

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, October 24, 2006
7:00 P.M.
Board Room
Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PRESENTATION OF PRESIDENTIAL SCHOLARS

III. MINUTES OF SEPTEMBER BOARD MEETING (Voice Vote) -- Minutes of the budget hearing and regular board meeting of September 26, 2006, are enclosed with this mailing for your consideration and action.

IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending August 31, 2006, is enclosed for your consideration and action.

V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending September 30, 2006, is enclosed for your consideration and action.

VI. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

VII. 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/David Hancock

D. Association of Community College Trustees (ACCT) -- Jake Rendleman

E. Hiring Committee -- David Hancock

F. Student Trustee — Matthew Todd

VIII. GROUP/ASSOCIATION REPORTS

A. Faculty Association Report — Tim Baker

B. Term Faculty Association Report — John Montacue

C. Operational Staff Association Report -- JaDean Towle

IX. OFFICERS REPORTS

- A. J. P. Barrington – Special Events
- B. Larry Peterson – NCMPR Awards (Steve O’Keefe)
 - Civil War Lecture Series (Barry Hancock)
 - Governor’s Task Force on Dropouts (Elaine Parker)
 - Ethics Act Training
 - Athletics Advisory Committee
- C. Julia Schroeder – Overview and Results of Teacher Ed Program in Illinois
 - Whirlpool/Maytag Update (Kathy Lively and Dr. Schroeder)
 - Credit Hours
- D. Bob Mees – Presidents’ Council Retreat
 - Report of Money Distributed to JALC from Regional Office of Education (Attachment III)
 - Reverse Trade Mission Luncheon on November 1

X. OLD BUSINESS

A. Revision of Board Policies (Attachment IV) (Voice Vote)

At the September Board meeting, Board policy revisions were presented to the trustees for consideration and possible action at the October Board meeting. The policies are:

- Board Policy 5221A – Hours and Compensation
- Board Policy 5221B – Non-Union Operational Salary Grades & Positions
- Board Policy 5221D – Overtime Compensation Non-Union Operational Staff
- Board Policy 5260 – Vacation
- Board Policy 5272 – Sick Leave
- Board Policy 5280 – Health Insurance
- Board Policy 5282 – Health Insurance for Retired Employees

Copies of the above policies may be found in Attachment IV, with the recommended revisions in bold type.

Recommendation: That the Board of Trustees approve the revised Board Policies found in Attachment IV, and authorize the administration to implement these policies with the appropriate effective dates.

XI. CONSENT AGENDA (Voice Vote)

A. Request for Proposals – Copiers (Attachment V)

The College’s current five-year copier lease will expire December 31, 2006. Proposals for copiers were requested from vendors via public notice in the Southern Illinoisan and correspondence to vendors listed in the yellow pages. A pre-proposal meeting was held on September 13, 2006, attended by nine companies. Four proposals were received. (See Attachment V.) All proposals were reviewed by Kim Dixon, Dean for Financial Operations; Cindy Russell, Director of Word Processing; and J. P. Barrington, Vice-President for Business Services. Kim and Cindy contacted vendors to insure a complete understanding of each proposal.

Recommendation: Based on analysis of the proposals received, the administration is recommending that the Board of Trustees approve the proposal submitted by IKON, Inc., Chesterfield, Missouri, including Alternates 1, 3, 4 and 5, and that the administration be authorized to enter into a contract for this service.

Under this proposal, IKON will install thirty-four digital copiers on campus, an addition of two copiers from our current contract level, plus networking capabilities for the Admissions Office. In a 60-month contract, they will furnish all equipment, parts, labor, drum, service, 4-hour response time, chemical supplies, staples, and the package includes 5,000,000 copies annually for a cost of \$8,537 per month. Overages will be invoiced at \$.00595 per copy annually. This contract will reduce copier lease and maintenance costs by \$34,658 over the life of the lease, or \$6,931 annually, plus provide the additional services outlined in the recommended alternates. These alternates include stapling capability for all equipment excluding the Hospitality Room; networking capabilities for the Business Office, Word Processing and Admissions areas; and a web-based job submission system for the College.

B. Bid–Protection, Health, and Safety Compliance Work - 2007 – Flooring Replacement Cafeteria, Lounge & Corridor (Attachment VI)

Bid specifications were prepared and advertised according to Board Policy for Protection, Health, and Safety Compliance Work 2007 for flooring replacement of the cafeteria, lounge and corridor areas. (See Attachment VI.) Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Wednesday, October 11, 2006. The results follow:

<u>Bidders for Flooring Work</u>	<u>Bid Amount</u>
L & P Carpet, Inc. Anna, IL	\$20,900
Modern Tile & Carpet, Inc. Carbondale, IL	\$23,905
Richardert Flooring Perryville, MO	\$22,869

Recommendation: That the Board of Trustees approve the low bid meeting specifications from L & P Carpet, Inc., of Anna, Illinois, in the amount of \$20,900 for flooring replacement in the cafeteria, lounge, and corridor areas ,and that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award; also, that the administration be authorized to compensate Image Architects, Inc., for any architectural services for this project at a cost of \$2,090 plus direct associated costs. These contracts will be paid from the Operations and Maintenance Fund (Restricted), and will not impact the College operating budget.

C. Bid–Protection, Health, and Safety Compliance Work - 2007 – Asbestos Abatement at the Main Facility (Attachment VII)

Bid specifications were prepared and advertised according to Board Policy for Protection, Health, and Safety Compliance Work 2007 for asbestos abatement in the cafeteria, lounge, and corridor. (See Attachment VII.) Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Wednesday, October 11, 2006. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Envirotech, Inc. St. Louis, Mo	\$32,175
Freeman Environmental Services, Inc. Herrin, IL	\$64,640
General Waste Service, Inc. (Withdrawn) Alton, IL	\$19,990
Midwest Asbestos Abatement Corp. St. Peters, MO	\$30,769

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Midwest Asbestos Abatement, Corp., of St. Peters, Missouri, in the amount of \$30,769 for asbestos abatement in the cafeteria, lounge, and corridor, and that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award; also, that the administration be authorized to compensate Image Architects, Inc., for any architectural services for this project at a cost of \$3,076 plus additional charges of \$16,200 for APM/ASP and Testing, as well direct costs associated with this project. These contracts will be paid from the Operations and Maintenance Fund (Restricted) and will not impact the College operating budget.

D. Bid — Printing and Distribution of High School Recruitment Newsletters (Attachment VIII)

Specifications were prepared and advertised according to Board Policy for the printing and distribution high school recruitment newsletters in November, 2006; January, 2007; and April 2007. (See Attachment VIII.) Bids were opened at 2:00 p.m. on Thursday, October 12, 2006. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
The Printing Plant 606 S. Illinois Avenue Carbondale, IL 62901	\$18,900.00
<i>The Southern Illinoisan</i> P. O. Box 2106 Carbondale, IL 62901	\$14,950.00

Recommendation: That the Board of Trustees approve the low bid meeting specifications for the printing and distribution of the high school recruitment newsletters in the amount of \$14,950 from *The Southern Illinoisan* of Carbondale, and that the administration be authorized to make this purchase. Department of Commerce and Economic Opportunity Student Recruiting Grant funds will be used to purchase these newsletters.

E. Surplus Property (Attachment IX)

In according to Board Policy #7240, approval is being requested to advertise for bids on surplus property consisting of a 1990 Ford semi-cab, a 1986 Trailmobile trailer, and postage equipment with console as listed on the attached sheets. (See Attachment IX.)

Recommendation: That the Board of Trustees approve advertising for bids on the surplus property items as listed in Attachment IX.

F. Approval of Purchase Order to 710 Bookstore for Perkins Grant Student Textbooks

Board approval is requested for a blanket purchase order to 710 Bookstore to cover the cost of textbooks that are needed for the College's allied health students and business/technology students. This money comes from Perkins Grant funds, and local rules allow students meeting criteria of Perkins to have their textbook costs covered.

Recommendation: That the Board of Trustees approve a blanket purchase order to 710 Bookstore in the amount of \$12,819.31, to cover the cost of textbooks for students covered under the Carl Perkins Grant.

G. Approval of Additions to Joint Agreement with Illinois Eastern Community College (Attachment X)

John A. Logan College currently has a joint agreement with Illinois Eastern Community College District No. 529 for the purpose of better meeting the needs of all students in the two college districts. The agreement gives students an opportunity to take classes that are not available at their own college without paying out-of-district tuition. It is desirable at this time to revise the Joint Agreement with Illinois Eastern Community College for the purpose of adding Architecture Technology – AAS Degree; Educational Interpreting Professional (Online) – Certificate; and Graphics Design – Certificate to the classes that students from Illinois Eastern may take at John A. Logan College. These were the only revisions to the agreement and the revised document may be found in its entirety in Attachment X.

Recommendation: That the Board of Trustees approve the College's revised Joint Agreement with Illinois Eastern Community College as contained in Attachment X.

H. Approval of 2007-2008 Instructional Calendar (Attachment XI)

Annually, the College must adopt a calendar for the following academic year. John A. Logan College attempts with this calendar to accommodate internal institutional needs and opinions, the calendar at SIU-C (because a number of students who attend both institutions), and the public school calendar. The proposed calendar for 2007-2008 is included as Attachment XI.

Recommendation: That the Board of Trustees approve the proposed Instructional Calendar for 2007-2008 as contained in Attachment XI, and that the administration be authorized to implement this as the official College Instructional Calendar.

XII. NEW BUSINESS

A. Debt Certificates (Consideration and Possible Action)

Information related to this agenda item has been previously provided to each Board member. This agenda item is being presented for consideration and possible action on a Resolution for an Installment Purchase Agreement and authorizing and providing for the issuance of General Obligation Debt Certificates (Limited Tax).

B. New Board Policies: #3111 – Statement of Philosophy; #3112 – Statement of Core Values; and #3113 – Statement of Vision (Attachment XII) (No Action – For Review and Possible Action at the November Board Meeting)

When the Board of Trustees adopted an abbreviated version of the College's Mission and Goals Statement in 2004 (Board Policy #3110), the Philosophy Statement was removed from the policy at that time. Parts of the old mission statement that had incorporated language from the Leadership and Core Values initiative were also eliminated. The Core Values are very important to the College and are visible in our hallway displays and printed materials. The College's philosophy is still referred to from time to time. In preparation for the Higher Learning Commission site visit, the administration feels it is desirable to re-instate the College's Statement of Philosophy in the Board Policy Manual as #3111, and the Statement of Core Values as #3112. Through the self-study process for accreditation, a vision statement for the College has also been formulated. It is desirable for the Board of Trustees to approve this vision statement for the College as Board Policy #3113.

Proposed Board Policies #3111–Statement of Philosophy; #3112–Statement of Core Values; and #3113–Statement of Vision are included as Attachment XII.

Recommendation: That the Board of Trustees review proposed Board Policy #3111–Statement of Philosophy; Board Policy #3112–Statement of Core Values; and #3113–Statement of Vision as contained in Attachment XII, and consider for action at the November Board meeting.

C. Personnel

1. Support Personnel

a. Operational Staff

Employment of a full-time, grade III, admissions specialist III at John A. Logan College.

Consideration of retirement request.

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

Employment of part-time learning facilitator.

b. Full-Time Faculty

Consideration of retirement requests.

c. Term Faculty

Employment of two term faculty staff members.

d. Continuing Education Staff

Employment of one continuing education staff member.

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. Term Faculty – None at this time.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT