

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, June 27, 2006
7:00 P.M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF MAY BOARD MEETINGS (Voice Vote) -- Minutes of the regular board meeting of May 23, 2006, were previously mailed for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending April 30, 2006, 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, 2006, 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/David Hancock**
 - D. Association of Community College Trustees (ACCT) -- Jake Rendleman**
 - E. Hiring Committee -- David Hancock**
 - F. 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 — Judi Pastori**

IX. OFFICERS REPORTS

- A. **J. P. Barrington** – **Construction Projects**
- **Change Order**
- B. **Larry Peterson** – **Summer Enrollment**
- C. **Julia Schroeder** – **Forensic Activities (Stephanie Chaney-Hartford)**
- D. **Bob Mees** – **Presidents' Council**

X. OLD BUSINESS

A. Revision to Board Policy #5221A – Hours and Compensation (Attachment III)

At its May 23 meeting, the Board of Trustees was presented with a proposed revision to Board Policy #5221A – Hours and Compensation. The completion of the collective bargaining agreement with the Logan Operational Staff Association produced outcomes which require this revision. Copies of the existing and proposed policies were presented with the May 23 Board packet, and are included again as Attachment III.

Recommendation: That the Board of Trustees approve the revision to Board Policy #5221A – Hours and Compensation as presented at the May 23, 2006, meeting (see Attachment III), with an effective date of July 1, 2005, consistent with the Logan Operational Staff Association agreement.

XI. CONSENT AGENDA (Voice Vote)

A. Prevailing Wage Act Requirements (Attachment IV)

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 IV.

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 \$75,000.

Recommendation: That the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2006, in the anticipated amount of \$75,000 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, 2006. These loans will be paid back through the normal course of business during the 2006-07 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 \$375,000.

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 \$375,000 from the working cash fund to the liability, protection and settlement fund.

D. College Property and Liability Insurance Renewals (Attachment V)

The College's property and casualty insurance coverage was last bid in July, 2003, for a three-year period. At that time carriers were approached for quotations, none of which submitted proposals. The only complete bid received was the renewal from Indiana Insurance Company through Consolidated Insurance Agency, Inc., of Carbondale, IL. Consolidated Insurance Agency, Inc. has been the College's agent for 20 years. After discussion with the College, Consolidated Insurance Agency, Inc. contacted Indiana Insurance to request a five-year option. Indiana Insurance has committed to maintaining the present pricing levels for the package, auto, umbrella and workers compensation insurance for a five-year period. Indiana Insurance will reserve the option to review the rates on an annual basis. Provided there are not significant changes with their reinsurance program or the College's experiences losses over 40% in any of the five years, by line, or changes with Indiana's state filings or unforeseen changes in the insurance industry, Indiana Insurance will maintain the same company credits on the 2006 renewal for the five-year term. In turn, the College will not renew with another insurance company for the same five-year term unless Indiana Insurance exercises its options listed above.

This agreement wording has been approved by the College's legal counsel.

Recommendation: That the Board of Trustees authorize the administration to enter into an agreement with Indiana Insurance for insurance coverage as outlined above for a five-year term through Consolidated Insurance of Carbondale, IL.

E. Renewal Athletic Team Insurance & Student Malpractice Insurance (Attachment VI)

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 \$36,559 plus an additional \$537 for special request reimbursement by the Athletic Department, and the NJCAA Catastrophic Insurance - Mutual of Omaha Catastrophe Coverage \$4,078 for a total of \$41,174. These coverages are through Consolidated Insurance Agency of Carbondale, IL. (See Attachment VI.)

Premiums last year were \$36,559 and \$537 for the All Sports Accident coverage and \$3,884 for the catastrophic insurance for a total amount of \$40,980.

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 estimated premium was \$9,334 for this coverage, but the College actually paid \$7,582 for the student malpractice insurance. The estimated premium for coverage from 08/17/06 to 08/17/07 is \$10,556.

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, for a premium of \$41,174, and the student malpractice insurance through Consolidated Insurance Agency and Healthcare Providers Service Organization for a premium of \$10,556.

F. Academic Lab Computer Purchase

As a part of the College's Technology Plan, one hundred fifty-four 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 2006. Specifically, 21 computers will be used to replace machines in business labs E137, 28 in general access lab C242, 21 in keyboarding lab E133, 21 in networking lab E139 for the Du Quoin Extension Center lab 5, and 21 each (42 total) for short-term instruction labs F111 and F112.

Recommendation: That the Board of Trustees approve the quote of \$184,421.62 for the purchase of 154 computers from 710 Bookstore, and that the administration be authorized to purchase this equipment.

G. Resource Allocation and Management Plan (RAMP) (Attachment VII)

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.

Recommendation: That the Board of Trustees approve the Resource Allocation and Management Plan for John A. Logan College for FY 2008, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

H. Approval of Cardiac Sonography Program Fees

Finding necessary clinical experience for students enrolled in the College's cardiac sonography program is becoming increasingly challenging. Many of the hospitals with high volume quality experiences are in Paducah, KY; Cape Girardeau, MO; Mt. Vernon, IL; Springfield, IL; and Evansville, IN. Accreditation rules require the instructor to visit the clinical sites, which incurs travel expenses. Students are rotated through local hospitals and are provided good experiences, but Carbondale Memorial, Heartland Regional, and Veterans Administration cannot allow all of our students to complete clinicals in their hospitals. No student can be offered a clinical unless the hospital has a registered cardiac sonographer on staff, and this limits our access.

The current fees are \$60 for each of the clinical classes: DMS 206, DMS 226, DMS 236, and DMS 246. In order to improve the clinical experience situation, it is recommended the course fee be raised to \$200 per each of the four classes to provide an extra \$3,000 (approximately). Each student would be paying an additional \$560 -- spread over four semesters.

Recommendation: That the Board of Trustees approve an increase in student fees for the cardiac sonography program from \$60 per clinical class to \$200 for each of the four clinical classes (DMS 206, DMS 226, DMS 236, and DMS 246), and that the administration be authorized to implement the increase effective fall semester 2006.

I. Approval of NILRC Expenditures (Attachment VIII)

A list of expected database purchases for distance learning through the Learning Resources Center (LRC) is included as Attachment VIII. As a member of the Network of Illinois Learning Resources in Community Colleges (NILRC), the LRC is entitled to the discounts they broker with various vendors for databases and distance learning products. While the College does receive a considerable savings, the combined purchases for the LRC exceed the \$10,000 limit which will need Board approval.

In addition to the projected database purchases for FY 2007, an estimate of FY07 purchases for telecourse licenses is also attached. This will vary somewhat as some licenses may expire and others begin. The College is charged per student for certain classes.

There is also a \$750 yearly membership fee to NILRC.

Most of these expenditures will take place in July and August, although there will be other expenditures throughout the fiscal year. Board approval is being requested for NILRC expenditures not to exceed \$40,000 for FY07. These expenditures will come out of the appropriate LRC accounts.

Recommendation: That the Board of Trustees approve Network of Illinois Learning Resources in Community Colleges (NILRC) expenditures not to exceed \$40,000 for FY07 for database purchases, licensing fees, and the annual membership fee, and that the administration be authorized to make these purchases from the appropriate LRC accounts.

J. Cooperative Agreement Program with Southeastern Illinois District #533 (Attachment IX)

The College currently has a cooperative agreement with Southeastern Illinois College, District #533 for the purpose of better meeting the needs of all students in the two college districts. The agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is desirable at this time to revise the Cooperative Agreement with Southeastern Illinois College for the purpose of adding Associate in Applied Science degree in Architecture Technology, Real Time Captioning – Judicial Reporter, Tooling Manufacturing Technology, Advanced Certificate in Educational Interpreting Professional, and Certificate in Real Time Captioning – Scopist Report to the courses Southeastern Illinois College students may take at John A. Logan College.

Associate in Applied Science degree in Forestry Technology and Associate in Applied Science degree in Outdoor Recreation Management were deleted from the cooperative agreement.

Southeastern Illinois College has added Certificate in Truck Driver Training to the courses that John A. Logan College students may take at Southeastern Illinois College.

These are the only revisions to the agreement and the revised document may be found in its entirety as Attachment IX.

Recommendation: That the Board of Trustees approve revisions to the College's Cooperative Agreement Program with Southeastern Illinois District #533 as contained in Attachment IX.

XII. NEW BUSINESS

A. PERSONNEL

1. Support Personnel

- a. **Operational Staff** – None at this time.
- b. **Maintenance/Building Staff** – None at this time.
- c. **Security Staff** – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Recommendation for approval of non-teaching professional contracts.
- (2) Recommendation for approval of non-teaching professional stipend contracts.

b. Full-Time Faculty

Recommendation for approval of new academic rank for one full-time faculty member.

c. Term Faculty

Recommendation for approval of five term faculty members.

d. Continuing Education Staff

Recommendation for approval of two continuing education staff members.

3. Grant Personnel

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

b. Non-Teaching Professional Staff

Recommendation for approval of renewal contracts for non-teaching professional grant staff members .

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

d. Term Faculty

Recommendation for approval of part-time certified medical assistant instructor.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT