

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, November 27, 2007
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE OCTOBER BOARD MEETING (Voice Vote) -- Minutes of the October 23, 2007, 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, 2007, 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, 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**

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** – **Board Building Committee Report**
- B. Larry Peterson** – **“Shifting Gears” Update (Associate Dean for Adult Basic/Secondary Education Kay Fleming)**
- C. Julia Schroeder** – **Update on MAN-TRA-CON**
- D. Bob Mees** – **Presidents’ Council**
 - **Poshard Foundation Annual Dinner**
 - **Board Christmas Dinner**

X. CONSENT AGENDA (Voice Vote)

A. Pell Grant Book Vouchers for Fall 2007 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 fifteen 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 698 students availed themselves of the Pell Grant book vouchers for the first and second periods for fall semester 2007 for a total amount of \$273,071.68.

Recommendation: That the Board of Trustees approve payment to 710 Bookstore in the amount of \$273,071.68 for textbooks issued to Pell Grant students for fall semester 2007, and that the administration be authorized to make this payment.

B. Approval of 2008-2009 Instructional Calendar (Attachment III)

Annually, the College must adopt a calendar for the following academic year. John A. Logan College attempts with this calendar to accommodate internal institutional needs and opinions, the calendar at SIU-C (because a number of students attend both institutions), and the public school calendar. The proposed calendar for 2008-2009 is included as Attachment III.

Recommendation: That the Board of Trustees approve the proposed Instructional Calendar for 2008-2009 as contained in Attachment III, and that the administration be authorized to implement this as the official College Instructional Calendar.

C. Approval of Memorandum of Agreement Between John A. Logan College and Southern Illinois University Carbondale (Attachment IV)

Approval is requested for a Memorandum of Agreement between John A. Logan College and Southern Illinois University Carbondale to offer upper division, graduate courses or degree completion programs for qualified students on the John A. Logan College campus. Courses will be administered through the SIUC Division of Continuing Education.

Recommendation: That the Board of Trustees approve the Memorandum of Agreement Between John A. Logan College and Southern Illinois University Carbondale as contained in Attachment IV.

D. Approval of Purchase Order to Laerdal Medical Corporation

Approval is requested for a purchase order to Laerdal Medical Corporation in the amount of \$13,765.50 for a Virtual I.V. training program for the Du Quoin Alongi Extension Center nursing classes. Laerdal Medical Corporation, Inc. is the sole manufacturer and distributor of the Virtual I.V., a comprehensive and fully interactive self-directed learning system and simulator for training peripheral intravenous catheterization. This equipment is designed to guide students progressively, improving their skills and knowledge using realistic simulations that hone the student's psychomotor and cognitive skills. This program offers many case scenarios and is uniquely suited to a wide range of care givers and competence levels. The purchase of the Virtual I.V. was approved and included in the Operational Plan for use in the Du Quoin Alongi Extension Center nursing classes.

Recommendation: That the Board of Trustees approve the purchase of a Virtual I.V. training program from Laerdal Medical Corporation in the amount of \$13,765.50, for use in the Du Quoin Alongi Extension Center nursing classes.

E. Approval of Fee Increase for Dental Hygiene Clinic Services

Approval is requested to increase the fees for services rendered in the dental hygiene clinic to assist in offsetting the costs of the program. These fees are consistent with or less than fees charged by similar programs within the region.

The proposed increases would be effective January 1, 2008, and are as follows:

	<u>Current Fee</u>	<u>Proposed Fee</u>
Screening	\$10.00	\$15.00
Level Care I	\$10.00	\$12.00
Level Care II	\$14.00	\$16.00
Level Care III	\$19.00	\$22.00
Level Care IV	\$27.00	\$30.00
Bitewing - 4	\$10.00	\$12.00
Full Mouth Series	\$17.00	\$20.00
Panelipse	\$15.00	\$20.00

Recommendation: That the Board of Trustees approve fee increases for services rendered in the dental hygiene clinic as listed above, and that the administration be authorized to implement the increase effective January 1, 2008.

XI. NEW BUSINESS

A. Adoption of 2007 Tax Levy (Attachment V) (Roll Call Vote)

A public hearing to approve a proposed property tax levy increase is to be held on November 27, 2007, 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 \$4,901,219 be levied as a tax for educational purposes; that \$816,813 be levied as a tax for operations and maintenance purposes; that \$1,557,067 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$234,190 be levied as a special tax for Social Security and Medicare insurance purposes; that \$5,000 be levied as a special tax for audit purposes; and that \$348,296 be levied as a special tax for protection, health, and safety purposes, for a total of \$7,862,585 on an equalized assessed valuation of the taxable properties of said District for the year 2007 to be collected in the year 2008; and that the levy for the year 2007 be allocated 50% for Fiscal Year 2008 and 50% for Fiscal Year 2009.

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. ATM Proposal (Voice Vote)

In response to a request from the Student Senate, Business Services issued a Request for Proposal (RFP) for Automated Teller Machine (ATM) Services on October 19, 2007. The RFP requested bids for a single ATM machine to be placed in the cafeteria area of the JALC campus.

The benefit to the placement of an ATM includes, but is not limited to, the following:

- ATM services including cash withdrawals, cash advance, account balance availability, ability to take deposits, and free checking accounts for students.
- Convenience of use by students, faculty, staff, and visitors on the campus for a period of three (3) years with two optional one-year extensions.
- All expenses associated with the ATM to be paid by the awarded vendor.
- Remuneration of not less than \$100.00 as well as \$0.50 per surcharge transaction payable to Student Senate on a monthly basis.

One vendor, The Bank of Carbondale, Carbondale, Illinois, submitted a proposal meeting the scope of service and requirements as outlined in the RFP as well as College policy. This proposal was received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Wednesday, November 7, 2007.

Recommendation: That the Board of Trustees accept the proposal from The Bank of Carbondale, in Carbondale, Illinois, to provide an ATM for the Carterville campus for a period of three (3) years with two optional one-year extensions and authorize the administration to enter into this agreement.

C. Bid–Addition to Community Health Education Complex and Automotive Technology (Attachment VI) (Voice Vote)

Bid specifications were prepared and advertised according to Board policy for an addition to the Community Health Education Complex and to the Automotive Technology Lab. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 4:00 p.m., Monday, November 19, 2007. The results are included as Attachment VIa.

Recommendation: That the Board of Trustees approve the low bids meeting specifications as recommended in the letter from Image Architects, Inc., (see Attachment VIb), from Fager McGee Commercial Construction of Murphysboro, Illinois for the general work in the amount of \$2,695,000 for the base bid and the alternate bid G-1 of the Community Health Education Complex and the addition to the Automotive Technology Lab; Rend Lake Plumbing and Heating of Bonnie, Illinois, for the plumbing work in the amount of \$184,224 for the base bid and the alternate bid P-1 of the Community Health Education Complex and the addition to the Automotive Technology Lab; Rend Lake Plumbing and Heating of Bonnie, Illinois, for the heating, ventilating, and air conditioning work in the amount of \$431,971 for the base bid of the Community Health Education Complex and the addition to the Automotive Technology Lab; W. J. Burke Electric of Murphysboro, Illinois, for the electrical work in the amount of \$246,500 for the base bid and alternate bid E-1 of the Community Health Education Complex; Keith Martin, Inc., of Johnston City, Illinois, for the electrical work in the amount of \$311,800 for the base bid for the addition to the Automotive Technology Lab; and that the contractors be authorized to begin the order process as soon as they receive the Notice of Award. Image Architects is recommending that the Division III - Sprinkler Work be re-bid with a slight change in the scope of work.

D. Resolution Identifying Work Contracts (Voice Vote)

In connection with the issuance of the District's General Obligation Debt Certificates (Limited Tax), Series 2006, it is recommended that the Board of Trustees consider the adoption of a resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of said certificates. A Resolution Identifying Work Contracts follows for consideration and action:

WHEREAS, Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the "District"), is a Community College District of the State of Illinois, operating under and pursuant to the Public Community College Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended (the "Debt Reform Act"), and in particular, the provisions of Section 17(b) of the Debt Reform Act; and

WHEREAS, on the 28th day of November, 2006, the Board of Trustees of the District adopted a resolution (the "Certificate Resolution") entitled:

RESOLUTION of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of altering, repairing and equipping existing facilities of said Community College District, and authorizing and providing for the issue of \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2006, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts ("Work Contracts") have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary of the Board and the Treasurer. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>BRIEF DESCRIPTION OF WORK CONTRACT</u>	<u>NAME OF CONTRACTOR</u>	<u>CONTRACT AMOUNT</u>
Architectural Services (Addition to CHEC)	Image Architect, Inc.	\$262,405
Architectural Services (Addition to Automotive Tech)	Image Architect, Inc.	\$78,000
Architectural Services (Classroom Addition)	Image Architect, Inc.	\$612,185
General Work (CHEC & Automotive Tech)	Fager McGee Comm. Const.	\$2,695,000
Plumbing Work (CHEC & Automotive Tech)	Rend Lake Plumb. & Htg.	\$184,224
HVAC Work (CHEC & Automotive Tech)	Rend Lake Plumb. & Htg.	\$431,971
Electrical Work (CHEC)	W.J. Burke Electric	\$246,500
Electrical Work (Automotive Tech Lab)	Keith Martin, Inc.	\$311,800

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Recommendation: That the Board of Trustees adopt the above resolution authorizing the identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of said certificates and authorize the administration to make disbursements to pay amounts due under such work contracts from time to time.

E. Request to Reorganize Business Services Division (Attachment VII) (Voice Vote)

The Vice-President for Business Services and College Facilities is requesting authorization from the Board of Trustees to reorganize his division. A detailed reorganization proposal, along with associated cost information and proposed organizational charts, is included in Attachment VII for the Board's consideration and approval.

Recommendation: That the Board of Trustees approve reorganization of the Business Services Division as included in the proposal contained in Attachment VII.

F. Proposed Addition of New Board Policy #3370 – Personal Protective Equipment for Campus Safety Law Enforcement Officers (Attachment VIII) (No Action – Consideration Only for Action at the January Board Meeting)

Due to the concern of law enforcement officers for their safety, a request was included and approved in *The Plan* for 2008 to purchase tactical safety vests for all full time law enforcement officers. The tactical safety vest will become a mandatory part of the officer's uniform. The proposed policy is included as Attachment VIII.

Recommendation: That the Board of Trustees consider the proposed new Board Policy #3370 – Personal Protective Equipment For Campus Safety Law Enforcement Officers as contained in Attachment VIII, and take action on this policy at the January 22, 2008, Board meeting.

G. Proposed Revisions to Section 2000 of the Board Policy Manual (Attachment IX) (No Action – Consideration Only for Action at the January Board Meeting)

The Board Policy Committee has been meeting regularly for the past few weeks and carefully examining the content of the 2000 Section of the Board Policy Manual for any needed revisions or deletions. Recommendations for revisions to these policies are now being presented to the Board in Attachment IX. Notes are included to clarify the recommendations being made, and any new language is in bold type. College Legal Counsel John Huffman, who is also a member of the committee, has carefully perused these proposed revisions and approves the committee's recommendations. Copies of the proposed revised policies will be made available for the entire campus to review and provide input between now and the January Board of Trustees meeting.

Recommendation: That the Board of Trustees consider the revisions to Section 2000 of the Board Policy Manual as included in Attachment IX, and take action on these revisions at the January 22, 2008, Board meeting.

H. Reclassification of Women's Volleyball Program to Division I Status (Attachment X) (Voice Vote)

The administration, along with the Athletics Advisory Committee, has determined that the women's volleyball program should be reclassified from Division II to Division I status. This move brings the College into balance in terms of gender equity, funding equity, and scholarship equity. Funding, scholarships, and housing issues will be addressed in the 2008 operational plan. A breakdown of projected expenditures may be found in Attachment X.

Recommendation: That the Board of Trustees authorize the administration to file the necessary paperwork with the NJCAA to move women's volleyball to Division I status, and prepare the necessary budgets for the 2008 operational plan.

I. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (Personnel).
- (2) Employment of full-time, temporary, grade III, secretary III (LRC).

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade V, network facilitator.
- (2) Employment of full-time, grade III, director of educational planning.
- (3) Change of title for a non-teaching professional staff position.
- (4) Change of title and adjustment from 50% time to 75% time for a non-teaching professional staff position.
- (5) Employment of volunteers for Student Activities.
- (6) Appointment of Interim Vice-President for Administration.

b. Full-Time Faculty

- (1) Employment of full-time, tenure track faculty, art instructor.
- (2) Consideration of one additional retirement request tabled from a previous meeting.
- (3) Consideration of retirement requests from three full-time faculty members.

c. Term Faculty

Employment of six term faculty members.

d. Continuing Education Staff

Employment of two continuing education staff members.

3. Grant Personnel

a. Operational Staff

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

b. Non-Teaching Professional Staff – None at this time.

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

d. Term Faculty – None at this time.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT