

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, February 28, 2006
7:00 P.M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF JANUARY BOARD MEETINGS (Voice Vote) -- Minutes of the regular board meeting of January 31, 2006, were previously mailed for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending December 31, 2005, is enclosed for your consideration and action.**
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending January 31, 2006, 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/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 Montague**
 - C. Operational Staff Association Report — Judi Pastori**

IX. OFFICERS REPORTS

- A. J. P. Barrington – Construction Report
 - Change Order
- B. Larry Peterson – Higher Learning Commission Accreditation Report – Dr. Deborah Payne
 - Athletic Advisory Committee Report
- C. Julia Schroeder – Lifelong Learning
 - Block Scheduling (Attachment III)
 - Update on Developmental Programming
- D. Bob Mees – School Construction Rally
 - Illinois Manufacturing Task Force
 - Time Capsule Burial

X. CONSENT AGENDA (Voice Vote)

A. Treasurer's Bond

The Treasurer's Bond that the Board of Trustees has in effect on J. P. Barrington is up for renewal. This bond in the amount of \$5,000,000 is issued by Liberty Bond Services through Consolidated Insurance Agency, Inc. of Carbondale. It is required by law that such a bond be on file in each of the counties of the district, the office of the regional superintendent of schools, and the ICCB office. The premium for this term – March 29, 2005 to March 29, 2006 is \$3,750 and is paid from Liability and Protection Funds. Last's year premium was also \$3,750.

Recommendation: That the Board of Trustees approve the Treasurer's Bond with Liberty Bond Services in the amount of \$5,000,000 for the premium of \$3,750 for the period of March 29, 2005, through March 29, 2006, and that the administration be authorized to implement this bond coverage as required by law.

B. Approval of New Certificate Program - Medical Assistant

It is desirable to implement a certificate program (22 credit hours) for Medical Assistant at John A. Logan College. The Medical Assistant program is designed to provide formal training to persons who will assist medical staff professionals and physicians with the orderly presentation of healthcare in the clerical (front office) and clinical (back office) divisions of physician's offices, hospitals, and group practices. Medical Assistants work as liaisons between physicians, patients, and the community.

The development of this certificate program is in cooperation with Shawnee Health Services and a grant with the Delta Regional Authority. Students are required to complete the Nursing Assistant course prior to entry into this program. The proposed effective date of this program is April of 2006.

Recommendation: That the Board of Trustees approve a new certificate program for Medical Assistant (22 credit hours) at John A. Logan College for implementation in April of 2006.

C. Approval of New Certificate Program – Educational Interpreting Professional

It is desirable to implement a certificate program (33 credit hours) for Educational Interpreting Professional at John A. Logan College. This program is for students who have successfully completed the AAS Degree in Interpreter Preparation or have years of interpreting experience.

The Illinois State Board of Education has adopted new regulations for educational interpreters, effective July 28, 2006. Many interpreters working locally and in the Illinois public school systems do not meet the new requirements. Offering an online program would allow interpreters to continue to work in the school system while taking courses to satisfy this requirement.

This online certificate program has been developed as a way to meet the request of the Illinois Supervisors of the Hearing Impaired and the Illinois State Board of Education to provide training for educational interpreters and satisfy the new standards. This program is unique in the nation. It will be the first online program for educational interpreters ever offered in the United States. The projected effective date of this program is fall of 2006.

Recommendation: That the Board of Trustees approve a new certificate program – Educational Interpreting Professional (33 credit hours) for implementation at John A. Logan College in fall of 2006.

D. Approval of Program Fees for Occupational Therapy Assistant and Medical Laboratory Technology (Attachment IV)

The Southern Illinois Collegiate Common Market (SICCM) Board of Directors decided to make the following changes in laboratory fees at its November, 2005, meeting:

- Increase the Occupational Therapy Assistant (OTA) lab fee for each course from \$100 to \$200
- Increase the Medical Laboratory Technology (MLT) lab fee for each course from \$100 to \$150

These changes will become effective fall semester 2006.

Recommendation: That the Board of Trustees, in cooperation with Southern Illinois Collegiate Common Market, approve an increase in Occupational Therapy Assistant (OTA) lab fees from \$100 to \$200 for each course, and an increase in Medical Laboratory Technology (MLT) from \$100 to \$150 for each course to be effective fall semester 2006.

E. Approval of Fees for Applied Music Lessons (Attachment V)

It is desirable to increase the fees students pay for applied music lessons to \$150 per credit hour effective fall semester 2006 for the courses listed in Attachment V. The current fee of \$95 per credit hour has been in effect since 1997. The proposed increase is needed to adequately compensate applied lessons instructors.

Recommendation: That the Board of Trustees approve an increase in student fees for applied music lessons to \$150 per credit hour for the courses listed in Attachment V, and that the administration be authorized to implement this increase effective fall semester 2006.

F. Payment to Pape Consulting

Pape Consulting is conducting training in conjunction with the College's Center for Business and Industry. With the training sessions currently scheduled, and anticipated future training, the College could exceed \$10,000 in contracts with Pape Consulting this fiscal year.

Recommendation: That the Board of Trustees approve expenditures in excess of \$10,000 to Pape Consulting for fiscal year 2006, and that the administration be authorized to enter into these training contracts.

G. Condensed Curriculum International, Inc. (CCI)

In September, 2005, the Board of Trustees approved a \$10,782 payment to CCI for a Pharmacy Technician Certification class. Another class has just recently been completed, with the College's Center for Business and Industry with payment due CCI in the amount of \$7,689. This amount is offset by the fees paid by the students. Since the combined total of payments to CCI are in excess of \$10,000 for this fiscal year, board approval is being requested for this additional payment.

Recommendation: That the Board of Trustees approve payment of \$7,689 to CCI for the Pharmacy Technician Certification class, and that the administration be authorized to make this payment.

H. Student Trustee Election

The Board of Trustees is required by Illinois law to establish the procedures and set the date each year for the election of a student member to the Board of Trustees. Petitions for election have been made available to students and have been received in the Office of the President and the Board of Trustees in the administration building on the College's Carterville campus. It is recommended that the election of the student member to the Board of Trustees of John A. Logan College, Community College District No. 530, be conducted on Wednesday, March 8, 2006. The following resolution for this election is recommended:

BE IT RESOLVED that an election to elect one student member to the Board of Trustees, John A. Logan College, Community College District No. 530, in accordance with Board Policy, the College's administrative procedures, and the laws of the State of Illinois, to a term of one year on said Board, and this election is hereby ordered to be

held on March 8, 2006. This election is to be held in accordance with the laws of the State of Illinois contained in the Community College Act, and the recording secretary of the Board of Trustees is instructed and authorized to perform any and all acts necessary to hold such an election.

The results of the election will be canvassed at the March meeting of the Board of Trustees and the new student trustee will be seated at the April meeting.

Recommendation: That the Board of Trustees approve the resolution to conduct an election for a student member to the Board of Trustees on March 8, 2006, and that the administration and the recording secretary to the Board of Trustees be authorized to conduct this election in accordance with the above resolution and the laws of the State of Illinois.

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

The closed session minutes through November, 2005, 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: September 26, 2000; May 22, 2001; May 28, 2002; October 1, 2002; August 26, 2003; March 23, 2004; August 24, 2004; May 24, 2005; June 28, 2005; July 26, 2005; August 23, 2005; and October 25, 2005.

J. Destruction of Verbatim Recording of Closed Session (Voice Vote)

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. Destruction of the tape of the first recorded meeting of January 27, 2004, was approved by the Board at its August 23, 2005, meeting, and a determination was made at that time to act on destruction of these recordings twice annually as opposed to dealing with them every month. College legal counsel has recommended that the Board approve destruction of the following closed session recordings: February 23, 2004; March 23, 2004; April 29, 2004; May 25, 2004; June 29, 2004; and July 27, 2004.

Recommendation: That the Board of Trustees, in accordance with Illinois law, approve the destruction of the verbatim recordings of the closed session meetings of February 23, 2004; March 23, 2004; April 29, 2004; May 25, 2004; June 29, 2004; and July 27, 2004; and that the recording secretary be authorized to dispose of these records.

XI. NEW BUSINESS

A. Purchase of Past Creditable Retirement Service Credit (For Consideration and Possible Board Action)

Effective immediately, the College will no longer purchase any employee's past creditable retirement service credit except under the following conditions:

1. The Board of Trustees determines that it is in the best interests of the College to make such purchase. Any motion to pay for past creditable retirement service credit must state the reason that such payment is in the interest of the College; and
2. No such purchase shall exceed ten thousand dollars (\$10,000) unless approved by a vote of three-fourths (3/4) of the membership of the Board of Trustees; and
3. The employee's request must be made during the fiscal year that they intend to retire; and
4. Such purchase will not cause the College to be responsible for any additional retirement obligations under Illinois Public Act 94-4, a copy of the pertinent provisions of which is attached hereto and made a part hereof.*

In addition, no more than two (2) purchases shall be made by the Board in any one fiscal year unless approved by a unanimous vote of the membership of the Board of Trustees.

**A copy of Illinois Public Act 94-4 will be made available at the February 28 Board meeting.*

B. Personnel

1. Support Personnel

a. Operational Staff

Consideration of retirement request.

Employment of full-time, grade III, admissions specialist III.

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

c. Campus Safety Staff

Employment of part-time, grade I, campus safety officer.

2. Professional Staff

a. Non-Teaching Professional Staff

Consideration of retirement request.

Employment of full-time, grade IV, temporary, advisor/counselor.

b. Full-Time Faculty

Consideration of two sabbatical requests.

Consideration of one retirement request and two retirement-related requests

Recommendation for approval of full-time, tenured faculty members contracts for the 2006-07 academic year.

Recommendation for approval of re-employment (for the 2006-07 academic year) and awarding of tenure to full-time, non-tenured instructors who have completed three years of satisfactory, full-time employment with John A. Logan College.

Recommendation for approval of full-time, non-tenured faculty members who have not completed three years of employment with John A. Logan College, but have been evaluated positively, to be offered one-year, non-tenured contracts for the 2006-07 academic year.

c. Term Faculty

Recommendation for approval of four term faculty members.

d. Continuing Education Staff

Recommendation for approval of three continuing education staff members.

3. Grant Personnel

a. Operational Staff

Employment of full-time, grade III, secretary III.

b. Non-Teaching Professional Staff

Employment of full-time, grade IV, coordinator of procurement technical assistance center.

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

d. Term Faculty – None at this time.

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT