

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Monday, April 30, 2007
7:00 P.M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF MARCH BOARD MEETING AND APRIL SPECIAL MEETINGS (Voice Vote) -- Minutes of the regular board meeting of March 27, 2007, and the special meetings of April 2 and April 5, 2007, were previously mailed for your consideration and action.**
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) — The financial report for the period ending February 28, 2007, is enclosed for your consideration and action.**
- V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) — The list of accounts payable for the period ending March 31, 2007, 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. Athletic Advisory Committee — Bill Kilquist**
 - G. 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** – **Construction Projects**
 - **Emergency Response Manual**
- B. Larry Peterson** – **Upcoming Events**
 - High School Junior Awards (April 30)
 - Honors Night (May 7)
 - Commencement (May 11)
 - Athletic Dept. Fish Fry (May 17)
 - Athletic Golf Scramble (July 9)
- C. Julia Schroeder** – **Service Learning Projects (Mary O'Hara)**
 - **Update on MAN-TRA-CON**
- D. Bob Mees** – **Presidents' Council**
 - **Hunter Cabin**
 - **Higher Learning Commission Final Report**

X. CONSENT AGENDA (Voice Vote)

A. Pell Grant Book Vouchers for Spring 2007 Semester

Each semester, the College issues vouchers to students who are eligible to receive federal Pell Grant funds so that those students may obtain their textbooks at the beginning of the semester before they actually receive their federal scholarships. This is a College initiative that has worked out well the past sixteen years and has enhanced instruction and learning for many students. 710 Bookstore issues textbooks to the students based on the vouchers that are approved by the Financial Aid Office, and the College must reimburse the bookstore when the federal aid is received by the College for the students. That federal aid has now been received. A total of 685 students availed themselves of Pell Grant book vouchers for spring semester 2007 for a total amount of \$225,193.18.

Recommendation: That the Board of Trustees approve payment to 710 Bookstore in the amount of \$225,193.18 for textbooks issued to Pell Grant students, and that the administration be authorized to make this payment.

B. Repayment of Inter-Fund Loans

At the June 27, 2006, Board of Trustees' meeting, it was approved that the following inter-fund loans would be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805/3-34 effective June 30, 2006. We are now requesting Board approval to pay back these loans during the 2006-2007 budget year as follows:

- Inter-fund loan from the Working Cash Fund to the Trust and Agency Fund in the amount of \$50,000;
- Inter-fund loan from the Working Cash Fund to the Liability, Protection and Settlement Fund in the amount of \$375,000.

Recommendation: That the Board of Trustees approve inter-fund loan repayments from the Trust and Agency Fund in the amount of \$50,000; and from the Liability, Protection and Settlement Fund in the amount of \$375,000 to the Working Cash Fund.

C. Bid – Food Vending Services (Attachment III)

Bid specifications were prepared and advertised according to Board policy for the food vending services at the College. (See Attachment III.) Specifications were mailed to twelve vendors, and four bids were received. Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Tuesday, April 10, 2007. The results follow:

<u>Bidder</u>	<u>Bid Amount</u>
Quality Vending & Distribution, Inc. 100 Industrial Drive Chester, IL 62233	3% gross sales
Department of Human Services Business Enterprise Program for the Blind 1151 South Wood Street Chicago, IL 60612	10% gross sales
Burch Food Services, Inc. P. O. Box 1667 Sikeston, MO 63801	18% gross sales
Robertson Vending, Inc. 1764 N. Illinois Avenue Carbondale, IL 62901	31.02% gross sales

Recommendation: That the Board of Trustees approve the high bid meeting specifications from Robertson Vending, Inc., and that the Board authorize the administration to enter into a contract with Robertson Vending, Inc., for vending services for the period July 1, 2007 to June 30, 2012.

D. Network Switch Replacements

Four network switches located in E127A recently received some damage and need to be replaced immediately. We also need to order one switch for a backup, bringing the total to five. Quotes for five Cisco Catalyst 3750 switches have been gathered as follows:

	<u>Vendor</u>	<u>Quote Amount</u>
Quote 1	CDW-G	\$18,960.62
Quote 2	AT&T	\$19,020.63
Quote 3	AOS	\$19,627.86

Recommendation: That the Board of Trustees approve the low quote for the purchase of the five Cisco Catalyst 3750 switches for the amount of \$18,960.62 from CDW-G, and that the administration be authorized to make this purchase.

XI. NEW BUSINESS

A. Architect/Engineer Selection (Voice Vote)

The Building Committee has been working through the Qualifications-Based Selection (QBS) for selecting an architectural firm to assist the College in the construction project for which bonds were recently issued to finance the project. The committee reviewed and evaluated the proposals received from six (6) in-district architectural firms. This evaluation process resulted in three (3) firms being chosen to give a presentation to the committee on April 23, 2007. These firms were:

1. Design Architects, Inc.
1805 Industrial Park Drive
Marion, Illinois
2. Image Architects, Inc.
1118 West Main Street
Carbondale, Illinois
3. White & Borgognoni Architects
212 North Illinois Avenue
Carbondale, Illinois

As a result of the evaluation and presentation process, the architectural firms were ranked as follows:

1. Image Architects, Inc.
2. White & Borgognoni Architects
3. Design Architects, Inc.

Recommendation: That the Board authorize the Building Committee/administration to negotiate a contract with the first-ranked firm of Image Architects, Inc., to provide architectural/engineering services for our project. If a contract cannot be reached with Image Architects, Inc., then the Building Committee/administration should open negotiations with second ranked firm of White & Borgognoni Architects. If a contract cannot be reached with White & Borgognoni Architects, negotiations should then move to the third ranked firm of Design Architects, Inc. The Building Committee also recommends that the Building Committee be utilized as the committee to overview the planning for the construction project and that the Vice President of Business Services and College Facilities be the primary contact to the firm selected during the planning/construction process.

B. Tuition Increase (Roll Call Vote)

The Finance Committee met on April 4, 2007, to discuss the current status of budget development. With the Governor's budget recommendation from his budget address being utilized, the College's revenue projections are in place with the exception of tuition. Although several known increases are in place based on negotiated and other contractual agreements, the final expenditure requests will not be known until completion of The Plan. The Committee reviewed tuition increases ranging from no increase to a \$5 per hour increase. The Committee reviewed the current rate of tuition at John A. Logan College in comparison to the rates proposed for other Illinois Public Community Colleges for fiscal year 2008. The recommendation that follows will leave John A. Logan College with the fifth (5) lowest tuition rate in the state for FY 2008, the same position it occupied in FY 2007.

Recommendation: That the Board of Trustees approve increasing tuition at John A. Logan College as follows:

\$3 effective fall semester (calendar 2007)
\$4 effective summer semester (calendar 2008)
\$5 effective summer semester (calendar 2009)

C. Appointment of Representative to TIF Joint Review Board (Attachment IV) (Voice Vote)

A letter from the City of Marion is included as Attachment IV regarding formation of a Joint Review Board to look at the City of Marion's proposed Tax Increment Financing (TIF) District. The board will consist of a representative selected by each community college district; local elementary and high school districts or each local community unit school district; park district; library district; township; fire protection district; and county that will have the authority to directly levy taxes on the property within the proposed redevelopment project area. A copy of the duties of the joint review board and the qualification study for the proposed TIF District is included in Attachment IV.

Recommendation: That the Board of Trustees appoint a representative from John A. Logan College to serve as a member of the Joint Review Board for the City of Marion's proposed Tax Increment Financing District.

D. Renewal of Community Partner Agreement with *Southern Business Journal* (Attachment V) (Voice Vote)

It is desirable to renew the College's Community Partner Agreement with the *Southern Business Journal* for the period of March, 2007 through April, 2008 (a 14-month agreement.) This has proven to be a very positive relationship for the College, resulting in a great deal of excellent publicity both in print and through exposure of the College's facilities – especially through the Community Leaders' Breakfasts held on our campus. The value of the College's investment is \$19,600. However the *Southern Business Journal* gives the College a \$8,000 trade for use of facilities, leaving a cash balance owed of \$11,600. This amount is billed monthly in \$833.33 increments. A copy of the agreement is included as Attachment V.

Recommendation: That the Board of Trustees approve renewal of the College's Community Partner Agreement with the *Southern Business Journal* for the period of March, 2007, through April, 2008, for an total cash amount owed of \$11,600, and that the administration be authorized to pay this amount in monthly increments of \$833.33.

E. Establish Date for Organizational Meeting of Board of Trustees (Voice Vote)

The College is required by Illinois statutes to hold its organizational meeting by May 15, 2007. Changes in election laws have transferred the responsibility of canvassing the Board election to the County Clerks instead of the local board. While the County Clerks may have their canvass materials to us earlier, they have until May 8 to provide the final canvass of the April 17 election. I would recommend that the Board consider holding its organizational meeting on Thursday, May 10, 2007, or on Monday, May 14, 2007.

Recommendation: That the Board of Trustees set a date for its organizational meeting that is the most desirable for a majority of the board.

F. PERSONNEL (Voice Vote)

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, word processing operator III
- (2) Employment of full-time, grade II, secretary II (transfer education)
- (3) Employment of full-time, grade III, admissions specialist III
- (4) Employment of full-time, grade III, secretary III

b. Maintenance/Building Staff – None at this time

c. Security Staff

Employment of two part-time, grade I, campus safety officers

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade IV, allied health coordinator
- (2) Employment of full-time, grade III, director of scholarships and alumni services
- (3) Employment of full-time, grade V, network facilitator
- (4) Appointments of three department chair positions for three-year terms

b. Full-Time Faculty

- (1) Employment of full-time, tenure track mathematics instructor.
- (2) Consideration of retirement request

c. Term Faculty

Employment of two term faculty members

d. Continuing Education Staff

Employment of four continuing education staff members

3. Grant Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (CCR&R)

b. **Non-Teaching Professional Staff** – None at this time.

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

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

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT