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

**SIX HUNDRED NINETY NINTH MEETING
REGULAR MEETING**

**Tuesday - August 26, 2008
Immediately Following Budget Hearing
Board Room (Room 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 requests 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 698th Regular Meeting of June 24, 2008; and Minutes of the Executive Sessions of June 24, 2008, as presented.

- 4.1 698th Regular Meeting - June 24, 2008 (Enclosure)
- 4.2 Executive Session - June 24, 2008 (Enclosure-Board Members Only)

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Personnel

- 4.3 Resignation of Ms. Marietta Turner (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees accept the resignation of Ms. Marietta Turner, Director of Admissions, Enrollment & Career Place Services, effective July 31, 2008.

- 4.4 Resignation of Dr. Hyrum LaTurner (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees accept the resignation of Dr. Hyrum LaTurner, Associate Professor, Humanities, effective August 18, 2008.

- 4.5 Resignation of Ms. Marie Harrell (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees accept the resignation of Ms. Marie Harrell, Director of the Illinois Employment Training Center.

- 4.6 Full-Time Faculty Overloads and Adjunct Faculty Salaries
Summer 2008 – Second Session (Credit Courses) (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the full-time faculty overloads of \$9,843.00 and adjunct faculty salaries of \$60,251.40 for the second session, Summer 2008, credit courses.

Financial

- 4.7 Bills Payable - FY2008 and FY2009 (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the FY2008 and FY2009 List of Bills Payable for July and August as indicated in the enclosure.

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

Institutional

- 5.1 Board Policies – First Reading (Enclosure)

RECOMMENDATION:

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

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- C-14 Alcoholic Beverages on College Property*
- C-20 Commitment to Waste Reduction*
- C-23 Strategic Directions or Goals*
- D-2 Working Cash Fund Transfers*
- D-4 Purchasing and Bidding*
- D-12 Investment of College Funds*
- D-13 Child Care Center Fees*
- E-8 Guarantee of Educational Effectiveness*
- F-14 Student Request for Policy Waiver*
- F-17 Student Due Process*
- F-19 Student Residency Status*
- F-21 Academic Forgiveness*
- F-24 Americans with Disabilities Act*
- F-25 Academic Code of Conduct*
- G-34 Hourly Employee Salary Rate Schedule*

5.2 Board Policies – First Reading

(Enclosure)

RECOMMENDATION:

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

- C-8 Possession of Weapons*
- C-13 Solicitation on Campus*
- C-16 Prairie State College Foundation*
- C-24 State Gift Ban Gift*
- D-6 Student Fees and Fee Schedule*
- E-7 Statement of Academic Freedom*
- E-10 Class Attendance*
- F-2 Academic Skills Assessment and Placement*
- F-7 Academic Probation/Dismissal*
- F-12 Student Rights and Responsibilities*
- F-13 Grievances/Complaints by Students*
- F-16 Discipline of Students*
- F-22 Intercollegiate Athletics Program*
- F-23 Mission of Child Care Services*
- G-36 Employment of Hourly, Non-Benefitted Personnel*

5.3 Board Policies – Final Reading

(Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve for Final 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*

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- A-4 *Board Member Code of Ethics*
- A-5 *Board Member Conflict of Interest and Impropriety*
- A-6 *Term of Board Office*
- A-7 *Student Trustee*
- A-8 *Orientation of New Board Members*
- 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-15 *Board of Trustees Annual Goals*
- A-16 *College Constituency Group Representation for Board Meetings*
- A-17 *Board Meetings*
- A-18 *Public Notice of 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-26 *Community Relations and the Board*
- A-27 *Legal Counsel for the College and the Board*
- A-28 *Standard of Excellence*
- A-29 *Tax Abatement Requests to the Board*
- A-30 *Travel for Board Members*
- B-1 *Appointment of College President and Responsibilities of Position*
- B-2 *Administrative Philosophy and General Organization*
- 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-8 *Affirmative action/Equal Opportunity*
- B-9 *Employee Hiring and Staffing*
- B-10 *Public Use of College Facilities*
- 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-6 *Campus Emergencies and Emergency Closing*
- C-7 *College Health and Wellness*
- C-9 *Sexual Harassment*

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- C-10 Visitor Conduct*
- C-12 Food and Beverages*
- C-15 Chronic Infectious Disease*
- C-18 Records Retention and Disposition*
- D-1 Annual Budget/Resource Priorities*
- 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-3 Program Advisory Committees*
- E-6 Mid-Term Class List Certification*
- F-1 Admissions Requirements and Criteria*
- F-3 Student Transcript Evaluation*
- F-4 Grade Codes/Grade Point Average*
- F-10 Co-Curricular Programs and Activities*
- G-1 Employee Health Insurance Benefits*
- G-2 Employee Life Insurance Benefits*
- G-3 Employee Retirement and Early Retirement Benefits*
- G-4 Employee Long-Term Disability Insurance Benefits*
- G-5 Employee Workers' Compensation Benefits*
- G-6 Employee and Dependents Tuition and Mandatory Fees Waiver/Reimbursement Benefits*
- G-7 Employee Paid Holiday Benefits*
- G-11 Administrative Employee Positions, Appointments and Contracts*
- G-13 Classification/Reclassification of Support Staff*
- 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-20 Discipline of Faculty*
- 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-29 Employee Official Personnel Files*
- G-33 Support Staff Work Week (Overtime and Compensatory Time)*
- G-35 Grievances/Complaints by College Employees*
- G-38 Employee Professional and Program Development*
- G-39 Americans with Disabilities Act Compliance*
- G-41 Employee Travel/Related Business Expenses*

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- 5.4 Resolution – March 25, 2008 Board Minutes (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the release of minutes of the closed session meeting held on March 25, 2008 where it is no longer necessary to protect public interest by keeping them confidential and move that they be released as to paragraph 1 and that the Secretary of the Board certify the authenticity of the minutes in accordance with 225 ILCS 5/8-1203.

Financial

- 5.5 Presentation of FY2007 Comprehensive Annual Financial Report and Audit (Separate Enclosure)

RECOMMENDATION:

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

- 5.6 Purchase Recommendation – Campus & Public Safety Vehicle (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the purchase of a 2008 Chevrolet Impala from Bill Jacobs Chevrolet under state contract #4014904 in the amount of \$18,666.71.

- 5.7 Purchase Recommendation – Classroom Furniture (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the purchase of classroom furniture from Basic Business, in the amount of \$62,747, including delivery and installation..

- 5.8 Bid Recommendation – CNC Lathe (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve the bid for the CNC lathe to the lowest responsible bidder, Southwestern Industries, in the amount of \$28,163.00 for the total bid.

- 5.9 Bid Recommendation – Spring 2009 Credit Class Schedule (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees award the bid for the printing of the 2009 credit schedule the lowest responsible bidder, Warner Offset, Inc., in the amount of \$19,818.

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- 5.10 Purchase Recommendation – Copiers (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve (a) the purchase of four (4) copiers from Proven Business Systems in the amount of \$14,840 for the total installed cost and (b) a one-year maintenance agreement on all four (4) machines at a rate of \$0.007 per copy.

- 5.11 Modification of Food Service/Catering Service Agreement (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees approve assignment of the food service and catering service specified in the Agreement for Management of Food Service Operations between Prairie State College District No. 515 and C.L. Vending, Inc., of Cedar Rapids, Indiana, Section 3.1, "General Services," to The Egg & I, Inc. of Chicago Heights.

- 5.12 Authorized Signatories Required for College Financial Accounts (Enclosure)

RECOMMENDATION:

It is recommended that the Board of Trustees authorize as signatories for the College's financial accounts the following: Eric C. Radtke, President; J. Randall Dempsey, Treasurer; James M. Eaton, Controller; and Michele DuTour Walavich, Assistant Controller.

6. REPORTS

- 6.1 President's Report (Enclosure)

- 6.2 President's Cabinet Monthly Reports (Enclosure)

- 6.3 Accountability and Program Review Report (Separate Enclosure)

- 6.4 Summer 2008 Enrollment Report (Enclosure)

- 6.5 Re-Accreditation Update

- 6.6 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

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7.4 Business & Community Education Center Roof

7.5 Board Goals

7.6 Selection of Attorneys

7.7 Table Participant Comments

8. EXECUTIVE SESSION

9. ADJOURNMENT
