

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, March 25, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE FEBRUARY BOARD MEETING AND THE SPECIAL MEETING OF MARCH 11, 2008 (Voice Vote) -- Minutes of the February 26, 2008, regular Board meeting and the special meeting of March 11, 2008, are enclosed with this packet for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending January 31, 2008, is enclosed for your consideration and action.**
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending February 29, 2008, is enclosed for your consideration and action.**
- VI. RECOGNITION OF GUESTS**
- VII. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**
- VIII. BOARD OF TRUSTEES REPORTS**
 - A. Illinois Community College Trustees Association (ICCTA) -- John O'Keefe**
 - B. Southeast Regional Trustees (SERT) -- John O'Keefe**
 - C. John A. Logan College Foundation -- Jake Rendleman/Jim Snider**
 - D. Association of Community College Trustees (ACCT) -- Jake Rendleman**
 - E. Hiring Committee -- David Hancock**
 - F. Athletic Advisory Committee — Bill Kilquist**
 - G. Student Trustee — Matthew Todd**

IX. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Tim Baker**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- JaDean Towle**

X. OFFICERS REPORTS

- A. Brad McCormick** – **Board Building Committee**
 - **Board Policy Committee**
 - **P-Cards**
- B. Phil Minnis** – **1000th Win for Director of Athletics/Head Baseball Coach Jerry Halstead**
 - **Methamphetamine Abuse Project/Conference**
- C. Julia Schroeder** – **Update on MAN-TRA-CON**
 - **Introduction of Andrew Erbes – 2008 Model Illinois Government Team Member (by Jane Bryant)**
- D. Bob Mees** – **Presidents' Council**
 - **Ken Gray Scholarship Presentation**
 - **Legislative Breakfast**

XI. CONSENT AGENDA (Voice Vote)

A. Student Member to Board of Trustees (Attachment III)

In accordance with Illinois law, a student election was held on March 5, 2008, to select a student member to the Board of Trustees for a one-year term. The results of the election indicate that Rachel Grather was chosen as the student representative to the Board of Trustees. It is necessary for the Board of Trustees to canvass the election and authorize the seating of Ms. Grather at the April meeting of the Board. The new student member's term will officially begin April 15, 2008. The results of the election are included in Attachment III.

Recommendation: That the Board of Trustees officially canvass the March 5, 2008, election for a student member to the Board of Trustees, John A. Logan College, Community College District No. 530, Counties of Jackson, Williamson, Franklin, Perry, and Randolph, and State of Illinois, and, in accordance with that canvass, declare Rachel Grather the winner of the student election to the Board of Trustees and seat Ms. Grather for a one-year term on the Board of Trustees effective April 15, 2008, in accordance with Illinois law.

B. Approval of Closed Session Minutes for Availability for Public Inspection

The closed session minutes through November, 2007, have been reviewed by College legal counsel, and a determination was made as to which of these minutes could be made available for public inspection. The content of these minutes has been previously approved by the Board.

Recommendation: That the Board of Trustees approve the following closed session minutes to be made available for public inspection: April 18, 2006, and January 30, 2007.

C. Destruction of Verbatim Recordings of Closed Session

In compliance with revisions made to the Open Meetings Act, the Board of Trustees has kept a verbatim tape recording of all closed sessions since January of 2004. The law states that the verbatim recording of a closed meeting may be destroyed after 18 months upon approval of the Board. The Board of Trustees has periodically approved destruction of recordings through March 27, 2006. College legal counsel has recommended that the Board now approve destruction of the closed session recordings through September 26, 2006.

Recommendation: That the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including September 26, 2006.

D. Library Reference & Circulation Desk (Attachment IV)

Specifications were prepared and advertised according to Board policy for the purchase of a reference and circulation desk for the library. (See Attachment IV.) Bids were opened at 2:00 p.m. on Wednesday, March 12, 2008. The results follow:

| <u>Bidders</u> | <u>Bid Amount</u> |
|---|--------------------------|
| Gaylord Brothers, Inc. 7282 William Barry Boulevard North Syracuse, NY 13212-3347 | \$14,753.10 |
| Haley Office Equipment 1107 North Court Street Marion, IL 62959 | \$11,226.48 |
| School Specialty, Inc. 100 Paragon Parkway Mansfield, OH 44903-8056 | \$15,967.32 |
| WKI: Wilson Kitchen, Inc. 1653 South Feazel Street Harrisburg, IL 62946 | \$11,145.00 |
| Corporate Express 1834 Walton Road St. Louis, MO 63114 | \$18,596.61 |

Recommendation: That the Board of Trustees approve the low bid meeting specifications for the purchase of a reference and circulation desk for the library in the amount of \$11,145.00 from WKI: Wilson Kitchen, Inc., from Harrisburg, Illinois, and that the administration be authorized to make this purchase.

E. Rebid - Sprinkler Work for the Addition to the Community Health Education Complex (Attachment V)

Bid specifications were prepared and advertised according to Board policy for the rebid of the sprinkler work on the addition to the Community Health Education Complex. (See Attachment V.) Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Thursday, March 13, 2008. The results follow:

| <u>Bidders for Sprinkler Work</u> | <u>Bid Amount</u> |
|--|--------------------------|
| Automatic Fire Sprinkler, L.L.C. Normal, IL | \$28,900 |
| F.E. Moran Fire Protection Carterville, IL | \$35,450 |
| L & K Fire Protection, Inc. Marion,, IL | \$35,800 |
| Sprinkler Contractors, Inc. Evansville, IN | \$35,870 |
| Premier Fire Protection Paducah, KY | \$40,800 |

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Automatic Fire Sprinkler, L.L.C., of Normal, Illinois, in the amount of \$28,900 for the rebid of the sprinkler work on the addition to the Community Health Education Complex, and that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award.

XII. NEW BUSINESS

A. Illinois Sustainable University Compact (Attachment VI) (Voice Vote)

The Sustainability or “Green” Committee has spent quite a lot of time evaluating the Illinois Sustainable University Compact and whether or not John A. Logan College is ready to join with other colleges and universities across the state in making such a commitment to the environment and our communities. The “compact” provided represents the committee’s consensus of what are reasonable institutional goals which could be accomplished by the end of 2010. Though Logan has long operated with a good environmental consciousness, these goals do represent a significant additional institutional and employee commitment toward incorporating sustainable thinking into our organizational culture. Some of the commitments will require sacrifice and changed behavior on the part of employees and even our vendors. This compact was presented at the last College Council meeting and approved. The Board

Building Committee reviewed the compact and, after one revision was made, endorsed the Illinois Sustainable University Compact containing eight (8) goals. (See Attachment VI.)

Recommendation: That the Board of Trustees authorize President Mees to proceed with the Illinois Sustainable University Compact as contained in Attachment VI, and that this document serve to inform future strategic planning and facility master planning processes.

B. Midwest Energy Alliance, LLC (Attachment VII) (Voice Vote)

The College has budgeted just over \$1 million in electricity and natural gas (Ameren and Tylex) for this fiscal year. In August 2008, the present agreement with Tylex expires and in December 2008, the agreement with Ameren expires. Given the magnitude of this expenditure and the complexity and risk in the energy markets, the Vice-President for Business Services and College Facilities feels it would be irresponsible of him to tell the Board of Trustees that he can navigate this independently. Therefore, the administration is requesting that the Board of Trustees allow the Vice-President for Business Services and College Facilities to contract with Midwest Energy Alliance to evaluate both of these markets and determine if the College is doing the best it can in both. The primary contact in this company is BJ Hilton. BJ has been working with a number of Illinois community colleges for a long time and has provided good results. Vice-President McCormick has personally used BJ in a consulting role in the past for capital projects that involved a large energy component. Her fees are based upon our volume of usage and for this contract would be based upon our historical natural gas use. It is estimated that her fees would be approximately \$2,500 for the evaluation. A brochure and a contract are included as Attachment VII. Vice-President McCormick will be available for questions at the Board meeting.

Recommendation: That the Board of Trustees Board of Trustees authorize the administration to contract with Midwest Energy Alliance to evaluate both the electric and natural gas markets and determine if the College is doing the best it can in both.

C. Resolution for Driving on Campus Roads with Service Vehicles (Voice Vote)

In response to questions of the legality of using golf carts on the John A. Logan College campus, College legal counsel has researched the matter and determined that John A. Logan College may authorize by resolution the operation of electronic vehicles on roadways under its jurisdiction so long as they determine that the public safety will not be jeopardized. Legal counsel has recommended the following resolution be adopted by the Board of Trustees:

RESOLUTION

WHEREAS, Illinois Law (625 ILCS 5/11-142 6.1) provides that a unit of local government may authorize, by Resolution, the operation of golf carts on roadways under its respective jurisdiction; and

WHEREAS, John A. Logan College utilizes a variety of utility vehicles as service units (including but not limited to John Deere Gators, Kawasaki Mules and E-Z Golf Carts) as service units in the maintenance, grounds, heating and air conditioning, and campus safety departments; and

WHEREAS, the Board has determined that considering the speed, character of traffic, and roadways on the campus, golf carts may safely travel on or across the roadway.

NOW THEREFORE, in regular meeting assembled, the Board of Trustees hereby authorizes the operation of service vehicles (commonly known as golf carts) on roadways of the John A. Logan College Campus by employees for College purposes.

In order to use the service vehicles/golf carts on the roadways of John A. Logan College Campus, the vehicle must have all the equipment as specified by state law.

Date: _____

Chairman

Recommendation: That the Board of Trustees adopt the above Resolution for driving on campus roads with service vehicles/golf carts by employees for College purposes as recommended by College legal counsel.

D. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (continuing education).
- (2) Employment of full-time, grade III, student financial assistance specialist III.
- (3) Employment of full-time, grade III, word processing operator III.
- (4) Employment of full-time, grade IV, secretary IV (dean of student services).
- (5) Employment of substitute for the pre-school.

b. Maintenance/Building Staff – None at this time.

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade IV, assessment coordinator.
- (2) Employment of volunteers for literacy.
- (3) Ratification of full-time, grade V, retention facilitator.

b. Full-Time Faculty

- (1) Employment of full-time tenure track faculty, dental hygiene instructor.
- (2) Approval of new academic rank for two full-time faculty members.

c. Term Faculty

Employment of two term faculty members

d. Continuing Education Staff

Employment of four continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

- (1) Ratification of part-time, grade V, assistant coordinator of literacy.

(2) Employment of full-time, grade IV, community information coordinator.

c. **Full-Time Faculty** – None at this time.

d. **Part-Time Faculty** – None at this time.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT