

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

**BOARD OF TRUSTEES**

Regular Meeting  
Tuesday, July 25, 2006  
7:00 P.M.  
Board Room  
Administration Building

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF JUNE BOARD MEETING AND JULY BOARD RETREAT (Voice Vote) --**  
Minutes of the regular board meeting of June 27, 2006, and the Board retreat of July 10, 2006, were previously mailed for your consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) —** The financial report for the period ending May 31, 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 June 30, 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**
- B. Larry Peterson** – **Fall Semester Enrollment Report**
  - **College PowerPoint Presentation – Shannon Woodworth**
- C. Julia Schroeder** – **Assessment – Dr. Brenda Erickson (Attachment III)**
- D. Bob Mees** – **Strategic Plan**
  - **Credit Hour Committee**

## **X. OLD BUSINESS**

### **A. Revision of Board Policy 5110 – General Hiring Policy (Attachment IV) (Consideration, Discussion, and Possible Action)**

Included as Attachment IV is a revised copy of Board Policy 5110 – General Hiring Policy for consideration and possible action by the Board. These changes are recommendations from the Board Hiring Committee and were previously distributed to all trustees at the Board retreat on July 10. Changes are in bold type.

**Recommendation:** That the Board of Trustees consider the changes to Board Policy 5110 – General Hiring Policy as included in Attachment IV and as recommended by the Board Hiring Committee.

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

### **A. College Property and Liability Insurance Renewals (Attachment V)**

The College's property and casualty insurance coverage renewal premium quote from Indiana Insurance through Consolidated Insurance Agency of Carbondale, Illinois, for the period August 15, 2006, to August 15, 2007, is \$291,616 (See Attachment V.) Renewal premiums for property, crime, Inland Marine, general liability, garage liability, school leaders errors and omissions, sexual misconduct, commercial auto, \$8 million umbrella, and fidelity bond total \$149,378 which is \$4,976 or a 3.25% decrease over last year's premiums. The package premium reflects a 3% property value increase. The increase in the workers' compensation insurance from \$132,309 last year to \$142,238, or 7.5% is due to a 4% increase in covered wages plus an experience modification of .90 compared to an experience modification of .86 in the prior year. (See Attachment V.) All coverages are through Consolidated Insurance Agency, Inc., in Carbondale, IL.

**Recommendation:** That the Board authorize the administration to accept the Indiana Insurance renewal quotation for \$291,616 for the period of August 15, 2006, through August 15, 2007, through Consolidated Insurance Agency for the College's property and liability insurance.

**B. Verizon Maintenance Contract**

Verizon no longer provides a “maintenance contract” for the Meridian Communication System that is signed by the customer. They provide a “maintenance quote” to support renewal notice effective March 31, 2006 through March 30, 2007. The quote does not include hourly rate or trip charge. Dennis Harmon, Area Manager - Customer Operations of Verizon, stated that the new hourly rate during office hours will be \$85 and the new trip charge will be \$52. The total Verizon Maintenance Contract charge is \$36,573.12.

**Recommendation:** That the Board of Trustees approve the maintenance quote with Verizon for an amount of \$36,573.12, and that the administration be authorized to purchase this service from Verizon for support of the College’s phone system.

**C. Intergovernmental Cooperative Agreement Between John A. Logan College and Southern Illinois University at Carbondale for Bus Service for FY 2007**

John A. Logan College has entered into an agreement with Southern Illinois University to continue round-trip bus service for John A. Logan College students for the 2006-2007 academic year. Beck Bus Transportation Corporation has been contracted by SIU-C 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 17, 2006, and will end on May 16, 2007. The bus service has been a very popular option for the students. The FY07 contract is a 3 % increase from FY06, which was \$15,965.59.

**Recommendation:** That the Board of Trustees approve payment of \$16,444.57 for the agreement with Southern Illinois University-Carbondale for bus service for John A. Logan College students.

**D. Pell Grant Book Vouchers for Summer 2006 Semester**

Each semester, the College issues vouchers to students who are eligible to receive federal Pell Grant funds so that those students may obtain their textbooks at the beginning of the semester before they actually receive their federal scholarships. This is a College initiative that has worked out well the past sixteen years and has enhanced instruction and learning for many students. 710 Bookstore issues textbooks to the students based on the vouchers that are approved by the Financial Aid Office and the College must reimburse the bookstore when the College receives the federal aid for the students. That federal aid has now been received. A total of 126 students availed themselves of Pell Grant book vouchers for the summer semester 2006 for a total amount of \$18,181.96.

**Recommendation:** That the Board of Trustees approve payment to 710 Bookstore in the amount of \$18,181.96 for textbooks issued to Pell Grant students, and that the administration be authorized to make this payment.

**E. Approval of Southern Illinois Collegiate Common Market's Institutional Assessment Billing (Attachment VI)**

Payment of \$35,000 is due and payable to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for the upcoming fiscal year (FY07). Rend Lake College, Shawnee Community College, and Southeastern Illinois College also contribute \$35,000 each to SICCM.

**Recommendation:** That the Board of Trustees authorize the administration to make payment of \$35,000 to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for FY07.

**F. Approval of Joint Agreement Program with Shawnee Community College District #531 (Attachment VII)**

The College currently has a joint agreement with Shawnee Community College District #531 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 Joint Agreement with Shawnee Community College for the purpose of adding Architecture Technology, Certified Medical Assistant, Diagnostic Medical Sonography, Educational Interpreting, Graphic Design, Judicial Reporter, Lodging Management, Realtime Captioning, Tool & Die, and Tourism Management to the courses that students from Shawnee Community College may take at John A. Logan College. Shawnee Community College has added Truck Driving Training to the classes that John A. Logan College students may take at SCC, and deleted Massage Therapy. These are the only revisions to the agreement, and the revised document may be found in its entirety in Attachment VII.

**Recommendation:** That the Board of Trustees approve revisions to John A. Logan College's Joint Agreement Program with Shawnee Community College District #531 as contained in Attachment VII.

**G. Approval of Memorandum of Agreement Between John A. Logan College and West Kentucky Community and Technical College (Attachment VIII)**

John A. Logan College and West Kentucky Community and Technical College (WKCTC) are entering into an agreement for the purpose of better meeting the needs of JALC students. The agreement gives students an opportunity to take judicial reporting classes that are not available at JALC without paying out-of-district tuition. It is desirable at this time to form a partnership to provide online instruction for JALC students enrolled in judicial reporting.

WKCTC will provide online instruction for JALC students enrolled in judicial reporting classes for a fee of \$75.00 per semester credit hour. This agreement will be reviewed by both parties annually and will remain in effect as is unless amended by mutual agreement of both parties. The failure of either party to follow the terms of the agreement will be cause of dissolution.

**Recommendation:** That the Board of Trustees approve a Memorandum of Agreement Between John A. Logan College and West Kentucky Community and Technical College as contained in Attachment VIII.

**H. Approval of an Agreement on Articulation and Cooperation Between Ellis College of New York Institute of Technology (NYIT) and John A. Logan College (Attachment IX)**

John A. Logan College and Ellis College of New York Institute of Technology (NYIT) are entering into an agreement for the purpose of better meeting the needs of JALC students. The agreement states the conditions under which Ellis College of New York Institute of Technology (Ellis) will accept transfer credits of JALC students toward the attainment of Bachelor's Degrees from Ellis College and thereby enhance the number and quality of learning options for the members of the JALC community.

The agreement is intended to enhance and enrich the learning options available to JALC alumni, students, faculty, and staff. Either party has the right to terminate the agreement at any time upon 60 days written notice. The agreement will be self-renewing in annual increments unless 60 days written notice is served.

**Recommendation:** That the Board of Trustees approve an Agreement on Articulation and Cooperation Between Ellis College of New York Institute of Technology and John A. Logan College as contained in Attachment IX.

