MINUTES OF BOARD OF TRUSTEES REGULAR MEETING

**DISTRICT NO. 537**

**RICHLAND COMMUNITY COLLEGE**

**December 19, 2023**

The Truth in Taxation Hearing was held at 5:22 p.m. in the Boardroom of Richland Community College. Those in attendance were Andreas, Dunning, Carr, Yutzy, Diskey, and Rood. Joe Feinstein presented the information and there were no comments. Andreas and Dunning moved to adjourn the hearing at 5:30 p.m.

# CONVENING OF THE MEETING

Call to Order

The regular meeting was called to order at 5:30 p.m. Tuesday, December 19, 2023, 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: Marcy Rood, Vicki Carr, Dan Diskey, Ben Andreas, Bishop Wayne Dunning, and Austin Yutzy

Trustees Absent: Tom Ritter and Dale Colee

Also present: Dr. Cris Valdez and other staff members

# MINUTES OF PREVIOUS MEETING

The minutes of the Regular Meeting on November 13, 2023 had been distributed to the Board prior to this meeting.

Yutzy moved to approve the minutes of the Regular Meeting on November 13, 2023. Bishop Dunning 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 Shari Hanks from IT.

**WRITTEN COMMUNICATIONS**

##### Personnel Update

**New Employees**

**Name Position Start Date**

Carrie Ringer Campus Event Coordinator 11/27/2023

Alicia Hayes Food Service/MCLETC 11/27/2023

**Retirements, Resignations, and Terminations**

**Name Position Last Day**

Mary Zeigler Accounts Payable 11/30/2023

# SPECIAL REPORTS

**REPORT OF ICCTA**

Chairwoman Carr reminded the Trustees of the National Legislative Summit that will be held in Washington D.C. in February.

**DECENNIAL COMMITTEE FOR LOCAL GOVERNANCE**

Joe Feinstein gave an update on the Decennial Committee work being done.

**INSTITUIONAL ADVANCEMENT REPORT**

Julie Melton reported on top accomplishment, projects in progress and new opportunities on the horizon. She also provided the Trustees with an update on grants.

**CONSENT AGENDA**

The Consent Agenda was provided to the Trustees. It included the following: Appointment of Sheree Zalanka to VP of Financial Services, Appointment of Lindy Bridgman as Full-Time Faculty of Practical Nursing, Appointment of Michelle Spainhour-Luhrsen as Full-time Dean of Nursing Education and the Appointment of Kristie Dawson as Executive Director of Human Resources, as presented.

**Yutzy moved to approve the Consent Agenda, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

**NEW BUSINESS**

**BOARD POLICY 3.6.5.17 – EMPLOYEE SERVICE INCENTIVE PROGRAM – THIRD READING AND ADOPTION**

A recommendation was made to the Board of Trustees to adopt Board Policy 3.6.5.17 – Employee Service Incentive Program, as presented.

**Rood moved to adopt Board Policy 3.6.5.17 – Employee Service Incentive Program, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

**BOARD POLICY 3.6.5.4.1 – PAID LEAVE FOR ALL WORKERS – THIRD READING AND ADOPTION**

A recommendation was made to the Board of Trustees to adopt Board Policy 3.6.5.4.1 – Paid Leave for All Workers effective January 1, 2024, as presented.

**Andreas moved to adopt Board Policy 3.6.5.4.1 – Paid Leave for All Workers effective January 1, 2024, as presented. Bishop Dunning seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

**PROTECTION, HEALTH, AND SAFETY RESOLUTIONS 24-1, 24-2, AND 24-3**

A recommendation was made to the Board of Trustees regarding three Protection, Health, and Safety projects:

**Resolution 24-1**

The electronic circuitry which controls the elevator at the college’s main campus has recently

begun to fail. While temporary repairs have been completed, the company who manufactured

the original systems are no longer in business. To fully resolve this issue, an overhaul of the

electronic systems in the elevator will be required. This will also trigger the need to perform

additional work to bring the elevator’s mechanical systems & carriage up to current construction standards. The total cost for this work will be $266,890.

**Resolution 24-2**

The Operations Department has identified concrete sidewalks outside of the Scherer, Shilling

wings of the main building that have experienced cracking or spalling, which will create hazards

for pedestrians if not addressed. Additionally, one of the sidewalks outside of the Center for

Sustainability and Innovation is shifting in grade, which is beginning to present a risk of slippage to pedestrians. And finally, cracking in some heavily-traversed sections of Parking Lot “A” at the main campus have begun to result in uneven surfaces, which will pose risks to pedestrians if not addressed. The total cost to remediate these issues has been estimated at $355,000.

**Resolution 24-3**

The roof and skylight located above the cafeteria “atrium” at the main campus is degrading and beginning to fail at multiple points. This roofing system needs a full replacement. The

total estimated cost for this work is $150,000.

**Andreas moved to approve Resolutions 24-1, 24-2, and 24-3, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

**FY2024 TAX LEVY – RESOLUTION NO. 24-4**

A recommendation was made to the Board of Trustees to adopt Resolution 24-4 Fiscal Year Tax Levy, as presented.

**Yutzy moved to adopt Resolution No. 24-4 Fiscal year Tax Levy, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

**2020-2023 STRATEGIC PLAN FINAL REPORT**

A recommendation was made to the Board of Trustees to accept the 2020-2023 Strategic Final Report, as presented.

**Bishop Dunning moved to accept the 2020-2023 Strategic Final Report, as presented.**

**Diskey seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

**ACCEPTANCE OF FY2022 AUDIT**

The Board of Trustees heard a report from Joe Feinstein regarding the FY2022 Audit. There were no findings.

**Bishop Dunning moved to accept the FY2022 audit, as presented. Rood seconded. Roll call vote being all ayes, Chairwoman Carr declared the motion carried.**

FINANCIAL REPORT

BILLS AND TRAVEL EXPENDITURES PAYABLE

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

A list of bills paid in the amount of $1,435,718.72 for November 2023 was distributed to the Board prior to the meeting.

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

REPORT OF THE PRESIDENT

* President Valdez thanked Joe Feinstein for his hours of dedication and commitment to Richland.
* President Valdez gave an update on new grant opportunities and those we are waiting for confirmation on.
* We are very thankful for a great semester and looking forward to well-deserved break.

ITEMS FROM THE BOARD

* Ben Andreas wished everyone a great holiday.

**EXECUTIVE SESSION**

**Andreas moved to enter into closed session for the purpose of discussing individual employments, as specified in Section 2 (c) (1); for the purpose of discussing collective negation matters, as specified in Section 2 (c) (2); for discussion of purchase or lease of real property, as specified in Section 2 (c) (5); for discussion of pending or probable litigation, as specified in Section 2 (c) (11); and for self-evaluation as specified in Section 2 (c) (16) of the Open Meetings Act. Bishop Dunning seconded. Voice vote being all ayes, Chairwoman Carr declared the motion carried.**

Meeting convened into closed session at 6:35 p.m.

Meeting reconvened into open session at 7:15 p.m.

ADJOURNMENT

Rood moved and Bishop Dunning seconded to adjourn the meeting at 7:16 p.m.

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Benjamin Andreas, Secretary