

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, July 29, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE JUNE BOARD MEETING (Voice Vote) -- Minutes of the June 24, 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 May 31, 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 June 30, 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 — Mark Rogers**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- JaDean Towle**

X. OFFICERS REPORTS

- A. Brad McCormick** – **Building Committee**
 - **Construction Projects**
- B. Tim Daugherty** – **Homeland Security Training (Community Information Coordinator Randy Davis)**
- C. Julia Schroeder** – **Update on Man-Tra-Con**
 - **Aging is an Asset Committee**
- D. Bob Mees** – **National Governors Association Policy Academy on Civic Engagement: Encouraging Seniors - Volunteering and Employment**
 - **FY09 Budget State Appropriation**

XI. CONSENT AGENDA (Voice Vote)

A. College Property and Liability Insurance Renewals (Attachment III)

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, 2008 to August 15, 2009 is \$300,904. Renewal premiums for property, crime, inland marine, general liability, garage liability, school leaders errors and omissions, sexual misconduct, commercial auto, \$8 million umbrella, and terrorism total \$143,672 which is \$6,631 more than last year's premiums. Workers' Compensation insurance decreased by \$2,207 from \$153,196 last year to \$150,989 this year. This decrease is due to the experience modification going from 1.07 to an experience modification of .95 this year. The overall increase is \$4,424 or 1.49% and is reflective of an increase in property values. (See Attachment III.)

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 \$300,904 for the period of August 15, 2008 through August 15, 2009, for the College's property and casualty insurance coverage through Consolidated Insurance Agency.

B. 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 \$41,841, and the NJCAA Catastrophic Insurance - Mutual of Omaha Catastrophe Coverage \$4,078 for a total of \$45,919. These coverages are through Consolidated Insurance Agency, Inc. of Carbondale, Illinois. (See Attachment IV.)

This is a 3.26% increase over last year's premiums. Premiums last year were \$39,849 and \$538.37 for the All Sports Accident coverage and \$4,078 for the catastrophic insurance for a total amount of \$44,465.37.

The student mal-practice 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 \$8,923 for this coverage. The premium for the student mal-practice insurance coverage from August 17, 2008 to August 17, 2009 is \$9,229.

Recommendation: That the Board of Trustees approve 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 \$45,919, and the student mal-practice insurance through Consolidated Insurance Agency and Healthcare Providers Service Organization in the amount of \$9,229.

C. Server Purchases

The Information Technology (IT) network staff has developed a plan to implement blade server technology over the next few years. As background, a blade server is a server chassis housing multiple thin, modular electronic circuit boards, known as server blades. Each blade is a server in its own right, often dedicated to a single application. The blades are literally servers on a card, containing processors, memory, integrated network controllers, and other input/output (IO) ports.

Blade servers allow more processing power in less rack space, simplifying cabling and reducing power consumption. According to a SearchWinSystems.com article on server technology, enterprises moving to blade servers can experience as much as an 85% reduction in cabling for blade installations over conventional single rack or tower servers. With so much less cabling, IT administrators can spend less time managing the infrastructure and more time ensuring high availability.

Part of the five year plan for network services is to begin virtualization of servers, allowing for multiple virtual servers to exist on one large physical server (or cluster of servers). The first three blades purchased will be used to create a virtualization cluster to begin testing and migration into a virtual environment. Virtualization is not ideal for every network service; some services will still require a dedicated server to function at full capacity. The fourth blade server will replace the current Citrix server, which has reached its end of life in terms of hardware warranties and the software version of Citrix.

Dell is currently offering to provide the chassis, free of charge, with the purchase of four blade servers. The value of the chassis is approximately \$9,000, representing a substantial savings for equipment that we would need to purchase anyway.

Recommendation: That the Board approve the purchase of a blade chassis and four blade servers from 710 Bookstore in Carbondale, Illinois for an amount of \$21,953.80, and that the Board authorize the Administration to issue a purchase order.

D. Bid – Cleaning Services for Alongi Du Quoin Extension Center and Man-Tra-Con Nursing Classroom/Offices, and the West Frankfort Extension Center (Attachment V)

Bid specifications were prepared and advertised according to Board policy for cleaning services for the Alongi Du Quoin Extension and Man-Tra-Con Nursing classroom/offices, and the West Frankfort Extension Center. 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 25, 2008. (See Attachment V.) The results follow:

<u>Bidders</u>	<u>Bid Amount Du Quoin Center Annual</u>	<u>Bid Amount West Frankfort Center Annual</u>	<u>Bid Amount Combined Annual</u>
Busy Bee Janitorial Services, Inc. Tisha Lane 4 Kelley Road Murphysboro, IL 62966	\$24,914.38 (Only)	No Bid	No Bid
Starshine Cleaning & Maintenance Joshua & Lula Boyd 721 South 14 th Street Herrin, IL 62948	\$21,981.05	\$9,520.92	\$31,501.97

Cleaning specifications were last bid March 25, 2006, FY07, for \$29,718.72. Cleaning fees for the Alongi Du Quoin and West Frankfort Extension Centers have not increased since this bid. The new bid represents a 6% or \$1,783.12 increase over the last bid.

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Starshine Cleaning and Maintenance, Herrin, IL, in the amount of \$31,501.97 for cleaning the Alongi Du Quoin Extension Center and Man-Tra-Con Nursing classroom/offices, and the West Frankfort Extension Center effective August 1, 2008 through June 30, 2009, and that the Board authorize the administration to issue a purchase order for cleaning services.

E. Bid–Athletic Team Transportation (Attachment VI)

Bid specifications were prepared and advertised according to Board policy for 2008-2009 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., Tuesday, July 8, 2008. The total amount for athletic team transportation bid was \$112,840. The results for each sport are attached with the bid specifications. The bid was reviewed by the athletic department. (See Attachment VI.)

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Southwestern Illinois Bus Company of Chester, Illinois, for athletic team transportation for the 2008-2009 fiscal year in the amount of \$112,840, and that the administration be authorized to accept this bid.

F. Bid–Engine Dynamometer (Attachment VII)

Bid specifications were prepared and advertised according to Board policy for an engine dynamometer. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 10:00 a.m., Tuesday, July 15, 2008. (See Attachment VII.) The results follow:

<u>Bidder</u>	<u>Bid Amount</u>
Superflow Technologies Group 3512 N. Tejon Street Colorado Springs, CO 80907	\$45,741.00

An additional bid was received on Wednesday, July 16, 2008, after the bid opening date and was returned unopened to the bidder.

Recommendation: That the Board of Trustees reject the bid of Superflow Technologies Group for the purchase of the engine dynamometer and re-bid this equipment.

G. Pell Grant Book Vouchers for Summer 2008 Semester

Each semester, the College issues vouchers to students who are eligible to receive federal Pell Grant funds so 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 eighteen 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 federal aid for the students is received. That federal aid has now been received. A total of 132 students availed themselves of Pell Grant book vouchers for the summer semester 2008 for a total amount of \$23,242.08.

Recommendation: That the Board of Trustees approve payment to 710 Bookstore in the amount of \$23,242.08 for textbooks issued to Pell Grant students for summer semester 2008, and that the administration be authorized to make this payment.

H. Increase in Preschool Fees

Preschool food costs provided by Chartwells have been increased. Daily charges for child attendance in the preschool compared to area centers and state subsidy guidelines justify the recommendation to increase the toddler/preschool fees by \$1.00/day for each child beginning in fall semester 2008.

Recommendation: That the Board of Trustees approve an increase of \$1.00/day to current preschool fees, and that the administration be authorized to implement this increase effective fall semester 2008.

I. Termination of the Cooperative Agriculture Program Agreement

The termination of the Cooperative Agricultural Program Agreement between SIUC and John A. Logan College is recommended effective immediately. The agreement was effective spring semester 1980 through the academic year ending May 15, 1981. Although the agreement was not updated on an annual basis, it has been honored since that time. The agriculture courses are attended at SIUC,

but are John A. Logan College classes. However, the agriculture classes on the John A. Logan College ICCB course master file no longer align with SIUC. The program has had minimal enrollment.

Recommendation: That the Board of Trustees approve termination of the Cooperative Agricultural Program Agreement between SIUC and John A. Logan College effective immediately.

J. Approval of Blackboard Courseware License and Hosting Fees

Approval is requested to pay Blackboard Finance Operations for Blackboard courseware license fee and hosting fee for the 2008-2009 academic year. The license fee is a yearly charge of \$42,020, and the hosting fee of \$50,380 is payable in monthly installments of \$4,198.34 which will be set up as a blanket purchase order.

Recommendation: That the Board of Trustees approve the total annual payment to Blackboard Finance Operations in the amount of \$92,400 for the 2008-2009 courseware license and hosting fees.

XII. OLD BUSINESS

A. Adoption of 2008-2009 Budget (Roll Call Vote)

The tentative budget for the 2008-2009 academic year was approved at the June meeting and a public meeting will be held at 6:30 p.m., July 29, 2008, 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 29th day of July, 2008. 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, 2008, and ending June 30, 2009, 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 2008-2009 budget as presented in tentative form at the June board meeting and as available for public inspection under state law, and that the administration be authorized to implement this budget effective July 1, 2008.

B. Procurement Card Implementation (Voice Vote)

At its August 28, 2007, meeting, the Board of Trustees authorized a pilot project to issue procurement cards (MasterCard P-Cards) to VP's, the President, the Director of Facilities, and the Associate Dean of Information Technology. The goal of the project was to reduce inefficiencies in small purchases of \$500 or less by moving some of those to a P-card.

During the six-month trial basis from January 1, 2008 through June 30, 2008, 456 transactions totaling \$54,228 were processed through the procurement card system. During this time, there were no breaches of accountability; specifically, no unauthorized business purchases and no purchases of a personal nature.

As this trial period was deemed to be successful, further implementation of the procurement card system is encouraged in anticipation of future benefits. It is expected that by FY 2010, with the expansion of the procurement card system, fewer checks would be issued along with fewer open purchase orders. In turn, the efficiency of Business Office operations would benefit as well as increased accountability in the purchasing area.

Recommendation: Based upon the results of the pilot project, it is requested the Board of Trustees authorize the use of the P-cards to continue and to be expanded at a manageable pace to other budget officers in all divisions of the College.

C. Final Approval of Date for Board Retreat (Voice Vote)

At the June 24, 2008, meeting of the Board of Trustees, two potential dates for a Board retreat were approved as possibilities, pending availability of facilities. The date of August 19 has been selected as the retreat date. The Indian Cabin at Touch of Nature is available, and Mike Monaghan of the Illinois Community College Trustees Association has indicated he will be able to attend and facilitate the retreat.

Recommendation: That the Board of Trustees approve the date of August 19, 2008, at 4:30 p.m. at the Indian Cabin, Touch of Nature, Makanda, Illinois, for its annual Board retreat, and that the administration be authorized to post the appropriate notices.

XIII. NEW BUSINESS

A. Revisions to Board Policies (NO ACTION) (Informational Item for Possible Action at August Board Meeting)(Attachment VIII)

The Board Policy Committee has been meeting regularly to continue examining Board Policies in the 5000 and 7000 Sections of the Board Policy Manual. A summary of recommended changes as well as copies of the proposed revised policies may be found in Attachment VIII. The administration is requesting that the Board of Trustees peruse these proposed revisions, and consider for possible action at the August 26 Board meeting.

B. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade V, desktop technology technician V.
- (2) Employment of part-time, temporary, grade II, secretary II (Foundation).
- (3) Consideration of Memorandum of Understanding with the Logan Operational Staff Association.
- (4) Consideration of non-union operational staff raises.

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) I recommend the employment of volunteers Leonard Eisenhower, Jonathan Griffin, Neil Guetschow, Kelsey Kattenbraker, and Bruce Slover for literacy.

b. Full-Time Faculty

- (1) Employment of full-time, tenure track faculty, construction management instructor.

c. Term Faculty

- (1) I recommend that Jasmine Aquino be employed as a part-time instructor of English effective August 14, 2008. Ms. Aquino has excellent references, and she has a master of arts degree in English from SIU-C.
- (2) I recommend that Jason Brown be employed as a part-time instructor of English effective August 14, 2008. Mr. Brown has excellent references, and he has a bachelor of arts degree in English from Eastern Illinois University.
- (3) I recommend that Linda Chamberlain be employed as a part-time instructor of mathematics effective August 14, 2008. Ms. Chamberlain has excellent references, and she has a master of science degree in education from SIUC.
- (4) I recommend that Rupa Chandrashekar be employed as a part-time instructor of psychology effective August 14, 2008. Ms. Chandrashekar has a doctorate degree in rehabilitation from SIU-C.

- (5) I recommend that Michael Hanes be employed as a part-time instructor of music effective August 14, 2008. Mr. Hanes has excellent references, and he has a master of music education degree from SIU-C.
- (6) I recommend that Joe David McHaney be employed as a part-time instructor of music effective August 14, 2008. Mr. McHaney has excellent references, and he has a bachelor of music education degree from University of Missouri.
- (7) I recommend that Amy Misener be employed as a part-time instructor of emergency medical services effective August 14, 2008. Ms. Misener has a bachelor of science degree in nursing from McKendree University.
- (8) I recommend that Timothy Montgomery be employed as a part-time instructor of heating/air conditioning effective August 14, 2008. Mr. Montgomery has excellent references, and he has a bachelor of science degree in workforce education and development from SIUC.
- (9) I recommend that Brandye Nobiling be employed as a part-time instructor of biology effective August 14, 2008. Ms. Nobiling has a master of science degree in health education from Western Illinois University.
- (10) Consideration of term faculty contract.

d. Continuing Education Staff

3. Grant Personnel

a. Operational Staff

- (1) Employment of full-time, grade VI, preschool lab supervisor VI.

b. Non-Teaching Professional Staff

- (1) Employment of full-time, grade IV, special projects coordinator.

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

b. Term Faculty – None at this time.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT