

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

**BOARD OF TRUSTEES**

Regular Meeting  
Tuesday, November 25, 2008  
7:00 P. M.  
Board Room  
Administration Building

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE REGULAR OCTOBER BOARD MEETING (Voice Vote) —** Minutes of the October 21, 2008, regular Board meeting are enclosed with this packet for your consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) —** The financial report for the period ending September 30, 2008, is enclosed for your consideration and action.
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) —** The list of accounts payable for the period ending October 31, 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 and Terri Rentfro**

**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

— Campus Safety Committee

**B. Tim Daugherty — Student Government Award (Adrienne Barkley Giffin, Director of Student Activities and Cultural Events)**

— Higher Learning Commission Monitory Report Follow-up Survey

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

— On-line Instruction (Tom Bell, Associate Dean for Media and Telecommunications)

**D. Bob Mees — Presidents' Council Press Conference in Springfield**

— IBHE Budget Meeting

— Presidents' Council Meeting in Chicago

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

**A. Bid – Airam Pulsair Press Demonstrator Model PA105 0101 (Attachment III)**

Specifications were prepared and advertised according to board policy for the purchase of an Airam Pulsair Press demonstrator model PA105 0101 machine. (See Attachment III.) This machine will be purchased with Perkins Grant funds. Bids were opened at 2:00 p.m. on Tuesday, November 18, 2008. The results follow:

<b><u>Bidders</u></b>	<b><u>Bid Amount</u></b>
Airam Press Co. LTD. 2065 Industrial Court P.O. Box 9 Covington, OH 45318	\$27,806.00

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications for the purchase of the Airam Pulsair Press Demonstrator, Model PA 105 0101 in the amount of \$27,806.00 from Airam Press Co., Ltd. of Covington, Ohio, and that the administration be authorized to make this purchase from Perkins Grant funds.

**B. Service Agreement with Carterville Fire Department**

A few years ago, the College participated with the Carterville Fire Department in the purchase of some equipment. The fire department is again requesting the College's assistance in the purchase of equipment. The amount requested is \$25,000, with an understanding that the equipment will better serve the College's needs to protect our facilities from loss. The main benefit to the College is the ability to "water shuttle," meaning that if water pressure is lost through the city system, the equipment can take water from our ponds to the desired location. This will also provide a backup, or second feed, to the buildings' sprinkler systems. Not only could the College shuttle water from another site, but we could operate our interior systems without city water.

**Recommendation:** That the Board of Trustees approve a request by the City of Carterville Fire Department for payment of \$25,000 to assist the fire department in the purchase of equipment.

**C. Protection Health Safety (PHS) Project Approval**

The application for ICCB approval of this PHS project is included in the packet. There was no PHS project application during FY2008 because we were too preoccupied with getting the new construction off the ground and could not give adequate attention to designing this project while the architects were so heavily involved in trying to get construction documents together for Phases I & II going. The result is that we now have a fund balance in the restricted building fund for PHS projects and will be levying additional dollars for the upcoming year. After meeting with the architect, mechanical engineers and facility staff, the following project scope was developed. It will be reviewed by the Board Building Committee on November 18, and if changes are requested by the committee, those changes will be made and presented as modifications on November 25th. The project estimate will be provided to the Board Building Committee and reported verbally at the board meeting.

**Scope of Work**

**The PHS project shall include the following:**

<b><u>Description</u></b>	<b><u>Percent (%) of Total Project</u></b>
Complete Electrical Panel Upgrade Campus Wide	10%
Upgrade Fire Alarm System in Old OFC Building	2%
Replace Air Handling Unit 2A – Old B Wing	32%
Upgrade Controls to Direct Digital Control (DDC) System	35%
Evaluate Steam Boiler System	2%
Phase I of Boiler System Work	10%
Replace Sealant Across Campus – Vertical & Horizontal	5%
Repair EIFS on Rotunda and Parapets (adobe type surface)	5%

**Recommendation:** That the Board of Trustees authorize the administration to proceed with the necessary planning for these Protection, Health, and Safety projects described above, including submitting the required applications to the Illinois Community College board and

the employment of Image Architects, Inc., in further preparation of plans and specifications. (The actual ICCB PHS application is being prepared by the architects, and will be available at the November 25 meeting.)

**D. Illinois School District Liquid Asset Fund Plus (ISDLAF+) (Attachment IV)**

The Resolution for the College to participate in the Illinois School District Liquid Asset Fund Plus (the "Fund") is attached. (See Attachment IV.) As interest earnings have dropped off in comparison to previous years, it is time to evaluate more closely the College's opportunities to designate a portion of funds that can be invested long-term to provide greater yield, yet still provide the safety and liquidity that is absolutely necessary in our environment.

The Illinois School District Liquid Asset Fund Plus (ISDLAF+), otherwise referred to as the Fund, was created by a team of experienced Illinois school administrators in 1984 and is the only investment program sponsored by three separate benchmark associations: IASBO, IASA, and IASB. Each recognizes the Fund as being powerfully and uniquely suited to the needs of Illinois school districts – providing the ideal mix of safety, liquidity, and yield. Ongoing investment policies are directed by a Board of Trustees, including school treasurers, board members, superintendents, and school business officials, plus ex officio members of IASBO, IASA, and IASB. Currently serving on the Board of Trustees is Robert Widmer, Vice President of Business Services of Heartland Community College who also previously served as the ICCB Director of System Finances.

Participants in the Fund can choose from the Multi-Class Series of money market funds (Liquid Class or Max Class) or from individual fixed income investments, including, but not limited to certificates of deposits and U.S. Government securities.

The Fund is administered by PMA Financial Network (PMA). Through PMA, participants also have access to other services free of charge, including a cash flow management program and a financial planning program. There are currently 19 Illinois community colleges who are participating in the Fund.

**Recommendation:** That the Board of Trustees approve the attached resolution allowing the College to participate in the Illinois School District Liquid Asset Fund Plus for investment purposes.

**E. Pell Grant Book Vouchers for Fall 2008 Semester**

Each semester, the College issues vouchers to students who are eligible to receive federal Pell Grant funds so that those students may obtain their textbooks at the beginning of the semester before they actually receive their federal scholarships. This is a College initiative that has worked out well the past 15 years and has enhanced instruction and learning for many students. 710 Bookstore issues textbooks to the students based on the vouchers that are approved by the Financial Aid Office, and the College must reimburse the bookstore when the College receives the federal aid for the students. That federal aid has now been received. A total of 755 students availed themselves of the Pell Grant book vouchers for the first and second periods for fall semester 2008 for a total amount of \$319,918.61.

**Recommendation:** That the Board of Trustees approve payment to 710 Bookstore in the amount of \$319,918.61 for textbooks issued to Pell Grant students, and that the administration be authorized to make this payment.

**F. Approval of Revised 2009-2010 Updated Instructional Calendar (Attachment V)**

Approval is requested by the Board of Trustees for the 2009-2010 Instructional Calendar as revised. These changes were approved at College Council on Wednesday, October 29, 2008. A document including supporting information for the calendar revisions is included, along with the revised calendar, in Attachment V.

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

**G. Approval of Inter-District Agreement for Educational Cooperation Between John A. Logan College, Southwestern Illinois College, Southeastern Illinois College, Shawnee Community College, Kaskaskia College, and Rend Lake College (Attachment VI)**

Approval is requested for changes to the Inter-District Agreements as listed below between John A. Logan College College and Southwestern Illinois College, Southeastern Illinois College, Shawnee Community College, Kaskaskia College, and Rend Lake College.

**Inter-District Agreement with Southwestern Illinois College District #522:**

The College currently has a joint agreement with Southwestern Illinois College District #522 for the purpose of better meeting the needs of all students in the two college districts. There are no changes to the current list of educational programs.

**Inter-District Agreement with Southeastern Illinois College, District #533:**

The College currently has an inter-district agreement with Southeastern Illinois College District #533 for the purpose of better meeting the needs of all students in the two college districts. There are no changes to the current list of educational programs.

**Inter-District Agreement with Shawnee Community College, District #531:**

The College currently has an inter-district agreement with Shawnee Community College District #531 for the purpose of better meeting the needs of all students in the two college districts. Changes to the list of educational programs that Shawnee Community College will accept students into from the John A. Logan College District include the **addition of Alcohol and Other Drug Abuse – AAS Degree and certificate programs**, and the **removal of Applied Viticulture certificate program; Conservation Law Enforcement Technology AAS degree program; Enology certificate program; and the Environmental Resource Management AAS degree program.**

Changes to the list of educational programs that John A. Logan College will accept students into from Shawnee Community College include the **addition of the Nail Technician Certificate program**, and the **removal of the Auto Collision Technology certificate program and the Lodging Management certificate program.**

**Inter-District Agreement with Kaskaskia College, District #501:**

The College currently has an inter-district agreement with Kaskaskia College District #501 for the purpose of better meeting the needs of all students in the two college districts. Changes to the list of educational programs that Kaskaskia College will accept students into from the John A. Logan College District include the **addition of the Welding AAS**

**degree program (upon ICCB approval), and the removal of the Health Information Technology AAS degree program; Medical Laboratory Technology AAS degree program, Occupational Therapy Assistant AAS degree program, and the Surgical Technology certificate program.** (The programs being removed are part of the SICCM agreement; therefore, they do not have to be duplicated on the inter-district agreement.)

#### **Inter-District Agreement with Rend Lake College, District #521**

The College currently has an inter-district agreement with Rend Lake College District #521 for the purpose of better meeting the needs of all students in the two college districts. There are no changes to the list of educational programs that Rend Lake College will accept students into from the John A. Logan College District.

Changes to the list of educational programs that John A. Logan College will accept students into from Rend Lake College include the **addition** of the **CCT 100 - Quality Environments in Family Care class.**

**Recommendation:** That the Board of Trustees approve the Inter-District Agreements between John A. Logan College and Southwestern Illinois College, Southeastern Illinois College, Shawnee Community College, Kaskaskia College, and Rend Lake College as included in Attachment VI.

## **XII. OLD BUSINESS**

### **A. Revisions to Board Policies (Attachment VII) (Voice Vote)**

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading at the October 21, 2008 Board meeting:

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

In addition, a revised Board Policy 5220A–Non-Teaching Professional Compensation was presented to the Board for the first reading at the July Board meeting. It was pulled from final action at the August Board meeting, and a decision was made to present it for final approval in conjunction with revisions to 5220C above.

Copies of all the proposed revisions may be found in Attachment VII. These policies have been made available to College employees for input and suggestions, and are now being presented to the Board of Trustees for final action.

**Recommendation:** That the Board of Trustees approve revisions to Board Policies 5220A–Non-Teaching Professional Compensation; 5220C–Non-Teaching Professional Salary Schedule; and 5276–Military Leave as contained in Attachment VII, and that the administration be authorized to implement these policies immediately.

### **XIII. NEW BUSINESS**

#### **A. ADOPTION OF 2008 TAX LEVY (Attachment VIII) (Roll Call Vote)**

A public hearing to approve a proposed property tax levy increase is to be held on November 25, 2008, at 6:30 p.m. Based on a positive outcome of the tax levy hearing, I recommend that the Board of Trustees adopt the following resolution:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That \$5,319,830 be levied as a tax for educational purposes; that \$886,637 be levied as a tax for operations and maintenance purposes; that \$1,336,506 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$201,029 be levied as a special tax for Social Security and Medicare insurance purposes; that \$35,000 be levied as a special tax for audit purposes; and that \$604,526 be levied as a special tax for protection, health, and safety purposes, for a total of \$8,383,528 on an equalized assessed valuation of the taxable properties of said District for the year 2008 to be collected in the year 2009; and that the levy for the year 2008 be allocated 50% for Fiscal Year 2009 and 50% for Fiscal Year 2010.

BE IT FURTHER RESOLVED that the secretary or his designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

**Recommendation:** That based on a positive outcome of the tax levy hearing, the Board of Trustees adopt the above resolution certifying the tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

#### **B. Revisions to Board Policies (Attachment IX) (NO ACTION)**

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

7230 - Conduct Regulations  
7410 - Traffic and Parking Regulations

Copies of the proposed revisions may be found in Attachment IX. 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 January meeting of the Board.

#### **C. Approval of Date/Time for Special Board Meeting**

Members of the Board of Trustees have expressed a desire to schedule a special meeting of the Board during the month of December to discuss information obtained at the Association of Community College Trustees Annual Leadership Conference in New York City, and for consideration of personnel items. Possible dates that have been mentioned are December 15,

December 17, or December 18. Trustees are encouraged to check their calendars and come prepared to make a decision on the date and time for the special meeting.

**Recommendation:** That the Board of Trustees hold a special meeting during the month of December (time and date to be determined at the November 25 meeting) for the purpose of discussing information obtained at the ACCT Conference, and for consideration of personnel items.

#### **D. PERSONNEL**

##### **1. Support Personnel**

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

b. **Maintenance/Building Staff**

- (1) Employment of full-time, Teamsters, janitor.
- (2) Employment of full-time, Teamsters, janitor with receiving duties.
- (3) Employment of full-time, Teamsters, grounds maintenance.

c. **Campus Safety Staff**

- (1) Employment of part-time, grade I, campus safety officer at John A. Logan College.
- (2) Consideration of Laborers' International, Local 773 (campus safety) contract.

##### **2. Professional Staff**

a. **Non-Teaching Professional Staff**

- (1) Employment of full-time, grade V, advisor.
- (2) Employment of full-time, grade III, director of career programming.
- (3) Employment of full-time, grade IV, (50% College/50% Grant), learning lab-Title III coordinator.

b. **Full-Time Faculty**

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

c. **Term Faculty** – None at this time.

d. **Continuing Education Staff**

Employment of 11 continuing education staff members.



**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. **Part-Time Faculty**

Employment of eight part-time faculty (grant) employees.

**XIV. ANNOUNCEMENTS**

**XV. ADJOURNMENT**