**I. Approval of an Agreement on Articulation and Cooperation Between Cardean University and John A. Logan College (Attachment X)**

It is desirable to enter into an Agreement on Articulation and Cooperation Between Cardean University and John A. Logan College for better meeting the needs of JALC students. This agreement states the conditions under which Cardean University will accept transfer credits of JALC students toward the attainment of a Bachelor's or Master's Degree from Cardean University. The agreement is intended to enhance and enrich the learning options available to JALC alumni, students, faculty, and staff. Either party has the right to terminate this agreement at any time upon 60 days written notice. The agreement will be self-renewing in annual increments unless 60 days written notice is served.

**Recommendation:** That the Board of Trustees approve an Agreement on Articulation and Cooperation Between Cardean University and John A. Logan College as contained in Attachment X.

**XII. NEW BUSINESS**

**A. Approval of Resolution to Pursue Litigation Challenging the Application of the State Ethics Code (Attachment XI) (Voice Vote)**

A resolution may be found in Attachment XI in support of pursuing litigation to reverse the Illinois Attorney General's opinion on application of the ethics code that says community colleges are state agencies and all employees are state employees for purposes of application of the ethics act. The College of Du Page will be leading the litigation process, with other participating community colleges noted, and filing will be done in Du Page County. The estimated cost to the College to participate in this litigation will be \$1,000.

**Recommendation:** That the Board of Trustees approve the Resolution found in Attachment XI authorizing the College to join other Illinois community colleges in pursuing litigation challenging the Illinois Attorney General's ruling on the state ethics code, and that the administration be authorized to participate in the cost of this litigation estimated at \$1,000.

**B. Authorization to Develop a Financing Proposal for Additional Facilities (Voice Vote)**

Based on the discussion of the need for additional College facilities at the Board retreat held on July 10, 2006, it is the desire of the Board of Trustees that the Board Building Committee meet and discuss the building needs outlined in the RAMP document and develop a financing proposal.

**Recommendation:** That the Board of Trustees authorize the Board Building Committee to review the College building needs as outlined in the RAMP document and bring financing options to the Board of Trustees by October 2006.

**C. Revision to Board Policy #8540 – Program Transfer Policy (Attachment XII) (For Consideration and Future Action)**

A proposed revision to Board Policy 8540 – Program Transfer Policy is being recommended. The only revision is to change the administrator that the student must notify of his/her intent to transfer from the vice-president for instructional services to the dean for student services. This change has been discussed by the president and vice-presidents and has been approved by College legal counsel. Both the existing and proposed versions of the policy are included as Attachment XII.

**Recommendation:** That the Board of Trustees consider the revision to Board Policy 8540 – Program Transfer Policy as contained in Attachment XII, and that this policy be brought back to the Board for action at the August 22 Board meeting.

**D. The Plan for FY 2007 and FY 2006 Progress Report (Attachment XIII) (Voice Vote)**

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 two fiscal and academic years. 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 budget 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 FY 2007 and FY 2006 Progress Report as a planning guide for John A. Logan College (as contained in Attachment XIII), and that the administration be authorized to utilize *The Plan* with component units of the College for planning purposes for 2006-2007.

## **E. PERSONNEL**

### **1. Support Personnel**

#### **a. Operational Staff**

- (1) Consideration of retirement request.

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

#### **c. Campus Safety Staff – None at this time.**

### **2. Professional Staff**

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

- (1) Employment of full-time, grade III, director of student success center.

#### **b. Full-Time Faculty**

- (1) Employment of full-time, tenure-track, machine, robotics, and tool and die instructor.
- (2) Consideration of retirement request.

#### **c. Term Faculty**

Employment of three (3) term faculty members.

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

Employment of one (1) continuing education staff member.

### **3. Grant Personnel**

#### **a. Operational Staff**

- (1) Employment of full-time, grade V, PC Technician at John A. Logan College.
- (2) Consideration of retirement.

#### **b. Non-Teaching Professional Staff – None at this time.**

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

#### **d. Term Faculty – None at this time.**

## **XIII. ANNOUNCEMENTS**

## **XIV. ADJOURNMENT**