

JOHN A. LOGAN COLLEGE

Carterville, Illinois

BOARD OF TRUSTEES

Regular Meeting

Tuesday, September 27, 2011

7:00 p.m.

Board Room

Administration Building

AGENDA

I. CALL TO ORDER

II. ROLL CALL

PLEDGE OF ALLEGIANCE

- III. MINUTES OF AUGUST BOARD MEETING AND BUDGET HEARING AND SPECIAL MEETING OF SEPTEMBER 7, 2011 (Voice Vote)** – Minutes of the August 23, 2011, Board meeting and budget hearing and minutes of the special Board meeting of September 7, 2011, 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 July 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 August 31, 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 Montacue

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

X. OFFICERS’ REPORTS

A. Brad McCormick -- Board Building Committee

B. Tim Daugherty -- Fall 2011 Enrollment Report

C. Julia Schroeder -- Oasis Training (*Mabel Hayes*)

D. Robert L. Mees -- Presidents’ Council

XI. CONSENT AGENDA (Voice Vote)

A. Blackboard Renewal

Approval is requested for renewal of the Blackboard license, ASP hosting, and 500 GB total storage in the amount of \$133,283.00. This is the second year of a three-year contract with Blackboard.

Recommendation: That the Board of Trustees approve payment to Blackboard for FY 2012 license, hosting services, and storage in the amount of \$133,283.00.

B. Purchase of Office Computers

The College needs to purchase 63 office computers and 37 laptops for faculty and staff as part of the four year replacement cycle as specified in the College’s Technology Plan and Financial Sustainability Plan.

Recommendation: That the Board of Trustees approve the quote of \$114,985.40 for the purchase of 100 computers for faculty and staff from 710 Bookstore, of Carbondale, Illinois, and that the administration be authorized to purchase this equipment.

C. Extension of Agreement with Kemper CPA Group LLC

Kemper CPA Group LLC is finishing their third year of service with completion of the FY2011 audit. Per Board Policy #7130, the agreement with the auditing firm may be extended one additional year if mutually agreeable. Taking into consideration that we have been pleased with the services provided by Kemper CPA Group LLP, along with the resignation of our Director of Accounting Services, Corina Horn, we would request that we extend our agreement this additional year. In this way, the Business Office could continue with the current auditing firm as they employ a new Director of Accounting Services.

Recommendation: That the Board of Trustees approved extending the College's agreement with Kemper CPA Group LLC for auditing services for one additional year.

D. Protection, Health & Safety (PHS) Projects Approval (Attachment III)

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. In addition, the Board Building committee has met and reviewed the PHS projects listed below.

The first PHS application includes the remaining phase of the three phase roofing replacement project. The ballasted EPDM roof systems on the remaining part of C Wing and on the original section of E Wing are leaking in several locations and require constant maintenance. The insulation is wet in areas and has lost its insulating value. Replacement of the roof system will prevent damage to the interior finishes throughout, and protect the roof decks and structural systems from deterioration. The total anticipated cost of the roof replacement and the surface repair/replacement is estimated at \$411,100.

The second PHS application includes removing and replacing all existing tubes for two boilers that are original to the campus. The boiler tubes have deteriorated from their interior and failure cannot be accurately anticipated. Door gaskets and refractory panels will also be replaced. The total anticipated cost for retubing and repairing the two existing boilers is estimated at \$72,600.

The third PHS application involves asbestos abatement for the gym floor and a campus wide hazardous materials survey. The existing gymnasium wood floor system has been approved and is scheduled for removal using capital renewal funds. During the design phase for that project, investigation of the floor system showed that the recessed concrete slab under the wood sleepers has an asphaltic moisture barrier that contains asbestos. While the existing wood floor system is not anchored into the concrete slab, it is likely that the sleepers have, over the past 38 years, bonded to the moisture barrier, and unlikely that the floor system can be removed without disturbing the moisture barrier. The Illinois Capital Development is requiring that this moisture barrier be removed prior to installing the new floor, and that removal be done using asbestos abatement procedures, USEPA National Emission Standards for Hazard Air Pollutants and Illinois Asbestos Abatement for Public and Private Schools and Commercial and Public Buildings.

In addition, a survey will be conducted to identify asbestos-containing materials and hazardous materials in all District buildings that have not yet been surveyed. The surveys will be performed in accordance with the requirements of the USEPA using the protocol established by the Illinois Capital Development Board

The anticipated cost is \$323,000.

The total cost of all three PHS applications, \$806,700, is approximately the submission rate for the Tax Levy that will be presented at the November 2011 board of trustees meeting with work scheduled to be conducted this coming summer. (See Attachment III.)

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

Project No. 1	Roof Replacement C-Wing Phase 3 and Original E-Wing	\$411,100
Project No. 2	Repair Existing Boilers (Retubing)	\$ 72,600
Project No. 3	Asbestos Abatement, Gym Floor & Campus Wide Hazardous Materials Survey	<u>\$323,000</u>
	TOTAL PHS Project Costs	\$806,700

Recommendation: That the Board of Trustees authorize the administration to proceed with the necessary planning for Roof Replacement C-Wing Phase 3 and Original E-Wing, Repair Existing Boilers (Retubing) and Asbestos Abatement, Gym Floor and Campus Wide Hazardous Materials Survey 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 visitor; 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 C-Wing Phase 3 and Original E-Wing		
A. Roof Replacement (C-Wing Phase 3)	\$232,600	
B. Roof Replacement (Original E-Wing)	107,100	
C. Contingency - 10%	34,000	
D. A/E Compensation & Reimbursable	<u>37,400</u>	
Project Total		<u>\$411,100</u>
2. Repair Existing Boilers (Retubing)		
A. Chiller Replacement	\$60,000	
B. Contingency - 10%	6,000	
C. A/E Compensation & Reimbursable	<u>6,600</u>	
Project Total		<u>\$72,600</u>
3. Asbestos Abatement, Gym Floor and Campus Wide Hazardous Materials Survey)		
A. Remove Existing Gym Floor	\$14,700	
B. Remove Asbestos Moisture Barrier	98,000	
C. Install Pourable Fill	80,900	
D. Campus Wide Hazard Materials Survey	70,000	
E. Contingency - 10%	26,400	
F. A/E Compensation & Reimbursable	<u>29,000</u>	
Project Total		<u>\$323,000</u>
Total		<u>\$806,700</u>

(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 \$806,700.
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.

XII. NEW BUSINESS

A. Revisions to Board Policies (Attachment IV) (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:

3240 – Dental Hygiene Clinic Policy for Basic Dentistry Services
5220 – Professional Staff Position Guidelines
5223 – Teaching Load for Non-Teaching Professional Staff

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

B. Temporary Elimination of Policies Relative to Non-Teaching Professionals

The president and vice-presidents recommend that the Board of Trustees eliminate certain policies related to the compensation, minimum requirements and grade assignments of non-teaching professionals in order to give the Board Policy Committee appropriate time to review such policies and to make recommendations to the Board for further action.

Recommendation: That the Board of Trustees temporarily eliminate the following Board Policies as they relate to the compensation, minimum requirements, and grade assignment of non-teaching professionals:

5220A – Non Teaching Professional Staff Compensation
5220B – Minimum Requirements – Non-Teaching Professionals
5220C – Non-Teaching Professionals Salary Grades and Positions;

and that while the policies are eliminated, compensation, minimum requirements, and grade assignments for non-teaching professionals shall be approved by the Board of Trustees based upon recommendations of the president.

C. Appointment of Voting Delegate to ACCT Leadership Congress (Voice Vote)

John A. Logan College is entitled to one vote during the annual Association of Community College Trustees Leadership Congress, October 12-15, 2011, in Dallas. The Board of Trustees designates the voting delegate and an alternate if necessary. Trustees traveling to this year's congress are Mike Hopkins, John Sanders, and John O'Keefe.

Recommendation: That the Board of Trustees designate a trustee as John A. Logan College's voting delegate to the ACCT Leadership Congress, October 12-15, 2011, in Dallas.

D. PERSONNEL

1. Support Personnel

a. Operational Staff

(1) Employment of two, full-time, grade III, admissions specialist III.

b. Maintenance/Building Staff

(1) Employment of two, part-time, Teamsters, custodians.

c. Security Staff

(1) Employment of part-time, campus safety law enforcement officer.

2. Professional Staff

a. Non-Teaching Professional Staff

(1) Ratification of a stipend, NIMS coordinator.

(2) Change of title of the Director of Human Resources to Executive Director of Human Resources.

(3) Possible employment of Vice-President for Instruction.

b. Full-Time Faculty

Approval of new academic rank for a full-time faculty member.

c. Term Faculty

Ratification/employment of 23 term faculty members.

d. Continuing Education Staff

Ratification of one continuing education staff member.

3. Grant Personnel

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

b. **Non-Teaching Professional Staff**

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

d. Part-Time Faculty

Ratification of part-time adult secondary education instructor.

4. Volunteer Personnel

Appointment of volunteers for Literacy.

XIII. ANNOUNCEMENTS

XIV. ADJOURNMENT