

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, September 23, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE BOARD RETREAT AND REGULAR AUGUST BOARD MEETING (Voice Vote)** — Minutes of the August 19, 2008, Board retreat and the August 26, 2008, regular Board meeting are enclosed with this packet for your consideration and action.
- IV. FINANCIAL REPORT (No action)** — The financial report for the period ending July 31, 2008, will be available with the year-end audit statement in October.
- V. ACCOUNTS PAYABLE (Attachment I) (Roll Call Vote)** — The list of accounts payable for the period ending August 31, 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. Developmental Education Committee** — John O'Keefe/Mike Hopkins
 - H. Student Trustee** — Rachel Grasher

IX. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Mark Rogers**
- B. Term Faculty Association Report — John Montague**
- C. Operational Staff Association Report -- Deana Smith**

X. OFFICERS REPORTS

- A. Brad McCormick**
 - **Board Building Committee**
 - **Board Policy Committee**
- B. Tim Daugherty**
 - **Civil War Lecture Series (October 23, 2008)**
- C. Julia Schroeder**
 - **Update on MAN-TRA-CON**
 - **The Write Place (Harris Mosley)**
- D. Bob Mees**
 - **Presidents' Council**
 - **ICCB Meeting**
 - **National Governors' Association Policy Academy**

XI. CONSENT AGENDA (Voice Vote)

A. Approval of Blackboard Fee Increase for ASP Storage

Board approval is requested for a 250 GB increase in Application Service Provider (ASP) storage for Blackboard. The cost is \$24,300. The increase is necessary for the continuation of online classes at John A. Logan College.

Recommendation: That the Board of Trustees approve payment in the amount of \$24,300 to Blackboard for additional ASP storage for FY09.

B. Approval of Library Database Purchase Through CARLI

Board approval is requested to purchase library databases through the Consortium of Academic and Research Libraries in Illinois (CARLI). Due to our membership in CARLI, the College is able to purchase databases from EBSCO, Chronicle of Higher Education, and Newsbank at a discounted rate, which enables us to offer CINAHL to our students with off-campus access.

Recommendation: That the Board of Trustees approve payment in the amount of \$10,838 to CARLI for the purchase of databases needed for the library for FY09.

C. 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 \$12,337.65 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 the payment of \$12,337.65 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 program.

D. Purdy School Volunteers

Director of Activities and Cultural Events Adrienne Barkley Giffin has requested the following persons be approved to volunteer teach at Purdy School two weeks in fall 2008, and two weeks in spring 2009:

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. A criminal background check was completed for each individual and there were no criminal findings. They will receive a modest honorarium for their services.

Recommendation: That the Board of Trustees approve the people listed above as volunteer teachers at Purdy School for fall 2008 and spring 2009, with the understanding that they will receive a modest honorarium for their services.

E. Bid – Five Rotary Automotive Lifts (Attachment II)

Specifications were prepared and advertised according to Board policy for the purchase of five rotary automotive lifts. (See Attachment II.) Bids were opened at 2:00 p.m. on Friday, August 22, 2008. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Advanced Auto Parts 1804 Bittle Place Marion, IL 62959	\$22,620.00
Dust & Son Auto Supply 1107 North Court Street Marion, IL 62959	\$19,473.39
Myers Tire Supply 3101 Bartold Avenue Maplewood, MO 63143	\$19,499.00

<u>Bidders</u>	<u>Bid Amount</u>
Automotive Shop Equipment 2219 Whitney Jean Drive Jackson, MO 63755	\$22,213.00
Plaza Tire Service 2075 Corporate Circle Cape Girardeau, MO 63702-2048	\$20,274.40

Recommendation: That the Board of Trustees approve the low bid meeting specifications for the purchase of five rotary automotive lifts in the amount of \$19,473.39 from Dust & Son Auto Supply from Marion, Illinois, and that the administration be authorized to make this purchase.

F. Network Equipment [Storage Area Network (SAN), Uninterruptible Power Supplies (UPS)]

Purchase of a Storage Area Network (SAN) along with three Uninterruptible Power Supplies (UPS) is required for Information Technology staff to continue implementing a new Blade Server System. The Blade Server System previously approved by the Board of Trustees in July of 2008 is part of the Technology Plan. The purchase of the SAN will improve and simplify network data storage and backup processes. The three recommended UPSs are necessary to ensure continuous power for the SAN.

Recommendation: That the Board of Trustees approve the quote for the purchase of a Storage Area Network and three Uninterruptible Power Supplies from 710 Bookstore, Carbondale, Illinois, for the amount of \$57,343.95, and that the administration be authorized to purchase this equipment.

G. Purchase of Office Computers

As a part of the College's Technology Plan, the College needs to purchase 78 office computers and 22 laptops for faculty and staff as part of the four year replacement cycle.

Recommendation: That the Board of Trustees approve the quote of \$120,640 for the purchase of 100 computers for faculty and staff from 710 Bookstore, of Carbondale, Illinois, and that the administration be authorized to purchase this equipment.

H. Surplus Property (Attachment III)

In accordance with Board Policy #7240, approval is requested to declare the items listed in Attachment III as surplus property. These items are either no longer used or parts for repair are not available.

Recommendation: That the Board of Trustees declare the attached list surplus property, and authorize the administration to advertise for bids.

XII. OLD BUSINESS

A. Revision of Board Policies (Voice Vote) (Attachment IV)

Proposed revisions to the following Board Policies were presented for perusal at the August 26 Board meeting:

- Board Policy 5260 – Vacation
- Board Policy 5272 – Sick Leave
- Board Policy 7130 – Audit of College Accounts
- Board Policy 7191 – Compensation Deferrals (formerly “Payroll Deductions”)
- Board Policy 7192 – Payroll Deductions (formerly “Other Insurance”)

These suggested revisions have also been made available to College employees for input.

Recommendation: That the Board of Trustees approve the proposed Board Policy Revisions as contained in Attachment IV, and that the administration be authorized to implement these revisions.

XIII. NEW BUSINESS

A. Revision of Board Policies (No Action – Informational Item to be Considered for Final Action at the October Board Meeting) (Attachment V)

The Board Policy Committee is submitting suggested revisions for the following Board Policies:

- Board Policy 5220 – Non-Teaching Professional Staff Position Guidelines
- Board Policy 5221 – Non-Union Operational Staff Position Guidelines
- Board Policy 5221B – Non-Union Operational Salary Grades & Positions (College and Grant)
- Board Policy 7152 – Business Contracts
- Board Policy 7153 – Expenditure Authorization
- Board Policy 7154 – Purchasing
- Board Policy 7155 – Disbursements

Copies of the proposed revisions may be found in Attachment V. These policies will also be made available to College employees for input and suggestions, and will be presented to the Board of Trustees for final action at the October meeting of the Board.

B. Appointment of Voting Delegate to the ACCT Community College Leadership Congress (Voice Vote)

John A. Logan College is entitled to one (1) vote during the ACCT Annual Community College Leadership Congress, October 28 - November 1, 2008 at the Marriott Marquis Hotel in New York City. The Board of Trustees may select one trustee to serve as its voting delegate and also appoint an alternate delegate.

Recommendation: That the Board of Trustees appoint a trustee and an alternate to serve as John A. Logan College's voting delegate to the ACCT Community College Leadership Congress in New York City October 28 - November 1, 2008.

C. Change of Date of October Board Meeting (Voice Vote)

The regularly scheduled date for the October Board meeting would be October 28, 2008. However, President Mees and most of the trustees plan to attend the 2008 ACCT Leadership Congress in New York City, which presents a traveling conflict with this date. It is desirable to change the date of the regular October Board meeting to Tuesday, October 21, 2008.

Recommendation: That the Board of Trustees approve changing the date of the October Board meeting from October 28, 2008, to Tuesday, October 21, 2008, at 7:00 p.m., in the Board Room of the Administration Building on the College's Carterville campus.

D. Establish Date for Board/Administration Workshop (Voice Vote)

In order to comply with Higher Learning Commission recommendations, a date has been established for a Board/Administration Workshop facilitated by Dr. Gary Davis. This workshop will take place on Tuesday, September 30, 2008, at 5:30 p.m., in the Board Room.

Recommendation: That the Board of Trustees establish the date for a Board/Administration Workshop as Tuesday, September 30, 2008, at 5:30 p.m. in the Board Room of the Administration Building on the College's Carterville campus.

E. Authorization to Bid Pool Maintenance Project (Voice Vote)

Vice-President McCormick requests authorization from the Board to publicly bid a Pool Maintenance project. The project would include, but not be limited to repairing and replacing the floor covering in the aquatic center and locker rooms, repairs to shower areas, removal of rust, re-coating of pool walls, removal of ceiling stains, and plumbing work that will minimize future shutdown times. The project will be paid from existing restricted operation and maintenance fund balances. An architect's cost estimate is not available at the time of this writing, but will be provided on the night of the Board meeting. This project will be conducted during the time in which the Community Health Education Center is closed for final connection to the new facilities (December 15 - January 9). If approved by the Board, bids will be available for contract award at the October Board meeting.

Recommendation: That the Board of Trustees authorize the administration to publicly bid a Pool Maintenance project for the Community Health Education Complex.

F. PERSONNEL

1. Support Personnel

a. **Operational Staff** – None at this time.

b. **Maintenance/Building Staff**

(1) Employment of full-time, Teamsters, grounds maintenance staff person.

c. **Campus Safety Staff**

(1) Employment of full-time, campus safety law enforcement officer.

2. Professional Staff

a. **Non-Teaching Professional Staff**

(1) Appointment of volunteers for Literacy.

b. **Full-Time Faculty**

(1) Consideration of full-time faculty retirement request.

c. **Term Faculty**

Ratification/employment of four term faculty members.

d. **Continuing Education Staff**

Ratification/employment of two continuing education staff members.

3. Grant Personnel

a. **Operational Staff** – None at this time.

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

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

d. **Term Faculty**

Employment of two part-time adult secondary education instructors.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT