

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Thursday, April 30, 2009
7:00 P. M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF THE MARCH BOARD MEETING (Voice Vote) —** Minutes of the March 24, 2009, regular Board meeting are enclosed with this packet for the Board of Trustees' consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote) —** The financial report for the period ending February 28, 2009, 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, 2009, is enclosed for your 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 O'Keefe**
 - 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) -- Jake Rendleman**
 - E. Hiring Committee -- David Hancock**
 - F. Athletic Advisory Committee — Bill Kilquist**
 - G. Developmental Education Committee — John O'Keefe/Mike Hopkins**
 - H. Student Trustee — Rachel Grasher**

IX. GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report — Mark Rogers**
- B. Term Faculty Association Report — John Montacue**
- C. Operational Staff Association Report -- Deana Smith**

X. OFFICERS REPORTS

- A. Brad McCormick**
 - **Certified Wildlife Habitat**
 - **Board Building Committee**
 - **Board Policy Committee**
- B. Tim Daugherty**
 - **Upcoming Events:**
 - **Honors Night (May 4, 7 p.m., Conference Center)**
 - **High School Junior Awards (May 12, 6 p.m., Conference Center)**
 - **Athletic Department Fish Fry (May 14, 6 p.m., Carbondale Elks)**
 - **Commencement (May 15, 7 p.m., Donald L. Brewer Gymnasium and Convocation Center)**
 - **Update on Higher Learning Commission Monitoring Report**
- C. Julia Schroeder**
 - **Update on Man-Tra-Con**
 - **Report on Bio-Tech Committee**
- D. Robert L. Mees**
 - **Presidents' Council**
 - **Lobby Day**

XI. CONSENT AGENDA (Voice Vote)

A. Repayment of Inter-Fund Loan

At the June 24, 2008, Board of Trustees' meeting, it was approved that the following inter-fund loan would be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805/3-34 effective June 30, 2008. We are now requesting Board approval to pay back this loan during the 2008-2009 budget year as follows:

- Inter-fund loan from the Working Cash Fund to the Restricted Purposes Fund in the amount of \$200,000.

Recommendation: That the Board of Trustees approve the inter-fund loan repayment from the Restricted Purposes Fund in the amount of \$200,000 to the Working Cash Fund.

B. Proposals – Long Distance Telephone Service

The Information Technology network staff requested proposals for the College's long distance telephone service for the period beginning May 1, 2009, and ending April 30, 2012. We received proposals from four providers including Clearwave Communications, Data Transfer Incorporated (Touch Tone Communications), United Telecom Consulting (Qwest), and Verizon. Using data from the January 2009 long distance invoice, charges for one month for each company would be as follows:

ClearWave Communications	\$576.72
Data Transfer Incorporated (Touch Tone Communications)	\$484.79
United Telecom Consulting (Qwest)	\$576.72
Verizon	\$500.54

Recommendation: That the Board of Trustees authorize the administration to enter into a three year agreement with Touch Tone Communications through its agent, Data Transfer Incorporated, based on rates of \$.033 per minute, plus \$1.99 per 800 line, and \$.30 per line access charge for the College's long distance service.

C. Microsoft Software Licensing

John A. Logan College uses computers that run Microsoft Windows operating systems and Office software. The College purchases Microsoft Campus Agreement annual licensing that allows all College computers to use Windows and Office software products. The agreement also allows College employees to use it on their own personal computers at home for work related purposes.

Information Systems has gathered three price quotes as follows:

Bell Industries	\$38,705.23
Educational Resources	\$37,581.87
CDW-G	\$38,187.00

Recommendation: That the Board of Trustees approve the purchase of the Microsoft Campus Agreement annual licensing from Educational Resources for an amount of \$37,581.87.

D. Trade-In of John Deere Mower for SCAG Mower Per Board Policy #7240

As the College enters the heavy mowing season, the grounds staff have made a recommendation to purchase a new zero turn mower. A quote has been received from Heartland Kubota for a SCAG mower, model SCAG STT61-29KA. The quote includes an allowance of \$7,500 as trade-in with a balance of \$2,300 to be paid at closing. The purchase price is well below Board purchasing policy limits and does not require specific Board approval. However, another piece of equipment is being traded and Board Policy #7240, Disposal of Surplus Equipment, requires approval of disposal of equipment when the value of

the item is greater than \$5,000. The new equipment would increase mowing speed and the durability of the equipment is well suited to commercial use. In addition, for grounds service equipment, it is important to have the service performed locally in order to reduce down time and the time required to deliver and return equipment.

Recommendation: That the Board of Trustees declare the John Deere mower surplus property, and authorize the administration to trade in the mower for the purchase of the SCAG mower from Heartland Kubota.

E. Approval of Periodical Subscription Services for FY 2010

Quotes were received for the next three year bid cycle of periodical subscriptions for the library. Approval is requested to award this to the lowest bidder meeting the criteria outlined by the library to EBSCO Subscription Services.

Recommendation: That the Board of Trustees approve awarding of the John A. Logan College periodical subscriptions for the next three years to EBSCO Subscription Services with payment for the first year in the amount of \$6,416.69.

XII. OLD BUSINESS

A. Revision to Board Policy (Voice Vote) (Attachment III)

The Board Policy Committee submitted the following suggested Board Policy revision to the Board of Trustees for the first reading at the March 24 Board meeting:

Board Policy #5110 – General Hiring

Copies of the proposed revision may be found in Attachment III. This policy has been made available to College employees for input and suggestions, and is now being presented to the Board of Trustees for final action.

Recommendation: That the Board of Trustees approve revisions to Board Policy 5110 – General Hiring Policy as contained in Attachment III.

XIII. NEW BUSINESS

A. Proposals — College Bookstore Vendor (Voice Vote)

The College bookstore RFP committee recommends Follett Higher Education Group, Follett's, as the new JALC bookstore vendor. Each member of the committee evaluated each of the four vendor proposals. Scores were weighted in three main areas: (1) Contractor Qualifications – 25%, (2) Bookstore Operations Qualifications – 50%, and (3) Financial Qualifications – 25%. Follett's scored highest in the evaluations. Terms for the new vendor will include a five year contract with the option to renew for a successive five years based on satisfactory performance. The current contract with Kennedy Book Store will end on June 30, 2009. The new contract with Follett's will begin July 1, 2009.

Follett's has 136 years in the college store industry. They have more than 830 stores nationwide, and more than 300 of those are in the two-year market. Over the past five years, their sales have increased 29%, their store count has increased 23%, and they are a financially stable entity. Follett's will provide remuneration based on sales in the amount of 10-11% in years 1 and 2 of the contract and 11-12% in years 3-5. The current contract with Kennedy Book Store provides 4% remuneration. Over the calendar year 2008, Kennedy Book Store paid 4% commission on \$2,553,775 amounting to \$102,151.02. Anticipated annual revenue under the new bookstore would be approximately \$265,000 on the same amount of sales. That represents more than a 255% increase in revenue for the College. In addition, Follett's will provide \$100 per month to the Student Senate which will support their efforts as well as create an instant bond with the student population.

Recommendation: Based on the results of the proposals and the committee's recommendation, I am recommending that the Board of Trustees authorize the College administration to proceed with a contract for Follett Higher Education Group as the College's bookstore vendor.

B. Proposals – College Audits (Voice Vote)

Requests for proposals were sent out for audit services for the fiscal year ending June 30, 2009. After meeting with Jim Snider and Mike Hopkins of the College Board Finance Committee and Mark Kochan, chair of the Foundation Audit Committee, we are recommending that Kemper CPA Group, LLP conduct the College audit for a fee not to exceed \$45,675, and the Foundation audit for a fee not to exceed \$6,000 for FY 2009. Kemper CPA Group LLP has previous audit experience with community colleges as well as local school districts and governmental entities. Per Board Policy, the auditing firm shall be selected for a three year audit cycle, which may be extended one additional year if mutually agreeable.

Recommendation: That the Board of Trustees approve the recommendation of Kemper CPA Group LLP to conduct the College and Foundation audits for FY 2009.

C. Bid - Protection Health Safety Compliance Work 2009 - Exterior Weatherproofing (Voice Vote) (Attachment IV)

Bid specifications were prepared and advertised according to Board Policy for the bid of the Protection Health Safety Compliance Work 2009 - Exterior Weatherproofing. (See Attachment IV.) Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 11:00 a.m., Friday, April 17, 2009. The results follow:

<u>Bidders for General Work</u>	<u>Bid Amount</u>	<u>ALT. Bid G-1</u>	<u>ALT. Bid G-2</u>	<u>ALT. Bid G-3</u>	<u>Total Bid</u>
Fager-McGee Comm Const. Murphysboro, IL	\$138,700	\$5,400	\$4,900	\$19,800	\$168,800
Evrard-Strang Const., Inc. Marion, IL	\$125,000	\$4,900	\$2,900	\$22,189	\$154,989

<u>Bidders for General Work</u>	<u>Bid Amount</u>	<u>ALT. Bid G-1</u>	<u>ALT. Bid G-2</u>	<u>ALT. Bid G-3</u>	<u>Total Bid</u>
Schimpf Const., Inc. Carbondale, IL	\$145,000	\$5,200	\$4,880	\$21,000	\$175,850
J & L Robinson Dev & Const. Carbondale, IL	\$156,390	\$5,303	\$4,880	\$22,102	\$188,402

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Evrard-Strang Construction, Inc. of Marion, Illinois, in the amount of \$125,000 for the base bid, \$4,900 for the Alternate Bid G-1, \$2,900 for the Alternate Bid G-2, and \$22,189 for Alternate Bid G-3 (\$154,989 Total Bids), and that the Board authorize the contractors 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 \$15,498 plus direct costs associated with this project. These contracts will be paid from the Operations and Maintenance Fund (Restricted) and will not impact the College operating budget.

D. Proposed Revisions to Board Policies (INFORMATIONAL ITEM) (NO ACTION AT THIS TIME) (Attachment V)

The Board Policy Committee is submitting the following suggested Board Policy revisions to the Board of Trustees for the first reading:

- Board Policy #7191 – Compensation Deferrals
- Board Policy #7311 – Definition of In-District Residency for Tuition and Credit Hour Claim Purposes
- Board Policy #8120 – Admission Requirements for Allied Health Programs
- Board Policy #8151 – Satisfactory Academic Progress, Warning, Probation and Suspension
- Board Policy #8152 – Satisfactory Academic Progress for Financial Assistance and Veterans Recipients
- Board Policy #8160 – Policy for Students Entering Classes as Open Entry and Open Exit Students

Copies of the proposed revisions may be found in Attachment V. These policies will also be made available to College employees for input and suggestions, and will be presented to the Board of Trustees for final action at the May meeting of the Board.

E. Establishment of Archery Range on Campus (Voice Vote) (Attachment VI)

After two (2) years of running a 3-D archery tournament in conjunction with Southern Illinois Hunting and Fishing Days, the Southern Illinois Bowhunters (SIB), Inc., expressed an interest in a partnership with the College to establish an archery range on the campus. Vice-President McCormick has worked with Roger Snodgrass of SIB to develop this land use agreement. It is marked draft pending final legal review. There is presently a similar agreement with Southeastern Illinois College which will be terminated by SIB upon agreement with Logan. The primary benefits are of community service nature with the possibility of generating some credit hours for archery courses in the future. Changes to the agreement are likely during legal review and those will be presented at the night of the Board meeting.

Recommendation: That the Board of Trustees approve a land use agreement with Southern Illinois Bowhunters (SIB) for establishment of an archery range on the John A. Logan College campus, pending legal review and any necessary adjustments to the agreement included as Attachment VI.

F. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Change of status of the position of secretary III to the associate dean for media and telecommunications from temporary to permanent.

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

c. Security Staff – None at this time.

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Appointment of volunteer for Literacy.
- (2) Employment of part-time, temporary, non-teaching professional as supervising dentist at John A. Logan College.
- (3) Consideration of retirement request.
- (4) Approval of one-year contracts through June 30, 2010, for non-teaching professional staff members who have served at the College less than three years.
- (5) Approval of contracts through June 30, 2012, for non-teaching professional staff members who have three or more years of service.
- (6) Approval of one non-teaching professional employee contract through June 30, 2010.
- (7) Approval of one non-teaching professional contract through December 31, 2009.
- (8) Approval of continuation contracts for employees who are on non-teaching professional stipend contracts if their special services are required through 2010.

b. Full-Time Faculty

- (1) Approval of full sabbatical leave for full-time faculty member.

c. Term Faculty

- (1) Ratification of two term faculty members.

d. Continuing Education Staff

- (1) Employment of five continuing education staff members.

3. Grant Personnel

a. Operational Staff – None at this time.

b. Non-Teaching Professional Staff

- (1) Approval of non-teaching professional grant staff renewal contracts through June 30, 2010, contingent upon available grant funding:

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

d. Term Faculty – None at this time.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT