

**JOHN A. LOGAN COLLEGE**  
**Carterville, Illinois 62918**

**BOARD OF TRUSTEES**

Regular Meeting  
Tuesday, June 24, 2008  
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 27, 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 April 30, 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 May 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** – **Building Committee**
- B. Tim Daugherty** – **Summer Semester Enrollment (Dean for Student Services Terry Crain)**
- C. Julia Schroeder** – **Update on Man-Tra-Con**
- D. Bob Mees** – **Contract Renewals with Poshard Foundation and Women for Health and Wellness**
  - **Presidents' Council Meeting**
  - **John A. Logan Night at Rent One Park**
  - **IBHE Public Agenda Regional Forum**

**XI. CONSENT AGENDA (Voice Vote)**

**A. 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.

**B. 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 \$80,000.

**Recommendation:** That the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2008, in the anticipated amount of \$80,000 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.

**C. 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, 2008. These loans will be paid back through the normal course of business during the 2008-09 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 \$200,000.

**Recommendation:** That the Board of Trustees approve an inter-fund loan of \$200,000 from the working cash fund to the restricted purposes fund.

**D. 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. The complete RAMP document is included as Attachment IV.

**Recommendation:** That the Board of Trustees approve the Resource Allocation and Management Plan for John A. Logan College for FY 2010, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

**E. Payment for Verizon Directory Advertising**

Directory advertising (white and yellow page listings) for the College in the Verizon telephone books will total approximately \$10,623 for FY 09 (plus applicable taxes.) The College has been paying \$862.50 per month (plus tax), and the base will increase in January, 2009, to \$908.00 per month (plus tax). This is an increase of \$45.50 monthly.

**Recommendation:** That the Board of Trustees authorize the administration to make payment of \$10,623 (plus any applicable taxes) to Verizon for the College's directory advertising for one year.

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

Costs for participation in the Southern Illinois Collegiate Common Market (SICCM) have decreased for FY2009. These programs are very important to the College and provide 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 the FY2009 year is \$115,626.

**Recommendation:** That the Board of Trustees authorize the administration to make payment of \$115,626 to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for FY09.

**G. Academic Lab Computer Purchase**

As a part of the College's Technology Plan, two hundred seven 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 2008. Specifically, 30 computers will be used to replace machines in Career Assistance/Open lab C238, 21 each (total of 63) in Business labs E135, E201, and E203, 23 in Computer Science/Open lab E231, 17 in Cisco lab G102, 24 in Physics lab G115, 21 in Continuing Education lab H115, nine in HVAC lab V21, and 20 at the West Frankfort Extension Center lab.

**Recommendation:** That the Board of Trustees approve the quote of \$254,802.51 for the purchase of 207 computers from 710 Bookstore, and that the administration be authorized to purchase this equipment.

**H. Document Management Software**

As was reported to the Board of Trustees as an informational item at the May, 2008 meeting, the Document Management Committee is proposing that software, licensing, maintenance fees, and services for training and data conversion be considered for approval. The committee has concluded that Imaging Office Systems (IOS) of Indianapolis, Indiana, through the RFP process, demonstration, and a customer site visit, can provide the College with a document management system that will best meet institutional needs.

IOS is a vendor of EMC's ApplicationXtender document management software. The ApplicationXtender series of applications is widely used at many institutions of higher education throughout the United States. ApplicationXtender modules that are being recommended for purchase approval are: AX5 Desktop/Web Access—50 concurrent connections, 10 Quickscan Pro batch scanning licenses, AX Report Manager Server and PDF Management Module that facilitates handling of streamed output from sources such as the College's administrative computing system APECS, AX Document Routing designed to move documents efficiently between employees—50 concurrent connections, and RetrievalAll which is used to integrate retrieval of documents from within APECS—100 named licenses. The cost for these modules is \$99,526.

Licensing, maintenance and troubleshooting support for these modules will be required annually. The cost associated with this support for FY 09 will be \$18,060.

The College has 60,000 Admissions documents to be converted from a previous imaging system that IOS will load into our system for \$9,580.

IOS will provide training for system administrators and users. After the initial trainings, employees will be able to train other employees as they are brought onto the system as users. Training will cost \$18,153.

**Recommendation:** That the Board of Trustees approve the quote of \$145,319 for the purchase of a document management system from Imaging Office Systems of Indianapolis, Indiana, and that the administration be authorized to purchase this system.

**I. Emergency Repairs on Chiller**

On April 23, 2008, one of the College's main chillers had to have both the condenser supply and condenser return water lines that feed to the cooling tower repaired. This was an emergency repair.

**Recommendation:** That the Board of Trustees authorize the administration to pay \$13,360.86 to Teal Mechanical for emergency repair under the Illinois Public Community College Act 110 ILCS 805/3-27.1, waiving the bidding policy for emergency expenditures involving projects under \$15,000.

**J. Computers for Nursing**

The College just received a grant from the Illinois Department of Commerce and Economic Opportunity for the purchase of software, computers, and computer equipment to be utilized by the nursing program. The proceeds are to be used to purchase up to 11 computers that are not to exceed a cost of \$1,600 each. These grant funds must be expended by June 30, 2008.

**Recommendation:** That the Board of Trustees authorize the administration to proceed with the purchase of software, computers, and computer equipment (up to 11 computers not to exceed a cost of \$1,600 each) to be utilized by the nursing program under the Illinois Public Community College Act 110 ILCS 805/3-27.1, waiving the bidding policy for this purchase.

**K. Approval of Library Periodical Subscriptions**

At its May 23, 2006, meeting, the Board of Trustees approved Popular Subscription Services as the College's provider of periodical subscriptions for the Learning Resources Center for a three year period. Payment for the third year of the three-year contract is now due and payable in the amount of \$17,345.04. (Last year's payment was \$16,642.56.) Approval at this time will avoid any lapse in receiving the periodicals.

**Recommendation:** That the Board of Trustees approve payment of \$17,345.04 to Popular Subscription Services as the College's provider of periodical subscriptions for the Learning Resources Center for the third year of a three-year agreement with this vendor.

**L. Approval to Use the Network of Illinois Learning Resources in Community Colleges (NILRC) in FY09**

Approval is requested to spend up to \$30,000 with the Network of Illinois Learning Resources in Community Colleges (NILRC) in FY09 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 FY08 was \$19,062.

**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 FY09 to purchase databases for the Learning Resource Center.

**XII. OLD BUSINESS**

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

The Board Policy Committee presented its recommendation for revisions to Board Policies in the 5000 Section of the Board Policy Manual that pertain to employee retirement and vacation/sick leave, and revisions to two policies in the 7000 Section of the Board Policy Manual pertaining to grant personnel and to grant application/acceptance procedures to the Board of Trustees at the May 27, 2008 Board meeting. Copies of these proposed revisions may be found in Attachment V. 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 the board policies contained in Attachment V, as recommended by the Board Policy Committee.

**XIII. NEW BUSINESS**

**A. Tentative Budget for 2008-2009 (FY09) (Attachment VI) (Roll Call Vote)**

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 2008-2009 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2008, through June 30, 2009. 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, 2008, and ending June 30, 2009.

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, 2008, 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 25th day of June, 2008, through 6:30 p.m. on the \_\_\_\_th day of July, 2008. 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 \_\_\_\_th day of July, 2008, in the Board Room, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in Community College District No. 530.

Dated this 24th day of June, 2008, 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: \_\_\_\_\_  
John O'Keefe, Secretary

**Recommendation:** That the Board of Trustees approve the tentative 2008-2009 (FY09) 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. Community College Insurance Cooperative Catastrophic Claim Deposit (Voice Vote)**

During the final underwriting process, Benefit Administrative Systems, Inc. (3rd party servicer for the CCIC) in cooperation with College staff, identified a previously unknown potential catastrophic claim. This required either a premium rate adjustment or a deposit in the amount of \$98,796 in order to cover the risk associated with this potential claim. Payment of the deposit rather than adjusting premiums has the advantage of allowing the

College to proceed with the insurance change approved at the May meeting. If the claim does not materialize, the deposit will remain as a credit in the College's account with the CCIC.

**Recommendation:** That the Board of Trustees authorize the administration to make payment of \$98,796 as an advance to the Community College Insurance Cooperative (CCIC) dated July 1, 2008, and proceed with the insurance change approved at the May 27, 2008 Board of Trustees meeting.

**C. Bids – Communications Wing (Voice Vote) (Attachment VII)**

Bid specifications were prepared and advertised according to Board policy for construction of the Communication Wing. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 4:00 p.m., Tuesday, June 10, 2008. Bids are listed in Attachment VII.

**Recommendation:** That the Board of Trustees approve the low bids meeting specifications recommended in the letter from Image Architects, Inc., from:

- Evrard-Strang Construction of Marion, Illinois for the general work in the amount of \$6,553,863 for the base bid, and alternate bid G-2 for the third floor addition;
- Southern Illinois Piping Contractors, Inc. of Carbondale, Illinois for the plumbing work in the amount of \$363,900 for the base bid, and the alternate bid P-2 for the third floor addition plumbing;
- Southern Illinois Piping Contractors, Inc. of Carbondale, Illinois for the heating work in the amount of \$1,287,240 for the base bid and the alternate bid P-2 for the third floor addition heating;
- Heartland Mechanical Contractors of Murphysboro, Illinois for the ventilating work in the amount of \$474,955 for the base bid and the alternate bid V-2 for the third floor addition ventilating work;
- Brown Electric, Inc., of Goreville, Illinois for the electrical work in the amount of \$872,189 for the base bid and alternate bid E-2 for the third floor addition electrical work;

and authorize the contractors to begin the order process as soon as they receive the Notice of Award.

It is also recommended that the Alternate Bid No. 1 for General Work and Alternate Bid No. 1 for Electrical Work for the parking lot and lighting be tabled at this time in order to give the administration time to review further.

**D. The Plan for FY2009 and FY2008 Progress Report (Voice Vote) (Attachment VIII)**

Since 1981, the College faculty, staff, administration, community representatives, Board of Trustees, and student body have prepared a planning document through the College 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 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 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 recommendations for specific actions to the Board of Trustees. The Finance Committee of the Board of Trustees also deals with the concepts in The Plan in making its final recommendations to the entire Board. The Plan is intended to provide the necessary information and insight to assist the administration and the Board of Trustees to make necessary decisions. The Plan has been commended by the North Central Association of Colleges and Schools and by the Illinois Community College Board. The Plan is extremely effective in the College's effort for grantsmanship and has assisted in the pursuit of external funds.

**Recommendation:** That the Board of Trustees approve The Plan for FY2009 and FY2008 Progress Report as a planning guide for John A. Logan College, and that the administration be authorized to utilize The Plan with component units of the College for planning purposes for 2008-2009.

**E. Change of Date for July Board Meeting (Voice Vote)**

It is necessary to change the date of the regular July meeting of the John A. Logan College Board of Trustees in order to accommodate a thirty-day waiting period required by law for budget information to be available for public inspection. The regular July meeting date would be Tuesday, July 22, which would not allow for the required time frame. It is recommended that the meeting date be changed to the following Thursday, July 24 or to the following Tuesday, July 29.

**Recommendation:** That the Board of Trustees approve changing the date of the July board meeting from July 22 to *(July 24, 2008 OR July 29, 2008)*, in order to accommodate the required time for budget information to be available for public inspection, and that the administration be authorized to make proper notifications of the change of date.

**F. Establishment of Date, Time, and Place For Board Retreat (Voice Vote)**

The Board of Trustees has expressed interest in holding a retreat in the near future. Trustees are requested to bring their calendars to Tuesday night's meeting, and come prepared to make a decision on the date, time, and place for a Board retreat.

**G. PERSONNEL**

**1. Support Personnel**

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

**b. Maintenance/Building Staff**

(1) Employment of full-time, temporary janitor.

**c. Campus Safety Staff**

(1) Employment of part-time, operational, grade I, campus safety officer.

## **2. Professional Staff**

### **a. Non-Teaching Professional Staff**

- (1) Employment of part-time, grade V, reference librarian.
- (2) Employment of full-time, grade V, academic advisor/assistant volleyball coach.

### **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, practical nursing instructor for fall 2008.
- (3) Approval of academic of assistant professor for full-time faculty member.

### **c. Term Faculty**

Employment of two term faculty members.

### **d. Continuing Education Staff**

Employment of six continuing education staff members.

## **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**

Employment of six grant term faculty members.

## **XIV. ANNOUNCEMENTS**

## **XV. ADJOURNMENT**