

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

BOARD OF TRUSTEES

Regular Meeting
Tuesday, July 28, 2009
7:00 P. M.
Board Room
Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

III. MINUTES OF THE JUNE BOARD MEETING AND THE JULY 7, 2009 RETREAT (Voice Vote) — Minutes of the June 23, 2009, Board meeting and the July 7, 2009, retreat 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, 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 June 30, 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 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 Montacue

C. Operational Staff Association Report — Deana Smith

X. OFFICERS REPORTS

A. Brad McCormick – Board Policy Committee

– Board Building Committee

– Campus Safety Committee

B. Julia Schroeder – VISTA

– College and Career Readiness (Denise Crews)

C. Robert L. Mees – State’s FY10 Budget

XI. CONSENT AGENDA (Voice Vote)

A. Rescission of Athletic Housing Bid from June 2009

At its June meeting, the Board of Trustees took action to award the athletic housing bid to Aspen Court, SIU LLC, in an amount of \$10,117.85 per month. In discussions with Aspen Court regarding the award of the contract, it became clear that Aspen Court had interpreted the “Specifications and Proposal Form” differently from the other bidder, Campus Habitat. In short, one bidder completed the form with a total monthly cost to provide housing for 45 student athletes while the other provided an annual cost for one unit. This prompted further review of both bids resulting in the discovery that Campus Habitat did not meet the specification requirement and the proposal from Campus Habitat that was the closest to the specification was approximately twice as high as the actual bid from Aspen Court.

In short, Aspen Court still remains the lowest cost bidder per the specification. However, the bid amount included in the action taken at the June board meeting was incorrect.

Recommendation: That the Board of Trustees rescind the action taken at the June 23, 2009, board meeting to award the athletic housing bid to Aspen Court, SIU, LLC.

B. Award of Athletic Housing Bid (Attachment III)

The athletic housing bids opened on June 17, 2009, are presented again for the Board's consideration. The bids from Aspen Court, SIU, LLC and Campus Habitat are \$151,767 and \$292,980 respectively on an annual basis. This equates to a monthly cost of \$12,647.25 and \$24,415.00 respectively. This will provide 15 units of housing to accommodate a total of 45 student athletes. This equates to an annual increase of \$59,966 over what was paid previously to Lewis Park but did not include two additional months of housing. No other providers will allow 9 or 10 month leases. Though this is a substantial increase and more than was thought at the previous meeting, the athletic department budget is able to absorb the increase.

Recommendation: That the Board of Trustees award the athletic housing contract to Aspen Court, SIU, LLC for FY2010 in the corrected annual amount of \$151,767.

C. College Property and Liability Insurance Renewals (Attachment IV)

The College's property and casualty insurance coverage renewal premium quote from Indiana Insurance through Consolidated Insurance Agency of Carbondale, Illinois for the period August 15, 2009 to August 15, 2010 is \$338,740. Renewal premiums for property, general liability, school leaders errors and omissions, sexual misconduct, law enforcement, inland marine, commercial crime and business auto, \$8 million umbrella, and terrorism total \$171,634 which is \$27,962 (4%) more than last year's premiums. The majority of this increase is due to the updating of property values and contents. Previous board action locked into the multiplier used to quantify risk related to property/casualty for a period of five years, which will prove a benefit in future renewals because of our recent claim. Workers' Compensation insurance increased by \$16,117, from \$150,989 last year to \$167,106 this year, despite an improvement in the experience modification going from .95 to an experience modification of .91 this year. (See Attachment IV.)

All coverages are through Consolidated Insurance Agency, Inc., in Carbondale, IL.

Recommendation: That the Board of Trustees authorize the administration to accept the Indiana Insurance renewal quotation for \$338,740 for the period of August 15, 2009 through August 15, 2010. This coverage will be through Consolidated Insurance Agency.

D. Renewal Athletic Team Insurance & Student Malpractice Insurance (Attachment V)

The First Agency insurance renewals for catastrophic and accident insurance is presented for the Board's consideration. The renewal for the NJCAA endorsed catastrophic insurance component contains no increase and an annual premium of \$4,078. However, the premium for the accident policy increased from \$41,841 to \$45,188. The increase, \$3,347, is associated with anticipated medical inflation of 8%. The increase last year was 5%. The First Agency is providing the policy through Guarantee Trust Life Insurance Company.

First Agency specializes in providing catastrophic and accident insurance to targeted student groups and is used by most community colleges in the southern half of Illinois.

The student mal-practice insurance is also through Consolidated Insurance Agency, Inc., and the Healthcare Providers Service Organization. The insurance premium is based on the

number of students enrolled in healthcare related classes. Last year's premium was \$9,229 (874 students) for this coverage. The premium for the student mal-practice insurance coverage from August 17, 2009 to August 17, 2010 is \$9,503 (900 students).

Recommendation: That the Board of Trustees approve the renewals for catastrophic and accident insurance by First Agency and authorize the administration to purchase the athletic team insurance coverage through Consolidated Insurance Agency, Inc. and First Agency, Inc. of Kalamazoo, MI in the amount of \$49,266, and the student mal-practice insurance through Consolidated Insurance Agency and Healthcare Providers Service Organization in the amount of \$9,503.

E. Pell Grant Book Vouchers for Summer 2009 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 eighteen 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 172 students availed themselves of Pell Grant book vouchers for summer semester 2009 for a total amount of \$31,240.88. Future Pell Grant reimbursements to the bookstore will not be presented to the Board for approval as this transaction is considered a transfer of federal money and not a college expenditure.

Recommendation: That the Board of Trustees approve payment to 710 Bookstore in the amount of \$31,240.88 for textbooks issued to Pell Grant students for summer semester 2009, and that the administration be authorized to make this payment.

F. Bid – Waterway Debris Removal (Attachment VI)

Bid specifications were prepared and advertised according to Board policy for the removal of trees and storm debris from east and west waterways on campus. 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 30, 2009. (See Attachment VI.) The results follow:

<u>Bidders</u>	<u>Total Cubic Yards</u>	<u>Bid Amount</u>
Hall Trucking & Excavating, LLC. Kevin Hall P. O. Box 297 Cambria, IL 62915	West 1,000 East 2,000	\$37,000.00 \$74,400.00
Sterling Lumber Company 3415 West 127 th Street Blue Island, IL 60406	West 9,580 East 25,850	\$83,825.00 \$226,187.50

<u>Bidders</u>	<u>Total Cubic Yards</u>	<u>Bid Amount</u>
Brown Construction	West 2,200	\$27,500.00
Charles Brown 285 Mt. Olive Road Dongola, IL 62926	East 3,300	\$41,250.00
Blackwater Creek, LLC	West 5,200	\$43,992.00
Don Franklin 202 E. Davis Ave. Davis, OK 73030	East 9,600	\$81,216.00
Littleton Storm & Timber Services, Inc.	West 2,000	\$12,000.00
Steve Bartels 1615 Sugar Hollow Road Jacksonville, IL 62650	East 6,000	\$36,000.00
Evergreen Tree Service	West 8,500	\$ 73,500.00
Alex Petroski 1921 Starkey Road Largo, FL 33771	East 15,000	\$124,250.00

Recommendation: That the Board of Trustees approve the low bid meeting specifications for the removal of trees and storm debris from east and west waterways on campus from Littleton Storm and Timber Services, Inc., of Jacksonville, Illinois in the amount of \$12,000 (West) and \$36,000 (East) totaling \$48,000, and that the Board authorize the administration to issue a purchase order for this service.

G. Bid–Athletic Team Transportation (Attachment VII)

Bid specifications were prepared and advertised according to Board policy for 2009-2010 busing transportation for 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., Monday, July 13, 2009. The total amount for athletic team transportation bid was \$85,599. The results for each sport are attached with the bid specifications. The bid was reviewed by the athletic department. This amount is \$27,241 less than last year’s bid. This decrease in team transportation costs will be used to help offset housing cost increases. (See Attachment VII.)

Recommendation: That the Board of Trustees approve the low bid meeting specifications from Huskey Bus Trailways of Festus, Missouri for athletic team transportation for the 2009-2010 fiscal year in the amount of \$85,599, and that the administration be authorized to accept this bid.

H. Revisions to Inter-District Agreement with Rend Lake College District #521

The College currently has a joint agreement with Rend Lake College District #521 for the purpose of better meeting the needs of all students in the two college districts. Changes to

the list of educational programs that John A. Logan College will accept students into from Rend Lake include the addition of:

Diagnostic Medical Sonography;
Fire Science Services (Fire-Officer I);
Fire Science Services (Fire Officer II);
Fire Science Services (Fire Officer III); and
Realtime Captioning Tech (Broadcast Captioner/Cart Provider)

Educational programs to be deleted from this list include:

Lodging Management;
Nail Technology; and
Cardiac Medical Sonography

Recommendation: That the Board of Trustees approve revisions to John A. Logan College's inter-district agreement with Rend Lake College District #521 as noted above.

I. Revisions to Inter-District Agreement with Southwestern Illinois College, District #522

The College currently has an inter-district agreement with Southwestern Illinois College District #522 for the purpose of better meeting the needs of all students in the two college districts. Changes to the list of educational programs that John A. Logan College will receive students into from Southwestern Illinois College include the addition of:

Realtime Captioning Technology (Broadcast Captioner/CART Provider);
Realtime Captioning Technology (Judicial Reporter); and
Realtime Captioning Technology (Scopist Reporter).

The Lodging Management program will be deleted from this list.

Recommendation: That the Board of Trustees approve revisions to John A. Logan College's inter-district agreement with Southwestern Illinois College District #522 as noted above.

J. Revisions to Inter-District Agreement with Shawnee Community College, District #531

The College currently has an inter-district agreement with Shawnee Community College District #531 for the purpose of better meeting the needs of all students in the two college districts. Changes to the list of educational programs that John A. Logan College will receive students into from Shawnee include the addition of:

Fire Science Services; and
Realtime Captioning Technology (Broadcast Captioner/CART Provider)

Changes to the list of educational programs that Shawnee College will receive students into from John A. Logan College include the addition of:

Aviation Science;
Computer Forensics and Investigations;
Helpdesk/PC Technician/Networking;

Master Trails Steward; and
Multimedia and Gaming

Recommendation: That the Board of Trustees approve revisions to John A. Logan College's inter-district agreement with Shawnee Community College District #531 as noted above.

XII. OLD BUSINESS

A. ADOPTION OF 2009-2010 BUDGET (Roll Call Vote)

The tentative budget for the 2009-10 academic year was approved at the June 23, 2009, Board meeting, and a public hearing will be held at 6:30 p.m., July 28, 2009, in the College Board Room. Based on the results of the hearing, I would recommend the following resolution be adopted by the Board of Trustees:

WHEREAS the Community College Board of John A. Logan College District No. 530, Counties of Williamson, Jackson, Franklin, Randolph, and Perry, and the State of Illinois caused to be prepared in tentative form a budget and the secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and whereas a public hearing was held as to such budget on the 28th day of July, 2009. Notice of hearing was given at least thirty days prior thereto as required by law and all other legal requirements have been complied with.

NOW THEREFORE BE IT RESOLVED by the Community College Board of said District as follows:

SECTION 1 -- That the fiscal year of the Community College District be and the same is hereby fixed and declared to be beginning July 1, 2009, and ending June 30, 2010, and

SECTION 2 -- That the budget containing an estimate of amounts available in each fund separately and of expenditures from each, and same is hereby adopted as the budget of this Community College District for the said fiscal year.

Recommendation: That the Board of Trustees adopt the 2009-2010 budget as presented in tentative form at the June 23, 2009, Board meeting and as available for public inspection under state law, and that the administration be authorized to implement this budget effective July 1, 2009.

XIII. NEW BUSINESS

A. Working Cash Fund Resolution (Roll Call Vote)

The delayed receipt of ICCB revenues are resulting in a tightened cash flow in the Education Fund. This will be especially true if the College's 3rd quarter equalization payment (\$2,191,014) is not received by mid-August. Though ICCB staff believe this payment should be received by the date of the Board meeting, it is prudent to have an action item ready in case the comptroller's office delays the payment further. If the Equalization Grant payment is delayed beyond mid-August and there is no working cash fund transfer, the result would be a small month end deficit in the Education Fund of less than \$100,000. The longer the payment is delayed, the greater the problem. In an effort to avoid cash flow problems through the end of November, a transfer from working cash in the amount of \$1,800,000 is necessary. The following resolution is presented for Board approval:

**RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM WORKING
CASH FUND TO EDUCATION FUND**

WHEREAS, the Board of Trustees of Community College District #530, John A. Logan College, (hereinafter referred to as the Board of Trustees) has established a Working Cash Fund in accordance with Article 3-33.1 of the Illinois Public Community College Act; and

WHEREAS, the Working Cash Fund currently has a balance of \$1,818,512.57; and

WHEREAS, the fiscal year 2009 1st and 2nd quarter Equalization and Credit Hour Grants for the Operating Funds have been received and the Board of Trustees has made no previous transfers from the Working Cash Fund; and

WHEREAS, the Board of Trustees is awaiting receipt of the fiscal year 2009 3rd quarter Equalization Grant from the Illinois Community College Board in the amount of \$2,191,014 and 4th quarter Credit Hour Grant and Equalization Grant in the amount of \$3,029,762 for the General Operating Funds for fiscal year 2009, from which this interfund transfer will be paid; and

WHEREAS, the Board of Trustees has issued no warrants or notes in anticipation of the receipt of the Equalization Grant or Credit Hour Grant for fiscal year 2009; and

WHEREAS, the Board of Trustees is not aware, at this time, of any monies to be derived for fiscal year 2009 from any state or federal government or other sources in anticipation of all or part of which such transfer is to be made; and

WHEREAS, none of the receipts from the personal property replacement tax will be set aside to pay debt service by the Board of Trustees; and

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College #530, John A. Logan College as follows:

1. That pursuant to Section 3-33.6 of the Illinois Public Community College Act, the Treasurer is authorized, on or after July 28, 2009, to transfer the sum of \$1,800,000.00 from the Working Cash Fund to the Education Fund.
2. That the receipt of the fiscal year 2009 3rd quarter Equalization Grant and 4th quarter Credit Hour Grant and Equalization Grant for the General Operating Funds shall reimburse the Working Cash Fund before June 30, 2010 for the \$1,800,000.00 transferred in accordance with this Resolution.
3. That this resolution shall be in full force and effect from and after its adoption on July 28, 2009.

Recommendation: That the Board of Trustees approve the Resolution Authorizing Transfer of Funds From Working Cash Fund to Education Fund, and authorize the administration to affect a transfer of \$1,800,000.00 from the Working Cash Fund to the Education Fund on or

after July 28, 2009.

B. Possible Change of Time for Board of Trustees Meetings (For Discussion and Possible Action) (Voice Vote)

At the Board retreat on July 7, there was discussion regarding changing the time of regular John A. Logan College Board of Trustees meetings from 7:00 p.m. to 6:00 p.m. This item is being presented for discussion by the Board and possible action.

Recommendation: That the Board of Trustees hold a discussion and possibly take action on changing the time of its regular board meetings.

C. PERSONNEL

1. Support Personnel

a. Operational Staff

- (1) Employment of full-time, grade III, secretary III (Associate Dean for Educational Programming).
- (2) Extension of employment of part-time, temporary, secretary II (Foundation) through October 30, 2009.

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 full-time, grade II, assessment coordinator.
- (3) Employment of full-time, grade II, (50% college/50% grant), associate director of network infrastructure.
- (4) Extension of employment for full-time, temporary, project coordinator for nursing demonstration pilot through September 30, 2009.
- (5) Employment of full-time, grade III, director of academic advisement at John A. Logan College effective August 3, 2009.
- (6) Consideration of retirement request.

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

c. **Term Faculty**

Employment of seven term faculty members.

d. **Continuing Education Staff**

Employment of two continuing education staff members.

3. **Grant Personnel**

a. **Operational Staff** – None at this time.

b. **Non-Teaching Professional Staff**

(1) Employment of full-time, grade II, computer trainer.

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

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

XIV. **ANNOUNCEMENTS**

XV. **ADJOURNMENT**