

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, May 22, 2007
7:00 P.M.
Board Room
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF REGULAR APRIL BOARD MEETING AND ORGANIZATIONAL MEETING (Voice Vote)** — Minutes of the regular board meeting of April 30, 2007, and the organizational meeting of May 14, 2007, are enclosed with this packet for your consideration and action.
- IV. FINANCIAL REPORT (Attachment I) (Voice Vote)** — The financial report for the period ending March 31, 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 April 30, 2007, is enclosed for your consideration and action.
- VI. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

APPOINTMENT OF BOARD COMMITTEES BY BOARD CHAIR
- 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**
 - **Board Building Committee**
- B. Larry Peterson**
 - **Summer Enrollment**
 - **ASE Recognition Ceremony (May 25 at 6 p.m.)**
- C. Julia Schroeder**
 - **Update on MAN-TRA-CON**
 - **Assessment Academy Team**
- D. Bob Mees**
 - **Search for Executive Director of the John A. Logan College Foundation**
 - **Herrin Festa Italiana**
 - **ICCTA Annual Awards Banquet**

X. CONSENT AGENDA (Voice Vote)

A. Bid – Carpet and Wall Covering Replacement Conference Center (Attachment III)

Bid specifications were prepared and advertised according to Board policy for the removal and replacement of the existing carpet and wall covering in the Conference Center. This project will be paid for with funds received from Marion Pepsi. Bids were received and opened in the Office of the Vice President for Business Services at 2:00 p.m., Wednesday, May 9, 2007. (See Attachment III.) The results follow:

<u>Bidders - Flooring Work</u>	<u>Bid Amount</u>
L & P Carpet 4155 E. Vienna Anna, IL 62906	\$83,154.82
Modern Tile & Carpet 1330 N. Illinois Avenue Carbondale, IL 62901	\$99,497.00

Bidders - Wall Covering Work**Bid Amount**

RP Coatings
P.O. Box 327
Troy, IL 62294

\$32,500.00

Recommendation: That the Board of Trustees approve the low bid meeting specifications for the removal and replacement of the floor in the Conference Center for an amount of \$83,154.82 from L & P Carpet of Anna, Illinois, as well as the low bid meeting specifications for the removal and replacement of the wall covering work in the Conference Center for an amount of \$32,500 from RP Coatings of Troy, Illinois, 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 \$11,565 plus direct costs associated with the project.

B. Bid – PHS Compliance Work: Electrical Panel Upgrades (Attachment IV)

Bid specifications were prepared and advertised according to board policy for Protection, Health, and Safety Compliance Work for electrical panel upgrades. (See Attachment IV.) Bids were received and opened in the Office of the Vice President for Business Services at 11:00 a.m., Thursday, May 10, 2007. The results follow:

ELECTRICAL WORK	<u>Bidder</u> <u>Keith Martin, Inc.</u>	<u>Bidder</u> <u>J.M. Walters & Sons</u>	<u>Bidder</u> <u>F.W. Electric, Inc.</u>
Base Bid	\$37,000.00	\$83,737.37	\$53,490.00
Alt. Bid No. 1	\$ 3,200.00	\$ 6,989.93	\$ 4,475.00
Alt. Bid No. 2	\$ 4,500.00	\$ 7,469.82	\$ 6,075.00
Alt. Bid No. 3	\$ 6,500.00	\$17,119.77	\$ 9,095.00
Alt. Bid No. 4	\$ 2,380.00	\$ 4,412.73	\$ 3,250.00
Alt. Bid No. 5	\$ 3,260.00	\$ 5,097.24	\$ 5,095.00
Alt. Bid No. 6	\$ 1,360.00	\$ 3,412.75	\$ 2,500.00
Alt. Bid No. 7	<u>\$ 3,800.00</u>	<u>\$ 6,835.24</u>	<u>\$ 4,908.00</u>
Total Bid	\$62,000.00	\$135,074.85	\$88,888.00

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Keith Martin, Inc., of Johnston City, IL, in the amount of \$62,000 for Protection, Health, and Safety compliance work for electrical panel upgrades, and that the Board authorize the contractor 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 architect services for this project at a cost of \$6,200 plus direct costs associated with this project. [This contract will be paid from the Operations and Maintenance Fund (Restricted) and will not impact the College operating budget.]

C. Academic Lab Computer Purchase (Attachment V)

As a part of the College's Technology Plan, laptop computers need to be purchased using the agreement the College has with Dell and 710 Bookstore to fill needs in academic areas. This purchase will utilize funds from the Education Fund. These computers will replace older machines in academic labs, and are to be in place by fall semester 2007. Specifically, 18 computers will be used to replace machines in science labs G124 and G106. (See Attachment V.)

Recommendation: That the Board of Trustees approve the quote of \$27,030.60 for the purchase of 18 laptop computers from 710 Bookstore, and that the administration be authorized to purchase this equipment.

D. Customer Support Service Plan

Cost for basic software support with Education Solutions Development (ESD) will increase July 1, 2007, when the College's basic monthly cost will be \$8,075. This compares to our current monthly cost of \$7,692 or an increase of 5% over FY07.

The College has been running APECS software since 1981 and has a tremendous investment in training, knowledge, and historical data that cannot be replaced for a dollar figure anywhere near what we are presently paying for APECS software and support. APECS software has proven itself reliable and capable since installation. We feel with the major dependence our institution has on our computer system, we must keep it running effectively and efficiently. As a result of this service plan, we will continue to receive:

- Hotline Telephone Support
- Updates to APECS.net Programs
- Year-end Regular Updates
- Web Help Support
- Localized Support
- Student Financial Information
- Remote Diagnostics
- Support via E-mail

We continue to monitor the improvements that ESD makes in the system through new releases, patches, federal and state mandated updates and other enhancements to the APECS.net product.

Recommendation: That the Board of Trustees approve the agreement for customer support service with Education Solutions Development (ESD) for the period July 1, 2007, to June 30, 2008, for the amount of \$96,900.

E. College Elevators (Attachment VI)

In the past, the College has contracted with ThyssenKrupp for maintenance of the seven elevators on campus. We have found that it is critical to the operation of the College to have these elevators under a maintenance contract due to the number of students that rely on them for accessibility to the various levels of the buildings. The cost for service last year was \$14,432. The increase in the amount for FY07 for the elevator systems stems entirely from the increase in contractual labor. This year's cost increased \$1,010 or 7 percent. The quote from the company to cover the period July 1, 2007, through June 30, 2008, is \$15,442. (See Attachment VI.)

Recommendation: That the Board of Trustees authorize the administration to enter into maintenance contracts with ThyssenKrupp for maintenance of the College's seven elevators for the period July 1, 2007, through June 30, 2008, for the amount of \$15,442.

F. Fire Alarm System (Attachment VI)

In the past, the College has had a maintenance agreement with Tech Electronic for service on its fire alarm system. There is no increase this year over the FY07 cost. The charge for the contract pricing for the period July 1, 2007, through June 30, 2008, is \$8,412. (See Attachment VI.) A breakdown of costs is as follows:

	<u>FY07</u>	<u>FY08</u>
Main Facility	\$4,428	\$4,428
Office Building	570	576
Vocational Building	530	528
Building H	1,536	1,536
Building J	<u>1,344</u>	<u>1,344</u>
Total	<u>\$8,408</u>	<u>\$8,412</u>

Recommendation: That the Board of Trustees authorize the administration to continue contracts with Tech Electronic for maintenance of the fire alarm systems for the period July 1, 2007, through June 30, 2008, at a cost of \$8,412.

G. Energy Management Systems (Attachment VI)

The College's heating and cooling equipment is controlled throughout the buildings by a system that includes computers and sensors. We have had this under a maintenance agreement with Johnson Controls in the past. The Johnson Controls contract increased \$820 for a 4% increase on the existing contracts. We would like to continue with this agreement for the upcoming fiscal year (See Attachment VI.)

The breakdown of the costs are as follows:

	<u>FY07</u>	<u>FY08</u>
Phase 1	\$5,628	\$5,852
Phase 2	5,436	5,653
Phase 3	5,532	5,753
Phase 4	<u>3,972</u>	<u>4,130</u>
Total	<u>\$20,568</u>	<u>\$21,388</u>

Recommendation: That the Board of Trustees authorize the administration to continue the maintenance agreement for the energy management system maintenance agreements for 2007-2008 with Johnson Controls for the amount of \$21,388.

H. Verizon Maintenance Contract

Verizon no longer provides a "maintenance contract" for the Meridian Communication System that is signed by the customer. They provide a "maintenance quote" to support renewal notice effective March 31, 2007, through March 30, 2008. The quote does not include hourly rate or trip charges. Dennis Harmon, Area Manager - Customer Operations of Verizon, stated that the new hourly rate during office hours will be \$85, and the new trip charge will be \$62. The cost for the campus maintenance contract is \$32,270.16. The annual maintenance contract for the telephone equipment at the Alongi Du Quoin Extension Center is \$587.76. Last year the maintenance contract amount for the both College and the Alongi Du Quoin Extension Center was \$37,132.92. The total Verizon Maintenance Contract charge for the college campus and the Alongi Du Quoin Extension Center is \$32,857.92. This is \$4,275 less than our last renewal quote.

Recommendation: That the Board of Trustees approve the maintenance quote with Verizon for an amount of \$32,857.92, and that the administration be authorized to purchase this service from Verizon for support of the College phone system.

XI. NEW BUSINESS

A. Tentative Budget for 2007-08 (FY08) (Attachment VII)(Roll Call Vote)

In accordance with state law and normal operating procedures at John A. Logan College, the administration and the Finance Committee of the Board of Trustees have met and discussed the tentative budget for the 2007-08 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2007, through June 30, 2008. In order to comply with statutory requirements mandating a 30-day notice of public hearings and availability for public inspection, I recommend that the following resolution be adopted:

RESOLUTION

BE IT RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and

BE IT FURTHER RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, hereby authorize and instruct Robert L. Mees, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2007, and ending June 30, 2008.

BE IT ALSO RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530 authorize and instruct the Secretary of the Board to publish a notice that the tentative budget is available for public inspection on the College campus during the time and on the date therein specified in the following newspaper in the district:

Southern Illinoisan
710 North Illinois
Carbondale, IL 62901

AND BE IT FURTHER RESOLVED by the Board of Trustees of John A. Logan College, Community College District No. 530, that such notice be in the following form:

NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois, that the tentative budget for said community college district for the fiscal year beginning July 1, 2007, will be on file and conveniently available for public inspection at the office of the Secretary of the Board of Trustees, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in this community college district, from and after 8:00 a.m. on the 23rd day of May, 2007, through 6:30 p.m. on the 26th day of June, 2007. Notice is further given that a public hearing on said budget will be held between the hours of 6:30 p.m. and 7:00 p.m. on the 26th day of June, 2007, in

the Board of Trustees Conference Room, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in Community College District No. 530.

Dated this 22nd day of May, 2007, by the Board of Trustees of Community College District No. 530 in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois.

By: _____
John O'Keefe, Secretary

B. The Plan for FY2008 and FY2007 Progress Report (Attachment VIII) (Voice Vote)

Since 1981, the College faculty, staff, administration, community representatives, Board of Trustees, and student body have prepared a planning document through the College Planning Council that attempts to establish a short-range and long-range plan with parameters that guide the College through the next fiscal and academic year. The faculty, staff, and administration use The Plan as a guideline for procedures and operations throughout the year. The Planning Council includes all of the constituent groups representing the faculty, the professional staff, the operational staff, the Board of Trustees, and the student body. This group examines information that is available to it from institutional sources, local government sources, state and national sources, and other professional areas. The Plan is specific with information that is available on a short-range basis, but its scope, overall, is very general, serving as a guideline for lower-level departments at the College to make recommendations through the administrative structure, which, in turn, allows the administration to make recommendations for specific actions to the Board of Trustees. The budget committee of the Board of Trustees also deals with the concepts in The Plan in making its final recommendations to the entire Board. The plan is intended to provide the necessary information and insight to assist the administration and the Board of Trustees to make necessary decisions. The Plan has been recommended by the Higher Learning Commission and by the Illinois Community College Board. The Plan is extremely effective in the College's effort for grantsmanship and has assisted in the pursuit of external funds.

Recommendation: That the Board of Trustees approve The Plan for FY 2008 and Progress Report as a planning guide for John A. Logan College, and that the administration be authorized to utilize The Plan with component units of the College for planning purposes for 2007-2008.

C. Naming of College Facilities (Discussion and Possible Action)

The possibility of naming a physical structure at John A. Logan College in honor of long-time Board member Don Brewer is presented to the Board of Trustees for its open discussion, consideration, and possible action.

D. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (Student Activities)
- (2) Employment of part-time grade III, temporary, secretary III
- (3) Employment of full-time, grade VI, secretary VI (President's Office)
- (4) Employment of full-time, grade III, student financial assistance specialist III

b. Maintenance/Building Staff

- (1) Employment of two full-time, Teamsters janitors

c. Security Staff – None at this time

2. Professional Staff

a. Non-Teaching Professional Staff

- (1) Employment of full-time, grade IV, advisor/counselor
- (2) Employment of full-time, grade III, director to the vice-president for instruction

b. Full-Time Faculty

- (1) Employment of full-time, tenure track business instructor
- (2) Employment of full-time, tenure track machine, robotics and tool and die instructor

c. Term Faculty

Employment of one term faculty member

d. Continuing Education Staff

Employment of six continuing education staff members

3. Grant Personnel

a. Operational Staff – None at this time

b. Non-Teaching Professional Staff

- (1) Employment of part-time, 63 percent time, grade V, assistant coordinator of business and industry center

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

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

XII. ANNOUNCEMENTS

XIII. ADJOURNMENT