

# THE BOARD OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 515

## Six Hundred Ninety Eighth Regular Meeting June 24, 2008

### MINUTES

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Mr. Mark Fazzini, Chair, convened the 698<sup>th</sup> Regular Meeting of the Board of Illinois Community College District No. 515 at 5:01 p.m., Tuesday, June 24, 2008 in the Board Room of the College.

#### **ROLL CALL:**

##### Board Members Present

Mr. Mark Fazzini, Chair  
Dr. Kathleen Doyle, Vice Chair  
Ms. Jacqueline Agee, Secretary  
Ms. Peg Donohue  
Dr. Kathleen Doyle  
Mr. Phil Faso  
Ms. Mary Lee Johnson  
Ms. Favian Apata, Student Trustee

##### Board Members Absent

Mr. John Marks

##### Table Participants Present

Mr. David A. Brownell, Interim President  
Ms. Patricia Trost, Board Recorder  
Dr. Linda Uzureau, Vice President, Academic Affairs  
Mr. J.R. Dempsey, Vice President, Business & Information Services  
Ms. Terri Winfree, Vice President, Community & Economic Development  
Ms. Mary Reaves, Vice President, Student Affairs  
Ms. Susan Braasch, Staff Representative  
Mr. Justin Doup, Student Representative

##### Table Participants Absent

Mr. John Flannigan, Faculty Representative

##### Administrative Staff Members

Ms. Gwen Dean, Mr. James Eaton, Ms. Shawn Govan, Mr. Chuck Jenrich, Ms. Mary Klinefelter,  
Mr. Norman Martin, Dr. Craig Mulling, Ms. Jennifer Stoner, Ms. Angela Winters-Harmon

##### Faculty Members

Mr. Ed Schwarz

##### Support Staff Members

Ms. Jill Yott

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### News Media

Mr. David Schaub, SouthtownStar

### Others

Mr. Matt Brooks, PSC student

## ORAL WRITTEN PUBLICATIONS

There were none.

## INTRODUCTIONS AND RECOGNITIONS

There were none.

Mr. Fazzini announced that Item 5.7, Presentation of FY2007 Comprehensive Annual Financial Report and Audit will be removed from the Agenda. The College hopes to receive the audit by July 15<sup>th</sup> and ready for the August meeting. In addition, he announced that Item 7.4, Selection of Attorneys will also be removed from the Agenda. The Board is not ready to make that decision at this time. Also, Mr. Marks is unable to be in attendance this evening.

## CONSENT ITEMS

*Ms. Johnson moved and Ms. Donohue seconded that the Board of Trustees approve the following items of consent:*

### Minutes

*That the Board of Trustees approve the Minutes of the 697th Regular Meeting of May 27, 2008; Minutes of the Executive Session of May 27, 2008 and Minutes of the Executive Session of May 27, 2008, with a one year release date; Minutes of the Special Meeting of June 10, 2008; and Minutes of the Executive Session of June 10, 2008.*

### Withdrawal of Firefighter III Certificate

*That the Board of Trustees approve the withdrawal of the Firefighter III certificate and its single course, FST120 Firefighter III, effective Fall 2008.*

### 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

*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.*

### Adjunct Faculty Salaries and Compensation for Administrators and Staff on Teaching Assignment for the Summer Term, 2008 - Non-Credit

*That the Board of Trustees approve adjunct faculty salaries of \$4,673.25, for the summer term for non-credit classes.*

### Resolution -- Payment of Bills

*That the Board of Trustees adopt the resolution authorizing the College Treasurer to pay the outstanding bills which are due in July.*

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Bills Payable - FY2008

*That the Board of Trustees approve the FY2008 List of Bills Payable for June as indicated in the enclosure.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

**ACTION ITEMS**

**EXECUTIVE SESSION**

*Mr. Faso moved and Dr. Doyle seconded that the Board of Trustees go into Executive Session for the "the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity."*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried and the meeting adjourned to Executive Session at 5:06 p.m.***

**RETURN TO OPEN SESSION**

*Dr. Doyle moved and Ms. Donohue seconded that the Board of Trustees return to Open Session at 5:36 p.m. All members present voted Aye, and the motion carried.*

FY2009 Administrative & Managerial/Professional Employee Salaries

*Ms. Donohue moved and Ms. Johnson seconded that the Board of Trustees approve a 4.5% increase in salary for administrative and managerial/professional employees for FY2009 as recommended by the President and within the parameters approved by the Board of Trustees.*

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Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

FY2009 Salaries for Confidential and Grant-Funded Support Staff Employees

*Ms. Johnson moved and Ms. Donohue seconded that the Board of Trustees approve a 4.7% increase in salary 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.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

Resource Allocation Management Plan (RAMP) Submission

*Dr. Doyle moved and Ms. Donohue seconded that the Board of Trustees approve the submission of the Resource Allocation Management Plan (RAMP) to the Illinois Community College Board.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

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### Board Policies – First Reading

Mr. Fazzini noted these policies were reviewed by administration and required no revisions. He asked that the Board discuss Policy A-15, Board of Trustees Annual Goals and Dr. Doyle asked that the Board discuss Policy A-22, Presentation of Items to the Board.

Mr. Fazzini pointed out that Board Policy A-15 reads that the Board's goals are to be developed within 45 days of the annual board organization meeting and then acted upon by the Board at its January meeting. This functions on a calendar year basis while everything else functions on a fiscal year basis. He suggested the last line of the second paragraph be revised to read "fiscal" year rather than "calendar" year. It would then be in line with the development of the President's goals. In addition, he suggested the 45-day time period be changed to a 90-day time period. Since the Board does not meet in July, it would give the Board ample time to develop its goals. It was agreed to review this policy again at the August Board meeting.

Dr. Doyle asked for clarification of Board Policy A-22. It states that "Board members may request items for presentation and action as appropriate and with notification to the Board Chair or President for inclusion on the agenda." She noted that this was not always the case. Mr. Fazzini pointed out that any Trustee can ask the Chair to place something on the agenda; however, it does not mean that it will be on the agenda. Ms. Donohue asked what determines whether something would be on the agenda. He noted there could be issues with an item that could cause the Chair to not place it on the agenda. Dr. Doyle asked what happens if there are no issues; Mr. Fazzini stated if there are no issues, it would be put on the agenda. Mr. Brownell stated an item can be placed on the agenda "as appropriate." There could be an illegality attached to the item. The Chair and the President could work to make it appropriate for the agenda. Dr. Doyle stated then it is at the discretion of the Chair. Mr. Fazzini stated yes. Last year Ms. Donohue asked that something be placed on the agenda and it was not. Mr. Fazzini noted it was the status of the police department; there were a number of issues attached to that item that caused it not to be placed on the agenda at that time.

Ms. Donohue asked what the recourse was if the Chair denied an item be placed on the agenda. Mr. Fazzini stated the Board would have to make that decision. The item could be brought up at the end of the meeting. At that time, the Board could vote to make it an agenda item at another meeting.

*Ms. Donohue moved and Dr. Doyle seconded that the Board of Trustees approve for First Reading the following policies, except for Board Policy A-15, Board of Trustees Annual Goals:*

- A-7 Student Trustee*
- A-8 Orientation of New Board Members*
- 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*

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- 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*

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Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

Board Policies – First Reading

Mr. Fazzini suggested that Board Policy C-6, Campus Emergencies and Emergency Closing be revised to reflect the acronym “NIMS” after National Incident Management System.

*Ms. Johnson moved and Dr. Doyle seconded 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*

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- 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*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

Maintenance Agreement for Copiers

*Mr. Faso moved and Ms. Johnson seconded 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.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

Presentation of FY2007 Comprehensive Annual Financial Report and Audit

This recommendation was pulled from the agenda.

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FY2009 Budget Hearing

In the past, the Board has been presented with a tentative budget for their approval at this time. Mr. Dempsey noted there is no requirement that the Board approve the tentative budget. The requirement is that the Board Secretary make available a copy of the tentative budget 30 days prior to the public hearing. He is recommending that the Board set the date for August 26, 2008 right before its regularly scheduled meeting. The notice of the public hearing will contain a statement that on July 24<sup>th</sup> the tentative budget will be available in the President’s Office for review. Board members will receive copies at that time.

*Ms. Johnson moved and Dr. Doyle seconded 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.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

Board of Trustees Annual Goals

Mr. Fazzini asked that the Board return to Board Policy A-15, Board of Trustees Annual Goals. In the College’s Self Study, there is a reference to the Board needing to deal with this policy noting that “no action has been taken to revise Board Policy A-15 which is likely to be revised next fall.” He suggested that rather than waiting until the August Board meeting, it might be better to deal with it at this meeting.

The language suggested for the second paragraph of the policy is as follows: “The goals shall be developed by the trustees through a process that could involve a Board Workshop to facilitate discussion and focus. The goals shall be developed within 90 days of the annual board organization meeting.” The balance of the policy would stay the same.

*Mr. Faso moved and Ms. Johnson seconded that the Board of Trustees approve Board Policy A-15, Board of Trustees Annual Goals, as amended by the Board All members present voted Aye, and the motion carried.*

**REPORTS**

President's Report

Mr. Brownell was available for any questions on his report.

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President's Cabinet Monthly Reports

Dr. Uzureau, Mr. Dempsey, Ms. Winfree and Ms. Reaves were available for any questions on their reports. Ms. Donohue was glad about the HECA grant, Mr. Martin's waiver for training, the application for the grant for Campus & Public Safety and the Spanish brochure.

FY2009 Tentative Budget

Mr. Dempsey reviewed the budget. Ms. Johnson asked if there was a plan in place to allow for the changing economy especially with regard to travel. Mr. Dempsey stated that is a change that will happen as he finalizes the budget.

Self Study Report

Mr. Fazzini noted there will be a change to the reference to Board Policy A-15, Board of Trustees Annual Goals. He spotted a few other items such as 50 student waivers is now 60 waivers and a few things of that nature. There was nothing substantive. He learned a number of things such as the fact that a study will be done on staffing which will help decide if positions are needed or not and the amount of professional development for staff..

Ms. Donohue complimented the committee. It is so readable and well written and she learned a lot from it. With regard to the Title III project, Ms. Donohue was impressed with the team effort of this project. She is worried what will happen when it stops. The College needs to find another grant. The testimony from the students was very touching. It is a document that the College should be proud of and she is proud to send it on.

Dr. Uzureau asked the Board to endorse the second draft of the Self Study. The team is preparing the document to be placed on the website so the public will have access and can provide the College with feedback. In addition, the team is formatting the document so it will look good when it is submitted at the end of July. Dr. Uzureau reassured the Board that no substantive changes will be made that would impact any of the comments or concerns received from the Board. All of that language has been completed and no changes will be made to that. As errors or concerns are brought to the team's attention, those revisions will be made prior to the final publishing.

Mr. Fazzini stated everyone did a phenomenal job in putting together the document and telling the story. Dr. Uzureau noted it was a group effort and Dr. Mulling and Mr. Schwarz deserve a great deal of appreciation for the work they did.

*Mr. Fazzini moved and Ms. Donohue seconded that the Board of Trustees approve the second draft of the Self Study.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

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Monthly Financial Report

Mr. Dempsey reviewed the report. He reminded the Board of their approval at last month's meeting of the transfer of funds. The Operations and Maintenance Fund now shows a balance of zero and the same is true for the Audit Fund. With regard to the Financial Projection, he is still projecting the Education Fund to have a surplus, the Operations and Maintenance Fund to have a \$500,000 deficit and the Audit Fund to have a \$170,000 deficit. When he recommended the funds be moved from the Education Fund to the others to zero out the beginning balance, he will clear out whatever final deficits are remaining in August. He hopes the College will avoid having deficits in FY2009. Overall, Mr. Dempsey stated FY2008 is in good shape.

Schedule for Future Board/College Events

Mr. Fazzini noted there is no Board meeting in July and the upcoming Foundation meetings. Ms. Donohue will not be able to attend the Foundation meeting and asked if someone could attend in her place. Dr. Doyle cannot attend; if no other Board member can attend, Mr. Fazzini will try to attend in her place. Mr. Fazzini plans to talk to Dr. Radtke about professional development for the Board. Dr. Radtke has some ideas who might want to facilitate such a meeting.

ICCTA/ACCT Report

Ms. Johnson reported she received notice of a ACCT Leadership Institute from August 3<sup>rd</sup> through August 5<sup>th</sup> in New Mexico. The theme is diversity.

Prairie State College Foundation Report

There was no report.

Selection of Attorneys

This item was pulled from the Agenda.

President's Employment Agreement

*Dr. Doyle moved and Ms. Johnson seconded that the Board of Trustees approve the Employment Agreement of Dr. Eric C. Radtke.*

Upon the call of roll, the vote was as follows:

Ms. Agee	Aye
Ms. Donohue	Aye
Dr. Doyle	Aye
Mr. Faso	Aye
Mr. Fazzini	Aye
Ms. Johnson	Aye
Ms. Apata	Aye

***The vote being six (6) Ayes, no (0) Nays, and one (1) Advisory, the motion carried.***

Table Participant Comments

Ms. Braasch is glad Dr. Radtke's contract was approved. She will miss Mr. Brownell noting its been a pleasure working with him and thanked the Board for a very positive meeting.

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Mr. Doup is looking forward to working with everyone.

Ms. Johnson stated the Self Study is wonderful and congratulated everyone on a job well done.

Ms. Donohue welcomed Mr. Doup. It will be a learning experience for him. She pointed out the letter from Tufts Grinding, Inc. complimenting Mr. Jenrich on his work at the company. Congratulations to Mr. Jenrich.

Ms. Agee noted the letter from Tufts Grinding is very impressive.

Ms. Apata commented that the Self Study took her on a journey.

Mr. Faso welcomed Mr. Doup. He congratulated Mr. Jenrich on a job well done.

Dr. Doyle stated the Self Study is incredible. She added the Foundation's golf outing was fun.

Mr. Fazzini congratulated Mr. Jenrich. He looks forward to working with Mr. Doup. He thanked Mr. Brownell for his work as Interim President.

**ADJOURNMENT**

*Mr. Faso moved and Ms. Johnson seconded that the Board of Trustees adjourn the meeting. All members present voted Aye, and the meeting adjourned at 6:27 p.m.*

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Mark Fazzini, Chair

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Jacqueline Agee, Secretary

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Patricia G. Trost, Board Recorder

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