

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, June 23, 2009
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE MAY BOARD MEETING (Voice Vote) —** Minutes of the May 26, 2009, 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, 2009, is enclosed for your consideration and action.
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) —** The list of accounts payable for the period ending May 31, 2009, 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 Sanders**
 - 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) — 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 — Rachel Grasher**

IX. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Mark Rogers**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report — Deana Smith**

X. OFFICERS REPORTS

- A. Brad McCormick** – **Board Building Committee**
 - **JALC Bookstore Report**
- B. Tim Daugherty** – **Summer Semester Enrollment Report**
 - **Phi Theta Kappa Update (Mark Rogers)**
- C. Julia Schroeder** – **Blackboard Platform**
- D. Robert L. Mees** – **Presidents' Council Meeting in Chicago**
 - **National Governors Association (NGA) Policy Committee on Civic Engagement**

XI. CONSENT AGENDA (Voice Vote)

A. Approval of Use of Network of Illinois Learning Resources in Community Colleges (NILRC) in FY 2010

Approval is requested to spend up to \$30,000 with the Network of Illinois Learning Resources in Community Colleges (NILRC) in FY 10 to purchase databases for the Learning Resource Center. Membership through the NILRC offers the College a discounted rate. The combined LRC savings through NILRC for FY 10 is estimated at \$11,300.00.

Recommendation: That the Board of Trustees approve expenditures of up to \$30,000 with the Network of Illinois Learning Resources in Community Colleges (NILRC) in FY 10 to purchase databases for the Learning Resource Center.

B. Approval of Use of the Consortium of Academic and Research Libraries in Illinois (CARLI) in FY 10

Approval is requested to spend up to \$18,000 with the Consortium of Academic and Research Libraries in Illinois (CARLI) in FY 10 to purchase databases for the Learning Resource Center. Membership through the CARLI offers the College a discounted rate, and it is only through CARLI that we can offer CINAHL to our students with off-campus access. The combined LRC savings through CARLI for FY 10 is estimated at \$70,286.04.

Recommendation: That the Board of Trustees approve expenditures of up to \$18,000 with the Consortium of Academic and Research Libraries in Illinois (CARLI) in FY 10 to purchase databases for the Learning Resource Center.

C. Approval of Southern Illinois Collegiate Common Market's Institutional Assessment Billing

Participation in the Southern Illinois Collegiate Common Market (SICCM) is very important to the College and provides the College the ability to participate in programs that would be much more costly to administer individually. The current total assessment for John A. Logan College for FY 2010 is \$120,427.00.

Recommendation: That the Board of Trustees authorize the administration to make a payment of \$120,427 to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for FY 2010.

D. Inter-District Agreement with Kaskaskia College District #501

The College currently has an Inter-District Agreement with Kaskaskia College District #501 for the purpose of better meeting the needs of all students in the two college districts. Changes to the list of educational programs that Kaskaskia College will accept students into from John A. Logan College district include the **deletion** of the Welding AAS degree program.

Changes to the list of educational programs that John A. Logan College will accept students into from Kaskaskia College include the **addition** of Diagnostic Medical Sonography, Fire Science Services, Fire Science Services (Fire Officer I), Fire Science Services (Fire Fighter II), Fire Science Services (Fire Fighter III), Realtime Captioning Technology (Broadcast Captioner/Cart Provider), and the **deletion** of Lodging Management, Pharmacy Tech, and Real Estate.

Recommendation: That the Board of Trustees approve the above changes to the Inter-District Agreement with Kaskaskia College District #501.

E. 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.

F. 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 \$20,000.

Recommendation: That the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2009, in the anticipated amount of \$20,000 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.

G. 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, 2009. These loans will be paid back through the normal course of business during the 2009-10 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 loan be approved:

- Inter-fund loan from the working cash fund to the restricted purposes fund in the amount of \$300,000.

Recommendation: That the Board of Trustees approve the following inter-fund loan: \$300,000 from the working cash fund to the restricted purposes fund.

H. 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 (RAMP) for John A. Logan College for FY 2011, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

I. 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 Mutual Surety 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 – June 27, 2009 to June 27, 2010 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 Mutual Surety 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.

J. Academic Lab Computer Purchase

As a part of the College's Technology Plan, one hundred eighty-two computers need to be purchased using the agreement the College has with Dell and 710 Bookstore to fill needs in academic areas. This purchase will utilize funds from the Education Fund. These computers will replace older machines in academic labs, and are to be in place by fall semester 2009. Specifically, 20 computers will be used to replace machines in Learning Assistance Lab C215, 21 each (total of 63) in Business/Networking Labs E131, E133, and E137, 21 in labs at the Alongi Du Quoin Extension Center, 28 in Open Access lab C242, 8 total in Nursing labs G211 and G215, 19 in the Library and 23 as Smart Room replacements and emergency replacement computers.

Recommendation: That the Board of Trustees approve the quote of \$187,754.84 for the purchase of 182 computers from 710 Bookstore, and that the administration be authorized to purchase this equipment.

K. Cleaning Services for Alongi Du Quoin and Man-Tra-Con Nursing Classroom and Office and West Frankfort Extension Centers

The Alongi Du Quoin and Man-Tra-Con Nursing Classroom and offices and West Frankfort Extension Centers utilize the cleaning services of Starshine Cleaning and Maintenance of Herrin, IL. These services were bid June 25, 2008 with the specifications containing the option of extending the agreement for five (5), one (1) year periods if agreeable with both parties. Starshine Cleaning and Maintenance has agreed to extend this agreement with no increase.

Recommendation: That the Board of Trustees authorize the administration to extend the agreement with Starshine Cleaning and Maintenance of Herrin, Illinois, for cleaning services at the Alongi Du Quoin and Man-Tra-Con Nursing Classroom and offices and West Frankfort Extension Centers for the period of July 1, 2009 through June 30, 2010, for an amount of \$31,501.97.

XII. OLD BUSINESS

A. Proposed Revisions to Board Policies (Voice Vote) (Attachment V)

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading at the May 23 Board meeting:

Board Policy #5280 – Health Insurance
Board Policy #8110 – Admission to John A. Logan College
Board Policy #8171 – Limited Admission of International (Foreign) Students
Board Policy #8210 – College Level Examination Program
Board Policy #8230 – Credit Hour Determination
Board Policy #8241 – Accepting Advanced Placement Credit

Copies of the proposed revisions may be found in Attachment V . These policies have also been made available to College employees for input and suggestions, and are now being presented to the Board of Trustees for final action.

Recommendation: That the Board of Trustees approve proposed revisions to Board Policies as found in Attachment V.

XIII. NEW BUSINESS

A. Tentative Budget for 2009-10 (FY10) (Roll Call Vote) (Attachment VI)

In accordance with state law and normal operating procedures at John A. Logan College, the administration and the Finance Committee of the Board of Trustees have met and discussed the tentative budget for the 2009-10 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2009, through June 30, 2010. In order to comply with statutory requirements mandating a 30-day notice of public hearings and availability for public inspection, I recommend that the following resolution be adopted:

RESOLUTION

BE IT RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and

BE IT FURTHER RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, hereby authorize and instruct Robert L. Mees, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010.

BE IT ALSO RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530 authorize and instruct the Secretary of the Board to publish a notice that the tentative budget is available for public inspection on the College campus during the time and on the date therein specified in the following newspaper in the district:

Southern Illinoisan
710 North Illinois
Carbondale, IL 62901

AND BE IT FURTHER RESOLVED by the Board of Trustees of John A. Logan College, Community College District No. 530, that such notice be in the following form:

NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois, that the tentative budget for said community college district for the fiscal year beginning July 1, 2009, will be on file and conveniently available for public inspection at the office of the Secretary

of the Board of Trustees, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in this community college district, from and after 8:00 a.m. on the 24th day of June, 2009, through 6:30 p.m. on the 28th day of July, 2009. Notice is further given that a public hearing on said budget will be held between the hours of 6:30 p.m. and 7:00 p.m. on the 28th day of July, 2009, in the Board of Trustees Conference Room, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in Community College District No. 530.

Dated this 23th day of June, 2009, by the Board of Trustees of Community College District No. 530 in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois.

By: _____
Jim Snider, Secretary

Recommendation: That the Board of Trustees approve the tentative 2009-10 (FY10) budget to be made available for public inspection, that the Resolution and Notice of Public Hearing be approved by the Board, and that the administration be authorized to meet all legal requirements concerning the adoption of the tentative budget.

B. Bid - Athletic Housing (Voice Vote)

Bid specifications were prepared and advertised according to Board Policy for housing the men's and women's basketball teams as well as the baseball team. One bid was received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Thursday, June 4, 2009, with the following results:

<u>Bidder</u>	<u>Bid Amount</u>
The Reserve at Saluki Point	\$277,200 (Option 1)
500 Saluki Boulevard	\$306,000 (Option 2)
Carbondale, IL 62903	

Recommendation: That the Board of Trustees reject this bid as the amount is over the Athletic Department's budget for housing.

C. Re-Bid - Housing for Athletes (Voice Vote)

Bid specifications were prepared and advertised according to Board policy for housing the men's and women's basketball teams as well as the baseball team. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Wednesday, June 17, 2009, with the following results:

<u>Bidder</u>	<u>Bid Amount</u>
Aspen Court, SIU, LLC	\$10,117.85 (Monthly)
1101 E. Grand Ave. - Office	
Carbondale, IL 62901	

Campus Habitat
719 S. University Ave.
Carbondale, IL 62901

\$10,390.00 (Monthly)

Recommendation: That the Board of Trustees approve the low bid meeting specifications for housing the college's athletes as submitted by Aspen Court of Carbondale, Illinois for an amount of \$10,117.85 a month (\$121,414.80 annually), and that the administration be authorized to accept this bid.

D. Establish a Date, Time, and Place for Board Retreat (Voice Vote)

The Board of Trustees has expressed a desire to hold a retreat for the purposes of self-evaluation facilitated by ICCTA Executive Director Mike Monaghan. The suggested date and time for the retreat is at 4:30 p.m., Tuesday, July 7, 2009, at the lake home of Trustee John Sanders, 530 Wagon Creek Loop, Creal Springs, Illinois.

Recommendation: That the Board of Trustees hold a retreat on Tuesday, July 7, 2009, at 4:30 p.m. at 530 Wagon Creek Loop, Creal Springs, Illinois, for the purpose of self-evaluation facilitated by ICCTA Executive Director Mike Monaghan.

E. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade II, copy machine operator/stockroom clerk II.

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade II, advisor/counselor - Alongi Du Quoin Extension Center
- (2) I recommend that Bill Burnside be employed as a full-time, grade II, academic advisor/head volleyball coach at John A. Logan College effective July 1, 2009.

b. Full-Time Faculty

- (1) Employment of two full-time, tenure track faculty, associate degree nursing instructors for fall 2009.

c. Term Faculty

- (1) I recommend that Elizabeth Herman be ratified as a part-time instructor of English effective June 8, 2009. Ms. Herman has excellent references, and she has a doctorate degree in philosophy from SIUC.
- (2) I recommend that Dustin Newbold be employed as a part-time instructor of music effective August 20, 2009. Mr. Newbold has excellent references, and he has a bachelor of music degree from Belmont University.
- (3) I recommend that Vikram Puvenna Be ratified as a part-time instructor of biology effective June 15, 2009. Mr. Puvenna has excellent references, and he has a master of science degree from Eastern New Mexico University.
- (4) I recommend that Bethany Wright be ratified as a part-time instructor of practical nursing effective June 1, 2009. Ms. Wright has a bachelor degree in nursing from McKendree University.

d. Continuing Education Staff

- (1) I recommend that Amoneeta Beckstein be ratified as a Spanish instructor at John A. Logan College effective June 11, 2009. Mr. Beckstein is teaching this class at Carbondale Baptist Center.
- (2) I recommend that Debra Goddard be employed as a part-time, stipend, faculty advisor at John A. Logan College effective July 1, 2009.
- (3) I recommend that Bob Loftus be employed as a part-time, stipend, faculty advisor at John A. Logan College effective July 1, 2009.
- (4) I recommend that Elaine Ketring be ratified as a kumi himo crafts instructor at John A. Logan College effective June 10, 2009. Ms. Ketring is teaching this class at Carbondale Liberty Village.
- (5) I recommend that Terri Pigg be ratified as a computers for kids instructor at John A. Logan College effective June 22, 2009. Ms. Pigg is teaching this class at the Alongi Du Quoin Extension Center.
- (6) I recommend that Jay Sala be ratified as a golf for beginners instructor at John A. Logan College effective June 9, 2009. Mr. Sala is teaching this class at the Marion Fairway Golf Course.

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

- (1) I recommend that Kristal McMurphy be employed as a part-time adult secondary education instructor at John A. Logan College effective July 6, 2009. Ms. McMurphy has excellent references, and has a bachelor of science degree from Illinois State University.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT