

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, April 22, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE MARCH BOARD MEETING (Voice Vote) -- Minutes of the March 25, 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 February 29, 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 March 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. Student Trustee — Rachel Grasher**

IX. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Tim Baker**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- JaDean Towle**

X. OFFICERS REPORTS

- A. Brad McCormick**
 - **Health Insurance Renewal**
 - **Food Service improvements**
 - **Construction Projects Update**
- B. Phil Minnis**
 - **Upcoming Events:**
 - High School Junior Awards**, May 13, 6:00 p.m.,
Conference Center
 - Honors Night**, May 5, 7:00 p.m., Conference Center
 - Athletic Department Fish Fry**, May 16, 6:00 p.m.,
Carbondale Elks
 - Commencement**, May 16, 7:00 p.m., Donald L. Brewer
Gymnasium and Convocation Center (650 students
applied for graduation; 210 going through ceremony)
 - **Student Services Report**
 - **Placement Report (Lisa Hudgens)**
- C. Julia Schroeder**
 - **Update on Man-Tra-Con**
 - **Alpha Delta Pi Chapter of Kappa Delta Pi International
Honor Society in Education (Sherry Sullivan)**
- D. Bob Mees**
 - **Legislative Breakfast/Lobby Day**
 - **Foundation Annual Benefit Event, April 26**
 - **All-Logan Picnic, May 1, 4:30 p.m.**
 - **Community Leaders' Breakfast, May 9, 7:00 a.m.**
 - **Annual Retirement Luncheon, May 12, 11:00 a.m.**

XI. CONSENT AGENDA (Voice Vote)

A. Repayment of Inter-Fund Loans

At the June 26, 2007 Board of Trustees' meeting, it was approved that the following inter-fund loans would be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805/3-34 effective June 30, 2007. We are now requesting Board approval to pay back these loans during the 2007-2008 budget year as follows:

- Inter-fund loan from the Working Cash Fund to the Trust and Agency Fund in the amount of \$50,000;
- Inter-fund loan from the Working Cash Fund to the Liability, Protection and Settlement Fund in the amount of \$200,000.

Recommendation: That the Board of Trustees approve inter-fund loan repayments from the Trust and Agency Fund in the amount of \$50,000; and from the Liability, Protection and Settlement Fund in the amount of \$200,000 to the Working Cash Fund.

B. Microsoft Software Licensing (Attachment III)

John A. Logan College uses computers that run Microsoft Windows operating systems and Office software. The College purchases Microsoft Campus Agreement annual licensing that allows all College computers to use Windows and Office Software products. The agreement also allows College employees to use it on their own personal computers at home for work related purposes. This year, Visio has been added to the suite of software packages included with our agreement.

This is an increase of \$7,450.73 over last year's fee which was \$28,446.30. Information Systems has gathered three price quotes as follows:

Bell Industries	\$36,286.16
Insight	\$35,897.03
CDW-G	\$37,407.97

Recommendation: That the Board of Trustees approve the purchase of the Microsoft Campus Agreement annual licensing from Educational Resources for an amount of \$35,897.03, and that the administration be authorized to renew this agreement with Educational Resources.

C. Pell Grant Book Vouchers for Spring 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 seventeen 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 federal aid is received by the College for the students. That federal aid has now been received.

A total of 776 students availed themselves of Pell Grant book vouchers for spring semester 2008 for a total amount of \$260,868.13.

Recommendation: That the Board of Trustees approve payment to 710 Bookstore in the amount of \$260,868.13 for textbooks issued to Pell Grant students, and that the administration be authorized to make this payment.

D. Approval of New Associate Degree in Fire Science

Approval is requested for a new Associate in Applied Science Degree in Fire Science to be offered at John A. Logan College.

Regional fire chiefs have expressed the need for an in-district fire science degree program because of the high cost associated with sending firefighters to training centers and the availability of in-district training resources available at the Williamson County Fire Protection District and Southern Illinois University Carbondale. Within southern Illinois, volunteer firefighter positions are ample, and paid employment opportunities exist at fire suppression companies, alarm companies, municipal, state, and federal fire organizations, and the U. S. Forest Service.

This associate degree is designed to provide college credit for firefighter training and in-district training opportunities for firefighters. This degree will qualify under the Capstone Program at Southern Illinois University for A.A.S. Graduates wanting to complete a Bachelor of Arts degree in fire science.

For this degree, all general education classes have already been approved by ICCB and articulate to Southern Illinois University Carbondale. Professional and technical courses have been developed specifically for this curriculum that parallel skill requirements outlined by the Illinois State Fire Marshal's Office. Because all technical and professional courses have been developed to be taught at off-campus locations, this program does not require additional space or training facilities.

The effective date of this program is fall semester 2008.

Recommendation: That the Board of Trustees approve a new Associate in Applied Science Degree in Fire Science to be offered at John A. Logan College effective fall semester 2008.

E. Approval of New Certificate Programs for Fire Officer

Approval is requested for new Certificate - Fire Officer and Firefighter programs at John A. Logan College.

The **Certificate - Fire Officer I** is a 15 credit hour program. After the completion of this certificate, firefighters will qualify for the Illinois State Fire Marshal's certification exam. Fire Officer I certification will allow advancement opportunities and include instructor training to provide the district with qualified firefighter trainers.

After completion of this certificate, firefighters will only need 33 credit hours to complete their A.A.S. degree. These certificate programs were developed to meet state mandated training and provide stepping stones toward the A.A.S. degree in Fire Science.

The **Certificate - Firefighter II** is an 11 credit hour program. After completion of this certificate, firefighters will qualify for the Illinois State Fire Marshal's certification exam. Firefighter II certification will allow advancement opportunities and is a pre-requisite for Firefighter III training.

The **Certificate - Firefighter III** is an 11 credit hour program. After completion of this certificate, firefighters will qualify for the Illinois State Fire Marshal's certification exam. Firefighter III certification will allow advancement opportunities and is a pre-requisite for Fire Officer I Training.

The effective date for these certificate programs is fall semester 2008.

Recommendation: That the Board of Trustees approve new certificate programs – Certificate-Fire Officer I; Certificate-Firefighter II; and Certificate-Firefighter III effective fall semester of 2008.

F. Renewal of Community Partner Agreement with *Southern Business Journal* (Attachment IV)

It is desirable to renew the College's Community Partner Agreement with the *Southern Business Journal* for a two year period of May 1, 2008 through April 30, 2010. This has proven to be a very positive relationship for the College, resulting in a great deal of excellent publicity both in print and through exposure of the College's facilities – especially through the Community Leaders' Breakfasts held on our campus. The value of the College's investment is \$18,000 per year (total of \$36,000). However the *Southern Business Journal* gives the College a \$8,000 trade for use of facilities each year, leaving a cash balance owed of \$10,000 each year of the two-year period. This amount is billed monthly in \$833.33 increments. This represents no increase from previous agreements. A copy of the agreement is included as Attachment IV.

Recommendation: That the Board of Trustees approve renewal of the College's Community Partner Agreement with the *Southern Business Journal* for the two-year period of May 1, 2008 through April 30, 2010, for an total cash amount owed of \$10,000 per year (\$20,000), and that the administration be authorized to pay this amount in monthly increments of \$833.33.

XII. NEW BUSINESS

A. Revisions to Board Policies 5220C–Non-Teaching Professional Salary Schedule and 5220D–Vice Presidents (Attachment V) (Informational Item – No Action at This Time)

As a part of the on-going study of non-teaching professional personnel salaries and classifications at John A. Logan College, revisions to Board Policy 5220C – Non-Teaching Professional Salary Schedule and 5220D - Vice Presidents are being recommended to the Board of Trustees for its consideration. A copy of these proposed revisions may be found in Attachment V. This item is for consideration only at this time, with possible action to be taken at the May 27 meeting of the Board.

Recommendation: That the Board of Trustees consider revisions to Board Policy 5220C – Non-Teaching Professional Salary Schedule and 5220D – Vice Presidents as contained in Attachment V, provide input, and take action on the final revised policies at the May 27, 2008 Board meeting.

B. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (Foundation).
- (2) Employment of full-time, grade III, secretary III (Placement).
- (3) Employment of full-time, grade III, secretary III (President's Office).
- (4) Employment of full-time, grade III, word processing operator III.

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Approval of non-teaching professional staff contracts.
- (2) Approval of non-teaching professional stipend contracts.
- (3) Approval of department chair appointments.

b. Full-Time Faculty

- (1) Employment of full-time, tenure track faculty, mathematics instructor for fall 2008.
- (2) Employment of full-time, tenure track faculty, associate degree nursing instructor for fall 2008.
- (3) Approval of full-time, non-tenured faculty member contracts.

c. Term Faculty

Approval of two term faculty members.

d. Continuing Education Staff

Approval of two continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

Approval of non-teaching professional grant staff member contracts.

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

d. Part-Time Faculty – None at this time.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT