

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

**BOARD OF TRUSTEES**

Regular Meeting  
Tuesday, May 23, 2006  
7:00 P.M.  
Board Room  
Administration Building

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF APRIL BOARD MEETINGS (Voice Vote) -- Minutes of the regular board meeting of April 18, 2006, were previously mailed for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending March 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 April 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 — Judi Pastori**

**IX. OFFICERS REPORTS**

- A. **J. P. Barrington** – **Construction Projects**
  - **Vending Contract**
  - **Health Insurance Committee**
- B. **Larry Peterson** – **Summer Enrollment**
  - **College PowerPoint Presentation by Shannon Woodworth**
- C. **Julia Schroeder** – **Teaching Learning Center (TLC)**
  - **Chart on JALC Committee Decision-Making Process**
  - **Forensic Activities (Stephanie Chaney-Hartford)**
- D. **Bob Mees** – **Update on Strategic Plan**
  - **Update on State Budget**
  - **Update on Closing of Maytag**

**X. CONSENT AGENDA (Voice Vote)**

**A. Bid – Hampden Model H-ACD-1 Air Conditioning Demonstrator (Attachment III)**

Bid specifications were prepared and advertised according to board policy for a Hampden Model H-ACD-1 Air Conditioning Demonstrator. (See Attachment III.) This equipment is to be used by the Heating and Air Conditioning Instructional Department, and will be paid for with funds in the College’s operating budget. Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Thursday, April 27, 2006. The results follow:

<b><u>Bidders</u></b>	<b><u>Bid Amount</u></b>
JBH Technologies, Inc. P. O. Box 2218 Glenview, IL 60025-2218	\$25,622
Hampden Engineering Corporation 99 Shaker Road East Longmeadow, MA 01028	\$23,293

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications for the purchase of the Hampden Model H-ACD 1 Air Conditioning Demonstrator from

Hampden Engineering Corporation of East Longmeadow, Massachusetts, in the amount of \$23,293, and that the administration be authorized to make this purchase.

**B. Bid – Exterior Window Cleaning (Attachment IV)**

Bid specifications were prepared and advertised according to board policy for exterior window cleaning on campus. (See Attachment IV.) Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Thursday, April 27, 2006. Bid specifications were distributed to two vendors but only one bid was received. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Fish Window Cleaning 1400 West Main, Suite 15 Carbondale, IL 62901	\$14,130

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications from Fish Window Cleaning of Carbondale, IL, in the amount of \$14,130, for exterior window cleaning on campus effective July, 1, 2006, through June 30, 2007, and that the administration be authorized to issue a purchase order for window cleaning services.

**C. Bid – PHS Compliance Work: Fire Alarm and Electrical Panel Upgrades (Attachment V)**

Bid specifications were prepared and advertised according to board policy for Protection, Health, and Safety compliance work for fire alarm and electrical panel upgrades. (See Attachment V.) Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Wednesday, May 10, 2006. The results follow:

<u>Bidders for Fire Alarm Work</u>	<u>Bid Amount</u>				
Tech Electronics, Inc. St. Louis, MO	\$36,780				
<u>Bidders for Electrical Work</u>	<u>Base Bid</u>	<u>Alternate # E-1</u>	<u>Alternate # E-2</u>	<u>Alternate # E-3</u>	<u>Alternate # E-4</u>
F.W. Electric, Inc. St. Louis, MO	\$268,000	\$8,440	\$1,800	\$4,400	\$82,385
Keith Martin, Inc. Johnston City, IL	\$164,000	\$5,100	\$1,400	\$2,400	\$36,150
J.M. Walters & Son, Inc. Metropolis, IL	\$185,500	\$3,900	\$2,100	\$3,500	\$31,000

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications from Tech Electronics, Inc., of St. Louis, Missouri, in the amount of \$36,780, to replace existing fire alarm panel, and that the Board authorize the contractor 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 \$3,678, plus direct costs associated with this project [This contract will be paid from the Operations and Maintenance Fund (Restricted) and will not impact the College operating budget]; and that the Board of Trustees reject all bids for the electrical panel upgrades due to the bids being over the approved Protection, Health, and Safety project budget.

#### **D. Customer Support Service Plan**

Cost for basic software support with Education Solutions Development (ESD) will increase July 1, 2006, when the College's basic monthly cost will be \$7,692. This compares to our current monthly cost of \$7,468, or an increase of 3% over FY06. ESD is currently in the process of installing higher education software written for its APECS.net SQL based system. This will complete the software upgrade process as finance and human resource modules have already been installed.

The College has been running APECS software since 1981 and has a tremendous investment in training, knowledge, and historical data that cannot be replaced for a dollar figure anywhere near what we are presently paying for APECS software and support. APECS software has proven itself reliable and capable since installation. We feel with the major dependence our institution has on our computer system, we must keep it running effectively and efficiently. As a result of this service plan, we will continue to receive:

- Hotline Telephone Support
- Updates to APECS.net Programs
- Year-end Regular Updates
- Web Help Support
- Localized Support
- Student Financial Information
- Remote Diagnostics
- Support via E-mail

We continue to monitor the improvements that ESD makes in the system through new releases, patches, federal and state mandated updates and other enhancements to the APECS.net product.

**Recommendation:** That the Board of Trustees approve the agreement for customer support service with Education Solutions Development (ESD) for the period July 1, 2006, to June 30, 2007, for the amount of \$92,304.

#### **E. College Elevators (Attachment VI)**

In the past, the College has contracted with ThyssenKrupp for maintenance of the seven elevators on campus. We have found that it is critical to the operation of the College to have these elevators under a maintenance contract due to the number of students that rely on them for accessibility to the various levels of the buildings. The cost for service last year was \$13,488. The increase in the amount for FY07 for the elevator systems stems entirely from the increase in contractual labor. This year's cost increased \$944.16 or 7%. The quote from the company to cover the period July 1, 2006, through June 30, 2007, is \$14,432.16. (See Attachment VI).

**Recommendation:** That the Board of Trustees authorize the administration to enter into maintenance contracts with ThyssenKrupp for maintenance of the College's seven elevators for the period July 1, 2006, through June 30, 2007, for the amount of \$14,432.16.

**F. Fire Alarm System (Attachment VII)**

In the past, the College has had a maintenance agreement with Tech Electronic for service on the fire alarm system. There has been no increase over the FY06 cost. The charge for the contract pricing for the period July 1, 2006, through June 30, 2007, is \$8,410. (See Attachment VII.) A breakdown of costs is as follows:

	<u>FY06</u>	<u>FY07</u>
Main Facility	\$4,430	\$4,430
Office Building	570	570
Vocational Building	530	530
Building H	1,536	1,536
Building J	<u>1,344</u>	<u>1,344</u>
Total	<u>\$8,410</u>	<u>\$8,410</u>

**Recommendation:** That the Board of Trustees authorize the administration to enter into contracts with Tech Electronic for maintenance of the fire alarm systems for the period July 1, 2006, through June 30, 2007, at a cost of \$8,410.

**G. Energy Management Systems (Attachment VIII)**

The College's heating and cooling equipment is controlled throughout the buildings by a system that includes computers and sensors. We have had this under a maintenance agreement with Johnson Controls in the past. The Johnson Controls contract increased \$636 for a 4% increase on the existing contracts plus \$3,972 for the addition of Buildings H and J to the maintenance agreement as the Building H and J warranty periods have expired. It is desirable to continue with this agreement for the upcoming fiscal year. (See Attachment VIII.)

The breakdown of the costs are as follows:

	<u>FY06</u>	<u>FY07</u>
Phase 1	\$5,410	\$5,628
Phase 2	5,230	5,436
Phase 3	<u>5,320</u>	5,532
Phase 4		<u>3,972</u>
Total	<u>\$15,960</u>	<u>\$20,568</u>

**Recommendation:** That the Board of Trustees authorize the administration to continue the maintenance agreement for energy management systems maintenance for 2006-2007 with Johnson Controls for the amount of \$20,658.

**H. Approval of Preschool Cost Increase (Attachment IX)**

Approval is being requested to increase the tuition costs of the children in Logan Preschool. This increase is being recommended primarily to cover the rising costs of food provided to the preschool by Chartwells. Food costs are being raised for the second time this year.

The proposed increase would raise the costs \$1.00 per day for toddlers and preschoolers, making the total cost per day \$22.50 for toddlers and \$19.50 for preschoolers. The current cost is \$21.50 and \$18.50 per day. It is desirable to implement the new preschool tuition rate effective August 1, 2006. Information on average costs of child care in Jackson and Williamson counties is included in Attachment IX.

**Recommendation:** That the Board of Trustees approve an increase in the tuition rate for children enrolled in the Logan Preschool by \$1.00 per day for toddlers and preschoolers, making the total tuition rate \$22.50 per day for toddlers and \$19.50 per day for preschoolers; and that the administration be authorized to implement these rates effective August 1, 2006.

**I. Approval of Blackboard Courseware License Fee and Hosting Fees**

The College has an agreement with Blackboard to provide the College with Blackboard Academic Suite software and ASP Services. Approval is requested for payment of the hosting services fee in the amount of \$45,800 (in monthly installments of \$3,816.67) in order to continue to serve the College's on-line courses and the expansion of courses using Internet supplements, and the yearly Blackboard license fee of \$38,200.

**Recommendation:** That the Board of Trustees approve continuation of the College's agreement with Blackboard to provide Blackboard Academic Suite software and ASP Services, and that the administration be authorized to pay the yearly Blackboard licensing fee of \$38,200, and the hosting services fee in the amount of \$45,800 (in monthly installments of \$3,816.17) for FY 06.

**J. Approval of Library Periodical Subscriptions (Attachment X)**

For the next three-year bid cycle for periodical subscriptions for the College's Learning Resource Center, three quotations have been received for the first year of service. Criteria used for obtaining these quotations may be found in Attachment X.

The quotes were as follows:

<u>Vendor</u>	<u>Bid</u>
Popular Subscription Services	\$15,931.98
W. T. Cox Subscription Services	\$22,114.13
EBSCO Subscription Services	\$31,998.35

**Recommendation:** That the Board of Trustees approve Popular Subscription Services as the College's provider of periodical subscriptions for the Learning Resource Center for the next three years, and that the administration be authorized to pay \$15,931.98 for the first year of this agreement.

**K. Approval of Cooperative Agreement Program with Rend Lake College (District #521) (Attachment XI)**

The College currently has a cooperative agreement with Rend Lake College, District #521 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 Cooperative Agreement with Rend Lake College for the purpose of adding Associate in Applied Science Degree in Construction Trades, Realtime Captioning Tech (Judicial Reporter), Tooling Manufacturing Technology, and Tourism Management, Certificates in Education Interpreting Professional (Online), Lodging Management, Medical Assistant, Realtime Captioning Tech (Scopist Reporter) to the programs Rend Lake College students may take at John A. Logan College. Cosmetology is being deleted.

Rend Lake College has added Certificate in Truck Driver Training and Associate in Science Degree in Radiological Technology, Surveying Technology, and Wireless Communication Technology to the programs John A. Logan College students may take at Rend Lake College. Graphic Design and Massage Therapy were deleted. These were the only revisions to the agreement and the revised document may be found in its entirety as Attachment XI.

**Recommendation:** That the Board of Trustees approve revisions to the College's Cooperative Agreement Program with Rend Lake College (District #521) as contained in Attachment XI.

**L. Approval of Joint Agreement with Kaskaskia College (District #501) (Attachment XII)**

The College currently has a joint agreement with Kaskaskia College, District #501, 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 Kaskaskia College for the purpose of adding Associate in Applied Science degree in Architecture Technology and Judicial Reporter, Certificates in Certified Medical Assistant, Educational Interpreting Professional, Scopist Reporter, to the programs that Kaskaskia students may take at John A. Logan Community College. Kaskaskia College has added certificates in Diagnostic Medical Sonography and Truck Driver Training to the programs that John A. Logan College students may take at Kaskaskia College. These were the only revisions to the agreement and the revised document may be found in its entirety as Attachment XII.

**Recommendation:** That the Board of Trustees approve revisions to the College's Joint Agreement with Kaskaskia College as contained in Attachment XII.

**XI. NEW BUSINESS**

**A. Tuition Increase (Attachment XIII) (Roll Call Vote)**

The Board Finance Committee met on May 10, 2006, to discuss the current status of the College's FY07 budget. The major portion of our discussion centered around the need and amount of a tuition increase for FY07. Any tuition increase adopted for FY07 must be in place by June 1, 2006, to meet the state financial aid reporting guidelines established by the

Illinois Student Assistance Commission. Presently John A. Logan College has a tuition rate of \$61 per credit hour which ranks as the fifth lowest tuition for Illinois Public Community Colleges. Based on survey information received as of May 9, 2006, 33 of the 39 Illinois Community Public College Districts have approved tuition increases for FY07. These increases range from \$2 to \$10 with an average increase of over \$5. As we look forward to FY07 with known expenditure increases of \$844,273 for salary and benefit changes plus anticipated increases for program expansion, utilities, supplies, etc., additional resources will be needed beyond the anticipated increase from the Illinois Community College Board and local real estate taxes. As discussed with and supported by the Finance Committee, we recommend a \$3 per credit hour increase effective fall semester FY07 which is an increase of 4.9%, raising our tuition rate to \$64 per credit hour. With this increase, John A. Logan College should remain at the fifth lowest tuition rate for the Illinois Public Community Colleges. In addition, I would recommend that \$1 of the increase be allocated to technology replacement, upgrade, and expansion. In FY01, \$3 of our tuition was allocated to technology replacement, upgrade, and expansion. I have attached a worksheet showing the estimated technology cost for the period FY07 to FY11. I caution you that this is only an estimate and is subject to major technology shifts and increased student and instructional demands.

**Recommendation:** That the Board of Trustees approve a tuition increase of \$3 per credit hour, and that the administration be authorized to implement the new tuition rate of \$64 per credit hour effective fall semester 2006 (FY07), and that \$1 of that increase be allocated to technology replacement, upgrade, and expansion.

**B. Revision to Board Policy 5221A – Hours and Compensation (Attachment XIV) (For Board Review Only)**

As President Mees previously discussed with the Board of Trustees, the completion of the collective bargaining agreement with the Logan Operational Staff Association produced outcomes which require the revision of Board Policy 5221A. Copies of the current Board Policy are attached, along with the proposed revision reflecting the appropriate changes in bold type.

**Recommendation:** That the Board of Trustees review the proposed revision to Board Policy 5221A – Hours and Compensation (see Attachment XIV), and as recommended in Board Policy 2610 – Revision of By-Laws, consider this policy revision for action at the June 27, 2006, meeting of the Board of Trustees.

**C. Establish Date and Time for Board Retreat**

The Board of Trustees has expressed a desire to hold a retreat at Giant City Lodge. The suggested dates are either July 10 or July 11. In the past, the retreat has begun at 4:30 p.m. Please check your calendars and come prepared to make a decision on the time and date for a Board retreat.

## **D. PERSONNEL**

### **1. Support Personnel**

#### **a. Operational Staff**

Employment of a full-time, grade III, secretary III at John A. Logan College effective June 12, 2006

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

#### **c. Security Staff – None at this time**

### **2. Professional Staff**

#### **a. Non-Teaching Professional Staff**

Recommendation for Department Chair of Applied Technologies

Recommendation for Department Chair of Life Science

#### **b. Full-Time Faculty**

(1) Employment of full-time biology instructor

(2) Employment of full-time education instructor

(3) Consideration of retirement request

(4) Recommendation for change in academic rank for two full-time faculty members

#### **c. Term Faculty**

Employment of four term faculty members

#### **d. Continuing Education Staff**

Employment of five continuing education staff members

### **3. Grant Personnel**

#### **a. Operational Staff**

Employment of a full-time, grade IV, accounting clerk IV at John A. Logan College effective June 7, 2006

#### **b. Non-Teaching Professional Staff**

(1) Employment of full-time, grade V, LRC professional development facilitator

(2) Retirement of non-teaching professional staff member

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

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

**XII. ANNOUNCEMENTS**

**XIII. ADJOURNMENT**