

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

**BOARD OF TRUSTEES**

Regular Meeting

Tuesday, January 26, 2010

7:00 P. M.

Board Room

Administration Building

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**III. MINUTES OF THE NOVEMBER BOARD MEETING (Voice Vote) —** Minutes of the November 24, 2009, 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, 2009, and November 30, 2009, 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, 2009, and December 31, 2009, 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 Regional Trustees (SERT) — John O'Keefe**

**C. John A. Logan College Foundation — Jake Rendleman/Jim Snider**

**D. Association of Community College Trustees (ACCT) — John Sanders**

**E. Hiring Committee — John Sanders**

**F. Athletic Advisory Committee — Bill Kilquist/Jake Rendleman**

G. Developmental Education Committee — John O’Keefe/Mike Hopkins

H. Nursing Committee – John O’Keefe/David Hancock

I. Diversity Committee – John Sanders/David Hancock

J. Student Trustee — Rachel Grasher

**IX. GROUP/ASSOCIATION REPORTS**

A. Faculty Association Report — Mark Rogers

B. Term Faculty Association Report — John Montague

C. Operational Staff Association Report — Deana Smith

**X. OFFICERS REPORTS**

A. Brad McCormick – Board Building Committee

– Board Policy Committee

B. Tim Daugherty – Spring Semester Enrollment Report (Terry Crain, Dean for Student Services)

– Distribution of FY 2011 Operational Plan

– Sustainable Financial Planning for Budget Cuts at John A. Logan College

C. Julia Schroeder – 2010 Intergenerational Spring Conference Information (Mabel Hayes)

D. Robert L. Mees – Breakfast with Legislators

– Presidents’ Council

– Update on Search for Executive Director of the John A. Logan College Foundation

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

A. Approval of Illinois Dental Assistants Association Resolution (Attachment III)

Valerie Barko, associate dean for health and public service, has requested consideration of a Resolution (see Attachment III) being proposed by the Illinois Dental Assistants Association and the Illinois Consortium of Dental Assisting Educators. Currently the Illinois Dental

Practice Act does not ensure that all dental assistants have equal training and experience, nor does the Illinois Dental Practice Act assure that the dental assistants in Illinois have the same level of skill and knowledge that many of our neighboring states require. A large segment of the dental assistants practicing in Illinois have had no formal education or experience before beginning work as a dental assistant. The Illinois Dental Assistants Association is requesting changes in the Illinois Dental Practice Act that would require proof of education or certification for specific functions performed by dental assistants.

**Recommendation:** That the Board of Trustees support the efforts of the Illinois Dental Assistants Association by approving the Resolution (included as Attachment III) proposed by the Illinois Dental Assistants Association and the Illinois Consortium of Dental Assisting Educators.

**B. Approval of Memorandum of Agreement with Missouri Baptist University (Attachment IV)**

Approval is requested for a Memorandum of Agreement between Missouri Baptist University and John A. Logan College. The Memorandum of Agreement formally recognizes that John A. Logan College and Missouri Baptist University are active educational partners, committed to providing greater educational opportunities and services for residents of the John A. Logan College District No. 530. The purpose of this Memorandum of Agreement is to provide a structure through which a Steering Committee can work to coordinate, facilitate and assess all the necessary details for the implementation of successful Two-Plus-Two programs and of any other mutually agreed-upon programs. John A. Logan College will provide Missouri Baptist University suitable classroom space at the approved rental rates for such facilities and one office space without charge. In the first calendar year of the agreement, the rental for the classroom space will be waived.

This Memorandum of Agreement will become effective upon approval and will remain in effect through the 2010/2011 academic year. The parties may extend the terms of the agreement for additional periods as desired under mutually agreeable terms and conditions.

**Recommendation:** That the Board of Trustees approve a Memorandum of Agreement with Missouri Baptist University (as contained in Attachment IV) effective January 26, 2010.

**XII. NEW BUSINESS**

**A. Issuance of Requests for Proposals for Food Service Provider and Caterer for the College (Voice Vote)**

A few months ago, the Board created an ad hoc committee to address food service concerns presented by the Student Senate. The committee met once and progress was reported back to the Board in the November 2009 Board meeting. The initial plan was for the Student Senate to conduct an additional survey, this time including employees. During the committee meeting it was communicated that to get much of what was desired would require significant investment on the part of a food service vendor and to get that kind of investment would require a longer commitment to the vendor from the College. Presently, the contract with Chartwells (the Compass Group) is on a year-to-year basis with the College or Chartwells having the ability to terminate at the end of each year.

It is the opinion of the administration that the College will ultimately find it necessary to get a longer term contract and a request for proposals (RFP) will be required to do so. Therefore, on December 10th, Board Chair David Hancock, President Mees, Vice President McCormick and Gail Rawson, Director of Scheduling, met with David Porter of Porter Khouw Consulting, Inc. to discuss alternatives the College might consider to improve services. Porter Khouw Consulting specializes in food service planning and design. After the meeting, it was apparent the College needed to proceed to the RFP stage without further delay in order to have our best chance of a summer transition with related facility modifications.

**Recommendation:** The administration is recommending the Board approve the issuance of requests for proposals for the selection of a food service provider and caterer. The committee used to create the RFP document and select the provider(s) would be chaired by Gail Rawson, Director of Scheduling, with membership from a variety of campus and off-campus groups, including membership from the Student Senate. If approved by the Board, the administration would like to contract with Porter Khouw Consulting for assistance in the process.

**B. Approve Contract with Porter Khouw Consulting, Inc. (Attachment V) (Voice Vote)**

The College has historically spent in excess of \$150,000 per year for food service. This excludes any costs paid by students in the cafeteria or by other organizations utilizing the catering services for the conference center. Because the College alone will likely spend in excess of \$ 1.5 million over a ten year period and due to the varied needs of the campus, Vice President McCormick and Board Chair David Hancock felt it prudent to utilize the expertise held by David Porter and his firm. Total annual sales for Chartwells ranges between \$525,000 - \$550,000 with catering comprising 76% of sales. (See Attachment V.) The proposal and scope of work is attached for your review. The services provided by the firm will include:

- Planning
- Qualitative and Quantitative Market Research
- Interactive Work Sessions with Students, Staff and Community
- Presentation to Administration and/or Board of Trustees
- Strategic Plan Development
- Vendor Selection Services, Including Management Selection

The fee of \$28,000 will be built into the RFP as the responsibility of the vendor selected, who will likely amortize it over the life of the contract. Reimbursables such as travel and meal costs will be paid by the College as they are incurred. The College presently receives \$40,000 - \$45,000 annually in commissions. The structure of the RFP document will determine potential commission increases.

**Recommendation:** The administration requests approval to enter into a contract with Porter Khouw Consulting, Inc., for assistance in the process of selection of a food service provider and caterer, pending final review by legal counsel.

**C. Reflecting Pool Change Order (Attachment VI) (Voice Vote)**

On Friday, January 8th, the Board Building Committee met to review plans and estimates for a College requested change order to create a “reflecting pool” in the new courtyard area between

the Communication Wing and building “C”. The design used was the same as that on the west end of campus that runs along the side of the conference center. (See Attachment VI.) The initial plans did not include this because it was thought the construction budget would not have room for the additional expense. Without this, we will essentially have a ditch with rip rap that runs through the courtyard for approximately 125 feet. The sides will be too steep to maintain and, besides being an eyesore, it will be an opportunity for injuries.

The proposed reflecting pool, if constructed, needs to be done now before the Communication Wing is closed up. The cost will be provided at the Board meeting, but is anticipated to be in excess of \$175,000. The change order would be funded through the restricted construction funds intended for this project and does not detract from or diminish the final phase of planned construction that includes cosmetology and dental remodeling and expansion.

The original contract for the general contractor, Evrard-Strang Construction, Inc., was for the amount of \$6,211,301. Largely due to the bid documents error resulting in needed steel being considered as a change order (\$475,734), cumulative change orders to date have been \$561,520. Therefore, the reflecting pool change order will cause the cumulative change orders to exceed 10% of the total project. College legal counsel has been consulted and is working with Vice President McCormick regarding the legal actions necessary to remain in compliance with bidding statutes. The reasons this change order should not be bid separately are primarily disruption to the existing worksite and necessary inclusion of modifications to the Communication Wing specifications affecting the headwalls, sidewalks and sidewalk lighting. To access the project site, the contractor will have to literally drive through the Communication Wing facility. Perhaps simultaneously, earth moving equipment will be working at the site and passing through the Communication Wing while the general contractor is using a crane to set steel. Utilizing different contractors will result in jurisdictional disputes and likely additional project delays.

**Recommendation:** The administration requests approval of a change order for the creation of the east reflecting pool not to exceed \$200,000 and pending final legal review.

#### **D. Tuition Increase for FY 2011 (Roll Call Vote)**

The present cash flow situation combined with the expectation of no increase in state funding and substantially less than normal increase in property tax revenue has created the necessity to increase tuition more than would have otherwise been considered acceptable. The last tuition increase approved by the Board of Trustees covered the fiscal years 2007-2009 with increases of \$3, \$4, and \$5 per credit hour. The minimum combined tuition and fee rate allowable under current law (110 ILCS 805/2-16.02) is \$75.61, which when rounded is equal to the current tuition rate of \$76. The actual language included in the legislation pertaining to the minimum rate is as follows:

*As of July 1, 2004, a community college district must maintain a minimum required combined in district tuition and universal fee rate per semester credit hour equal to 85% of the State average combined rate, as determined by the State Board, for equalization funding.*

Because of the present turbulent financial situation in Illinois and the volatility in tuition rates across the state, the administration is recommending to only consider a one-year recommendation instead of a three year model as done in the past. The administration is requesting an increase of \$8 per credit hour to a new rate of \$84 per credit hour effective with the Summer 2010 semester.

This equates to 10% above the minimum threshold allowed by law, which is a good target. Staying at 10% above the minimum required will help avoid the potential of 15% - 20% increases that might be required if we stayed at the minimum while the majority of the state increased dramatically. There are a number of colleges reporting increases equal to or greater than \$10 per credit hour. Some of the SICCM colleges have already taken action while others are pending at this time. For the current year, there are no colleges touching our district borders with lower rates and the proposed rate for FY2011 would be the lowest rate of neighboring districts. The average self-reported rate increase of all Illinois community colleges for next year is \$ 7.50. The proposed SICCM combined rates are as follows:

<u>College</u>	<u>Combined Rate</u>	<u>Notes</u>
Kaskaskia	\$ 86.00	Proposed
Southeastern	\$ 85.00	Proposed
Rend Lake	\$ 88.00	Approved
Shawnee	\$ 84.00	Proposed but might increase to \$87
SWIC	\$ 85.00	FY2010 Rate, Proposal Not Ready
<b>Average</b>	<b>\$ 85.60</b>	

The increase recommended would result in approximately \$550,000 in new net tuition revenue assuming no increase in enrollment or change in present scholarship and/or waiver practices.

**Recommendation:** That the Board of Trustees approve increasing tuition at John A. Logan College \$8 per credit hour to a new rate of \$84 per credit hour effective summer 2010 semester.

**E. Discussion of Cash Flow and Borrowing Alternatives (NO ACTION)**

A report will be provided at the Board meeting to review the most current cash flow forecast and the alternatives for borrowing that will be available to the Board. Unless there is a change from what is expected relative to the state payments, borrowing in some fashion will be required in May or June. The timeline for the various actions necessary will be provided at the meeting, along with the characteristics of each instrument available to the Board. After discussion by the Board, Vice President McCormick will work with the Board Finance Committee in the month of February to bring the preferred motion to the Board in the February Board meeting.

The most current cash flow forecast is now being posted on the College's public website with other planning documents. The link to this site is:  
[http://www.jalc.edu/administrative\\_planning\\_documents/](http://www.jalc.edu/administrative_planning_documents/). Anyone wishing to stay current with this is encouraged to review it at his/her convenience.

**F. Proposed Additions/Revisions to Board Policies (Attachment VII) (NO ACTION)**

The Board Policy Committee is presenting the following proposed Board Policy additions/revisions to the Board of Trustees for the first reading:

- Board Policy #3610 – Emergency Response and Declaration (New Policy)
- Board Policy #5225 – Dismissal or Suspension
- Board Policy #5250 – Non-Teaching Professional Staff Course Work
- Board Policy #5251 – Non-Union Operational Course Work

Board Policy #5332 – Release Time  
Board Policy #7370 – Tuition Waivers  
Board Policy #7430 – Use of College Vehicles (New Policy)  
Board Policy #8430 – Release of Student Information and Access to Student Records

Copies of these proposed new/revised policies may be found in Attachment VII. These policies will also be made available to College employees for input and suggestions, and will be brought back to the Board of Trustees for final action at the February Board meeting.

**G. Approval to Partner with Impact Agency, Inc. for Financial Friday Seminars (Voice Vote)**

Associate Professor of Business David England has made a request for permission to work for Impact Agency, Inc., to arrange and deliver a schedule of financial speakers on a monthly basis. Impact Agency, Inc., is a Delaware Corporation formed in 1981 before Mr. England was employed at JALC. Mr. England is the majority owner of the Subchapter-S corporation.

John A. Logan College and Impact Agency, Inc., will split the ticket price-revenue 50/50, and both parties will co-promote the events. Impact Agency, Inc. will be fully responsible for the speakers and contents. JALC will provide the facilities. Upon approval, the next step will be to finalize dates and promotional strategies for the Financial Friday seminars. The goal is to introduce these seminars during the upcoming JALC Stock Trader's Summit II on March 26 and 27. The first seminar is targeted for April 2010.

**Recommendation:** That the Board of Trustees give Associate Professor David England permission to work for Impact Agency, Inc., to arrange and deliver a schedule of financial speakers on a monthly basis as outlined above.

**H. PERSONNEL**

**1. Support Personnel**

- a. **Operational Staff** – None at this time.
- b. **Maintenance/Building Staff** – None at this time.
- c. **Security Staff** – None at this time.

**2. Professional Staff**

**a. Non-Teaching Professional Staff**

- (1) Ratification of three temporary, stipend, community information coordinators.
- (2) Ratification of a temporary, stipend, NIMS coordinator.

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

**c. Term Faculty**

Ratification/employment of 20 term faculty members.

**d. Continuing Education Staff**

Ratification/employment of nine continuing education staff members.

**3. Grant Personnel**

**a. Operational Staff**

(1) Ratification of retirement request.

**b. Non-Teaching Professional Staff**

(1) Consideration of retirement request.

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

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

**4. Volunteer Personnel**

Appointment of volunteers for Literacy.

**XIII. ANNOUNCEMENTS**

**XIV. ADJOURNMENT**