

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, August 28, 2007
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE SPECIAL AND REGULAR JULY MEETINGS (Voice Vote) --
Minutes of the July 24, 2007, special and regular Board meetings are enclosed with this packet for your consideration and action.**
- IV. FINANCIAL REPORT (No Action) — The financial report for the period ending June 30, 2007, will be available in September as a year-end audited statement in conjunction with the annual financial audit of the College.**
- V. ACCOUNTS PAYABLE (Attachment I) (Roll Call Vote) — The list of accounts payable for the period ending July 31, 2007, is enclosed for your consideration and action.**
- VI. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**
- VII. BOARD OF TRUSTEES REPORTS**
 - A. Illinois Community College Trustees Association (ICCTA) -- John O'Keefe**
 - B. Southeast Regional Trustees (SERT) -- John O'Keefe**
 - C. John A. Logan College Foundation -- Jake Rendleman/Jim Snider**
 - D. Association of Community College Trustees (ACCT) -- Jake Rendleman**
 - E. Hiring Committee -- David Hancock**
 - F. Athletic Advisory Committee — Bill Kilquist**
 - G. Student Trustee — Matthew Todd (See Attachment II)**

VIII. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Tim Baker**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- JaDean Towle**

IX. OFFICERS REPORTS

- A. Brad McCormick**
 - **Building Committee**
 - **Board Policy Committee**
 - **Smoking Policy Implementation**
- B. Larry Peterson**
 - **Fall Semester Enrollment Report**
 - **Civil War Lecture Series (Associate Dean for Community Education Barry Hancock)**
- C. Julia Schroeder**
 - **Update on MAN-TRA-CON**
 - **Academic Assessment Initiative Committee (Cheryl Barrall, Jane Bryant, Dr. Brenda Erickson)**
 - **Strategic Plan**
- D. Bob Mees**
 - **Opening of Fall Semester**
 - **40th Anniversary Celebration Banquet**
 - **State Budget/Legislative Update**
 - **Accreditation Visit for On-Line Degree Program (September 10-11)**
 - **Evagene Lay Scholarship**
 - **Hunter Cabin Ribbon Cutting/Dedication**

X. CONSENT AGENDA (Voice Vote)

A. Bid-Tent Rental for Hunting and Fishing Days (Attachment III)

Bid specifications were prepared and advertised according to Board policy for the rental of several tents to be used during the Hunting and Fishing Days event in September. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 1:30 p.m., Thursday, August 2, 2007. (See Attachment III.)

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Bauers' Tents and Party Rentals, Inc. of Evansville, Indiana, for an amount of \$10,295, and that the administration be authorized to accept this bid.

B. Surplus Property (Attachment IV)

In according with Board Policy #7240, Board approval is requested to advertise for bids on surplus property consisting of a Xerox Reading Edge machine and two StarTrac treadmill machines listed on the attached sheets. (See Attachment IV.)

Recommendation: That the Board of Trustees authorize the administration to advertise for bids on the surplus property items listed in Attachment IV.

C. Payment of Blackboard Fees for FY2008

Approval is requested to pay Blackboard courseware license and hosting fees totaling \$84,000. The license fee is an annual charge of \$38,200. The hosting fee of \$45,800 is payable in monthly installments of \$3,816.67 set up through a blanket purchase order.

Recommendation: That the Board of Trustees authorize the administration to make payment for Blackboard courseware license and hosting fees totaling \$84,000 for FY2008.

D. Interdistrict Cooperative Agreement Addendum (Attachment V)

Approval is requested for an addendum to the Interdistrict Cooperative Agreement between John A. Logan College, Rend Lake College, Shawnee College, and Southeastern Illinois College.

This addendum states that John A. Logan College will accept students from the above college districts for CCT 100 – Quality Environments in Family Care, effective fall 2007. This course is unique in that it is designed specifically for family child care owners and will focus specifically on the Family Child Care Environmental Rating Scale (FCCERS), a research-based assessment tool designed to measure quality in family child care programs. The Quality Rating System will provide higher reimbursement rates to family child care providers who meet specific indicators of quality care.

Recommendation: That the Board of Trustees approve an addendum to the Interdistrict Cooperative Agreement between John A. Logan College, Rend Lake College, Shawnee College, and Southeastern Illinois College, stating that John A. Logan College will accept students from these college districts for CCT 100 – Quality Environments in Family Care, effective fall 2007.

E. Revision to 2007-2008 College Calendar (Attachment VI)

At its October 24, 2006, meeting, the John A. Logan College Board of Trustees approved the College's Instructional Calendar for 2007-2008. In March of 2007, a graduation/retirement survey was conducted by Rebecca Borgsmiller. The survey was sent to full-time faculty, term faculty, non-teaching professionals, operational staff, and maintenance/safety staff. One hundred forty-six responses were received concerning the date of commencement, and 51 percent stated they would like commencement to be held **after** finals are completed in the

spring semester. These results were reported at the March 29, 2007, College Council meeting. As a result, it is recommended that the date for the 2008 Commencement be changed from the originally approved May 9 to May 16, 2008.

Recommendation: That the Board of Trustees approve a revision to the 2007-2008 College Instructional Calendar changing the date for Commencement from May 9, 2008, to May 16, 2008.

XI. NEW BUSINESS

A. Procurement Card Implementation (Attachments VII and VIII)(Roll Call Vote)

The following information is presented to the Board from Vice-President for Business Services and College Facilities Brad McCormick:

As I mentioned at the Board retreat earlier this summer, I have been impressed with the accountability measures I have seen at John A. Logan College since I began just four (4) months ago. The College has effective purchasing policies, but our internal implementation of those can be improved in ways that increase our efficiency. (See Attachment VII.)

During FY2007, there were 6,065 checks written in amounts less than \$500, which totaled \$1,043,505 of spending. The table below represents the potential check writing reduction if the College could move a portion of those purchases to a procurement card system.

| | <u>Checks Written</u> | <u>Total Spending</u> |
|--|-------------------------------------|---|
| FY2007 | 6,065 | \$1,043,505 |
| <u>% of Purchases By Card</u> | <u>Checks Eliminated</u> | <u>Purchase Volume Moved to Card</u> |
| 20% | 1,213 | \$208,701 |
| 40% | 2,426 | \$417,402 |
| 60% | 3,639 | \$626,103 |
| 80% | 4,852 | \$834,804 |

According to the table, if the College captures 40% of these purchases with the procurement card system, 2,426 fewer checks would be written.

Procurement Card Benefits

1. Budget officers at the College would receive materials faster with less paperwork required.
2. Business Office staff could devote more time to value added activities, such as working on direct deposit implementation and more internal auditing.
3. Increased accountability by decreasing the use of open purchase orders and monthly review of aggregated small purchases by the appropriate supervisor.
4. Employees would no longer have to carry college related travel expenditures on personal credit cards while waiting for reimbursement.

5. Vendors would receive payment faster.
6. The College would eventually receive as much as \$4,000 back annually in cash back refunds.

Based upon studies in two (2) school districts, 58% of all purchasing is at transaction levels below \$1,000. The transactions I propose to move to the card system are those transactions which are below the levels authorized in Board Policy No. 7153, Expenditure Authorization. The precise expenditure limit would be determined by supervisory level, i.e. dean, department chair, etc.

I propose the “rollout” of the program be a phased approach with the first phase directed toward Building/Grounds, Information Technology, the vice presidents and the president. No additional cards will be issued until a report is made to the Board of Trustees after approximately six (6) months of active participation in the program. At that time, the Board can choose to modify, discontinue, or expand the program further.

Possible Points of Concern

There are three (3) potential concerns I would like to address:

1. Loss of Accountability - Actually, I believe this program will increase accountability for three (3) reasons.
 - A. Presently hundreds of open purchase orders (POs) are processed at the beginning of the fiscal year in varying amounts. At the time of approval, these open POs lack any detail of specific items to be purchased. The reason for the open POs is the large amount of paperwork required through the normal requisition process when the dollar amounts of the individual purchases are relatively low and the purchases are sometimes urgent. With the monthly statement review, supervisors will see all transactions and can provide feedback to the supervisors affecting future purchasing behaviors.
 - B. For small purchases under the approval limits expressed in Board policy, there is very little supervisory review. Because purchases made with the cards are aggregated on the monthly statement and the total will likely exceed the purchase limits in the Board policy, the purchaser will be required to get supervisor approval for payment. Yes, the approval will be after the fact. However, presently there is no approval required at all.
 - C. Finally, monthly reports are available through the procurement card system that detail every purchase and sorts them by purchases. As long as the Board desires, that report can be provided in the monthly board packet. Card holders will be told that purchasing detail will be available to the Board for scrutiny and will be displayed with the cardholder’s name. That fact is perhaps the largest deterrent to abuse. Suspension or termination of the card is done through an electronic interface and is immediate.
2. Overspending - It is commonly known that the use of “plastic” results in more spending than with cash or even checks. Though I do not believe the same consumer response exists when dealing with institutional resources, I would agree that slow, deliberate purchases do provide for more reflection. The cardholder agreement, which is required to be read and signed by the cardholder, will state the purchaser is responsible for ensuring

the availability of budgeted resources and that the cardholder is personally responsible for purchases made that are not in accordance with Board policy or the department budget. This concern will need to be monitored with frequent checks on the budget.

3. Not Using Local Bank - The bank chosen through an RFP process was the Bank of Montreal, Canada, which has a branch in Chicago. The ease of use and control available through the IASBO program are simply not present with local bank card programs. Because the program is sponsored by IASBO, there are periodic training opportunities for the staff administering the program and a liaison is present through IASBO for assistance with problems. In addition, the rebate program is stronger because of the volume that goes along with statewide participation.

In summary, I believe the procurement card system proposed will be widely appreciated by those afforded the opportunity to use it. At the same time, it will increase our operational efficiency and improve our internal accountability for purchases.

Recommendation: That the Board of Trustees approve the Resolution Authorizing Issuance of Individual Procurement Cards as contained in Attachment VIII, and authorize the Vice President for Business Services and College Facilities to implement the procurement card system for a six (6) month trial basis beginning January 1, 2008.

B. Change of Date of September Board Meeting (Voice Vote)

Due to a schedule conflict for trustees traveling to the Association of Community College Trustees Annual Leadership Summit in San Diego, California, in September, it is desirable to change the date of the regular September meeting of the Board of Trustees to Thursday, September 20, at 7:00 p.m., or to another more desirable date as determined by the Board.

Recommendation: That the Board of Trustees change the date of its regular September meeting from Tuesday, September 25, 2007, to Thursday, September 20, 2007, at 7:00 p.m., or to another date that might be more desirable to the Board.

C. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (community education).
- (2) Employment of full-time, grade III, word processing operator III.
- (3) Employment of full-time, grade III, secretary III (LRC).
- (4) Employment of full-time, grade III, word processing operator III.

b. Maintenance/Building Staff – None at this time.

c. Campus Safety Staff

- (1) Employment of two part-time, grade I, campus safety officers.
- (2) Consideration of employee termination.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of part-time, grade IV, stipend, assistant volleyball coach at John A. Logan College.
- (2) Consideration of president's contract.

b. Full-Time Faculty

- (1) Ratification of full-time, tenure track instructor of machine, robotics, and tool & die.
- (2) Ratification of full-time, tenure track clinical nursing assistant instructor.
- (3) Ratification of full-time, tenure track instructor of associate degree/practical nursing.
- (4) Ratification as a full-time, tenure track instructor of associate degree/practical nursing.
- (5) Ratification as a full-time, tenure track instructor of heating and air conditioning at John A. Logan College effective August 15, 2007.
- (6) Recommendation of academic rank of professor for full-time faculty member.
- (7) Recommendation of academic rank of associate professor for full-time faculty member.

c. Term Faculty

Ratification/employment of 17 term faculty members.

d. Continuing Education Staff

Employment of 15 continuing education staff members.

3. Grant Personnel

a. Operational Staff

(1) Employment of full-time, 75% time, grade III, secretary III (literacy).

(2) Employment of part-time, grade III, temporary, secretary III (adult education).

b. Non-Teaching Professional Staff

(1) Employment of full-time, grade IV, coordinator of procurement technical assistance center.

(2) Employment of full-time, grade IV, temporary, adult education transition counselor.

c. Full-Time Faculty – None at this time.

d. Term Faculty – None at this time.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT