

**JOHN A. LOGAN COLLEGE**  
**Carterville, Illinois 62918**

**BOARD OF TRUSTEES**

Regular Meeting  
Tuesday, September 26, 2006  
7:00 P.M.  
Board Room  
Administration Building

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF AUGUST BOARD MEETING (Voice Vote) -- Minutes of the regular board meeting of August 22, 2006, are enclosed with this mailing for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending July 31, 2006, is enclosed for your consideration and action.**
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending August 31, 2006, 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/David Hancock**
  - D. Association of Community College Trustees (ACCT) -- Jake Rendleman**
  - E. Hiring Committee -- David Hancock**
  - F. Student Trustee — Matthew Todd**
- VIII. GROUP/ASSOCIATION REPORTS**
  - A. Faculty Association Report — Tim Baker**
  - B. Term Faculty Association Report — John Montacue**
  - C. Operational Staff Association Report**

**IX. OFFICERS REPORTS**

- A. J. P. Barrington** – **Special Events Committee**
- B. Larry Peterson** – **Fall Semester Enrollment**
  - **Civil War Lecture Series**
- C. Julia Schroeder** – **Whirlpool/Maytag Update**
  - **Service Learning (Mary O’Hara and Rick Ellett)**
- D. Bob Mees** – **Women’s Health Conference**
  - **Update on Strategic Plan**
  - **American Heart Association Heart Walk at JALC**
  - **Meeting with John Filan – Governor’s Budget Director**

**X. OLD BUSINESS**

**A. Adoption of 2006-07 Budget (Roll Call Vote)**

The tentative budget for the 2006-07 academic year was approved at the August meeting and a public meeting will be held at 6:30 p.m., September 26, 2006, in the College Board Room. Based on the results of the hearing, I would recommend the following resolution be adopted by the Board of Trustees:

WHEREAS the Community College Board of John A. Logan College District No. 530, Counties of Williamson, Jackson, Franklin, Randolph, and Perry, and the State of Illinois caused to be prepared in tentative form a budget, and the secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and whereas a public hearing was held as to such budget on the 26th day of September, 2006. Notice of hearing was given at least thirty days prior thereto as required by law and all other legal requirements have been complied with.

NOW THEREFORE BE IT RESOLVED by the Community College Board of said District as follows:

SECTION 1 -- That the fiscal year of the Community College District be and the same is hereby fixed and declared to be beginning July 1, 2006, and ending June 30, 2007, and

SECTION 2 -- That the budget containing an estimate of amounts available in each fund separately and of expenditures from each, and same is hereby adopted as the budget of this Community College District for the said fiscal year.

**Recommendation:** That the Board of Trustees adopt the 2006-2007 budget as presented in tentative form at the August board meeting and as available for public inspection under state law, and that the administration be authorized to implement this budget effective July 1, 2006.

**XI. CONSENT AGENDA (Voice Vote)**

**A. Bids–Mailing Equipment and Console (Attachment III)**

Bid specifications were prepared and advertised according to Board policy for high volume mailing equipment and console (Attachment III). The College’s current postage machine has been in use for the past six years. However effective December 31, 2006, the United States Postal Services requires that all postage meters utilize digital printing technology. Digital technology provides counterfeit protection against revenue loss for the Postal Service. After that date, our current equipment will no longer be authorized for use as a postage-evidencing device.

Bids were opened in the Office of the Vice President for Business Services at 2:00 p.m., Thursday, September 7, 2006, with the following results:

<u>Bidders</u>	<u>Bid Amount</u>
Southern Business Machines, Inc. 2040 Division Street Evansville, IN 47711	\$19,995.00
Pitney Bowes, Inc. 1884 Lackland Hills Pkwy., Ste 3 St. Louis, MO 63146	\$19,500.00 \$20,700.00**
Pitney Bowes, Inc. 1884 Lackland Hills Pkwy., Ste 3 St. Louis, MO 63146	\$23,424.00 \$24,691.00**

\*\* With Optional Scanner

The two lowest bids from Southern Business Machines, Inc., and Pitney Bowes, Inc., did not meet bid specifications.

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications for the purchase of a mailing machine and console in the amount of \$24,691 from Pitney Bowes, Inc., of St. Louis, MO, and that the administration be authorized to make this purchase.

**B. Bid– Ten LCD Projectors and Ceiling Mounts (Attachment IV)**

Specifications were prepared and advertised according to Board policy for the purchase of ten (10) LCD projectors and ceiling mounts (Attachment IV). Bids were opened at 2:30 p.m. on Thursday, September 7, 2006. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
CIM-Audio Visual 1100 W. Lloyd Expressway-Ste. 310 Evansville, IN 47708	\$27,450.00
Midwest Computer Products, Inc. 33W512 Roosevelt Road West Chicago, IL 60185	\$24,340.00

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications for the purchase of ten (10) LCD projectors and ceiling mounts in the amount of \$24,340 from Midwest Computer Products, Inc., of West Chicago, IL, and that the administration be authorized to make this purchase.

**C. Purchase of Office Computers**

As a part of the Technology Plan, the College needs to purchase 91 office computers and 11 laptops for faculty and staff as part of the four-year replacement cycle as specified in the Technology Plan.

**Recommendation:** That the Board of Trustees approve the quote of \$127,458.67 for the purchase of 102 computers for faculty and staff from 710 Bookstore, and that the administration be authorized to purchase this equipment as specified in the Technology Plan.

**D. Uninterruptible Power Supplies**

In accordance with the 2007 Technology Plan, Information Technology seeks to begin a plan for upgrade and replacement of the College's uninterruptible power supplies. The use of UPS in wiring closets to maintain power in switches would benefit College users in that it would provide a network connection to the desktop in the event of either a campus-wide or localized power outage. Such an outage may present problems to users that are working on network applications such as databases. Uninterrupted power would prevent loss of data entered due to a sudden power outage. With this purchase, the College will provide power protection for switch closets for the main campus and both extension centers. After the initial upgrade in FY 2007, a three-year replacement cycle will be enacted.

**Recommendation:** That the Board of Trustees approve the quote of \$13,663.24 for the purchase of 19 uninterruptible power supplies from D & B Power Associates, Inc., of Batavia, Illinois, and that the administration be authorized to purchase this equipment

**E. Network Switch Upgrades**

In order to be able to meet ongoing and future college needs as stated in the FY 2007 Technology Plan, Information Technology is recommending a plan to upgrade the switches used within the network. This upgrade will allow network bandwidth to reach one gigabit, something that will be necessary as demands for audio, video, and other services increase. The plan was implemented in FY 2003 and will extend through FY 2008. At the present time, the remainder of the planned schedule is:

- FY 2007 – replace 14 switches in A, D, E, and F Wings along with H Building
- FY 2008 – replace remaining 13 switches in Du Quoin, West Frankfort, E Wing, and VOC Building

Quotes for 14 Cisco Catalyst 3750 switches have been gathered. Every effort will be made to install these switches at times that least affect College operations.

**Recommendation:** That the Board of Trustees approve the quote of \$48,3760.10 for the purchase of 14 Cisco Catalyst switches from CDW-G, of Vernon Hills, Illinois, and that the administration be authorized to purchase this equipment.

**F. Athletic Housing Contracts**

The College has scholarship agreements with members of the athletic teams who contract with off-campus housing providers. The contracts for fall and spring semesters with Lewis Park Apartments, Carbondale, Illinois, total \$65,193.99 (women’s basketball - \$19,266.78; men’s basketball - \$19,266.78; and baseball - \$26,660.43.) The contract with Lake Logan Apartments, Carterville, Illinois, totals \$5,480 for softball.

**Recommendation:** That the Board of Trustees approve the housing contracts for John A. Logan College women’s basketball, softball, and golf; men’s basketball; and baseball athletes for fall and spring semesters 2006-2007, in the amounts of \$65,193.99 to Lewis Park Apartments, and \$5,480 to Lake Logan Apartments, and that the administration be authorized to make these payments in a timely manner.

**G. Purdy School Volunteers**

Museum Coordinator Adrienne Barkley Giffin has requested the following persons be approved to volunteer teach at Purdy School two weeks in fall 2006 and two weeks in spring 2007:

- |                 |                 |
|-----------------|-----------------|
| Lucille Choate  | Anna Morris     |
| Carol Cross     | Betty Neely     |
| Sarah Geisleman | Deborah Runion  |
| Shirley Hays    | Carolyn Rushing |
| Robert Jackson  | Gene Snider     |
| Jean Jones      | Maxine Snider   |
| Rosemary Mathis |                 |

Each volunteer will lead school students through lessons and activities reminiscent of late 19<sup>th</sup> and early 20<sup>th</sup> century one-room school education. There is no stipend for their work. It is on a volunteer basis.

**Recommendation:** That the Board of Trustees approve the above names for volunteer teachers at Purdy School for fall 2006 and spring 2007, with the understanding that it is on a volunteer basis and there is no financial compensation associated with the positions.

## **H. Approval of Closed Session Minutes for Availability for Public Inspection**

The closed session minutes through July 25, 2006, have been reviewed by College legal counsel, and a determination was made as to which of these minutes could be made available for public inspection. The content of these minutes has been previously approved by the Board.

**Recommendation:** That the Board of Trustees approve the following closed session minutes to be made available for public inspection: November 22, 2005, and June 27, 2006.

## **I. Destruction of Verbatim Recordings of Closed Sessions**

In compliance with revisions made to the Open Meetings Act, the Board of Trustees has kept a verbatim tape recording of all closed sessions since January of 2004. The law states that the verbatim recording of a closed meeting may be destroyed after 18 months upon approval of the Board. The Board of Trustees has previously approved destruction of recordings through July 27, 2004. College legal counsel has recommended that the Board now approve destruction of the closed session recordings through March 22, 2005.

**Recommendation:** That the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings of August 24, 2004; September 22, 2004 (retreat); September 28, 2004; October 25, 2004; November 23, 2004; January 25, 2005; February 22, 2005; and March 22, 2005; and that the recording secretary be authorized to dispose of these records.

## **XII. NEW BUSINESS**

### **A. Annual College Audit (Attachment V) (Roll Call Vote)**

The annual audit for John A. Logan College for FY06 (2005-06) has been completed by Cindy A. Bobell, CPA. Ms. Bobell will be at the Board meeting to present an oral summary of the audit and will respond to any questions from the members of the Board of Trustees. (See Attachment V.)

**Recommendation:** Subject to the presentation by Ms. Cindy A. Bobell and to any questions by the Board, that the Board of Trustees accept the annual audit for John A. Logan College for FY06 (2005-06) as presented in Attachment V.

### **B. Selection of Voting Delegate to the Association of Community College Trustees (ACCT) Convention (Voice Vote)**

The College is entitled to one vote during the ACCT Annual Community College Leadership Congress being held in Orlando in October. Only voting members of governing boards may serve as voting delegates. Several of the trustees plan to attend this convention, and it is necessary for the board to appoint a voting delegate and an alternate.

**Recommendation:** That the Board of Trustees appoint a voting delegate and an alternate to represent John A. Logan College at the ACCT Annual Community College Leadership Congress in Orlando in October 2006.

**C. Revision of Board Policies (Attachment VI) (Information Only – For Possible Action at October Board Meeting)**

In reviewing Board Policies, it has been determined that changes to the policies listed below are in the best interest of the employees and the College. These recommended revisions are consistent with past Board action. The policies are:

Board Policy 5221A	–	Hours and Compensation
Board Policy 5221B	–	Non-Union Operational Salary Grades & Positions
Board Policy 5221D	–	Overtime Compensation Non-Union Operational Staff
Board Policy 5260	–	Vacation
Board Policy 5272	–	Sick Leave
Board Policy 5280	–	Health Insurance
Board Policy 5282	–	Health Insurance for Retired Employees

Copies of the above policies may be found in Attachment VI with the recommended revisions in bold type.

**Recommendation:** That the Board of Trustees review the revised Board Policies found in Attachment VI, and consider approval of these revisions at the October 24 Board meeting.

## **D. PERSONNEL**

### **1. Support Personnel**

#### **a. Operational Staff**

- (1) Employment of part-time, temporary, short-term, secretary I.
- (2) Employment of full-time, grade II, media technician II.

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

#### **c. Security Staff**

- (1) Employment of part-time, grade I, campus safety officer.

### **2. Professional Staff**

#### **a. Non-Teaching Professional Staff – None at this time.**

#### **b. Full-Time Faculty**

Consideration of two retirement requests

#### **c. Term Faculty**

Employment of 20 term faculty members.

#### **d. Continuing Education Staff**

Employment of three continuing education staff members.

### **3. Grant Personnel**

#### **a. Operational Staff – None at this time.**

#### **b. Non-Teaching Professional Staff**

- (1) Employment of part-time, grade V, assistant literacy coordinator.
- (2) Employment of four full-time, grade V, pre-K facilitators.
- (3) Employment of full-time, grade IV, coordinator of disability services.

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

#### **d. Term Faculty – None at this time.**

## **XIII. ANNOUNCEMENTS**

## **XIV. ADJOURNMENT**