

JOHN A. LOGAN COLLEGE
Carterville, Illinois

BOARD OF TRUSTEES

Regular Meeting

Tuesday, April 28, 2011

7:00 p.m.

Board Room

Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

III. MINUTES OF MARCH BOARD MEETING (Voice Vote) – Minutes of the March 22, 2011, Board meeting are enclosed with this packet for the Board of Trustees' consideration and action.

IV. FINANCIAL REPORT (Attachment I) (Voice Vote) – The financial report for the period ending February 28, 2011, is enclosed for consideration and action.

V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) – The list of accounts payable for the period ending March 31, 2011, is enclosed for 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 Sanders

B. Southeast Region Trustees (SERT) – John O'Keefe

C. John A. Logan College Foundation – Jake Rendleman

D. Association of Community College Trustees (ACCT) – John Sanders

E. Hiring Committee – John Sanders/Mike Hopkins

XI. CONSENT AGENDA (Voice Vote)

A. Bid -Communication Wing Addition Network Wiring

Specifications were prepared and advertised according to Board policy for the installation of network wiring for the Communication Wing addition. Bids were opened at 10:00 a.m. on Tuesday, April 12, 2011. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Brown Electric, Inc. P. O. Box 220 437 Route 37 Goreville, IL	\$189,782.00
Corbell Telephone & Electronics, Inc. 113 S. Division Street Carterville, IL 62918	\$143,050.00

Due to the urgency of this project, the Board was polled on the date bids were opened and permission was requested to proceed with notice of award to the lowest bidder prior to the Board meeting.

Recommendation: That the Board of Trustees approve the low bid meeting specifications for the installation of network wiring for the Communication Wing addition, from Corbell Telephone & Electronics, Inc. of Carterville, Illinois, for an amount of \$143,050.00, and that the administration be authorized to make this award.

B. Repayment of Inter-Fund Loan

At the June 22, 2010 Board of Trustees meeting, it was approved that the following inter-fund loan would be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805/3-34 effective June 30, 2010. We are now requesting Board approval to pay back this loan during the 2010-2011 budget year as follows:

- Inter-fund loan from the Trust and Agency Fund to the Working Cash Fund in the amount of \$75,000.
- Inter-fund loan from the Audit Fund to the Working Cash Fund in the amount of \$1,500.

Recommendation: That the Board of Trustees approve the inter-fund loan repayment from the Trust and Agency Fund in the amount of \$75,000 to the Working Cash Fund; and from the Audit Fund to the Working Cash Fund in the amount of \$1,500.

C. Permission To Waive Board Policy #7154 (Attachment III)

The Diagnostic Medical Sonography program is asking for permission to make an exception to Board Policy #7154 which calls for purchasing new capital outlay/instructional equipment. The Illinois Public Community College Act, Section 805/3-27.1(i) allows for “purchase of equipment previously owned by some entity other than the district itself” to be exempt from bidding requirements. However, College policy does not include that exemption. Dr. Valerie Barko has provided three (3) informal quotes for refurbished ultrasound equipment for your consideration. (See Attachment III.)

Recommendation: That the Board of Trustees waive Board Policy #7154 and authorize the administration to purchase three (3) refurbished ultrasound units from Med Pro Imaging, Waukesha, Wisconsin at \$49,430.00, which is the lowest quote.

D. Proposed Changes to Logan at 50: A Strategic Plan for 2017 and Beyond

John A. Logan College is a member of the Illinois Green Economy Network (IGEN), a partnership of community colleges that includes all 48 community colleges in Illinois. The College is also a member of the Association for the Advancement of Sustainability in Higher Education (AASHE) and currently houses a Sustainability Center which maintains a sustainability website providing links to the College’s “Green” programs and courses and Green Campus Initiatives. The following changes to the Logan At 50: *A Strategic Plan for 2017 and Beyond* are being proposed to reflect our commitment to sustainability. Within “Build Dynamic Learning Environment,” we have added “environmental sustainability” to the following bulleted item: Develop educational opportunities in diversity, cultural awareness, **environmental sustainability**, and globalization (exchanges, scholarships, financial support, foreign languages). Within Strengthen Collaborations we would like to add the following bulleted item: **Become a recognized leader and change agent for environmental sustainability in southern Illinois.**

Recommendation: That the Board of Trustees approve the changes to Logan at 50: *A Strategic Plan for 2017 and Beyond* in an effort to update and be in compliance with our commitment to sustainability at John A. Logan College.

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

The closed session minutes through February 22, 2011, 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: June 26, 2007; June 24, 2008; April 30, 2009; July 7, 2009; September 22, 2009; March 23, 2010; April 27, 2010; May 25, 2010; June 22, 2010; July 27, 2010; and August 17, 2010.

F. Destruction of Verbatim Recordings of Closed Session

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. The Board of Trustees has periodically approved destruction of recordings in accordance with this time frame. College legal counsel has recommended that the Board now approve destruction of the closed session recordings through September 22, 2009.

Recommendation: That the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including September 22, 2009.

XII. OLD BUSINESS

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

At the March 22, 2011 meeting of the Board of Trustees, the Board Policy Committee presented recommendations for revisions to the following policies to the Board for first reading:

Board Policy 7370 - Tuition Waivers

Board Policy 8310 - Revisions to the Student Rights and Responsibilities Handbook.

The wording of the actual Board Policy 8310 will not change. That Board policy simply states that the Board of Trustees' policy on student rights and responsibilities "is embodied in the latest edition of Rights & Responsibilities: A Student Code of Conduct." When approved, the changes will be made in the online and printed copies of the handbook.

Those policies are now being brought back to the Board for final action.

Recommendation: That the Board of Trustees approve revisions to Board Policy 7370-Tuition Waivers and to Rights & Responsibilities: A Student Code of Conduct as contained in Attachment IV.

XIII. NEW BUSINESS

A. The Operational Plan for FY 2012 (Attachment V) (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's 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 Operational 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 Operational 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 recommendation for specific actions to the Board of Trustees. The finance committee of the Board of Trustees also deals with the concepts in the Operational Plan in making its final recommendations to the entire Board. The Operational Plan is intended to provide the necessary information and insight to assist the administration and the Board of Trustees to make necessary decisions. The Operational Plan has been commended by the North Central Association of Colleges and Schools and by the Illinois Community College Board. The Operational Plan is extremely effective in the College's effort for grantsmanship and has assisted in the pursuit of external funds.

It is requested that the Board recognize the Operational Plan as an expression of the objectives and strategies of the College to consider for the next year, as well as a component of the College's Strategic Plan - *Logan at 50: A Strategic Plan for 2017 and Beyond*. By its action, the Board is simply approving the objectives contained in the document in principle. Neither the stated objectives, nor any related financial costs, are to be considered binding obligations upon the Board of Trustees. Final approval of objectives is contingent upon adequate revenues and will be made in accordance with Board policy and administered procedures relevant to purchasing and employment. A disclaimer to this effect is included as a part of the Operational Plan presented for approval in Attachment V.

Recommendation: That the Board of Trustees approve the Operational Plan for FY 2012 as a planning guide for John A. Logan College, and that the administration be authorized to utilize the Operational Plan with component units of the College for planning purposes for 2011-2012.

B. PERSONNEL

I. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade II, copy machine operator/stockroom clerk II.
- (2) Employment of full-time, grade VI, preschool lab supervisor VI.

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 one-year contracts through June 30, 2012 for non-teaching professional staff members who have served at the College less than three years.
- (2) Approval of contracts through June 30, 2014 for non-teaching professional staff members who have three or more years of service.
- (3) Approval of a contract for a 50%, 9 mo. non-teaching professional employee through June 30, 2012.
- (4) Continuation of contracts of employees who are on non-teaching professional stipend contracts if their special services are required through 2012.
- (5) Employment of full-time, grade I, advisor/assistant men's basketball coach.
- (6) Appointment of business, English, and humanities department chairs for three year terms (FY 2012-FY 2015).

b. Full-Time Faculty

Approval of new academic rank for a full-time faculty member.

c. Term Faculty - None at this time.

d. Continuing Education Staff - None at this time.

3. Grant Personnel

a. Operational Staff - None at this time.

b. Non-Teaching Professional Staff

- (1) Approval of renewal contracts for non-teaching professional grant staff members through June 30, 2012, contingent upon available grant funding.
- (2) Consideration of retirement request.

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

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

4. Volunteer Personnel

Appointment of volunteers for Literacy.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT