

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, August 22, 2006
7:00 P.M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF JULY BOARD MEETINGS (Voice Vote) -- Minutes of the continued and regular board meetings of July 25, 2006, were previously mailed for your consideration and action.**
- IV. FINANCIAL REPORT (No Action) — The financial report for the period ending June 30, 2006, will be available in September as a year-end audited statement in conjunction with the annual financial audit of the College.**
- V. ACCOUNTS PAYABLE (Attachment I) (Roll Call Vote) — The list of accounts payable for the period ending July 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 Montague**
 - C. Operational Staff Association Report — Judi Pastori**

IX. OFFICERS REPORTS

- A. J. P. Barrington – **Special Events**
- B. Larry Peterson – **Fall Semester Enrollment**
 - **ASE 2005-2006 DVD (Kay Fleming and Staff)**
- C. Julia Schroeder – **The Write Place (Anita Petersen and Harry Mosley) (Attachment II)**
- D. Bob Mees – **Opening of Fall Semester**

X. OLD BUSINESS

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

Included as Attachment III is a second 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 based on input received since the last Board meeting. A copy of the first revised policy is also included in Attachment III along with the latest (second) revised version of the policy. The latest changes are in bold italic type.

Recommendation: That the Board of Trustees consider the changes to Board Policy #5110 – General Hiring Policy as recommended by the Board Hiring Committee, and as included in the second revision included as Attachment III.

B. Revision to Board Policy #8540 – Program Transfer Policy (Attachment IV) (Voice Vote)

A proposed revision to Board Policy #8540 – Program Transfer Policy was recommended at the July 25 Board meeting for the Board's consideration. 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 IV.

Recommendation: That the Board of Trustees approve the revision to Board Policy #8540 – Program Transfer Policy as contained in Attachment IV.

XI. CONSENT AGENDA (Voice Vote)

A. Payment for Verizon Directory Advertising

Directory advertising for the College in the Verizon telephone books will total approximately \$10,176 for this year (plus applicable tax.) The College has been paying \$821.50 per month (plus tax), and the base has now increased by \$27 monthly.

Recommendation: That the Board of Trustees authorize the administration to make payment of \$10,176 (plus any applicable taxes) to Verizon for the College's directory advertising for one year.

B. Payment of Food Cost for Meth Conference

The cost of food for the 400 participants in the Meth Conference held in the College's Conference Center on July 18-19, 2006, was \$10,677.00, and is now due and payable to Chartwells. Registration fees covered the cost of the food.

Recommendation: That the Board of Trustees approve the payment of \$10,677.00 to Chartwells for food cost for the 400 participants in the Meth Conference held July 18-19, 2006, from funds furnished by conference registration fees.

C. Bid-Tent Rental for Hunting and Fishing Days (Attachment V)

Bid specifications were prepared and advertised according to Board policy for the rental of several tents to be used during Hunting and Fishing Days event in September. Bids were received and opened in the Office of the Vice President for Business Services at 1:30 p.m., Wednesday, August 9, 2006.

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Bauers' Tents and Party Rentals, Inc. of Evansville, Indiana, in the amount of \$10,250, for rental of tents for Hunting and Fishing Days, and that the administration be authorized to accept this bid.

D. Bid-Athletic Team Transportation (Attachment VI)

Bid specifications were prepared and advertised according to Board policy for 2006-2007 busing transportation for the College's athletic teams. Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Wednesday, August 9, 2006. The results for each sport are attached with the bid specifications. 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 Beck Bus Transportation of Carbondale, Illinois, for athletic team transportation for the 2006-2007 fiscal year, and that the administration be authorized to accept this bid.

E. Bid-Adult and Baby SimMan Patient Simulators (Attachment VII)

Bid specifications were prepared and advertised according to Board policy for the purchase of an adult and a baby SimMan patient simulators to be used by the Nursing Department of Instructional Services. Bids were received and opened in the Office of the Vice President for Business Services at 2:30 p.m., Wednesday, August 9, 2006. (See Attachment VII.)

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Laerdal Medical Corporation, Wappingers Falls, New York, in the amount of \$64,922.45, and that the administration be authorized to make this purchase with the understanding that the College will be reimbursed for this expenditure by the Foundation with funds raised during the last Capital Campaign.

F. Protection, Health, and Safety Project (Attachment VIII)

We would like to start the approval for additional Protection, Health, and Safety work to be completed. This work consists of the following:

Project 1: Plumbing Upgrades - Grease Traps, Lift Stations & Piping	\$167,779
Project 2: Asbestos Abatement & Replacement - Cafeteria, Lounge & Corridor	\$111,548
Project 3: Replace Air Handler - Administration Bldg.	\$145,200

It is estimated that the cost of these improvements will total approximately \$424,527 and will be funded by past and future tax levies for Protection, Health, and Safety work. (See Attachment VIII.)

Recommendation: That the Board of Trustees authorize the Administration to proceed with the necessary planning for the Protection, Health, and Safety projects described above, including submitting the required applications to the Illinois Community College Board and the employment of Image Architects, Inc., for further preparation of plans and specifications.

XII. NEW BUSINESS

A. Tentative Budget for 2006-07 (FY07) (Roll Call Vote) (Attachment IX)

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 2006-07 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2006, through June 30, 2007. 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, 2006, and ending June 30, 2007.

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, 2006, 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 23rd day of August 2006, through 6:30 p.m. on the 26th day of September, 2006. 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 26th day of September, 2006, 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 22nd day of August, 2006, 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: _____
Bill Kilquist, Secretary

Recommendation: That the Board of Trustees approve the tentative 2006-07 (FY-07) 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.

B. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade II, copy machine operator/stockroom clerk II.
- (2) Employment of full-time grade III, assessment clerk III.
- (3) Employment of part-time, grade I, switchboard operator I.
- (4) Employment of part-time, grade I, learning lab clerk I.

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff – None at this time.

b. Full-Time Faculty

- (1) Approval of new academic rank for one faculty member.
- (2) Consideration of retirement request.

c. Term Faculty

Employment of 14 term faculty members.

d. Continuing Education

Employment of five continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

- (1) Employment of full-time, grade V, staff accountant.

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

d. Term Faculty – None at this time.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT