

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, May 25, 2010
7:00 P. M.
Board Room
Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

III. MINUTES OF THE APRIL 27, 2010 PUBLIC HEARING AND BOARD MEETING (Voice Vote) — Minutes of the April 27, 2010, public hearing and 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 March 31, 2010, is enclosed for consideration and action.

V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending April 30, 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 Region 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 — Terri Rentfro

B. Term Faculty Association Report — John Montacue

C. Operational Staff Association Report — Judi Pastori

X. OFFICERS REPORTS

A. Brad McCormick — Board Finance Committee (Attachment III)

— Campus Safety Committee

-- Board Building Committee

— Board Policy Committee

B. Tim Daugherty — Adult Education Awareness Day in Springfield

— Sustainable Plan Progress Report (Attachment IV)

C. Julia Schroeder — Fee Increases for Courses in Dental Hygiene, Diagnostic Cardiac Sonography, Dental Assisting, Business, and Life Science Department

— Alternative Wind Energy Technology (Jason Stutes)

D. Robert L. Mees — Presidents' Council

— Destination Development

XI. CONSENT AGENDA (Voice Vote)

A. Approval of Interdistrict Reciprocal Agreement with Southeastern Illinois College (Attachment V)

Approval is requested to enter into an interdistrict reciprocal agreement with Southeastern Illinois College (SIC), District #533 for the expressed purpose of providing a basis for SIC to train regional law enforcement personnel in firearms and use of force training simulation through SIC's cooperative agreement with the Southern Illinois Criminal Justice Training Program - Mobile Team Unit #15 with offices in Carbondale and Harrisburg. It is the desire of the districts entering into this Agreement to provide readily accessible educational services to the greatest number of law enforcement personnel at the lowest possible cost.

Recommendation: That the Board of Trustees approve the interdistrict reciprocal agreement for education cooperation between Southeastern Illinois College, District #533, and John A. Logan College, District #530 as contained in Attachment V.

B. Approval of New Certificate Program – Medical Language Specialist

Approval is requested for a new certificate program—Medical Language Specialist (36 Credit Hours). This is a one-year certificate program designed for the individual desiring a document processing position in the medical field. Emphasis is on the study and use of medical terminology in medical transcription. Upon completion of the program, a graduate will be qualified to fill positions in hospitals, clinics, and doctors’ offices and perform medical transcription and other related tasks. This proposed certificate program falls under the existing Medical Transcription certificate program. The proposed implementation for this certificate is spring 2011.

Recommendation: That the Board of Trustees approve a Medical Language Specialist certificate program at John A. Logan College effective January 18, 2011.

C. Approval of New Certificate Program – HVAC Green Technologies

Approval is requested for a new certificate program—HVAC Green Technologies (39 hours). The heating and air conditioning field is rapidly changing in today’s society. There are new grant opportunities and job employment opportunities for students. The HVAC Green Technologies certificate program will inform students of the available types of HVAC equipment and which one is more suitable and more efficient to use for the residence or business being evaluated. The student will also be introduced to the solar energy systems. This program expands on the current Heating and Air Conditioning program guidelines and curriculum. With these two together, a student shall have vast knowledge with new technology and experience in the field of HVAC. The proposed implementation for this certificate is fall 2010.

Recommendation: That the Board of Trustees approve a HVAC Green Technologies certificate program at John A. Logan College effective August 19, 2010.

D. Approval of New Certificate Program—Energy Management Systems

Approval is requested for a new certificate program—Energy Management Systems. The energy management systems certificate is very much in need by all heating and air conditioning contractors. This “green” certificate will instruct heating and air technicians on how to make current heating and cooling systems more efficient, keep them running at their maximum potential and also present new ideas on how to make new homes and current homes energy efficient with the use of solar energy. This program expands on the current Heating and Air Conditioning program guidelines and curriculum. With these two together, a student shall have vast knowledge with new technology and experience in the field of HVAC. The proposed implementation for this certificate is fall 2010.

Recommendation: That the Board of Trustees approve an Energy Management Systems certificate program at John A. Logan College effective August 19, 2010.

E. Rights and Responsibilities: A Student Code of Conduct Update (Attachment VI)

The student booklet Rights and Responsibilities: A Student Code of Conduct has been updated to reflect recently approved changes to the 8000 series of the Board Policy Manual, as well as recent updates to the Higher Education Act of 1965. The changes will insure that Rights and Responsibilities: A Student Code of Conduct, College Catalog, and Board Policy are all worded the same.

Recommendation: That the Board of Trustees approve updates to Rights and Responsibilities: A Student Code of Conduct as contained in Attachment VI.

F. Emergency Action Exception to Bidding Requirements for Exterior Weatherproofing Project

Well into the Exterior Weatherproofing Project, a change order was necessary to finish additional surface area that was also deteriorated and came off during the power washing. At the time of the change order, there was not sufficient room in the 10% bid threshold to accommodate the increased cost without approving through the emergency provisions in the bidding statute (110 ILCS 805/3). This was a justifiable emergency provision as it is not reasonable that you could leave the building exposed while running a new bidding process and would not have been able to have another contractor working on the same surface. However, this slipped by without catching that the threshold had been surpassed.

Recommendation: That the Board of Trustees approve the change order for \$4,665.37 to finish additional surface area on the exterior weatherproofing project as an exemption to the bidding statute due to the emergency nature of the repair.

G. Revise Budget and Scope of Work for Exterior Weatherproofing Project

Our original Capital Project Application Form for the Exterior Weatherproofing PHS Project's budget was estimated at \$133,800. This amount was approved by ICCB. However when bids were received for the project, the lowest bid was \$154,989. In addition to this overage, two change orders had to be issued for the project. Change order one was for labor and material to remove the existing exterior insulation and finish system (EIFS), refinish the west arbor, and replace all of the caulking which had deteriorated beyond just cleaning and painting for this area. The College had what it felt was a good price for this work that was consistent with the other surface work being done and felt the change order should be processed. The change order was for \$14,283.87. At the time, the change order was under the 10% threshold of the contract and no exception was needed. Change order two was for labor and material to finish an additional 1,115 square feet of EIFS. The amount of this change order was \$4,665.37, which has already been explained above. Architects services and fee bring the total project cost is \$191,769.96. Because the project total exceeded the ICCB approval by more than 5%, notification of the revised scope of work and increased budget is to be sent to ICCB.

Recommendation: That the Board of Trustees approve the project budget revision amount to \$191,769.96 and revise the scope of work to include the additional work performed.

H. Reallocate Remaining PHS Funds from Mechanical/Electrical Project to Exterior Weatherproofing Project

Finally, one more step is needed to clear up the Exterior Weatherproofing and Mechanical/Electrical Upgrades projects. The Capital Project Application Form for the PHS Mechanical/Electrical Upgrades was approved for \$1,069,000. Two (2) separate contracts were issued. The mechanical upgrades included replacing existing HVAC in B Building, replacing existing pneumatic HVAC controls throughout the original E Wing, and provide a survey of the boiler system to determine the existing conditions of the equipment and infrastructure in the main boiler room, sub-central mechanical rooms, and throughout the buildings. The bid for the mechanical work was awarded to Southern Illinois Piping Contractors, Inc. in the amount of \$489,000. Change orders totaling \$17,418.54 were issued to replace a VAV box in Room C123B, various electrical changes, replacement of three smoke dampers, and re-routing an existing fire alarm and control wiring of new air handling unit.

The bid for the electrical work was awarded to Brown Electric, Inc. for \$139,412. The scope of work for this project included replacing 35 year old electrical panels and replacing the existing fire alarm system in the original OFC building. Following the replacement of a panel in the VOC building, the line feeding the building was tested and failed. This line was installed as a direct bury line without protective underground conduit more than 30 years ago because it was considered “temporary” in nature. An emergency change order in the amount of \$69,191.09 was issued and approved by the Board of Trustees at the August 25, 2009 meeting. After all change orders, including the emergency action change order, the project was under budget by \$276,552.50.

The two (2) separate PHS projects were submitted last year at the same time. Those were the 2009 Mechanical/Electrical Upgrades Project with an approved budget of \$1,069,000 and the 2009 Exterior Waterproofing Project with an approved budget of \$133,800. The final actual cost of the 2009 Mechanical/Electrical Project was \$276,552.50 lower than originally estimated. Knowing the bids were substantially under budget, the administration felt it would be prudent to allocate the surplus from the mechanical project to the weatherproofing project by accepting the alternates in the Exterior Waterproofing Project. Additionally, there were areas included in the base bid which had change orders due to unforeseen conditions. Specifically, there were locations that when power washed, the surface blew off requiring a more expensive repair.

Recommendation: That the Board of Trustees allocate \$57,969.96 from the surplus PHS funds originally budgeted for the 2009 Mechanical/Electrical Upgrades to the Exterior Weatherproofing Project.

I. Approval of Statements of Final Completion (Attachment VII)

ICCB requires Statements of Final Completion to be certified by the architect and approved by the Board of Trustees. The five (5) outstanding projects that have not been certified are presented in the Board packet. (See Attachment VII.)

	<u>Approved Budget</u>	<u>Actual Cost</u>
Exterior Waterproofing (PHS)	\$ 133,800	\$ 191,769.96
Mechanical/Electrical Upgrades (2009) (PHS)	1,069,000	792,447.50

	<u>Approved Budget</u>	<u>Actual Cost</u>
Automotive Technology Addition	1,464,400	1,343,403.02
CHEC Addition	4,851,000	3,095,100.42
Mechanical/Electrical Upgrades (2005) (PHS)	457,100	107,810.26

Recommendation: That the Board of Trustees approve the Statements of Final Completion for the Exterior Waterproofing (PHS), the 2009 Mechanical/Electrical Upgrades (PHS), the Automotive Technology Addition, the Community Health Education Complex Addition, and the Mechanical/Electrical Upgrades (2005) (PHS), and that the administration be authorized to submit these statements to ICCB as presented.

J. Treasurer's Bond

The Treasurer's Bond that the Board of Trustees has in effect on Brad McCormick is up for renewal. This bond in the amount of \$5,000,0000 is issued by Liberty Bond Services through Consolidated Insurance Agency, Inc. of Carbondale. It is required by law that such a bond be on file in each of the counties of the district, the office of the regional superintendent of schools, and the ICCB office. The premium for this term – June 27, 2010 to June 27, 2011 is \$4,500 and is paid from Liability and Protection Funds. Last's year premiums was \$4,250. This is an increase of \$250.

Recommendation: That the Board of Trustees approve the Treasurer's Bond with Liberty Bond Services in the amount of \$5,000,000 for the premium of \$4,505 and that the administration be authorized to implement this bond coverage as required by law.

XII. OLD BUSINESS

A. Award of Food Service Contract

The RFP process is concluded with a committee recommendation to award a 10 year contract to Chartwells with 5 additional one year renewals if both parties mutually agree. The management agreement consists of Chartwells providing \$225,000 of capital improvements to be depreciated out over 10 years. In addition, Chartwells will advance the first year of commissions, which is presently estimated at \$45,000. If available for inclusion at the time of Board packet preparation, the management agreement will be included. If not, it will be available at the night of the Board meeting.

Recommendation: That the Board of Trustees authorized the administration to award the management agreement submitted by Chartwells (Compass-USA) for a ten year period with 5 additional one year renewals if both parties mutually agree pending final legal review.

XIII. NEW BUSINESS

A. Proposed Additions/Revisions to Board Policies (Attachment VIII) (NO ACTION)

The Board Policy Committee is presenting the following proposed Board Policy revisions to the Board of Trustees for the first reading:

Board Policy 5141 – Retirement Benefits
Board Policy 7420 – Travel on College Business

Copies of these proposed revisions may be found in Attachment VIII. These policies will also be made available to College employees for input and suggestions, and will be brought back to the Board of Trustees for final action at the June Board meeting.

B. Proposal for Banking Services

Requests for proposals for banking services were mailed to 23 financial institutions. Proposals were received from five (5) banks including Du Quoin State Bank, Regions Bank, U.S. Bank, Old National Bank, and Fifth Third Bank. Proposals received from Old National and Fifth Third Bank did not meet the bid specifications due to failure to tie the interest earnings rate to a specific index. Proposals received from Du Quoin State Bank, Regions Bank, and U.S. Bank were evaluated to determine the proposal providing the highest interest earnings net of monthly service charges. As a result of this evaluation, Du Quoin State Bank's proposal ranked the highest due to payment of an interest earnings rate on collected balances based with the Fed Funds Target rate plus .10% along with no assessment of monthly service charges. The interest earnings rate would be adjusted quarterly each year of the contract. Both Regions Bank and U.S. Bank proposed monthly service fees for banking services. Du Quoin State Bank has provided banking services to the College for the past six (6) years. Due to this working relationship, Du Quoin State Bank has displayed their experience and reliability in serving the College's banking needs.

Recommendation: That the Board of Trustees authorize the administration to accept the banking proposal submitted by Du Quoin State Bank for a five year period beginning June 1, 2010 through May 31, 2015.

C. Variable Tuition Proposal (Attachment IX) (Roll Call Vote)

As a result of the Sustainable Planning process, the tuition rates for high cost programs were evaluated and reviewed by the Allied Health Department and variable tuition rates for dental assisting, dental hygiene, practical nursing, associate degree nursing, and diagnostic medical sonography programs were recommended to the Curriculum and Instruction Committee and then approved by the College Council.

It is recommended that the courses listed in Attachment IX for the dental assisting program be increased by \$10 per credit hour above the College's base tuition rate, and the courses listed in Attachment IX for dental hygiene, practical nursing, associate degree nursing, and diagnostic medical sonography be increased by \$30 per credit hour above the College's base tuition rate.

Recommendation: That the Board of Trustees approve the variable tuition rates listed in Attachment IX for the dental assisting, dental hygiene, practical nursing, associate degree nursing, and diagnostic medical sonography programs.

D. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III.
- (2) Consideration of retirement request.

b. Maintenance/Building Staff

- (1) Rescind action taken on March 16, 2010, to honorably dismiss a janitor as a result of reduction in force, and retain that employee due to another vacancy created when another janitor accepted a building maintenance position. The new vacancy will not be filled at this time.

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Rescind action taken on March 16, 2010, to honorably dismiss the coordinator of corporate occupational health and safety as a result of reduction in force, and retain the person employed in that position.
- (2) Appointment of department chair positions for FY 2011 - FY 2013 (three-year terms)

b. Full-Time Faculty – None at this time.

c. Term Faculty – None at this time.

d. Continuing Education Staff

Employment/ratification of seven (7) continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff – None at this time.

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

d. Part-Time Faculty

Employment of one part-time adult secondary education instructor.

4. Volunteer Personnel – None at this time.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT