

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, June 26, 2007
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF REGULAR MAY BOARD MEETING (Voice Vote) -- Minutes of the regular board meeting of May 22, 2007, 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, 2007, 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, 2007, is enclosed for your consideration and action.**
- VI. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**
- VII. 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 — Matthew Todd**
- VIII. GROUP/ASSOCIATION REPORTS**
 - A. Faculty Association Report — Tim Baker**
 - B. Term Faculty Association Report — John Montacue**
 - C. Operational Staff Association Report -- JaDean Towle**

IX. OFFICERS REPORTS

- A. Brad McCormick – Building Committee
- B. Larry Peterson – Summer Enrollment
- C. Julia Schroeder – Update on MAN-TRA-CON
– Athletic Homepage
- D. Bob Mees – Presidents' Council and ICCTA Awards Banquet
– Financial Friday Presentation – Dale Black

X. OLD BUSINESS

A. Adoption of 2007-08 Budget (Roll Call Vote)

The tentative budget for the 2007-08 academic year was approved at the May meeting of the Board of Trustees, and a public meeting will be held at 6:30 p.m., June 26, 2007, in the College Board Room. Based on the results of the hearing, I would recommend the following resolution be adopted by the Board of Trustees:

WHEREAS the Community College Board of John A. Logan College District No. 530, Counties of Williamson, Jackson, Franklin, Randolph, and Perry, and the State of Illinois caused to be prepared in tentative form a budget and the secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and whereas a public hearing was held as to such budget on the 26th day of June, 2007. Notice of hearing was given at least thirty days prior thereto as required by law and all other legal requirements have been complied with.

NOW THEREFORE BE IT RESOLVED by the Community College Board of said District as follows:

SECTION 1 -- That the fiscal year of the Community College District be and the same is hereby fixed and declared to be beginning July 1, 2007, and ending June 30, 2008, and

SECTION 2 -- That the budget containing an estimate of amounts available in each fund separately and of expenditures from each, and same is hereby adopted as the budget of this Community College District for the said fiscal year.

Recommendation: That the Board of Trustees adopt the 2007-2008 budget as presented in tentative form at the May board meeting and as available for public inspection under state law, and that the administration be authorized to implement this budget effective July 1, 2007.

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 \$90,000.

Recommendation: That the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2007, in the anticipated amount of \$90,000 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, 2007. These loans will be paid back through the normal course of business during the 2007-08 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 \$50,000.
- Inter-fund loan from the working cash fund to the liability, protection and settlement fund in the amount of \$200,000.

Recommendation: That the Board of Trustees approve the following inter-fund loans: \$50,000 from the working cash fund to the trust and agency fund; and \$200,000 from the working cash fund to the liability, protection and settlement fund.

D. Renewal Athletic Team Insurance & Student Malpractice Insurance (Attachment IV)

The two athletic insurance policies as well as the students' professional liability insurance are up for renewal. These are not bid as a part of the package because they are only available from a limited number of carriers. The athletic team coverage is through First Agency with Guaranty Trust All Sports Accident Coverage in the amount of \$39,849 plus an additional \$538.37 for special request reimbursement by the Athletic Department, and the NJCAA

Catastrophic Insurance - Mutual of Omaha Catastrophe Coverage \$4,078 for a total of \$44,465.37. These coverages are through Consolidated Insurance Agency, Inc. of Carbondale, Illinois. (See Attachment IV.)

Premiums last year were \$36,559 and \$537 for the All Sports Accident coverage and \$4,078 for the catastrophic insurance for a total amount of \$41,174.

The student malpractice insurance is also through Consolidated Insurance Agency, Inc. and the Healthcare Providers Service Organization. The insurance premium is based on the number of students enrolled in healthcare related classes. Last year's premium was \$8,574 for this coverage. The premium for the student malpractice insurance coverage from August 17, 2007 to August 17, 2008 is \$8,923.

Recommendation: That the Board of Trustees authorize the administration to purchase the athletic team insurance coverage through Consolidated Insurance Agency, Inc. and First Agency, Inc. of Kalamazoo, MI in the amount of \$44,465.37, and the student malpractice insurance through Consolidated Insurance Agency and Healthcare Providers Service Organization in the amount of \$8,923.

E. Payment for Verizon Directory Advertising

Directory advertising (white and yellow page listings) for the College in the Verizon telephone books will total approximately \$10,341 for this year (plus applicable taxes.) The College has been paying \$848.00 per month (plus tax), and the base will increase in January, 2008 to \$875.50 per month (plus tax). This is an increase of \$27.50 monthly.

Recommendation: That the Board of Trustees authorize the administration to make payment of \$10,341 (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 (Attachment V)

Costs for participation in the Southern Illinois Collegiate Common Market (SICCM) have risen significantly for FY2008. The first reason is declining revenues for SICCM from operations in East St. Louis. Another factor is Southeastern has chosen to not participate in the HIT (Health Information Technology) program and Shawnee is committing to a very small level of participation in that program. The result is that the cost to participate for all colleges has increased with the current total assessment for John A. Logan College at \$127,879. These programs are very important to the College and still provide for the ability to participate in programs that would be much more costly to administer individually.

Recommendation: That the Board of Trustees authorize the administration to make payment of \$127,879 to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for FY08.

G. Academic Lab Computer Purchase

As a part of the College's Technology Plan, 198 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 2007. Specifically, 20

computers will be used to replace machines in CAD lab C133, 20 in CAD lab C136, 26 in secretarial lab E130, 25 in business lab E132, 21 in English lab E138, 24 in mathematics lab E204, and 22 in workforce prep H123, 11 in workforce prep lab H125, 1 each (3 total) in workforce prep labs H126, H127, and H128, and 26 in construction management lab H135.

Recommendation: That the Board of Trustees approve the quote of \$248,049.80 for the purchase of 198 computers from 710 Bookstore to replace older machines in academic labs, and that the administration be authorized to purchase this equipment in accordance with the Technology Plan.

H. Bid–Athletic Team Transportation (Attachment VI)

Bid specifications were prepared and advertised according to Board policy for 2007-2008 busing transportation for the College's athletic teams. 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 6, 2007. The total amount for the athletic team transportation bid was \$80,277. The results for each sport are attached with the bid specifications. The bid was reviewed by the athletic department. (Last year's successful bid from Beck Bus Transportation was \$79,335.00.) (See Attachment VI.)

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Anchor Tours, Inc. of Paducah, Kentucky, for athletic team transportation for the 2007-2008 fiscal year in the amount of \$80,277, and that the administration be authorized to accept this bid.

I. Williamson County Emergency Management Agency Agreement (Attachment VII)

The Williamson County Emergency Management Agency has requested the College be designated as a shelter facility (in case of a disaster) for Girl Scouts attending camp at Camp Cedar Point from June 10, 2007 through July 27, 2007. In the event of a tornado warning, the camp has no secure shelter. The College would only be needed as a shelter during the time the weather moves through the area. (See Attachment VII.)

Recommendation: That the Board of Trustees approve the request from the Williamson County Emergency Management Agency to designate John A. Logan College as a shelter facility for Girl Scouts attending camp at Camp Cedar Point from June 10 through July 27, 2007.

J. 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 second year of the three-year contract is now due and payable in the amount of \$16,642.56. (Last year's payment was \$15,931.98.)

Recommendation: That the Board of Trustees approve payment of \$16,642.56 to Popular Subscription Services as the College's provider of periodical subscriptions for the Learning Resources Center for the second year of a three-year agreement with this vendor.

K. Approval of Preschool Fee Increase

Daily charges for child attendance in the College's preschool were reviewed and comparisons to area centers and state subsidy guidelines were made. As a result, an increase of an average of 50 cents per fee is being recommended for the toddler/preschool children beginning fall semester 2007. The increase is necessary to cover the higher cost of food. The proposed new rates are as follows:

	<u>First Child</u> (Toddlers/Preschoolers)	<u>Second Child</u> (Toddlers/Preschoolers)
Full Day	\$23.00/\$20.00	\$14.50/\$13.00
Half Day with Lunch	\$17.00/\$14.50	\$12.00/\$10.50
Half Day with No Lunch	\$13.00/\$10.50	\$ 8.00/\$ 6.50

Recommendation: That the Board of Trustees approve an average increase of 50 cents per fee for the College's toddler/preschool children beginning fall semester 2007, and that the administration be authorized to implement the rates as listed in the above table.

L. Interdistrict Cooperative Agreement Between John A. Logan College and Kaskaskia College, Rend Lake College, Shawnee College, and Southeastern Illinois College (Attachment VIII)

Board approval is being requested for updates to the Interdistrict Cooperative Agreements that are now consolidated into one agreement for all participating institutions. There is a movement statewide to develop these consolidated agreements rather than individual agreements. Changes from previous agreements with the specific college districts are as follows:

JOHN A. LOGAN COLLEGE "SENDING DISTRICT"

<u>PARTICIPATING DISTRICT</u>	<u>ADD</u>	<u>DELETE</u>
Kaskaskia	Personal Fitness Trainer	
Rend Lake		Child Development Director Credential Cisco Networking Professional Mining Technology
Shawnee	Major Appliance Repair	Aquaculture Major
Southeastern Illinois		

JOHN A. LOGAN COLLEGE “RECEIVING DISTRICT”

<u>PARTICIPATING DISTRICT</u>	<u>ADD</u>	<u>DELETE</u>
Kaskaskia		
Rend Lake		Medical Assistant
Shawnee		Diagnostic Medical Sonography
Southeastern Illinois	Computer Networking On-Line	Tourism Management Travel & Tourism

The Interdistrict Cooperative Agreement may be found in its entirety in Attachment VIII.

Recommendation: That the Board of Trustees approve updates to the Interdistrict Cooperative Agreement between John A. Logan College and Kaskaskia College, Rend Lake College, Shawnee College, and Southeastern Illinois College as contained in Attachment VIII.

M. Approval of Southern Illinois Collegiate Common Market (SICCM) Vet Tech Lab Fee

At its December 2006 meeting, the SICCM Board of Directors voted to set the lab fee for the veterinary technology program at \$200.

Recommendation: That the Board of Trustees approve a lab fee of \$200 for the veterinary technology program, in accordance with action taken by the Southern Illinois Collegiate Common Market (SICCM) Board of Directors.

N. Network of Illinois Learning Resources in Community Colleges (NILRC) Expenditures

As a member of the Network of Illinois Learning Resources in Community Colleges (NILRC), the College’s Learning Resources Center is entitled to the discounts they broker with various vendors for databases and distance learning products. While the College does receive a considerable savings in purchases made through this network, the combined purchases for the LRC will exceed \$10,000, requiring Board approval. Approval is requested for expenditures not to exceed \$40,000 for FY08. Charges for miscellaneous telecourse licenses and student fees are included in the total projection. These expenditures will come out of the appropriate LRC accounts. A list of projected expenditures for FY08 follows.

FY 08 PROJECTED NILRC EXPENDITURES

<u>Service</u>	<u>Price</u>
CQ Researcher	\$ 803.35
Wilson Biography Illustrated	903.07
Reference Suite	1,962.45
Literary Criticism	3,992.89
Opposing Viewpoints Resource Center	3,502.12
Career and Technical Education	2,866.50

<u>Service</u>	<u>Price</u>
Historical New York Times	1,328.25
Wall Street Journal	3,050.25
Ebsco A-Z	1,445.85
Misc. Telecourse Licenses and Student Fees	<u>9,800.00</u>
Projected Total	\$29,654.73

Recommendation: That the Board of Trustees approve Network of Illinois Learning Resources in Community Colleges (NILRC) expenditures not to exceed \$40,000 for FY08 for database purchases and licensing fees, and that the administration be authorized to make these purchases from the appropriate College Learning Resources Center accounts.

O. Intergovernmental Cooperative Agreement Between John A. Logan College and Southern Illinois University at Carbondale for Bus Service for FY 2008

John A. Logan College entered into an agreement with Southern Illinois University to continue round-trip bus service for John A. Logan College students for the 2007-2008 academic year. Beck Bus Transportation Corp. has been contracted by SIU to allow John A. Logan College students to board the Saluki Express Route 9 at no additional fare. SIU-C transports John A. Logan College students from the bus stops in Carbondale to and from the John A. Logan College campus in Carterville. The bus stops at least ten times per day when SIU-C holds classes, consisting of 200 days per year during the summer, fall, and spring semesters to load and unload John A. Logan College students at Parking Lot A. Service will begin on August 16, 2007, and will end on May 14, 2008. The bus service has been a very popular option for the students. The cost of the FY 2008 contract is \$16,724.11, a three percent increase from FY 2007 (which was \$16,237.)

Recommendation: That the Board of Trustees approve payment of \$16,724.11 for the agreement with Southern Illinois University Carbondale for bus service for John A. Logan College students for FY 2008.

P. Resource Allocation and Management Plan (RAMP) (Attachment IX)

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 (RAMP). 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.

Recommendation: That the Board of Trustees approve the Resource Allocation and Management Plan for John A. Logan College for FY 2009, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

XII. NEW BUSINESS

A. Revision of Board Policy #5272 – Sick Leave (Attachment X) (No Action – For Consideration and Possible Action at the July Board Meeting)

At its October 24, 2006, meeting, the Board of Trustees revised the Colleges vacation policy for non-teaching professional staff and non-union operational staff (Board Policy 5260). The revision included a statement that part-time employees (in each group) shall be entitled to earn a proportionate amount of vacation time to that which a full-time employee earns. It has since been determined that Board Policy #5272 addressing sick leave should have also been revised to add a similar statement concerning part-time staff. It is desirable to add such a statement to this policy and make it retroactive to November 1, 2006. A copy of the proposed revision is included as Attachment X, with the change in bold type.

Recommendation: That the Board of Trustees consider revision of Board Policy #5272 – Sick Leave to add a provision that part-time employees shall be entitled to earn a proportionate amount of sick leave to that which a full-time employee earns; that this provision be made retroactive to November 1, 2006; and that the Board consider this revision for possible action at the July Board meeting.

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

The Board of Trustees has expressed a desire to hold a retreat in the near future. Trustees are requested to bring their calendars and come prepared to make a decision on the date, time, and place for a Board retreat.

C. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of a full-time, grade II, secretary II (transfer education)
- (2) Employment of full-time, grade III, secretary III (placement)
- (3) Employment of full-time, grade III, secretary III (President's Office)

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, associate dean for health and public service
- (2) Employment of a part-time, grade V, stipend, coordinator of athletic events
- (3) Employment of full-time, grade IV, coordinator of custodial and environmental services
- (4) Employment of full-time grade III, director of student financial assistance
- (5) Employment of full-time, grade III, director of word processing
- (6) Employment of full-time, grade II, executive director for John A. Logan College Foundation

b. Full-Time Faculty

- (1) Employment of full-time, tenure track, business instructor
- (2) Consideration of change of effective date of retirement

c. Term Faculty

Employment of ten term faculty members

d. Continuing Education Staff

Employment of six continuing education staff members

3. Grant Personnel

a. Operational Staff

(1) Employment of full-time, grade III, special projects clerk III (CCR&R).

b. Non-Teaching Professional Staff

(1) Employment of full-time, grade IV, coordinator of corporate training.

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

d. Term Faculty

Employment of six grant term faculty members

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT