

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, May 27, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE APRIL BOARD MEETING (Voice Vote) -- Minutes of the April 22, 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 March 31, 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 April 30, 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 Montague**
- C. Operational Staff Association Report -- JaDean Towle**

X. OFFICERS REPORTS

- A. Brad McCormick**
 - Construction
 - Board Building Committee
 - Board Finance Committee
 - Document Management Request for Proposals
 - Telephone System Request for Proposals
- B. Phil Minnis**
 - American Heart Association - Kathy Copelin
- C. Julia Schroeder**
 - Update on Man-Tra-Con
 - College and Career Readiness/Academic Alignment Grant (Attachment III)
 - Recognition of FY2008 Assessment Academy Members.
- D. Bob Mees**
 - Legislative Update
 - Retirement Luncheon
 - Commencement

XI. CONSENT AGENDA (Voice Vote)

A. Payment for Food Cost for Meth Conference

The cost of food for the 440 participants at the Meth Conference held in the College's Conference Center on April 2-3, 2008, was \$11,410.50, and is now due and payable to Chartwells. Registration fees covered the cost of the food.

Recommendation: That the Board of Trustees approve the payment of \$11,410.50 to Chartwells for food cost for the 440 participants at the Meth Conference held April 2-3, 2008, from funds furnished by conference registration fees.

B. Treasurer's Bond

The Treasurer's Bond that the Board of Trustees has in effect on Brad McCormick 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, Illinois. 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 – June 27, 2008, to June 27, 2009, is \$4,250 and is paid from Liability and Protection Funds. Last's year premium was also \$4,250.

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 \$4,250, and that the administration be authorized to implement this bond coverage as required by law.

C. Bids - Audio/Visual Equipment for Nine Smart Classrooms (Attachment IV)

The FY08 Plan included the addition of 5 smart classrooms for an amount of \$60,000. Bid specifications were prepared and advertised for audio/visual equipment for 9 smart classrooms for the instructional area. (See Attachment IV.) The bid was opened at 2:00 p.m., Thursday, May 15, 2008. The results of the bid opening follow:

<u>Bidders</u>	<u>Bid Amount</u>
CIM Audio Visual 318 Main Street, Suite 215 Evansville, IN 47708	\$57,411.51

Recommendation: That the Board of Trustees approve the low bid meeting specifications for audio/visual equipment for 9 smart classrooms as submitted by CIM Audio Visual of Evansville, Indiana, for an amount of \$57,411.51, and that the administration be authorized to make this purchase.

D. Approval of Academic Transfer Partnership Between Illinois Community Colleges and Western Illinois University's Board of Trustees Bachelor of Arts Degree Program (Attachment V)

During the March 2008 meeting of the Presidents' Council, the council was presented with an online baccalaureate completion program offered by Western Illinois University. The Board of Trustees Bachelor of Arts Degree Program offers a fully online degree option to students within the Illinois Community College System without requiring relocation or WIU campus attendance; a cost guarantee that locks a student's tuition and fees for four years upon their enrollment at WIU as long as they maintain continuous enrollment; and the opportunity to transfer up to 80 semester credit hours of appropriate coursework from a community college.

In an effort to facilitate this agreement between Western and Illinois community colleges, the ICCB is providing the Partnership Agreement included in Attachment V. ICCB supports this agreement as it provides degree completion access to place-bound students throughout Illinois.

Recommendation: That the Board of Trustees approve John A. Logan College's participation in the Partnership Agreement as included in Attachment V between Illinois Community

Colleges and Western Illinois University's Board of Trustees Bachelor of Arts Degree program, which will allow degree completion access to place-bound students throughout Illinois through this online program.

**ITEMS "E" THROUGH "I" REPRESENT THE COLLEGE'S VARIOUS MAINTENANCE AGREEMENTS WHICH ARE PRESENTED ANNUALLY FOR BOARD APPROVAL.
(Documentation for these items will be available at the Board meeting.)**

E. Customer Support Service Plan

Cost for basic software support with Education Solutions Development (ESD) will increase July 1, 2008, when the College's basic monthly cost will be \$8,655. This compares to our current monthly cost of \$8,075, or an increase of 7.18% over FY08.

The College has been running APECS software since 1981 and has a tremendous investment in training, knowledge, and historical data that cannot be replaced for a dollar figure anywhere near what we are presently paying for APECS software and support. APECS software has proven itself reliable and capable since installation. We feel with the major dependence our institution has on our computer system, we must keep it running effectively and efficiently. As a result of this service plan, we will continue to receive:

- Hotline Telephone Support
- Regular Updates to APECS.net Programs
- Support via E-mail
- Web Help Support
- Remote Diagnostics

We continue to monitor the improvements that ESD makes in the system through new releases, patches, federal and state mandated updates and other enhancements to the APECS.net product.

Recommendation: That the Board of Trustees approve the agreement for customer support service with Education Solutions Development (ESD) for the period July 1, 2008, to June 30, 2009, for the amount of \$103,860.

F. Fire Alarm System

In the past, the College has had a maintenance agreement with Tech Electronic for service on our fire alarm system. The charge for the contract pricing for the period July 1, 2008, through June 30, 2009, is \$9,000. This a 7.09% increase or \$588 over last year's agreement. A breakdown of costs is as follows:

	<u>FY08</u>	<u>FY09</u>
Main Facility	\$4,428	\$4,740
Office Building	576	612
Vocational Building	528	564
Building H	1,536	1,644
Building J	<u>1,344</u>	<u>1,440</u>
Total	\$8,412	\$9,000

Recommendation: That the Board of Trustees authorize the administration to continue these contracts with Tech Electronic for maintenance of the fire alarm systems for the period July 1, 2008, through June 30, 2009, at a cost of \$9,000.

G. Energy Management Systems

The College's heating and cooling equipment is controlled throughout the buildings by a system that includes computers and sensors. We have had this under a maintenance agreement with Johnson Controls in the past. The Johnson Controls contract increased \$392 for a 1.83% increase on the existing contracts. We would like to continue with this agreement for the upcoming fiscal year.

The breakdown of the costs are as follows:

	<u>FY08</u>	<u>FY09</u>
Phase 1	\$5,852	\$5,853
Phase 2	5,653	5,879
Phase 3	5,753	5,753
Phase 4	<u>4,130</u>	<u>4,295</u>
Total	<u>\$21,388</u>	<u>\$21,780</u>

Recommendation: That the Board of Trustees authorizes the administration to continue the maintenance agreement for the energy management system maintenance agreements for 2008-2009 with Johnson Controls for the amount of \$21,780.

H. College Elevators

In the past, the College has contracted with ThyssenKrupp for maintenance of the seven elevators on campus. We have found that it is critical to the operation of the College to have these elevators under a maintenance contract due to the number of students that rely on them for accessibility to the various levels of the buildings. The cost for service last year was \$15,443. The increase in the amount for FY09 for the elevator systems stems entirely from the increase in contractual labor. This year's cost increased \$1,081 or 7%. The quote from the company to cover the period July 1, 2008, through June 30, 2009, is \$16,524.

Recommendation: That the Board of Trustees authorize the administration to enter into these maintenance contracts with ThyssenKrupp for maintenance of the College's seven elevators for the period July 1, 2008, through June 30, 2009, for the amount of \$16,524.

I. Verizon Maintenance Contract

Verizon no longer provides a "maintenance contract" for the Meridian Communication System that is signed by the customer. They provide a "maintenance quote" to support the renewal notice effective March 31, 2008, through March 30, 2009. The cost for the campus maintenance contract is \$35,238.96. The College is electing to pay this quarterly, as it will be cancelling the contract upon installation of a new phone system. Last year, the maintenance contract amount for the College was \$32,270.16. This year's contract represents a \$2,968.80 increase over last year's service plan. This maintenance service plan provides:

- All labor for system repairs
- All materials for system repairs
- Priority in repair service dispatching
- Remote monitoring and repair when possible (PBX's only)
- Guaranteed maintenance response commitment
- Services satisfaction guarantee

Recommendation: That the Board of Trustees approve the maintenance quote with Verizon for an amount of \$35,238.96, and that the administration be authorized to purchase this service from Verizon for support of the College's phone system.

XII. OLD BUSINESS

A. Revisions to Board Policies 5220C–Non-Teaching Professional Salary Schedule and 5220D–Vice Presidents (Voice Vote) (Attachment VI)

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 were presented to the Board of Trustees at its April 22 meeting for consideration. A copy of these proposed revisions may be found in Attachment VI. Copies of these proposed revisions have also been made available to College employees and opportunity given for input. Pending any further questions by the Board, these policies are being recommended for approval.

Recommendation: That the Board of Trustees approve revisions to Board Policy 5220C – Non-Teaching Professional Salary Schedule and 5220D – Vice Presidents as contained in Attachment VI.

XIII. NEW BUSINESS

A. Health Insurance Recommendation from Health/Life Insurance Committee (Roll Call Vote) (Attachment VII)

The Health/Life Insurance Committee has worked for the past several months to evaluate options for College employee health insurance. As you know, our health insurance costs have been rising significantly. It is of great concern to many because approximately 40% of all health insurance premiums are paid directly by employees. In anticipation of large costs increases, the Health/Life Insurance Committee chose to evaluate the possibility of becoming a member college of the Community College Insurance Cooperative (CCIC). This evaluation included the following:

1. Solicitation of a quote or proposal which would mirror our present plan,
2. Interview of CCIC Representative, and
3. Interview of five (5) employees covered under the CCIC from three (3) Illinois community colleges.

Following this process, the committee waited for the renewal rates from the present provider. The renewal rates were received and presented to the committee. If the College were to remain with the present provider, the increase in premiums paid by employees would be between 15.02% - 18.03%, depending upon which plan and the number of family members insured. The rate increases resulting from a move to the CCIC would be between 0% - 8.53%, depending upon which plan and number of family members insured. Other than cost, future

flexibility in plan design and benefits was another significant factor which influenced the recommendation. Initially, the CCIC plan would be a mirror image of the present plan. However, looking into the future, the Health/Life Insurance Committee would have the freedom to recommend changes to the benefit plan or even create other plans to offer in addition to the present plan.

Upon conclusion of the committee's work, the committee voted unanimously to recommend the College move from the current provider to the Community College Insurance Cooperative (CCIC) and to join the colleges listed below in the insurance cooperative created in 2001 by the Illinois Community College Trustees Association (ICCTA).

CCIC Member Institutions

Lake Land College
Rend Lake College
Danville Area Community College
Illinois Valley Community College
Richland Community College
Shawnee Community College
Spoon River College
ICCTA

If approved as recommended, the change will be effective July 1, 2008. Though there would be no plan design changes, there would be a change in network for approximately 1/3 of those covered. Currently, the Local Government Health Plan (LGHP) utilizes the Health Alliance HMO network and utilizes CIGNA to administer its PPO option. However, the Community College Insurance Cooperative (CCIC) utilizes the HealthLink HMO network and also utilizes HealthLink for its PPO network provider. The CCIC would also offer the continuation of the HealthLink Open Access Plan (OAP) that we presently have in place.

Stacy Buckingham, Associate Dean for Payroll, has presented two (2) information sessions, each lasting 1 ½ hours. Attendance was good at both sessions and there is support for the change. In the sessions, it was clearly communicated that this is a recommendation only and that the Board of Trustees has the final decision. Because the month of May is the benefits choice period, employees did need to be notified of the potential change in insurance so they could begin planning.

The entire CCIC proposal will be available at the night of the board meeting. Pages illustrating past and future health rates are provided, along with charts in Attachment VII. Under the CCIC proposal, the total premium paid would be approximately \$3.65 million for FY2009, which is approximately \$450,000 less than would be required if the College stays with the Local Government Health Plan administrated by the Illinois Central Management System.

Recommendation: That the Board of Trustees approve the recommendation of the College's Health/Life Insurance Committee to move the College's employee health insurance from the current provider to the Community College Insurance Cooperative (CCIC), and to join the colleges listed above in the insurance cooperative created in 2001 by the Illinois Community College Trustees Association (ICCTA).

B. Revisions to Board Policies (No Action–Informational Item for Consideration at June Board Meeting)(Attachment VIII)

The Board Policy Committee has been meeting regularly to examine all the Board Policies in the 5000 Section of the Board Policy Manual that pertain to employee retirement and vacation/sick leave. They have also examined two policies in the 7000 Section of the Board Policy Manual pertaining to grant personnel and to grant application/acceptance procedures. A summary of recommended changes as well as copies of the proposed revised policies may be found in Attachment VIII. The administration is requesting that the Board of Trustees peruse these proposed revisions, and consider for possible action at the June 24 Board meeting.

C. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade IV, accounting clerk IV.
- (2) Employment of full-time, grade III, secretary III (community education).
- (3) Employment of full-time, grade III, secretary III (continuing education).
- (4) I recommend that Kelly Rowan be employed as a full-time, grade III, word processing operator III at John A. Logan College. Ms. Rowan has ten years experience acceptable for this position. Ms. Rowan will replace Rhonda Tanner who accepted another position on campus.
- (5) I recommend that Ambre Harmon be employed as a part-time, grade II, learning resources clerk II at John A. Logan College. Ms. Harmon has ten years experience acceptable for this position. Ms. Harmon will replace Betsy Hutton-Flamm who resigned.
- (6) I recommend that Heidi Ousley be employed as a part-time, grade I, learning lab clerk I at John A. Logan College. Ms. Ousley has nine years experience acceptable for this position. Ms. Ousley will replace Bekki Edmonds who resigned.
- (7) I recommend that Glenda Hastings title be changed to word processing operator III effective June 2, 2008. Ms. Hastings has eight years experience for this position.

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

c. Campus Safety Staff

- (1) I recommend that Mary Stephenson be employed as a part-time, temporary, grade I, campus safety officer at John A. Logan College effective May 19, 2008.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade IV, coordinator of recruitment.
- (2) I recommend that Ida Nell Wargel be ratified as a volunteer for literacy.
- (3) I recommend the employment of volunteers Elizabeth Lewis and Vicki Short for literacy.

b. Full-Time Faculty

- (1) Employment of full-time, tenure track faculty, cosmetology instructor for fall 2008.
- (2) Employment of full-time, tenure track faculty, criminal justice instructor for fall 2008.
- (3) Employment of full-time, tenure track faculty, English composition instructor for fall 2008.
- (4) Employment of full-time, tenure track faculty, psychology instructor for fall 2008.
- (5) Employment of full-time, tenure track faculty, sociology instructor for fall 2008.
- (6) Consideration of retirement request.

c. Term Faculty

- (1) I recommend that Melinda Wolters be employed as part-time instructor of nursing effective May 30, 2008. Ms. Wolters has a master's degree in nursing education from McKendree University.

d. Continuing Education Staff

- (1) I recommend that Thomas Anheuser be employed as a cartooning for kids instructor at John A. Logan College effective June 16, 2008. Mr. Anheuser is teaching this class off campus at the Alongi Du Quoin Extension Center.
- (2) I recommend that SusAnna Cook be ratified as a CPR instructor at John A. Logan College effective April 7, 2008. Ms. Cook is teaching this class at JALC.
- (3) I recommend that Larry Geer be employed as a tennis instructor at John A. Logan College effective September 8, 2008. Mr. Geer is teaching this class at JALC.
- (4) I recommend that Shawn Gossett be employed as a swim camp instructor at John A. Logan College effective June 14, 2008. Mr. Gossett is teaching this class off campus at the West Frankfort Aquatic Center.
- (5) I recommend that Loretta Grant be employed as a balloon creations instructor at John A. Logan College effective June 9, 2008. Ms. Grant is teaching this class off campus at the Alongi Du Quoin Extension Center.
- (6) I recommend that Craig McLane be employed as a GEO cash instructor at John A. Logan College effective June 9, 2008. Mr. McLane is teaching this class off campus at the Murphysboro Youth Center.
- (7) I recommend that Emily Murphy be employed as a kids and our pets camp instructor at John A. Logan College effective June 12, 2008. Ms. Murphy is teaching this class off campus at the West Frankfort Extension Center.

- (8) I recommend that Melissa Obermiller be ratified as a tarot card reading instructor at John A. Logan College effective January 23, 2008. Ms. Obermiller is teaching this class at JALC.
- (9) I recommend that John Prudent be employed as a bowling camp instructor at John A. Logan College effective June 13, 2008. Mr. Prudent is teaching this class off campus at the West Frankfort Bowl.
- (10) I recommend that Laura Rea be employed as a cake decorating for kids instructor at John A. Logan College effective June 16, 2008. Ms. Rea is teaching this class off campus at the Alongi Du Quoin Extension Center.
- (11) I recommend that Jamie Trammel be ratified as an Italian cooking instructor at John A. Logan College effective January 30, 2008. Ms. Trammel is teaching this class at JALC.
- (12) I recommend that Mike Weiland be employed as a Microsoft Office Suite instructor at John A. Logan College effective June 9, 2008. Mr. Weiland is teaching this class off campus at the Murphysboro Youth Center.
- (13) I recommend that Steve Wooldridge be ratified as a calligraphy instructor at John A. Logan College effective January 24, 2008. Mr. Wooldridge is teaching this class at JALC.

3. Grant Personnel

- a. **Operational Staff** – None at this time.
- b. **Non-Teaching Professional Staff** – None at this time.
- c. **Full-Time Faculty** – None at this time.
- d. **Term Faculty** – None at this time.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT