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

**EIGHT HUNDRED NINTH MEETING  
REGULAR MEETING**

**Tuesday – December 4, 2018  
Board Room (No. 2274)  
5:00 p.m.**

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

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**AGENDA**

- 1. CALL TO ORDER**
- 2. ORAL/WRITTEN PUBLIC COMMUNICATIONS**
- 3. INTRODUCTIONS/RECOGNITIONS**
  - 3.1 Presentation - Board of Trustees Art Collection
  - 3.2 Skyway Writer's Festival Presentation
  - 3.3 Recognition of Public Relations and Marketing -- National Council of Marketing and Public Relations 2018 Medallion Awards

**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 approves the items on the Consent Agenda.*

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**Minutes**

*RECOMMENDATION:*

*It is recommended that the Board of Trustees approves the Minutes of the 808<sup>th</sup> Regular Meeting of October 30, 2018; as presented.*

- 4.1 808<sup>th</sup> Regular Meeting – October 31, 2017 (Enclosure)

**Institutional**

- 4.2 Full-Time Faculty Overloads, Adjunct Faculty Salaries, and Compensation for Administrators, Staff and Retired Faculty on Teaching Assignments – Fall 2018, Twelve-Week Classes and Second Eight-Week Classes (Credit Courses) (Enclosure)

*RECOMMENDATION:*

*It is recommended that the Board of Trustees approves the full-time faculty overload compensation in the amount of \$26,434.80, adjunct faculty compensation in the amount of \$162,359.39, and compensation for staff on teaching assignments in the amount of \$1,540.00, for twelve-week classes, and second eight-week classes of the 2018 Fall Term (credit courses).*

- 4.3 Final Reading, Board Policy Review (Enclosures)

*RECOMMENDATION:*

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

Board of Trustees

A-25 *Public Participation at Board Meetings*

President

B-4 *Positions Descriptions*

Finance

D-4 *Purchasing and Bidding*

D-12 *Investment of College Funds*

Instruction

E-1 *Minimum Qualifications to Teach*

E-3 *Program Advisory Committees*

E-4 *Official Course Outline and Syllabus*

E-5 *Curriculum Development*

E-7 *Statement of Academic Freedom*

E-9 *Global Education*

Student Services

F-2 *Academic Skills Assessment and Placement*

F-11 *Student Government Association*

F-12 *Student Rights and Responsibilities*

Human Resources

G-6 *Employee and Dependents Tuition and Fees Waiver/Reimbursement Benefits*

G-17 *Evaluation of Faculty*

G-28 *Release of Addressees/Telephone Numbers of Employees*

- G-38 *Employee Professional and Program Development*
- G-42 *Confidential Reporting of Unethical or Illegal Activity*

**Financial**

- 4.4 Bills Payable – FY2019 (Enclosure)

*RECOMMENDATION:*

*It is recommended that the Board of Trustees approve the FY2019 List of Bills Payable for October and for November 1, 2018 to November 15, 2018 (including trustee and employee travel expenditures), as indicated in the enclosure.*

**5. ACTION ITEMS**

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

**CLOSED SESSION**

*“The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity.” 5 ILCS 120/2(c) (1) and “the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.” (5 ILCS 120/2(c)(21)).*

**Personnel**

- 5.1 Appointment of Assistant Professor of Dental Hygiene  
*RECOMMENDATION:* (Enclosure-Board Members/Executive Officers Only)  
*A recommendation for the appointment of an Assistant Professor of Dental Hygiene will be made following discussion in Closed Session.*
- 5.2 Appointment of Instruction and Reference Librarian and Assistant Professor  
*RECOMMENDATION:* (Enclosure-Board Members/Executive Officers Only)  
*A recommendation for the appointment of Instruction and Reference Librarian and Assistant Professor, will be made following discussion in Closed Session.*
- 5.3 Participation in the Professional Exchange Sponsored by the Illinois Consortium for International Studies and Programs (ICISP) (Enclosure)  
*It is recommended that the Board of Trustees approves the participation of Ms. Jennifer Eick-Magan, Associate Professor, English-As-A-Second Language, in the professional exchange program sponsored by the Illinois Consortium for International Studies and Programs, at a cost not to exceed \$2,000.*
- 5.4 Contract Approval -- 2018-2021 Adjunct Instructors United Agreement, IEA-NEA of Prairie State College (Enclosure-Board Members/Executive Officers Only)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves the 2018-2021 Agreement between the Board of Trustees of Community College District No. 515 and the Adjunct Instructors United, IEA-NEA of Prairie State College.*

**Institutional**

5.5 First and Final Reading, Board Policy Review

(Enclosures)

*RECOMMENDATION:*

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

*Board of Trustees*

- A-17 Board Meetings*
- A-22 Presentation of Items to the Board*
- A-24 Board Minutes*

*President*

- B-7 Citizens Advisory Committee*
- B-8 Affirmative Action/Equal Opportunity*
- B-11 Administrative Procedures*

*General Institutional*

- C-9 Sexual Harassment*
- C-19 Crime Awareness and Campus Safety and Security*

*Instruction*

- E-2 Degrees, Certificates, Courses and Programs*

*Student Services*

- F-3 Student Transcript Evaluation*
- F-6 Grade Change*
- F-8 Student Records and Directory Information*

*Human Resources*

- 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-7 Employee Paid Holiday Benefits*
- G-8 Employee Leaves of Absence*
- G-9 Tenure of Faculty*
- G-10 Faculty Proficiency in Oral English*
- G-12 Appointment of Full Time, Temporary and Adjunct Faculty*
- G-13 Employment of Manager/Professional Employees, Confidential Support Staff and Grant Funded Employees*
- G-14 Classification/Reclassification of Non-Faculty Positions*
- G-16 Performance Evaluation of Administrative Employees, Manager/Professional Employees, Contractual Support Staff, Police Officers, Confidential Support Staff and Grant-Funded Employees*
- G-19 Discipline of Administrative Employees and Manager/Professional Employees*
- G-20 Discipline of Faculty*
- G-21 Discipline of Contractual Support Staff, Confidential Support Staff and Grant-Funded Employees*
- G-22 Dismissal of Administrative Employees for Cause*

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- G-23 *Dismissal of Faculty*
- G-24 *Reduction in Force of Administrative Employees, Manager/Professional Employees, Contractual Support Staff, Police Officers, Confidential Support Staff and/or Grant-Funded Employees*
- G-25 *Reduction in Force of Faculty*
- G-26 *Employee Advancement*
- G-27 *Nepotism in Employment*
- G-29 *Employee Official Personnel Files*
- G-30 *Employee Health Examinations*
- G-31 *Conduct and Appearance of Employees*
- G-32 *Employee Conflict of Interest and Impropriety*
- G-33 *Support Staff Work Week (Overtime and Compensatory Time)*
- G-34 *Hourly Employee Salary Rate Schedule*
- G-35 *Grievances/Complaints by College Employees*
- G-36 *Employment of Hourly, Non-Benefitted Personnel*
- G-37 *Employee Code(s) of Ethics and Professional Conduct*
- G-39 *Americans with Disabilities Act Compliance*
- G-40 *Drug-Free and Alcohol-Free Workplace*
- G-41 *Employee Travel/Related Business Expenses*

- 5.6 Review of Closed Session Minutes (Enclosure - Board Members Only)

**RECOMMENDATION:**

*In accordance with the guidelines of the Open Meetings Act, the Board of Trustees will determine the release/non-release of Closed Session minutes.*

- 5.7 Review of Verbatim Recordings of Closed (Enclosure - Board Members Only)

Session Meetings

**RECOMMENDATION:**

*In accordance with the guidelines of the Open Meetings Act, the Board of Trustees will determine whether verbatim recordings of Closed Session meetings will be destroyed.*

- 5.8 Schedule for Summer Work Hours (Enclosure)

**RECOMMENDATION:**

*It is recommended that the Board of Trustees approves that the College be closed on Fridays during the summer of 2019 from May 24 through August 9. Monday – Thursday work and operating hours for employees will be adjusted accordingly.*

**Financial**

- 5.9 Lobbying Services Agreement – Alfred G. Ronan, Ltd. (Enclosure)

**RECOMMENDATION:**

*It is recommended that the Board of Trustees approves the Lobbying Services Agreement with Alfred G. Ronan, Ltd. effective January 1, 2019 through December 31, 2019, in the amount of \$5,400 per month.*

- 5.10 2018 Tax Levy Resolution (Enclosure)

**RECOMMENDATION:**

*It is recommended that the Board of Trustees approves the Resolution to Adopt the 2018 Tax Levy, which establishes the level of taxes that will be requested for the College from Cook and Will Counties for the 2018 tax year.*

- 5.11 Project Recommendation – Main Building Roof Replacement (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves the Main Building Roof Replacement Project at an estimated cost of \$2,340,000 including architectural/engineering services, construction costs and contingency.*
- 5.12 Project Recommendation – Mobile Training Centers (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees awards the Mobile Training Centers construction to Haldeman Homme, the lowest responsible bidder, in the amount of \$1,198,106.00.*
- 5.13 Project Recommendation – Classroom Renovations for Room A140 in the Adult Training & Outreach Center and Room 116 at the Matteson Area Center (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves the classroom renovations for Room A140 in the Adult Training & Outreach Center and Room 116 at the Matteson Area Center at an estimated cost of \$111,360 including architectural/engineering services, construction costs and contingency.*
- 5.14 Project Recommendation – Chemistry Lab and Science Room Improvements (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves the Chemistry Lab and Science Room Improvements Project at an estimated cost of \$797,520 including architectural/engineering services, construction costs and contingency.*
- 5.15 Bid Recommendation – Conference Center ADA Door Operators (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees awards the Conference Center ADA Entry Door Operator Project to the lowest responsible bidder, Chicago Heights Construction Company in the amount of \$40,995.00 for base bid plus a 10% construction contingency of \$4,099.50 for a total construction prices not to exceed \$45,094.50.*
- 5.16 Contract Approval – Ferrilli (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves a Service Agreement with Ferrilli, effective January 1, 2019 through December 31, 2019, at a rate of \$4,200 per month, for a total of \$50,400.*
- 5.17 Contract Approval – Solar Project (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves the contract with FFP Origination, LLC to commence development of the College roof-top solar project.*
- 5.18 Contract Renewal – South Metropolitan Higher Education Consortium Inside Higher Education Employment Recruitment Advertising (Enclosure)  
*RECOMMENDATION:*  
*It is recommended that the Board of Trustees approves the annual contract renewal of Inside Higher Education employment/recruitment advertising for the South Metropolitan Higher Education Consortium on behalf of five of its member institutions, in the amount of \$19,066.00.*

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- 5.19 Budget Transfers – October and November 2018 (Enclosure)

*RECOMMENDATION:*

*It is recommended that the Board of Trustees approves the budget transfers for October and November, as indicated in the enclosure.*

- 5.20 Tuition Rate and Fees Changes (Enclosure)

*RECOMMENDATION:*

*It is recommended that the Board of Trustees approves the following tuition rate changes beginning Fall 2019 based on an annual \$2.00 per credit hour increase for in-district students through 2022.*

	<u>Current Rate</u>	<u>Proposed Rate</u>
<i>In-District</i>	<i>\$143.50</i>	<i>\$145.50</i>
<i>Out-of-District</i>	<i>\$358.75</i>	<i>\$363.75</i>
<i>Out-of-State/Intl</i>	<i>\$430.50</i>	<i>\$436.50</i>

*It is also recommended that the Board of Trustees approve the following effective Fall 2019:*

- An annual \$.50 increase in the Technology Fee to \$15.50 per credit hour beginning Fall 2019 through 2022.*
- An annual \$1.50 increase in the Infrastructure Fee to \$10.50 per credit hour beginning Fall 2019 through 2022.*

*It is further recommended that students committing to and completing 30 credit hours per year will have no tuition increase.*

**6. REPORTS**

- 6.1 President's Report (Enclosure)
- 6.2 President's Cabinet Monthly Reports (Enclosure)
- 6.3 2018-2019 Student Government Budget (Enclosure)
- 6.4 Information Technology Resources – Strategic Plan (Separate 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 (Enclosure)
- 7.4 Faculty Report
- 7.5 Support Staff Report

**8. CLOSED SESSION**

8.1 Action As a Result of Closed Session, if necessary

**9. ADJOURNMENT**

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