

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, October 21, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PRESENTATION OF PRESIDENTIAL SCHOLARS

- III. MINUTES OF THE REGULAR SEPTEMBER BOARD MEETING AND BOARD/ADMINISTRATION WORKSHOP (Voice Vote)** — Minutes of the September 23, 2008, regular Board meeting and the September 30, 2008, Board/Administration Workshop are enclosed with this packet for your consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote)** — The financial report for the periods ending July 31, 2008, and August 31, 2008, are enclosed for your consideration and action.
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote)** — The list of accounts payable for the period ending September 30, 2008, is enclosed for your consideration and action.
- VI. RECOGNITION OF GUESTS**
- VII. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**
- VIII. 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. Developmental Education Committee — John O’Keefe/Mike Hopkins

H. Student Trustee — Rachel Grasher

IX. GROUP/ASSOCIATION REPORTS

A. Faculty Association Report — Mark Rogers

B. Term Faculty Association Report — John Montacue

C. Operational Staff Association Report -- Deana Smith

X. OFFICERS REPORTS

A. Brad McCormick — Board Building Committee

— Board Policy Committee

— Board Finance Committee

B. Tim Daugherty — NCMPR Awards (by Steve O’Keefe, Director of Community Relations and Marketing)

C. Julia Schroeder — Update on MAN-TRA-CON

— Rides Mass Transit (by Bill Jung, CEO, and Carletta Prather, Public Relations Coordinator for Rides)

— Sabbatical Report (Dr. Brenda Erickson)

D. Bob Mees — IBHE Meeting

— Poshard Foundation Annual Dinner

— Board/Administration Workshop

XI. CONSENT AGENDA (Voice Vote)

A. Bids - Various Repairs-Community Health Education Complex (Attachment III)

Specifications were prepared and advertised according to board policy for various repair work for the indoor pool area and locker rooms of the Community Health Education Complex. Bids were opened at 2:00 p.m. on Thursday, October 9, 2008. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Fager-McGee Commercial Construction P. O. Box 1239 Murphysboro, IL 62966	\$198,700

<u>Bidders</u>	<u>Bid Amount</u>
Evrard-Strang Construction, Inc. 1007 South Court Marion, IL 62959	\$177,368

Recommendation: That the Board of Trustees approve the low bid meeting specifications for repair work for the indoor pool area and locker rooms in the amount of \$177,368 from Evrard-Strang Construction, Inc. of Marion, Illinois, and that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award; also, that the administration be authorized to compensate Image Architects, Inc. for any architectural services for this project at a cost of \$17,736 plus direct costs associated with this project. These contracts will be paid from the Operations and Maintenance Fund (Restricted), not the new construction bond funds. The construction window for this project is December 15th – January 9th. When concluded, the pool should not need any further major maintenance for another five (5) years.

B. Surplus Property (Attachment IV)

In accordance with Board Policy #7240, approval is requested to declare items listed in Attachment IV as surplus property. These items are either no longer used or parts for repair are not available.

Recommendation: That the Board of Trustees declare the attached list (Attachment IV) surplus property, and authorize the administration to advertise for bids.

C. Approval of 2009-2010 Instructional Calendar (Attachment V)

The 2009-2010 Instructional Calendar was approved at the College Council Committee meeting on September 25, 2008. Approval by the Board of Trustees is now requested.

Recommendation: That the Board of Trustees approve the 2009-2010 Instructional Calendar as contained in Attachment V.

D. Approval of Closed Session Minutes for Availability for Public Inspection

The closed session minutes through August, 2008, 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: August 19, 2008; April 22, 2008; March 25, 2008; and March 11, 2008.

E. Destruction of Verbatim Recordings of Closed Session

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 September 26, 2006. College legal counsel has recommended that the Board now approve destruction of the closed session recordings through April 30, 2007.

Recommendation: That the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including April 30, 2007.

XII. OLD BUSINESS

A. Approval of Revisions to Board Policies (Attachment VI)

Proposed revisions to the following Board Policies were presented for perusal at the September Board meeting:

- Board Policy 5220 – Non-Teaching Professional Staff Position Guidelines
- Board Policy 5221 – Non-Union Operational Staff Position Guidelines
- Board Policy 5221B – Non-Union Operational Salary Grades & Positions (College and Grant)
- Board Policy 7152 – Business Contracts
- Board Policy 7153 – Expenditure Authorization
- Board Policy 7154 – Purchasing
- Board Policy 7155 – Disbursements

These suggested revisions have also been made available to College employees for input, and are now being recommended for final Board approval.

In addition to the above policies, revisions to Board Policy 5143 - Purchase of Service Credit were presented to the Board at the July meeting for its first reading. At the August Board meeting, this policy was pulled from final action in order to make a few minor wording changes. Those changes have been made, and this policy is also now being recommended for final approval.

Recommendation: That the Board of Trustees approve the proposed Board Policy Revisions as contained in Attachment VI, and that the administration be authorized to implement these revisions.

XIII. NEW BUSINESS

A. Annual College Audit (Roll Call Vote) (Attachment VII)

The annual audit for John A. Logan College for FY08 (2007-08) has been completed by Cindy A. Bobell, CPA. In addition, Brad McCormick and Cindy Bobell met with the College Audit Committee on Friday, October 10, 2008. Committee members consist of Jim Snider and Michael Hopkins and they will be prepared to share regarding that discussion. In addition, 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 VII.)

Recommendation: Subject to the presentation by Ms. Cindy A. Bobell and to any questions by the Board of Trustees, the administration recommends that the annual audit be accepted by the Board of Trustees.

B. Telephone System Replacement and Financing of Such (Voice Vote)

Through the issuance of a request for proposals and the review of those by committee, Verizon has been selected as the company to provide the replacement (upgrade) of the voice communication system for the campus. Proposals were received from CTS, Heartland Communications, and Verizon. Heartland Communications did have a very competitive system, but could not provide the necessary redundancy needed. Please accept the committee's recommendation for Verizon in the amount of \$255,566.

This system is to be financed using tax exempt leasing. The recommended lease provider, terms of the lease, and lease document itself, will be provided at the night of the board meeting. Vice President McCormick is gathering lease quotes from area financial institutions with lease rate quotes to be provided based upon a rate spread compared to a common financial instrument. This is the fairest way to request quotes because it does not require the financial institution to predict rates when it may take as long as thirty (30) days to get the lease finalized.

Recommendation: That the Board of Trustees approve the purchase of the telephone system and equipment in the amount of \$255,566, and that the administration be authorized to make this purchase using the recommended lease provider.

C. Enterprise WeCar Contract (Attachment VIII) (Voice Vote)

The attached contract (Attachment VIII) represents a proposed agreement between Enterprise Rent-A-Car and John A. Logan College for participation in the WeCar Car Sharing Program in order for College personnel to utilize environmentally-friendly vehicles on fractional rental terms. The agreement consists of a monthly lease payment in the amount of \$1,500 per month for a period of two (2) years. In exchange, Enterprise provides all maintenance, gasoline, and insurance, and will provide a hybrid car and an on-line scheduling service for staff to use. This satisfies one of the commitments made by the College when it agreed to become a member of the Illinois Sustainable University Compact and will help to communicate the College's commitment to the environment.

Recommendation: That the Board of Trustees approve the agreement between Enterprise Rent-A-Car and John A. Logan College for participation in the WeCar Car Sharing Program as outlined in Attachment VIII, and that the administration be authorized to enter in to this contract.

D. Higher One Contract (Attachment IX) (Voice Vote)

The attached draft agreement (Attachment IX), if approved by the Board, would allow the College Business Office to refund student financial assistance directly to the student via a stored value card, electronic transfer of funds to bank account, or a check written by Higher One and mailed to the student. The student would make the decision regarding which method of refund is preferred. In order to make this possible, the College would electronically transmit the funds and an electronic file directing the third party (Higher One) how much and to whom to send the funds. There is no cost to the College unless the College does not implement the program within the time line specified in the agreement. The success of this program will be dependent upon the ability of the Financial Aid and Business Office to work

as a team for the benefit of both the College and our students. The possibility does exist for this system to be expanded to serve as a student ID card in the future.

Recommendation: That the Board of Trustees approve this agreement between Higher One and John A. Logan College for implementation of a program whereby student financial assistance will be refunded directly to the student, and that the administration be authorized to enter in to this contract.

E. Deferred Compensation Plan Document (Attachment X) (Voice Vote)

At a recent Board meeting, the Board approved ING to serve as a common remitter and plan administrator for the College's Deferred Compensation Plan. In addition, board policies have been revised to better equip the College to comply with IRS regulations that go into effect January 1, 2009. The plan document presented will serve as the blueprint for the College's deferred compensation plans and will dictate the terms of those plans. The providers who have complied with the Board's policy for being a participating provider are as follows:

ING
Equitable
TIAA-CREF
Fidelity
AIG VALIC

Effective December 1, 2008, the revised policy will disallow payments to providers other than those listed above. In order for participants to redirect payments to their 403(b) and 457 plans, the Deferred Compensation Plan provided must be approved.

Recommendation: That the Board of Trustees approve the ING to serve as a common remitter and plan administrator for the College's Deferred Compensation Plan, and adopt the following resolution:

RESOLUTION TO ADOPT A WRITTEN PLAN
FOR PUBLIC SCHOOL 403(b) TAX DEFERRED ANNUITY PROGRAMS

WHEREAS, John A. Logan College has established a retirement plan (the "plan") under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the John A. Logan College to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

BE IT RESOLVED THAT: Effective December 1, 2008, the Board of Trustees (the "Board") authorizes John A. Logan College to adopt the ING 403(b) Plan for a Public School attached hereto.

BE IT FURTHER RESOLVED THAT: the Board authorizes the school business official of John A. Logan College to execute the ING 403(b) Plan for a Public School attached hereto.

F. Revisions to Board Policies (Attachment XI) (NO ACTION – Information Only)

The Board Policy Committee is submitting the following suggested Board Policy revisions to the Board of Trustees for its first reading:

5220C - Non-Teaching Professional Salary Schedule
5276 - Military Leave

Copies of the proposed revisions may be found in Attachment XI. These policies will also be made available to College employees for input and suggestions, and will be presented to the Board of Trustees for final action at the November meeting of the Board.

G. PERSONNEL

1. Support Personnel

a. Operational Staff

(1) Employment of full-time, grade IV, theatre technician IV.

b. Maintenance/Building Staff

(1) Employment of full-time, Teamsters, janitor.

c. Campus Safety Staff

(1) Consideration of Laborers' International, Local 773 (Campus Safety) contract.

2. Professional Staff

a. Non-Teaching Professional Staff

(1) Appointment of volunteers for Literacy.

(2) Appointment of volunteers for Athletics.

b. Full-Time Faculty

(1) Consideration of new academic rank for full-time faculty members.

(2) Consideration of the John A. Logan College Faculty Association (IEA) contract.

(3) Consideration of retirement request.

c. Term Faculty

Employment of three term faculty members.

d. Continuing Education Staff

Employment of one continuing education staff member.

3. Grant Personnel

- a. Operational Staff** – None at this time.
- b. Non-Teaching Professional Staff** – None at this time.
- c. Full-Time Faculty** – None at this time.
- d. Term Faculty** – None at this time.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT