



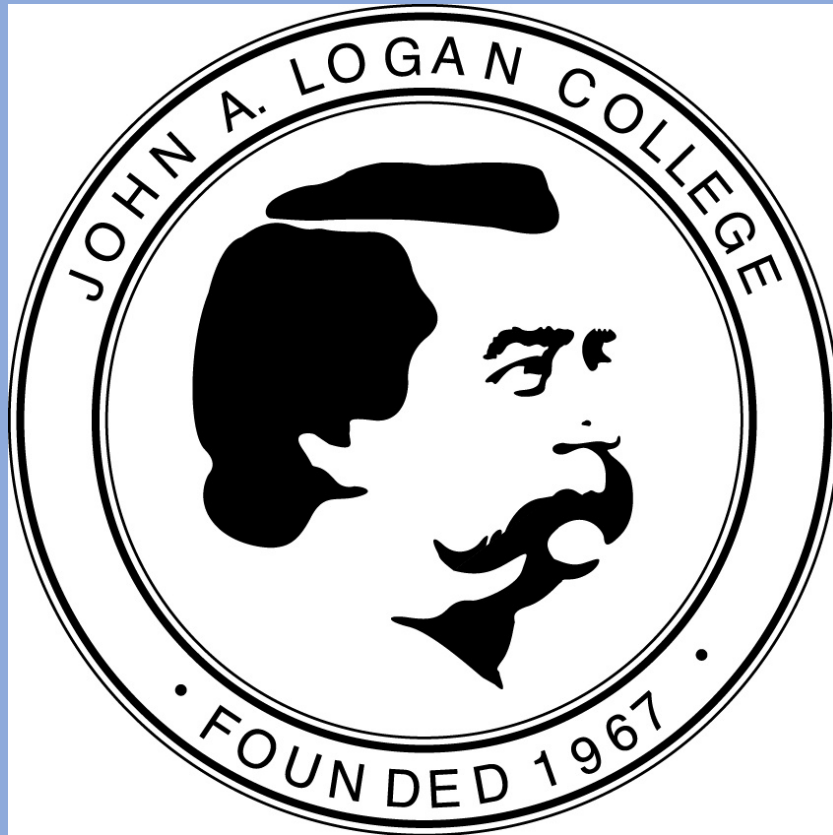
JOHN A. LOGAN COLLEGE

The following items were approved by the Board of Trustees on May 25, 2021:

- 8.E Student Laptop Loan Program Purchase
- 8.F Award of Contract – Roof Replacement Project
- 8.G One-Year Strategic Plan
- 8.H Personnel Action Items

CONSENT AGENDA ITEM 8.E

Student Laptop Loan Program Purchase



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.E – Student Laptop Loaner Program Purchase

1. SUBJECT

Request to purchase 50 laptops and two networked charging carts totaling \$76,098.58 to support the Student Laptop Loan Program.

2. REASON FOR CONSIDERATION

In March 2020, older laptops that were just replaced in a campus lab were provisioned and distributed to students in need. This initiative was implemented to help provide technology support due to the change in course delivery methods. This project is now completing one year of deployment. To help formalize this process and provide better student loaned laptop technology, a redesigned plan, and newer laptops are needed.

3. BACKGROUND INFORMATION

An additional 29 laptops were purchased over the last year to be loaned to students who qualify for our TRIO or Perkins programs. If approved, this will bring a total of 79 laptops that could be deployed at one time to students.

According to the Illinois Public Community College Act, 110 ILCS 805/3-27 and Board Policy 7154, Purchasing, data processing, and telecommunication equipment are exempt from bidding.

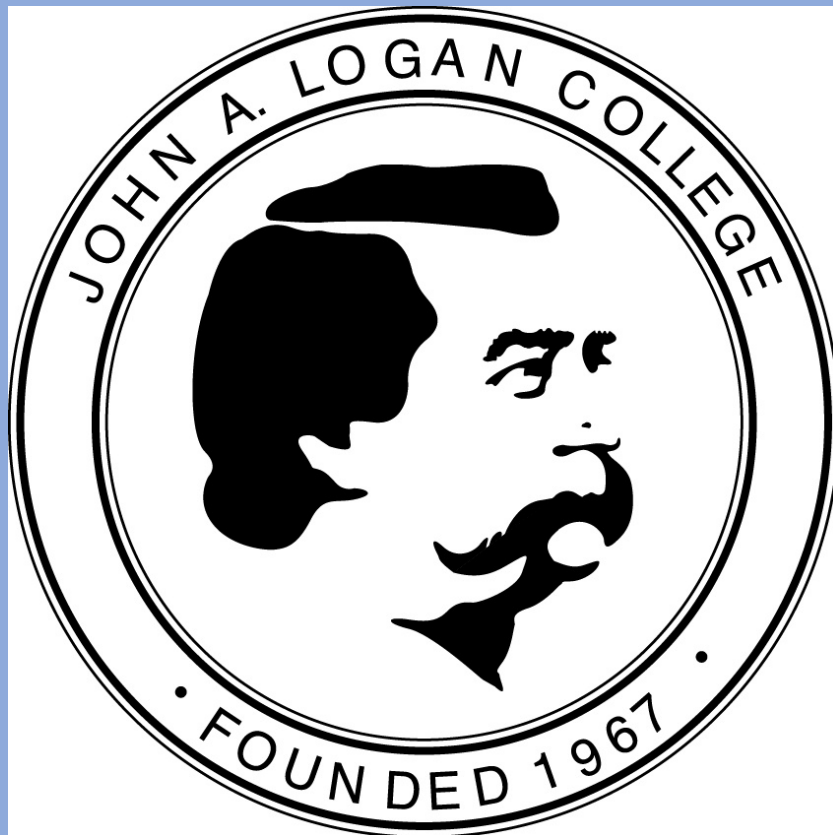
4. RECOMMENDATION

That the Board of Trustees approve the purchase of 50 laptops and two networked charging carts totaling \$76,098.58 to support the Student Laptop Loan Program.

Staff Contact: Melanie Pecord; Scott Elliott

CONSENT AGENDA ITEM 8.F

Award of Contract Roof Replacement Project



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.F – Award of Contract – Roof Replacement Project

1. SUBJECT

G-Building and Logan Practice Facility Re-Roof bids.

2. REASON FOR CONSIDERATION

This project's scope includes removing the existing fully adhered EPDM roofing system for Building 'G'. This will consist of all roofing membrane, flashings, sheet metal trims and caps, curb terminations, and through roof penetration flashings; removal of the existing rigid insulation and protection boards down to the metal decking. The base bid scope then includes providing 4 inches of polyisocyanurate insulation and tapered protection board and a new, fully adhered, white, Thermoplastic Olefin (TPO) roofing system.

Alternates for the project include:

- Alternate #1 – Add Logan Practice Facility roof to the scope of the project due to severe water intrusion found during renovation.
- Alternate #2 – Provide pricing for a KEE PVC roof membrane on Building 'G' in lieu of standard TPO membrane.
- Alternate #3 – Provide pricing for a KEE PVC roof membrane on the Logan Practice Facility in lieu of standard TPO membrane.

In 2019, the Board approved a Capital Project Application for this project which totaled \$391,015.

3. BACKGROUND INFORMATION

The original total project cost estimate from 2019 for re-roofing the Building 'G' was \$391,015, as stated above. This project is funded from PHS funds.

Also stated above, a project last summer renovated the Logan Practice Facility. During the course of that project, some minor replacements of downspouts and guttering were completed. It was determined that the cause of the water intrusion was more severe, and there was not enough contingency in that interior renovation project to cover the anticipated costs. The Administration determined and decided to add corrective work to this project as an alternate since the scope and detailing were so similar.

This project went out for bid and three bids were received on May 17, 2021.

4. RECOMMENDATION

The Board of Trustees approve a total bid of \$413,500 which includes the base bid of \$248,500 for the Building 'G' roof and also approve Alternate #1 of \$165,000.00 for the Logan Practice Facility roof as submitted by the lowest responsible bidder, Glandt Roofing LLC. This does not include contingency funds which will budgeted at \$25,000.

We also recommend approval A&E fees for Architechniques of \$24,000.

Staff Contact: Stacy Buckingham and Jeremy Sargent

ARCHITECTRIQUES LIMITED



BID TABULATION SHEET

Project name:	JALC-PHS Building G and MP Gym Re- Roof)			Date:	5/17/2021	
Project No.:	19-997			Time:	2:00PM	
Owner:	JALC					
Estimate:	\$333,650	excludes alternates and contingency				
Contractor:	Base Bid:	Alt #1 (add MP Gym to scope)	Alt #2 (PVC at G bldg)	Alt#3 (PVC at MP Gym)	Included Bid Bond (10%)	Acknowledged Addenda 1
Geissler Roofing Inc. Belleville, IL	\$282,750.00	\$152,795.00	\$22,115.00	\$12,760.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Glandt Roofing LLC, East Carondolet, IL	\$248,500.00	\$165,000.00	\$46,000.00	\$15,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Keher Bros. West Roofing, Inc. Albers, IL	\$287,000.00	\$142,500.00	\$29,000.00	\$19,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

ARCHITECTNIQUES LIMITED



May 18, 2021

John A. Logan College
Attn. Stacy Buckingham
700 Logan College Road
Carterville, Illinois 62918

Re: JALC 'G' Building and Multi-Purpose Gym Re-Roofing

Dear Ms. Buckingham,

Please accept this letter as our formal recommendation that the Board of Trustees award the bid for the above-mentioned project to Glandt Roofing LLC based out of East Carondelet, Illinois.

We at Architechniques have been involved in a recent re-roofing project with the Public Building Commission in Williamson County, that used Glandt Roofing LLC and it was a favorable experience. We see no apparent reason that Glandt Roofing, LLC could not reasonably be expected to complete this project.

Based on the responses to the bids, the roofing industry is experiencing the same delay in delivery and shortage of materials that most other industries are at this time. All bidders responded that they would endeavor to meet the schedule needed by John A. Logan, but material deliveries were volatile, and completion date would be dependent on actual delivery of said materials. Expected completion dates on the bid forms, ranged from September 1 to December 31, and all had the stipulation that it was entirely dependent on availability and delivery of the materials as well as accepted alternates. In our opinion, and based on the responses, this volatile market condition affects all bidders equally, and all are dependent in the same or similar supply factors. The completion date, as it relates to the pricing received, should therefore not be used to favor one contractor over the other in the award of the bid, as the delivery of materials is out of their individual and collective control.

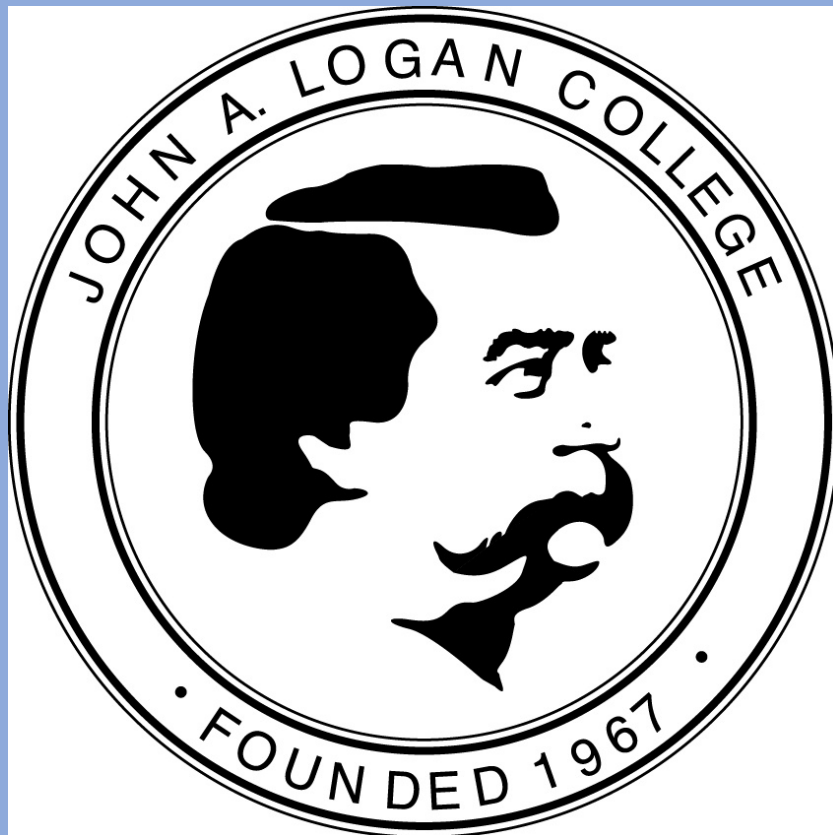
Sincerely,

A handwritten signature in black ink, appearing to be 'S Sims'.

Steve Sims, NCARB, AIA,
President, Architechniques, Ltd.

CONSENT AGENDA ITEM 8.G

One-Year Strategic Plan



JOHN A. LOGAN COLLEGE

ONE-YEAR STRATEGIC PLAN

2021 - 2022

STRATEGIC PLAN TASK FORCE MEMBERS

COMMUNICATION

Adrienne Barkley-GiffinAssociate Dean for Student Activities and Cultural Events
Emily HarmonStudent
Susan May Assistant to the President
Angel NajarStudent
Steve O'Keefe.....Director of Public Relations
Staci ShaferExecutive Director of Foundation

COMMUNITY ENGAGEMENT

Clay BrewerInterim Vice-President for Administration
Bradley GriffithDirector of Logan Fitness
Tammy Gwaltney Coordinator of Grant Development
Greg StarrickAthletic Director

CULTURE AND MORALE

Michelle HamiltonDirector of Academic and Workforce Programs
Melanie PecordProvost
Eric PulleyDirector of Institutional Research

DIVERSITY AND INCLUSION

Toyin Fox Director of Diversity and Inclusion
Matt Garrison Department Chair and Associate Professor of English
Kristin YosanovichPractical Nursing Instructor

ENROLLMENT

Elaine CrainAdmin. Assistant IV – Adjunct Faculty Instruction
Stephanie HartfordDean for Academic Affairs
Karla TabingDirector of Adult Education
Tim WilliamsDean of Student Services

INFRASTRUCTURE

Stacy BuckinghamInterim Vice-President for Business Services
Scott ElliottExecutive Director of Integrated Technology
Jeremy MuellerDirector of Building and Grounds
Jeremy SargentConstruction Project Manager
Drew StacyCampus Police Law Enforcement Officer

FIVE-YEAR STRATEGIC PLAN

Kirk OverstreetPresident

The One-Year Strategic Plan for John A. Logan College was developed by the Strategic Plan Task Force and contains six pillars (goals) to move the College forward in the next year.

- Strategic goals are broad intentions that we expect to accomplish during the life of the plan.
- Strategic objectives (tactics) are reportable actions that we expect to accomplish for each strategic goal.
- Example activities are tasks (within each objective) that cross-functional committees and departments carry out; activities frequently change throughout the life of the plan.

The Task Force held several meetings to develop next year's objectives and identified six pillars with strategies and tactics. Work to begin this fall will include developing quarterly reporting tools and training workshops for staff to enhance goal setting and metrics attainment.

The six pillars, including strategies and tactics, are listed in alphabetical order below:

COMMUNICATION	
<i>Objective: Implement an integrative Communication Plan that coordinates public relations and digital communication to ensure the College's message is shared equally and regularly with JALC students, stakeholders, and employees.</i>	
Strategies	Tactics
Connect with current students to encourage authentic engagement and balance necessary updates with inspiring content.	<ul style="list-style-type: none"> • Survey current students regarding preferred mode of communication. • Adopt a new broad text messaging system that allows separation for emergency communication, general announcements, and individual groups. • Recruit student writers/volunteers to develop a monthly e-newspaper.
Provide consistent communication to prospective students to engage and retain interest.	<ul style="list-style-type: none"> • Utilize traditional media (radio/tv) to reach non-traditional students. • Enhance the effectiveness of social media by utilizing geo-tracking and geo-fencing.
Share positive stories and essential campus information with external stakeholders that is clear, concise, and meaningful.	<ul style="list-style-type: none"> • Increase the dissemination of public information through the website, radio/tv, and social media. • Hire a social media marketing coordinator to implement and monitor the effectiveness of social media tactics.
Practice transparency and increase communication to internal stakeholders .	<ul style="list-style-type: none"> • Develop a message or bulletin board on SharePoint for employees. • Develop a structure for the order of communication. • Update and post a Crisis Communication Plan.

COMMUNITY ENGAGEMENT	
<i>Objective: Employ a two-pronged approach to improving community engagement by sending JALC representatives OUT into the community and bringing community leaders INTO the JALC campus.</i>	
Strategies	Tactics
Develop a Community Engagement Team that will be responsible for attending and representing JALC at community events.	<ul style="list-style-type: none"> • Identify capable and willing members to represent JALC. Aim for 15-20 members consisting of faculty, staff, students, alumni, or board members. • Designate a chair to be responsible for coordinating a monthly calendar of community events. • Compile a speaker's bureau detailing potential JALC representatives and their topics of expertise for potential speaking engagements. • Develop a consistent and standardized information/marketing plan to ensure the message is consistent and aligns with JALC's goals. • Implement the community engagement calendar and assignment of representatives.
Develop a Community Leadership Council consisting of leaders in the community and JALC alumni.	<ul style="list-style-type: none"> • Identify forward-thinking community leaders aiming for two members from each high school district. • Organize a kickoff event in September 2021.

CULTURE AND MORALE	
<i>Objective: Create a culture where all employees are fully engaged, valued, and excel in contributing to the College's overall mission by performance and operation to impact the College's ability to do its best.</i>	
Strategies	Tactics
Engage campus in community college culture.	<ul style="list-style-type: none"> • Employee tours and introductions.
Create team-building activities for employees.	<ul style="list-style-type: none"> • Engage employees through team-building activities, such as professional development workshops, book clubs, job shadowing, etc.
Show employees appreciation through activities, events, and recognition days.	<ul style="list-style-type: none"> • Birthday acknowledgment of employees through communication.
Review of College procedures	<ul style="list-style-type: none"> • Restructure College Council into a shared-governance model. • Review Administrative Procedures and Board Policies for efficiency.

DIVERSITY AND INCLUSION	
<i>Objective: Initiate a diversity challenge that provides students, faculty, staff, and local community with culturally enriching, inclusive experiences; share resources that promote empathy for other races, ethnicities, gender identifies, sexual orientations, social classes, religion, age groups, and other diversity dimensions; and increase recruitment, retention, degree completion with equity and a sense of belonging.</i>	
Strategies	Tactics
Build a Student-Centered Arts and Culture Challenge.	<ul style="list-style-type: none"> • Seek faculty and community partnership to access diversity and inclusion events and programs in the community within the following year. • Create a calendar of diversity and inclusion events for faculty and students to pursue in 2021-2022.
Generate a repository of best practices on diversity, equity, and inclusion for faculty and staff.	<ul style="list-style-type: none"> • Create a repository for faculty and staff in Desire2Learn. • Survey faculty and staff to gather best practices to place in the repository. • Deploy repository at Professional Development Day Fall 2021.
Increase enrollment of underrepresented and/or minority students.	<ul style="list-style-type: none"> • Ensure collaboration with the Recruitment and Retention Committee for specific goals to determine progress at benchmark for student success. • Involve Advisors, Recruiters, and community stakeholders and students to boost enrollment of minority students. • Gather data from Institutional Research to identify progress.
Increase hiring of underrepresented and/or minority faculty and staff.	<ul style="list-style-type: none"> • Consult with Human Resources to identify specific goals to gain and or increase employment of racial and other minority populations where there is disparity within John A. Logan College workforce. • Provide job fairs to identify diverse and underrepresented populations for employment at John A. Logan College. • Gather data from Institutional Research to identify progress.

ENROLLMENT	
<i>Objective: Increase student enrollment by analyzing current institutional data dn district workforce gaps to identify essential programs and favorable course scheduling.</i>	
Strategies	Tactics
Identify and implement new course scheduling patterns.	<ul style="list-style-type: none"> • Offer evening courses. • Offer courses in alternate week patterns.
Identify and create short-term certificates in academic programs.	<ul style="list-style-type: none"> • Identify short-term certificates through Workforce Education. • Identify CTE programs with 1.2 areas that can be broken into stackable credentials. • Establish registered apprenticeships at the College.
Return to Enrollment Management Plan.	<ul style="list-style-type: none"> • Obtain data for the plan. • Identify goals achieved. • Identify goals to be achieved in 2021-2022.

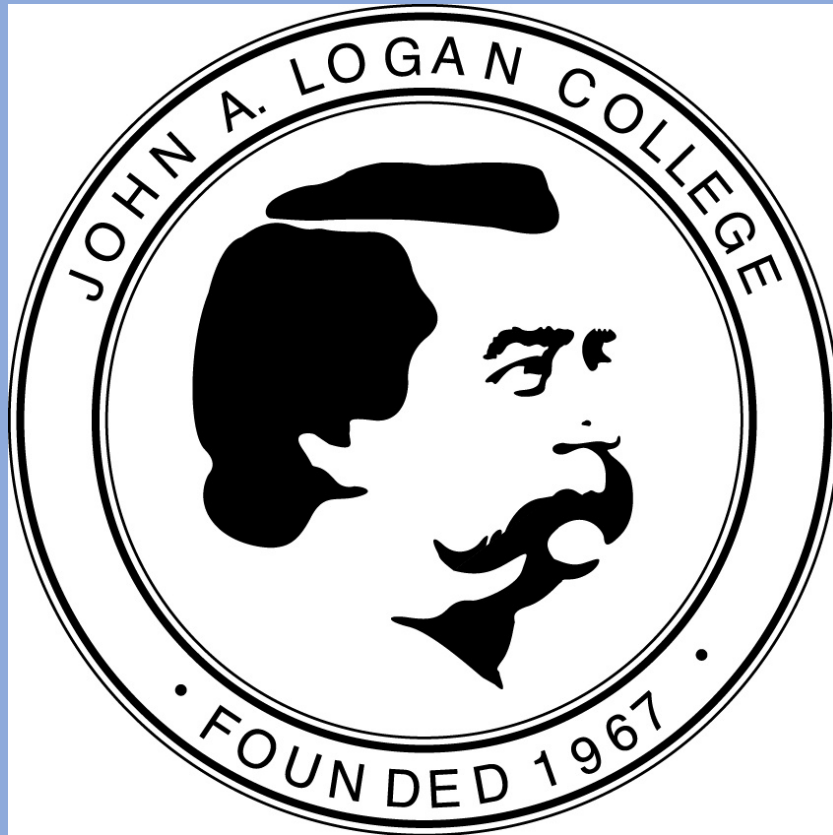
ENROLLMENT (continued)	
Strategies	Tactics
<p>Re-establish relationships with local industry to determine local training/education needs.</p>	<ul style="list-style-type: none"> • Identify growing local industries that JALC can serve through training and education. • Identify college employees to actively participate in Southern IL Workforce Investment Board (SWIB). • Contact Greater Egyptian Area Regional Planning & Development Commission to obtain information about the district and regional employment needs. • Contact REDCO to make sure the College is partnering in upcoming meetings and work. • Add JALC CTE programs to Mantracon's approved programs for incumbent worker training. • Identify JALC employees to participate in all district Chamber of Commerce.

FIVE-YEAR STRATEGIC PLAN:	
<i>Objective: To create a 5-year Strategic Long-Range Plan (SLRP) to guide the College from 2022-2027</i>	
Strategies	Tactics
<p>Create a new Strategic Planning Committee</p>	<ul style="list-style-type: none"> • Identify and recruit external stakeholders • Identify and recruit internal stakeholders
<p>Complete Environmental Scan</p>	<ul style="list-style-type: none"> • Data Collection • Community Forums • Internal forums • Data Analysis, including review of data from the one-year plan
<p>Develop pillars tied to JALC: Vision Statement; Mission</p>	<ul style="list-style-type: none"> • Student success • Organizational efficiency • Enrollment • Financial Stewardship • Outreach and Community development
<p>Develop 5-year Goals and Objectives</p>	<ul style="list-style-type: none"> • Develop Tactics • Foster a Learning-Centered Environment • Promote Student Goal Completion • Promote a climate of Collaboration, Equity, and Inclusion Among All College Constituencies • Promote Greater Transparency, Efficiency, and Accountability in College Processes and Systems • Strengthen Educational and Workforce Partnerships to Create a More Responsive and Sustainable Community • Enhance JALC as an Employer of Choice
<p>Develop metrics</p>	<ul style="list-style-type: none"> • Use SMART goals worksheet • Develop tools for quarterly reporting • Develop training and workshops for staff to enhance goal setting and metrics attainment

INFRASTRUCTURE	
<i>Objective: Promote a safe and inviting campus through infrastructure improvements and training.</i>	
Strategies	Tactics
Establish ongoing campus refurbish cycle.	<ul style="list-style-type: none"> • Create a Facility Infrastructure Committee to review and approve small-scale construction and remodel projects. • Establish an annual refurbish plan for painting, flooring, and lighting. • Prioritize furniture replacement for classroom and office spaces.
Implement Safety Training	<ul style="list-style-type: none"> • Reinstate NIMS compliance, safety drills, and safety training. • Create a task force to evaluate current alert systems and make a recommendation to address defined requirements. • Install signage for wayfinding and identifying safe areas.

CONSENT AGENDA ITEM 8.H

Personnel Action Items



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.H – Personnel Action Items

1. SUBJECT

Personnel items for Board approval.

2. REASON FOR CONSIDERATION

In accordance with Board Policy 5110, Board action is required upon the President's recommendation.

3. PERSONNEL RECOMMENDATIONS

A. Executive Support Staff

- 1) Executive Assistant to the Provost

B. Non-Teaching Professional Staff

- 1) Advisor/Counselor
- 2) Coordinator of Student Recruitment

C. Adjunct Faculty

- 1) Dental Assisting Instructors (3)
- 2) Biology Instructor
- 3) Graphic Design Substitute Instructor

D. Community Education Instructors

- 1) WERQ Dance Fitness Instructor
- 2) Goal Setting Aligned with Passion and Purpose Instructor
- 3) Matter of Balance Instructor
- 4) Dance Camp for Kids Instructor

E. Grant Part-time Faculty

- 1) Adult Basic Education Instructor

4. RECOMMENDATION

That the Board of Trustees approve the employment and ratification of personnel as presented.

**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.H - PERSONNEL ACTION ITEMS

A. EXECUTIVE SUPPORT STAFF

Name	Department	Position	Position Type	Start Date
Zachary Garrett	Instructional Services	Grade IV, Executive Assistant to the Provost	Full-Time	TBD

B. NON-TEACHING PROFESSIONAL STAFF

Name	Department	Position	Position Type	Start Date
Coco DiMauro	Student Services	Grade III, Advisor/Counselor	Full-Time	TBD
April Martinez	Student Services	Grade III, Coordinator of Student Recruitment	Full-Time	TBD

C. ADJUNCT FACULTY

Name	Position	Approval Type	Effective Date
Bryan Goldesberry	Dental Assisting Instructor	Employment	June 7, 2021
Chelsea Griffith	Biology Instructor	Employment	June 7, 2021
Mahmoud Jallad	Dental Assisting Instructor	Employment	June 7, 2021
Clint Mifflin	Graphic Design Substitute Instructor	Ratification	March 16, 2021
Geoffrey Partlow	Dental Assisting Instructor	Employment	June 7, 2021

D. COMMUNITY EDUCATION

Name	Position	Approval Type	Effective Date
Rachel Dunning	WERQ Dance Fitness Instructor	Employment	June 7, 2021
Cindy Heern	Goal Setting Aligned with Passion and Purpose Instructor	Employment	June 6, 2021
Becky Salazar	Matter of Balance Instructor	Employment	June 7, 2021
Kara Weshinsky	Dance Camp for Kids Instructor	Employment	June 8, 2021

E. GRANT PART-TIME FACULTY

Name	Position	Approval Type	Effective Date
Rachael Paull	Adult Basic Education Instructor	Ratification	April 20, 2021