

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting

Thursday, September 20, 2007

7:00 P. M.

Board Room

Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE AUGUST BOARD MEETING (Voice Vote) -- Minutes of the August 28, 2007, Board meetings are enclosed with this packet for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending July 31, 2007, is enclosed for your consideration and action.**
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending August 31, 2007, 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/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 — Matthew Todd**

VIII. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Tim Baker**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- JaDean Towle**

IX. OFFICERS REPORTS

- A. Brad McCormick**
 - **Building Committee**
 - **Board Policy Committee**
 - **Technology Plan (Robin Pauls)**
 - **Traffic Patterns/Access**
- B. Larry Peterson**
 - **Fall Semester Enrollment Report**
 - **Civil War Lecture Series**
 - **College Marketing Plan (Steve O’Keefe)**
- C. Julia Schroeder**
 - **Update on MAN-TRA-CON**
 - **Report - The Past and Future of Online Learning at JALC (Tom Bell and Steve McLaughlin)**
 - **Report on Public Universities in Illinois**
 - **High School to College Success Report (ACT)**
- D. Bob Mees**
 - **40th Anniversary Celebration Banquet**
 - **Higher Learning Commission Accreditation Visit for Online Degree Program**
 - **State Budget Hearing**
 - **IBHE Work Session at JALC on October 1, 2007**

X. CONSENT AGENDA (Voice Vote)

A. Athletic Housing Contracts

The College has scholarship agreements with members of the athletic teams who contract with off-campus housing providers. The contracts for 2007 fall and 2008 spring semesters with Lewis Park Apartments, Carbondale, Illinois, total \$78,880.28 (women’s basketball-\$22,013.10; men’s basketball-\$22,013.10; and baseball-\$34,854.08.) The contract for 2007

fall and 2008 spring semesters with Greg Weeks, West Frankfort, Illinois, totals \$1,800 for baseball. The contract for 2007 fall and 2008 spring semesters with Lake Logan Apartments, Carterville, Illinois, totals \$8,000 for softball. (These totals include rent for August and September 2007, which has already been paid.)

Recommendation: That the Board of Trustees approve the housing contracts for John A. Logan College women's basketball, men's basketball, baseball, and softball for 2007 fall semester and 2008 spring semester in the amount of \$78,880.28 to Lewis Park Apartments; \$8,000 to Lake Logan Apartments; and \$1,800 to Greg Weeks; and that the administration be authorized to make these payments in a timely manner.

B. Athletic Department Volunteers

Athletic Director Jerry Halstead has requested that Doug Bogard and Bruce Whitecotton be approved as volunteers during the 2007 fall semester and 2008 spring semester baseball season. These two individuals assist the baseball team by throwing batting practice, hitting infield and outfield practice, and working on the field. Doug Bogard is the bench coach and Bruce Whitecotton is the bullpen coach during games. These two individuals also do laundry after practice and games.

Recommendation: That the Board of Trustees approve Doug Bogard and Bruce Whitecotton as volunteers during the fall 2007 and spring 2008 semester baseball season with the understanding that it is on a volunteer basis and there is no financial compensation associated with the positions.

C. Purdy School Volunteers

Museum Coordinator Adrienne Barkley Giffin has requested the following persons be approved to volunteer teach at Purdy School two weeks in fall 2007 and two weeks in spring 2008:

Carol Cross	Betty Neely
Sarah Geisleman	Jane Rees
Shirley Hays	Carolyn Rushing
Robert Jackson	Gene Snider
Jean Jones	Maxine Snider
Rosemary Mathis	

Each individual will lead school students through lessons and activities reminiscent of late 19th and early 20th century one-room school education. There is no stipend for the work. It is on a volunteer basis.

Recommendation: That the Board of Trustees approve the people listed above as volunteer teachers at Purdy School for fall 2007 and spring 2008 with the understanding that it is on a volunteer basis and there is no financial compensation associated with the positions.

D. Approval of Payment to Condensed Curriculum International, Inc.

John A. Logan College entered into an agreement with Condensed Curriculum International, Inc. (CCI) to provide Pharmacy Technician Certification training. Pursuant to this

partnership, the College owes CCI \$12,582 for providing advertising, qualified instructors, course curriculum, textbooks, materials, and for placement services. This payment will be made from Business and Industry's budget, and is offset by the fees paid by the students.

Recommendation: That the Board of Trustees approve payment of \$12,582 to Condensed Curriculum International, Inc. (CCI) for providing advertising, qualified instructors, course curriculum, textbooks, materials, and placement services for the College's Pharmacy Technician Certification training.

E. Approval of Payment to Day Care Centers from "Preschool for All" Grant

John A. Logan College entered into a grant agreement with the Illinois State Board of Education in August 2006, and received funding in the amount of \$420,000 for "Preschool for All Children Ages 3 to 5 Years" grant. The grant agreement sets forth how the money in the sub-budgets should be disbursed. In compliance with the agreement, Board approval is requested to pay each of the day care centers involved – Small World Child Development Center, Malone's Early Learning Center, and Yellow Brick Road Learning Adventure – \$71,901 as approved in the grant.

Recommendation: That the Board of Trustees approve payment of \$71,901 to be made in monthly payments through June 2008 to each of the following day care centers: Small World Child Development Center, Malone's Early Learning Center, and Yellow Brick Road Learning Adventure, as approved in the IBHE Preschool for All Children Grant.

F. Approval of Associate in Applied Science – Radiologic Technology

Approval is requested for a new Associate in Applied Science curriculum – Radiologic Technology (71 credit hours.) The Radiologic Technology curriculum is designed to meet the demands and interests of our students as well as area health care agencies. Job opportunities are very favorable with the hospitals being the primary employers, but many jobs are also available in physician's offices and diagnostic imaging centers.

The program will be accredited by the Joint Review Commission on Education in Radiologic Technology (JRCERT) and will be closely aligned with our Cardiac Diagnostic Medical Sonography program. The proposed implementation date for this curriculum is January 2, 2008.

Recommendation: That the Board of Trustees approve an Associate in Applied Science curriculum in Radiologic Technology for implementation at John A. Logan College effective January 2, 2008.

G. Network Switch Upgrades

In order to be able to meet ongoing and future College needs as stated in the FY08 Technology Plan, Information Technology is recommending a plan to upgrade the switches used with the network. This upgrade will allow network bandwidth to reach one gigabit, something that will be necessary as demands for audio, video, and other services increase. The plan was implemented in FY 2003, and will extend through FY 2008. At the present time, the remainder of the planned schedule is – in FY 2008, replace remaining eight switches in C, E, and H Buildings. Quotes for eight Cisco Catalyst 3750 switches have been gathered.

Recommendation: That the Board of Trustees approve the quote of \$25,673.25 for the purchase of eight Cisco Catalyst switches from AT&T Illinois, of Springfield, Illinois, and that the administration be authorized to purchase this equipment.

H. Purchase of Office Computers

As a part of the College's Technology Plan, the College needs to purchase 55 office computers, and 31 laptops for faculty and staff as part of the four-year replacement cycle specified in the Technology Plan.

Recommendation: That the Board of Trustees approve the quote of \$114,761.16 for the purchase of 86 computers for faculty and staff from 710 Bookstore, Carbondale, Illinois, and that the administration be authorized to make this purchase.

I. Approval of Closed Session Minutes for Availability for Public Inspection

The closed session minutes through July 24, 2007, have been reviewed by College legal counsel, and a determination was made as to which of these minutes could be made available for public inspection. The content of these minutes has been previously approved by the Board.

Recommendation: That the Board of Trustees approve the following closed session minutes to be made available for public inspection: April 29, 2004; June 29, 2004; July 10, 2006 (retreat); September 26, 2006; April 2, 2007; April 5, 2007; April 30, 2007; May 22, 2007; July 12, 2007 (retreat); and July 24, 2007 (regular meeting).

J. Destruction of Verbatim Recordings of Closed Session

In compliance with revisions made to the Open Meetings Act, the Board of Trustees has kept a verbatim tape recording of all closed sessions since January of 2004. The law states that the verbatim recording of a closed meeting may be destroyed after 18 months upon approval of the Board. The Board of Trustees has previously approved destruction of recordings through September 27, 2005. College legal counsel has recommended that the Board now approve destruction of the closed session recordings through March 27, 2006.

Recommendation: That the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including March 27, 2006.

XI. NEW BUSINESS

A. Approval of Annual College Audit (Attachment III) (Roll Call Vote)

The annual audit for John A. Logan College for FY07 (2006-2007) has been completed by Cindy A. Bobell, CPA. Ms. Bobell will be at the Board meeting to present an oral summary of the audit and will respond to any questions from the members of the Board of Trustees. (See Attachment III.)

Recommendation: Subject to the presentation by Ms. Cindy A. Bobell and to any questions by the Board, the administration recommends that the annual audit for FY07 be accepted by the Board of Trustees.

B. Approval of Logan at 50: A Strategic Plan for 2017 and Beyond (Attachment IV) (Voice Vote)

At last month's meeting, the Board of Trustees heard a report on the College's strategic plan – *Logan at 50: A Strategic Plan for 2017 and Beyond*. The strategic planning effort has involved 160 committee members – from both on- and off-campus – working together over the past year to put together a comprehensive strategic plan to carry the College into the future. Opportunities for input have been given, and the final draft of the strategic planning document is now being presented to the Board for approval.

Recommendation: That the Board of Trustees approve *Logan at 50: A Strategic Plan for 2017 and Beyond* as included in Attachment IV as John A. Logan College's strategic planning document.

C. Approval of Guidelines for Evagene Lay Scholarship (Attachment V) (Voice Vote)

It was announced at the August Board meeting that the College has received a gift of \$25,000 from the Evagene Lay Estate to provide a scholarship for underprivileged students. Guidelines for establishment and administration of the scholarship have been prepared by the John A. Logan College Foundation and are included in Attachment V for the Board's approval.

Recommendation: That the Board of Trustees approve guidelines for establishment and administration of the Evagene Lay Scholarship through the John A. Logan College Foundation as included in Attachment V.

D. Revision of Board Policy #3113 – Statement of Vision (Attachment VI) (No Action)

In conjunction with the accreditation process, the Board of Trustees adopted a vision statement for the College as Board Policy #3113 at its November 2006 meeting. During the strategic planning process, input was received suggesting that more encompassing language be added to the vision statement. The suggested revision to the policy is included as Attachment VI with the recommended new wording in bold type.

Recommendation: That the Board of Trustees review the proposed revision to Board Policy 3113 – Statement of Vision as included in Attachment VI, and consider this revision for action at the October Board meeting.

E. Discontinuance of Reimbursement from Monies Raised by Athletic Department (Voice Vote)

For many years, the Athletic Department has reimbursed the College's General Fund \$21,500 annually for the cost of scholarships. The Athletic Advisory Committee has recommended that this process be discontinued and allow all funds raised for the Athletic Department to remain within the Athletic Department.

Recommendation: That the Board of Trustees allow all funds raised by the Athletic Department to remain with that department and be exempt from reimbursement to the College's general fund, subject to approval by the John A. Logan College Foundation Board.

F. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade II, media technician II (LRC).
- (2) Employment of full-time, grade III, admissions specialist III.
- (3) Employment of full-time, grade II, copy machine operator/stockroom clerk II.
- (4) Employment of full-time, grade III, temporary, information systems specialist III.

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

c. Security Staff

Employment of two part-time, grade I, campus safety officers.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Re-classification of three financial assistance positions.
- (2) Employment of Athletic Department personnel.

b. Full-Time Faculty

Consideration of retirement request.

c. Term Faculty

Employment of 17 term faculty members.

d. Continuing Education Staff

Employment of two continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

- (1) Employment of part-time, grade V, assistant coordinator of literacy (Du Quoin and Elkhville).
- (2) Employment of full-time, grade V, Pre-K facilitator.

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

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

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT