



July Board of Trustees Meeting

July 15, 2025

Richland Community College

One College Park

Decatur, IL, 62521



Meeting Book - July Board of Trustees Meeting

July 2025 Board of Trustees Meeting

I. Annual Board Book Calendar

- a. Board Book Annual Calendar 2025.docx

II. Principles of Sustainability

- a. Principles of Sustainability.pdf

III. Innovation and Quality Performance System

- a. Strategic Plan Visual updated 3-7-24 for Board Book.pdf

IV. Strategic Plan Priorities

- a. Richland Community College pages for Board 2024.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, and Belonging

VIII. Convening of the Regular Meeting

- a. Call to Order
- b. Roll Call

IX. Minutes of the Regular Meeting on June 17, 2025

Needs Action

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

X. Appearance of Citizens and Introduction of Guests

XI. Written Communications

a. Personnel Update

Amy Snow

- a. Personnel Report July 15 - 2025.doc

XII. Special Reports

a. Report of ICCTA

Bishop Wayne
Dunning

b. Monitoring Report - Institutional Effectiveness

Erin
Spanberger

- a. Institutional Effectiveness BOT June 2025.pdf

XIII. Report of Student Trustee

Rachael
Pender

a. July 2025 Student Trustee Report .docx

XIV. Consent Agenda

- a. Consent Agenda Memo.doc
- b. Authorization in compliance.docx.pdf
- c. Consent Agenda Dr. Matthew Bowman 7-01-2025.docx
- d. Consent Agenda Dr. Amy Sailer 7-7-2025.docx

Needs Action

XV. New Business

a. Board Policy 5.23 Use of College Facilities – Third Reading and Adoption

Needs Action

Julie Melton

- a. Board Policy 5.23 Use of College Facilities - Third Reading 7.16.25.doc

b. Board Policy 4.15.8 - Hazing - Second Reading

Joe Feinstein

- a. anti-hazing 4.15.8 second reading.pdf

c. Acceptance of FY23 Audit

Needs Action

Sheree Zalanka

- a. Audit Board Memo FY23.docx

d. Accessibility Policy - Second Reading

Dr. Isaac Zuniga

- a. Accessibility Policy Memo - Accessibility Policy 2nd reading.docx

e. Request to Purchase Washing Machine and Dryer and Installation at MCLETC

Needs Action

Commander Jim Getz

- a. MCLETC Washer and Dryer Purchase Request.pdf

f. Request to Purchase Student Laptops for MCLETC

Needs Action

Commander Jim Getz

- a. MCLETC Laptop Purchase Request Memo.pdf

g. Request to Purchase Student Laptops for IDOC

Needs Action

Commander Jim Getz

- a. MLETC- IDOC Laptop Request Memo.pdf

h. Request to Purchase Ammunition for MCLETC

Needs Action

Commander Jim Getz

- a. Update Ammo Purchase Request 07.08.25.pdf

i. Approval to Purchase EV TECH Workbench

Needs Action

April Cramer/Alexis Newbon

- a. MEMO 2025 July EV TECH Workbench_.doc

j. Approval to Purchase Student Laptops

Needs Action

April Cramer/Alexis Newbon

- a. MEMO 2025 July CEJA Student Laptops.doc

XVI. Financial Report

Needs Action

Sheree Zalanka

- a. Financial Memo.docx
- b. RCC Financials Executive Summary June 2025.pdf

XVII. Report of the President

XVIII. Items from the Board

XIX. Executive Session

Needs Action

a. Executive Session.docx

XX. Adjournment

RICHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES ANNUAL CALENDAR 2025

JANUARY 2025

Reports
Consent Agenda
College Legal Contractual Agreements
New Business
Trustee Training
Winter Board Retreat

FEBRUARY 2025

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

MARCH 2025

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 2025

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
Report

MAY 2025

Reorganization of Board of Trustees
Reports
Consent Agenda
New Business
Tentative Budget
RCC Commencement
ICCTALobbyDay
Monitoring Report: Budget

JUNE 2025

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: Budget and Finance

RICHLAND COMMUNITY COLLEGE BOARD OF TRUSTEES ANNUAL CALENDAR 2025

JULY 2025

Reports

Consent Agenda

Monitoring Report:
Institutional
Effectiveness

Summer Board Retreat

AUGUST 2025

Reports

Consent Agenda

Monitoring Report:
Academic Profile

SEPTEMBER 2025

Reports

Consent Agenda

Annual Foundation
Board Meeting

Monitoring Report:
Institutional
Advancement

OCTOBER 2025

Reports

Consent Agenda

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

Strategic Plan Quarterly
Update

Monitoring Report:
MCLETC

NOVEMBER 2025

Reports

Audit Presentation

Consent Agenda

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

Old Business

Financial Report

Monitoring Report:
Student Services

DECEMBER 2025

Reports

Consent Agenda

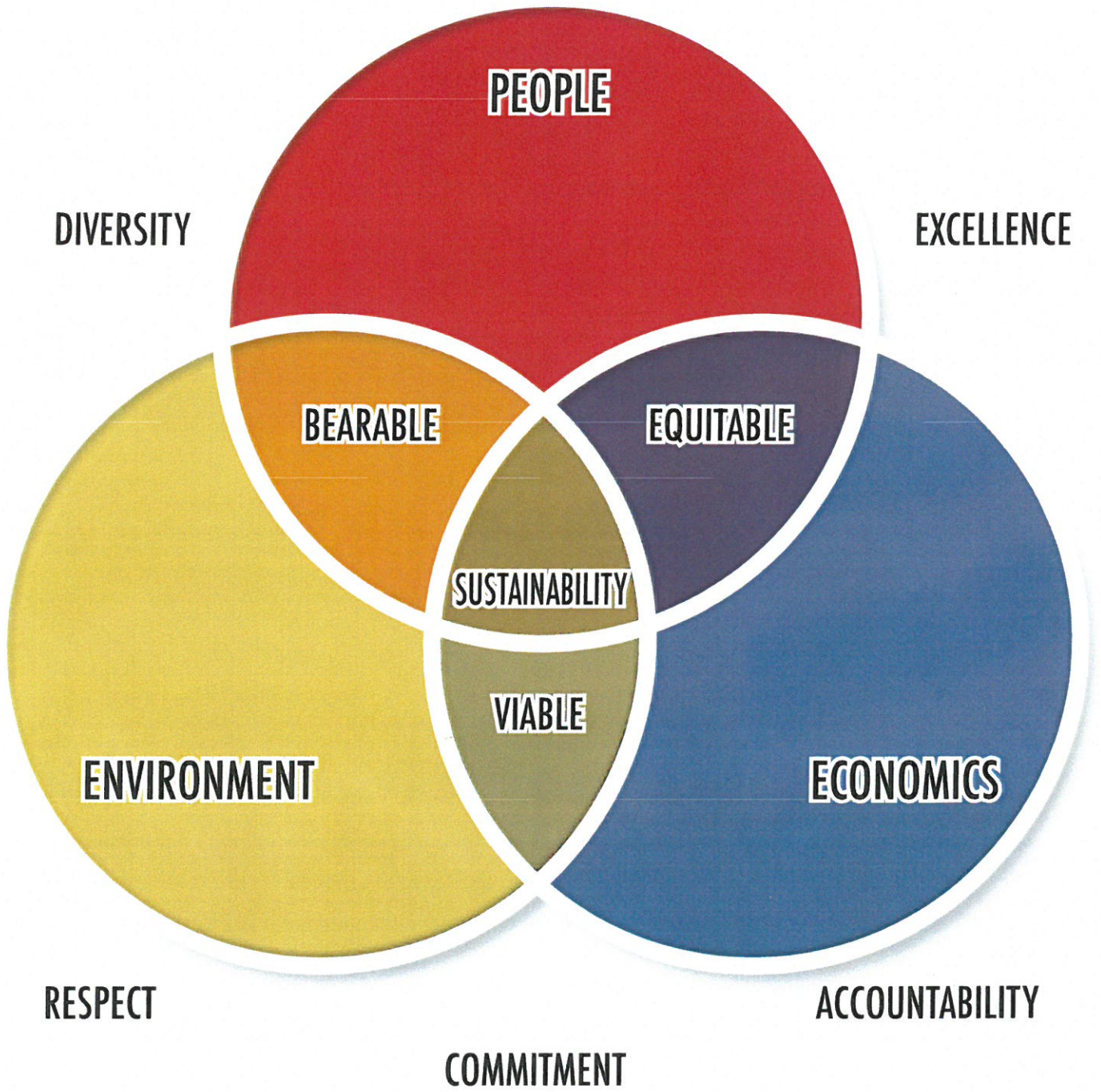
Old Business

**Resolution for Fiscal
Year Tax Levy**

**Review of Minutes of
Previous Executive
Sessions**

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
Integrity and Accountability
Diversity, Equity, Inclusion, and Belonging

IBHE Public Agenda/ ICCB Reporting			
Strategic Plan	Strategic Plan 2024-2026	Implementation and Performance	Public Accountability
	Strategic Plan	<p>Goal 1: Transform teaching and learning to improve academic excellence.</p> <p>Strategy A: Promote DEIB faculty professional development by offering four DEIB-focused sessions per year. Strategy B: Promote the importance of student information literacy to faculty. Strategy C: Revise and offer the student information literacy course (CIS 101) and Canvas module to provide increased student access.</p> <p>Goal 2: Bolster and sustain an equitable environment that fosters student success and completion.</p> <p>Strategy A: Boost course and program completion and retention. Strategy B: Enhance the use of campus resources to support students. Strategy C: Ensure equitable outcomes for students. Strategy D: Enhance student engagement in co-curricular activities. Strategy E: Grow enrollment through new and updated pathways. Strategy F: Develop and offer Essential Skills/Trauma-Informed Training for students.</p> <p>Goal 3: Identify and cultivate partnerships to meet the needs of the District communities.</p> <p>Strategy A: Connect with District employers to identify needed skills and collaborate in the delivery of training opportunities. Strategy B: Deliver Essential Skills/Trauma-Informed Training to internal & external stakeholders. Strategy C: Promote training opportunities with internal and external communities to better connect with and inform the District. Strategy D: Implement a single Customer Relationship Management (CRM) system. Strategy E: Deliver data-informed, innovative programs and services that align with the rapidly changing workforce. Strategy F: Expand the impact of the Minority Mentor Protégé Program. Strategy G: Create partnerships to address students' barriers to basic needs, resources, and support.</p> <p>Goal 4: Enhance operational sustainability to meet stakeholder needs.</p> <p>Strategy A: To improve financial policies and procedures to ensure the continued availability of a long-term funding reserve. Strategy B: To support the evolving technology needs of the institution. Strategy C: To formalize or improve policies and procedures that guide Richland's operational sustainability.</p>	<p>Program Review and Program/Discipline Viability</p> <p>Annual Budget</p>
		Implementation and Performance	Public Accountability

Richland Community College 2024-2026 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; Integrity and Accountability; Diversity, Equity, Inclusion, and Belonging.

Goal 1: Transform teaching and learning to improve academic excellence.

- A. Promote DEIB faculty professional development by offering four DEIB-focused sessions per year.
- B. Promote the importance of student information literacy to faculty by offering a minimum of two faculty development sessions in 2024.
- C. Revise and offer the student information literacy course (CIS 101) and Canvas module to provide increased student access.

Goal 2: Bolster and sustain an equitable environment that fosters student success and completion.

- A. Boost course and program completion and retention.
- B. Enhance the use of campus resources to support students.
- C. Ensure equitable outcomes for students.
- D. Enhance student engagement in co-curricular activities for greater success.
- E. Grow enrollment through new and updated pathways.
- F. Develop and offer Essential Skills/Trauma-Informed Training for students.

Goal 3: Identify and cultivate partnerships to meet the needs of the District communities.

- A. Connect with local employers to identify skill gaps and provide training opportunities.
- B. Deliver Essential Skills/Trauma-Informed Training to internal and external stakeholders.
- C. Promote training opportunities with internal and external communities to better connect with and inform the District.
- D. Implement a single Customer Relations Management (CRM) system to track communications and touchpoints with potential students and corporate training customers across all areas of the College.
- E. Deliver data-informed, innovative programs and services that align with the rapidly changing workforce.
- F. Expand the impact of the Minority Mentor Protégé Program.
- G. Create partnerships to address students' barriers to basic needs, resources, and support.

Goal 4: Enhance operational sustainability to meet stakeholder needs.

- A. To improve financial policies and procedures to ensure the continued availability of a long-term funding reserve.
- B. To support the evolving technology needs of the institution.
- C. To formalize or improve upon policies and procedures that guide Richland's operational sustainability initiatives.

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

June 17, 2025

PUBLIC HEARING FOR BUDGET

A Public Hearing for the FY2026 budget was held at 5:38 p.m. in the Boardroom of TCCi. There were no comments from the public, and the hearing adjourned at 6:00 p.m.

CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 6:03 p.m. Tuesday, June 17, 2025, in the Board Room of TCCi by Chairman Colee. Chairman Colee also recited the College Vision, Mission, and Core Values.

Roll Call

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

Trustees Absent: Ben Andreas

Also present: Dr. Cris Valdez and other staff members

MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on May 20, 2025, had been distributed to the Board prior to this meeting.

Diskey moved to approve the minutes of the Regular Meeting on May 20, 2025. Rood seconded. Voice vote being all ayes, Chairman Colee declared the motion carried.

APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS

Dr. Valdez and the Board of Trustees welcomed Jason Waks, Graphic Designer.

WRITTEN COMMUNICATIONS

Personnel Update

New Employees

Name	Position	Start Date
Vineece Thompson	Student Accounts Specialist I	05/05/2025

Changes

Name	Position	Start Date
Allison Shuparra	Lead Success Coach to Director of Student Success	05/26/2025

Retirements, Resignations, and Terminations

Name	Position	Last Day
Haden Richardson	Food Service Supervisor	05/14/2025
Jody Burtnett	Registrar	05/23/2025
Marcella Cremer	Math Faculty	05/31/2025
Sue Webster	Coordinator, Student Engagement	05/31/2025

SPECIAL REPORTS

COLLEGE SPOTLIGHT

Jeff Davison presented Adult Education – Changes and Highlights of the Program

REPORT OF ICCTA

Bishop Wayne Dunning gave a report on the Annual Conference held in Bloomington. He also encouraged the Trustees to attend future meetings.

REPORT OF STUDENT TRUSTEE

Student Trustee Rachael Pender presented the Student Leadership Council Report.

CONSENT AGENDA

A recommendation was made to the Board of Trustees to approve the Consent Agenda. It was recommended that the Board approve the employment of Director of Culture, Connection, and Student Life, Full-time tenure track clinical instructor of associate degree nursing, two math faculty and the Director of Student Success.

Bishop Dunning move to approve the Consent Agenda. Carr seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

OLD BUSINESS

TRANSFER OF WORKING CASH EARNINGS

A recommendation was made to the Board of Trustees that would authorize the transfer of interest earnings from the Working Cash Fund to the General Fund and adopt Resolution 25-9 – Transferring the Interest Earnings of the Working Cash Fund, as presented.

Bishop Dunning moved to adopt Resolution No. 25-9 – Transferring the Interest Earnings of the Working Cash Fund, as presented. Rood seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

FISCAL YEAR 2026 BUDGET

A recommendation was made to the Board of Trustees to approve the FY26 Budget and adopt, as presented.

Bishop Dunning moved to approve the FY26 Budget, as presented. Carr seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

NEW BUSINESS

BOARD POLICY REVISIONS SECTION 3 – THIRD READING AND ADOPTION

Revision to Board Policy Section 3 was presented to the Board. No changes have been made since the first reading.

Carr moved to adopt Board Policy Section 3, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

EVENT POLICY – SECOND READING

Board Policy 5.23 – Use of College Facilities was presented to the Board of Trustees for the second reading. No changes have been made. No action is necessary at this time.

BORAD POLICY 4.15.18 – HAZIING – FIRST READING

Federal public law 118-173 (the Stop Campus Hazing Act) requires that Boards of all higher education institutions adopt a policy which prohibits hazing on all college-owned property and provides for discipline in the event that an act of hazing occurs.

The policy presented meets these standards and is provided for your consideration to be added under section 4.15 (Students Rights and Responsibilities) of the Board Policy Manual.

This is the first reading. No action is necessary at this time.

ACCESSIBILITY POLICY – FIRST READING

An Accessibility Policy has been developed to encompass the recognition of the commitment of the College to adhere to applicable federal and state laws as they relate to accessibility needs, as well as identify those who are authorized to address the establishment of accessibility procedures and guidelines. As a result of the need for the establishment of such a policy, the following Accessibility Policy is proposed for approval by the Board of Trustees

5.24 Accessibility

Richland Community College recognizes the importance of adhering to the guidelines set by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal and state laws. Richland is committed to removing disability-related barriers for all institutional programs and services.

Documentation of disability may be required for individual accommodations.

This is the first reading. No action is necessary at this time.

PRESIDENTIAL EMPLOYMENT CONTRACT RESTATED

A recommendation was made to the Board of Trustees to approve the contract for Dr. Cristobal Valdez, as presented.

Bishop Dunning moved to approve the contract for Dr. Cristobal Valdez, as presented. Carr seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

ACCEPTANCE OF FY23 AUDIT

The final report from Sikich has not been received for the FY23 Audit. A recommendation was made to table this agenda item until the July Board of Trustees meeting.

Rood moved to table the Acceptance of the FY23 Audit until the final report is received. Diskey seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

The May 2025 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills paid in the amount of \$2,371,157.27 for May 2025 was distributed to the Board prior to the meeting.

Bishop Dunning moved to ratify the May bills and travel expenditures paid and approve the Financial Statement subject to audit. Diskey seconded. Roll call vote being all ayes, Chairman Colee declared the motion carried.

REPORT OF THE PRESIDENT

- President Valdez reported to the Board of Trustees that there are a number of legislative bills waiting to be signed by the Governor. New policies and necessary adjustments will be made by the College for those bills affecting us.
- There are meetings scheduled with DCEO and EDA regarding future funding. President Valdez will keep the Board of Trustees informed as more information is received.
- President Valdes will be sending out the draft agenda for the Summer Board retreat. Trustees, please review and let us know if there is anything else we need to discuss. The Retreat will be held July 24 on campus.

ITEMS FROM THE BOARD

- Vicki Carr thanked Bishop Dunning for serving as President of the ICCTA over this past year. Wayne represented Richland Community College very well and we are very proud of the work he has done.

EXECUTIVE SESSION

None

ADJOURNMENT

Rood moved and Bishop Dunning seconded to adjourn the meeting at 6:47 p.m.

Dan Diskey, Secretary

To: Cris Valdez, President
From: Amy Snow, Interim Executive Director, Human Resources
Date: July 15, 2025
Subject: Personnel Report June 2025

New Employees

Name	Position	Start Date
Arianna Lawson-Sims	Director of Culture, Connection and Student Life	6/16/2025
Abigail Hendren	Grants Coordinator	6/16/2025
Justin Reed	Coffee House Supervisor	6/16/2025

Institutional Effectiveness & Planning - June 2025

This update provides an overview of Richland Community College's ongoing efforts to build a robust institutional effectiveness framework, work that lays the foundation for improving student learning outcomes.

Guided by our mission to empower individuals through learning and to forge partnerships that grow communities, we are aligning our systems, data structures, and planning processes to better support student achievement.

The Institutional Researcher role was formally reestablished as a Cabinet-level position in January 2024, but this work is not new. The mission-aligned work has been carried out by faculty, staff, and standing committees for many years. These committees have been vital in ensuring that assessment, strategic planning, and program improvement efforts have not stalled, especially during times of transition. Their ongoing contributions have helped to sustain institutional progress.

With our core values as our foundation, we are not only building for compliance, we are building for transformation. This update outlines the systems-thinking approach guiding our work, highlights key accomplishments from the past year, and previews the strategies now underway to support long-term, measurable improvements in student learning. Systems thinking recognizes that student success is not the result of any single initiative, but rather the outcome of many interconnected efforts, all working together in alignment. Equally important, it is the people (faculty, staff, and administrators) whose collaboration and shared purpose bring these systems to life.

Strategic Planning: The Framework for Alignment

Richland's 2024-2026 Strategic Plan provides structure and alignment for campus initiatives, connects planning with measurable outcomes, and creates shared language across departments and divisions.

Campus Participation Highlights from the 2024 Strategic Plan Annual Report

- 67% of 2024 metrics were met or exceeded
- 68% of full-time faculty and staff engaged in at least one Implementation Strategy during 2024

Currently, much of the data used to evaluate our progress are *lagging indicators*, outcomes that are only visible after a semester or academic year concludes. As we mature in our planning and assessment processes, we aim to shift toward the use of *leading indicators*, real-time metrics and early warning signs that will allow us to make proactive adjustments to improve institutional initiatives as they unfold. By focusing on leading indicators, we

have the opportunity to make choices, shift resources, and improve student outcomes in the process.

AchieveIt & Next Phase of Strategic Planning

In 2025, Richland will begin implementing **AchieveIt**, a centralized planning and performance tracking platform that will serve as the digital hub for strategic goal monitoring. Improvements with AchieveIt:

- **Real-time tracking** of implementation strategies and measurable outcomes
- **Direct alignment** of each strategy with relevant data sources, evidence, and timelines
- **Improved communication and visibility**, with clearer updates to leadership and stakeholders
- **Campuswide integration** of ancillary plans (e.g., Equity, Facilities, Retention), supporting a more unified planning ecosystem
- **Custom dashboards and reports**, allowing departments to visualize progress and identify gaps at a glance
- **Streamlined reporting**, reducing manual efforts and improving consistency
- **Built-in accountability tools**, including task assignments, reminders, and progress alerts to keep initiatives on track

These improvements will help us better evaluate initiatives and programs (like New Student Orientation, student engagement efforts, non-academic supports, and more), particularly those whose data sources live outside our traditional academic data systems.

Standing Committees and Sustained Institutional Efforts

Richland Community College's commitment to institutional effectiveness is grounded in active, campuswide participation. Our standing committees play a vital role in advancing this work, serving as hubs of collaboration, reflection, and action. These groups foster cross-functional communication and provide a structured environment for evaluating what's working, identifying areas for growth, and implementing meaningful change.

- **Retention, Persistence, & Completion Committee**
Focuses on student success across the academic journey, identifying barriers and recommending strategies to support completion and credential attainment.
- **Student Learning Outcomes & Assessment Committee (SLOA)**
Guides the development and implementation of student learning assessment practices, supporting continuous improvement in academic and co-curricular programs.

- **Diversity, Equity, Inclusion, and Belonging/Accessibility Committee (DEIB/A)**
Promotes inclusive, equitable practices across the College, ensuring all students have access to a welcoming and supportive learning environment.
- **Academic Standards Committee**
Oversees curriculum, academic policy, and instructional quality, aligning academic expectations with institutional goals and student success
- **College Council**
Serves as a representative body supporting cross-campus communication, planning, and shared governance. It helps ensure that strategic priorities are communicated and coordinated across departments.

Accreditation

Accreditation is another ongoing campus-wide activity that promotes accountability, continuous improvement, and institutional integrity.

In February 2024, Richland welcomed a peer review team from the Higher Learning Commission (HLC) for a comprehensive reaffirmation visit. The site visit reflected the collective efforts of faculty, staff, and administrators across the College, demonstrating a strong commitment to collaboration, transparency, and continuous improvement. The process required self-reflection, evidence gathering, and the ability to demonstrate how mission, planning, and outcomes are aligned at every level.

As a newly appointed Cabinet-level Institutional Researcher, this experience provided an invaluable opportunity to gain a deeper understanding of Richland's systems and culture. It was both a learning experience and a source of inspiration. Faculty and staff demonstrated deep pride and a strong sense of ownership of Richland's mission and values throughout the process.

The peer reviewers noted significant progress in key areas (such as strategic planning). This feedback and the reaffirmation process reinforced the direction we are heading with integrated strategic planning. While accreditation is often seen as a compliance requirement, Richland is leveraging it as an opportunity to transition from compliance to a fully integrated system of continuous improvement.

Campus Culture and Strengths-Based Leadership

In alignment with our commitment to institutional effectiveness, Richland is launching a strengths-based leadership initiative in partnership with Gallup's Clifton Strengths. This approach supports a culture of collaboration and continuous improvement by helping

individuals and teams recognize and apply their natural strengths in ways that align with institutional goals.

Looking Forward

As we approach the final year of the 2024-2026 Strategic Plan, Richland is focused on advancing alignment, visibility, and impact.

Key institutional effectiveness priorities include:

- Fall 2025: Launch of Clifton Strengths campuswide initiative to support team development and alignment with institutional goals.
- Fall 2025-Spring 2026: Rollout of AchieveIt integrated strategic planning software
- Throughout 2025-2026: Continued development of institutional dashboards and data visualizations to support transparency and decision-making
- Late 2026: Finalization of next Strategic Plan, building on lessons learned and expanding integrated planning processes
- Reinforcement of campuswide alignment with mission, vision, and values
- Remaining flexible and responsive to evolving student, workforce, and community needs

All of these efforts, from collaborative planning to strengths-based leadership, are grounded in mission-based purpose: to support student success through institutional alignment, accountability, and shared vision.

Richland *Community College*
STUDENT LEADERSHIP COUNCIL
BOARD REPORT

July 2025

Student Trustee: Rachel Pender

Student Engagement Activities:

Wednesday, July 2- Kona's Ice– noon – 1pm

Thursday, July 10– Mimi's Frosty – noon – 1pm

Thursday, July 17 – Kona's Ice – noon – 1pm

Wednesday, July 23 – Mimi's Frosty – noon – 1pm

Regular activities will resume when classes begin on August 18.

TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: July 15, 2025

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 items from the consent agenda to be acted upon separately. Supporting documentation for the consent agenda items are attached.

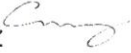
Therefore, it is recommended that the Board of Trustees approve the following:

- A. Authorization in Compliance with 5 Illinois Compiled Statutes 120/2.06 (Destruction of Closed Session Audio Recordings)
- B. Faculty, English, Matthew Bowman
- C. Faculty, English, Dr. Amy Sailer

Thank you.



TO: Board of Trustees

FROM: Dr. Cris Valdez 

DATE: July 15, 2025

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 September 9, 2023, and November 13, 2023, 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 September 9, 2023, and November 13, 2023 closed session.

To: Cris Valdez, President
From: Amy Snow, Interim Executive Director, Human Resources
Date: July 15, 2025
Subject: Faculty, English

As requested by Dr. Cristobal Valdez and Amy Snow, Interim Executive Director, Human Resources, it is recommended that Matthew Bowman be appointed Full-time Tenure-Track Faculty in English.

Dr. Bowman brings 9 years of full-time teaching experience from Lansing Community College, along with additional part-time teaching experience at five institutions. His combined teaching career spanned 23 years total. His teaching portfolio is diverse, including composition, film, Shakespeare, British literature, African-American literature, drama and science fiction, among other topics. Most of his teaching experience is at a community college, allowing him to enter the role with an understanding of the community he will be serving. The Search Committee was impressed with Dr. Bowman's approach to teaching. He understands that he is working with a diverse group of students. His teaching background reflects this diversity. He also publishes his own work, staying current in the field while teaching the next generation. Dr. Bowman shares his own experience in the classroom as well, using the classroom experience as means to help students to learn more about themselves through the process of writing.

Dr. Bowman's experience and qualifications include:

Completion of a PhD in English from Michigan State University

Nine years of full-time teaching experience at Lansing Community College, Michigan

Additional part-time teaching experience at Lansing Community College, Samford University, Alabama, Augustana College, Illinois and St Ambrose University, Iowa.

Several published works

Program chair and English Coordinator experience

Based on Dr. Matthew Bowman's educational background and experience, it is recommended he be appointed to English Faculty effective August 11, 2025.

To: Cris Valdez, President
From: Amy Snow, Interim Executive Director, Human Resources
Date: July 15, 2025
Subject: Faculty, English

As requested by Dr. Cristobal Valdez and Amy Snow, Interim Executive Director, Human Resources, it is recommended that Dr. Amy Sailer be appointed as Temporary Full-time Instructor in English.

Dr. Sailer has taught college-level English on a part-time basis for 12 years. Her teaching experience includes teaching English courses at Western Michigan University, University of Utah, and Augsburg University in Minnesota. Along with the traditional composition courses, she has also taught creative writing and literary courses, and she has experience with Dual Credit English courses as an instructor. Her experience goes beyond composition and dives into a broad range of topics in the field.

The Search Committee was impressed with Dr. Sailer's approach to teaching, her enthusiasm to include special topics, and how she uses creative prompts to help students to relate better to the idea of writing. Her experience in diverse teaching practices will help to teach our diverse student body to be more comfortable with the writing process.

Dr. Sailer's experience and qualifications include:

Completion of a PhD in English Literature and Creative Writing from the University of Utah

12 years of part-time experience as a college English instructor at three universities

Further teaching experience outside of higher education, including community programs and summer camps at Loft Literacy Center in Minneapolis.

Based on Dr. Sailer's educational background and experience, it is recommended she be appointed to Temporary Full-time English instructor effective August 11, 2025.

MEMORANDUM

To: Board of Trustees
Dr. Cristobal Valdez

From: Julie Melton
Vice President, Institutional Advancement

Date: July 16, 2025

Re: New Board Policy 5.23 Use of College Facilities – Third Reading & Adoption

Please find New Board Policy 5.23 Use of College Facilities for your review for a third reading and adoption. There have been no changes since the first reading. Thank you!

5.23 Use of College Facilities

The Board of Trustees authorizes the use of Richland Community College facilities and properties by organizations and individuals primarily residing within District 537. College Administration is responsible for establishing and maintaining clear expectations regarding who may use College spaces, including criteria for eligibility, cost, liability, insurance, and associated fees. All facility use must align with the College's educational mission, support workforce development, or enhance community engagement.

Use of facilities must comply with all applicable local, state, and institutional policies. Priority may be given to organizations whose activities directly support education or community advancement. This policy ensures that the use of Richland Community College's facilities is managed in a manner that supports the institution's mission and serves the community effectively.



To: Board of Trustees
Dr Cris Valdez

From: Joe Feinstein

Date: 7/2/2025

Re: Board Policy 4.15.8 – Second Reading

Federal public law 118-173 (the Stop Campus Hazing Act) requires that Boards of all higher education institutions adopt a policy which prohibits hazing on all college-owned property, and provides for discipline in the event that an act of hazing occurs.

The attached policy meets these standards and is provided for your consideration to be added under section 4.15 (Students Rights and Responsibilities) of the Board Policy Manual.

This is the second reading; no changes have been made since the first reading.

I am available to answer any questions you may have.

4.15.8 Hazing Prohibition

Pursuant to federal public law 118-173 (the Stop Campus Hazing Act), the President or their designee shall implement procedures to ensure that all acts of hazing are prohibited, and will be addressed and adjudicated in accordance with the Student Conduct policy.



MEMORANDUM

To: Board of Trustees

From: Sheree C. Zalanka, Vice President of Financial Services
Joren Martin, Controller

Date: June 9, 2025

Re: Acceptance of FY23 Audit

Mr. Chairman, Members of the Board of Trustees, you received copies of the Fiscal Year 2023 Annual Financial Report prepared by Sikich CPA LLC. As you are aware, completion of this audit has been hampered by the effects of turnover of Business Office staff. We are pleased to present a completed financial audit. A presentation by the auditors will be made to the Audit Committee on June 12, 2025.

It is recommended that the Board of Trustees accept the FY2023 Annual Financial Report, as presented.

We are available for any questions you may have.



To: Board of Trustees

From: Dr. Isaac Zúñiga, Executive Vice-President of Academic and Student Services

Date: May 20, 2025

RE: Accessibility Policy (Second Reading)

An Accessibility Policy has been developed to encompass the recognition of the commitment of the College to adhere to applicable federal and state laws as they relate to accessibility needs, as well as identify those who are authorized to address the establishment of accessibility procedures and guidelines. As a result of the need for the establishment of such a policy, the following Accessibility Policy is proposed for approval by the Board of Trustees

5.24 Accessibility

Richland Community College recognizes the importance of adhering to the guidelines set by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal and state laws. Richland is committed to removing disability-related barriers for all institutional programs and services.

Documentation of disability may be required for individual accommodations.


The President, or their designee, shall be authorized to establish procedures and guidelines as needed to maintain these commitments.



Sole Source Purchase Request

Date: 07/18/2025

To: Dr. Cris Valdez
President, Richland Community College (RCC)

From: Jim Getz 
Commander, Macon County Law Enforcement Training Center (MCLETC)

Subject: Sole Source Procurement Request for Laundry Equipment and Installation

1. Vendor Information:

Vendor Name: CI Laundry Systems
Address: 205 South Lee Street
City, State, ZIP: Bloomington, IL 61701
Contact Person: Mark Wilkins
Phone/Email: 309-275-5268 / mark@cilaundry.com

2. Equipment and Services Requested:

Procurement of commercial-grade laundry equipment and installation services for the Macon County Law Enforcement Training Center (MCLETC), located at:

Delivery & Installation Address:

Macon County Law Enforcement Training Center
1905 W. Rotary Way
Decatur, IL 62521

Items:

Description	Quantity	Specifications
Speed Queen SCT040 40lb Washer/Extractor	1	110 volt, with pump drain
Speed Queen ST055 55lb	1	Standard Commercial Configuration
Installation Services	1 lot	Full set up/installation at MCLETC



3. Total Estimated Cost:

\$21,210.00 (Quote Attached)

4. Justification for Sole Source Procurement:

CI Laundry Systems is the **sole authorized distributor** and service provider for Speed Queen commercial laundry equipment in our region. Their technicians are factory-trained, and they offer specialized installation, warranty compliance, and technical support that cannot be sourced through other vendors. Speed Queen equipment is the standard model used at MCLETC, ensuring equipment uniformity, ease of training, use, and maintenance consistency.

The following reasons support this sole source request:

- Only authorized Speed Queen distributor in Central Illinois.
- Equipment preferred to match existing models for consistency in training and use by staff.
- Specialized installation required for warranty validation.
- Immediate availability and on-site support from CI Laundry Systems.

5. Request for Approval:

It is my recommendation to the Board of Trustee's that you please approve this sole source procurement to allow MCLETC to proceed with the purchase and installation of the above specified equipment from CI Laundry Systems at a cost of \$21,210.00. RCC and MCLETC anticiated this expense; therefore, funding was requested and placed in the 25/26 fical budget.

Prepared by and Requested by:

James E. Getz Jr.
Commander
Macon County Law Enforcement
217-330-9091
jgetz@richaland.edu

CIL LAUNDRY SYSTEMS

SALES-SERVICE-SUPPORT-UPGRADES-INSTALLATION

205 South Lee Street Bloomington IL 61701

1 (800) 851-9939 -TOLL FREE

(309) 827-4302 -LOCAL

mark@cilaundry.com 309-275-5268

NAME:	MCLETC	DATE	6/23/25
ADDRESS:	1095 Rotary Way, Decatur IL 62521		
CONTACT:	Jason Walker		
PHONE:			
E-MAIL:			

ITEM #	QUANTITY	DESCRIPTION (MAKE, MODEL)	UNIT PRICE	TOTAL
#1				\$ -
#2	1	<i>Speed Queen SCT040 40 lb washer/extractor (\$list 14,867.00)</i>	\$ 11,695.00	\$ 11,695.00
		<i>Above Washer 110 volt, W/pump drain</i>		\$ -
#4	1	<i>Factory base and Install Material</i>	\$ 795.00	\$ 795.00
#5				\$ -
#6				\$ -
#7	1	<i>Speed Queen ST055 55 lb dryer/Tumbler (List \$ 8,286.00)</i>	\$ 6,695.00	\$ 6,695.00
#8	1	<i>Install Material for dryer, gas flex, sheet metal etc.</i>	\$ 225.00	\$ 225.00
#9				\$ -
#10				\$ -
#11				\$ -
#12				\$ -
#13				\$ -
#14				\$ -
#15				\$ -
#16				\$ -
#17				\$ -
#18				\$ -
#19				\$ -
#20				\$ -
#21				\$ -
#22				\$ -

Buyers Signature _____

Print Name _____


Date _____

SUBTOTAL PRETAX	\$ 19,410.00
SALES TAX .0875%	
NET PRICE	\$ 19,410.00
INSTALL LABOR (Estimate)	\$ 1,500.00
FREIGHT	\$ 300.00
GRAND TOTAL	\$ 21,210.00
DOWN PAYMENT	
BALANCE DUE	\$ 21,210.00

Thank You For Your Business!



TO: Dr. Cris Valdez, President
Richland Community College

FROM: Commander Jim Getz 
Macon County Law Enforcement Training Center

DATE: July 15, 2025

SUBJECT: Purchase Request – Student Laptop Computers

The Macon County Law Enforcement Training Center – Technical Services Department is requesting approval to purchase laptop computers for use in campus classrooms. These new computers will replace existing equipment, which is currently over eight years old. With Microsoft ending support for Windows 10 in October 2025, it is necessary to replace devices that are not compatible with Windows 11.

We are specifically seeking to purchase:

- 60 Lenovo ThinkBook laptop computers

Funding for this purchase has been approved through Richland Community College's and Macon County Law Enforcement's Training Center 2025–2026 budget.

After evaluating hardware and software requirements and reviewing quotes from multiple vendors, the department has determined that the most cost-effective and efficient method is to purchase through the Illinois Public Higher Education Cooperative's statewide technology contract. The Cooperative's primary vendor for computing and audiovisual equipment is Paragon Micro.

Based on the vendor quotes received, we recommend the purchase of the laptop computers from Paragon Micro, located in Chicago, Illinois.

I respectfully request that the Board of Trustees approve the expenditure of \$45,271.80 for the purchase of 60 Lenovo ThinkBook laptop computers from Paragon Micro.

Please feel free to contact me with any questions or concerns regarding this request.

Paragon Micro

PO Box 775695
 Chicago IL 60677-5695

Quote
 Date: 7/1/2025 Expires: 7/31/2025

Sales Rep
 Mangan, Marty
 847 719 7199
 mmangan@paragonmicro.com

Customer Contact
 Contact: Shook, Nicholas
 Account: 18523883
 PO#:
 Phone: 217-875-7200
 Email: nshook@richland.edu

DUNS: 800436714
 TIN: 20-0144408
 CAGE CODE: 4ZHT8

Bill To:
 Richland Community College
 Joy Harvey
 One College Park
 Decatur IL 60047

Ship To:
 Richland Community College
 Receiving Department
 One College Park
 Decatur IL 62521

Quote Name	Terms	Cost Center			
21MW0037US-60	Net 30				
External Notes					
Qty	MPN	Description	Notes	Unit Price	Total
60	21MW0037US	Lenovo ThinkBook 16 G7 ARP 21MW - 180-degree hinge design - AMD Ryzen 5 - 7535HS / up to 4.55 GHz - Win 11 Pro - Radeon 660M - 16 GB RAM - 512 GB SSD NVMe - 16" IPS 1920 x 1200 - Gigabit Ethernet - Wi-Fi 6, Bluetooth - dual tone arctic gray - kbd: US		754.53	45,271.80
				Subtotal	45,271.80
				Shipping Cost (FedEx Ground® (2-5 Business Days))	0.00
				Total	\$45,271.80

We value your business and will continue to provide you with excellent service in addition to our comprehensive product line.

SALES TAXES ARE ESTIMATED and may change depending on the rates levied by the destination's tax jurisdiction at the time of invoicing. Finalized invoice will be sent by Paragon Micro's Accounting Department.

PRICING AND INFORMATION DISCLAIMER: All pricing is subject to change without notice. For all prices, products and offers, Paragon Micro, Inc. reserves the right to make adjustments due to changing market conditions, product discontinuation, manufacturer price changes, errors in advertisements and other extenuating circumstances. While Paragon Micro, Inc. uses reasonable efforts to include accurate and up-to-date information on the Site, Paragon Micro, Inc. makes no warranties or representations as to the Site's accuracy. Paragon Micro, Inc. assumes no liability or responsibility for any errors or omissions in the content on the Site.

Accepted By: Printed Name _____


Purchase Order # _____

Authorized Signature _____

Date _____



TO: Dr. Cris Valdez, President
Richland Community College

FROM: Commander Jim Getz 
Macon County Law Enforcement Training Center

DATE: July 15, 2025

SUBJECT: Purchase Request – Student Laptop Computers

The Macon County Law Enforcement Training Center – Technical Services Department seeks to purchase new laptop computers for use in Illinois Department of Corrections campus classrooms. These computers will replace the current equipment, which is over five years old.

With Microsoft ending support for Windows 10 in October 2025, devices incompatible with Windows 11 must be replaced. These new computers will be purchased, managed, and operated by Richland Community College. The Illinois Department of Corrections has approved reimbursement for this purchase as part of the recently signed Intergovernmental Agreement (IGA).

- Equipment Requested:
- 25 Lenovo ThinkBook laptop computers

Funding for this purchase has been approved through Richland Community College's and the Macon County Law Enforcement Training Center's 2025–2026 budget.

After evaluating the necessary software and hardware requirements and obtaining multiple vendor quotes, the department recommends purchasing the laptops through the Illinois Public Higher Education Cooperative's statewide technology purchasing contract. The Cooperative's primary vendor for computing hardware and audiovisual equipment is Paragon Micro.

I respectfully request that the Board of Trustees approve the expenditure of \$18,863.25 for the purchase of 60 Lenovo ThinkBook laptop computers from Paragon Micro.

Please feel free to contact me with any questions or concerns regarding this request.

Paragon Micro

PO Box 775695
Chicago IL 60677-5695



Quote

Q5218293

DUNS: 800436714
TIN: 20-0144408
CAGE CODE: 4ZHT8

Bill To:

Richland Community College
Joy Harvey
One College Park
Decatur IL 60047

Ship To:

Richland Community College
Receiving Department
One College Park
Decatur IL 62521

Date:	Expires:
7/1/2025	7/31/2025
Sales Rep	
Mangan, Marty 847 719 7199 mmangan@paragonmicro.com	
Customer Contact	
Contact: Shook, Nicholas Account: 18523883 PO#: Phone: 217-875-7200 Email: nshook@richland.edu	

Quote Name		Terms	Cost Center		
21MW0037US-25		Net 30			
External Notes					
Qty	MPN	Description	Notes	Unit Price	Total
25	21MW0037US	Lenovo ThinkBook 16 G7 ARP 21MW - 180-degree hinge design - AMD Ryzen 5 - 7535HS / up to 4.55 GHz - Win 11 Pro - Radeon 660M - 16 GB RAM - 512 GB SSD NVMe - 16" IPS 1920 x 1200 - Gigabit Ethernet - Wi-Fi 6, Bluetooth - dual tone arctic gray - kbd: US		754.53	18,863.25
				Subtotal	18,863.25
				Shipping Cost (FedEx Ground® (2-5 Business Days))	0.00
				Total	\$18,863.25

We value your business and will continue to provide you with excellent service in addition to our comprehensive product line.

SALES TAXES ARE ESTIMATED and may change depending on the rates levied by the destination's tax jurisdiction at the time of invoicing. Finalized invoice will be sent by Paragon Micro's Accounting Department.

PRICING AND INFORMATION DISCLAIMER: All pricing is subject to change without notice. For all prices, products and offers, Paragon Micro, Inc. reserves the right to make adjustments due to changing market conditions, product discontinuation, manufacturer price changes, errors in advertisements and other extenuating circumstances. While Paragon Micro, Inc. uses reasonable efforts to include accurate and up-to-date information on the Site, Paragon Micro, Inc. makes no warranties or representations as to the Site's accuracy. Paragon Micro, Inc. assumes no liability or responsibility for any errors or omissions in the content on the Site.

Accepted By: Printed Name _____

Purchase Order # _____


Authorized Signature _____

Date _____



MEMORANDUM

TO: Dr. Cris Valdez
President, Richland Community College

FROM: Jim Getz 
Commander, MCLETC

DATE: July 15, 2025

SUBJECT: Ammunition Purchase Request

Each recruit and cadet attending their respective Law Enforcement or Corrections Academy must complete the Illinois Law Enforcement Training and Standards Board's 40-hour Mandatory Firearms Training. This training requires each participant to fire approximately 750 rounds of handgun ammunition, along with several shotgun rounds. Additionally, several recruits per class are required by their agency to complete the elective rifle course.

To continue meeting the needs of our recruits and the standards set by the Illinois Law Enforcement Training and Standards Board, MCLETC respectfully requests approval for an ammunition purchase.

MCLETC received bids from Ray O'Herron Company, Inc. and Kiesler Police Supply who both have State of Illinois Contracts. Both are reputable companies that have supplied ammo to agencies for decades. Each quote included the following:

- 140,000 rounds of 9mm Luger
- 15,000 rounds of .45 Caliber
- 1,000 rounds of 12-gauge shotgun slugs
- 1,000 rounds of 12-gauge 00 Buck
- 30,000 rounds of .223 rifle rounds

The total cost for each is as follows:

Ray O' Herron: \$53,590

Kiesler Police Supply: \$51,896.32

There is no additional charge for delivery due to the large order.



This order, combined with our current inventory, is expected to provide sufficient training ammunition for the next 12 months of classes.

I recommend that the Board of Trustees approve the expenditure of the lower bid price \$51,896.32 for training ammunition from Kiesler Police Supply in Jeffersonville, Indiana for use at the Macon County Law Enforcement Training Center.

Please feel free to contact me with any questions or concerns regarding this request.

A handwritten signature in blue ink, appearing to be 'J. J.', is located in the bottom right corner of the page.



3549 N Vermilion St
 Danville, IL 61832
 www.oherron.com
 rayoherron@oherron.com
 1-800-223-2097

Quote

Quote # 3249440
 Customer No: 00-62521TC
 Date:7/3/2025

BILL TO:

RICHLAND CMTY CLGE-M.C.L.E.T.C
 1095 W ROTARY WAY
 DECATUR, IL 62521

SHIP TO:

MACON CO LAW ENF TRNG CENTER
 1095 ROTARY WAY
 DECATUR, IL 62521

BADGE NO:	PAYMENT TERMS:	ORDERED BY:	ORDER COMMENT:		
	NET 30 DAYS	JIM GETZ REQUESTED			
ITEM NO	DESCRIPTION	QUANTITY	PRICE	EXT PRICE	
	MAO/ GB25-136				
W9MM50	9mm LUGER 115GR FMJ BOX/50	2,800.00	11.80	33,040.00	
Q4170	45 AUTO 230GR FMJ BOX/50	300.00	17.00	5,100.00	
W223K	223 55gr FMJ LC BOX/20	1,500.00	9.20	13,800.00	
RA12005	12ga 00 BUCK 9 PELLET BOX/5	200.00	4.00	800.00	
RA12RS15	12ga RFLD SLUGS RANGER BOX/5	200.00	4.25	850.00	

NO SHIPPING CHARGES

Sales Tax: 0.00
Quote Total: 53,590.00

THIS IS NOT AN INVOICE. ADDITIONAL SHIPPING CHARGES MAY APPLY.
 Quoted prices are good until 30 days from date of quote or until otherwise noted.
 If you have questions or are ready to place an order please email orders@oherron.com
 or call 1-800-223-2097



Sales Quote

KIESLER POLICE SUPPLY
 2802 SABLE MILL RD
 JEFFERSONVILLE, IN 47130

Bill-to Customer

RICHLAND COMMUNITY COLLEGE
 ONE COLLEGE PARK
 DECATUR, IL 62521

Ship-to Address

RICHLAND COMMUNITY COLLEGE
 Commander Jim Getz 217.330.9091 ext 1603
 ONE COLLEGE PARK
 DECATUR, IL 62521

Your Reference
 Bill-to Customer No. L75311
 Tax Registration No.

Salesperson KEVIN BURK
 Email
 Home Page
 Phone No.

No. Q164909
 Document Date July 7, 2025
 Due Date August 6, 2025
 Payment Terms
 Payment Method
 Tax Identification Type Legal Entity
 Shipment Method Standard

Commander Jim Getz 217.330.9091 ext 1603
 jgetz@richland.edu

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
FEDEAE9DP	FEDERAL AMERICAN EAGLE 9MM LUGER 115 GRAIN FULL METAL JACKET 1000RDS/CASE,50RDS/BOX CMTMR	140	CASE	216.16	30,262.40
FEDEAE45A	FEDERAL AMERICAN EAGLE 45AUTO 230 GRAIN FULL METAL JACKET 1000RDS/CASE,50RDS/BOX ALTKA	15	CASE	358.40	5,376.00
FEDEAE223	FEDERAL AMERICAN EAGLE 223REM 55 GRAIN FULL METAL JACKET BOATTAIL 500RDS/CASE,20RDS/BOX LLARH	60	CASE	245.28	14,716.80
FEDEF12700	FEDERAL CLSSC 12GA 2-3/4 9PLT OOBUCK 250RD CS 50BX OF 5EA CHARH	4	CASE	190.40	761.60
FEDEF127RS	FEDERAL CLSSC RFL SLG 12GA 23/4 10Z 250RD CS 50BX OF 5EA CHHK	4	CASE	194.88	779.52
SHIPPING	SHIPPING CHARGE - DROP SHIP INCLUDED FROM FACTORY	1	EACH	0.00	0.00
FORMAT KEVIN BURK	QUOTED BY KEVIN BURK KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130	1	EACH	0.00	0.00



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	THIS QUOTE IS VALID FOR 30 DAYS KBURK@KIESLER.COM				
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE	1	EACH	0.00	0.00
	X _____ SIGNATURE REQUIRED				
	X _____ DATE				
	X _____ PHONE# FOR FED X QUESTIONS				
	Amount Subject to Sales Tax			0.00	
	Amount Exempt from Sales Tax			0.00	
				Subtotal	51,896.32
				Total Tax	0.00
				Total \$ Incl. Tax	0.00
				Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-7M-08220

RETURNED GOODS POLICY

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.

Richland Community College
Once College Park
Decatur, Illinois 62521



MEMORANDUM

BUSINESS SERVICES

To: Board of Trustees
Dr. Cristobal Valdez

From: April Cramer
Alexis Newbon

Date: July 07, 2025

Re: Approval to Purchase EV TECH Workbench

In the evolving automotive industry, our goal is to provide our students with the most current technology and access to industry changes. Legacy EV is a company committed to preparing students for careers in the automotive industry. The EV TECH Workbench is a turnkey Electric Vehicle training program with hands-on, laboratory-style learning.

This item did not go to public bid. There is a sole source letter on file. We are requesting access to the EV TECH Workbench training lab for a period of 2 years.

The total cost for EV TECH Workbench for a period of 2 years is \$38,000.00. Funding for the purchase is available from the CEJA grant.

It is recommended that the Board authorize the College Administration to purchase the EV TECH Workbench training system and all necessary components from Legacy EV in Chandler, Arizona for a period of 2 years at a total cost of \$38,000.00

We are available for any questions you may have.

Richland Community College
Once College Park
Decatur, Illinois 62521



BUSINESS SERVICES

MEMORANDUM

To: Board of Trustees
Dr. Cristobal Valdez

From: April Cramer
Alexis Newbon

Date: July 07, 2025

Re: Approval to Purchase Student Laptops

To facilitate student learning and access to materials.

The laptops will be used by our students under the CEJA grant.

The total cost for 30 student laptops from CDW-G is \$21,662.40 at \$722.08. Funding for the purchase is available from the CEJA grant.

It is recommended that the Board authorize the College Administration to purchase 30 student laptops from CDWG for a total cost of \$21,662.40.

We are available for any questions you may have.

TO: Board of Trustees

FROM: Cris Valdez 

DATE: July 15, 2025

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 June 2025 bills, and travel expenditures paid and approve the Financial Statement to be filed for audit.

Thank you.

Exceeding Richland Community College Financials – Narrative

Financial Statement Discussion and Analysis

For the Period Ended June 30, 2025

Executive Summary

For the month of June, the College began the month with a Balance of \$22,962,735.77.

The College had receipts of \$5,976,699.65 and disbursements of \$7,431,499.76 ending with a **Balance of \$20,628,235.70** as of June 30, 2025.

In June of 2025, the College reported \$4,829,892.91 in Operating Interest-Bearing Accounts and \$15,798,342.79 in Operating Separate Investment Instruments.

Separate Investment Instruments detail

Separate Investment Instruments

Fund	Amount	Instrument	Rate	Maturity	Term/Months
EDUCATION FUND	\$15,548,342.79	IL Funds	4.43		0.0
EDUCATION FUND	\$250,000.00	CD-First Mid	0.85	1/30/2026	12.0
RESTRICTED-MASTER PLAN2	\$12,150,759.38	PMA	4.23		0.0
RESTRICTED-MASTER PLAN	\$2,792,523.12	PMA	4.28		0.0
RESTR-EQUIP REPLACEMENT	\$300,000.00	CD-HPB	0.15	8/10/2025	12.0
WORKING CASH FUND	\$1,201,945.90	PMA	4.22		0.0
WORKING CASH FUND	\$246,523.21	CD-Regions	3.04	1/21/2026	12.0
WORKING CASH FUND	\$110,000.00	CD-HPB	3.33	4/23/2026	13.0

Bills for Ratification total \$2,276,160.28

Of this total:

Bills exceeding \$10,000 – \$272,170.27

Bills exceeding \$10,000, detail

<i>Vendor Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&M Fund</i>	<i>Other Fund</i>
Birkey's Farm Store Inc					
Equipment-Service	Grounds	\$20,342.75		\$20,342.75	
Dynagraphics Inc					
Contractual-Other	Grant-Administration	\$10,128.11			\$10,128.11
Economic Development Corp of					
Publications & Dues	General Expenses	\$10,000.00	\$10,000.00		
Follett Higher Education Group,					
NonTaxBooks-Scholarships		\$15,128.69	\$15,128.69		
NonTaxBooks-Scholarships		\$12,978.26	\$12,978.26		
Jenzabar Inc					
Contractual-Other	Administrative Info Syst	\$32,813.00	\$32,813.00		
Nishida Services					
Custodial Services	Custodial	\$47,850.00		\$47,850.00	
Per Mar Security & Research					
Security	Public Safety Department	\$21,667.81			\$21,667.81
Ruyle Mechanical Services Inc					
Equipment Rental	Maintenance	\$42,925.75		\$42,925.75	
Sikich LLP					
Audit Services	Audit	\$17,850.00			\$17,850.00
Springfield Urban League Inc					
Contractual-Other	Grant-Administration	\$22,461.20			\$22,461.20
State Universities Retirement Sy					
EmployeeBenefitsTotal	General Expenses	\$18,024.70	\$18,024.70		
		\$272,170.27	\$88,944.65	\$111,118.50	\$72,107.12

Bills exceeding \$50,000 –\$1,421,973.87

Bills exceeding \$50,000, detail

<i>Vendor Account</i>	<i>Center</i>	<i>Amount</i>	<i>Ed Fund</i>	<i>O&M Fund</i>	<i>Other Fund</i>
Blue Cross and Blue Shield of IL					
Group Insurance		\$47,932.00	\$47,932.00		
Health Insurance		\$226,275.96	\$226,275.96		
EmployeeBenefitsTotal	General Expenses	\$10,382.38	\$10,382.38		
Jenzabar Inc					
Contractual-Other	Administrative Info Syst	\$394,328.00	\$394,328.00		
TCCI Manufacturing LLC					
TCCI Climate Cntr	TCCI	\$743,055.53			\$743,055.53
		\$1,421,973.87	\$678,918.34	\$0.00	\$743,055.53

Trustee Travel:

There is no Trustee Travel.

Executive Session – July 15, 2025

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 .