

JOHN A. LOGAN COLLEGE

Carterville, Illinois

BOARD OF TRUSTEES

Regular Meeting

Tuesday, June 28, 2011

7:00 p.m.

Board Room

Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

- III. MINUTES OF MAY BOARD MEETING AND SPECIAL MEETING/RETREAT (Voice Vote)** – Minutes of the May 24, 2011, regular Board meeting and the June 9, 2011 special meeting/retreat 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, 2011, 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, 2011, 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/Mike Hopkins
- D. Association of Community College Trustees (ACCT)** – John Sanders
- E. Hiring Committee** – John Sanders/Mike Hopkins
- F. Athletic Advisory Committee** – Jake Rendleman/Mike Hopkins

G. Developmental Education Committee – John O’Keefe/Mike Hopkins

H. Nursing Committee – John O’Keefe/Don Brewer

I. Diversity Committee – John Sanders/Jackie Hancock

J. Student Trustee – Mandy Little

IX. GROUP/ASSOCIATION REPORTS

A. Faculty Association Report – Terri Rentfro

B. Term Faculty Association Report – John Montague

C. Logan Operational Staff Association Report – Vicki Kelly/Frances Cobb

X. OFFICERS’ REPORTS

A. Brad McCormick -- Board Finance Committee

B. Tim Daugherty -- Summer Semester Enrollment (*Terry Crain*)

-- ICCB Market Penetration Report

C. Julia Schroeder -- Assessment Academy (*Cheri Barrall*) (Attachment III)

D. Robert L. Mees -- Presidents’ Council

-- Generations Serving Generations

-- Route 13 Corridor Group

-- REDCO

-- IASA Shawnee Division

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 prevailing wage rate determination received from the Department of Labor is enclosed as Attachment IV.

**RESOLUTION OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #530,
COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND RANDOLPH, AND STATE OF
ILLINOIS ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, WORKMEN
AND MECHANICS EMPLOYED ON PUBLIC WORKS OF SAID COLLEGE**

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or any public body or any political subdivision or by any one under contract for public works, approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community College District #530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, and the State of Illinois investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said College employed in performing construction of public works, for said College.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND RANDOLPH, AND THE STATE OF ILLINOIS:

SECTION 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of the College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Williamson County area as determined by the Department of Labor of the State of Illinois as of June 1, 2008, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the College to the extent required by the aforesaid act.

SECTION 3: The Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the College this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Board Treasurer shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Board Treasurer shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

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 \$3,000.

Recommendation: That the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2011, in the anticipated amount of \$3,000 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, 2011. These loans will be paid back through the normal course of business during the 2011-2012 budget year. These loans will be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805, and 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 restricted fund in the amount of \$1,200,000.

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 \$1,200,000 from the working cash fund to the restricted fund.

D. Resource Allocation and Management Plan (RAMP) (Attachment V)

Annually, 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 includes large capital project requests one (1) year into the future. For example, this RAMP application is for FY 2013. The Illinois Community College Board and the Illinois Board of Higher Education use this plan to update their list of higher education projects, and all community college projects are prioritized by the Illinois Community College Board before being submitted to the Illinois Board of Higher Education. The projects included in this RAMP application are included in the College's present Facility Master Plan and are projects for which the College would desire state contribution with a 25% local match. This plan, however, does not restrict the College from changes that are necessary or desirable. It is a planning document that attempts to project medium to long-term future needs. (See Attachment V.)

Recommendation: That the Board of Trustees approves the FY 2013 Resource Allocation and Management Plan (RAMP) as recommended by the Board Building Committee, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

E. Communication Wing Network Equipment

In order to make the Communication Wing functional when it opens, network switches requiring Board of Trustees approval need to be purchased. These switches will connect the new wing to the network and will include Power over Ethernet (PoE) capability so that Voice over Internet Protocol phones can be implemented at a future time.

Recommendation: That the Board of Trustees approve the quote of \$77, 924.25 for the purchase of nine Juniper EX4200 switches from CDW-G, and that the administration is authorized to purchase this equipment.

F. Macintosh Computers

Macintosh computers and related equipment for academic programs need to be purchased. Equipment includes six iMacs, one Mac Pro server, and four Mac Minis for the speech and media program. Also to be purchased are 20 mobile Macs with wireless cards and two wireless base stations for the interpreter prep program. Applecare warranty service is being purchased to cover this equipment.

Recommendation: That the Board of Trustees approves the quote of \$54,139.20 for the purchase of the Macintosh computers and equipment from Apple Inc., and that the administration is authorized to purchase this equipment.

G. Dell Computers

Dell computers to equip classrooms, computer labs, offices and a conference room in the Communication Wing need to be purchased. A combination real-time captioning technology, computer information systems and business lab requires 25 computers and a foreign language lab requires 26 computers. Twenty-five classrooms will be equipped with computers to be used as smart rooms. Four laptops will be purchased for a closed captioning lab. Sixteen computers will be purchased for four term faculty office areas. One computer will be purchased for a conference room.

Recommendation: That the Board of Trustees approve the quote of \$141,484.00 for the purchase 93 Dell desktop and four Dell laptop computers from 710 Bookstore, Carbondale, Illinois, and that the administration is authorized to purchase these computers.

XII. OLD BUSINESS

A. Board Policy Revisions (Attachment VI) (Voice Vote)

At the May 24, 2011 Board meeting, the Board Policy Committee presented recommendations for revisions to the following Board Policies for first reading by the Board:

Board Policy 2310 – Duties of the Board of Trustees
Board Policy 7420 – Travel on College Business

These proposed revisions are now being brought back to the Board for action.

Recommendation: That the Board of Trustees approve revisions to Board Policy 2310 – Duties of the Board of Trustees, and Board Policy 7420 – Travel on College Business as contained in Attachment VI.

XIII. NEW BUSINESS

A. Tentative Budget for 2011-12 (FY 12) (Attachment VII) (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 2011-12 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2011, through June 30, 2012. 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, 2011, and ending June 30, 2012.

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, 2011, 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 28th day of June, 2011, through 6:30 p.m. on the 23rd day of August, 2011. 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 23rd day of August, 2011, 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 28th day of June, 2011, 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:
Jaclyn Hancock, Secretary

Recommendation: That the Board of Trustees approve the tentative 2011-2012 (FY 12) 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. (See Attachment VII.)

B. Memorandum of Understanding with Southern Illinois Healthcare (Attachment VIII)

A proposed Memorandum of Understanding with Southern Illinois Healthcare is included as Attachment VIII. This is the first of several steps in a collaborative effort with SIH to establish an educational and simulation center on the John A. Logan campus. The proposed center would occupy space on the fourth floor of the new Communication Wing, and SIH would do all of its employee training in this facility. This first Memorandum of Understanding is an agreement between the College and SIH to convene and finalize the planning and design processes; establish the structure, vision, mission, goals, and objectives of the program with key stakeholder input; and to design a facility usage plan to be approved by both parties.

Recommendation: That the Board of Trustees approve an initial Memorandum of Understanding with Southern Illinois Healthcare whereby the parties agree to convene and finalize planning for an educational and simulation center on the John A. Logan College campus.

C. PERSONNEL

1. Support Personnel

a. Operational Staff

Ratification of two part-time preschool assistant substitutes.

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

c. Security Staff - None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

(1) Consideration of non-teaching professional staff salary increases for FY 2012.

(2) Consideration of contracts of vice-president for business services and college facilities and vice-president for administration.

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

c. Term Faculty

Ratification of five term faculty staff members.

d. Continuing Education Staff

Ratification of one continuing education staff member.

3. Grant Personnel

a. Operational Staff - None at this time.

b. Non-Teaching Professional Staff

(1) Employment of part-time, grade I, assistant coordinator for adult volunteer literacy-Murphysboro.

(2) Employment of part-time, grade II, coordinator of literacy-Marion.

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

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

Employment of four part-time adult basic education instructors.

4. Volunteer Personnel

Appointment of one volunteer for athletics.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT