

JOHN A. LOGAN COLLEGE

Carterville, Illinois

BOARD OF TRUSTEES

Regular Meeting

Tuesday, January 24, 2012

7:00 p.m.

Board Room

Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

- III. MINUTES OF THE TAX LEVY HEARING, REGULAR NOVEMBER BOARD MEETING, AND DECEMBER SPECIAL BOARD MEETING (Voice Vote)** – Minutes of the November 22, 2011 tax levy hearing and regular board meeting, and the December 13, 2011 special board meeting are enclosed with this packet for the Board of Trustees' consideration and action.

- IV. FINANCIAL REPORT (Attachment I) (Voice Vote)** – The financial reports for the periods ending October 31, 2011, and November 30, 2011, are enclosed for consideration and action.

- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote)** – The lists of accounts payable for the periods ending November 30, 2011, and December 31, 2011, are 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/Mike Hopkins
- D. Association of Community College Trustees (ACCT)** – John Sanders
- E. Hiring Committee** – John Sanders/Mike Hopkins

<u>Bidders</u>	<u>Bid Amount</u>
Lakeside Roofing Co., Inc. Collinsville, IL	\$346,337
D.E. Martin Roofing, Co., Inc. Lebanon, IL	\$334,999
Geissler Roofing, Co. Belleville, IL	\$296,080
Kehrer Brothers Construction Albers, IL	\$341,480
Shay Roofing, Inc. Millstadt, IL	\$344,833
Joiner Sheet Metal & Roofing, Inc. Greenville, IL	\$333,069

ICCB approved our protection, health, and safety project application for \$411,100. After subtracting architecture and engineering fees, the lowest bid is \$77,620 under the original project application budget submitted by the architects and engineers. Geissler Roofing has been the contractor on a recent roofing job at the College.

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Geissler Roofing, Co. of Belleville, Illinois, in the amount of \$296,080 for the base for removal of the existing ballasted EPDM roof system on the C-Wing and original E Wing down to the concrete roof deck and installing a new rigid insulation, including tapered and flat board systems to comply with the current R-value requirements of BOCA National Building Code with a new single ply roof system. In addition, it is recommended that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award and the administration be authorized to compensate Image Architects, Inc. for any architectural services for this project at a cost not to exceed \$37,400 for costs associated with this project.

B. Special Issue Construction Bond

The Special Issue Construction Bond for \$5,000,000 that the Board of Trustees had on Brad McCormick expired on December 20, 2011. Neace Lukens has provided a binder for the issuance of a \$6,000,000 Special Issue Construction Bond for the period of December 20, 2011 through December 20, 2012 issued by Brokers' Risk which is the same provider for the renewal. This previous bond in the amount of \$5,000,000 was issued by Brokers' Risk Placement Service, Inc. through Consolidated Insurance Agency, Inc. of Carbondale for \$2,576. The premium for this term of December 20, 2011 to December 20, 2012 is \$3,402 and is paid from Liability and Protection Funds.

Recommendation: That the Board of Trustees approves the Treasurer's Bond with Brokers' Risk through Neace Lukens in the amount of \$6,000,000 for the premium of \$3,402, and that the administration be authorized to proceed with this bond coverage.

C. Intergovernmental Agreement Establishing the Illinois Green Economy Network and Approval for Participation in the IGEN Aggregation Grant With IL DCEO (Attachment III)

Included is a resolution to become a member to IGEN and the actual Intergovernmental Agreement establishing the IGEN. Both have to be approved. Upon approval of both, the College has opportunity for immediate receipt of approximately \$264,832 in equipment and labor cost to change 140+ parking lot and roadway lights to LED and to make progress toward moving the control of parking lot lighting to our digital control system. The grant requires a 25% match of \$88,277 from the restricted building fund, which will be paid back in 2.61 years through energy savings. Approval of the IGEN Aggregation Grant also enables the College to receive future funds with the same 25% matching requirement.

Recommendation: That the Board of Trustees approve the IGEN Intergovernmental Agreement Resolution as listed below and approve participation in the IGEN Aggregation Grant with IL DCEO. Approval of grant participation includes, but is not limited to, the initial electrical aggregation component.

**JOHN A. LOGAN COLLEGE
RESOLUTION APPROVING AND AUTHORIZING
AN INTERGOVERNMENTAL AGREEMENT
ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK**

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network ("IGEN") in order to create and foster sustainability centers, provide training and education for a "green collar" workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and,

WHEREAS, this Board of Trustees of John A. Logan College desires to approve and authorize the execution of an Intergovernmental Agreement, substantially in the form attached hereto as Exhibit A, and all other actions required to satisfy the obligations thereunder, in order to engage in activities to promote energy efficiency and sustainability.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF JOHN A. LOGAN COLLEGE that this Board of Trustees of John A. Logan College, hereby approves and authorizes its Chairman and Secretary to execute an Intergovernmental Agreement substantially in the form attached hereto as Exhibit A, and its President to take all other actions required to satisfy the obligations thereunder.

PASSED AND APPROVED by the Board of Trustees of John A. Logan College on this 24th day of January, 2012.

D. Approval of Memorandum of Understanding -- Trade Adjustment Assistance Community College and Career Training (TAACCT) (Attachment IV)

John A. Logan College is a member of the Illinois Green Economy Network (IGEN), a partnership of all 48 community colleges in the state whose mission is to provide a platform for collaboration among colleges and their partners to establish sustainable best practices, promote energy demand reduction projects, and drive growth of the green economy.

The College is one of 17 participating Illinois community colleges included in IGEN's Career Pathways Consortium (CPC) program, funded through the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training program (TAACCT). This three year grant provides funds that will enable us to develop and pilot hybrid certificate programs in Hydroelectric and Geothermal, and Heating, Ventilation, and Air Conditioning (HVAC) in Existing Buildings, both stackable to separate associate degrees.

Embedded general education outcomes in career and technical courses will accelerate instructional delivery of the programs and will combine online and classroom best practices to allow greater flexibility and access to innovative green degrees. The developed program will be replicated across the state, with the ultimate outcome being the potential to nationally reach TAA workers.

Recommendation: That the Board of Trustees approve the Memorandum of Understanding with College of Lake County (as programmatic and fiscal agent) to partner in the Trade Adjustment Assistance Community College and Career Training grant (also referred to as TAA Career Pathways grant), and authorize the administration to meet the guidelines of the grant as outlined in the agreement. (See Attachment IV.)

E. Performance Contracting – Letter of Intent (Attachment V)

The College requested proposals for a "Lifecycle Infrastructure Management Partner" to work with the College for future energy management projects on the campus. The process is stipulated in legislation and requires solicitation and review by a committee prior to recommendation to the Board of Trustees for approval. The committee included the following:

Dwight Hoffard, Director of Buildings and Grounds
Brad McCormick, VP for Business Services and College Facilities
Tim Gibson, Sustainability Coordinator
Wayne O'Dell, Maintenance Staff
Sue Zamora, Director of Auxiliary Services
Ron Elliott, Energy Management Consultant (advisory only)

There was only one proposal received, though numerous firms did some initial investigation. The firm was CTS Group of St. Louis, MO. This firm has been working with a number of Illinois Community Colleges, most notably and locally, Lake Land College in Mattoon. After

listening to their presentation and reviewing information in a second committee meeting, the selection has recommended to the Board Building Committee and is recommending to the full Board of Trustees, the selection of this firm. The next stage will involve the development of a large energy reduction project involving at least the OFC building and the VOC building, with the possibility of including some elements of the CHEC building. After working with the Board Building Committee in the development of the full project and after verifying energy savings independently with a separate engineer, the administration would present the project to the entire board for approval prior to moving forward. It is anticipated this would be sometime in late spring or early summer. (See Attachment V.)

Recommendation: That the Board of Trustees approve CTS Group of St. Louis, MO as the provider of Energy Performance Contracting Services and authorize the administration to begin contract negotiations to be approved at a later time.

F. Purchase of Echocardiology System

Approval is requested for the purchase of the Diamond Select Philips iE33 Echocardiology system for use in the Diagnostic Medical Sonography program. The lease on the existing system will expire in 2012, and John A. Logan College has the option to purchase the machine for \$27,000 which is the fair market value. The Carl D. Perkins Grant will be covering this purchase.

Recommendation: That the Board of Trustees approve the purchase of a Diamond Select Philips iE33 Echocardiology system in the amount of \$27,000, and that the administration be authorized to make this purchase from Carl D. Perkins Grant funds.

XII. OLD BUSINESS

A. Approval of Proposed New Board Policies (Attachment VI) (Voice Vote)

The Board Policy Committee presented proposed new board policies to the Board of Trustees for first reading at the November 22, 2011. The policies are as follows:

- 2140 -- Trustee Emeritus (New Policy)
- 8313 -- Academic Honor Code (New Policy)

Copies of the above policies are included in Attachment VI. These policies are now being brought back to the Board for final approval.

Recommendation: That the Board of Trustees approve new Board Policy 2140 – Trustee Emeritus and Board Policy 8313 – Academic Honor Code as contained in Attachment VI.

XIII. NEW BUSINESS

A. Intergovernmental Cooperative Agreement between John A. Logan College and Southern Illinois University at Carbondale for Bus Service for FY 2012 (Voice Vote)

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 2011-2012 academic year. Beck Bus Transportation Corp. has contracted by SIU-C to allow John A. Logan College students to board the Saluki Express Route 9 at no additional fare. SIU-C 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 SIU-C holds classes, consisting of 196 days per year during the summer, fall, and spring semesters and 3 additional days when only John A. Logan College holds classes to load and unload John A. Logan College students at parking lot C. Service began on August 22, 2011, and will end on August 3, 2012. The bus service has been a very popular option for the students. (The FY 2011 bus contract totaled \$20,627.59.)

Recommendation: That the Board of Trustees approve the payment of \$19,341.62 for the agreement with Southern Illinois University-Carbondale for bus service for John A. Logan College students for days when SIU-C holds classes (\$18,337.52) and the 3 additional days when only John A. Logan College holds classes (\$1,004.10).

B. Campus Works Agreement (Attachment VII) (Voice Vote)

Given the three (3) retirements in Information Technology and Media Services, which includes the chief information technology officer, and given the College's consideration of evaluating a new enterprise resource planning system (administrative software for conducting most of the College's business, student services and instructional matters), the administration believes it is an appropriate time to have an external review of all major technology resources within all three (3) divisions. The scope of work for the review would include readiness for administrative software replacement, online instructional delivery tools, organizational structure as it relates to information technology and instructional technology, and some present technology needs. The company recommended for this service has great credibility in the industry and has been in dialogue with the administration for two years. The cost for the professional services and evaluation is \$25,000 plus travel costs and would include a full week of investigation from a time with a final oral report given to the president and vice presidents on the final day along with an executive summary. A draft agreement is included in the packet as Attachment VII.

Recommendation: That the Board of Trustees approve the request for professional services by CampusWorks, and authorize the administration to enter into this contract for reviewing information technology at the College upon successful review of the agreement by legal counsel.

C. Tuition Increase Recommendation (Roll Call Vote)

Given the economic pressures presently on our students and potential students and the growing belief that a further increase in tuition would negatively impact enrollment, the

administration is recommending to the board that for FY 2013, we hold our present tuition of \$92.00 per credit hour. However, it will not be financially feasible to not have some increase in FY 2014. By that time, an increase will be required to maintain equalization eligibility, which requires we be at 85% of the statewide average. The administration is requesting the board proceed with the approval of a \$4.00 increase in tuition for both FY 2014 and FY 2015. There have been times in the past where the board has approved multiple year tuition rates in a single action, and this does assist with planning and forecasting of revenues. The administration has polled the area SICCM colleges and each has expressed intent to hold tuition flat for FY 2013.

Recommendation: That the Board of Trustees approve the recommendation of the administration for FY 2012 – FY 2015 tuition rates as follows:

FY 2013 -- \$92.00 (No Increase)

FY 2014 -- \$96.00

FY 2015 -- \$100.00

D. First Reading of Proposed Board Policy Additions/Revisions (Attachment VIII)(NO ACTION)

The Board Policy Committee has been working for some time on updating and coordinating Non-Teaching Professional policies with the Compease system. The committee is presenting the following board policies and related administrative procedures to the Board of Trustees for first reading:

- Board Policy 5154 – Transitional Temporary Modified Duty Policy (NEW) with related new Administrative Procedure 515 – Procedure for Modified Duty Assignment
- Board Policy 5220 – Professional Staff Position Guidelines
- Board Policy 5220A – Non-Teaching Professional Staff Compensation
- Board Policy 5220B – Minimum Requirements-Non-Teaching Professional
- DELETION OF Board Policy 5220C – Non-Teaching Professional Salary Schedule – Information placed in a new Administrative Procedure 522 – Non-Teaching Professional Employment Grades
- Board Policy 5224 – Promotion and Reclassification
- Board Policy 5250 – Professional Growth for Non-Teaching Professional Staff

Draft copies of these policies and related administrative procedures may be found in Attachment VIII. Policies will be brought back to the board for final approval at the February 28 board meeting.

E. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, secretary III (Vice President for Business Services and College Facilities).
- (2) Employment of full-time, admissions specialist III.
- (3) Ratification of part-time, preschool substitute.
- (4) Consideration of retirement request.

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

c. Campus Safety Staff

- (1) Approval of Campus Safety Laborers' Local 773 Contract (Attachment IX)
- (2) Consideration of retirement request.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade I, staff accountant.
- (2) Ratification of stipend, assistant baseball coach.
- (3) Consideration of six retirement requests.

b. Full-Time Faculty

Academic rank of associate professor for full time faculty member.

c. Term Faculty

Ratification of 18 term faculty members

d. Continuing Education Staff

Ratification/employment of 12 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** - None at this time.

4. **Volunteer Personnel**

Appointment of volunteers for Literacy.

XIV. **ANNOUNCEMENTS**

XV. **ADJOURNMENT**