

# **JOHN A. LOGAN COLLEGE**

## **Carterville, Illinois**

### **BOARD OF TRUSTEES**

Regular Meeting

Tuesday, July 26, 2011

7:00 p.m.

Board Room

Administration Building

### **AGENDA**

#### **I. CALL TO ORDER**

#### **II. ROLL CALL**

#### **PLEDGE OF ALLEGIANCE**

**III. MINUTES OF JUNE BOARD MEETING (Voice Vote)** – Minutes of the June 28, 2011, 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 May 31, 2011, is enclosed for consideration and action.

**V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote)** – The list of accounts payable for the period ending June 30, 2011, is 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

**F. Athletic Advisory Committee** – Jake Rendleman/Mike Hopkins

**G. Developmental Education Committee** – John O'Keefe/Mike Hopkins

H. Nursing Committee – John O’Keefe/Don Brewer

I. Diversity Committee – John Sanders/Jackie Hancock

J. Student Trustee – Mandy Little

IX. GROUP/ASSOCIATION REPORTS

A. Faculty Association Report – Terri Rentfro

B. Term Faculty Association Report – John Montague

C. Logan Operational Staff Association Report – Vicki Kelly/Frances Cobb

X. OFFICERS’ REPORTS

A. Brad McCormick -- Board Policy Committee

-- Board Building Committee

B. Tim Daugherty -- *No reports*

C. Julia Schroeder -- Comments by Brenda Erickson

D. Robert L. Mees -- Vice-President for Instruction Search

-- Dedication for Communication Wing and Historical Village

-- Brad McCormick’s New Office with Community College  
Business Officers

XI. CONSENT AGENDA (Voice Vote)

A. Ratification of State of Illinois Employee Training Agreement (CMS Contract)  
(Attachment III)

John A. Logan College has received a \$145,000 contract from the Illinois Department of Central Management Services to continue its 12<sup>th</sup> year as a regional training facility for state agencies in southern Illinois. The contract provides all state agencies in southern Illinois access to College facilities for agency-based customized classes, conferences, and seminars. The term of the contract is one year with an option to renew for four additional one year terms. The contract is administered through the Center for Business and Industry.

**Recommendation:** That the Board of Trustees ratify continuance of the College’s contract with Illinois Department of Central Management Services to serve as a regional training facility for state agencies in southern Illinois, and that the Center for Business and Industry be authorized to administer the contract.

**B. Approval of Southern Illinois Collegiate Common Market's Institutional Assessment Billing**

Participation in the Southern Illinois Collegiate Common Market (SICCM) is very important to the College and provides the College the ability to participate in programs that would be much more costly to administer individually. The current total assessment for John A. Logan College for FY 2012 is \$112,299.00.

**Recommendation:** That the Board of Trustees authorize the administration to make a payment of \$112,299 to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for FY 2012.

**C. Bid--Athletic Team Transportation (Attachment IV)**

Bid specifications were prepared and advertised according to Board policy for 2011-2012 busing transportation of the College's athletic teams. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Tuesday, June 28, 2011. The total amount for the athletic team transportation bid was \$84,400. The results for each sport are attached with the bid specifications. The bid was reviewed by the athletic department. This amount is \$6,030 less than last year's bid. (See Attachment IV.)

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications from Southwestern Illinois Bus Company, LLC II of Chester, Illinois, for athletic team transportation for the 2011-2012 fiscal year in the amount of \$84,400, and that the administration be authorized to accept this bid.

**D. Contract Renewals with Poshard Foundation and Women for Health and Wellness (Attachment V)**

The contracts for both the Poshard Foundation and Women for Health and Wellness expired on June 30, 2011. Presented here for renewal are the contracts for an additional three year period. There have been no changes since previously reviewed by college legal counsel. These contracts permit the use of college facilities for office space at no charge. (See Attachment V.)

**Recommendation:** That the Board of Trustees approve continuation of the Poshard Foundation and the Women for Health and Wellness contracts for another three year period ending June 30, 2014.

**XII. NEW BUSINESS**

**A. Award of Insurance Contract (Voice Vote)**

The administration has concluded a several-month-long request for proposal process that resulted in six (6) proposals from five (5) entities. Participation in the process included three (3) in-district brokers, a Chicago based cooperative, and a broker from Louisville, KY. All five (5) potential providers were interviewed by Board Vice-Chair Jim Snider, College Legal

Counsel John Huffman, and Vice President for Business Services and College Facilities Brad McCormick.

Those participating in the process were:

1. Consolidated Insurance Agency – Carbondale, IL
2. M&H Insurance – Marion, IL
3. Jackson & Gray - Marion, IL
4. Illinois Community College Risk Management Cooperative (ICCRMC)
5. Neace Lukens – Louisville, KY

In FY2011, the College paid \$419,534 for its total insurance package through Consolidated Insurance, Inc. of Carbondale. The RFP document required higher coverage in several areas of our insurance package while deductibles were increased throughout the insurance program requested. After three (3) meetings of the committee, additional information is still being sought.

**Recommendation:** At the time of the preparation of the Board packet, a recommendation was not yet determined. On the night of the Board meeting, the committee will deliver a recommendation and supporting documentation for the Board's consideration.

**B. Purchase of the Harris Property (Voice Vote) (Attachment VI)**

**RESOLUTION TO APPROVE PURCHASE OF HARRIS PROPERTY**

**Whereas,** pursuant to the provisions of the statutes of the State of Illinois, John A. Logan College, Community College District #530, has reviewed the need to purchase the William Harris' Tippy Road property located at the corner of Tippy Road and Willow Street, Carterville, Illinois 62918; and

**Whereas,** said Board of Trustees, on the advice of staff, finds that it is in the best interests of the College, students and taxpayers of the district to proceed with the purchase the William Harris' Tippy Road property located at the corner of Tippy Road and Willow Street, Carterville, Illinois 62918; and

**Whereas,** the estimated amount to purchase the property is \$92,000.

Now be it resolved by the Board of Trustees of John A. Logan College, Community College District # 530 as follows:

- 1) There are sufficient funds available in the Restricted Operations and Maintenance Fund of the College, from proceeds of February 2007, Capital Bonds to complete the project.
- 2) Properly completed capital project application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above referenced project.
- 3) The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this purchase consistent with 110 ILCS 8805/3-20.301 and 23 Illinois Administrative Code Section 1501.608.

**Recommendation:** That the Board of Trustees authorize the administration to proceed with the purchase the Harris property (three acres) located at the corner of Tippy Road and Willow Street in Carterville, IL 62918 at the price of \$92,000, pending final approval from the Illinois Community College Board.

**C. Approval of Renovation of JALC Annex (Formerly Shawnee Library Building) (Voice Vote)**

The contractor estimates for the renovations needed for the Child Care Resource & Referral office to relocate to the newly purchased John A. Logan College Annex were received on Wednesday and totaled \$406,187, inclusive of \$39,707 of asbestos abatement. The College will act as the general contractor with Image Architects providing plans and construction specifications. We are proposing this in an effort to minimize the cost of the project. Permission is requested to proceed with the project and to publicly bid the components that are in excess of the limits expressed in board policy and/or the Illinois Public Community College Act. The ICCB Locally Funded Project Application will be provided on the night of the Board meeting. Due to the timing of receipts of estimates, it was not possible to have the ICCB application complete in time for the Board agenda.

**RESOLUTION TO APPROVE RENOVATION OF JALC ANNEX**

**Whereas**, pursuant to the provisions of the statutes of the State of Illinois, John A. Logan College, Community College District #530, has reviewed the need to renovate the John A. Logan Annex located at 607 South Greenbriar Street, Carterville, Illinois 62918; and

**Whereas**, said Board of Trustees, on the advice of staff, finds that it is in the best interests of the College, students and taxpayers of the district to proceed with the renovation of the John A. Logan College Annex located at 607 South Greenbriar Street, Carterville, Illinois 62918; and

**Whereas**, the estimated amount to renovate the property is \$407,187.

Now be it resolved by the Board of Trustees of John A. Logan College, Community College District # 530 as follows:

- 1) There are sufficient funds available in the Restricted Operations and Maintenance Fund of the College, from proceeds of February 2007, Capital Bonds to complete the project.
- 2) Properly completed capital project application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above referenced project.
- 3) The administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this purchase consistent with 110 ILCS 8805/3-20.301 and 23 Illinois Administrative Code Section 1501.608.

**Recommendation:** That the Board of Trustees authorize the administration to proceed with the completion of bid specifications and advertising for bidders for renovations of the John A. Logan College Annex, in order to award the contracts at the August 23, 2011 Board meeting.

**D. Board Policy Revisions (Attachment VII) (NO ACTION)**

The Board Policy Committee is presenting proposed policy revisions to the Board of Trustees for first reading. The proposed revisions include the following:

- Revisions to Article II of Student Rights and Responsibilities: A Code of Student Conduct, which falls under the umbrella of Board Policy 8310.
- Board Policy 3510 – Equal Opportunity Statement for Students and Employees
- Board Policy 3512 – Discrimination/Equal Opportunity Grievance Policy for John A. Logan College Students
- Board Policy 8312 – Sexual Harassment of Students

Copies of the above revisions are included in Attachment VII with changes in bold type or highlighted. These policies will be brought back to the Board for final approval at the August Board meeting.

**E. PERSONNEL**

**Security Staff**

Employment of part-time, campus safety law enforcement officer

**Non-Teaching Professional Staff**

Extension of contracts for vice-president for business services and college facilities and vice-president for administration through June 30, 2014

**Full-Time Faculty**

- (1) Employment of full-time, 12-month continuing faculty, supervising dentist for fall 2011
- (2) Consideration of retirement request

**Term Faculty**

- (1) Employment of one term faculty member
- (2) Consideration of the College's contractual agreement with the Association of Term Faculty for three years ending with the 2013-2014 academic year, pending ratification of the Association of Term Faculty

**Continuing Education Staff**

Employment of nine continuing education staff members

**Grant Personnel**

- (1) Employment of part-time, grade II, adult basic education counselor/facilitator

(2) Employment of three adult basic education instructors

(3) Employment of two adult secondary education instructors

**Volunteer Personnel** - None at this time.

**XIII. ANNOUNCEMENTS**

**XIV. ADJOURNMENT**