

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, June 22, 2010
7:00 P. M.
Board Room
Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

III. MINUTES OF THE MAY BOARD MEETING (Voice Vote) — Minutes of the May 25, 2010, 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 April 30, 2010, is enclosed for consideration and action.

V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending May 31, 2010, 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/Jim Snider

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

E. Hiring Committee — John Sanders

F. Athletic Advisory Committee — Bill Kilquist/Jake Rendleman

G. Developmental Education Committee — John O'Keefe/Mike Hopkins

H. Nursing Committee — John O'Keefe/David Hancock

I. Diversity Committee — John Sanders/David Hancock

J. Student Trustee — Mandy Little

IX. GROUP/ASSOCIATION REPORTS

A. Faculty Association Report — Terri Rentfro

B. Term Faculty Association Report — John Montacue

C. Operational Staff Association Report — Judi Pastori

X. OFFICERS REPORTS

A. Brad McCormick — Board Building Committee

B. Tim Daugherty — Spring and Summer Enrollment Report (Terry Crain)

— Two New Projects for the Workforce Development Division (Phil Minnis)

- Sustainability Center
- Highway Construction Careers Training Program

C. Julia Schroeder — Graphic Design Program (Ron Parks)

D. Robert L. Mees — Presidents' Council

— FY 2011 Budget

XI. CONSENT AGENDA (Voice Vote)

A. Customer Support Service Plan

Cost for basic software support with Education Solutions Development (ESD) will not increase for fiscal year 2011 and the College's monthly charge will remain at \$8,656.

The College has been running APECS software in some form 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. We feel with the major dependence our institution has on our computer system, we must keep it running as effectively and efficiently as possible. As a result of this service plan, we will continue to receive:

- | | |
|------------------------------|-----------------------|
| -- Hotline telephone support | -- Web help support |
| -- Updates to APECS programs | -- Remote diagnostics |
| -- Support via e-mail | |

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

Recommendation: That the Board of Trustees authorize the administration to continue the agreement for customer support service with Education Solutions Development (ESD) for the period July 1, 2010, to June 30, 2011, for the amount of \$103,872.

B. Prevailing Wage Act Requirements (Attachment III)

Annually, according to state law, the Board of Trustees is required to take action on the Prevailing Wage Act. This resolution, essentially, reaffirms that the College will pay the prevailing wage on work that is done by outside contract laborers. The Resolution and the Certificate of Resolution adopting the Prevailing Wage Act is filed with the Secretary of State Index Division, Springfield, Illinois, and with the Illinois Department of Labor. It must be published in a newspaper of general circulation in the district. The Certificate of Resolution, the Resolution itself, and the prevailing wage rate determination received from the Department of Labor are enclosed as Attachment III.

Recommendation: That the Board of Trustees approve the Prevailing Wage Act and the Resolution pertaining thereto, and that the administration be authorized to publish this Resolution and maintain the Resolution and all related documents in the College file as required by statute.

C. Transfer of Interest Earned from Working Cash Fund Monies

In accordance with Illinois Statutes Chapter 110, Act 805, Section 3-33.6 as revised January 1, 1989, interest earned from investment of the working cash funds may be transferred from the working cash fund to the educational purposes fund or building and maintenance purposes fund if so authorized by the Board of Trustees. It is desirable to transfer the interest at this time. These earnings are anticipated in the tentative budget for the educational purposes fund in an amount not to exceed \$5,000.

Recommendation: That the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2010, in the anticipated amount of \$5,000 to be transferred to the educational purposes fund to be used for the general educational needs of the College and that the College treasurer be authorized to make the necessary entries to affect such a transfer.

D. Inter-fund Loans

In order to balance out the College's various funds, it is necessary to make certain inter-fund loans as of June 30, 2010. These loans will be paid back through the normal course of business during the 2010-11 budget year. These loans will be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805, Section 3-34. We are recommending that the following inter-fund loans be approved:

- Inter-fund loan from the working cash fund to the trust and agency fund in the amount of \$75,000.
- Inter-fund loan from the working cash fund to the audit fund in the amount of \$1,500.

Recommendation: That the Board of Trustees approve the following inter-fund loans: \$75,000 from the working cash fund to the trust and agency fund and \$1,500 from the working cash fund to the audit fund.

E. Resource Allocation and Management Plan (RAMP) (Attachment IV)

Annually, the staff of John A. Logan College, along with all public colleges and universities in the State of Illinois, is required by the Illinois Community College Board and the Illinois Board of Higher Education to submit the College's Resource Allocation and Management Plan. The plan covers the past fiscal year and the present one, and it emphasizes the forthcoming academic year. The Illinois Community College Board and the Illinois Board of Higher Education use this plan as a database to describe public higher education and to project needed resources for the entire system. All major divisions of the College -- instruction, administrative services, and business services -- have had significant input and have done a considerable amount of work on the RAMP planning process. RAMP attempts to project all instructional, financial, and student data that the College anticipates within the next few years. This plan, however, does not restrict the College from changes that are necessary or desirable. It is a planning document that attempts to project immediate future needs, and it is less of a burden on the staff than it has been in the past because repetitious reports are being eliminated. (See Attachment IV.)

Recommendation: That the Board of Trustees approve the Resource Allocation and Management Plan for John A. Logan College for FY 2012, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

F. Adoption of National Incident Management System (NIMS)

For several years the College has been training its employees and various other municipal employees within the district and outside of the district in the NIMS response model. The College's Emergency Response Plan includes the NIMS structure and employees assigned various roles within NIMS. Recently, Calvin Stearns, Regional Planning Coordinator for the Illinois Law Enforcement Alarm System (ILEAS), notified the College that a formal resolution must be adopted by the Board of Trustees in order to be considered NIMS compliant and maintain eligibility for federal grant monies.

Recommendation: That the Board of Trustees adopt the following resolution as provided which formerly designates NIMS as the emergency planning, preparation, and response structure used for emergencies and disasters.

RESOLUTION

A RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):

WHEREAS, Homeland Security Presidential Directive / HSPD-5 establishes the National Incident Management System (NIMS); and

WHEREAS, the NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capability to work efficiently and effectively together using a national approach to domestic incident management; and

WHEREAS, the NIMS provides a consistent nationwide approach for federal, state and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

WHEREAS, the NIMS provides for interoperability and compatibility among federal, state, and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

WHEREAS, beginning October 1st, 2004, all federal departments and agencies shall make adoption of the NIMS a requirement for providing Federal preparedness assistance through grants, contracts or other activities to local governments.

NOW, THEREFORE, BE IT RESOLVED BY JOHN A. LOGAN COLLEGE, COMMUNITY COLLEGE DISTRICT #530, AS FOLLOWS:

SECTION ONE: That John A. Logan College finds that it is the best interest of the students, employees and residents of Community College District #530 to adopt the National Incident Management System (NIMS) as its system of preparing for and responding to disaster incidents.

SECTION TWO: That the Vice President of Business Services and College Facilities is hereby directed to take any and all reasonable, necessary, and proper action to carry out the intent and purposes of this Resolution.

SECTION THREE: That this Resolution be spread at length upon the minute records of the College and shall be known as Resolution Number 16-2487.

This Resolution is hereby adopted at a regular meeting of the Board of Trustees of John A. Logan College on the 22nd day of June, 2010.

G. Computer Purchases

One hundred twenty-five computers need to be purchased using the agreement the College has with Dell and 710 Bookstore to fill needs in academic areas. These computers will replace older machines in academic labs in accordance with the Sustainable Financial and Technology Plans, and are to be in place by fall semester 2010. Specifically, 26 computers will be used to replace machines in Construction Management lab H135, 20 in Computer Aided Drafting lab C136, 24 in Mathematics lab E204, 12 in the LRC Learning lab, and 22 and 21, respectively, in Business and Industry labs F111 and F112.

Recommendation: That the Board of Trustees approve the quote of \$124,537.50 for the purchase of 125 computers from 710 Bookstore, and that the administration be authorized to purchase this equipment.

H. Approval of Joint Agreement for Educational Cooperation With Illinois Eastern Community Colleges District #529 (Attachment V)

Approval is requested to enter into a joint agreement effective fall semester, 2010, with Illinois Eastern Community Colleges for the expressed purpose of providing additional educational programs to the students of each district involved. It is the desire of the districts entering this Agreement to expand educational services to the greatest number of students and to give students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan – Phase IV.

Recommendation: That the Board of Trustees approve the Joint Agreement for Educational Cooperation between Illinois Eastern Community Colleges District #529 and John A. Logan College District #530 effective fall semester, 2010.

I. Approval of Joint Agreement for Educational Cooperation With Kaskaskia College District #501 (Attachment VI)

Approval is requested to enter into a joint agreement effective fall semester, 2010, with Kaskaskia College for the expressed purpose of providing additional educational programs to the students of each district involved. This agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is the desire of the districts entering this Agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan – Phase IV.

Recommendation: That the Board of Trustees approve the Joint Agreement for Educational Cooperation between Kaskaskia College District #501 and John A. Logan College District #530 effective fall semester, 2010.

J. Joint Agreement for Educational Cooperation With Rend Lake College District #521 (Attachment VII)

Approval is requested to enter into a joint agreement effective fall semester, 2010, with Rend Lake College for the expressed purpose of providing additional educational programs to the students of each district involved. This agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is the desire of the districts entering this Agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan – Phase IV.

Recommendation: That the Board of Trustees approve the Joint Agreement for Educational Cooperation between Rend Lake College District #521 and John A. Logan College District #530 effective fall semester, 2010.

K. Joint Agreement for Educational Cooperation With Shawnee Community College District #531 (Attachment VIII)

Approval is requested to enter into a joint agreement effective fall semester, 2010, with Shawnee Community College for the expressed purpose of providing additional educational programs to the students of each district involved. This agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is the desire of the districts entering this Agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan – Phase IV.

Recommendation: That the Board of Trustees approve the Joint Agreement for Educational Cooperation between Shawnee Community College District #531 and John A. Logan College District #530 effective fall semester, 2010.

L. Joint Agreement for Educational Cooperation With Southeastern Illinois College District #533 (Attachment IX)

Approval is requested to enter into a joint agreement effective fall semester, 2010, with Southeastern Illinois College for the expressed purpose of providing additional educational programs to the students of each district involved. This agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is the desire of the districts entering this Agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan – Phase IV.

Recommendation: That the Board of Trustees approve the Joint Agreement for Educational Cooperation between Southeastern Illinois College District #533 and John A. Logan College District #530 effective fall semester, 2010.

M. Joint Agreement for Educational Cooperation With Southwestern Illinois College District #522 (Attachment X)

Approval is requested to enter into a joint agreement effective fall semester, 2010, with Southwestern Illinois College for the expressed purpose of providing additional educational programs to the students of each district involved. This agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is the desire of the districts entering this Agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan – Phase IV.

Recommendation: That the Board of Trustees approve the Joint Agreement for Educational Cooperation between Southwestern Illinois College District #522 and John A. Logan College District #530 effective fall semester, 2010.

N. Expenditure of Athletic Scholarship Housing Money

The College has scholarship agreements with members of the athletic teams who contract with off-campus housing providers.

The contracts for fall 2010 and spring 2011 semesters with Aspen Court-SIU, LLC, Carbondale, Illinois, total \$130,194.88 (women's basketball \$36,288, men's basketball \$36,288, baseball \$57,618.88).

The scholarship agreements for 2010 fall and 2011 spring semester for softball totals \$13,775 and volleyball totals \$8,000.

Total athletic scholarship housing commitments for 2010 fall and 2011 spring semesters equal \$151,969.88.

Recommendation: That the Board of Trustees approve the expenditure of athletic scholarship housing money for 2010 fall semester and 2011 spring semester for John A. Logan College women's basketball, men's basketball, and baseball in the amount of \$130,194.88 to Aspen

Court-SIU, LLC; for softball in the amount of \$13,775; and for volleyball in the amount of \$8,000; and that the administration be authorized to make payments in accordance with the scholarship agreements established.

XII. OLD BUSINESS

A. Proposed Additions/Revisions to Board Policies (Voice Vote) (Attachment XI)

The Board Policy Committee presented the following proposed Board Policy revisions to the Board of Trustees for the first reading at the May 25, 2010, Board meeting, and they are now being brought back to the Board for final action::

Board Policy 5141 – Retirement Benefits
Board Policy 7420 – Travel on College Business

Recommendation: That the Board of Trustees approve revisions to Board Policy 5141-Retirement Benefits and Board Policy 7420-Travel on College Business as contained in Attachment XI.

XIII. NEW BUSINESS

A. John A. Logan College Master Plan (NO ACTION)

Last summer, the College completed Phase I of the Facility Master Plan, which covered the minimum requirements of the Illinois Community College Board. The Phase II Master Plan is now completed and will be provided at the June Board meeting in draft form for its first reading. This plan contains all planned or “wished for” new facilities and renovations to existing facilities or infrastructure. In addition, an extensive list of maintenance projects necessary in the future has been provided to assist with planning. The plan will also be posted to the College Intranet site for employees to review and provide comment. Any suggestions for change should be communicated to Brad McCormick, Vice President for Business Services and College Facilities, prior to the July Board agenda due date. At the July Board meeting, the plan will be presented for approval by the Board.

B. PERSONNEL

1. Support Personnel

a. Operational Staff

Consideration of retirement request.

b. Maintenance/Building Staff

Consideration of retirement request.

c. Campus Safety Staff – None at this time.

2. Professional Staff

a. **Non-Teaching Professional Staff** – None at this time.

b. **Full-Time Faculty** – None at this time.

c. **Term Faculty**

Ratification of two term faculty members.

d. **Continuing Education Staff**

Employment/ratification of four continuing education staff members.

3. Grant Personnel

a. **Operational Staff** – None at this time.

b. **Non-Teaching Professional Staff**

Employment of full-time, grade II, Perkins coordinator.

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

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

4. Volunteer Personnel

Appointment of volunteer for Literacy.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT