

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, January 27, 2009
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE TAX LEVY HEARING, THE REGULAR NOVEMBER BOARD MEETING, AND THE SPECIAL BOARD MEETING (Voice Vote)** — Minutes of the November 25, 2008 tax levy hearing; the November 25, 2008 regular Board meeting; and the December 15, 2008 special Board meeting are enclosed with this packet for your consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote)** — The financial reports for the periods ending October 31, 2008, and November 30, 2008, are enclosed for your consideration and action.
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote)** — The lists of accounts payable for the periods ending November 30, 2008, and December 31, 2008, are 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

B. Tim Daugherty – Spring Semester Enrollment Report (by Terry Crain, Dean for Student Services)

– Financial Aid Update

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

– On-Line Instruction Numbers – Spring 2009

D. Bob Mees – Presidents’ Council

– Sustainability Initiative

XI. CONSENT AGENDA (Voice Vote)

A. Bid–Aerobic Center Equipment (Attachment III)

Specifications were prepared and advertised according to Board policy for aerobic center equipment. (See Attachment III.) Bids were opened at 2:00 p.m. on Thursday, December 11, 2008. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
OrthoTech Sports Medical Equipment 1604 Eastport Plaza Drive, Suite 102 Collinsville, IL 62234	\$50,148.05

Recommendation: That the Board of Trustees approve the low bid meeting specifications for aerobic center equipment as submitted by OrthoTech Sports Medical Equipment of Collinsville, Illinois, for an amount of \$50,148.05, and that the administration be authorized to make this purchase.

B. Intent to Re-bid the College Bookstore

The College Bookstore, currently managed and operated by Southern Illinois Book & Supply Company (710 Boodstore), d.b.a. JALC Bookstore, has held the John A. Logan College Bookstore contract continuously since July 1, 1977. The terms of the contract have become outdated. At this time, the members of the Board are being asked to allow John A. Logan College to re-bid the bookstore in order to upgrade the terms of the contract as well as move the current location of the College's bookstore.

At present, the College Bookstore occupies approximately 1,200 square feet of floor space on the second floor of Building "C" in room C233 on campus. A new contract will include plans for a new, more suitable and more attractive location. Specifically, the Bookstore will be moving to a new location of approximately 1,650 square feet on the first floor where the Dining Room Annex in C110 and classroom C110A are located in Building "C." The Contractor who receives the award will pay for the build-out of the new space. They will also continue the use of approximately 181 square feet of storage space located in the cage area of room C234 on the second floor in Building "C."

Item 20 of the present contract requires 710 Bookstore to "Pay to the College for the duration of the contract a monthly commission of four (4) percent of gross sales less Retailer's Occupation Tax from the Bookstore operation at John A. Logan College." Through connections at NACAS (National Association of College Auxiliary Services), Sue Zamora has gathered data from schools similar to JALC in student population and annual sales, and they are currently contracting with bookstores for monthly commissions of 7.0% - 11.5%. It will be in the best interest of the College to increase the monthly commission.

JALC will create a RFP (Request For Proposal) committee to manage the RFP process for the re-bid of the Bookstore. The team will consist of:

- *Sue Zamora*, Director of Auxiliary Services, Chair
- *Dr. Deborah Payne*, Dean for Instruction – Administration Representative
- *Kathleen Carl*, Professor, English – Faculty Representative
- *Carla Bradley*, Professor, Computer Information System – Faculty Representative
- *Adrienne Barkley Giffin*, Director of Student Activities and Cultural Events – NTP Representative
- *John Gund*, Vice President, Student Senate, and Co-Chair, Student Textbook Committee – Student Representative

If approval is received to proceed, the RFP will be issued promptly after the approval is obtained. The award date will be following the April 28, 2009, Board of Trustees meeting. The target date for construction of the new Bookstore location is to begin once finals are completed for the Spring 2009 semester, approximately May 18, 2009. The new Bookstore will begin selling books for the Fall 2009 semester.

Recommendation: That the Board of Trustees approve this request for the issuance of Request For Proposals for intention of rebidding the College's bookstore, and that the administration be authorized to proceed with this project.

C. Residential Construction Management Curriculum (Attachment IV)

Approval is requested for the proposed Residential Construction Management Curriculum. This Associate in Science Degree is specifically designed to address issues and concerns in the housing industry. The program was developed at the request of the National Housing

Endowment (NHE) for universities and colleges to have specializations or new degrees in residential construction. The curriculum was developed with the input of members of the National Association of Home Builders and the Residential Construction Academy. Graduates will primarily pursue job opportunities in project management, field supervision, estimating, and product sales. Students of this program will consist of traditional high school students, non-traditional students and individuals currently employed in the construction labor force desiring to upgrade into a management position.

Recommendation: That the Board of Trustees approve the proposed Residential Construction Management Curriculum effective fall semester 2009.

XII. OLD BUSINESS

A. Revisions to Board Policies (Attachment V) (Voice Vote)

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading at the November 25, 2008, Board meeting:

Board Policy #7230 - Conduct Regulations
Board Policy #7410 - Traffic and Parking Regulations

Copies of the proposed revisions may be found in Attachment V. These policies are now being presented to the Board of Trustees for final action.

Recommendation: That the Board of Trustees approve revisions to Board Policy #7230 - Conduct Regulations and Board Policy #7410 - Traffic and Parking Regulations as contained in Attachment V.

XIII. NEW BUSINESS

A. The Plan for FY 2010 (Attachment VI) (Voice Vote)

Since 1981, the College faculty, staff, administration, community representatives, Board of Trustees, and student body have prepared a planning document through the College Planning Council that attempts to establish a short-range and long-range plan with parameters that guide the College through the next fiscal and academic year. The faculty, staff, and administration use The Plan as a guideline for procedures and operations throughout the year. The Planning Council includes all of the constituent groups representing the faculty, the professional staff, the operational staff, the community, the Board of Trustees, and the student body. This group examines information that is available to it from institutional sources, local government sources, state and national sources, and other professional areas. The Plan is specific with information that is available on a short-range basis, but its scope – overall – is very general, serving as a guideline for lower-level departments at the College to make recommendations through the administrative structure, which, in turn, allows the administration to make recommendations for specific actions to the Board of Trustees. The Finance Committee of the Board of Trustees also deals with the concepts in The Plan in making its final recommendations to the entire Board. The Plan is intended to provide the necessary information and insight to assist the administration and the Board of Trustees in making necessary decisions. The Plan has been commended by the North Central Association of Colleges and Schools and by the Illinois Community College Board. The Plan is extremely effective in the College's effort for grantsmanship and has assisted in the pursuit of external

funds.

Recommendation: That the Board of Trustees approve The Plan for FY 2010 as a planning guide for John A. Logan College, and that the administration be authorized to utilize The Plan with component units of the College for planning purposes for 2009-2010.

B. Revision to Board Policies (Attachment VII) (NO ACTION)

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

Board Policy #5285	Life Insurance
Board Policy #7210	Facility Policy
Board Policy #7220	Operational Hours of the College
Board Policy #7240	Disposal of Surplus Equipment
Board Policy #8510	Board Scholarships

Copies of the proposed revisions may be found in Attachment VII. 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 February meeting of the Board.

C. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, learning lab specialist III.
- (2) Employment of full-time, grade IV, secretary IV (Community Health Education Complex.)

b. Maintenance/Building Staff

- (1) Employment of full-time, Teamsters, grounds maintenance staff member.

c. Campus Safety Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Appointment of volunteers for Literacy.
- (2) Approval of interim executive director of the John A. Logan College Foundation.
- (3) Consideration of retirement request.

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

c. Term Faculty

Employment of four term faculty instructors.

d. Continuing Education Staff

Employment of two continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

Employment of full-time, grade II, grant, advisor/counselor.

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

d. Term Faculty – None at this time.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT