

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, August 26, 2008
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE JULY BOARD MEETING (Voice Vote) -- Minutes of the July 29, 2008, regular Board meeting are enclosed with this packet for your consideration and action.**
- IV. FINANCIAL REPORT (No Action) — The financial report for the period ending June 30, 2008, will be available in October as a year-end audited statement in conjunction with the annual financial audit of the College.**
- V. ACCOUNTS PAYABLE (Attachment I) (Roll Call Vote) — The list of accounts payable for the period ending July 31, 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. Developmental Education Committee — John O'Keefe/Mike Hopkins**
 - G. Student Trustee — Rachel Grasher**

IX. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Mark Rogers**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- Deana Smith**

X. OFFICERS REPORTS

- A. Brad McCormick** – **Building Committee**
 - **Board Policy Committee**
- B. Tim Daugherty** – **Fall Semester Enrollment Report**
 - **Year-End Athletic Report by Athletic Director Jerry Halstead**
- C. Julia Schroeder** – **Update on Man-Tra-Con**
 - **College and Career Readiness Initiative by Denise Crews and Toyin Fox**
- D. Bob Mees** – **IBHE Meeting**
 - **Legislative Update**
 - **National Governors Association Illinois Policy Committee**

XI. CONSENT AGENDA (Voice Vote)

A. Parking Lot Bid

1) After evaluation of the Communications Wing contracts and the unobligated from the capital bond issue, the administration recommends the award of Alternate Bid G-1 to Evrard-Strang Construction of Marion, IL for the construction of an eighty-five (85) space parking lot located to the south of Staff Lot – C. The amount of the contract is \$342,562. It is known that a future change order will be processed to effectuate a change from asphalt paving in the lot to the use of pervious concrete. The amount of the future deduct change order is not yet known, but will be evaluated by the Board Building Committee prior to approval. It is necessary to approve this contract because soil must be removed from the site of the Communication Wing and is needed to raise the level of the parking lot. If the parking lot is not approved, an alternate storage location must be developed.

2) Due to the relative small size of the electrical work needed for the parking lot, it is recommended that a change order for the electrical work in the amount of \$17,402 be approved for Brown Electric of Goreville, IL, instead of a separate contract. This will provide for necessary lighting in the parking lot.

Recommendation: That the Board of Trustees approve the Alternate Bid G-1 from Evrard-Strang Construction of Marion, Illinois, for the Staff Lot - C parking lot in the amount of \$342,562 for the base bid, and the change order for the electrical work needed for the parking lot to Brown Electric, Inc., of Goreville, Illinois, in the amount of \$17,402, and authorize the contractors to begin as soon as they receive the Notice of Award.

B. Re-Bid – Engine Dynamometer (Attachment II)

Bid specifications were prepared and advertised according to Board policy for an engine dynamometer. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Wednesday, August 13, 2008. (See Attachment II.) The results follow:

| <u>Bidder</u> | <u>Bid Amount</u> |
|---|--------------------------|
| Superflow Technologies Group 3512 N. Tejon Street Colorado Springs, CO 80907 | \$52,446 |
| Power Test, Inc. Stuska Dynamometers N 60 W 22700 Silver Spring Drive Sussex, WI 53089 | \$35,628 |

Keith Kendrick, Lee Rawson, Joe Roach, and Dwight Hoffard met to review the bids. It was felt that the proposal presented by Stuska Dynamometers did not meet all the specifications as follows:

- ◆ Maximum rpm was 9,000; specifications were for 10,000
- ◆ No fuel system
- ◆ Only three (3) analog inputs; specifications were for eight (8)
- ◆ Gauges mounted on engine cart were not able to read from control center
- ◆ Shipping was not included as per specifications
- ◆ Only one day of training whereas two days offered by other bidder

It was the general consensus of the Automotive Department personnel present at this meeting that the Superflow Technologies Group proposal provided much better options and equipment, and met the specifications.

Recommendation: That the Board of Trustees approve the bid meeting specifications from Superflow Technologies Group of Colorado Springs, Colorado, for an amount of \$52,446, and that the administration be authorized to purchase this equipment for the Instructional Department.

C. Bid – Tent Rental for Hunting and Fishing Days (Attachment III)

Bid specifications were prepared and advertised according to Board policy for the rental of several tents to be used during Hunting and Fishing Days events in September. One bid was received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Thursday, August 14, 2008. (See Attachment III.)

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Bauers' Tents and Party Rentals, Inc. of Evansville, Indiana, for an amount of \$12,381 and that the administration be authorized to accept this bid.

D. Plan Administration Provider and Common Remitter for Employee Compensation Deferrals (Attachment IV)

It is desirable for the Board to approve selection of a Plan Administration Provider and Common Remitter for the Employee Compensation Deferrals (403(b), Roth 403(b) and 457 plans).

Final IRS rules governing the administration of 403(b) plans generally go into effect on January 1, 2009. Due to the increased liability associated with the administration of these plans, it is best to contract with a third (3rd) party for the administration of these plans. The result of these new rules is that many of the 403(b) providers nationwide are ceasing their participation in these kinds of plans due to the increased costs of administration. To date, approximately one-half (1/2) of the College's providers have notified the College they are no longer going to accept contributions from employees. The list of providers that have either already signed or have committed to sign Information Sharing Agreements (ISA's) with the College for continued participation include only ING, TIAA-CREF, and AIG Valic. The common remitter selected by the College will list all the providers the College uses on their internet platform available to employees. The Board Finance Committee discussed this needed change and proposed changes to Policy 7191, Compensation Deferrals, during its meeting on May 14, 2008. In addition, the SICCM Chief Financial Officers and support staff interviewed both ING and AIG Valic in consideration of this decision on June 9, 2008, at the SICCM Office. At the September Board of Trustees meeting, a plan document will be presented for board consideration listing approved providers.

Vice President McCormick is recommending the College select ING as the Plan Administration Provider and Common Remitter. ING charges no fees to either the College or the employee for the use of the platform. On the platform, all vendors are given equal status. A more detailed description of the services provided by ING is included as Attachment IV.

Recommendation: That the Board of Trustees approve selection of ING as the Plan Administration Provider and Common Remitter for Employee Compensation Deferrals (403(b), Roth 403(b) and 457 plans).

E. Verizon Maintenance Contract for FY05

The College pays an annual fee to Verizon for maintenance services covering our telephone system. The College previously had accrued the amount for the FY05 maintenance contract but had never been billed by Verizon. Verizon is now addressing some past due balances and has invoiced the College \$34,831.56 for the FY05 maintenance contract.

Recommendation: That the Board of Trustees approve the maintenance quote from FY05 with Verizon for an amount of \$34,831.56, and that the administration be authorized to pay for these services.

F. Surplus Property

The City of Carterville Fire Department has requested the College transfer ownership of the 1971 Ford Chassis, serial number N75FVL31759, used as a fire engine to the City of Carterville Street Department. In accordance with Board Policy #7240, we are requesting approval to declare this surplus property and donate the fire engine to the City of Carterville Street Department.

Recommendation: That the Board of Trustees declare the 1971 Ford Chassis surplus property, and authorize the donation of it to the City of Carterville Street Department.

G. Intergovernmental Cooperative Agreement Between John A. Logan College and Southern Illinois University Carbondale for Bus Service for FY 2009

John A. Logan College entered into an agreement with Southern Illinois University to continue round-trip bus service for John A. Logan College students for the 2008-2009 academic year. Beck Bus Transportation Corp. has contracted with SIUC to allow John A. Logan College students to board the Saluki Express Route 9 at no additional fare. SIUC transports John A. Logan College students from the bus stops in Carbondale to and from the John A. Logan College campus in Carterville. The bus stops at least ten times per day when SIUC holds classes, consisting of 200 days per year during the summer, fall, and spring semesters to load and unload John A. Logan College students at Parking Lot A. Service will begin on August 14, 2008, and will end on May 13, 2009. The bus service has been a very popular option for the students.

Recommendation: That the Board of Trustees approve payment of \$18,613.01 for the agreement with Southern Illinois University Carbondale for bus service for John A. Logan College students. (This amount includes five days of bus service when John A. Logan College is in session but SIUC is not. The FY2009 contract is a 2.8% increase from FY 2008.)

H. Athletic Housing Contracts

The College has scholarship agreements with members of the athletic teams who contract with off-campus housing providers. The contracts for 2008 fall and 2009 spring semesters with Lewis Park Apartments, Carbondale, Illinois, total \$79,138.63 (women's basketball \$22,080.45, men's basketball \$22,109.08, baseball \$34,949.10). The contract for 2008 fall and 2009 spring semesters with Lake Logan Apartments, Carterville, Illinois, totals \$15,025 (softball \$5,725 and volleyball \$9,300). (These totals include rent for August 2008 which has already been paid.)

Recommendation: That the Board of Trustees approve the housing contracts for John A. Logan College women's basketball, men's basketball, baseball, softball, and volleyball for 2008 fall semester and 2009 spring semester in the amounts of \$79,138.63 to Lewis Park Apartments, and \$15,025 to Lake Logan Apartments, and that the administration be authorized to make these payments in a timely manner.

XII. OLD BUSINESS

A. Revisions to Board Policies (Voice Vote) (Attachment V)

The Board Policy Committee submitted the following Board policies to the Board of Trustees at its July 29 meeting for perusal:

- New Board Policy 5143 - Purchase of Service Credit - Non-Teaching Professional and Non-Union Operational Staff
- Revised Board Policy 5220A - Non-Teaching Professional Compensation
- Revised Board Policy 7180 - Debt Collection
- Deletion of Board Policy 7331 - Student Debt to College

Copies of the above proposals have also been made available to the entire campus for input and suggestions. Since the first presentation to the Board, and as a result of input from employees, a wording clarification was made to Board Policy 5143 - Purchase of Service Credit (noted in Attachment V). An additional change has also been made to 5220A - Non-Teaching Professional Compensation, regarding the formula for compensation for employees promoted from within the College (as noted in Attachment V).

Recommendation: That the Board of Trustees approve additions/revisions to Board policies as included in Attachment V, and that the administration be authorized to implement these additions/revisions immediately.

XIII. NEW BUSINESS

A. Resolution Identifying Work Contracts (Voice Vote)

In connection with the issuance of the District’s General Obligation Debt Certificates (Limited Tax), Series 2006, the Board of Trustees is requested to consider the adoption of a resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of said certificates. Consideration and action is requested on a Resolution for Resolution Identifying Work Contracts.

WHEREAS, Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “District”), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended (the “Debt Reform Act”), and in particular, the provisions of Section 17(b) of the Debt Reform Act; and

WHEREAS, on the 28th day of November, 2006, the Board of Trustees of the District adopted a resolution (the “Certificate Resolution”) entitled:

RESOLUTION of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of altering, repairing and equipping existing facilities of said Community College District, and authorizing and providing for the issue of \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2006, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to Identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts (“Work Contracts”) have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary of the Board and the Treasurer. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

| <u>BRIEF DESCRIPTION OF WORK CONTRACT</u> | <u>NAME OF CONTRACTOR</u> | <u>CONTRACT AMOUNT</u> |
|---|----------------------------------|----------------------------|
| General Work (Communication Wing) | Evrard-Strang Constr., Inc. | \$6,553,863 |
| Plumbing Work (Communication Wing) | SO IL Piping Contractors, Inc. | \$363,900 |
| Heating Work (Communication Wing) | SO IL Piping Contractors, Inc. | \$1,287,240 |
| Ventilating Work (Communication Wing) | Heartland Mechanical Contractors | \$474,955 |
| Electrical Work (Communication Wing) | Brown Electric, Inc. | \$872,189 |

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Recommendation: That the Board of Trustees adopt the above resolution authorizing the identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of said certificates, and authorize the administration to make disbursements to pay amounts due under such work contracts from time to time.

B. John A. Logan College Master Plan (Voice Vote) (Attachment VI)

The Board Building Committee has been working with the architects to compile a listing of known projects that have already been discussed by the Board Building Committee. We are calling this “Phase I” of the Master Plan because it has been kept simple in order to meet ICCB minimum requirements. The Phase I Master Plan was submitted to the Board at the August 19th board retreat for board input. The final plan, reflecting any changes discussed at the retreat, will be presented at the August 26th meeting.

Recommendation: That the Board of Trustees approve the Master Plan 2008 Phase I as presented by the Board Building Committee and prepared by Image Architects Inc.

C. Rights and Responsibilities: A Student Code of Conduct (Voice Vote) (Attachment VII)

The student *Rights and Responsibilities: A Student Code of Conduct* handbook has been updated to represent current academic and disciplinary issues. It has been reviewed by the vice-president for administration, vice-president for instructional services, director of community relations, dean for instruction, dean for student services, director of student financial assistance, and the College’s legal counsel.

Recommendation: That the Board of Trustees approve the updated *Rights and Responsibilities: A Student Code of Conduct* handbook for distribution to faculty, staff, and students.

D. Revision of Board Policies (No Action – For Information Only with Possible Action at September Board Meeting) (Attachment VIII)

As the Board Policy Committee continues to examine the Board Policy Manual for needed updates and revisions, additional policies are being presented to the Board for its perusal and consideration. Included in Attachment VIII are suggested revisions to:

- Board Policy 5260 – Vacation
- Board Policy 5272 – Sick Leave
- Board Policy 7130 – Audit of College Accounts
- Board Policy 7191 – Compensation Deferrals (formerly Payroll Deductions)
- Board Policy 7192 – Payroll Deductions (formerly Other Insurance)

These suggested revisions will also be made available to College employees for their input, and will be presented to the Board for final action at the September meeting.

E. PERSONNEL

1. Support Personnel

a. Operational Staff

(1) Consideration of the retirement request.

b. Maintenance/Building Staff

(1) Consideration of retirement request.

c. Campus Safety Staff

(1) Employment of full-time, campus safety law enforcement officer.

2. Professional Staff

a. Non-Teaching Professional Staff

(1) Appointment of volunteers for literacy.

(2) Appointment of Humanities Department Chair.

b. Full-Time Faculty

(1) Employment of full-time, temporary faculty, Spanish instructor.

(2) Approval of new academic rank for two full-time instructors.

c. Term Faculty

Employment of 20 term faculty members.

d. Continuing Education Staff

Employment of 10 continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

(1) Employment of full-time, grade IV, grant, project coordinator.

(2) Employment of part-time, grade IV, community of interest coordinator-Connect S.I.

(3) Consideration of the retirement request.

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

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

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT