

To: The College Community

From: Gena Proulx, Ph.D
President

Date: October 15, 2009

Re: Board of Trustees Meeting October 13, 2009: Summary of Action Items

The Board approved or accepted recommendations regarding the:

1. approval of appointment of Michael O'Connell to the Board of Trustees of Joliet Junior College District 525 to fill the vacant Trustee position;
2. approval of proclamation designating November as Native American Heritage Month;
3. approval of minutes from the regular monthly meeting held on September 8 and special meetings held on September 24 and October 1;
4. approval of appointment of interim vice president, academic affairs, Dr. Linda F. Uzureau;
5. approval of position reclassification to director, technical support services, learner support and technology services;
6. approval of appointment of director, technical support services, learner support and technology services, John Stevens;
7. approval of retirement as requested by four faculty members, Leander Charles Gould, Business; Wilson E. Stroud, Computer Information and Office Systems; Roxanne F. Munch, English/World Languages; and Kathleen Perryman, English/World Languages; under the provision of the current contractual agreement;
8. approval of retirement for two faculty members, Barbara Pergande, Fine Arts and Richard F. McNeil, Computer Information and Office Systems;
9. approval of the change in retirement date as requested by one faculty member, Joseph Gladkowski, Technical;
10. approval of non-reappointment of two non-tenured short-term faculty contracts for spring semester 2010;
11. approval of tenure for five faculty members, Meaghan Callan, Fine Arts; Laurel Carney-Zelko, Natural Sciences and Physical Education; Terry Kania, Nursing; Laura Kaiser, Technical; and Nataliya Marchenko, Business;
12. approval of sick leave extension for Beth Nunley, general accountant, financial services;
13. approval of establishment of a new position entitled labor relations manager, human resources;
14. approval of fair labor standards act risk assessment;

15. acceptance of the report on replacement of full- and part-time classified employees, as presented;
16. approval to pay the listing of bills for the period ending September 30, 2009, as presented;
17. approval of bids as follows:
 - i. Bid Release 8 Selective Site Demolition, Staging, Structural Excavation & Backfill Campus Center Work
 1. DuPage Topsoil, Inc., West Chicago, IL -\$740, 050.00
 - a. Bid Package 02C
 2. JL Burke Contracting, Mokena, IL - \$195,482.00
 - a. Bid Package 02D
 3. Parkway Forming Inc., South Elgin, IL - \$1,299,700.00
 - a. Bid Package 03A
 4. T.A. Bowman Contractors, West Chicago, IL - \$1,746,000.00
 - a. Bid Package 05A
 - ii. Bio-Filtration Project - \$182,200.00
 1. R.T. Milford Company, Bridgeview, IL
 - iii. Greenhouse & Classroom Building – Furniture & Equipment
 1. OEC Business Interiors, Elmhurst, IL
 - a. Classroom furniture - \$30,013.40
 - b. Office furniture - \$5,126.12
 2. Indecor, Inc., Chicago, IL - \$2,665.00
 3. Krueger International, Chicago, IL - \$8,146.05
 - iv. Vehicle Rental
 1. Crest Rent-A-Car, Plainfield, IL
 - a. Vans - \$65.00
 - b. Vans with a hitch - \$90.00
 - c. Mini-vans - \$50.00
 - d. Mid-size vehicle - \$29.95
 - e. Large-size vehicle - \$39.95
 - v. Human Patient Simulation - \$76,859.85
 1. Medical Education Technologies, Inc., Sarasota, FL
 - vi. Wind Turbine/Solar Energy Simulation Lab and Tools - \$189,943.00
 1. Hampden Engineering Corporation, East Longmeadow, MA
 - vii. Early Childhood Center Renovations Bid Release 5 (10% Increase Approval) - \$2,299.00
 1. Urban Tile & Carpet, Diamond, IL
 - viii. Greenhouse Bid Release 2 – Classroom Construction: Electrical - \$35,063.00
 1. All Phase Electrical Contractors, Matteson, IL
18. treasurer's report;

19. financial report;
20. approval of the acknowledgement of audit: fiscal year ending June 30, 2009;
21. approval of resolution to transfer funds from the working cash fund to the education and the operations and maintenance fund;
22. approval of protection health and safety project – public safety electric door access - Phase I;
23. approval of protection health and safety project – public safety security camera – Phase II;
24. approval of lease to farm north campus acreage;
25. approval of resolution to transfer college property from Midwest Bank Trust #785 to Joliet Junior College, Illinois Community College District 525;
26. approval of Grundy County Economic Development tax abatement for C. B. Richard Ellis Inc.;
27. approval of program manager construction manager contract;
28. approval of architectural/engineering services for automotive technology services;
29. approval of contract for legislative representative.

The Board tabled the following item:

1. change in venue for Spring 2010 commencement.

The president informed the Board of the following:

1. Trustee **Jeff May** was elected to the American Community College Trustees (ACCT) Board of Directors, representing the Central Region trustees.
2. **Joan Tierney**, executive assistant to the president, was elected to the American Community College Trustees (ACCT) Professional Board Staff Network as the central representative member at large.
3. **Robert Marcink**, president of the faculty union, had his dissertation approved after a September 14 defense at Indiana University of Pennsylvania. In December he will be awarded the Ph.D. in Literature and Criticism.
4. JJC has won awards from the National Council for Marketing and Public Relations (NCMPR) as follows: Viewbook--Bronze; Magazine--Silver; Print Advertising Series--Silver; Class Schedule--Bronze; Media Success Story--Silver; and Banners and Outdoor Advertising--Silver. Kudos to **Andrea Lehmacher and her staff**.
5. JJC and the Illinois Student Assistance Commission (ISAC) have entered into a collaborative effort/agreement, which will focus on pre-college counseling for low-income, first-generation students. The effort/agreement will place two members of the Illinois Student Assistance Corp. on the JJC campus. This program will reach out to

students as early as 7th grade to help them with the college process, including college entrance exams, college admission application, and financial aid application. JJC will supply office space for the two members from ISA Corps., which will serve as a base as they reach out to the community college district. JJC will work with ISA Corps. to identify target groups and will assist with coordinating the visits to the college for high school students.

6. National Hunger Week October 12-16, 2009. Chef **Kyle Richardson** spearheaded the efforts of the Culinary Arts and Hospitality Management Department to feed the hungry in our community. The department is going to prepare and package meals to feed individuals and families that are homeless, hungry or just unable to provide for themselves. **Chef Richardson** made contact with the Morning Star Mission and the Daybreak shelter, who were very excited to hear that the department was going to participate in this worthwhile activity. The department's goal is to prepare and package 450 meals to be picked up and delivered on Friday, October 16. On October 12 Chef **Michael McGreal**, department chair, and **Chef Richardson** were featured on WJOL to publicize the program.
7. Sustainability Initiatives. A new video chronicling the college's two-year Conservation-2000 ecological restoration project is now available on the Natural Sciences Department's Web site. The college began this restoration work, which includes maintaining the existing fen and restoring degraded uplands on the college's prairie areas, in 2007 when it was awarded a two-year \$35,000 Illinois Department of Natural Resources grant. **Andy Neill**, Professor of Natural Sciences, helped obtain the grant through the Natural Areas Committee, a college-wide committee created in 1999 to manage anything related to natural areas or that could impact the natural areas. The college has 124 acres of natural area, so the restoration is being conducted in phases. The area is comprised mostly of introduced European buckthorn and hawthorn thickets and some older growth. The fen is by far the rarest and of the highest quality. A fen is a wetland community with standing water and saturated soil that has special soil properties to support a unique set of plants and animals. 267 volunteers have participated on the conservation 2000 project, logging 627.5 hours of volunteer labor.
8. H1N1 Influenza. While we have seen a number of employees and students out with the seasonal flu, we also have now confirmed several cases of H1N1 flu at the college. Hand sanitizers have been placed throughout the campuses along with H1N1 posters and hand-washing posters in the restrooms. Information has been placed on the website and informational flyers have been distributed to students and staff. The EHS department has conducted dozens of departmental H1N1 informational presentations that include a DVD and handout. The Human Resource Department is working on a new *Communicable Disease Policy* and *Illness Reporting Policy* along with arrangements to conduct flu vaccinations at a discounted cost to students. JJC cannot distribute free vaccines due to the fact that we do not have a Student Health Center and a Medical Director.
9. Master Plan and Construction Update
 - The greenhouse/classroom building is progressing with the masonry work and greenhouse panels expected to be completed this week.
 - The Campus center site utility work is on schedule to be completed before the winter.
 - The facility services building has entered the 50% design review stage with the Capital Development Board.
 - 64 classrooms have been identified for renovation in the Summer of 2010.

This meeting was recorded to be video streamed on the JJC Web site at a later date. For more information, visit www.jjc.edu/info/board-of-trustees.

The minutes for the Board of Trustees meetings are approved at the next meeting. To view approved minutes, visit www.jjc.edu/info/board-of-trustees.