bills and travel expenditures paid and approve the Financial Statement subject to audit. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.

### REPORT OF THE PRESIDENT

- President Valdez shared a spreadsheet with the Trustees with Tuition Increase Proposals discussed at the Board Retreat.
- President Valdez reported that Richland could be a sub recipient of a \$2 million grant from the EDA. The \$2 million would be over five years and used on Workforce Training.
- We are in the final stages of the CEJA Grant. Richland has reached out to help Danville Area Community College and Illinois Central College with their application process.

### ITEMS FROM THE BOARD

- Dale Colee complimented the efforts put into the ribbon cutting of the Michael D. Andreas Ag Center. The student speakers were amazing and this proves why we do what we do.
- Bishop Dunning recalls why he has been a member of the Board for the last 30 years. Things are great at Richland and he is proud to be a part of it.
- Tom Ritter will attend the Quarterly Foundation Board of Directors meeting on February 6, 2024 at 11:30 a.m.
- Ben Andreas thanked everyone for making the Ag Center a great success. It could not have been done with everyone in the room.

### EXECUTIVE SESSION

None

ADJOURNMENT

Ritter moved and Andreas seconded to adjourn the meeting at 6:17 p.m.

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Benjamin Andreas, Secretary

**To:** Cris Valdez, President  
**From:** Kristie Dawson, Executive Director, Human Resources  
**Date:** February 20, 2024  
**Subject:** Personnel Report January 2024

**New Employees**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Hunter Tuinstra	Temp Full-Time English Instructor	1/16/2024
Paul Lidy	Director of Grants & Sponsored Programs	1/23/2024

**Changes**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Haden Richardson	Pt to Ft Café Supervisor	1/23/2024
Jamie Obermeyer	PT to FT Health Professions Medical Assistant	1/16/2024

**Retirements, Resignations, and Terminations**

<b>Name</b>	<b>Position</b>	<b>Last Day</b>
Kona Jones	Director, Teaching & Learning Center	12/29/2023
Maureen Ruski	Assistant Professor	1/1/2024
Florence "Kathy" Goldsberry	Library Technical Associate	1/23/2024

FEBRUARY 06, 2024

# Readout of White House Convening with Community College Presidents and Provosts

- 
1. [HOME](#)
  2. [BRIEFING ROOM](#)
  3. [STATEMENTS AND RELEASES](#)
- 

Yesterday, the Biden-Harris Administration convened community college presidents and provosts at the White House to discuss the ways they are strengthening talent pipelines into growing sectors fueled by President Biden’s historic Investing in America agenda. The Investing in America agenda—including the Bipartisan Infrastructure Law, CHIPS and Science Act, Inflation Reduction Act, and American Rescue Plan—is creating strong demand for skilled workers in clean energy, biotechnology, advanced manufacturing, semiconductors, and more. To support community colleges’ critical efforts to prepare a diverse, skilled workforce for these good jobs, the Administration has made robust investments in these institutions, including through the National Science Foundation’s [Advanced Technical Education program](#), the Department of Labor’s [Strengthening Community Colleges Training Grants](#), the Department of Commerce’s [Tech Hubs program](#), and more.

Biden-Harris Administration officials from the Domestic Policy Council, the National Economic Council, the Office of the First Lady, the Department of Education, and the Department of Labor heard from more than 30 community college leaders representing 21 states on their successful strategies for recruiting and training a diverse array of students and workers; their efforts to create partnerships with K-12 systems, employers, labor unions, local elected leaders, and others; and how the Biden-Harris Administration can continue to support their efforts.

Community college participants included presidents and provosts from:

- Community College of Allegheny County – Pennsylvania
- Community College of Spokane – Washington
- Chabot-Las Positas Community College District – California
- Clackamas Community College – Oregon
- Columbia George Community College – Oregon
- Corning Community College – New York
- County College of Morris – New Jersey
- Dallas Technical College – Texas
- Davidson-Davie Community College – North Carolina
- Edgecombe Community College – North Carolina
- Forsyth Tech Community College – North Carolina
- Frederick Community College – Maryland
- Grand Rapids Community College – Michigan
- Greenville Technical College – South Carolina
- Hawkeye Community College – Iowa
- Hillsborough Community College – Florida
- Lakeshore Technical College – Wisconsin
- Louisiana Community and Technical College System – 12 colleges across Louisiana

- MiraCosta College District – California
- Mount Hood Community College – Oregon
- North Carolina Community College System – 58 Colleges across North Carolina
- North Idaho College – Idaho
- Northeast Community College – Nebraska
- Northwest Arkansas Community College – Arkansas
- Parkland College – Illinois
- Reynolds Community College – Virginia
- Richland Community College – Illinois
- Riverside Community College District – California
- Rowan College at Burlington County – New Jersey
- Truckee Meadows Community College – Nevada
- Ulster County Community College – New York
- Virginia Peninsula Community College – Virginia
- William Rainey Harper College – Illinois

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## **Durbin, Duckworth talk accessibility of higher ed, job training programs with Illinois higher education leaders**

WASHINGTON – U.S. Senate Majority Whip Dick Durbin (D-IL) and U.S. Senator Tammy Duckworth (D-IL) today spoke with the leaders and members of the Illinois Community College Trustees Association (ICCTA) and the Federation of Independent Illinois Colleges and Universities (FIICU), which represents 58 Illinois private, nonprofit colleges across the state. During the meetings, Durbin and Duckworth advocated for doubling the maximum Pell Grant and supporting other federal student aid programs to help improve the accessibility of higher education. The Senators also discussed job training programs provided at Illinois colleges and universities and how they can serve as a pipeline for professions facing a workforce shortage, including the health care industry.

“One of the greatest gifts we can give the next generation is an education. But for many Illinoisans, financial constraints are a barrier to reaching a college degree or a professional certification,” said Durbin. “Today, Senator Duckworth and I had productive conversations with both FIICU and ICCTA about how we can make education more accessible by strengthening federal programs that help reduce costs for students and fortify job training and employment opportunities.”

“Those of us who weren’t always sure we’d be able to go to college understand the power of a diploma,” Duckworth said. “We cannot stay on the sidelines as higher education keeps slipping further and further out of reach for so many people. That’s one reason I was so glad to have such productive conversations today with Senator Durbin and several leaders from Illinois colleges and universities about the importance of making college education affordable and attainable for all students—especially students of color, student parents, women and Veterans.”

Photos of the meeting with ICCTA are available [here](#).

**Richland Community College**  
**STUDENT LEADERSHIP COUNCIL**  
**BOARD REPORT**

*February 2024*

**Student Trustee – Austin Yutzy**

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February is Black History Month and the Black Student Association planned the following events:

• **Feb 5 - Feb 9: Greek Week**

- Black Greek Organizations are invited to set up tables, sharing historical information and their role in African American education at the collegiate level. All staff are encouraged to wear Greek paraphernalia throughout the week and be ready to answer questions about their organizations.

• **Feb 12 - Feb 13: EnRiching Our History Week**

- Each day of the week, professional headshots and bios of EnRich staff members will be posted, fostering community building. This initiative aims to increase awareness of the EnRich staff among faculty members. Each day an invite to the Enriching Our History Gala will be posted for all to see.

• **Feb 19 - Feb 23: Black Business Week**

- Each day, 1 - 4 black-owned businesses will be invited to set up tables in the lobby.

• **Feb 29: Culminating Event**

- Lunch will be served, and there will be a program (To Be Determined). Save the date for this special occasion!

• **Every Thursday in Feb: BSA Sign-Up Table**

- From 12 PM to 2 PM, there will be a table in the lobby for students to sign up to participate in the Black Student Association (BSA).

**March 5<sup>th</sup> from 11am – 1pm.** we will have a health fair featuring mental and physical health topics. We are bringing in local organizations as well as Richland departments to feature at this event.



## Foundation Richland Board of Trustees Report February 2024

### Top Accomplishments

- The Foundation Board of Directors meet on February 6, 2024 for the quarterly Foundation Board Meeting. As of December 31, 2023, the Foundation assets are currently \$26.5M compared to \$20.7M at the same time last year. As of 12/31, we are trending 94% to goal and have seen a 5% increase in the number of gifts for FY24. We are on track for another great year!
- At the February quarterly Foundation Board meeting, the Foundation voted to amend the Foundation by-laws to change the number of directors from 15 to a minimum of 14, but not to exceed 20. Additionally, the addition of a third three-year term was added. These changes are in line with Community College Foundations across Illinois.
- The Board of Directors approved new scholarship definitions for part-time and financial need. Part-time will now be defined as non-developmental credit hours. Financial Need will be defined as any student falling within the SAI range (formally EFC) indicating eligibility for Federal or State aid, regardless of credit hours enrolled or actual eligibility, updating as needed for adjustments to the range. These changes will allow us to better serve our student population and award more scholarships.
- During the first two quarters of FY24, we awarded over \$1.26M in scholarships, compared to \$829k for the first two quarters of FY23, a 52.29% increase.
- In January, The Foundation completed the preparing and sending annual tax statements to all 2023 donors to assist with their tax preparations.
- Beginning in January, we transitioned the Pantry to being operated by Northeast Community Fund. This will allow us to purchase and acquire food at more competitive pricing. Additionally, we are shifting the pantry to be open when the campus is open and allowing key personnel on campus to provide access to students (navigators, security, success coaches). This will provide students access to food regardless of when they are on campus.
- In order to increase overall corporate support, the Foundation sent a NEW Corporate Partnership Brochure in January. Over the last month, we have secured \$52K in corporate support with at least an additional \$25K pending.
- We received our first online planned gift commitment through Free Will portal from a Richland alumna.

## **In Progress**

- In partnership with the Business Office, the Foundation completed the initial design meeting for FE NXT with a goal to be live by April 1 – providing ample time budget for FY25.
- We plan to roll out the new Andreas Agriculture Promise Scholarship and Dual Credit Scholarship at the Education Symposium scheduled for February 23 at Richland. The Education Symposium is attended by high school counselors working directly with students and be a great way to get information to students.
- The Bright Futures Gala is scheduled for Saturday, March 23 at 5PM. Join us for all the things you loved about the Culinary Dinner while supporting students and programs across Richland. [Click here](#) to purchase your tickets!

## **On the Horizon**

- As part of the College's new FY24-26 Strategic Plan, the Foundation will begin identifying priorities that align with the goals identified in the Strategic Plan. This will drive our focus for the FY25 Annual Fundraising Plan.
- The Foundation Staff has been asked to present about Annual Planning & Stewardship at the CASE District V & VI Conference in Chicago on April 14-16.

## **Upcoming Dates**

- March 23, 2024, 5PM – Bright Futures Gala
- April 10, 2024, 11:45AM – State of the College Luncheon
- April 24, 2024, TBD – Scholarship Celebration
- May 7, 2024, 11:30AM – Foundation Quarterly Board Meeting



### 2024 Board Attended Richland Events

Although Richland hosts several events throughout the year, we would love Board presence at the following Richland & Foundation Events. *\$ indicates a ticket cost.*

- 🌱 Friday, January 12, 11am – Ag Building Ribbon Cutting & Dedication
- 🌱 Saturday, February 17, 6-10pm, Shilling Salons – EnRiching Our History \$
- 🌱 Saturday, March 23, 5-9pm, Shilling Salons – Foundation “Bright Futures” Gala \$
- 🌱 Wednesday, April 10, 12-1:30pm, Shilling Salons - State of the College Luncheon
- 🌱 Wednesday, April 24, 8:30am, Shilling Salons – Foundation Scholarship Breakfast
- 🌱 Early May (exact date TBD) – Community Donor Celebration
- 🌱 Friday, May 17, 9-11am, Decatur KC Hall - New Alumni Graduation Breakfast
- 🌱 Friday, May 17, 7pm, Decatur Civic Center – Graduation
- 🌱 Thursday, July 25, 5-8pm, Andreas Agriculture Building – Annual Awards & Celebration
- 🌱 Wednesday, December 11 (Tentative), 6-9pm, Trees on the Tees – Board Holiday Party

### 2024 Richland Semester Dates & College Closures

Comprehensive list of dates that classes are in session for fall, spring and summer semesters and closed for holidays and other board approved dates.

- 🌱 Monday, January 15 – Martin Luther King Day (College Closed)
- 🌱 Tuesday, January 16 – Spring Semester Classes Begin
- 🌱 Friday, March 15 – Spring Break (College Closed)
- 🌱 Monday, May 13 – Spring Semester Classes End
- 🌱 Monday, May 27 – Memorial Day (College Closed)
- 🌱 Monday, June 3 - Summer Classes Begin
- 🌱 Friday, June 7 – Friday, August 26 – Summer Fridays (College Closed)
- 🌱 Wednesday, June 19 – Juneteenth (College Closed)
- 🌱 Thursday, July 4 – Independence Day (College Closed)
- 🌱 Thursday, July 25 - Summer Classes End
- 🌱 Monday, August 19 - Fall Semester Classes Begin
- 🌱 Monday, September 2 – Labor Day (College Closed)
- 🌱 Monday, November 11 - Veterans Day (College Closed)
- 🌱 Wednesday – Friday, November 27-29 - Fall Break (College Closed)
- 🌱 Thursday, December 12 - Fall Semester Classes End
- 🌱 December 25 - January 1 – Winter Break (College Closed)

TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: February 20, 2024

SUBJECT: Consent Agenda

Mr. Chairman, Members of the Board of Trustees, the following items are presented as a consent agenda to be acted upon within the same motion. Any Board member may remove the item from the consent agenda to be acted upon separately. Supporting documentation for the consent agenda items are attached.

Therefore, it is recommended that the Board of Trustees approve the following:

- A. Dean of Liberal Arts, Danielle Patricio
- B. Temporary Full-Time Tenure Track Associate Degree Nursing, Katelyn Keller
- C. Instructor, Engineering Technology, William Gubbins
- D. Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06 (Destruction of Closed Session Audio Recordings)

Thank you.

**TO:** Board of Trustees  
**FROM:** Dr. Isaac Zúñiga,, Executive Vice-President of Academic and Student Services  
**SUBJECT:** Dean of Liberal Arts Hire Recommendation  
**DATE:** January 30, 2024

After an extensive five-month competitive search, the Dean of Liberal Arts Committee conducted several rounds of interviews and ultimately invited two finalists to compete for the Dean of Liberal Arts position on campus. I am delighted to announce that Danielle Patricio has emerged as the successful candidate.

Ms. Patricio brings a wealth of experience, with over 15 years in higher education, demonstrating a proven track record of success in various teaching and administrative roles. Her academic achievements and teaching experience reflect innovation, dedication, and a genuine commitment to fostering a dynamic learning environment. Additionally, her strong connection to campus and the community, along with a history of implementing successful programs and securing grants, all contribute to her qualifications for this role.

It is my recommendation that the board consider Ms. Patricio for this critical Academic leadership role.

To: Cris Valdez, President  
From: Kristie Dawson, Executive Director, Human Resources  
Date: February 20, 2024  
Subject: Dean, Liberal Arts

As requested by Dr. Cristobal Valdez and Kristie Dawson, Executive Director, Human Resources, it is recommended that Danielle Patricio be appointed Dean, Liberal Arts.

Ms. Patricio brings a wealth of experience, with over 15 years in higher education, demonstrating a proven track record of success in various teaching and administrative roles. Her academic achievements and teaching experience reflect innovation, dedication, and a genuine commitment to fostering a dynamic learning environment. Additionally, her strong connection to campus and the community, along with a history of implementing successful programs and securing grants, all contribute to her qualifications for this role.

Ms. Patricio holds a Master of Arts in English & Bachelor of Arts in English from Northern Arizona University, Flagstaff, Arizona.

Based on Ms. Patricio's educational background and experience, it is recommended she be appointed to Dean. Liberal Arts, effective March 4, 2024.

To: Cris Valdez, President  
From: Kristie Dawson, Executive Director, Human Resources  
Date: February 20, 2024  
Subject: Temporary Full-Time Tenure Track Associate Degree Nursing

As requested by Dr. Cristobal Valdez and Kristie Dawson, Executive Director, Human Resources, it is recommended that Katelyn Keller be appointed Temporary Full-Time Tenure Track Associate Degree Nursing.

Ms. Keller is an experienced OB nurse, office nurse, functional health nurse practitioner as well as a primary care nurse practitioner. And a graduate from Richland's ADN program.

Ms. Keller holds an associate degree in nursing from Richland Community College, Decatur, IL, and a bachelor's & master's degree in nursing from Chamberlain University.

Based on Ms. Keller's educational background and experience, it is recommended she be appointed to Temporary Full-Time Tenure Track Associate Degree Nursing, effective February 8, 2024.


To: Cris Valdez, President  
From: Kristie Dawson, Executive Director, Human Resources  
Date: February 20, 2024  
Subject: Instructor, Engineering Technology

As requested by Dr. Cristobal Valdez and Kristie Dawson, Executive Director, Human Resources, it is recommended that William Gubbins be appointed Instructor, Engineering Technology.

Mr. Gubbins served in the U.S. Navy early in his career with an honorable discharge in 1991, and then began taking classes at Richland Community College upon his return to the area. Bill has worked in a variety of manufacturing facilities such as Buchanan Industrial Controls, ADM Bioproducts, ADM Milling, and Clif Bar Baking Company which has provided him years of experience working with instrumentation and controls. He has also worked with mechanical and electrical controls in a couple of pharmaceutical companies and currently is the Maintenance Technician with Voestalpine Nortrak.

Mr. Gubbins holds an AAS in Engineering Technology with Certificates in Instrumentation and Industrial Maintenance, Richland Community College, Decatur, IL.

Based on Mr. Gubbins educational background and experience, it is recommended he be appointed to rank of Instructor effective August 12, 2024.

TO: Board of Trustees  
FROM: Dr. Cris Valdez   
DATE: February 20, 2024  
SUBJECT: Authorization in compliance with 5 Illinois Compiled Statutes 120/2.06  
(Destruction of Closed Session Audio Recordings)

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

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

At this time, the verbatim recording of the closed session held March 15, 2022, April 19, 2022, and May 17, 2022 has met the required 18-month period.

**Therefore, it is recommended that the Board of Trustees authorize the destruction of the verbatim record of the March 15, 2022, April 19, 2022, and May 17, 2022 closed session.**

**TO:** Dr. Cristobol Valdez, President  
**FROM:** Dr. Isaac Zuniga, Executive Vice President *Fn 2*  
Academic and Student Success  
**RE:** Recommendation for Continuance  
**DATE:** January 26, 2024

On behalf of the faculty, Dean, and members of the Tenure Committee, it is a pleasure and an honor to recommend that the following faculty member be granted 2024-2025 contract with the College. This recommendation is consistent with the expectations and guidelines outlined in the "Tenure Review Process Tenure-Track Teaching Faculty" procedure.

A tenure review committee composed of tenured faculty members and the appropriate division Dean has worked with this candidate to assure that the excellence for which Richland teaching faculty are known is met as evidenced through the faculty member's syllabi, course content, classroom techniques, institutional and community responsibilities, and professional growth.

The following faculty will be entering an additional fourth year as tenure track, full-time faculty:

**Molly Ploessi**, Instructor, Surgical Technology (BS, Eastern Illinois University; AAS Surgical Technology, Richland Community College). The date of employment in tenure-track position with the College is August 2021.

Attached please find a letter from the Dean for the faculty member listed above recommending continuance for his tenure. Please contact me if you have questions.

Thank you.

Attachment

c: Dr. Tasha Jones  
Michelle Luhrsen  
Kristie Dawson

TO: Dr. Cristobal Valdez, President  
FROM: Dr. Isaac Zuniga, Executive Vice President  
RE: Recommendations for Continuance  
DATE: January 31, 2024

*JAZ*

On behalf of the Dean and members of the Tenure Review Committee, it is a pleasure and an honor to recommend that the following faculty members be granted 2024-2025 contracts with the College. This recommendation is consistent with the expectations and guidelines outlined in the "Tenure Review Process Tenure-Track Teaching Faculty" procedure.

A Tenure Review Committee composed of tenured faculty members and the appropriate division Dean have worked with these candidates to assure that the excellence for which Richland teaching faculty are known is met as evidenced through each faculty member's syllabi, course content, classroom techniques, institutional and community responsibilities, and professional growth.

The following faculty will be entering the second year as tenure-track full-time faculty:

**Laura Phillips**, Instructor, Math (M.Ed. in Math Education, Concordia University). Date of employment in a tenure-track position with the College is August 2023.

**George Strohl**, Instructor, Automotive Technology, Date of employment in a tenure-track position with the College is August 2023.

**Lindy Bridgman**, Instructor, Practical Nursing (BSN, Lakeview College of Nursing, Charleston, IL). Date of employment in a tenure-track position with the College is January 2024.

**Jennifer Thomas**, Instructor, English (M.A. in English, University of Illinois at Springfield). Date of employment in a tenure-track position with the College is August 2023.

**Dr. Schuy Weishaar**, Associate Professor, English (PhD in English Literature and Language, Middle Tennessee State University). Date of employment in a tenure-track position with the College is August 2023.

Attached please find a letter of recommendation from the Dean for the faculty members listed above. Please contact me if you have questions.

Thank you.

Attachment

c: Tasha Jones  
Michelle Luhrsen  
Andy Hynds  
John Oliver  
Kristie Dawson

TO: Dr. Cristobal Valdez  
FROM: Dr. Isaac Zuniga, Executive Vice President *IMZ*  
Academic and Student Success  
RE: Recommendation for Continuance  
DATE: February 1, 2024

On behalf of the faculty, Dean, and members of the Tenure Committee, it is a pleasure and an honor to recommend that the following faculty members be granted 2024-2025 contract with the College. This recommendation is consistent with the expectations and guidelines outlined in the "Tenure Review Process Tenure-Track Teaching Faculty" procedure.

A tenure review committee composed of tenured faculty members and the appropriate division Dean has worked with this candidate to assure that the excellence for which Richland teaching faculty are known is met as evidenced through the faculty member's syllabi, course content, classroom techniques, institutional and community responsibilities, and professional growth.

The following faculty will be entering the third year as tenure-track, full-time faculty:

**Bradley Curry**, Instructor, Engineering Technology (Masters in Science Technology and BS in Career and Technical Education, Eastern Illinois University). Date of employment in a tenure-track position with the College is August 2022.

**Jennifer Bollinger**, Instructor, Health Information Technology (BS Health Information Management). Date of employment in a tenure-track position with the College is August 2022.

**Dr. Ethan Stephenson**, Assistant Professor, English (PhD English, Southern Illinois University at Carbondale, MA English, University of Northern Colorado). Date of employment in a tenure-track position with the College is August 2022.

Attached please find a letter of recommendation from the Dean for the faculty members listed above. Please contact me if you have questions.

Thank you.

Attachment

c: Andy Hynds  
Tasha Jones  
Michelle Luhrsen  
John Oliver  
Kristie Dawson

**TO:** Dr. Cristobal Valdez, President

**FROM:** Dr. Isaac Zuniga, Executive Vice President *IMZ*  
Academic and Student Success

**SUBJECT:** Tenure Recommendation

**DATE:** January 31, 2024

On behalf of the faculty, Deans, and members of the Tenure Committee, it is a pleasure and an honor to recommend that the following faculty members be granted tenure with the College. This recommendation is consistent with the expectations and guidelines outlined in the "Tenure Review Process Tenure-Track Teaching Faculty" procedure.

A tenure review committee composed of tenured faculty members and the appropriate division Dean has worked with the candidates listed below to assure that the excellence for which Richland teaching faculty are known is met as evidenced through the faculty members' syllabi, course content, classroom techniques, institutional and community responsibilities, and professional growth.

The following faculty members are being recommended for tenure:

**Gregg Marcello**, Associate Professor, Biology (MS, Miami University). Date of employment in tenure-track position with the College is August 2021.

**Brian Kalata**, Associate Professor, Culinary Arts (BS Management, University of Phoenix, AS Culinary Arts, The Culinary Institute of America). Date of employment in tenure-track position with the College is August 2021.

**Dr. Matthew Wiediger**, Associate Professor, Psychology (PhD Experimental Psychology, Washington State University, MS Experimental Psychology, Washington State University). Date of employment in tenure-track position with the College is August 2021.

**Bridget Harrison**, Instructor, Associate Degree Nursing (MS Nursing, SIU-E; BS Nursing, SIU-E; AAS Nursing, Richland Community College). Date of employment in tenure-track position with the College is August 2021.

Attached please find a letter of recommendation from the appropriate Dean for the faculty member listed above. Please contact me if you have questions.

Thank you.

c: Dr. Tasha Jones  
Andy Hynds  
Sharee Zalanka  
Kristie Dawson



**To:** Richland Board of Trustees  
**From:** College Council  
**Date:** February 5, 2024  
**RE:** Revision of Board Policy 1.27, First Reading

A recent review of Board Policies revealed the need for a revision in Board Policy 1.27, Strategic Plan.

The Higher Learning Commission (HLC) has transitioned from the Academic Quality Improvement Program (AQIP) to the Standard Pathway for accreditation. As a result of that change, following is a proposed revision to the Policy:

The Board of Trustees will adopt and maintain a *Strategic Plan* on a regular cycle.

The *Strategic Plan* will be reviewed and aligned with Academic Quality Improvement Program (AQIP) **Higher Learning Commission (HLC) planning principles and Criteria for Accreditation** and will be a component in driving the annual budget process. **Development of the multi-year Plan with identified Goals and Strategies and regular reporting review and modification of the Strategic Plan** will be a collaborative effort involving the faculty, staff, and students.

The revision language was reviewed by College Council and President's Cabinet.

This is the first reading for proposed changes; no action is needed.



**To:** Richland Board of Trustees  
**From:** Strategic Plan Logistics Team and Goal Co-Champions  
**Date:** February 5, 2024  
**Re:** *Richland Community College 2024-2026 Strategic Plan*

On behalf of the Strategic Planning Team, we are pleased to present the *2024-2026 Strategic Plan* for action.

Each Goal was researched and prepared by the College Council and other key stakeholders, retaining the four general goals of the *2020-2023 Strategic Plan*: Teaching and Learning, Student Success, Workforce and Community Engagement, and Operational Health. The Goal Teams' collaboration is evident in the final *Plan*, and their work showcases the thoughtful conversations and decision-making process utilized throughout the College.

The *Plan* includes the following: A Goal statement, key results (metrics) for the overall goal, Implementation Strategies, and metrics for those Strategies. Depending on the Strategy, metrics may be identified for each year, or a Strategy may be measured cumulatively at the end of the third year. In addition, a Strategy Manager has been designated to assure that work will continue even if personnel changes occur over the three years. To assist the Strategy Manager, the Goal Teams have included a Data Source for the original baseline metric. In some cases, the Strategy Manager will develop a new data report, so a specific location may not be available yet. Also included are a Glossary and a crosswalk to connect the Goals and Strategies to the Higher Learning Commission *Criteria for Accreditation*. This component will show how Richland's work connects to the requirements for accreditation.

The *Plan* included in your Board Book is the final version, with the exception of the Implementation Strategy "placeholder" as a response to recommendations for action by the Higher Learning Commission Peer Review Team. The Strategy will be added in late spring.

This document reflects in general both the Vision and the Mission of Richland, striving "to be the best and first choice for education" by "empowering individuals through learning and forging partnerships that grow communities."

**Therefore, the Logistics Team and the Strategic Planning Team recommend the adoption of the *Richland Community College 2024-2026 Strategic Plan*.**

The Logistics Team will be available to answer questions.

Thank you.



**Richland**  
COMMUNITY COLLEGE

**STRATEGIC PLAN**  
2024-2026

# Introduction

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**The Richland Community College 2024-2026 Strategic Plan in many ways is a traditional strategic plan. The four Goals and related Implementation Strategies are designed to meet Richland’s mission: To empower individuals through learning and to forge partnerships that grow communities. The Strategic Plan promotes teaching and learning, student success, partnerships, and operational sustainability with identified results that are measurable and reasonable. Not “traditional” about the development of the Plan, however, was that Richland was also preparing for its Comprehensive Review for the Higher Learning Commission (HLC). While the workload increased for key roles responsible for components in the Strategic Plan and the HLC Assurance Argument, Richland stakeholders were able to identify opportunities for improvements in the Argument and then develop related Strategies in the Strategic Plan.**

This Strategic Plan includes Implementation Strategies and metrics for each of the four Goals. A Strategy Manager has been identified for each Implementation Strategy, and Goal Co-Champions have referenced a Data Source for each metric. The Logistics Team recommended both components after personnel changes through the life of the last Strategic Plan meant that new Champions struggled to identify the data source of the original benchmarks.

The Logistics Team thanks the Goal Co-Champions and the Goal Teams for their attention to detail in developing this new plan. The lesson from the last Strategic Plan – that a plan is only as solid as the world in which it was developed – was a guide in this development.

## **Strategic Plan Key Results – Strategy Managers: Logistics Team**

- Address gaps identified in the HLC Comprehensive Review (2024) through Implementation Strategies in appropriate Goals; target completion by end of Strategic Plan to integrate results in next HLC Review
- At least 80% of full-time employees will be engaged in at least one (1) Implementation Strategy in the Strategic Plan.
- At least 75% of full-time faculty will indicate “agree” or “strongly agree” with the statement: “I have a meaningful role in at least one Implementation Strategy in the Plan” measured in the annual Employee Engagement Survey. Baseline information in 2024 administration.

# 2024-2026 Strategic Planning Process Participants:

## Members of College Council (2023) and additional stakeholders

### Goal 1:

#### Teaching & Learning

- Dr. Kona Jones & Dr. Chris Merli, Co-Champions
- Brad Curry
- Gavena Dahlman
- Nicole DelMastro-Jeffrey
- Dr. Tasha Jones
- Jacque Manicki
- Michelle Stephens
- Jason Smith
- Gina Taylor
- Clifton Ulbricht

### Goal 2:

#### Student Success

- Dr. Isaac Zúñiga & Andy Hynds, Co-Champions
- Sally Anselmo
- Dr. Shelly Baldwin
- Megan Broderick
- Scott Broyles
- Connie Hartman
- Dr. Laurie Hughes
- Meredith Johnson-Palmer
- Tara Mata
- Dan McAlpine
- Katie Raisner
- Chris Schmersahl
- Allison Shuppara
- Krystle Tempel
- Tamika Thomas

### Goal 3:

#### Workforce & Community

- Rev. Courtney Carson & Julie Melton, Co-Champions
- Jennifer Bollinger
- Sammie Bright
- William Ditty
- Jim Getz
- Ashley Hall
- Nick Harper
- April Ingram
- Adam Lovell
- Loren McGinnis
- John Oliver
- Julie Pangrac
- Jodi Schoen
- Brian Tucker
- Rebekah Zúñiga

### GOAL 4:

#### Operational Health

- Joe Feinstein & Kristie Dawson, Co-Champions
- Madonna Brown
- April Cramer
- Angie Davis-Boehm
- Joy Harvey
- Jacob Hunter
- Sam Morrow
- Sandy Sharf
- Brian Silotto
- Sheree Zalanka

### Logistics Team

Jill Feinstein  
Jody Hall  
Erin Spanberger  
Teena Zindel-McWilliams



# Goal #1

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**Transform teaching and learning to  
improve academic excellence**

# Goal 1:

## Transform teaching and learning to improve academic excellence

By the end of this Strategic Plan, the following key results will be achieved:

- Faculty satisfaction with DEIB professional development rated at 75% or higher.
- Faculty participation in Information Literacy professional development at 80% or higher.
- Twenty (20) Richland courses to include the Canvas information literacy module as part of their course.

**Goal Co-Champions –**  
 Director, Teaching and Learning Center, and Richland Senior Faculty

Implementation Strategies	Metrics to Measure Strategies
<p><b>A. Promote DEIB faculty professional development by offering four DEIB-focused sessions per year.</b></p> <p>Strategy Manager: TLC Staff, Exec. Dir. DEIB</p>	<p>Faculty participating in DEIB Professional Development</p> <ul style="list-style-type: none"> <li>• 2024 -- 50% of faculty have attended at least one DEIB session.</li> <li>• 2025 -- 65% of faculty have attended at least one DEIB session.</li> <li>• 2026 -- 80% of faculty have attended at least one DEIB session.</li> <li>• Richland faculty will improve their understanding of how DEIB impacts student success by increasing survey metric X% to Y% by 2026. (Baseline established in spring 2024)</li> </ul> <p><b>Data Source:</b> Report from Teaching and Learning Center to be developed</p>
<p><b>B. Promote the importance of student information literacy to faculty by offering a minimum of two faculty development sessions in 2024.</b></p> <p>Strategy Managers: TLC Staff, Library Staff, English Specialist (Academic Success Center)</p>	<p>Offer a minimum of two faculty development sessions in 2024 and in subsequent years as needed for new faculty.</p> <p>Improvement of faculty understanding of information literacy impact on student success as measured by pre- and post-test surveys.</p> <p><b>Data Source:</b> Surveys</p>
<p><b>C. Revise and offer the student information literacy course (CIS 101) and Canvas module to provide increased student access.</b></p> <p>Strategy Managers: TLC Staff, CIS 101 Instructor, Library Staff, English Specialist (ASC)</p>	<p>Dedicated information literacy course</p> <ul style="list-style-type: none"> <li>• By 2025, Richland will update and revise the student information literacy course (CIS 101).</li> <li>• By 2026, Richland will offer the Student Information Literacy course twice a year.</li> </ul> <p>Faculty use of the Canvas student information literacy module</p> <ul style="list-style-type: none"> <li>• By 2024, a Canvas student information literacy module will be developed.</li> <li>• By 2025, at least 10 Richland courses will include the information literacy module as part of their course.</li> <li>• By 2025, Richland will raise the percentage of students meeting the information literacy benchmark from the cross disciplinary assessment to 70% from the current 56%.</li> <li>• By 2026, at least 20 Richland courses will include the information literacy module as part of their course.</li> </ul> <p><b>Data Source:</b> Argos report of sections offered (annual); Information Literacy Assessment report from SLOA, using previous report as benchmark</p>
<p><b>D. Develop and implement a strategy to address a recommendation from the Higher Learning Commission's Comprehensive Review.</b></p>	<p>Specific metrics and timeline will be included by May 2024 for action.</p>

# Student Success Center



## Goal #2

**Bolster and sustain an equitable environment that fosters student success and completion.**

## Goal 2:

# Bolster and sustain an equitable environment that fosters student success and completion.

By the end of this Strategic Plan, the following key results will be achieved:

- Increase in retention and completion by 5%.
- Increase in student satisfaction with campus support as evidenced by the Noel Levitz Student Satisfaction Inventory (baseline from 2024 Administration).
- Increase in number of students transitioning to Richland through identified pathways by 10%.

### Goal Co-Champions:

Executive VP, Academic and Student Success, and Executive Dean of Academics

Implementation Strategies	Metrics to Measure Strategies
<p><b>A. Boost course and program completion and retention.</b></p> <p><b>Strategy Manager:</b> Executive Dean of Academics</p>	<ul style="list-style-type: none"> <li>• Implementation of tracking for participation and completion of First Year Experience (FYE) courses.</li> <li>• Annual increases of students participating in New Student Orientation (NSO) by 2% from the previous academic year in Academic Years 2023-2024, 2024-2025, and 2025-2026.</li> <li>• Data Source: Enrollment reports in Argos</li> <li>• Improve course and program completion and retention in metrics consistent with Richland's Retention Plan.</li> </ul> <p><b>Data Source:</b> Course and program retention reports in Argos; Retention Plan data</p>
<p><b>B. Enhance the use of campus resources to support students.</b></p> <p><b>Strategy Managers:</b> Co-Chairs of the Retention Committee</p>	<ul style="list-style-type: none"> <li>• 2024 – Identification of current resources and gaps in on-campus and virtual resources to support students and remove barriers, coordinating with Richland's Retention.</li> <li>• 2025 – Development and implement resources to address gaps.</li> <li>• 2026 – Track all services and measure user satisfaction.</li> </ul> <p><b>Data Source:</b> Usage report from existing services; Noel Levitz student satisfaction survey; user satisfaction survey</p>
<p><b>C. Ensure equitable outcomes for students.</b></p> <p><b>Strategy Managers:</b> Executive Director of Diversity, Equity, Inclusion, and Belonging, and Director, Academic Success Center</p>	<ul style="list-style-type: none"> <li>• 2024 – Identification of “high non-completion courses” to determine potential equity gaps in completion, coordinating with Richland's Equity Plan.</li> <li>• 2025 – Implementation of academic support services to benefit targeted groups for higher completion.</li> <li>• 2026 – Increase of 10% in the number of completers in “high non-completion courses.”</li> </ul> <p><b>Data Source:</b> Argos report of sections offered (annual); Information Literacy Assessment report from SLOA, using previous report as benchmark</p>
<p><b>D. Enhance student engagement in co-curricular activities for greater success.</b></p> <p><b>Strategy Managers:</b> Co-chairs of the Student Learning Outcomes Assessment Committee</p>	<ul style="list-style-type: none"> <li>• Development of robust co-curricular calendar for student engagement in 2024, 2025, and 2026.</li> <li>• Annual increases of 2% in the number of students providing follow-up feedback in Student Engagement activities (as measured by the SLOA committee) in Academic Years 2023-2024, 2024-2025, and 2025-2026.</li> </ul> <p><b>Data Source:</b> Surveys to be distributed to students at select events, under the direction of a co-curricular subcommittee in SLOA</p>

## Goal 2:

# Bolster and sustain an equitable environment that fosters student success and completion.

Continued

Implementation Strategies	Metrics to Measure Strategies
<p><b>E. Grow enrollment through new and updated pathways.</b></p> <p><b>Strategy Managers:</b> Executive Dean of Academics and Executive Dean of Student Success</p>	<ul style="list-style-type: none"><li>Annual increases of Heartland Technical Academy graduates enrolling in Richland coursework the following fall semester of 2% in Fall 2024, Fall 2025, Fall 2026.</li></ul> <p><b>Data Source: Enrollment reports in Argos</b></p> <ul style="list-style-type: none"><li>2026 -- 2 new Adult Ed bridge programs created to link to credit-bearing programs.</li></ul> <p><b>Data Source: Adult Ed reports; ICCB approval</b></p> <ul style="list-style-type: none"><li>2026 -- 2 new EnRich bridge programs created to link to credit-bearing programs.</li></ul> <p><b>Data Source: EnRich reports</b></p>
<p><b>F. Develop and offer Essential Skills/Trauma Informed Training for students.</b></p> <p><b>Strategy Manager:</b> Assistant VP of External Affairs and Director of EnRich Essential Skills</p>	<ul style="list-style-type: none"><li>2026 -- 50% of all Richland students receive ES/TI training by the end of 2026.</li></ul> <p><b>Data Source: EnRich reports</b></p>
<p><b>Develop and implement a strategy to address a recommendation from the Higher Learning Commission's Comprehensive Review.</b></p>	<p>Specific metrics and timeline will be included by May 2024 for action.</p>



# Goal #3

Identify and cultivate partnerships to meet the needs of the District communities.

### Goal 3:

## Identify and cultivate partnerships to meet the needs of the District communities.

By the end of this Strategic Plan, the following key results will be achieved:

- Creation of a systematic process to identify the needs of employers and community-based organizations to enhance job placements and provide student support.
- Implementation of a CRM to track students from contact to job placement/transition to 4-year college/university
- Integration of Essential Skills/Trauma Informed Training for internal & external stakeholders

#### Goal Co-Champions:

Assistant Vice President, External Affairs, and Assistant Vice President, Institutional Advancement

Implementation Strategies	Metrics to Measure Strategies
<p><b>A. Connect with local employers to identify skill gaps and provide training opportunities.</b></p> <p><b>Strategy Manager:</b> Dean, Workforce Development, and Director of Grants &amp; Sponsored Programs</p>	<ul style="list-style-type: none"> <li>• By 2026, connect with 20 local employers (5-8 annually, from at least four different sectors) to identify needs</li> <li>• By 2026, track job placement for all individuals placed with identified employers (know where 75% of recent graduates are working/attending school)</li> <li>• By 2025, develop Memorandum of Understanding with 10 employers to formalize partnerships and enhance grant applications</li> </ul> <p><b>Data Source:</b> Spreadsheets in the Grants Office for tracking partnerships/employers. Salesforce/CRM for placement.</p>
<p><b>B. Deliver Essential Skills/Trauma Informed Training to internal &amp; external stakeholders.</b></p> <p><b>Strategy Managers:</b> Assistant VP of External Affairs and Director of EnRich Essential Skills</p>	<p>By end of 2026</p> <ul style="list-style-type: none"> <li>• Provide training to 50% of all Richland students.</li> <li>• Provide training to 50% of all Richland employees.</li> <li>• Provide training to 10% of all Grade 5-12 students in the District.</li> <li>• Provide training to 50% of identified partners to ensure better transition for student placement.</li> </ul> <p><b>Data Source:</b> Sales Force (currently used by EnRich) and CRM</p>
<p><b>C. Promote training opportunities with internal and external communities to better connect with and inform the District.</b></p> <p><b>Strategy Managers:</b> Director of Marketing &amp; Communications</p>	<p>By end of 2024:</p> <ul style="list-style-type: none"> <li>• Redesign and maintain the Richland website with a distinct focus on workforce training.</li> <li>• Complete Rack Cards for all program areas.</li> <li>• Annually</li> <li>• Run a minimum of 2 targeted workforce campaigns annually.</li> </ul> <p><b>Data Source:</b> Spreadsheets &amp; Plan in the Marketing Office</p>
<p><b>D. Implement a single Customer Relationship Management (CRM) system to track communications and touchpoints with potential students and corporate training customers across all areas of the College.</b></p> <p><b>Strategy Managers:</b> Vice President of Operations and Technology and Director Enterprise Systems</p>	<p>New CRM software operating in production by January 1, 2026</p> <ul style="list-style-type: none"> <li>• 6/25 – EnRich using the new CRM to track 50% of potential leads.</li> <li>• 6/26 – Student Success using the new CRM to track 100% potential leads gathered from local school districts and outreach events.</li> <li>• 6/26 – EnRich using the new CRM to track 50% of post-training job tracking data.</li> <li>• 6/26 – EnRich Healthcare using the new CRM to track 100% of potential leads.</li> </ul> <p><b>Data Source:</b> CRM reports</p>

### Goal 3:

## Identify and cultivate partnerships to meet the needs of the District communities.

Continued

Implementation Strategies	Metrics to Measure Strategies
<p><b>E. Deliver data-informed, innovative programs and services that align with the rapidly changing workforce.</b></p> <p>Strategy Manager: Assistant VP of External Affairs</p>	<p>Annually</p> <ul style="list-style-type: none"> <li>Develop conceptual framework for 2 new programs to present to local employers and other potential training partners each year</li> </ul> <p><b>Data Source:</b> Report to be developed by the Assistant VP of External Affairs</p>
<p><b>F. Expand the impact of the Minority Mentor Protégé Program.</b></p> <p>Strategy Managers: Minority Mentor Protégé Program Coordinator</p>	<ul style="list-style-type: none"> <li>By 2026, grow MMPP by 50% to focus on small business owners/owner operators</li> <li>By 2026, increase partnerships with 10 governmental and local entities that can support MMPP – Chamber, EDC, Dept. Tourism, etc.</li> <li>By 2026, connect with 10 local employers to create partnerships with MMPP</li> </ul> <p><b>Data Source:</b> Salesforce in EnRich and CRM</p>
<p><b>G. Create partnerships to address students experiencing barrier basic needs resources and support.</b></p> <p>Strategy Managers: CTE Student Navigator, Director of Project Read Plus, Executive Dean of Student Success, Director of TLC</p>	<ul style="list-style-type: none"> <li>2025 – Develop partnerships with 10 community-based organizations to meet identified student barriers.</li> <li>2025 – Develop Memoranda of Understanding with five (5) community-based organizations to formalize partnerships</li> <li>2025 – Hire a Student Resources Navigator to connect student needs with community resources.</li> <li>2026 – Provide quarterly professional development for staff about resources available to students</li> </ul> <p><b>Data Source:</b> Spreadsheets, CRM, Report of Professional Development in TLC</p>
<p><b>H. Develop and implement a strategy to address a recommendation from the Higher Learning Commission’s Comprehensive Review.</b></p>	<p>Specific metrics and timeline will be included by May 2024 for action.</p>



# Goal #4

Enhance operational sustainability to meet stakeholder needs

## Goal 4:

# Enhance operational sustainability to meet stakeholder needs

**Goal Co-Champions:**  
Vice President, Operations and Technology, and Executive Director, Human Resources

**A. To improve financial policies and procedures to ensure the continued availability of a long-term funding reserve, by the end of this Strategic Plan, the following key results will be achieved:**

- **Creation and Board acknowledgement of a defined strategy to maintain fund balance reserves**
- **Creation and Administration acceptance of a strategy to effectively shield institutional fund balances from grant funding shortfalls**
- **Inclusion of funding for new initiatives, which align with the Mission and Vision of the institution, in the annual budget**

**Strategy Manager:** Vice President, Operations and Technology, and Vice President, Financial Services

Implementation Strategies	Metrics to Measure Strategies
Create a fund balance reserve procedure.	<ul style="list-style-type: none"> <li>• Creation of a written fund balance reserve procedure.</li> </ul> <b>Data Source:</b> Board book / policy-procedure website
Receive Board acknowledgement and approval of a fund balance reserve procedure.	<ul style="list-style-type: none"> <li>• Results of an affirmative Board motion acknowledging the intent for the institution to adhere by the fund balance reserve procedure.</li> </ul> <b>Data Source:</b> Board meeting minutes
Ensure staffing levels are safely scoped with the budget.	<ul style="list-style-type: none"> <li>• Determine the percentage of Fund 01 &amp; Fund 02 budgets that can be allocated to personnel without negatively impacting institutional operations.</li> </ul> <b>Data Source:</b> Documented percentage of funds allocated to personnel <ul style="list-style-type: none"> <li>• Develop a procedural rule requiring Cabinet review if any Fund 01 or 02 is budgeted at a higher percentage than what is designated as "safe."</li> </ul> <b>Data Source:</b> Documented procedure included in the budget process
Enhance spending controls for grant-funded dollars to ensure that grant-funded expenses will consistently be tracked and reporting for reimbursement prior to the end of the grant reporting period.	<ul style="list-style-type: none"> <li>• Create and implement a tracking procedure to monitor encumbered grant funds to ensure invoices are received and paid within the grant reporting period.</li> </ul> <b>Data Source:</b> Policy-procedure website <ul style="list-style-type: none"> <li>• Creation and implementation of procedures to disallow the official or unofficial encumbrance of grant funds within a defined span of time prior to the close of the reporting period.</li> </ul> <b>Data Source:</b> Policy-procedure website
Integrate robust risk analysis into the grant application process.	<ul style="list-style-type: none"> <li>• Creation of a written procedure requiring that the Grant Department consults with the Business Office to identify, quantify, and approve of potential long-term financial risks associated with any grant application prior to the College applying to a granting agency.</li> </ul> <b>Data Source:</b> Policy-procedure website
Train budget managers to include new initiatives in the annual budget.	<ul style="list-style-type: none"> <li>• Provide annual training on new initiative planning prior to the start of the budget cycle.</li> </ul> <b>Data Source:</b> Budget calendar, budget manager training presentation
Continually budget a strategic reserve of funds to be utilized for new initiatives that appear mid-year.	<ul style="list-style-type: none"> <li>• In 2024, 2025, and 2026, allocate a strategic reserve of no less than \$30,000 to be applied to new initiatives that appear during the fiscal year.</li> </ul> <b>Data Source:</b> Annual budget
Review purchasing procedures to ensure compatibility with grant-funded activities.	<ul style="list-style-type: none"> <li>• Update purchasing procedures</li> </ul> <b>Data Source:</b> published and, if available, meeting minutes from planning discussions

## Goal 4:

### Enhance operational sustainability to meet stakeholder needs

Continued

**B. To support the evolving needs of the institution, by the end of this Strategic Plan, the following results will be achieved:**

- Implement a modern student information system and related tools
- Enhance cybersecurity systems and controls across the institution
- Streamline the storage and delivery of procedure and process information for students, employees, and the public

**Strategy Manager:** Executive Director, Human Resources, and Vice President, Operations and Technology

Implementation Strategies	Metrics to Measure Strategies
Identify Board-approved commitment to expend funding for student information system upgrades.	<ul style="list-style-type: none"> <li>• In 2024 and 2025: Board-approved annual budget which includes specific funding needed for the SIS implementation (specific amount to be determined based on vendors utilized).</li> </ul> <b>Data Source:</b> Annual budget
Implement Core Student Information System/ Enterprise Resource Planning (SIS/ERP) modules.	<ul style="list-style-type: none"> <li>• By June 30, 2026, Jenzabar One Student, Finance, Financial Aid, and Human Resources modules operating in production.</li> </ul> <b>Data Source:</b> Jenzabar implementation confirmations
Analyze and remove ancillary systems that are identified as duplicate functionality in the new ERP/SIS.	<ul style="list-style-type: none"> <li>• By June 30, 2024, 100% of software ancillary software usage reviewed.</li> </ul> <b>Data Source:</b> Jenzabar implementation documents <ul style="list-style-type: none"> <li>• 12/24 – Decisions made on continuing supporting ancillary software packages finalized.</li> </ul> <b>Data Source:</b> Internal communications & planning documents <ul style="list-style-type: none"> <li>• End of FY26 – Software upgrades and data conversion for ancillary software completed.</li> </ul> <b>Data Source:</b> Internal communications & planning documents
Disjoin Foundation financial processes from the College's financial management system.	<ul style="list-style-type: none"> <li>• End of FY25 – Transition the Foundation's accounts payable, accounts receivable, and general ledger management functionality to a different accounting software system.</li> </ul> <b>Data Source:</b> Internal communications & planning documents
Engage in a Payment Card Industry (PCI) compliance review every 5 years.	<ul style="list-style-type: none"> <li>• End of 2025 – Complete a PCI-DSS compliance review.</li> </ul> <b>Data Source:</b> PCI DSS final review document
Raise the level of cyber-hygiene among students and staff.	<ul style="list-style-type: none"> <li>• Annually -- Perform 1 artificial phishing campaign to raise cybersecurity awareness.</li> </ul> <b>Data Source:</b> Artificial phishing campaign results <ul style="list-style-type: none"> <li>• On an annual basis, provide remedial training to any employees who are duped by the yearly phishing campaign.</li> </ul> <b>Data Source:</b> Redacted list of employee names & copy of remedial training program documents <ul style="list-style-type: none"> <li>• Beginning in January 2024, communicate at least 1 cyber-hygiene "best practices" tip to students &amp; employees each month.</li> </ul> <b>Data Source:</b> Copy of tip messages

## Goal 4:

### Enhance operational sustainability to meet stakeholder needs

Continued

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**Strategy Manager:** Executive Director, Human Resources, and Vice President, Operations and Technology

Implementation Strategies	Metrics to Measure Strategies
<p><b>Implement structured cybersecurity self-analysis process.</b></p>	<ul style="list-style-type: none"> <li>• Annually – Review Richland’s cybersecurity process against the NIST cybersecurity framework and take appropriate steps to remediate deviations.</li> </ul> <p><b>Data Source:</b> Completed NIST framework review document &amp; related improvement plans</p> <ul style="list-style-type: none"> <li>• Perform a tabletop exercise to review IT disaster response protocols.</li> </ul> <p><b>Data Source:</b> Roster for participation in exercise</p>
<p><b>Develop a structured handbook for college employees. .</b></p>	<ul style="list-style-type: none"> <li>• By 12/25 – Create a digital employee handbook to reference commonly needed information, policies, and procedures for faculty &amp; staff in a centralized location.</li> </ul> <p><b>Data Source:</b> Completed handbook</p>
<p><b>Centralize interdepartmental and public-facing procedure documentation in a centralized location.</b></p>	<ul style="list-style-type: none"> <li>• End of FY26 – Migrate the official storage location for 95% of interdepartmental and public-facing procedures to a centralized, internet-accessible location.</li> </ul> <p><b>Data Source:</b> Policy/procedure website; list of procedures that were centralized; list of procedures that were not centralized ancillary software packages finalized.</p>

## Goal 4:

### Enhance operational sustainability to meet stakeholder needs

Continued

**C. To formalize or improve upon policies and procedures that guide Richland’s operational sustainability initiatives, by the end of this Strategic Plan, the following results will be achieved:**

- Increase the use of energy-saving materials and technologies in campus facilities
- Invest in technologies that promote environmental sustainability amongst students, employees, and the community
- Maintain policies and procedures that best support the institution’s values of Diversity, Equity, Inclusion, and Belonging

**Strategy Manager:** Vice President, Operations and Technology, and Director, Technical Services

Implementation Strategies	Metrics to Measure Strategies
Expand the use of energy-saving “smart” lighting across campus.	<ul style="list-style-type: none"> <li>• Install automatic lighting dimmers and smart sensors in 5% of the campus.</li> </ul> <p><b>Data Source:</b> List of spaces containing new dimmers &amp; sensors</p> <ul style="list-style-type: none"> <li>• Increase the use of natural lighting sources in 5% of the campus</li> </ul> <p><b>Data Source:</b> List of spaces with improved natural lighting</p>
Replace legacy lighting systems.	<ul style="list-style-type: none"> <li>• Replace 10% of remaining fluorescent tube fixtures and bulbs in College buildings each year.</li> </ul> <p><b>Data Source:</b> Number of fixtures replaced, number of legacy fixtures remaining on campus</p>
Replace legacy Heating, Ventilation, and Air Conditioning (HVAC) system components.	<ul style="list-style-type: none"> <li>• Replace pneumatic temperature control hardware in 1 centralized air handling unit.</li> </ul> <p><b>Data Source:</b> Certificate of project completion, blueprints and spec books detailing replacement work performed</p>
Enhance campus spaces with environmentally sustainable products.	<ul style="list-style-type: none"> <li>• Install solar-powered seating in exterior student spaces.</li> </ul> <p><b>Data Source:</b> Purchase orders, invoices, product details, and utilization imagery</p>
Encourage the use of sustainable communication methods.	<ul style="list-style-type: none"> <li>• Install a centralized digital signage system to discourage the use of printer paper flyers</li> </ul> <p><b>Data Source:</b> Purchase orders, invoices, product details, and utilization imagery</p>
Discourage the use of “energy hogs” on campus.	<ul style="list-style-type: none"> <li>• Review all building automation management system setbacks on a biannual basis to minimize HVAC system energy waste.</li> </ul> <p><b>Data Source:</b> Meeting notes from biannual reviews; list of outcomes</p> <ul style="list-style-type: none"> <li>• Review IT system policies on an annual basis to minimize the carbon footprint of computing systems on campus.</li> </ul> <p><b>Data Source:</b> Meeting notes from biannual reviews; list of outcomes</p>
Encourage adoption of electric vehicles.	<ul style="list-style-type: none"> <li>• Install an electric vehicle charging station on campus.</li> </ul> <p><b>Data Source:</b> Purchase orders, invoices, product details, and utilization imagery</p> <ul style="list-style-type: none"> <li>• Integrate curriculum regarding electric vehicles into the automotive program.</li> </ul> <p><b>Data Source:</b> Automotive program syllabi, student testimonials and imagery</p>

## Goal 4:

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Continued

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**Strategy Manager:** Vice President, Operations and Technology, and Director, Technical Services

Implementation Strategies	Metrics to Measure Strategies
Investigate and potentially implement alternative energy systems on campus.	<ul style="list-style-type: none"> <li>Review 1 potential alternative energy source per year (solar, wind, geothermal, etc.) and determine if there is a cost-benefit to be gained by implementing this type of technology on campus. If there is a benefit, investigate and potentially implement the technology to defray traditional energy expenses.</li> </ul> <p><b>Data Source:</b> Meeting notes from biannual reviews; list of outcomes</p>
Review Board policies to update as needed to remove bias.	<ul style="list-style-type: none"> <li>Review 1 section of the Board policy per year and recommend changes as needed to the Board.</li> </ul> <p><b>Data Source:</b> Board books; list of updated policies; report to the Board from the Executive Director of Diversity, Equity, Inclusion, and Belonging</p>
Develop and implement a strategy to address a recommendation from the Higher Learning Commission’s Comprehensive Review.	Specific metrics and timeline will be included by May 2024 for action.

## Higher Learning Commission Criteria for Accreditation Crosswalk to 2024-2026 Strategic Plan

	Goal 1: Teaching & Learning			Goal 2: Student Success						Goal 3: Partnerships						Goal 4: Operational Sustainability			
	A	B	C	A	B	C	D	E	F	A	B	C	D	E	F	G	A	B	C
<b>Criterion 1:</b>	X	X	X							X	X	X					X	X	X
<b>Criterion 2:</b>											X				X	X	X	X	X
<b>Criterion 3:</b>	X	X	X	X	X	X	X	X				X	X	X	X				
<b>Criterion 4:</b>	X	X	X	X	X	X	X	X	X						X	X			
<b>Criterion 5:</b>				X	X			X		X			X	X	X	X	X	X	X

HLC Criteria for Accreditation “are the standards of quality by which the HLC determines whether an institution merits accreditation or reaffirmation of accreditation.” Additional information is available at <https://www.hlcommission.org/Policies/criteria-and-core-components.html>

**Criterion 1.** Mission: The institution’s mission is clear and articulated publicly; it guides the institution’s operations.

**Criterion 2.** Integrity: Ethical and Responsible Conduct: The institution acts with integrity; its conduct is ethical and responsible.

**Criterion 3.** Teaching and Learning: Quality, Resources, and Support: The institution provides quality education, wherever and however its offerings are delivered.

**Criterion 4.** Teaching and Learning: Evaluation and Improvement: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluated their effectiveness for student learning through processes designed to promote continuous improvement.

**Criterion 5.** Institutional Effectiveness, Resources, and Planning: The institution’s resources, structures, processes, and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

# Strategic Plan Glossary

Definitions for key terms in the 2024-2026 Richland Community College Strategic Plan have been extracted from the Richland Community College Institutional Glossary, approved by the College Council in spring 2023.

Term	Definition	Source
<b>Argos</b>	Third-party report-writing tool to create consolidated, consistent reports for use across the institution. Departments have access to operational and trend data and can view the information in a variety of ways. Argos ensures that everyone is looking at the same sources for information, generally data from the Jenzabar System.	Richland Administrative Information Systems
<b>Completion/Completer</b>	A student who completes all requirements of an approved curriculum and receives a certificate or degree.	ICCB MIS Manual (2022)/Richland
<b>Customer Relationship Management (CRM)</b>	A set of integrated, data-driven software solutions that help manage, track and store information related to current and potential students and customers	Microsoft
<b>Diversity</b>	"The acceptance and continuing reverence for the range of unique abilities, attributes and identities that reflect human existence. Diversity is achieved when such characteristics are not merely representational but are valued and called upon to inspire organizational creativity, innovative thinking and personal growth."	HLC 11/2022
<b>Equity</b>	"The conditions under which every individual has the resources and support needed to be successful. Equity, distinct from equality, is based on the principles of fairness and justice. Equity is achieved when lived experience is honored and there is intentionality in identifying and disrupting systemic, structural barriers as well as implicit biases in policy and practice."	HLC 11/2022
<b>Essential Skills Training</b>	Through multiple restoring and resilient methods, Essential Skills Training contests both adverse and positive experiences of trauma to teach important skills needed for optimal success in work, learning, and life. Programming includes life skills, job readiness, and a trauma-sensitive practice termed Motivational Interviewing.	Richland Essential Skills
<b>Information Literacy</b>	One of the four Cross-Disciplinary Outcomes comprised of transferable skills, attitudes, and abilities to be mastered by all learners completing a degree or certificate at Richland.	Student Learning Outcomes Assessment Committee
<b>Jenzabar</b>	The enterprise system used by all Richland administrative and academic functions to store data in a single database that can be accessed for reporting purposes.	Richland

## Strategic Plan Glossary

Term	Definition	Source
<b>Memorandum of Understanding (MOU)</b>	Non-binding agreement that states each party's intentions to take action, conduct a business transaction, or form a new partnership	Federal Communications Commission
<b>Retention</b>	Measure of student enrollment, generally applied to the number or percent of students who complete a course in any given semester.	IPEDS Glossary/Richland
<b>Sustainability</b>	The effort to meet the needs of the present without compromising the needs of future generations, taking into consideration the financial, social, and environmental effects (Triple Bottom Line) when creating policies and taking actions.	Richland
<b>Trauma-Informed</b>	Trauma-informed organizations seek to <ul style="list-style-type: none"> <li>• Realize the widespread impact of trauma and understand paths for recovery</li> <li>• Recognize the signs and symptoms of trauma in [students], [faculty], and staff</li> <li>• Integrate knowledge about trauma into policies, procedures, and practices</li> <li>• Actively avoid re-traumatization</li> </ul>	Implementation Resource Center



# MEMORANDUM

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To: Board of Trustees  
Dr. Cris Valdez

From: Sheree C. Zalanka

Date: February 9, 2024

Re: Tuition Recommendation for Fiscal Year 2025

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One of the first steps in the development of the FY25 budget is the establishment of tuition rates. For the past few years, the College has not increased tuition rates. An initial projection of revenue has been developed based on the following assumptions: enrollment and credit hours remaining flat, property taxes for general funds increasing slightly, and State base operating grants remaining at fiscal year 2024 levels. Federal and state pandemic assistance programs, which have buoyed college revenues during the past few years, have now ended.

Expenditures have increased over the last few years due to increasing costs for employee salaries, benefits, supplies, equipment, and utilities, as well as a minimum wage increases at the State level.

Based on these assumptions, we recommend a \$3 per credit hour increase for all tuition types during fiscal year 2025. With this proposal, Richland's per credit hour tuition rate will remain at the median amongst Illinois community colleges.

The following tuition rates are recommended:

<b>Tuition Type</b>	<b>FY 2025</b>	<b>FY 2024</b>
<b>Standard</b>	<b>\$142</b>	\$139
<b>On-line</b>	<b>\$178</b>	\$175
<b>Health Professions</b>	<b>\$170</b>	\$167
<b>Out of District</b>	<b>\$346</b>	\$346
<b>Out of State</b>	<b>\$555</b>	\$555
<b>Chargeback</b>	<b>\$376</b>	\$300

No change in the standard fee of \$14 is proposed at this time.

Section 1501.505 b.5 of the Illinois Administrative Rules allows for community college districts to charge in-district tuition to out-of-district students who are “attending an educational institution located within the college district.” Richland has approved this action previous years in an effort to serve a broader constituent base. It is recommended that the Board continue this practice so that dual credit students attending area high schools and Millikin students can be charged in-district rates.

**It is recommended that the Board of Trustees set the Academic Year 2024-2025 tuition per credit hour for the standard in-district tuition rate at \$142.00, the in-state out-of-district tuition rate at \$346.00, the out-of-state tuition rate at \$555.00, the chargeback rate at \$376.00, the online tuition rate at \$178.00, the variable tuition rate for designated Health Professions classes at \$170.00, the standard fee at \$14.00 per credit hour, and reauthorize the practice of charging in-district tuition to students who live out of district and are attending an in-district educational institution.**

I am available for any questions you may have.

Richland Community College  
One College Park  
Decatur, Illinois 62521



# MEMORANDUM

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To: Board of Trustees  
Dr. Cris Valdez

From: Sheree C. Zalanka

Date: February 9, 2024

Re: Fiscal Year 2025 General and Course Fees

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Attached is the list of proposed fees for various courses and the general fee for the 2024-2025 academic year.

The Deans, Business Services staff, and Vice Presidents have reviewed Richland's current programs and course fees. The course fees are used to support the cost of materials, supplies, software, or exams used in a specific course. The \$12.00 general student fee will remain the same as prior year and is allocated as follows: \$1.50 Student Life, \$1.50 Fitness Center usage, \$2.00 infrastructure and \$7.00 technology.

It is recommended that the Board of Trustees approve the attached fee schedule to be applied starting with the Summer 2024 semester.

I am available for any questions you may have.

# Richland Community College

Class	Course Description	Credit Hours	SU24/ FA24/SP25
AGRIC106	Animal Science	4	\$40
AGRIC112	Computer Skills for Agriculture	4	\$20
AGRIC116	Sustainable Agriculture Fundamentals	3	\$40
AGRIC126	Small Scale Livestock Management	3	\$40
AGRIC130	Crop Science	4	\$40
AGRIC210	Soil Science	4	\$40
AGRIC235	Agriculture Business Management	3	\$40
ART 101	Introduction to Drawing 1	3	\$15
ART 102	Introduction to Drawing 2	3	\$15
ART 111	Design 1	3	\$15
ART 112	Design 2	3	\$15
ART 113	Figure Drawing 1	3	\$65
ART 114	Figure Drawing 2	3	\$65
ART 117	Painting 1	3	\$15
ART 118	Painting 2	3	\$15
ART 123	Watercolor 1	3	\$15
ART 124	Watercolor 2	3	\$15
AUTO 101	Basic Theory	3	\$65
AUTO 102	Electrical Systems	4	\$65
AUTO 113	Introduction to Hybrid/EV	3	\$50
AUTO 201	Suspension & Steering Alignment	4	\$65
AUTO 202	Heating and Air Conditioning	4	\$50
AUTO 203	Fuel and Emission Systems	4	\$65
AUTO 204	Engine Repair	4	\$65
AUTO 205	Manual Drive Train & Axles	4	\$65
AUTO 206	Automatic Transmissions/Transaxles	4	\$65
AUTO 207	Advanced Automotive Electronics	4	\$65
AUTO 208	Automotive Brakes	4	\$65
AUTO 209	Adv. Driveability ProblemDiagnosis	4	\$65
AUTO 213	Hybrid/EV Maintenance and Repair	4	\$50
AUTO 500	Uniform Fee		\$35
BIOL 101	Concepts of Biology 1	4	\$35
BIOL 102	Concepts of Biology 2	4	\$35
BIOL 200	Essentials of Anatomy& Physiology	4	\$35
BIOL 201	Human Anatomy & Physiology 1	4	\$35
BIOL 202	Human Anatomy and Physiology 2	4	\$35
BIOL 205	Human Cadaver Lab	3	\$35
BIOL 210	Environmental Biology	4	\$35
BIOL 220	Microbiology	4	\$35
CA 101	Intro To Culinary Arts	2	\$70
CA 105	Culinary Fundamentals	4	\$300
CA 115	Culinary Applications	4	\$300
CA 120	Baking and Pastry Fundamentals	4	\$300
CA 200	Meat, Poultry, and Fish	3	\$350
CA 210	Garde Manger	3	\$300
CA 220	Advanced Baking and Pastry	4	\$300
CA 230	International Cuisine	4	\$300
CA 250	Restaurant Fundamentals	5	\$300
CA 260	Farm-to-Table Fundamentals	3	\$200
CA 270	Food Truck Operations	4	\$200
CAU 101	Culinary Uniforms	0	\$475

<b>Class</b>	<b>Course Description</b>	<b>Credit Hours</b>	<b>SU24/ FA24/SP25</b>
CHEM 100	Concepts of Chemistry	4	\$20
CHEM 106	Chemistry in Everyday Life	4	\$175
CHEM 131	General Chemistry 1	4	\$20
CHEM 132	General Chemistry 2	5	\$20
CHEM 201	Organic Chemistry 1	5	\$600
CHEM 202	Organic Chemistry 2	5	\$600
CIS 110	Computer Business Applications	3	\$21
CRT 100	Introduction to Collision Repair	4	\$55
CRT 105	Damage Estimating & CustomerService	2	\$65
CRT 110	Painting & Refinishing 1	4	\$85
CRT 120	Non-structural CollisionRepair 1	4	\$70
CRT 130	Structural Collision Repair 1	4	\$70
CRT 135	Paint Preparation & Detail	2	\$70
CRT 205	Mechanical Systems	3	\$70
CRT 210	Painting & Refinishing 2	4	\$85
CRT 220	Non-structural CollisionRepair 2	4	\$70
CRT 230	Structural Collision Repair 2	4	\$70
CRT 235	Stationary & Rolling Glass	2	\$40
CRT 500	Uniform Fee	0	\$35
CS 105	Foundations of Info Technology	3	\$21
CS 230	Event-Driven Programming	4	\$30
CS 251	Object-Oriented Programming	4	\$40
CS 281	Adv. Object-Oriented Programming	4	\$40
DMHT 101	Truck Preventative Maintenance	4	\$325
DMHT 110	Basic Electrical Systems	4	\$125
DMHT 115	Advanced Electrical Systems	4	\$50
DMHT 120	Diesel Fuel and Emissions	4	\$125
DMHT 125	Diesel Driveability Diagnosis	4	\$130
DMHT 130	Diesel Engine Repair	4	\$175
DMHT 135	Diesel Truck Transmissions	4	\$75
DMHT 200	Medium/Heavy HVAC	4	\$75
DMHT 210	Truck Steering, Suspension &Alignment	4	\$50
DMHT 211	Truck Drive Train System	4	\$75
DMHT 212	Medium/Heavy Truck Brakes	4	\$120
DMHT 500	Uniform Fee	0	\$35
DRAFT103	AutoCAD, Introductory	3	\$30
DRAFT236	Solid Modeling 2	4	\$60
EMS 100	Emergency Medical Responder	3	\$223
EMS 120	Emergency Medical Technician	6.5	\$296
EMS 125	EMT Clinical	0.5	\$38
EMS 200	Introduction to Prehospital Medicine	2	\$269
EMS 201	Pathophysiology for the Paramedic	4	\$50
EMS 210	Fundamentals of Clinical Care	4.5	\$70
EMS 215	Paramedic Clinical 1	1	\$10
EMS 220	Principles of Trauma	4	\$50
EMS 225	Paramedic Clinical 2	1	\$10
EMS 230	Cardiopulmonary Emergencies	4	\$50
EMS 235	Paramedic Clinical 3	1.5	\$15
EMS 240	Medical Conditions and Management	4	\$50
EMS 245	Paramedic Clinical 4	1	\$10
EMS 250	EMS Special Populations	4	\$70
EMS 255	Paramedic Clinical 5	1.5	\$15
EMS 260	EMS Operations and Certifications	3	\$174
EMS 265	Paramedic Clinical 6	1.5	\$119
EMS 270	Paramedic Capstone	4	\$260

<b>Class</b>	<b>Course Description</b>	<b>Credit Hours</b>	<b>SU24/ FA24/SP25</b>
EMS 280	Critical Care Transport	7	\$160
EMS 285	Critical Care Transport Clinical	1.5	\$75
ENGT 100	Manufacturing Processes	3	\$50
ENGT 101	Motor Control Fundamentals	4	\$60
ENGT 103	Fluid Power Fundamentals	3	\$40
ENGT 104	CNC Fundamentals	3	\$60
ENGT 105	Occupational Safety (MSSC-1)	3	\$100
ENGT 111	Motor Control Applications	4	\$40
ENGT 120	Process Control Fundamentals	3	\$40
ENGT 131	Maintenance Fundamentals	4	\$60
ENGT 150	Machining Fundamentals	2	\$50
ENGT 151	Cutting & Workholding	2	\$50
ENGT 160	Metrology and Quality Control	3	\$50
ENGT 210	PLC Fundamentals	4	\$40
ENGT 211	PLC Applications & Data Acquisiton	3	\$30
ENGT 212	Motor Control Systems	4	\$40
ENGT 213	Robotic Fundamentals	3	\$30
ENGT 214	Motion Control Applications	3	\$30
ENGT 215	Motion Control Systems	3	\$30
ENGT 220	Process Control Applications	3	\$30
ENGT 230	Power Transmission Applications	3	\$21
ENGT 231	Piping Fundamentals	2	\$40
ENGT 233	Lubrication Systems	2	\$40
ENGT 234	Pump Applications	2	\$40
ENGT 235	Industrial Machinery Repair	2	\$40
ENGT 242	Fluid Power Systems	3	\$40
ENGT 250	CNC Turning	3	\$60
ENGT 251	CNC Milling	3	\$60
ENGT 252	CAM Applications	3	\$45
GIS 100	Intro to Geographic InformationSys	4	\$25
HIT 118	Intro to HealthcareDocumentation	3	\$30
HIT 142	Healthcare Documentation 1	4	\$45
HIT 143	Basic ICD Coding	3	\$225
HIT 215	Electronic Health Records	3	\$30
HIT 242	Healthcare Documentation 2	4	\$45
HIT 245	Health Info Law & Ethics	3	\$30
HIT 248	Pathophysiology	3	\$30
HIT 250	Reimbursement Principles inHealthcare	3	\$30
HIT 243	Basic CPT Coding	3	\$225
HLTH 110	Cardio Pulmonary Resuscitation	0.5	\$27
HLTH 141	Nurse Assistant Training	8	\$225
HLTH 197	Special Topics in Healthcare	1 to 3	\$10
HLTH 290	Health Internship	1 to 2	\$50
HLTH 297	Advanced Topics in Healthcare	1 to 3	\$10
HORT 100	Horticulture Science	4	\$50
HORT 110	Turf Management	3	\$35
HORT 115	Soils & Fertility	3	\$35
HORT 120	Landscape Plant Identification	3	\$35
HORT 121	Landscape Design Principles	3	\$35
HORT 125	Integrated Pest Management	3	\$35
HORT 128	Small Farm Equipment	3	\$35
HORT 200	Perennial Plant Material	3	\$35
HORT 202	Vegetable Crop Production	4	\$35
HORT 211	Horticulture Mechanics	3	\$35
HORT 215	Landscape Design Applications	3	\$35
HORT 221	Landscape Construction	3	\$35

<b>Class</b>	<b>Course Description</b>	<b>Credit Hours</b>	<b>SU24/ FA24/SP25</b>
HORT 225	Tree & Shrub Maintenance	3	\$35
HORT 226	Fruit Production	3	\$35
HORT 230	Greenhouse Operations	3	\$35
HORT 231	Bedding and Plant Production	3	\$35
HOSP 202	Hospitality Nutrition	3	\$25
HOSP 203	Bar & Beverage Management	3	\$30
HVAC 100	Refrigeration Fundamentals	3	\$135
HVAC 107	HVAC/R Installation	3	\$90
HVAC 130	Electricity Fundamentals	3	\$90
HVAC 132	Control Applications	3	\$45
HVAC 141	Residential Heating Systems	3	\$90
HVAC 143	Residential Air Conditioning	3	\$120
HVAC 202	Residential and Self-Contained Refrigeration	3	\$60
HVAC 230	Motors and Controls	3	\$45
HVAC 241	Troubleshooting Electrical Heating Components	3	\$45
HVAC 243	Troubleshooting Air Conditioning Systems	3	\$45
HVAC 251	Commercial HVAC/R	3	\$80
IT 114	Word Processing/Keyboarding	3	\$25
IT 116	Windows Client Operating Systems	3	\$30
IT 120	Spreadsheet Applications	3	\$25
IT 125	Presentation Graphic Applications	3	\$25
IT 130	Word Processor Applications	3	\$25
IT 131	Programming Logic	3	\$30
IT 135	Data Management Applications	3	\$30
IT 141	Networking Fundamentals	4	\$60
IT 153	Web Development	4	\$30
IT 173	A+ Computer Technologies	4	\$175
IT 174	Python Programming	3	\$30
IT 218	Ethical Hacking	3	\$40
IT 219	Digital Forensics	3	\$40
IT 221	Database Design Using SQL	3	\$30
IT 231	Office Management Software	3	\$30
IT 241	Network Routing Technologies	4	\$48
IT 242	Wireless Networking	3	\$48
IT 245	Network Security	3	\$48
IT 246	Voice Over IP Fundamentals	3	\$48
IT 247	Virtualization Fundamentals	3	\$48
IT 253	Mobile Apps Development	4	\$48
IT 256	Firewalls and VPN's	3	\$40
IT 271	Windows Server Operating Systems	3	\$48
IT 272	Linux Fundamentals	3	\$40
IT 273	Managing Windows Networks	3	\$48
IT 276	Cloud Technology	3	\$40
IT 282	Dynamic Web Development	4	\$48
IT 286	Penetration Testing	3	\$40
MA 121	Patient Care	5	\$75
MA 135	Clinical Medical Assisting	6	\$179
MUSIC100	Music Appreciation	3	\$25
MUSIC180	Non-Western Music	3	\$25
NURS 110	Fundamentals of Nursing Practice	5.5	\$193
NURS 111	Nursing Foundations Intro to Nursing Success	2	\$240
NURS 112	Fundamentals of Nursing Practice	8	\$280
NURS 152	Psychiatric Mental Health Nursing	4	\$170
NURS 154	Pharmacological Principles for Nursing Practice	3	\$30
NURS 155	Medical-Surgical Nursing II	5	\$240

<b>Class</b>	<b>Course Description</b>	<b>Credit Hours</b>	<b>SU24/ FA24/SP25</b>
NURS 162	Mental Health Nursing	5.5	\$223
NURS 165	Medical-Surgical Nursing I	5.5	\$193
NURS 206	Family Health Nursing	6	\$325
NURS 250	Medical-Surgical III	5	\$175
NURS 252	Medical-Surgical IV	5	\$175
NURS 254	Transition from Education to Practice	5	\$302
OT 117	Business Communication Fundamentals	3	\$25
PHLEB110	Basic Phlebotomy	2	\$35
PHLEB115	Phlebotomy Clinical	3	\$90
PHLEB120	Advanced Phlebotomy	1	\$144
PHYS 101	Introduction to Physics 1	4	\$25
PHYS 102	Introduction to Physics 2	4	\$25
PHYS 151	Mechanics and Wave Motion	4	\$25
PHYS 152	Electricity and Magnetism	4	\$25
PHYS 153	Thermodynamics and Modern Physics	4	\$25
PN 115	Professional Nursing 1	1	\$230
PN 118	Fundamental Nursing Skills	2	\$20
PN 120	Practical Nursing Concepts 1	6	\$210
PN 125	Pharmacology for Practical Nursing	3	\$30
PN 126	Professional Nursing II	2	\$79
PN 140	Practical Nursing Concepts II	7	\$245
PROD 3370	Conversational Spanish	0.5	\$75
RADT 101	Introduction to Radiography	4	\$40
RADT 102	Radiologic Patient Care	3	\$140
RADT 108	Radiographic Procedures I	3	\$205
RADT 110	Principles of Radiography I	3	\$30
RADT 115	Radiography Clinical I	3.5	\$60
RADT 118	Radiographic Procedures II	3	\$100
RADT 120	Principles of Radiography II	3	\$30
RADT 125	Radiography Clinical II	4.5	\$175
RADT 128	Radiographic Procedures III	3	\$100
RADT 155	Radiography Clinical III	3.5	\$70
RADT 215	Radiography Clinical IV	4.5	\$80
RADT 218	Radiographic Procedures IV	3	\$133
RADT 219	Radiation Protection & Radiobiology	3	\$90
RADT 225	Radiography Clinical V	3.5	\$70
RADT 228	Radiographic Image Analysis	3	\$90
RADT 230	Radiography Seminar	3	\$537
SURGT110	Introduction to Surgical Technology	2	\$135
SURGT120	Principles of Surgical Technology I	4	\$65
SURGT125	Fundamentals of Surgical Technology	3	\$190
SURGT128	Intro to the Clinical Experience	1	\$20
SURGT130	Principles of Surgical Technology II	3	\$55
SURGT135	Surgical Procedures I	2	\$125
SURGT138	Basic Surgical Technology Clinical I	3	\$60
SURGT240	Principles of Surgical Technology III	6	\$85
SURGT245	Surgical Procedures II	2	\$125
SURGT248	Int. Surgical Technology Clinical II	6	\$120
SURGT250	Principles of Surgical Technology IV	2	\$70
SURGT255	Surgical Procedures III	2	\$100
SURGT258	Adv. Surgical Tech Clinical III	6	\$120
SURGT259	Professional Seminar	1	\$300
SURGT290	Internship in Surgical Technology	5	\$50
WELD 100	Welding Fundamentals	2	\$100
WELD 101	Shielded Metal Arc Welding	4	\$125

Class	Course Description	Credit Hours	SU24/ FA24/SP25
WELD 120	Intermediate Shielded Metal ArcWelding	3	\$125
WELD 125	Gas Metal Arc/Flux Core ArcWelding (MIG)	2	\$125
WELD 130	Gas Tungsten Arc Welding	3	\$125
WELD 135	Advanced Shielded Metal ArcWelding	3	\$125
WELD 140	Pipe Welding	4	\$100
WELD 145	Welding Tools and Safety	3	\$100
WELD 150	Gas Metal Arc Welding for AutoBody	2	\$100
WELD 190	Maintenance Repair Welding	2	\$100
WELD 195	Industrial Welding Fundamentals	3	\$100
WELD 202	Welder Certification	2	\$100
WELD 208	Pipefitting Fundamentals	4	\$100
WELD 215	Pipefitting Applications	4	\$100
WELD 243	Aluminum and Stainless SteelWelding	4	\$125
WELD 245	GMAW/FCAW Pipe Welding	3	\$100
Test Fee	Placement Re-Testing Fee		\$15
Test Fee	CLEP/Dantes		\$30
Test Fee	University Test Monitor		\$25
Test Fee	Test Proctoring for Companies		\$30
Test Fee	Proficiency Exam		1/2 of Tuition
Test Fee	Credit Equivalency for Professional Experience (Portfolio Review)		1/2 of Tuition
Test Fee	Credit by Advance Course Completion		\$20 per Cr. Hr
Test Fee	Strong Interest Inventory		\$15
Test Fee	Nelson Denny Retest		\$20
Misc. Fees	Replacement Diploma		\$25
Misc. Fees	Identification Card Replacement Fee		\$5
Misc. Fees	Registration	Per Cr Hr.	\$2
Misc. Fees	Digital Course Materials; only courses that use Follett ACCESS	Per Course	variable
CDL 1000	Tractor/Trailer Driver Training	5	\$3,550
CDL 1001	Class "B" License Training	1	\$1,250
CDL 1002	CDL Refresher - 8 hours	0.5	\$500
CDL 1003	CDL Refresher - 16 hours	1	\$900
CDL 1004	CDL Refresher - 40 hours	2	\$1,500
CDL 1005	CDL Permit	5	\$815
PASS 150	College Success Math-10 Week		\$50
PASS 250	College Success Math-6 Month		\$75
PASS 300	College Success English-10 Week		\$50
PASS 400	College Success English-6 Month		\$75
General Fee	Academic/Technology/Infrastructure/Student Life/Fitness Center	Per Cr Hr.	\$12
Hybrid Online	50% - 75% Online Courses/Hybrid	Per Cr Hr.	\$5
Insurance	Fee for Courses as Identified in Course Schedule	Per Sem	\$8
Hlth Prof	PSB Surg Tech Placement Test		\$25
Hlth Prof	Evaluation of Course Syllabi for Transfer Credit		\$35 Per Course
Hlth Prof	Human Simulator - Use in Clinical Settings - Hours to be stated up front		\$20/hour & \$35/hour for faculty time

**MEMORANDUM**

**TO:** Dr. Cristobal Valdez, President

**FROM:** Dr. Isaac Zuniga, Executive Vice President *ADZ*  
Academic and Student Success

**RE:** Faculty Promotion

**DATE:** February 8, 2024

On behalf of the members of the Promotion Committee (Brandon A. Clark, Susan Grider, Meredith Palmer-Johnson, Matt Cardinal, and Mary Beth Wade, Chair) and on behalf of Dean Dr. Tasha Jones and Dean Andy Hynds, it is indeed an honor and privilege to recommend the promotion in rank for the following faculty members:

- Carol Hood, Associate Professor to Professor
- Dr. David Larrick, Associate Professor to Professor
- Brooke Oliver, Associate Professor to Professor
- Bridget Harrison, Instructor to Assistant Professor
- Brian Kalata, Instructor to Assistant Professor

Congratulations to these faculty members for sharing their expertise and dedication with the Richland Community College community.

c: Dr. Tasha Jones  
Andy Hynds  
Michelle Luhrsen  
Kristie Dawson

TO: Board of Trustees

FROM: Cris Valdez 

DATE: February 20, 2024

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.

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

**Therefore, it is recommended that the Board of Trustees ratify the January 2024 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.**

Thank you.

Richland Community College  
Treasurer's Report  
January 31, 2024

Fund	Balance 12/31/2023	Receipts for Month	Disbursements for Month	Balance 1/31/2024	Int. Bearing Accounts	Separate Inv. Instrments
Education Fund	647,414.26	2,814,418.02	(2,424,446.01)	1,037,386.27	787,386.27	250,000.00
Oper & Maint Restricted	16,819,077.64	4,804.24	-	16,823,881.88	16,823,881.88	.00
Bond & Interest Fund	10,071,329.97	230.68	-	10,071,560.65	10,071,560.65	.00
Auxiliary Expenses	2,131,331.76	3,917.11	-	2,135,248.87	2,135,248.87	.00
Restricted Purposes Fund	2,374,193.84	-	(293,713.53)	2,080,480.31	1,780,480.31	300,000.00
Working Cash Fund	7,278,017.54	162,992.71	(270,413.30)	7,170,596.95	6,813,114.90	357,482.05
Trust & Agency Fund	245,520.56	17,368.61	-	262,889.17	262,889.17	.00
Audit Fund	99,876.24	7,367.11	-	107,243.35	107,243.35	.00
Liability & Protection	2,257,310.71	-	(173,376.72)	2,083,933.99	2,083,933.99	.00
Totals	21,855,134.37	3,011,098.48	(3,161,949.56)	22,080,451.01	21,172,968.96	907,482.05

## Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$9,346,919.00	IL Funds	1.10		0.0
EDUCATION FUND	\$250,000.00	CD-First Mid	0.15	1/30/2023	12.0
RESTRICTED-MASTER PLAN2	\$11,212,504.00	PMA	2.17		0.0
RESTRICTED-MASTER PLAN	\$3,462,994.00	PMA	1.00		0.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.15	8/10/2022	12.0
WORKING CASH FUND	\$1,061,113.00	PMA	1.00		0.0
WORKING CASH FUND	\$121,474.73	CD-Regns	0.01	8/4/2022	7.0
WORKING CASH FUND	\$124,972.00	CD-Regns	0.01	11/21/2022	13.0
WORKING CASH FUND	\$110,000.00	CD-HPB	0.15	3/23/2023	12.0

# Revenues & Expenses by Fund

	Actual 1/31/2024	Budget 2324	%	Actual 1/31/2023	Prior Year To Date
<b>Fund 01-Education Fund</b>					
Revenue	\$4,938,803.18	\$16,653,181.00	29.66	\$14,173,651.73	\$17,443,972.97
Expenses	(\$7,919,207.01)	(\$16,641,392.43)	47.59	(\$7,733,423.09)	(\$13,444,819.87)
	<b>(\$2,980,403.83)</b>	<b>\$11,788.57</b>		<b>\$6,440,228.64</b>	<b>\$3,999,153.10</b>
<b>Fund 02-Operations &amp; Maintenance</b>					
Revenue	\$643,785.02	\$2,471,584.00	26.05	\$1,601,358.25	\$1,877,073.66
Expenses	(\$1,144,981.53)	(\$2,471,584.00)	46.33	(\$994,804.52)	(\$2,187,811.13)
	<b>(\$501,196.51)</b>	<b>\$0.00</b>		<b>\$606,553.73</b>	<b>(\$310,737.47)</b>
<b>Fund 03-Oper &amp; Maint Restricted</b>					
Revenue	\$189,153.62	\$16,110,258.00	1.17	\$98,209.69	\$148,372.65
Expenses	(\$2,216,914.57)	(\$15,767,884.00)	14.06	(\$616,348.59)	(\$2,402,897.33)
	<b>(\$2,027,760.95)</b>	<b>\$342,374.00</b>		<b>(\$518,138.90)</b>	<b>(\$2,254,524.68)</b>
<b>Fund 04-Bond &amp; Interest Fund</b>					
Revenue	\$937,018.59	\$3,229,848.00	29.01	\$3,094,530.05	\$3,096,412.42
Expenses	(\$2,793,387.50)	(\$3,229,847.50)	86.49	(\$2,815,939.44)	(\$3,193,214.44)
	<b>(\$1,856,368.91)</b>	<b>\$0.50</b>		<b>\$278,590.61</b>	<b>(\$96,802.02)</b>
<b>Fund 05-Auxiliary Enterprises</b>					
Revenue	\$964,978.56	\$2,397,930.00	40.24	\$719,638.63	\$1,971,830.66
Expenses	(\$1,319,656.03)	(\$2,397,929.88)	55.03	(\$1,187,239.21)	(\$2,178,832.37)
	<b>(\$354,677.47)</b>	<b>\$0.12</b>		<b>(\$467,600.58)</b>	<b>(\$207,001.71)</b>
<b>Fund 06-Restricted Purposes Fund</b>					
Revenue	\$96,994.08	\$31,939,622.13	0.3	\$4,863,145.49	\$6,535,118.42
Transfers	\$0.00	\$0.00	0	(\$340.00)	(\$340.00)
Expenses	(\$8,117,241.11)	(\$20,406,500.50)	39.78	(\$5,765,250.98)	(\$11,946,988.99)
	<b>(\$8,020,247.03)</b>	<b>\$11,533,121.63</b>		<b>(\$902,445.49)</b>	<b>(\$5,412,210.57)</b>
<b>Fund 07-Working Cash Fund</b>					
Revenue	\$1,154.45	\$20,000.00	5.77	\$129,021.46	\$270,767.66
Transfers	\$0.00	(\$20,000.00)	0	\$0.00	\$0.00
	<b>\$1,154.45</b>	<b>\$0.00</b>		<b>\$129,021.46</b>	<b>\$270,767.66</b>
<b>Fund 10-Trust &amp; Agency Fund</b>					
Revenue	\$41,385.01	\$59,312.00	69.78	\$41,534.17	\$73,684.51
Expenses	(\$39,146.99)	(\$59,312.00)	66	(\$26,437.09)	(\$47,191.86)
	<b>\$2,238.02</b>	<b>\$0.00</b>		<b>\$15,097.08</b>	<b>\$26,492.65</b>
<b>Fund 11-Audit Fund</b>					
Revenue	\$19,701.18	\$67,610.00	29.14	\$103,190.75	\$105,206.66
Expenses	(\$6,463.79)	(\$64,575.00)	10.01	(\$3,031.27)	(\$40,307.46)
	<b>\$13,237.39</b>	<b>\$3,035.00</b>		<b>\$100,159.48</b>	<b>\$64,899.20</b>
<b>Fund 12-Liability &amp; Protection</b>					
Revenue	\$567,955.78	\$1,831,938.00	31	\$2,106,263.85	\$2,151,104.52
Expenses	(\$1,069,377.49)	(\$1,831,938.00)	58.37	(\$969,576.41)	(\$1,613,697.44)
	<b>(\$501,421.71)</b>	<b>\$0.00</b>		<b>\$1,136,687.44</b>	<b>\$537,407.08</b>
<b>Fund 21-Brush College LLC</b>					
Revenue	\$25,250.00	\$138,583.00	18.22	\$170.62	\$91,965.90
Expenses	(\$103,494.68)	(\$138,583.00)	74.68	(\$70,659.19)	(\$120,578.93)
	<b>(\$78,244.68)</b>	<b>\$0.00</b>		<b>(\$70,488.57)</b>	<b>(\$28,613.03)</b>
<b>Fund 25-Law Enforcement Trng Ctr</b>					
Revenue	\$1,658,809.11	\$3,669,980.00	45.2	\$949,308.73	\$2,998,010.36
Expenses	(\$1,430,616.63)	(\$3,320,068.00)	43.09	(\$1,072,343.95)	(\$2,606,930.47)
	<b>\$228,192.48</b>	<b>\$349,912.00</b>		<b>(\$123,035.22)</b>	<b>\$391,079.89</b>
<b>Total</b>	<b>(\$16,075,498.75)</b>	<b>\$12,240,231.82</b>		<b>\$6,624,629.68</b>	<b>(\$3,020,089.90)</b>

# Operating Funds Revenue

	Actual Revenue YTD 1/31/2024	Budget 2324	%	Actual Revenue YTD 1/31/2023	Prior Year Revenue 6/30/2023
<b>Investment Revenue</b>					
Investment Revenue	\$0.00	\$8,300.00	0	\$245,378.88	\$522,552.75
	<u>\$0.00</u>	<u>\$8,300.00</u>	0	<u>\$245,378.88</u>	<u>\$522,552.75</u>
<b>Local Government Sources</b>					
Current Taxes	\$2,572,296.27	\$8,697,856.00	29.57	\$7,668,747.33	\$7,668,747.33
Interest on Taxes	\$56.29	\$600.00	9.38	\$4.40	\$4.40
	<u>\$2,572,352.56</u>	<u>\$8,698,456.00</u>	29.57	<u>\$7,668,751.73</u>	<u>\$7,668,751.73</u>
<b>Other Revenue</b>					
Facility Rental	\$280.00	\$205,668.00	0.14	\$47,154.40	\$47,154.40
Other Revenue	\$114,413.64	\$2,278,178.00	5.02	\$132,905.84	\$235,085.35
Transfer In	\$0.00	\$25,000.00	0	\$340.00	\$340.00
	<u>\$114,693.64</u>	<u>\$2,508,846.00</u>	4.57	<u>\$180,400.24</u>	<u>\$282,579.75</u>
<b>State Government Sources</b>					
ICCB CTE Formula Grant	\$0.00	\$218,918.00	0	\$109,459.00	\$218,918.00
ICCB Credit Hour Grants	\$0.00	\$1,551,579.00	0	\$1,141,564.89	\$1,673,053.07
ICCB Equalization Grant	\$0.00	\$134,820.00	0	\$78,645.00	\$123,585.00
Replacement Taxes	\$0.00	\$575,000.00	0	\$663,970.24	\$663,970.24
	<u>\$0.00</u>	<u>\$2,480,317.00</u>	0	<u>\$1,993,639.13</u>	<u>\$2,679,526.31</u>
<b>Student Tuition &amp; Fees</b>					
Tuition Discount	\$0.00	\$0.00	0	\$0.00	\$100.00
Tuition-Credit	\$2,547,038.50	\$4,913,530.00	51.84	\$5,009,036.00	\$7,204,596.59
Various Fees	\$348,503.50	\$515,316.00	67.63	\$677,804.00	\$962,939.50
	<u>\$2,895,542.00</u>	<u>\$5,428,846.00</u>	53.34	<u>\$5,686,840.00</u>	<u>\$8,167,636.09</u>
<b>Total Revenue</b>	<b>\$5,582,588.20</b>	<b>\$19,124,765.00</b>	<b>29.19</b>	<b>\$15,775,009.98</b>	<b>\$19,321,046.63</b>

# Operating Funds Expenses

	Actual Expenses YTD 1/31/2024	Budget 2324	%	Actual Expenses YTD 1/31/2023	Prior Year Expenses 6/30/2023
<b>Salaries</b>					
Academic Support-PT	\$19,105.93	\$32,080.00	59.56	\$29,084.95	\$40,188.23
Administrative Staff Sal	\$1,218,048.26	\$1,805,761.00	67.45	\$1,077,943.67	\$1,798,688.32
Car Allowance	\$5,192.40	\$9,000.00	57.69	\$5,192.40	\$9,000.16
Classified-Temporary	\$1,755.90	\$30,000.00	5.85	\$10,451.44	\$11,049.63
Clinical Risk Stipends	\$7,243.22	\$8,525.00	84.96	\$8,074.32	\$16,985.52
Custodial, Maint Stf Sal	\$113,253.58	\$177,707.00	63.73	\$50,977.64	\$116,617.60
Custodial, Maint-Temp	\$11,880.11	\$0.00	0	\$9,180.00	\$16,434.00
F/T Classified Salary	\$697,835.56	\$1,126,103.00	61.97	\$539,577.63	\$979,625.27
F/T Faculty Salary	\$1,904,418.23	\$3,676,903.00	51.79	\$1,655,495.03	\$3,046,241.40
F/T Faculty-Summer Sal	\$155,131.06	\$269,160.40	57.64	\$223,755.69	\$323,384.77
FWSP Workers Salary	\$8,431.50	\$0.00	0	\$0.00	\$0.00
Faculty Curriculum Dev	\$4,050.00	\$4,050.00	100	\$0.00	\$0.00
Faculty Curriculum Dev OL	\$0.00	\$0.00	0	\$0.00	\$450.00
Faculty Tutors Salary	\$23,493.32	\$35,700.00	65.81	\$23,054.52	\$36,518.37
Independent Study Salary	\$4,188.47	\$6,480.00	64.64	\$3,460.80	\$5,897.47
Interpreter Salary	\$0.00	\$8,000.00	0	\$0.00	\$0.00
LabFacilitators	\$16,558.66	\$41,530.00	39.87	\$15,841.81	\$28,935.41
Overload Salary	\$324,267.52	\$715,970.52	45.29	\$317,397.18	\$628,006.18
Overtime Wages	\$17,618.58	\$16,980.00	103.76	\$0.00	\$12,138.81
P/T Classified Salary	\$3,591.90	\$0.00	0	\$3,546.53	\$5,964.05
P/T Faculty Salary	\$301,091.91	\$570,633.00	52.76	\$339,685.62	\$646,209.07
P/T Faculty-Summer Sal	\$37,560.66	\$79,031.40	47.53	\$53,518.92	\$79,446.86
Professional/Tech Salary	\$861,855.31	\$1,925,147.00	44.77	\$823,257.78	\$1,483,132.98
Professional/Tech-PT	\$6,664.97	\$10,500.00	63.48	\$8,341.67	\$12,215.00
SURS Fringe Benefit	\$10,413.18	\$21,808.08	47.75	\$678.23	\$8,138.76
Salary Adjustments	\$0.00	\$25,000.00	0	\$0.00	\$0.00
Severance Payments	\$49,738.00	\$0.00	0	\$33,346.24	\$33,346.24
Stipend	\$0.00	\$1,800.00	0	\$0.00	\$18,000.00
Student Workers Salary	\$31,884.75	\$49,242.00	64.75	\$29,935.25	\$57,378.25
Subs Instructors Salary	\$4,141.72	\$17,980.00	23.04	\$29,374.72	\$37,729.17
Supervisory Staff Salary	\$74,910.57	\$133,216.00	56.23	\$69,156.77	\$124,089.36
Test Proctor Salary	\$21,704.16	\$35,806.00	60.62	\$22,359.97	\$38,774.28
	<u>\$5,936,029.43</u>	<u>\$10,834,113.40</u>	54.79	<u>\$5,382,688.78</u>	<u>\$9,614,585.16</u>
<b>Employee Benefits</b>					
EmployeeBenefitsTotal	\$21,459.45	\$0.00	0	\$2,208.56	\$2,596.70
Employer Annuity Contrib	\$23,843.20	\$0.00	0	\$0.00	\$0.00
FICA-Social Security	\$73.78	\$0.00	0	\$106.91	\$488.81
Grants Share of SURS	(\$185.20)	\$0.00	0	\$531.27	\$849.00
Group Dental Ins	\$37,550.86	\$75,548.00	49.7	\$36,886.14	\$65,878.81
Group LTD Ins	\$9,809.28	\$20,581.00	47.66	\$9,607.68	\$16,855.74
Group Life Ins	\$17,113.67	\$27,794.00	61.57	\$16,878.19	\$26,791.69
Group Medical Ins	\$852,191.89	\$1,766,388.00	48.24	\$893,340.35	\$1,550,499.33
Medicare	\$1,317.81	\$0.00	0	\$851.11	\$1,145.35
SURS-RetireeHealthContri	\$41,465.26	\$44,701.00	92.76	\$25,802.50	\$44,940.77
Staff/Family Waivers	\$19,330.17	\$48,000.00	40.27	\$29,428.75	\$46,278.70
	<u>\$1,023,970.17</u>	<u>\$1,983,012.00</u>	51.64	<u>\$1,015,641.46</u>	<u>\$1,756,324.90</u>
<b>Contractual Services</b>					
Accreditation Fees	\$17,963.19	\$19,075.00	94.17	\$11,627.00	\$23,737.00
Admin Computer-Maint	\$180,688.75	\$457,099.00	39.53	\$404,131.20	\$404,131.20
Building Repair/Maint	\$45,380.86	\$72,500.00	62.59	\$31,513.75	\$83,893.86
Consultants/Workshops	\$15,423.75	\$15,000.00	102.83	\$1,680.00	\$3,860.20
Contractual-Other	\$436,589.27	\$1,904,273.61	22.93	\$413,534.77	\$686,914.63
Contractual-Tutoring	\$0.00	\$6,200.00	0	\$0.00	\$0.00
Custodial Services	\$255,224.31	\$543,036.00	47	\$180,171.20	\$432,819.20
Employee Awards	\$0.00	\$600.00	0	\$0.00	\$86.25
Employee Recognition	\$3,205.29	\$11,000.00	29.14	\$1,020.22	\$2,504.34
Equip Repair/Maint Agree	\$88,630.58	\$130,550.00	67.89	\$51,722.53	\$126,381.29
Faculty Development	\$450.00	\$2,300.00	19.57	\$223.21	\$223.21
Grounds Maintenance	\$2,566.89	\$15,000.00	17.11	\$15,504.74	\$196,208.04
Legal Services-Admin	\$855.08	\$27,000.00	3.17	\$13,666.17	\$25,950.67
Pest Control	\$12,126.47	\$16,000.00	75.79	\$7,606.21	\$14,671.94

# Operating Funds Expenses

	Actual Expenses YTD 1/31/2024	Budget 2324	%	Actual Expenses YTD 1/31/2023	Prior Year Expenses 6/30/2023
<b>Contractual Services</b>					
Professional Fees	\$0.00	\$9,200.00	0	\$3,372.00	\$3,372.00
Recruitment	\$4,656.82	\$12,000.00	38.81	\$237.27	\$2,122.65
Royalties	\$570.97	\$1,125.00	50.75	\$0.00	\$130.00
Staff/Faculty Developmen	\$3,247.32	\$32,250.00	10.07	\$3,064.62	\$7,718.43
Student Awards	\$0.00	\$375.00	0	\$0.00	\$375.00
Student Development	\$0.00	\$3,425.00	0	\$313.46	\$943.26
Telephone Maint Agree	\$1,516.56	\$1,700.00	89.21	\$1,516.56	\$1,516.56
Transportation	\$182.89	\$0.00	0	\$0.00	\$0.00
	<u>\$1,069,279.00</u>	<u>\$3,279,708.61</u>	<u>32.6</u>	<u>\$1,140,904.91</u>	<u>\$2,017,559.73</u>
<b>Materials &amp; Supplies</b>					
Advertising	\$104,024.00	\$212,000.00	49.07	\$24,120.61	\$52,269.72
Audio/Visual/Stream Mat	\$13,668.01	\$15,000.00	91.12	\$12,009.82	\$14,409.82
Books-Library Collection	\$1,905.66	\$6,300.00	30.25	\$610.46	\$4,301.80
Computer Software	\$72,043.91	\$241,342.00	29.85	\$186,114.65	\$290,166.93
Digital Print/Curric Spt	\$55,374.16	\$58,910.00	94	\$32,537.32	\$40,358.46
Event Expense	\$19,294.44	\$22,700.00	85	\$16,475.26	\$42,244.10
Graphic Supplies	\$0.00	\$2,500.00	0	\$0.00	\$0.00
Instructional Supplies	\$46,394.32	\$113,585.00	40.85	\$49,080.06	\$105,631.58
Laundry/Linen Supplies	\$234.00	\$1,600.00	14.63	\$848.00	\$1,187.20
Maintenance Supplies	\$72,797.73	\$101,550.00	71.69	\$38,529.58	\$93,040.70
Materials	\$20,351.11	\$85,275.00	23.87	\$44,957.17	\$143,031.87
Non Consumable Supplies	\$0.00	\$8,000.00	0	\$0.00	\$7,422.00
Office Supplies	\$8,057.84	\$21,601.10	37.3	\$4,777.60	\$11,088.35
Postage	\$6,627.66	\$13,035.00	50.85	\$5,679.45	\$13,950.51
Printing	\$25,799.82	\$78,565.00	32.84	\$11,793.06	\$30,096.66
Publications & Dues	\$65,158.47	\$116,109.00	56.12	\$58,314.33	\$109,102.62
Readiness Initiative	\$0.00	\$3,738.32	0	\$0.00	\$0.00
Specialities	\$309.60	\$1,500.00	20.64	\$0.00	\$0.00
Transcripts	\$7,724.59	\$16,000.00	48.28	\$0.00	\$614.10
Uniforms	\$3,937.02	\$250.00	1574.8	\$1,177.35	\$3,681.67
Vehicle Expense	\$13,216.93	\$24,000.00	55.07	\$16,008.32	\$18,324.37
Wind Turbine Maintenance	\$7,200.00	\$13,000.00	55.38	\$7,200.00	\$11,678.50
	<u>\$544,119.27</u>	<u>\$1,156,560.42</u>	<u>47.05</u>	<u>\$510,233.04</u>	<u>\$992,600.96</u>
<b>Conference &amp; Meeting Exp</b>					
Community Relations/Spon	\$0.00	\$5,000.00	0	\$2,599.96	\$2,599.96
Meeting Expense	\$9,630.03	\$17,415.00	55.3	\$3,049.41	\$13,131.03
Registration Fees	\$14,375.78	\$83,521.00	17.21	\$6,779.83	\$25,815.59
Relocation	\$1,500.00	\$6,000.00	25	\$3,000.00	\$3,000.00
Travel-In State	\$11,750.40	\$24,995.00	47.01	\$3,968.37	\$36,457.47
Travel-In State Mileage	\$7,696.34	\$20,425.00	37.68	\$3,568.17	\$10,864.35
Travel-In State-Admin	\$0.00	\$0.00	0	\$191.25	\$191.25
Travel-In State-Instruct	\$0.00	\$0.00	0	\$11.88	\$366.88
Travel-Out State-Instruc	\$602.80	\$0.00	0	\$0.00	\$0.00
Travel-Out State-Other	\$2,059.61	\$0.00	0	\$0.00	\$0.00
Travel-Out of State	\$24,347.01	\$123,494.00	19.72	\$26,953.31	\$97,683.24
	<u>\$71,961.97</u>	<u>\$280,850.00</u>	<u>25.62</u>	<u>\$50,122.18</u>	<u>\$190,109.77</u>
<b>Fixed Charges</b>					
Credit Card Fees	\$95.00	\$23,000.00	0.41	\$6,540.29	\$6,715.16
Equipment Rental	\$0.00	\$1,500.00	0	\$0.00	\$0.00
Facility Rental	\$0.00	\$0.00	0	\$47,841.00	\$47,841.00
Graduation Expense	\$54.75	\$21,600.00	0.25	\$4,054.75	\$33,639.46
Install Pymt Lease/Purch	\$0.00	\$0.00	0	\$2,458.07	\$2,458.07
Property Taxes	\$1,536.51	\$3,500.00	43.9	\$9,414.05	\$42,838.74
	<u>\$1,686.26</u>	<u>\$49,600.00</u>	<u>3.4</u>	<u>\$70,308.16</u>	<u>\$133,492.43</u>
<b>Utilities</b>					
Electricity and Nat Gas	\$250,193.03	\$543,500.00	46.03	\$312,246.96	\$548,318.13
Internet	\$7,200.00	\$20,100.00	35.82	\$7,548.00	\$13,548.00
Propane	\$0.00	\$300.00	0	\$0.00	\$0.00
Refuse Disposal	\$33,485.60	\$44,700.00	74.91	\$19,718.20	\$47,770.19
Telephone	\$23,516.01	\$33,420.00	70.37	\$20,580.78	\$38,384.52
Water,Sewage	\$41,938.47	\$59,600.00	70.37	\$31,706.08	\$53,133.50

## Operating Funds Expenses

	Actual Expenses YTD 1/31/2024	Budget 2324	%	Actual Expenses YTD 1/31/2023	Prior Year Expenses 6/30/2023
<b>Utilities</b>					
	\$356,333.11	\$701,620.00	50.79	\$391,800.02	\$701,154.34
<b>Capital Outlay</b>					
Equipment-Instructional	(\$1,011.27)	\$95,500.00	-1.06	\$0.00	\$1,880.21
Equipment-Service	\$3,597.97	\$290,000.00	1.24	\$0.00	\$14,635.74
	\$2,586.70	\$385,500.00	0.67	\$0.00	\$16,515.95
<b>Tuition Adjustments</b>					
Tuition Waiver	\$5,745.00	\$12,000.00	47.88	\$1,498.00	\$3,032.00
Unfunded ING/MIA/POW	\$0.00	\$5,000.00	0	\$2,359.42	\$2,359.42
Write-Off	\$756.00	\$175,000.00	0.43	\$82,949.91	\$84,099.91
	\$6,501.00	\$192,000.00	3.39	\$86,807.33	\$89,491.33
<b>Other Expense</b>					
Bank Service Charges	\$0.00	\$5,500.00	0	\$1,430.82	\$1,505.82
Contributions	\$31,661.25	\$164,280.00	19.27	\$52,440.00	\$79,387.00
Expense-Other	\$2,280.03	\$41,000.00	5.56	\$5,725.83	\$6,335.53
	\$33,941.28	\$210,780.00	16.1	\$59,596.65	\$87,228.35
<b>Total Expenses</b>	<b>\$9,046,408.19</b>	<b>\$19,073,744.43</b>	<b>47.43</b>	<b>\$8,708,102.53</b>	<b>\$15,599,062.92</b>

## Revenues by Fund Summary

	Actual Revenue YTD 1/31/2024	Budget 2324	%	Actual Revenue YTD 1/31/2023	Prior Year Revenue 6/30/2023
<b>Fund 01-Education Fund</b>					
Local Government Sources	\$2,257,096.43	\$7,613,204.00	29.65	\$6,694,690.16	\$6,694,690.16
State Government Sources	\$0.00	\$2,245,057.00	0	\$1,993,639.13	\$2,679,526.31
Student Tuition & Fees	\$2,640,779.20	\$4,898,195.00	53.91	\$5,168,564.90	\$7,434,491.83
Investment Revenue	\$0.00	\$8,300.00	0	\$245,378.88	\$522,552.75
Other Revenue	\$40,927.55	\$1,888,425.00	2.17	\$71,378.66	\$112,711.92
<b>Total Revenue Fund 01</b>	<b>\$4,938,803.18</b>	<b>\$16,653,181.00</b>	<b>29.66</b>	<b>\$14,173,651.73</b>	<b>\$17,443,972.97</b>
<b>Fund 02-Operations &amp; Maintenance</b>					
Local Government Sources	\$315,256.13	\$1,085,252.00	29.05	\$974,061.57	\$974,061.57
State Government Sources	\$0.00	\$235,260.00	0	\$0.00	\$0.00
Student Tuition & Fees	\$254,762.80	\$530,651.00	48.01	\$518,275.10	\$733,144.26
Other Revenue	\$73,766.09	\$620,421.00	11.89	\$109,021.58	\$169,867.83
<b>Total Revenue Fund 02</b>	<b>\$643,785.02</b>	<b>\$2,471,584.00</b>	<b>26.05</b>	<b>\$1,601,358.25</b>	<b>\$1,877,073.66</b>
<b>Fund 03-Oper &amp; Maint Restricted</b>					
Local Government Sources	\$189,153.62	\$650,000.00	29.1	\$0.00	\$0.00
Investment Revenue	\$0.00	\$55,000.00	0	\$98,209.69	\$148,372.65
Other Revenue	\$0.00	\$15,405,258.00	0	\$0.00	\$0.00
<b>Total Revenue Fund 03</b>	<b>\$189,153.62</b>	<b>\$16,110,258.00</b>	<b>1.17</b>	<b>\$98,209.69</b>	<b>\$148,372.65</b>
<b>Fund 04-Bond &amp; Interest Fund</b>					
Customized Training	\$0.00	\$0.00	0	\$25.00	\$25.00
Local Government Sources	\$937,018.59	\$3,220,848.00	29.09	\$3,092,085.08	\$3,092,085.08
Investment Revenue	\$0.00	\$9,000.00	0	\$2,419.97	\$4,302.34
<b>Total Revenue Fund 04</b>	<b>\$937,018.59</b>	<b>\$3,229,848.00</b>	<b>29.01</b>	<b>\$3,094,530.05</b>	<b>\$3,096,412.42</b>
<b>Fund 05-Auxiliary Enterprises</b>					
Customized Training	\$320,218.50	\$653,906.00	48.97	\$463,386.81	\$692,503.60
Student Tuition & Fees	\$6,363.00	\$48,900.00	13.01	\$34,038.00	\$38,456.00
Auxiliary Enterprises	\$624,323.99	\$1,436,041.00	43.48	\$161,748.11	\$1,129,465.13
Other Revenue	\$0.00	\$0.00	0	\$0.00	\$1,725.00
Investment Revenue	\$0.00	\$0.00	0	\$35,782.73	\$70,353.86
Other Revenue	\$14,073.07	\$259,083.00	5.43	\$24,682.98	\$39,327.07
<b>Total Revenue Fund 05</b>	<b>\$964,978.56</b>	<b>\$2,397,930.00</b>	<b>40.24</b>	<b>\$719,638.63</b>	<b>\$1,971,830.66</b>
<b>Fund 06-Restricted Purposes Fund</b>					
Financial Aid	\$55,590.83	\$7,819,305.00	0.71	\$3,076,160.94	\$3,612,771.97
Investment Revenue	\$0.00	\$200.00	0	\$775.54	\$1,573.18
Other Revenue	\$41,403.25	\$24,120,117.13	0.17	\$1,786,209.01	\$2,920,773.27
<b>Total Revenue Fund 06</b>	<b>\$96,994.08</b>	<b>\$31,939,622.13</b>	<b>0.3</b>	<b>\$4,863,145.49</b>	<b>\$6,535,118.42</b>
<b>Fund 07-Working Cash Fund</b>					
Investment Revenue	\$1,154.45	\$20,000.00	5.77	\$129,021.46	\$270,767.66
<b>Total Revenue Fund 07</b>	<b>\$1,154.45</b>	<b>\$20,000.00</b>	<b>5.77</b>	<b>\$129,021.46</b>	<b>\$270,767.66</b>
<b>Fund 10-Trust &amp; Agency Fund</b>					
Club Revenue	\$9,723.76	\$13,650.00	71.24	\$11,137.35	\$11,611.85
Investment Revenue	\$0.00	\$250.00	0	\$4,176.82	\$8,905.66
Other Revenue	\$31,661.25	\$45,412.00	69.72	\$26,220.00	\$53,167.00
<b>Total Revenue Fund 10</b>	<b>\$41,385.01</b>	<b>\$59,312.00</b>	<b>69.78</b>	<b>\$41,534.17</b>	<b>\$73,684.51</b>
<b>Fund 11-Audit Fund</b>					
Local Government Sources	\$19,701.18	\$67,510.00	29.18	\$101,351.37	\$101,351.37
Investment Revenue	\$0.00	\$100.00	0	\$1,839.38	\$3,855.29
<b>Total Revenue Fund 11</b>	<b>\$19,701.18</b>	<b>\$67,610.00</b>	<b>29.14</b>	<b>\$103,190.75</b>	<b>\$105,206.66</b>
<b>Fund 12-Liability &amp; Protection</b>					
Local Government Sources	\$564,779.78	\$1,786,100.00	31.62	\$2,057,222.07	\$2,057,222.07
Student Tuition & Fees	\$3,176.00	\$3,500.00	90.74	\$7,472.00	\$10,552.08
Investment Revenue	\$0.00	\$2,050.00	0	\$41,569.78	\$83,330.37
Other Revenue	\$0.00	\$40,288.00	0	\$0.00	\$0.00
<b>Total Revenue Fund 12</b>	<b>\$567,955.78</b>	<b>\$1,831,938.00</b>	<b>31</b>	<b>\$2,106,263.85</b>	<b>\$2,151,104.52</b>

## Revenues by Fund Summary

	Actual Revenue YTD 1/31/2024	Budget 2324	%	Actual Revenue YTD 1/31/2023	Prior Year Revenue 6/30/2023
<b>Fund 21-Brush College LLC</b>					
Auxiliary Enterprises	\$0.00	\$35,000.00	0	\$0.00	\$60,000.00
Other Revenue	\$0.00	\$10,000.00	0	\$0.00	\$9,999.00
Investment Revenue	\$0.00	\$125.00	0	\$170.62	\$516.90
Other Revenue	\$25,250.00	\$93,458.00	27.02	\$0.00	\$21,450.00
<b>Total Revenue Fund 21</b>	<b>\$25,250.00</b>	<b>\$138,583.00</b>	<b>18.22</b>	<b>\$170.62</b>	<b>\$91,965.90</b>
<b>Fund 25-Law Enforcement Trng Ctr</b>					
Auxiliary Enterprises	\$1,161,884.18	\$2,396,500.00	48.48	\$575,686.75	\$1,902,793.90
Other Revenue	\$496,924.93	\$1,273,480.00	39.02	\$373,621.98	\$1,095,216.46
<b>Total Revenue Fund 25</b>	<b>\$1,658,809.11</b>	<b>\$3,669,980.00</b>	<b>45.2</b>	<b>\$949,308.73</b>	<b>\$2,998,010.36</b>
<b>Total Revenue</b>	<b>\$10,084,988.58</b>	<b>\$78,589,846.13</b>	<b>12.83</b>	<b>\$27,880,023.42</b>	<b>\$36,763,520.39</b>

# Expenses by Fund Summary

	Budget 2324	Actual YTD as of 1/31/2024	Encumbered as of 1/31/2024	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
<b>Fund 01-Education Fund</b>							
Salaries	\$10,412,515.40	\$5,714,837.92	\$0.00	\$5,714,837.92	54.88	\$9,332,713.41	56.15
Employee Benefits	\$1,913,044.00	\$972,504.87	\$0.00	\$972,504.87	50.84	\$1,688,477.38	58.02
Contractual Services	\$2,489,472.61	\$670,730.56	\$378,291.67	\$1,049,022.23	42.14	\$1,151,661.09	74.21
Materials & Supplies	\$1,005,460.42	\$447,245.93	\$50,325.74	\$497,571.67	49.49	\$856,693.72	52.19
Conference & Meeting Exp	\$274,000.00	\$71,961.97	\$75,970.07	\$147,932.04	53.99	\$190,081.69	26.37
Fixed Charges	\$44,600.00	\$149.75	\$0.00	\$149.75	0.34	\$42,812.69	30.49
Utilities	\$4,020.00	\$2,345.00	\$2,530.00	\$4,875.00	121.27	\$3,780.00	62.3
Capital Outlay	\$95,500.00	(\$1,011.27)	\$0.00	(\$1,011.27)	-1.06	\$1,880.21	0
Other Expense	\$175,000.00	\$756.00	\$0.00	\$756.00	0.43	\$84,099.91	98.63
Tuition Adjustments	\$17,000.00	\$5,745.00	\$0.00	\$5,745.00	33.79	\$5,391.42	71.55
Other Expense	\$210,780.00	\$33,941.28	\$0.00	\$33,941.28	16.1	\$87,228.35	68.32
<b>Total Expense Fund 01</b>	<b>\$16,641,392.43</b>	<b>\$7,919,207.01</b>	<b>\$507,117.48</b>	<b>\$8,426,324.49</b>	<b>50.63</b>	<b>\$13,444,819.87</b>	<b>57.52</b>
<b>Fund 02-Operations &amp; Maintenance</b>							
Salaries	\$427,458.00	\$223,198.51	\$0.00	\$223,198.51	52.22	\$286,539.75	50.93
Employee Benefits	\$99,790.00	\$67,238.65	\$0.00	\$67,238.65	67.38	\$96,747.60	54.54
Contractual Services	\$790,236.00	\$398,548.44	\$131,397.63	\$529,946.07	67.06	\$865,898.64	33.06
Materials & Supplies	\$153,150.00	\$96,873.34	\$1,686.34	\$98,559.68	64.35	\$135,907.24	46.45
Conference & Meeting Exp	\$8,350.00	\$0.00	\$0.00	\$0.00	0	\$28.08	0
Fixed Charges	\$5,000.00	\$1,536.51	\$0.00	\$1,536.51	30.73	\$90,679.74	63.14
Utilities	\$697,600.00	\$353,988.11	\$1,605.07	\$355,593.18	50.97	\$697,374.34	55.84
Capital Outlay	\$290,000.00	\$3,597.97	\$0.00	\$3,597.97	1.24	\$14,635.74	0
<b>Total Expense Fund 02</b>	<b>\$2,471,584.00</b>	<b>\$1,144,981.53</b>	<b>\$134,689.04</b>	<b>\$1,279,670.57</b>	<b>51.78</b>	<b>\$2,187,811.13</b>	<b>45.47</b>
<b>Fund 03-Oper &amp; Maint Restricted</b>							
Contractual Services	\$0.00	\$24,000.00	\$0.00	\$24,000.00	0	\$3,981.88	100
Materials & Supplies	\$180,000.00	\$6,124.00	\$17,413.00	\$23,537.00	13.08	\$52,465.95	69.07
Capital Outlay	\$15,587,884.00	\$2,186,790.57	\$22,920.44	\$2,209,711.01	14.18	\$2,346,449.50	24.55
<b>Total Expense Fund 03</b>	<b>\$15,767,884.00</b>	<b>\$2,216,914.57</b>	<b>\$40,333.44</b>	<b>\$2,257,248.01</b>	<b>14.32</b>	<b>\$2,402,897.33</b>	<b>25.65</b>
<b>Fund 04-Bond &amp; Interest Fund</b>							
Fixed Charges	\$3,227,847.50	\$2,791,387.50	\$0.00	\$2,791,387.50	86.48	\$3,191,214.44	88.18
Other Expense	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	100	\$2,000.00	100
<b>Total Expense Fund 04</b>	<b>\$3,229,847.50</b>	<b>\$2,793,387.50</b>	<b>\$0.00</b>	<b>\$2,793,387.50</b>	<b>86.49</b>	<b>\$3,193,214.44</b>	<b>88.19</b>
<b>Fund 05-Auxiliary Enterprises</b>							
Salaries	\$1,282,649.88	\$621,524.50	\$0.00	\$621,524.50	48.46	\$956,405.27	55.86
Employee Benefits	\$180,672.00	\$88,738.52	\$0.00	\$88,738.52	49.12	\$152,996.88	55.12
Contractual Services	\$19,250.00	\$75,914.43	\$1,919.29	\$77,833.72	404.33	\$119,050.76	65.24
Materials & Supplies	\$880,245.00	\$528,347.80	\$12,225.96	\$540,573.76	61.41	\$920,292.37	51.46
Conference & Meeting Exp	\$22,425.00	\$4,010.53	\$10,600.43	\$14,610.96	65.15	\$14,522.30	25.41
Fixed Charges	\$10,699.00	\$1,120.25	\$0.00	\$1,120.25	10.47	\$3,337.68	63.38
Utilities	\$600.00	\$0.00	\$0.00	\$0.00	0	\$600.00	58.33
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0	\$11,185.34	98.34
Other Expense	\$1,389.00	\$0.00	\$0.00	\$0.00	0	\$441.77	37.8
<b>Total Expense Fund 05</b>	<b>\$2,397,929.88</b>	<b>\$1,319,656.03</b>	<b>\$24,745.68</b>	<b>\$1,344,401.71</b>	<b>56.07</b>	<b>\$2,178,832.37</b>	<b>54.49</b>
<b>Fund 06-Restricted Purposes Fund</b>							
Salaries	\$2,140,457.88	\$863,884.06	\$0.00	\$863,884.06	40.36	\$1,388,084.43	49.95
Employee Benefits	\$603,491.86	\$265,050.79	\$0.00	\$265,050.79	43.92	\$435,147.74	52.07
Contractual Services	\$18,319,581.38	\$3,172,751.69	\$19,401.32	\$3,192,153.01	17.42	\$1,882,798.41	19.89
Materials & Supplies	\$266,207.73	\$18,467.83	\$22,811.66	\$41,279.49	15.51	\$235,100.03	27.96
Conference & Meeting Exp	\$177,179.24	\$56,276.98	\$17,446.46	\$73,723.44	41.61	\$38,805.68	5.94
Fixed Charges	\$261,135.01	\$0.00	\$0.00	\$0.00	0	\$28,869.55	98.06
Capital Outlay	\$854,319.50	\$98,450.99	(\$83.75)	\$98,367.24	11.51	\$584,793.86	26.39
Financial Aid Expense	\$8,293,298.00	\$3,443,643.11	\$0.00	\$3,443,643.11	41.52	\$7,342,804.65	57.47
Other Expense	(\$10,509,170.10)	\$198,715.66	\$0.00	\$198,715.66	0	\$10,584.64	0
<b>Total Expense Fund 06</b>	<b>\$20,406,500.50</b>	<b>\$8,117,241.11</b>	<b>\$59,575.69</b>	<b>\$8,176,816.80</b>	<b>40.07</b>	<b>\$11,946,988.99</b>	<b>48.26</b>
<b>Fund 10-Trust &amp; Agency Fund</b>							

## Expenses by Fund Summary

	Budget 2324	Actual YTD as of 1/31/2024	Encumbered as of 1/31/2024	Total Expenses YTD	%	Prior YTD Expenses	Pr YTD %
<b>Fund 10-Trust &amp; Agency Fund</b>							
Contractual Services	\$18,000.00	\$13,455.00	\$0.00	\$13,455.00	74.75	\$17,495.00	76.82
Materials & Supplies	\$39,352.00	\$24,990.98	\$117.99	\$25,108.97	63.81	\$25,968.00	48.51
Conference & Meeting Exp	\$760.00	\$401.01	\$500.00	\$901.01	118.55	\$2,996.88	0
Other Expense	\$1,200.00	\$300.00	\$0.00	\$300.00	25	\$731.98	54.65
<b>Total Expense Fund 10</b>	<b>\$59,312.00</b>	<b>\$39,146.99</b>	<b>\$617.99</b>	<b>\$39,764.98</b>	<b>67.04</b>	<b>\$47,191.86</b>	<b>56.02</b>
<b>Fund 11-Audit Fund</b>							
Salaries	\$9,696.00	\$5,661.02	\$0.00	\$5,661.02	58.39	\$5,413.86	46.29
Employee Benefits	\$1,329.00	\$802.77	\$0.00	\$802.77	60.4	\$893.60	58.76
Contractual Services	\$53,550.00	\$0.00	\$0.00	\$0.00	0	\$34,000.00	0
<b>Total Expense Fund 11</b>	<b>\$64,575.00</b>	<b>\$6,463.79</b>	<b>\$0.00</b>	<b>\$6,463.79</b>	<b>10.01</b>	<b>\$40,307.46</b>	<b>7.52</b>
<b>Fund 12-Liability &amp; Protection</b>							
Salaries	\$621,467.00	\$359,106.52	\$0.00	\$359,106.52	57.78	\$607,634.84	58.5
Employee Benefits	\$289,064.00	\$152,061.90	\$0.00	\$152,061.90	52.6	\$288,754.97	60.49
Contractual Services	\$424,097.00	\$204,416.66	\$143,527.79	\$347,944.45	82.04	\$307,257.96	47.93
Materials & Supplies	\$56,400.00	\$14,455.68	\$0.00	\$14,455.68	25.63	\$43,161.82	51.81
Conference & Meeting Exp	\$5,250.00	\$795.12	\$1,065.04	\$1,860.16	35.43	\$1,221.11	33.45
Fixed Charges	\$370,500.00	\$304,038.86	\$0.00	\$304,038.86	82.06	\$346,251.30	75.42
Utilities	\$5,100.00	\$1,120.64	\$360.21	\$1,480.85	29.04	\$2,840.48	58.35
Capital Outlay	\$60,060.00	\$0.00	\$0.00	\$0.00	0	\$6,580.00	100
Other Expense	\$0.00	\$33,382.11	\$0.00	\$33,382.11	0	\$9,994.96	0
<b>Total Expense Fund 12</b>	<b>\$1,831,938.00</b>	<b>\$1,069,377.49</b>	<b>\$144,953.04</b>	<b>\$1,214,330.53</b>	<b>66.29</b>	<b>\$1,613,697.44</b>	<b>60.08</b>
<b>Fund 21-Brush College LLC</b>							
Contractual Services	\$26,820.00	\$12,181.66	\$0.00	\$12,181.66	45.42	\$10,550.27	78.39
Materials & Supplies	\$155.00	\$0.00	\$0.00	\$0.00	0	\$2,679.42	5.78
Fixed Charges	\$62,500.00	\$53,013.82	\$0.00	\$53,013.82	84.82	\$61,319.73	72.49
Utilities	\$49,000.00	\$33,295.20	\$0.00	\$33,295.20	67.95	\$45,921.51	38.59
Capital Outlay	\$0.00	\$5,004.00	\$0.00	\$5,004.00	0	\$0.00	0
Other Expense	\$108.00	\$0.00	\$0.00	\$0.00	0	\$108.00	58.33
<b>Total Expense Fund 21</b>	<b>\$138,583.00</b>	<b>\$103,494.68</b>	<b>\$0.00</b>	<b>\$103,494.68</b>	<b>74.68</b>	<b>\$120,578.93</b>	<b>58.6</b>
<b>Fund 25-Law Enforcement Trng Ctr</b>							
Salaries	\$976,552.00	\$589,324.14	\$0.00	\$589,324.14	60.35	\$1,009,739.30	57.22
Employee Benefits	\$201,160.00	\$119,756.37	\$0.00	\$119,756.37	59.53	\$215,137.87	57.7
Contractual Services	\$1,604,445.00	\$468,580.20	\$59,008.44	\$527,588.64	32.88	\$854,643.44	8.06
Materials & Supplies	\$366,536.00	\$157,194.17	\$49,369.99	\$206,564.16	56.36	\$338,976.55	53.79
Conference & Meeting Exp	\$1,625.00	\$0.00	\$0.00	\$0.00	0	\$501.51	9.83
Fixed Charges	\$2,880.00	\$3,806.90	\$0.00	\$3,806.90	132.18	\$3,443.25	53.59
Utilities	\$111,500.00	\$60,287.15	\$0.00	\$60,287.15	54.07	\$131,609.68	50.74
Capital Outlay	\$40,370.00	\$20,780.04	\$4,296.35	\$25,076.39	62.12	\$48,982.35	99.74
Other Expense	\$15,000.00	\$10,887.66	\$3,995.60	\$14,883.26	99.22	\$3,896.52	44.96
<b>Total Expense Fund 25</b>	<b>\$3,320,068.00</b>	<b>\$1,430,616.63</b>	<b>\$116,670.38</b>	<b>\$1,547,287.01</b>	<b>46.6</b>	<b>\$2,606,930.47</b>	<b>41.13</b>
<b>Total Expenses</b>	<b>\$66,329,614.31</b>	<b>\$26,160,487.33</b>	<b>\$1,028,702.74</b>	<b>\$27,189,190.07</b>	<b>40.99</b>	<b>\$39,783,270.29</b>	<b>53.43</b>

## Auxiliary Enterprises Revenue & Expenses

JAN 2324

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
<b>Community Events</b>						
6030 -Misc Events	\$12,380.00	\$28,000.00	\$0.00	\$0.00	\$12,380.00	\$28,000.00
	<u>\$12,380.00</u>	<u>\$28,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$12,380.00</u>	<u>\$28,000.00</u>
<b>Continuing &amp; Professional Education</b>						
6000 -Admininstration-CPED	\$1,582.00	\$2,000.00	\$7,814.82	\$88,208.00	(\$6,232.82)	(\$86,208.00)
6001 -CDL	\$234,140.00	\$400,000.00	\$128,887.07	\$292,009.00	\$105,252.93	\$107,991.00
6013 -Culinary Arts	\$1,140.00	\$0.00	\$99.57	\$0.00	\$1,040.43	\$0.00
6003 -Dance	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$28,000.00
6004 -Personal Development	\$1,770.00	\$20,000.00	\$3,123.26	\$3,400.00	(\$1,353.26)	\$16,600.00
6007 -Safety-Industrial	\$68,072.50	\$193,706.00	\$110,557.41	\$149,267.00	(\$42,484.91)	\$44,439.00
6008 -Shilling Rentals	\$4,298.25	\$22,650.00	\$1,599.79	\$11,709.00	\$2,698.46	\$10,941.00
6009 -Traffic Safety	\$12,779.00	\$28,200.00	\$17,626.74	\$20,822.00	(\$4,847.74)	\$7,378.00
6005 -Workforce Development	\$735.00	\$9,500.00	\$1,273.53	\$8,700.00	(\$538.53)	\$800.00
	<u>\$324,516.75</u>	<u>\$704,056.00</u>	<u>\$270,982.19</u>	<u>\$574,115.00</u>	<u>\$53,534.56</u>	<u>\$129,941.00</u>
<b>Culinary</b>						
8907 -Bistro 537	\$74,579.27	\$111,661.00	\$119,590.21	\$193,260.00	(\$45,010.94)	(\$81,599.00)
8970 -Cafe	\$536,986.49	\$1,275,882.00	\$444,005.22	\$642,324.60	\$92,981.27	\$633,557.40
8908 -Coffee House	\$0.00	\$10,750.00	\$0.00	\$8,850.00	\$0.00	\$1,900.00
	<u>\$611,565.76</u>	<u>\$1,398,293.00</u>	<u>\$563,595.43</u>	<u>\$844,434.60</u>	<u>\$47,970.33</u>	<u>\$553,858.40</u>
<b>Fitness Center</b>						
1157 -Fitness Center	\$6,363.00	\$79,473.00	\$50,396.62	\$89,426.00	(\$44,033.62)	(\$9,953.00)
	<u>\$6,363.00</u>	<u>\$79,473.00</u>	<u>\$50,396.62</u>	<u>\$89,426.00</u>	<u>(\$44,033.62)</u>	<u>(\$9,953.00)</u>
<b>Horticulture</b>						
4503 -Garden Center	\$1,344.10	\$20,000.00	\$6,813.95	\$17,636.00	(\$5,469.85)	\$2,364.00
9099 -Produce Market	\$0.00	\$3,448.00	\$2,032.27	\$3,768.00	(\$2,032.27)	(\$320.00)
	<u>\$1,344.10</u>	<u>\$23,448.00</u>	<u>\$8,846.22</u>	<u>\$21,404.00</u>	<u>(\$7,502.12)</u>	<u>\$2,044.00</u>

## Education Fund Revenue & Expenses

JAN 2324

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
<b>Continuing &amp; Professional Education</b>						
6000 -Admininstration-CPED	\$0.00	\$0.00	\$12,097.15	\$0.00	(\$12,097.15)	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$12,097.15</u>	<u>\$0.00</u>	<u>(\$12,097.15)</u>	<u>\$0.00</u>
<b>Culinary</b>						
8970 -Cafe	\$0.00	\$0.00	\$2,480.33	\$0.00	(\$2,480.33)	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,480.33</u>	<u>\$0.00</u>	<u>(\$2,480.33)</u>	<u>\$0.00</u>

## Restricted Purposes Fund Revenue & Expenses

JAN 2324

	<u>Actual Revenue</u>	<u>Budget Revenue</u>	<u>Actual Expenses</u>	<u>Budget Expenses</u>	<u>Net Actual</u>	<u>Net Budget</u>
<b>Continuing &amp; Professional Education</b>						
6007 -Safety-Industrial	\$0.00	\$0.00	(\$57.87)	\$0.00	\$57.87	\$0.00
6009 -Traffic Safety	\$0.00	\$0.00	\$2,219.89	\$0.00	(\$2,219.89)	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,162.02</u>	<u>\$0.00</u>	<u>(\$2,162.02)</u>	<u>\$0.00</u>

# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
<b>AEP Energy, Inc</b>					
Electricity and Nat Gas	Utilities	\$24,681.75		\$24,681.75	
Electricity and Nat Gas	Utilities	\$5,688.96		\$5,688.96	
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,854.21			\$1,854.21
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$1,142.85			\$1,142.85
Electricity and Nat Gas	Workforce Development Ct	\$3,449.95		\$3,449.95	
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$919.71			\$919.71
<b>ARC/STSA</b>					
Accreditation Fees	Surgical Tech-Health Occ	\$2,000.00	\$2,000.00		
<b>AT&amp;T</b>					
Telephone	Telecommunications	\$772.99		\$772.99	
Telephone	Telecommunications	\$647.12		\$647.12	
<b>AT&amp;T Long Distance</b>					
Telephone	Telecommunications	\$2.09		\$2.09	
<b>Airweld Industrial Gases &amp; Suppl</b>					
Instructional Supplies	Human Simulator	\$2.57	\$2.57		
Instructional Supplies	Human Simulator	\$31.00	\$31.00		
Maintenance Supplies	Maintenance	\$24.30		\$24.30	
Maintenance Supplies	Maintenance	\$33.43		\$33.43	
Instructional Supplies	Welding-Technical Occ	\$220.98	\$220.98		
Equip Repair/Maint Agree	Welding-Technical Occ	\$4,276.61	\$4,276.61		
<b>Altorfer Inc</b>					
Building Repair/Maint	Maintenance	\$953.36		\$953.36	
<b>AmerenIP</b>					
Electricity and Nat Gas	Utilities	\$138.03		\$138.03	
Electricity and Nat Gas	Utilities	\$4.25		\$4.25	
Electricity and Nat Gas	Brush College General Ex	\$51.92			\$51.92
Electricity and Nat Gas	Workforce Development Ct	\$27.61		\$27.61	
Electricity and Nat Gas	Utilities	\$5,341.62		\$5,341.62	
Electricity and Nat Gas	Utilities	\$374.24		\$374.24	
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$121.91		\$121.91	
Electricity and Nat Gas	Utilities	\$174.64		\$174.64	
Electricity and Nat Gas	Utilities	\$28.48		\$28.48	
Electricity and Nat Gas	Utilities	\$4.25		\$4.25	
<b>American Heart Association</b>					
Instructional Supplies	Credit	\$51.00			\$51.00
Instructional Supplies	Credit	\$356.90			\$356.90
Instructional Supplies	Credit	\$102.30			\$102.30
Instructional Supplies	Credit	\$311.10			\$311.10
<b>Aramark - AUS St Louis MC</b>					
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$94.35			\$94.35
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$94.35			\$94.35
Laundry/Linen Supplies	Law Enforce Trng Ctr O&M	\$94.35			\$94.35
<b>Arbor Scientific</b>					
Instructional Supplies	Phys Sci/Physic-Baccal	\$678.56	\$678.56		
<b>Ascend Learning Holdings LLC</b>					
Participant Supplies	Student Activities	\$7,150.00			\$7,150.00
<b>Ascendium Education Solutions</b>					
Contractual-Other	Fin Aid & Vet Affairs	\$36.00	\$36.00		
<b>B &amp; A Screenprinting</b>					
Participant Supplies	Student Activities	\$918.00			\$918.00
Participant Supplies	Student Activities	\$2,913.76			\$2,913.76
<b>B &amp; H Photo</b>					
Printing	Student Success	\$96.00	\$96.00		
<b>BMI</b>					
Publications & Dues	General Expenses	\$437.35	\$437.35		
<b>Babb, Erin Nicole</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Baker &amp; Taylor Inc</b>					
Books-Library Collection	LRC	\$56.49	\$56.49		
Books-Library Collection	LRC	\$203.79	\$203.79		
Books-Library Collection	LRC	\$550.60	\$550.60		
<b>Baldwin, Shelly L</b>					
Publications & Dues	AAS Nursing -Health Occ	\$235.00	\$235.00		
<b>Bass, Roosevelt Lavar</b>					
Stipends	CDL / Transportation	\$360.00			\$360.00
Stipends	CDL / Transportation	\$252.00			\$252.00
<b>BearMail Co</b>					
Postage	Business Office	\$800.10	\$800.10		
Postage	Foundation & Development	\$81.03	\$81.03		
Postage	General Expenses	\$334.18	\$334.18		
Postage	NonCredit	\$109.14			\$109.14
<b>Beck's Studio</b>					

# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
<b>Beck's Studio</b>					
Uniforms	Basic Law Enforce Trng	\$456.00			\$456.00
Uniforms	Basic Law Enforce Trng	\$18.00			\$18.00
<b>Becker, Morgan Marie</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Belley, Tamirat Mark</b>					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$432.00			\$432.00
Stipends	Industrial Skills	\$420.00			\$420.00
<b>Benton, Joshua T</b>					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$384.00			\$384.00
Stipends	Industrial Skills	\$336.00			\$336.00
<b>Blankenship, Christina</b>					
Stipends	CDL / Transportation	\$348.00			\$348.00
Stipends	CDL / Transportation	\$315.00			\$315.00
Stipends	CDL / Transportation	\$150.00			\$150.00
<b>Blue Cross and Blue Shield of IL</b>					
Group Insurance		\$39,727.72	\$39,727.72		
Health Insurance		\$212,556.20	\$212,556.20		
<b>Bond, Lauryn Renee</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Bragg, Kendra Raynesha</b>					
Expense-Other	Student Activities	\$85.00			\$85.00
<b>Britton, Juan</b>					
Stipends	CDL / Transportation	\$240.00			\$240.00
Stipends	CDL / Transportation	\$144.00			\$144.00
<b>Brown, Madonna M</b>					
Telephone	Presidents Office	\$50.00	\$50.00		
<b>Bruce, MaShayla MyChele</b>					
Stipends	Allied Health	\$750.00			\$750.00
<b>Burdick Plumbing &amp; Heating Co, I</b>					
Equip Repair/Maint Agree	Sequestration Bldg O&M	\$548.55		\$548.55	
<b>CC Fire Equipment Co Inc</b>					
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$85.00			\$85.00
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$1,062.00			\$1,062.00
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$227.50			\$227.50
<b>CDS Office Technologies</b>					
Printing	Copiers	\$120.00	\$120.00		
Equipment Rental	Law Enforce Trng Ctr	\$139.72			\$139.72
Printing	Copiers	\$2,732.66	\$2,732.66		
<b>CDWG Government Inc</b>					
HGB Foundation Recv		\$54.44	\$54.44		
Materials	Academic Lab Support	\$89.15	\$89.15		
Materials	Academic Lab Support	\$445.67	\$445.67		
<b>CLINTON RCC, LLC</b>					
Electricity and Nat Gas	Utilities	\$1,280.87		\$1,280.87	
<b>Calixto, Astrid Sixto</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Carolina Biological Supply Co</b>					
Instructional Supplies	Biology-Baccalaureate	\$1,770.68	\$1,770.68		
<b>Carson, J'son J'Quan</b>					
Stipends	CDL / Transportation	\$138.00			\$138.00
Stipends	CDL / Transportation	\$180.00			\$180.00
Stipends	CDL / Transportation	\$144.00			\$144.00
<b>Cintas Corporation</b>					
Uniforms	Maintenance	\$74.44		\$74.44	
Uniforms	Maintenance	\$74.44		\$74.44	
Uniforms	Maintenance	\$74.44		\$74.44	
Uniforms	Maintenance	\$74.44		\$74.44	
Uniforms	Maintenance	\$116.47		\$116.47	
<b>City of Decatur</b>					
Accrued Sales Tax		\$289.75			\$289.75
Accrued Sales Tax		\$81.31			\$81.31
<b>City of Decatur IL</b>					
Water,Sewage	Utilities	\$139.85		\$139.85	
Water,Sewage	Law Enforce Trng Ctr O&M	\$173.33			\$173.33
Water,Sewage	Utilities	\$362.42		\$362.42	
Water,Sewage	Law Enforce Trng Ctr O&M	\$607.99			\$607.99
Water,Sewage	Utilities	\$2,467.78		\$2,467.78	
Water,Sewage	Law Enforce Trng Ctr O&M	\$41.29			\$41.29
Water,Sewage	Law Enforce Trng Ctr O&M	\$315.52			\$315.52
Water,Sewage	Law Enforce Trng Ctr O&M	\$1,008.63			\$1,008.63

# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
<b>City of Decatur IL</b>					
Water,Sewage	CSI Building O&M	\$81.20		\$81.20	
Water,Sewage	Macon Co Soil & Water Bd	\$185.84		\$185.84	
Water,Sewage	Sequestration Bldg O&M	\$177.59		\$177.59	
Water,Sewage	Utilities	\$66.81		\$66.81	
Water,Sewage	Utilities	\$4,571.93		\$4,571.93	
Water,Sewage	Utilities	\$333.01		\$333.01	
Water,Sewage	Utilities	\$723.59		\$723.59	
<b>Clark, Mitchell Amelicus</b>					
Stipends	CDL / Transportation	\$216.00			\$216.00
<b>Clark, Sarah Jeannine</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Cobb, Robert Allen</b>					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$432.00			\$432.00
Stipends	Industrial Skills	\$420.00			\$420.00
<b>Comcast</b>					
Internet	Law Enforce Trng Ctr O&M	\$1,200.84			\$1,200.84
Internet	MCLETC - IDOC	\$313.04			\$313.04
Internet	Law Enforce Trng Ctr O&M	\$213.71			\$213.71
Telephone	Utilities	\$60.00		\$60.00	
<b>Confidential On-Site Paper</b>					
Contractual-Other	General Expenses	\$183.76	\$183.76		
<b>Connor Co</b>					
Maintenance Supplies	Sequestration Bldg O&M	\$128.90		\$128.90	
Maintenance Supplies	Sequestration Bldg O&M	\$300.57		\$300.57	
Maintenance Supplies	Maintenance	\$239.39		\$239.39	
Maintenance Supplies	Maintenance	\$239.39		\$239.39	
<b>Consociate Group</b>					
Contractual-Other	Human Resources	\$262.50	\$262.50		
Contractual-Other	Human Resources	\$262.50	\$262.50		
<b>Cook, Valerie L</b>					
Contractual-Other	Law Enforce Trng Ctr	\$547.50			\$547.50
<b>Cooper, Lanyia M</b>					
Stipends	Allied Health	\$750.00			\$750.00
<b>Curtis, Taylor S</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>DB Productions of NW Ar. Inc</b>					
Fees Pass Thru Nursing		\$3,075.00	\$3,075.00		
<b>Dawson, Kristie Lynn</b>					
Telephone	Human Resources	\$50.00	\$50.00		
Postage	Human Resources	\$7.21	\$7.21		
<b>Dearborn Life Insurance</b>					
LTD Insurance		\$1,848.21	\$1,848.21		
Life Insurance		\$2,068.21	\$2,068.21		
Supplemental Life Insur		\$2,114.48	\$2,114.48		
<b>Decatur Brazilian Jiu Jitsu Inc</b>					
Expense-Other	Law Enforce Trng Ctr	\$2,333.50			\$2,333.50
<b>Devine, Casio Dionte</b>					
Stipends	CDL / Transportation	\$252.00			\$252.00
Stipends	CDL / Transportation	\$480.00			\$480.00
Stipends	CDL / Transportation	\$420.00			\$420.00
Stipends	CDL / Transportation	\$300.00			\$300.00
<b>Dunker Electric</b>					
Maintenance Supplies	Maintenance	\$50.03		\$50.03	
Maintenance Supplies	Maintenance	\$108.00		\$108.00	
Maintenance Supplies	Maintenance	\$41.96		\$41.96	
Maintenance Supplies	Maintenance	\$300.00		\$300.00	
<b>Dynagraphics Inc</b>					
Printing		\$60.94			\$60.94
Event Expense	Institutional Advancemnt	\$242.34	\$242.34		
Office Supplies	Law Enforce Trng Ctr	\$74.24			\$74.24
Printing	Marketing	\$283.64	\$283.64		
Printing	Marketing	\$446.51	\$446.51		
<b>Eagle Screen</b>					
Contractual-Other	Human Resources	\$271.95	\$271.95		
<b>Ecolab Inc</b>					
Contractual-Other	Cafe	\$180.20			\$180.20
<b>Ecolab Pest Elimination</b>					
Pest Control	Maintenance	\$373.18		\$373.18	
Pest Control	Maintenance	\$373.18		\$373.18	
Pest Control	Maintenance	\$373.18		\$373.18	
Pest Control	Maintenance	\$373.18		\$373.18	

# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Energy Harbor					
Electricity and Nat Gas	Sequestration Bldg O&M	\$1,019.19		\$1,019.19	
Enterprise Rent-A-Car Company-					
RCC Foundation A/R		\$100.80	\$100.80		
Travel-In State	Grant-Administration	\$133.81			\$133.81
Travel-In State	EnRich	\$411.54			\$411.54
Eridanus, Seth Idris					
Instructional Supplies	Biology-Baccalaureate	\$46.31	\$46.31		
Instructional Supplies	Chemistry-Baccalaureate	\$7.74	\$7.74		
Evergreen FS-Stephens #24					
Vehicle Expense	College Vehicle	\$1,301.26		\$1,301.26	
Evisions Inc					
Admin Computer-Maint	Administrative Info Syst	\$16,507.00	\$16,507.00		
Fickes, Kimberly Marie					
Stipends	Instruction-Other	\$307.00			\$307.00
Fidelity Security Life Insurance					
Vision Insurance		\$1,296.27	\$1,296.27		
Firm Systems					
Fees Pass Thru Nursing		\$959.00	\$959.00		
Florian, Gregory E					
Contractual-Other	Business Office	\$1,080.00	\$1,080.00		
Follett Higher Education Group,					
NonTaxBooks-Scholarships		\$126.28	\$126.28		
Employee Recognition	Human Resources	\$211.90	\$211.90		
Foremost Truck & Trailer Inc					
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$120.00			\$120.00
GFL Environmental					
Refuse Disposal	Utilities	\$436.45		\$436.45	
Refuse Disposal	Utilities	\$6.45		\$6.45	
GT Church					
Expense-Other	Law Enforce Trng Ctr	\$400.00			\$400.00
Gardner, Yasmeen Porcelain					
Stipends	Instruction-Other	\$307.00			\$307.00
Gasparich, Joseph V					
Contractual-Other	Public Safety Department	\$604.00			\$604.00
Glock Professional, Inc					
Instructional Supplies	Basic Law Enforce Trng	\$250.00			\$250.00
Goal Centric Coaching & Consulti					
Contractual-Other	Minority Entrp MentorPrg	\$3,600.00			\$3,600.00
Greater Decatur Black Chamber					
Publications & Dues	General Expenses	\$250.00	\$250.00		
Greg Hahn Heating and Air					
Facility Repair	Law Enforce Trng Ctr O&M	\$270.00			\$270.00
Equip Repair/Maint Agree	MCLETC - IDOC	\$157.50			\$157.50
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$270.00			\$270.00
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$1,292.61			\$1,292.61
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$1,782.17			\$1,782.17
Grinestaff, Payton Lee					
Stipends	Instruction-Other	\$307.00			\$307.00
Groves Family Chiropractic Limit					
Contractual-Other	Liab Protection & Settle	\$95.00			\$95.00
Grow Your Own Illinois					
Consultants/Workshops	Grant-Administration	\$60,000.00			\$60,000.00
HSHS Medical Group Inc					
Group Medical Ins	General Expenses	\$1,449.09	\$1,449.09		
Group Medical Ins	General Expenses	\$1,589.53	\$1,589.53		
Hall, Edward James					
Stipends	CDL / Transportation	\$504.00			\$504.00
Stipends	CDL / Transportation	\$441.00			\$441.00
Hanover Insurance Group Co					
General Insurance	Liab Protection & Settle	\$18,006.80			\$18,006.80
General Insurance	Liab Protection & Settle	\$3,662.80			\$3,662.80
General Insurance	Liab Protection & Settle	\$4,888.90			\$4,888.90
Harris, Kenneth Cardell					
Stipends	CDL / Transportation	\$132.00			\$132.00
Stipends	Allied Health	\$72.00			\$72.00
Health Care Service Corp					
EmployeeBenefitsTotal	General Expenses	\$45.49	\$45.49		
Herrmann, Evan Michael					
Expense-Other	Student Activities	\$98.00			\$98.00
Horn, Michael David					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$384.00			\$384.00

# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
Horn, Michael David					
Stipends	Industrial Skills	\$420.00			\$420.00
Horn, Tyler Donald					
Student Support	Student Activities	\$200.00			\$200.00
Houser, Koni June					
Stipends	Instruction-Other	\$307.00			\$307.00
Hughes, Laurie Beth					
RCC Foundation A/R		\$150.33	\$150.33		
Hullinger, Mattison Elise					
Stipends	Instruction-Other	\$307.00			\$307.00
Humphrey, Meghan Anna					
Student Support	Student Activities	\$200.00			\$200.00
IEMA					
Contractual-Other	Radiology Tech-Hlth Occ	\$225.00	\$225.00		
Illinois Century Network					
Internet	Telecommunications	\$1,200.00		\$1,200.00	
JRCERT					
Accreditation Fees	Radiology Tech-Hlth Occ	\$2,450.00	\$2,450.00		
Jarrett, Lashanda					
Expense-Other	Student Activities	\$145.58			\$145.58
Jennings, Mary Lu'Retha					
Stipends	CDL / Transportation	\$384.00			\$384.00
Jenzabar Inc					
Contractual-Other	Administrative Info Syst	\$385.00	\$385.00		
Johnson Controls					
Building Repair/Maint	Maintenance	\$3,825.63		\$3,825.63	
Johnson, Charlotte R					
Expense-Other	Student Activities	\$25.00			\$25.00
Johnson, Jamie Lynn					
Stipends	Instruction-Other	\$307.00			\$307.00
Johnson, Jason					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$432.00			\$432.00
Stipends	Industrial Skills	\$420.00			\$420.00
Johnston, Wade Cutler					
Student Support	Student Activities	\$200.00			\$200.00
Jordan, Cassidy Leigh					
Stipends	CDL / Transportation	\$216.00			\$216.00
Joyner, Marlon Deon					
Stipends	CDL / Transportation	\$132.00			\$132.00
Stipends	Allied Health	\$72.00			\$72.00
KONE Inc					
Equip Repair/Maint Agree	Maintenance	\$446.29		\$446.29	
Kanopy Inc.					
Audio/Visual/Stream Mat	LRC	\$240.00	\$240.00		
Katt, Melissa A					
Expense-Other	Student Activities	\$113.60			\$113.60
Konoplisky, Heather A					
Stipends	Instruction-Other	\$307.00			\$307.00
Latch, Joey Eugene					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$432.00			\$432.00
Stipends	Industrial Skills	\$420.00			\$420.00
Lincoln Electric					
Instructional Supplies	Welding-Technical Occ	\$300.00	\$300.00		
Instructional Supplies	Welding-Technical Occ	\$361.08	\$361.08		
Instructional Supplies	Welding-Technical Occ	\$708.00	\$708.00		
Lincoln Land Community College					
Expense-Other	General Expenses	\$411.00	\$411.00		
Littler Mendelson P.C.					
Legal Services-Admin	Liab Protection & Settle	\$2,467.50			\$2,467.50
Lofton, Detonio					
Stipends	CDL / Transportation	\$324.00			\$324.00
Stipends	CDL / Transportation	\$315.00			\$315.00
Stipends	CDL / Transportation	\$165.00			\$165.00
Lott, Tracy M					
Stipends	Instruction-Other	\$307.00			\$307.00
Lowe, Jessica Marie					
Student Support	Student Activities	\$200.00			\$200.00
Mahoney, Kaitlyn					
Student Support	Student Activities	\$200.00			\$200.00
Mallernee, Sky R					
Stipends	Allied Health	\$750.00			\$750.00

# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
<b>Matthews, Regine Nicole</b>					
Expense-Other	Student Activities	\$25.00			\$25.00
<b>Mazzotti Services</b>					
Expense-Other	Law Enforce Trng Ctr	\$238.00			\$238.00
Uniforms	Basic Law Enforce Trng	\$4,454.00			\$4,454.00
Uniforms	Basic Law Enforce Trng	\$2,330.00			\$2,330.00
Uniforms	Basic Law Enforce Trng	\$6,400.00			\$6,400.00
Expense-Other	Law Enforce Trng Ctr	\$45.00			\$45.00
Expense-Other	Law Enforce Trng Ctr	\$50.00			\$50.00
Expense-Other	Law Enforce Trng Ctr	\$90.00			\$90.00
Uniforms	Law Enforce Trng Ctr	\$104.00			\$104.00
Uniforms	Basic Law Enforce Trng	\$200.00			\$200.00
<b>Melton, Julie Lynn</b>					
Telephone	Foundation & Development	\$60.00	\$60.00		
<b>Menards Inc</b>					
Instructional Supplies	Horticulture-Bus Occup	\$44.06	\$44.06		
<b>Mercer Cutlery</b>					
Fees Pass Thru Culinary		\$182.25	\$182.25		
Fees Pass Thru Culinary		\$248.45	\$248.45		
Student Development	Bistro 537	\$209.55			\$209.55
Uniforms	Culinary Arts	\$278.34	\$278.34		
Non Consumable Supplies	MCLETC Food Service	\$510.82			\$510.82
Uniforms	Cafe	\$633.84			\$633.84
Fees Pass Thru Culinary		\$1,610.56	\$1,610.56		
Fees Pass Thru Culinary		\$2,552.00	\$2,552.00		
<b>MetroDecatur Black Chamber of</b>					
Meeting Expense	EnRich	\$850.00			\$850.00
<b>Midwest Electronic Systems Inc</b>					
Equip Repair/Maint Agree	MCLETC - IDOC	\$55.00			\$55.00
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$82.50			\$82.50
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$82.50			\$82.50
<b>Millington, Maggie Grace</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Moore Johnson, Emilee</b>					
Student Tuition Rec		\$398.00	\$398.00		
<b>Morgan Distributing Inc</b>					
Instructional Supplies	Engineering Technology	\$134.96	\$134.96		
<b>NRG Business Marketing LLC</b>					
Electricity and Nat Gas	Law Enforce Trng Ctr O&M	\$849.49			\$849.49
Electricity and Nat Gas	Macon Co Soil & Water Bd	\$91.69		\$91.69	
Electricity and Nat Gas	Utilities	\$8,048.11		\$8,048.11	
<b>Napa Auto Parts</b>					
Vehicle Expense	College Vehicle	\$29.98		\$29.98	
<b>National Safety Council</b>					
Instructional Supplies	NonCredit	\$1,123.14			\$1,123.14
<b>Neal Tire and Auto Services</b>					
Equip Repair/Maint Agree	Grounds	\$15.00		\$15.00	
<b>Necessary Change Consulting</b>					
Meeting Expense	VP Academic Services	\$1,275.00	\$1,275.00		
<b>Nichols Paper &amp; Supply Co</b>					
Maintenance Supplies	Law Enforce Trng Ctr O&M	\$417.51			\$417.51
Maintenance Supplies	Custodial	\$128.39		\$128.39	
Maintenance Supplies	Custodial	\$4,193.52		\$4,193.52	
Maintenance Supplies	Custodial	\$6,707.80		\$6,707.80	
Equip Repair/Maint Agree	Custodial	\$22.16		\$22.16	
Maintenance Supplies	Custodial	\$485.40		\$485.40	
Maintenance Supplies	Custodial	\$2,558.79		\$2,558.79	
New Bldgs & Additions	Renovations / Remodeling	\$3,301.00			\$3,301.00
<b>Nishida Services</b>					
Custodial Services	Custodial	\$42,108.00		\$42,108.00	
Custodial Services	Liab Protection & Settle	\$5,742.00			\$5,742.00
Custodial Services	Custodial	\$42,108.00		\$42,108.00	
Custodial Services	Liab Protection & Settle	\$5,742.00			\$5,742.00
<b>O'Reilly Auto Parts</b>					
Instructional Supplies	Automotive-Tech Occ	\$44.68	\$44.68		
Instructional Supplies	Automotive-Tech Occ	\$177.05	\$177.05		
<b>OADN</b>					
Publications & Dues	AAS Nursing -Health Occ	\$595.00	\$595.00		
<b>Oshapdf, LLC</b>					
Instructional Supplies	Engineering Technology	\$201.12	\$201.12		
<b>Owens, Angela R</b>					
Expense-Other	Student Activities	\$85.00			\$85.00
<b>Paragon Micro, Inc</b>					





# Bills for Ratification



January 2024

Vendor Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
<b>Sysco Central Illinois Inc</b>					
Materials	Bistro 537	\$202.10			\$202.10
Food Supply Costs	Cafe	\$672.36			\$672.36
Materials	Cafe	\$79.41			\$79.41
Food Supply Costs	Cafe	\$633.64			\$633.64
Materials	Cafe	\$322.40			\$322.40
Food Supply Costs	Cafe	\$951.20			\$951.20
Materials	Cafe	\$65.39			\$65.39
Food Supply Costs	Cafe	\$976.93			\$976.93
Materials	Cafe	\$39.95			\$39.95
Food Supply Costs	Cafe	\$1,129.44			\$1,129.44
Materials	Cafe	\$75.65			\$75.65
Food Supply Costs	Cafe	\$1,316.67			\$1,316.67
Materials	Cafe	\$281.86			\$281.86
Food Supply Costs	MCLETC Food Service	\$2,709.86			\$2,709.86
Materials	MCLETC Food Service	\$66.24			\$66.24
Food Supply Costs	MCLETC Food Service	\$3,846.90			\$3,846.90
Materials	MCLETC Food Service	\$318.00			\$318.00
Food Supply Costs	MCLETC Food Service	\$3,695.73			\$3,695.73
Materials	MCLETC Food Service	\$569.00			\$569.00
Food Supply Costs	MCLETC Food Service	\$4,020.06			\$4,020.06
Materials	MCLETC Food Service	\$281.94			\$281.94
Food Supply Costs	MCLETC Food Service	\$3,937.19			\$3,937.19
Materials	MCLETC Food Service	\$488.43			\$488.43
Food Supply Costs	MCLETC Food Service	\$6,917.41			\$6,917.41
Materials	MCLETC Food Service	\$1,153.12			\$1,153.12
<b>T E Pest Control Inc</b>					
Pest Control	Law Enforce Trng Ctr O&M	\$270.00			\$270.00
Pest Control	MCLETC - IDOC	\$270.00			\$270.00
<b>TK Elevator Corp</b>					
Equip Repair/Maint Agree	MCLETC - IDOC	\$705.00			\$705.00
Equip Repair/Maint Agree	Maintenance	\$607.79		\$607.79	
Equip Repair/Maint Agree	Law Enforce Trng Ctr O&M	\$1,201.20			\$1,201.20
<b>Tate, Teriona L</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Taylor, Jarvis</b>					
Stipends	CDL / Transportation	\$132.00			\$132.00
Stipends	Allied Health	\$72.00			\$72.00
<b>Taylor, Ryan R</b>					
Stipends	Industrial Skills	\$288.00			\$288.00
Stipends	Industrial Skills	\$384.00			\$384.00
Stipends	Industrial Skills	\$420.00			\$420.00
<b>Tedford, Jaiden</b>					
Stipends	CDL / Transportation	\$360.00			\$360.00
Stipends	CDL / Transportation	\$252.00			\$252.00
<b>The Decatur Club</b>					
Publications & Dues	General Expenses	\$100.00	\$100.00		
<b>The Omni Group</b>					
Contractual-Other	Human Resources	\$8.00	\$8.00		
<b>Thomas, Isaiah Travon</b>					
Stipends	CDL / Transportation	\$504.00			\$504.00
Stipends	CDL / Transportation	\$402.00			\$402.00
<b>Thrasher, Madison</b>					
Stipends	Instruction-Other	\$307.00			\$307.00
<b>Timi's Tours Transportation</b>					
Travel-In State	Grant-Administration	\$1,510.00			\$1,510.00
<b>Tucker, Brian J</b>					
Telephone	Telecommunications	\$50.00		\$50.00	
<b>Turner, Lajuan M</b>					
Stipends	CDL / Transportation	\$192.00			\$192.00
Stipends	CDL / Transportation	\$240.00			\$240.00
Stipends	CDL / Transportation	\$150.00			\$150.00
<b>USA Clean Inc</b>					
Equip Repair/Maint Agree	Custodial	\$39.46		\$39.46	
<b>Valdez, Cristobal O</b>					
Telephone	Presidents Office	\$125.00	\$125.00		
<b>Verizon Wireless</b>					
Telephone	Utilities	\$315.13		\$315.13	
Telephone	Public Safety Department	\$180.10			\$180.10
<b>Vermilion Valley Produce Inc</b>					
Instructional Supplies	Culinary Arts	(\$36.90)	(\$36.90)		
Food Supply Costs	Cafe	(\$15.80)			(\$15.80)
Food Supply Costs	MCLETC Food Service	(\$13.40)			(\$13.40)

# Bills for Ratification



January 2024

Vendor	Account	Center	Amount	Ed Fund	O&M Fund	Other Fund
<b>Vermilion Valley Produce Inc</b>						
	Food Supply Costs	MCLETC Food Service	(\$11.50)			(\$11.50)
	Food Supply Costs	Bistro 537	(\$11.40)			(\$11.40)
	Food Supply Costs	Bistro 537	\$26.00			\$26.00
	Food Supply Costs	Bistro 537	\$43.50			\$43.50
	Food Supply Costs	Cafe	\$46.00			\$46.00
	Food Supply Costs	Cafe	\$60.06			\$60.06
	Food Supply Costs	Cafe	\$63.60			\$63.60
	Food Supply Costs	Cafe	\$78.90			\$78.90
	Food Supply Costs	Cafe	\$105.83			\$105.83
	Food Supply Costs	Cafe	\$109.10			\$109.10
	Food Supply Costs	Bistro 537	\$111.10			\$111.10
	Food Supply Costs	Cafe	\$140.25			\$140.25
	Instructional Supplies	Culinary Arts	\$153.95	\$153.95		
	Instructional Supplies	Culinary Arts	\$160.46	\$160.46		
	Food Supply Costs	Cafe	\$88.60			\$88.60
	Materials	Cafe	\$75.00			\$75.00
	Food Supply Costs	Cafe	\$17.95			\$17.95
	Materials	Cafe	\$150.00			\$150.00
	Food Supply Costs	Bistro 537	\$181.45			\$181.45
	Food Supply Costs	MCLETC Food Service	\$193.80			\$193.80
	Food Supply Costs	Cafe	\$49.20			\$49.20
	Materials	Cafe	\$150.00			\$150.00
	Food Supply Costs	Cafe	\$215.70			\$215.70
	Food Supply Costs	Cafe	\$244.92			\$244.92
	Food Supply Costs	MCLETC Food Service	\$289.70			\$289.70
	Food Supply Costs	MCLETC Food Service	\$295.30			\$295.30
	Food Supply Costs	Cafe	\$326.30			\$326.30
	Food Supply Costs	MCLETC Food Service	\$374.60			\$374.60
	Instructional Supplies	Culinary Arts	\$450.83	\$450.83		
	Food Supply Costs	Bistro 537	\$469.05			\$469.05
	Food Supply Costs	MCLETC Food Service	\$479.45			\$479.45
	Food Supply Costs	MCLETC Food Service	\$758.20			\$758.20
<b>Vought, Madigan Paige</b>						
	Stipends	Instruction-Other	\$307.00			\$307.00
<b>Walker, Jaclynn M</b>						
	Stipends	CDL / Transportation	\$840.00			\$840.00
<b>Walker, Tony Ray</b>						
	Stipends	CDL / Transportation	\$78.00			\$78.00
<b>Wall Street Embroidery &amp; Silk Sc</b>						
	Uniforms	Basic Law Enforce Trng	\$2,450.76			\$2,450.76
	Uniforms	Basic Law Enforce Trng	\$6,590.42			\$6,590.42
	Uniforms	Basic Law Enforce Trng	\$77.50			\$77.50
<b>Ward, Treshawn L</b>						
	Stipends	CDL / Transportation	\$360.00			\$360.00
	Stipends	CDL / Transportation	\$252.00			\$252.00
<b>Waste Management</b>						
	Refuse Disposal	MCLETC - IDOC	\$234.17			\$234.17
	Refuse Disposal	MCLETC - IDOC	\$142.98			\$142.98
	Refuse Disposal	CSI Building O&M	\$144.17		\$144.17	
	Refuse Disposal	Macon Co Soil & Water Bd	\$126.40		\$126.40	
	Refuse Disposal	Sequestration Bldg O&M	\$254.52		\$254.52	
	Refuse Disposal	Utilities	\$3,455.47		\$3,455.47	
	Refuse Disposal	Workforce Development Ct	\$417.59		\$417.59	
<b>Weaver, Bridgette M</b>						
	Stipends	Instruction-Other	\$307.00			\$307.00
<b>Weibull, John Alexander</b>						
	Stipends	CDL / Transportation	\$216.00			\$216.00
<b>West, Karsyn Nicole</b>						
	Student Support	Student Activities	\$200.00			\$200.00
<b>Whitney, Brandon</b>						
	Stipends	CDL / Transportation	\$180.00			\$180.00
	Stipends	CDL / Transportation	\$204.00			\$204.00
	Stipends	CDL / Transportation	\$336.00			\$336.00
<b>Wiese, Richard L</b>						
	Fees Pass Thru EMS		\$720.00	\$720.00		
<b>Wilkins, Lavonta</b>						
	Stipends	CDL / Transportation	\$132.00			\$132.00
	Stipends	Allied Health	\$72.00			\$72.00
<b>Williams, David</b>						
	Stipends	Industrial Skills	\$288.00			\$288.00
	Stipends	Industrial Skills	\$432.00			\$432.00
	Stipends	Industrial Skills	\$420.00			\$420.00

# Bills for Ratification



January 2024

<i>Vendor Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&amp;M Fund</i>	<i>Other Fund</i>
<b>Wilson, Darin L</b>					
Stipends	CDL / Transportation	\$132.00			\$132.00
Stipends	Allied Health	\$72.00			\$72.00
<b>Wolters Kluwer</b>					
Contractual-Other	AAS Nursing -Health Occ	\$799.00	\$799.00		
<b>Zalanka, Sheree</b>					
Telephone	Business Office	\$50.00	\$50.00		
		<u>\$784,507.78</u>	<u>\$321,223.53</u>	<u>\$181,652.44</u>	<u>\$281,631.81</u>

Executive Session- February 20, 2024

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 .