

# **JOHN A. LOGAN COLLEGE**

Carterville, Illinois

## **BOARD OF TRUSTEES**

Regular Meeting

Tuesday, August 24, 2010

7:00 p.m.

Board Room

Administration Building

## **AGENDA**

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

### **II. ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **III. MINUTES OF JULY BOARD MEETING (Voice Vote) – Minutes of the July 27, 2010, 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 June 30, 2010, is enclosed for consideration and action.**

### **V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote) – The list of accounts payable for the period ending July 31, 2010, 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/Jim Snider**

#### **D. Association of Community College Trustees (ACCT) – John Sanders**

#### **E. Hiring Committee – John Sanders**

#### **F. Athletic Advisory Committee – 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 – 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 – Judi Pastori

X. OFFICERS’ REPORTS

A. Brad McCormick -- Sustainable Financial Plan Impact Update (Attachment III)

B. Tim Daugherty -- Fall Semester Enrollment Report (Dean for Student Services Terry Crain)

-- Student Support Services Title IV Grant Funding

C. Julia Schroeder -- Update on Service Learning and VISTA (Dr. Deborah Payne)

D. Robert L. Mees -- Update on FY 2011 Budget

XI. CONSENT AGENDA (Voice Vote)

A. Protection, Health & Safety (PHS) Projects Approval (Attachment IV)

As part of the tax levy process, usually in advance of approving a tax levy, the College’s Protection, Health and Safety needs are examined to determine the next best investment in our facilities. Vice President McCormick met with Marion Poggas of Image Architects, Dwight Hoffard, Director of Buildings and Grounds, and Kim Dixon, Dean for Financial Operations, to review the most pressing needs and selected projects identified earlier in the recently approved master plan . A project size was targeted that would leave the College’s total tax levy rate approximately the same as the most recent three years. The targeted size is \$779,800 and would include both contingency of 10% and architectural/engineering fees.

The first PHS application includes the second of three phases of applying a new roof to “C Building” and will also provide a new roof for the OFC Building, which houses community education, GED and the alternative high school programs. The roof is leaking in several locations and requires constant maintenance. The insulation is wet in areas and has lost its insulating value. In addition, the exterior of the OFC Building is in need of an additional

covering in the same fashion as was done to most of the campus last year. The exterior sealant and expansion joints in the walls of the OFC Building are deteriorating, therefore, allowing water infiltration to the interior finishes. Because it is a similar type of work, we will also have the two (2) main entrance signs on the east and west side of the campus re-coated and repainted. The total anticipated cost of the roof replacement and the surface repair/replacement is estimated at \$628,500.

The second PHS application involves the replacement of an additional centrifugal chiller which serves "C Building" with a new variable frequency drive chiller. It is approximately 20 years old and beyond its expected useful life. Two other existing rotary screw chillers in place will then become backup systems. The anticipated cost is \$151,300.

The total of both project applications is \$779,800. These projects will not increase our total tax rate estimated to remain below \$0.55. (See Attachment IV.)

Scope of Work -- The PHS projects shall include the following:

Project No. 1	Roof Replacement & Exterior Weatherproofing C-Wing and OFC Building	\$628,500
Project No. 2	Chiller Replacement	<u>\$151,300</u>
<b>TOTAL PHS Project Costs</b>		<b>\$779,800</b>

**Recommendation:** That the Board of Trustees authorize the administration to proceed with the necessary planning for both the Roof Replacement & Exterior Weatherproofing C-Wing and the Chiller Replacement Protection, Health and Safety projects described above, including submitting the required applications to the Illinois Community College Board and the employment of Image Architects, Inc., in further preparation of plans and specifications.

#### **RESOLUTION TO APPROVE PROTECTION, HEALTH & SAFETY PROJECTS**

**WHEREAS**, pursuant to the provision of the statutes of the State of Illinois, Community College District No. 530 (hereinafter referred to as John A. Logan College) is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

**WHEREAS**, the Board of Trustees of Community College District No. 530 (hereinafter referred to as the Board) has received reports from the administration as to the condition of facilities at John A. Logan College, as defined in 23 Illinois Administrative Code, Code, 1501.601; and,

**WHEREAS**, the Board has received a report from a licensed professional architect that there are two projects at John A. Logan College which require repairs and alterations, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and,

**WHEREAS**, the projects recommended for repair and alterations are:

1. Roof Replacement & Exterior Weatherproofing - C-Wing & OFC Building Phase 2		
A. Roof Replacement (C-Wing - Partial)	\$376,800	
(OFC Building)	121,000	
B. OFC Sealant & EIFS Repair	24,000	
C. Contingency - 10%	52,200	
D. A/E Compensation & Reimbursables	<u>54,500</u>	
Project Total		<u>\$628,500</u>
2. Chiller Replacement		
A. Chiller Replacement	\$125,000	
B. Contingency - 10%	12,500	
C. A/E Compensation & Reimbursable	<u>13,800</u>	
Project Total		<u>151,300</u>
<b>Total</b>		<b><u>\$779,800</u></b>

(All projects include architectural supervision of the projects from bidding through total completions and all work to be completed in a workmanlike manner.)

**WHEREAS**, all facilities described by the projects set forth are owned by John A. Logan College.

Now, be it resolved by the Board of Trustees of Community College District 530, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the two projects set forth above require alterations or repairs and are necessary to remove health or safety hazards to the students, employees, or visitors of John A. Logan College.
3. There are not sufficient funds available in the Operation and Maintenance Fund of John A. Logan College to complete the project set forth above.
4. The cost of the projects set forth above, as determined in the certified estimate of a licensed architect, is not less than \$779,800.
5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with Illinois Rev. Stat. Ch. 122 Paragraph 103-20.3.01 and 23 Illinois Administrative Code Section 1501.608.

**B. ICCB LOCALLY FUNDED CAPITAL PROJECT APPLICATION (Attachment V)**

On May 17, 2010, the College was notified that one third of the FY2010 Capital Renewal Grant appropriation had been released by the Governor's Office of Management and

Budget. Logan 's share of those funds is \$186,400. Historically, community colleges often allowed these funds to accumulate for multiple years in order to create a larger project size. Due to concerns that unused funds might get reallocated for something else in state government, it is prudent to go ahead and get a project approved now.

Because these are restricted capital funds that are intended to maintain existing facilities and cannot be used for either new structures or operational needs, the Building Committee is in agreement to use this as an opportunity to replace the gymnasium floor. The present floor is original to the structure (37 years old) and has been sanded and refinished to the point that the wood thickness cannot sustain additional sanding without exposing nails and loosening boards. The total project cost estimate is \$242,000 and includes contingency and architect fees. The difference of \$55,600 would be provided out of Operations and Maintenance Restricted building funds set aside annually.

Per ICCB administrative rules, we must complete an application for a locally funded project, attach a Board resolution to that effect, and submit to ICCB for approval. ICCB Administrative Rule 1501.602 (d) states, "The authority to approve locally funded projects is delegated to the President/CEO of the ICCB, who shall in turn report such actions to ICCB." Therefore, please find a completed application along with a Board resolution. The project was included in the most recent Master Plan.

#### **RESOLUTION AUTHORIZING SUBMISSION OF APPLICATION FOR CAPITAL RENEWAL PROJECT**

WHEREAS, the Board of Trustees of Community College District No. 530, John A. Logan College, Carterville, Illinois has reviewed the need to replace the gymnasium floor at the College campus; and

WHEREAS, said Board of Trustees, on the advice of its architect, finds that it is in the best interest of the College to proceed with replacement of the gymnasium floor; and

WHEREAS, in connection with same, in order to obtain funds for this project, a Capital Project Application form must be executed and submitted to the Illinois Community College Board.

NOW THEREFORE, BE IT AND IS HEREBY RESOLVED by said Board of Trustees as follows:

1. That the Capital Project Application Form for said replacement of the gymnasium floor in the amount of two hundred forty two thousand dollars (\$242,000) be completed, executed and submitted to the Illinois Community College Board for approval.
2. That the administration be and is hereby designated as the authorized agent and representative to execute said application and to act as the contact person in connection with said project.

**Recommendation:** That the Board of Trustees authorize the administration to proceed with planning for the replacement of the gymnasium floor including submitting the necessary application to the Illinois Community College Board.

**C. 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 2011 is \$103,789.00.

**Recommendation:** That the Board of Trustees authorize the administration to make a payment of \$103,789 to Southern Illinois College Common Market (SICCM) for John A. Logan College's share of costs of the SICCM programs for FY 2011.

**XII. NEW BUSINESS**

**A. Tentative Budget for 2010-11 (FY 2011) (ROLL CALL VOTE) (Attachment VI)**

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 2010-11 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2010, through June 30, 2011. 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, 2010, and ending June 30, 2011.

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, 2010, 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 25th day of August, 2010, through 6:30 p.m. on the 28<sup>th</sup> day of September, 2010. 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 28<sup>th</sup> day of September, 2010, 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 24th day of August, 2010, 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: \_\_\_\_\_  
Jim Snider, Secretary

**Recommendation:** That the Board of Trustees approve the tentative 2010-2011 (FY 2011) budget to be made available for public inspection, that the Resolution and Notice of Public Hearing be approved by the Board, and that the administration be authorized to meet all legal requirements concerning the adoption of the tentative budget. (See Attachment VI.)

**B. Proposed Revision to Board Policy (Attachment VII) (NO ACTION)**

The Board Policy Committee is presenting the following proposed Board Policy revision to the Board of Trustees for the first reading:

Board Policy #7290 – Naming Physical Components of John A. Logan College

Copies of the proposed revision may be found in Attachment VII. This policy will also be made available to College employees for input and suggestions, and will be brought back to the Board of Trustees for final action at the September Board meeting.

**C. Special Meeting of the Board of Trustees (Voice Vote)**

It is necessary to set a special meeting of the Board of Trustees for the purpose of interviewing prospective candidates and possibly taking action to fill the vacancy left by William J. Kilquist's resignation from the Board. The meeting will need to be held prior to September 25, 2010, to be within the 60-day appointment window.

**Recommendation:** That the Board of Trustees hold a special meeting (on a date and time to be determined) for the purpose of interviewing prospective candidates and possibly taking action to fill the vacancy on the Board of Trustees.

**D. PERSONNEL**

**I. Support Personnel**

- a. **Operational Staff** - None at this time.
- b. **Maintenance/Building Staff** - None at this time.
- c. **Campus Safety Staff** - None at this time.

**2. Professional Staff**

**a. Non-Teaching Professional Staff**

Ratification of a stipend, construction manager at John A. Logan College effective August 1, 2010.

**b. Full-Time Faculty**

Ratification of full-time, temporary (1-year), instructor of biology (anatomy & physiology).

**c. Term Faculty**

Ratification of 12 term faculty members.

**d. Continuing Education Staff**

Employment of seven continuing education staff members.

**3. Grant Personnel**

**a. Operational Staff**

- (1) Employment of part-time, grade III, secretary III.
- (2) Employment of full-time (30 hours per week), grade II, attendance clerk II.

**b. Non-Teaching Professional Staff**

- (1) Employment of part-time, grade I, assistant coordinator of family literacy (DuQuoin).



(2) Employment of full-time, grade I, basic skills tutor/advisor (mathematics).

(3) Employment of full-time, grade II, career education coordinator.

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

d. **Part-Time Faculty** - None at this time.

4. **Volunteer Personnel**

(1) Appointment of volunteers for Literacy.

(2) Appointment of volunteer for the Student Success Center.

XIII. **ANNOUNCEMENTS**

XIV. **ADJOURNMENT**