
**THE BOARD OF ILLINOIS COMMUNITY COLLEGE
DISTRICT NO. 515**

**SIX HUNDRED NINETY EIGHTH MEETING
REGULAR MEETING**

**Tuesday - June 24, 2008
5:00 p.m.
Board Room (No. 2274)**

**Prairie State College
202 South Halsted Street
Chicago Heights, Illinois 60411
(708) 709-3637**

AGENDA

1. **CALL TO ORDER**
2. **ORAL/WRITTEN PUBLIC COMMUNICATIONS**
3. **INTRODUCTIONS/RECOGNITIONS**
4. **CONSENT ITEMS**

The following items are presented for Board of Trustees approval as Consent Items to be considered and voted upon collectively unless a Board of Trustees member desires separate consideration and/or action.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the items on the Consent Agenda.

Minutes

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Minutes of the 697th Regular Meeting of May 27, 2008; Minutes of two (2) Executive Sessions of May 27, 2008; Minutes of the Special Meeting of June 10, 2008; and Minutes of the Executive Session of June 10, 2008.

- 4.1 697th Regular Meeting - May 27, 2008 (Enclosure)
- 4.2 Executive Session - May 27, 2008 (Enclosure-Board Members Only)
- 4.3 Executive Session - May 27, 2008 (Enclosure-Board Members Only)
- 4.4 Special Meeting - June 10, 2008 (Enclosure)

698th REGULAR MEETING

June 24, 2008

Page 2

4.5 Executive Session - June 10, 2008 (Enclosure-Board Members Only)

Institutional

4.6 Withdrawal of Firefighter III Certificate (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the withdrawal of the Firefighter III certificate and its single course, FST120 Firefighter III, effective Fall 2008.

Financial

4.7 Full-Time Faculty Overload Compensation, Adjunct Faculty Salaries, and Compensation for Administrators and Staff on Teaching Assignment for the First Session, Summer Term, 2008 - Credit (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve full time faculty overload compensation of \$276,969.00, adjunct faculty salaries of \$124,482.00 and compensation for administrators and staff on teaching assignments of \$501.00, for the first session, summer term for credit classes.

4.8 Adjunct Faculty Salaries and Compensation for Administrators and Staff on Teaching Assignment for the Summer Term, 2008 - Non-Credit (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve adjunct faculty salaries of \$4,673.25, for the summer term for non-credit classes.

4.9 Resolution -- Payment of Bills (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees adopt the resolution authorizing the College Treasurer to pay the outstanding bills which are due in July.

4.10 Bills Payable - FY2008 (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the FY2008 List of Bills Payable for June as indicated in the enclosure.

698th REGULAR MEETING

June 24, 2008

Page 3

5. ACTION ITEMS

The following items are presented for Board of Trustees approval as Action Items to be considered and voted upon separately.

EXECUTIVE SESSION

Personnel

- 5.1 FY2009 Administrative & Managerial/Professional Employee Salaries (Enclosure-Board Members/Executive Officers Only)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the increases for administrative and managerial/professional employees for FY2009 as recommended by the President and within the parameters approved by the Board of Trustees.

- 5.2 FY2009 Salaries for Confidential and Grant-Funded Support Staff Employees (Enclosure-Board Members/Executive Officers Only)

RECOMMENDATION;

It is recommended that the Board of Trustees approve the increase for confidential and grant-funded support staff employees for FY2009 as recommended by the President and within the parameters approved by the Board of Trustees.

Institutional

- 5.3 Resource Allocation Management Plan (RAMP) Submission (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the submission of the Resource Allocation Management Plan (RAMP) to the Illinois Community College Board.

- 5.4 Board Policies – First Reading (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve for First Reading the following policies:

- A-7 Student Trustee*
- A-8 Orientation of New Board Members*
- A-15 Board of Trustees Annual Goals*
- A-16 College Constituency Group Representation for Board Meetings*
- A-19 Public's Right to Record Open Board Meetings*
- A-20 Executive Sessions of the Board*
- A-21 Board Meeting Agenda*
- A-22 Presentation of Items to the Board*
- A-23 Board Quorum/Voting*
- A-24 Board Minutes*
- A-25 Public Participation at Board Meetings*
- A-27 Legal Counsel for the College and the Board*
- A-29 Tax Abatement Requests to the Board*

698th REGULAR MEETING

June 24, 2008

Page 4

- A-30 Travel for Board Members*
- B-1 Appointment of College President and Responsibilities of Position*
- B-3 College Organizational Structure/Communication*
- B-4 Position Descriptions*
- B-5 Acceptance of Gifts and Donations*
- B-6 Grants/Sponsored Program Submission*
- B-7 Citizens Advisory Committee*
- B-9 Employee Hiring and Staffing*
- B-11 Administrative Procedures*
- C-2 College Catalog*
- C-3 College Business Hours and Closure Days*
- C-4 Guest Speakers*
- C-5 Access to Public Records*
- C-9 Sexual Harassment*
- C-10 Visitor Conduct*
- C-18 Records Retention and Disposition*
- D-5 Sale of Real and Personal Property*
- D-9 Tuition Waiver for Selected Populations*
- D-10 Student Activities and Services Fee*
- D-11 Waiver of Out-of-District/Out-of-State Tuition for Residents Employed in the Service District*
- E-6 Mid-Term Class List Certification*
- F-1 Admissions Requirements and Criteria*
- F-10 Co-Curricular Programs and Activities*
- G-3 Employee Retirement and Early Retirement Benefits*
- G-4 Employee Long-Term Disability Insurance Benefits*
- G-5 Employee Workers' Compensation Benefits*
- G-7 Employee Paid Holiday Benefits*
- G-11 Administrative Employee Positions, Appointments and Contracts*
- G-14 Employment of Confidential and Grant Funded Support Staff*
- G-16 Performance Evaluation of Administrative Employees*
- G-17 Evaluation of Faculty*
- G-18 Performance Evaluation of Support Staff*
- G-19 Discipline of Administrative Employees*
- G-21 Discipline of Support Staff*
- G-22 Dismissal of Administrative Employees for Cause*
- G-26 Employee Advancement*
- G-28 Release of Addresses/Telephone Numbers of Employees*
- G-35 Grievances/Complaints by College Employees*
- G-39 Americans with Disabilities Act Compliance*

698th REGULAR MEETING

June 24, 2008

Page 5

5.5 Board Policies – First Reading

(Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve for First Reading the following policies:

- A-1 Authority of the Board of Trustees*
- A-2 Board Policies*
- A-3 Duties/Responsibilities of the Board of Trustees*
- A-4 Board Member Code of Ethics*
- A-5 Board Member Conflict of Interest and Impropriety*
- A-6 Term of Board Office*
- A-9 Board Compensation and Expenses*
- A-10 Board Vacancies*
- A-11 Board Organization*
- A-12 Board Qualifications/Election*
- A-13 Board Officers and Responsibilities of the Chair*
- A-14 Treasurer and Recorder of the Board*
- A-17 Board Meetings*
- A-18 Public Notice of Board Meetings*
- A-26 Community Relations and the Board*
- A-28 Standard of Excellence*
- B-2 Administrative Philosophy and General Organization*
- B-8 Affirmative action/Equal Opportunity*
- B-10 Public Use of College Facilities*
- C-6 Campus Emergencies and Emergency Closing*
- C-7 College Health and Wellness*
- C-12 Food and Beverages*
- C-15 Chronic Infectious Disease*
- D-1 Annual Budget/Resource Priorities*
- E-3 Program Advisory Committees*
- F-3 Student Transcript Evaluation*
- F-4 Grade Codes/Grade Point Average*
- G-1 Employee Health Insurance Benefits*
- G-2 Employee Life Insurance Benefits*
- G-6 Employee and Dependents Tuition and Mandatory Fees Waiver/Reimbursement Benefits*
- G-13 Classification/Reclassification of Support Staff*
- G-20 Discipline of Faculty*
- G-29 Employee Official Personnel Files*
- G-33 Support Staff Work Week (Overtime and Compensatory Time)*
- G-38 Employee Professional and Program Development*
- G-41 Employee Travel/Related Business Expenses*

698th REGULAR MEETING

June 24, 2008

Page 6

Financial

- 5.6 Maintenance Agreement for Copiers (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the purchase of an umbrella maintenance agreement from Martin Whalen Office Solutions, Inc., that covers all currently installed non-production copiers at Prairie State College for the period of July 1, 2008 through June 30, 2009 for a base price of \$7,650.00 calculated at a rate of \$0.00765 per copy for the first 1,000,000 copies, aggregated across all covered copiers with excess copies being billed at \$0.00765 per copy.

- 5.7 Presentation of FY2007 Comprehensive Annual Financial Report and Audit

RECOMMENDATION:

It is recommended that the Board of Trustees accept the FY2007 Comprehensive Annual Financial Report and Audit, as presented.

- 5.8 FY2009 Budget Hearing (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees set the date of August 26, 2008 at 5:00 p.m. CDST for the Public Hearing on the budget for the fiscal year beginning July 1, 2008 and ending June 30, 2009.

6. REPORTS

- 6.1 President's Report (Enclosure)

- 6.2 President's Cabinet Monthly Reports (Enclosure)

- 6.3 FY2009 Tentative Budget (Enclosure)

- 6.4 Self Study Report (Enclosure)

- 6.5 Monthly Financial Report (Enclosure)

7. ITEMS FROM THE BOARD OF TRUSTEES

- 7.1 Schedule for Future Board/College Events (Enclosure)

- 7.2 ICCTA/ACCT Report

- 7.3 Prairie State College Foundation Report

- 7.4 Selection of Attorneys

698th REGULAR MEETING

June 24, 2008

Page 7

7.5 President's Employment Agreement

(Enclosure-Board Members Only)

7.6 Table Participant Comments

8. **EXECUTIVE SESSION**

9. **ADJOURNMENT**
