

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, January 31, 2006
7:00 P.M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF NOVEMBER BOARD MEETINGS (Voice Vote) -- Minutes of the regular board meeting of November 22, 2005, were previously mailed for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial reports for the periods ending October 31, 2005, and November 30, 2005, 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, 2005, and December 31, 2005, are 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. Student Trustee — Shana Woodworth**
- VIII. GROUP/ASSOCIATION REPORTS**
 - A. Faculty Association Report — Tim Baker**
 - B. Term Faculty Association Report — John Montacue**
 - C. Operational Staff Association Report — Judi Pastori**

IX. OFFICERS REPORTS

- A. J. P. Barrington – Board Finance Committee – New Financial Report (Attachment III)
- Illinois Community College System Procurement Consortium (ICCSPC)
- Construction Report
- B. Julia Schroeder – Community Health Program
- Placement of High School Students
- Credit Hours
- C. Larry Peterson – Diversifying Higher Education (DFI) Meeting
- Advertising and Marketing Report
- D. Bob Mees – ICCB Budget for 2006-2007
- Lobby Day – March 29
- Legislative Summit in Washington
- Annual Legislative Breakfast

X. CONSENT AGENDA (Voice Vote)

A. Bid-College Catalog (Attachment IV)

Specifications were prepared and advertised according to board policy for the printing, binding, and delivery of our College Catalog (Attachment IV.) This bid is done annually. Bids were opened at 2:00 p.m. on Tuesday, December 13, 2005. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Breese Publishing Company 8060 Hwy. 50 West Breese, IL 62230	\$11,530.00
Continental Group 660 Axminster Drive Fenton, MO 63026	\$16,800.00
Creasey Printing Services 2700 W. Lawrence Ave., Suite H Springfield, IL 62704	\$14,168.00

<u>Bidders</u>	<u>Bid Amount</u>
Creative Business Forms P. O. Box 266 Collinsville, IL 62234	\$16,905.72
P & P Press 6513 N. Galena Road Peoria, IL 61614	\$8,323.00
Phillips Brothers Printers 1555 W. Jefferson Springfield, IL 62702	\$11,386.00
Web Com Books & Beyond 3480 Pharmacy Ave. Toronto, Ontario Canada M1W 2S7	\$13,915.89

This bid will result in a cost per catalog of \$.8323 compared to our last year of \$.7488 cost per catalog based on a bid price of \$11,233 for 15,000 copies. The number of copies was reduced for this bid because the catalog is available on the College's web site.

Recommendation: That the Board of Trustees approve the low bid meeting specifications for printing 10,000 copies of the College Catalog as submitted by P & P Press of Peoria, Illinois, for an amount of \$8,323 and that the administration be authorized to make this purchase.

B. Special Events Committee

The Special Events Committee met on December 21, 2005, to discuss the possibility of the College assuming complete control over the Southern Illinois Celebration of National Hunting and Fishing Day. The College will be able to more evenly distribute among other College staff the work load of managing this event – a load that had previously fallen to one College staff member under the previous structure. If the College does not assume control of the event, the event will be downsized to a one-day youth only event. It was the committee's opinion that the College district would be negatively impacted if the event was downsized or eliminated.

The College will form a committee with members from the campus community only. This committee will be charged with overseeing the event as well as assuring that all College policies and procedures are followed. It is anticipated at this time that no additional financial resources will be required to continue this event. However an annual report will be provided to the Special Events Committee at the conclusion of each event.

Recommendation: That the Board of Trustees authorize the College administration to assume control of the Southern Illinois Celebration of National Hunting and Fishing Day effective with the 2006 event.

C. Approval of New Programs – Occupational Certificate-RCT-Scopist Reporter and Associate in Applied Science-RCT-Judicial Reporter

According to the National Court Reporters Association, there are an inadequate number of realtime reporters to meet current demand, and an inadequate number of students entering reporter education programs to supply future needs. Because of this need, John A. Logan College proposes offering one Certificate and one Associate in Applied Science degree in Realtime Captioning Technology. Upon completion of the Certificate program, students will have the opportunity to enter the workforce as a Scopist Reporter. Upon completion of the Associate Degree program, students will have the opportunity to enter the workforce as a Judicial Reporter.

The Scopist Reporter Certificate will prepare students for careers in editing and proofreading transcripts. The Judicial Reporter degree will prepare students to take verbatim reports of speeches, conversations, legal proceedings, meetings, and other events when written accounts of spoken words are necessary for correspondence, records, or legal proof.

Recommendation: That the Board of Trustees approve two new programs at John A. Logan College – an Occupational Certificate–RCT–Scopist Reporter, and an Associate in Applied Science-RCT-Judicial Reporter, and that the administration be authorized to seek the necessary state approvals.

D. Associate of Arts in Teaching (AAT) – Secondary Science

The purpose of the Associate of Arts in Teaching in Secondary Science (AAT) degree is to facilitate the transfer of students from John A. Logan College who desire to become a teacher in science. Students with an AAT degree will have equal status with university native students at the beginning of the junior year. The major area and professional education courses in the AAT degree link the Illinois Professional Teaching Standards with appropriate artifacts demonstrating mastery of the standards. Students in the AAT degree program are required to pass the Enhanced Basic Skills Test for program completion. Students who do not successfully pass this test on their first attempt are encouraged to enroll and attend an appropriate remediation.

Students may obtain an Associate of Arts in Teaching (Secondary Science) degree from John A. Logan College by successfully completing the 61 credits outlined in the AAT Secondary Science Curriculum Charts, meeting the graduation requirements, and successfully passing the Enhanced Basic Skills Test.

A target effective date is fall 2006.

Recommendation: That the Board of Trustees approve an Associate of Arts in Teaching in Secondary Science (AAT) degree at John A. Logan College for tentative implementation in fall 2006, and that the administration be authorized to seek the necessary state approvals.

E. Approval of Payment to Southern Illinois Collegiate Common Market (SICCM)

The College has received an Institutional Assessments form from the Southern Illinois Collegiate Common Market (SICCM) providing a breakdown for each of the participating

institutions' program costs. The total due SICCM for John A. Logan College's share of program costs for FY 2006 is \$25,000.

Recommendation: That the Board of Trustees approve payment of \$25,000 to Southern Illinois Collegiate Common Market for John A. Logan College's share of SICCM program costs for FY 2006.

F. Approval of Purchase of Computers for Title III Teaching and Learning Center

It is desirable to purchase 15 computers from 710 Office Products for use in the new Title III Teaching and Learning Center. The total cost of the computers is \$29,641.89, and they will be purchased with Title III funds.

Recommendation: That the Board of Trustees approve the purchase of 15 computers from 710 Office Products in the amount of \$29,641.89, for use in the Title III Teaching and Learning Center.

G. Revision to Grading System

The College's current grading system contains the option "AB" (unauthorized withdrawal) as an option for faculty and administration. The "AB" option is an unnecessary duplication that now endangers the College's compliance with certain federal entitlement programs. Elimination of the "AB" option would in no way affect students' grade point averages or limit instructors' abilities to award an appropriate letter grade. Elimination of the "AB" option was recommended 18-1 by the Campus Life Committee and was supported by College Council.

Recommendation: That the Board of Trustees approve removal of the "AB" (unauthorized withdrawal) option from the College's grading system in order to comply with federal programs and ensure students access to those federal programs; and that the administration be authorized to remove the "AB" grade from Board Policy #8152 (Satisfactory Academic Progress for Financial Aid Recipients), from the Student Rights and Responsibilities Handbook (Board Policy #8310), from the College Catalog, and any other relevant printed materials.

XI. NEW BUSINESS

A. Possible Change of Date of Regular April Board Meeting

Due to the fact that the president will be traveling back from the American Association of Community Colleges (AACC) convention on April 25, the regular date for the April board meeting, it is desirable to change the date of that meeting to either the previous Tuesday, April 18, or to the following Thursday, April 27.

Recommendation: That the date of the regular April meeting of the John A. Logan College Board of Trustees be changed from April 25 to either Tuesday, April 18, or Thursday, April 27.

B. PERSONNEL

1. Support Personnel

- a. Operational Staff**
- b. Maintenance/Building Staff**
- c. Campus Safety Staff**

2. Professional Staff

- a. Non-Teaching Professional Staff**
- b. Full-Time Faculty**
- c. Term Faculty**
- d. Continuing Education Staff**

3. Grant Personnel

- a. Operational Staff**
- b. Non-Teaching Professional Staff**
- c. Full-Time Faculty**
- d. Term Faculty**

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT