

**JOHN A. LOGAN COLLEGE**  
**Carterville, Illinois 62918**

**BOARD OF TRUSTEES**

Regular Meeting  
Tuesday, April 27, 2010  
7:00 P. M.  
Board Room  
Administration Building

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION TO COCA-COLA SCHOLARSHIP RECIPIENT JOHN GUND**

- III. MINUTES OF THE MARCH 23, 2010 BOARD MEETING (Voice Vote)** — Minutes of the March 23, 2010, Board meeting are enclosed with this packet for the Board of Trustees' consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote)** — The financial report for the period ending February 28, 2010, is enclosed for consideration and action.
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote)** — The list of accounts payable for the period ending March 31, 2010, is enclosed for 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 Sanders
  - 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)** — John Sanders
  - E. Hiring Committee** — John Sanders
  - F. Athletic Advisory Committee** — Bill Kilquist/Jake Rendleman

G. Developmental Education Committee — John O’Keefe/Mike Hopkins

H. Nursing Committee — John O’Keefe/David Hancock

I. Diversity Committee — John Sanders/David Hancock

J. Student Trustee — Mandy Little

IX. GROUP/ASSOCIATION REPORTS

A. Faculty Association Report — Jane Bryant

B. Term Faculty Association Report — John Montacue

C. Operational Staff Association Report — Judi Pastori

X. OFFICERS REPORTS

A. Brad McCormick — Board Building Committee

— Board Policy Committee

B. Tim Daugherty — Upcoming Events

- Honor’s Night - Monday, May 10, 2010, 7:00 p.m. Conference Center
- Athletic Department Fish Fry - Thursday, May 13, 2010, 5:00 p.m., Carbondale Elks
- Commencement – Friday, May 21, 2010, 7:00 p.m., Donald L. Brewer Gymnasium and Convocation Center

— Sustainable Plan Implementation Process

C. Julia Schroeder — Increase in Lab Fees for CIS Courses

D. Robert L. Mees — Update on State Budget

— Update on JALC Alumni Association

XI. CONSENT AGENDA (Voice Vote)

A. Approval of Associate in Applied Science – Electronic Health Records Office Assistant (69 Credit Hours)

It is desirable to implement an Associate in Applied Science–Electronic Health Records Office Assistant program and John A. Logan College. The College consistently writes new curricula that reflects changes and updates in workforce preparation. The purpose of the Electronic Health Records Office Assistant program is to prepare workers to create, use,

archive, and delete health care records in hospital, clinic, or private practice organizations. The program is an update of the Medical Administrative Assistant degree program and demonstrates a movement in advancing in the profession as health care reform requires. The Electronic Health Records Office Assistant curriculum will compliment other initiatives such as Man-Tra-Con and those supported by Perkins legislation.

In addition, the College has applied to be a participant in the Information Technology Professionals in Health Care project that will be funded by the U. S. Department of Health and Human Services as a result of the American Recovery and Reinvestment Act of 2009.

The proposed implementation for the program is fall 2010.

**Recommendation:** That the Board of Trustees approve the Associate in Applied Science–Electronic Health Records Office Assistant curriculum effective August 19, 2010.

**B. PHS Bid – 385 Ton Centrifugal Air Conditioning Chiller (Attachment III)**

Specifications were prepared and advertised according to Board policy for the purchase of a 385 ton centrifugal air conditioning chiller. (See Attachment III.) Bids were opened at 2:00 p.m. on Wednesday, April 14, 2010. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Trane 101 Matrix Commons Fenton, MO 63026	\$147,550
Engineered Thermal Systems, Inc. 235 Millwell Drive Maryland Heights, MO 63043	\$132,965
Thermal Mechanics, Inc. 715 Goddard Ave. Chesterfield, MO 63005-1132	\$129,332
Koch Air, LLC 3141 Riverport Tech Center Drive Maryland Heights, MO 63043	\$117,339

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications for the purchase of a 385 ton centrifugal air conditioning chiller, from Koch Air, LLC of Maryland Heights, Missouri for an amount of \$117,339 and that the administration be authorized to make this purchase.

**C. CORE SWITCH REPLACEMENT**

John A. Logan College’s core switch that handles all network traffic is about six years old and it is near the end of its functional reliability. Essentially, it is critical that the core switch

functions properly for College business operations to proceed. Downtime as a result of a core switch failure is unacceptable.

In order to prevent the business problems that a failed core would cause, Information Technology is recommending replacement of the current Cisco core switch with Juniper equipment. Juniper products are less expensive than Cisco products of the same capabilities. There will be no loss in function, reliability or effectiveness because the College changes from Cisco to Juniper. However, because there are substantial cost efficiencies with Juniper, the College will be able to add redundancy that has never been available because it was cost prohibitive with Cisco equipment. Such redundancy should, for all practical purposes, guarantee network uptime of 100%.

Information Technology has gathered price quotes as follows:

PC MallGov	\$59,447.74
IT Outlet	\$43,205.00
CDW-G	\$41,000.20

**Recommendation:** That the Board of Trustees (per recommendation from Information Technology) approve the purchase of Juniper core network switching equipment for the amount of \$41,000.20 from CDW-G.

**D. Switch to Clearwave Communications from Verizon for Local Phone Service (Attachment IV)**

Lou Morgan, Director of Network Infrastructure, has investigated the cost savings potential of switching from Verizon to Clearwave Communications for local telephone service. In a side by side bill comparison, the savings possibilities are \$1,630 per month or \$19,550 per year. This represents a 38% savings. These savings are largely a result of a large expansion in the local call area. The 618 area code essentially constitutes the new local call area. Other than the obvious financial benefit, it is also nice to be able to do business with a Southern Illinois company. (See Attachment IV.)

**Recommendation:** That the Board of Trustees approve the proposal from Clearwave Communications with implementation to occur at the earliest possible point to switch local phone service from Verizon.

**E. Repayment of Inter-Fund Loan**

At the June 23, 2009 Board of Trustees' meeting, it was approved that the following inter-fund loan would be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805/3-34 effective June 30, 2009. We are now requesting Board approval to pay back this loan during the 2009-2010 budget year as follows:

- Inter-fund loan from the Working Cash Fund to the Restricted Purposes Fund in the amount of \$300,000.

**Recommendation:** That the Board of Trustees approve the inter-fund loan repayment from the Restricted Purposes Fund in the amount of \$300,000 to the Working Cash Fund.

## **F. Microsoft Software Licensing**

John A. Logan College uses computers that run Microsoft Windows operating systems and Office software. The College purchases Microsoft Campus Agreement annual licensing that allows all College computers to use Windows and Office software products. The agreement also allows College employees to use it on their home computers for work related purposes.

Last year, a purchasing consortium of Illinois community colleges purchased Campus Agreements through CDW-G and attained savings below what JALC was able to get last spring. Information Technology is proposing that the College join the consortium this year. In order to do that, our Campus Agreement expiration date has to be brought in line with that of the state consortium's September 30th renewal date. Thus, the College will be purchasing a six month Campus Agreement extension and a regular 12 month agreement, extending JALC's renewal date to September 30, 2011.

The agreement expiring April 30, 2010 was renewed last year for \$37,581.87. This recommendation is for the amount of \$63,282.35. Microsoft Visio has been dropped from this year's agreement. Individual licenses previously purchased will continue to be used. The cost of Campus Agreement including Visio would be \$66,734.78 and is stated for the purpose of an accurate comparison with last year's costs.

An 18 month proration of the \$66,734.78 software cost yields a 12 month charge of \$44,489.85, which is \$6,907.98 more than last year. The extra cost comes about because IT staff inadvertently reported standard rather than enterprise versions of Microsoft SQL database software for six servers and added one license each this year for Exchange and Windows Server. SQL enterprise version costs \$1,853.33 per license, while a standard version costs \$490.78 leaving \$1,362.55 extra for each of the six licenses for a total of \$8,175.30. That number plus the extra Exchange and Windows Server licenses totaling \$669.33 subtracted from \$44,489.85 leaves \$35,645.22, which is less than the College paid last year. Joining the purchasing consortium appears to be a good fiscal choice.

We are recommending that the College purchase Microsoft Campus Agreement 18 month licensing for the amount of \$63,282.35 from CDW-G.

**Recommendation:** That the Board of Trustees approve the purchase of the Microsoft Campus Agreement 18 month licensing from CDW-G for an amount of \$63,282.35 and that the administration be authorized to renew this agreement with CDW-G..

## **G. Approval of Closed Session Minutes for Availability for Public Inspection**

The closed session minutes through March 16, 2010 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: March 26, 2002; February 23, 2004; February 26, 2008; and November 24, 2009 (2<sup>nd</sup> session).

**H. 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 in accordance with this time frame. College legal counsel has recommended that the Board now approve destruction of the closed session recordings through September 23, 2008.

**Recommendation:** That the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including September 23, 2008.

**XII. OLD BUSINESS**

**A. The Plan for FY 2011 (Voice Vote) (Attachment V)**

The Plan for FY 2011 was tabled at the March 23, 2010, Board meeting so that further adjustments could be made. Those changes have been made and a summary of the changes and the ensuing amount of reduction in expenditures are included in Attachment V.

**Recommendation:** That the Board of Trustees approve The Plan for FY 2011 as a planning guide for John A. Logan College, and that the administration be authorized to utilize The Plan with component units of the College for planning purposes for 2010-2011.

**B. Bid – Harrison House Reconstruction and New Village Centre J. Harrison Bruce Historical Village**

Bid specifications were prepared and advertised according to Board policy for the Harrison House Reconstruction and New Village Centre J. Harrison Bruce Historical Village. 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 11, 2010.

The Fred G. Harrison and the Julia Harrison Bruce Foundations have already provided \$250,000 toward this project and have committed to funding the entire project if necessary. Including contingency and architect and engineering fees, the total project is estimated to cost \$1,339,683. The agreement reached between the foundations and the College for the foundations to pay the additional \$364,299 was a result of continued discussions between the foundations and the committee assigned this task at the previous Board meeting.

Bids are listed below.

<b><u>Bidders-General</u></b>	<b><u>Bid Amount</u></b>	<b><u>ALT. Bid NO. G-1</u></b>	<b><u>ALT. Bid NO. G-2</u></b>	<b><u>TOTAL</u></b>
Schimfp Construction Carbondale, IL	\$1,025,000	\$1,200	\$9,900	\$1,036,100
W.F. Stift, Inc. Marion, IL	\$908,000	\$3,200	\$10,340	\$921,540
Evrard-Strang Const. Marion, IL	\$820,000	\$4,500	\$10,000	\$834,500

<b><u>Bidders-General</u></b>	<b><u>Bid Amount</u></b>	<b><u>ALT. Bid NO. G-1</u></b>	<b><u>ALT. Bid NO. G-2</u></b>	<b><u>TOTAL</u></b>
H.E. Mitchell, Const. Harrisburg, IL	\$994,700	\$3,000	\$10,000	\$1,007,700
Johannes Const. Centralia, IL	\$968,000	\$1,500	\$10,000	\$979,500
J & L Robinson Dev. & Const. Carbondale, IL	\$956,678	\$1,275	\$9,935	\$967,888

**Bidders-Plumbing Work**                      **Bid Amount**

H & E, Inc. Carbondale, IL	\$88,800
Teal Mechanical Contr. Marion, IL	\$95,216
A-1 Plumbing Marion, IL	\$101,500
F.W. Plumbing Benton, IL	\$77,950

**Bidders-HVAC Work**                      **Bid Amount**

Heartland Mechanical Contr. Murphysboro, IL	\$145,034
Howton Sheet Metal Carrier Mills, IL	\$124,183
F & F Mechanical, Inc. Marion, IL	\$149,424
J & J Sheet Metal Pomona, IL	\$112,600

**Bidders-Electrical Work**                      **Bid Amount**

Keith Martin, Inc. Johnston City, IL	\$109,000
Brown Electric, Inc. Goreville, IL	\$126,206
F. W. Electric, Inc. Benton, IL	\$118,790
W. J. Burke Electric Murphysboro, IL	\$124,500

**Recommendation:** That the Board of Trustees approve the low bids meeting specifications from Evrard-Strang Construction of Marion, Illinois for the general work in the amount of

\$834,500 total for the base bid and alternate bids G-1 and G-2; F. W. Plumbing of Benton, Illinois for the plumbing work in the amount of \$77,950 for the bid, J & J Sheet Metal of Pomona, Illinois for the heating, ventilating/air conditioning work in the amount of \$112,600 for the bid, Keith Martin, Inc. of Johnston City, Illinois for the electrical work in the amount of \$109,000 for the bid, and authorize the contractors to begin the order process as soon as they receive the Notice of Award. Also, the Administration be authorized to compensate Image Architects, Inc. for any architect services for this project at a cost of \$96,395 plus direct costs associated with this project.

### **XIII. NEW BUSINESS**

#### **A. Locally Funded ICCB Application for Historical Village (Voice Vote)**

An ICCB Locally Funded Project Application is being prepared by the architect and Vice President McCormick at the time of the preparation of the Board packet. Though the project is being recommended for approval as a separate Board action and is being funded without the use of College funds, the locally funded application is still required by ICCB. The application will be provided at the night of the Board meeting and is consistent with the recommendation for that action item.

**Recommendation:** That the Board of Trustees approve the ICCB locally funded project application as presented.

#### **B. Agreement to Use PMA as Advisor (Voice Vote) (Attachment VI)**

Vice President McCormick gathered proposals from three (3) companies for financial advisor services for the purpose of conducting a competitive bond sale of working cash fund bonds. The companies were:

1. PMA Financial Network, Inc.
2. BMO Capital Markets GKST, Inc.
3. First Midstate, Inc.

After reviewing proposals from each and considering their strengths and experiences, Vice President McCormick is recommending the College utilize the services of PMA Financial Network, Inc. It should be noted the College previously used First Midstate, Inc. for underwriting services on the previous bond sale for the building projects. The administration was pleased with the services provided, but that sale was a “negotiated” sale, wherein the underwriter markets the bonds to selected buyers. The method of sale chosen for this issue is a “competitive” sale, wherein the bonds are made available utilizing an online auction services where the College can be assured it is getting the highest possible price at the lowest possible cost of issuance. PMA was selected due to its strength in competitive sale and its performance in assisting the College in cash flow analysis and investment services. If the College chooses to not issue bonds, there will not be a charge for financial advisor services. Total cost of issuance, excluding underwriting fees, are expected to range from \$49,200 to \$78,100 depending upon the size of the issuance and will be paid out of the bond proceeds. Underwriting fees, also paid out of bond proceeds, will be determined by the market on the date of the sale. The agreement document, along with the proposal from PMA, is included in the Board packet.

**Recommendation:** That the Board of Trustees approve PMA Financial Network, Inc. to serve the role of financial advisor for a potential working cash fund bond sale in accordance with the attached agreement (Attachment VI) and pending legal review.

**C. Suspension of Policy Procedure (Voice Vote)**

It is desirable for the Board of Trustees to take action to allow any policy or procedure not required by law to be suspended by votes of at least five (5) of the Board members present at the meeting, but such suspension shall be in effect only during the meeting at which such suspension was voted.

**Recommendation:** That the Board of Trustees allow any policy or procedure not required by law to be suspended by votes of at least five (5) of the Board members present at the meeting, but such suspension shall be in effect only during the meeting at which such suspension was voted.

**D. Approval of New Board Policy 5144 – One-Time Additional Retirement Incentive (Voice Vote) (Attachment VII)**

Provided the Board of Trustees approves New Business Item A, approval is requested for a new Board Policy 5144 – One-Time Additional Retirement Incentive. This policy will temporarily modify current Board Policies 5141 and 5143, and contains retirement notification modifications and added incentives for employees with retirement dates effective between May 1, 2010 and September 1, 2013. The proposed policy may be found in Attachment VII.

**Recommendation:** That the Board of Trustees approve new Board Policy 5144 – One-Time Additional Retirement Incentive which temporarily modifies current Board Policies 5141 and 5143.

**E. PERSONNEL**

**1. Support Personnel**

- a. **Operational Staff** – None at this time.
- b. **Maintenance/Building Staff** – None at this time.
- c. **Security Staff** – None at this time.

**2. Professional Staff**

**a. Non-Teaching Professional Staff**

- (1) Ratification of stipend office manager for the Foundation.
- (2) Approval of one-year contracts through June 30, 2011 for non-teaching professional staff members who have served at the College less than three years.
- (3) Approval of contracts through June 30, 2013 for non-teaching professional staff members who have three or more years of service.

- (4) Approval of a contract through June 30, 2011 for one 50%, 9 mo. employee.
- (5) Approval of offering a continuation contract to those with non-teaching professional stipend contracts if their special services are required through 2011.

**b. Full-Time Faculty**

- (1) Approval of four full-time, non-tenured faculty contracts for the 2010-2011 academic year.
- (2) Approval of academic rank of professor for a full-time faculty member.

**c. Term Faculty**

Employment of two term faculty members.

**d. Continuing Education Staff**

Employment of seven continuing education staff members.

**3. Grant Personnel**

**a. Operational Staff** – None at this time.

**b. Non-Teaching Professional Staff**

- (1) Approval of renewal contracts through June 30, 2011 for non-teaching professional grant staff members, contingent upon available grant funding.
- (2) Ratified of temporary, stipend, sustainability coordinator.
- (3) Employment of full-time, temporary, grade II, sustainability coordinator.
- (4) Possible action on special projects coordinator position.

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

**d. Term Faculty** – None at this time.

**4. Volunteer Personnel**

- (1) Appointment of volunteer for Student Success Center.

**XIV. ANNOUNCEMENTS**

**XV. ADJOURNMENT**