

# **JOHN A. LOGAN COLLEGE**

## **Carterville, Illinois**

### **BOARD OF TRUSTEES**

Regular Meeting

Tuesday, October 25, 2011

6:30 p.m.

Board Room

Administration Building

### **AGENDA**

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

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

#### **PLEDGE OF ALLEGIANCE**

#### **INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE (Student Survey Results Enclosed with Trustee Packets)**

#### **PRESENTATION OF PRESIDENTIAL SCHOLARS**

#### **III. MINUTES OF THE SEPTEMBER CONTINUED AND REGULAR BOARD MEETINGS (Voice Vote) – Minutes of the continued special meeting and the regular meeting of September 27, 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 August 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 September 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



- Stiles Office Solutions – Carbondale, IL                      Sharp Copiers
- T&I Office Equipment, Inc. – Anna, IL                      Savin Copiers

Proposals were evaluated on:

- Proposed copier/printer solution including exclusions
- Qualifications and experience of Vendor in providing the proposed equipment and services
- Ability to execute a contract during the month of November, 2011, with equipment installed and initial training provided by January 12, 2012
- Cost to the College

IKON met all of the requirements of the RFP at a cost of \$315,476.50 for the five years and came in with a significantly lower price than all of the other vendors. IKON's proposal is a reduction in cost to the College of approximately \$200,000 over the five years of the previous. Total RFP for previous lease with IKON was \$512,220.

**Recommendation:** That the Board of Trustees accepts this recommendation and authorizes the administration to award IKON a contract for a new 60-month lease for 39 copiers across the campus and at the extension centers; and finance the transaction through University Lease at a finance rate of 1.66% APR.

**B. Bid-Parking Lot Surfacing, Communication Wing Addition**

Specifications were prepared and advertised according to board policy for the installation of base course and concrete pavement, except areas to receive pervious concrete, and miscellaneous work on Thursday, October 13, 2011. The results follow:

<u>Bidders</u>	<u>Bid Amount</u>
Samron Midwest Construction Murphysboro, IL	\$129,900.00
E. T. Simonds Carbondale, IL	\$181,370.65
Johannes Construction Centralia, IL	\$165,000.00

**Recommendation:** That the Board of Trustees approve the low bid meeting specifications for the installation of base course and concrete pavement, except areas to receive pervious concrete, and miscellaneous work on the Communication Wing addition parking lot, from Samron Midwest Construction, of Murphysboro, Illinois, for an amount of \$129,900.00; and that the administration be authorized to make this award.

## **XII. OLD BUSINESS**

### **A. Revisions to Board Policies (Attachment III) (Voice Vote)**

The Board Policy Committee presented a new policy and proposed policy revisions to the Board of Trustees for first reading at the September 27 meeting. They include the following:

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

Copies of the above are included in Attachment III with changes in bold type or highlighted. These are being brought back to the Board for final approval.

**Recommendation:** That the Board of Trustees approve new Board Policy 3240-Dental Hygiene Clinic Policy for Basic Dentistry Services, and revisions to 5220-Professional Staff Position Guidelines and 5223-Teaching Load for Non-Teaching Professional Staff as contained in Attachment III.

## **XIII. NEW BUSINESS**

### **A. Annual College Audit (Attachment IV) (Roll Call Vote)**

The annual audit for John A. Logan College for FY 2011 (2010-2011) has been completed by Kemper CPA Group LLP. In addition, Kimberly Walker and Clatus Bierman of Kemper CPA along with Brad McCormick met with the College Audit Committee (consisting of Trustees Jim Snider and Michael Hopkins), and they will be prepared to share regarding that discussion. Ms. Walker and Mr. Bierman will be at the Board meeting to present an oral summary of the audit and will respond to any questions from the members of the Board of Trustees. (See Attachment IV.)

**Recommendation:** Subject to the presentation by Kemper CPA Group LLP and to any questions by the Board of Trustees, the administration recommends that the annual audit for John A. Logan College for FY 2011 (2010-2011) be accepted by the Board of Trustees.

### **B. Adoption of Resolution To Change Williamson County Enterprise Zone Property Tax Abatement from a Ten Year Abatement to a Five Year Abatement Period (Voice Vote)**

The following resolution shortens a prior tax abatement period for a Williamson County enterprise zone from ten (10) years to five (5) years with a rescinding value of improvements. This will be effective July 1, 2011 through June 30, 2016. Many meetings between the taxing bodies and those affected have occurred and at the time of this writing, all school districts with the exception of one are in agreement to approve.

#### **RESOLUTION**

WHEREAS, the Williamson County Board, and the Cities of Carterville, Herrin, Johnston City, Marion, and the Villages of Cambria, Crainville and Energy have made known to John A.

College that the Enterprise Zone was extended for 10 years to end June 30, 2021, for a portion of territory which lies within Williamson County.

WHEREAS, both the initial designation of an Enterprise Zone pursuant to the Illinois Enterprise Zone Act, Ill. Rev. Stat., Ch 67 ½, par 601 et seq., and the eventual success of an Enterprise Zone depends upon community support and the nature of incentives to be offered; and,

WHEREAS, this public taxing authority finds that Enterprise Zone designation will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalizations.

NOW, THEREFORE, BE IT RESOLVED BY JOHN A. LOGAN COLLEGE, COMMUNITY COLLEGE DISTRICT #530, AS FOLLOWS:

The John A. Logan College Board of Trustees hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Williamson County Enterprise zone resulting from an increased assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to the following limitations:

- (a) The abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction or renovation or rehabilitations) have been duly assessed to exceed \$10,000 market value and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.
- (b) The abatement shall pertain only to that parcel within the enterprise zone which has been improved after the designation of the enterprise zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of the Tax Increment Redevelopment Project District.
- (c) Such abatement shall be at the rate 100% of the value of the improvements for the assessment year in which the improvements are made, 80% for the third year, 40% for the fourth year, and 20% for the fifth year. The provisions of this five year abatement apply only to improvements (new construction/renovations/rehabilitation) which start on or after the effective date of the extension, which will be July 1, 2011. This incentive is in effect from July 1, 2011 to June 30, 2016.
- (d) The abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained.
- (e) While the abatement is in effect (July 1, 2011 – June 30, 2016), this public taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately preceding commencement of the project.

This Resolution is hereby adopted at a regular meeting of the Board of Trustees of John A. Logan College on the 25th day of October, 2011.

**Recommendation:** That the Board of Trustees adopts the following resolution as provided to change the Enterprise Zone Property Tax abatement from a 10 year abatement to a 5 year abatement period.

**C. Approval of Resolution to Agree to Extend 10 Year Property Tax Abatement Incentive for Entities Eligible Prior to June 30, 2011 (Voice Vote)**

In addition, the following resolution clarifies a previous misunderstanding regarding the eligibility of businesses in the enterprise zone encompassing the area adjacent to the Heartland Medical Center and Marion Toyota. This resolution finalizes the tax treatment so that any business certified prior to June 30, 2011 is eligible for the incentive for a 10 year period of time.

**RESOLUTION**

WHEREAS, the Williamson County Board, and the cities of Carterville, Herrin, Johnston City, Marion, and the villages of Cambria, Crainville, and Energy established an Enterprise Zone for a portion of the territory which lies within Williamson County effective July 1, 1991; and

WHEREAS, the resolution passed by John A. Logan College in 1991 to offer property tax abatement to eligible entities located within the Williamson County Enterprise zone expired on June 30, 2011.

WHEREAS, the eight members of the Williamson County Enterprise Zone extended the Williamson County Enterprise Zone including the 10-year property tax abatement incentive in 2007 for ten years with a new ending date of June 30, 2021.

WHEREAS, on June 13, 2011, the Illinois Department of Commerce and Economic Opportunity certified the request made by the eight members of the Williamson County Enterprise Zone to change the incentive for property tax abatement to a five-year incentive beginning July 1, 2011.

WHEREAS, John A. Logan College understands that there are businesses that are now entitled to a 10-year abatement incentive from the eight members of the Williamson County Enterprise Zone based on the actions above under Section 5.4(e)(f) of the Enterprise Act.

WHEREAS, John A. Logan College wishes to support the local businesses by providing the same property tax abatement incentive terms as were made available by the actions of the county and municipalities which will also extend the 10-year enterprise zone property tax abatement benefits to honor the entitlement of benefits for those entities who were certified before June 30, 2011.

NOW, THEREFORE, BE IT RESOLVED BY John A. Logan College as follows:

John A. Logan College agrees to extend the 10-year property tax abatement incentive for entities that were certified for this incentive prior to June 30, 2011.

John A. Logan College hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Williamson County Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to all other eligibility requirements as set forth by the Williamson County Enterprise Zone.

This Resolution is hereby adopted at a regular meeting of the Board of Trustees of John A. Logan College on the 25th day of October, 2011.

**Recommendation:** That the Board of Trustees adopt the above resolution as provided to extend the 10-year property tax abatement incentive for entities that were certified for this incentive prior to June 30, 2011.

**D. Memorandum of Agreement between John A. Logan College and Southern Illinois Healthcare (Attachment V)(Voice Vote)**

A memorandum of agreement has been reached between John A. Logan College and Southern Illinois Healthcare pending an indemnity clause and language pertaining to termination. This agreement would establish a relationship between John A. Logan College and Southern Illinois Healthcare to provide 6,000 square feet in the new Communication Wing for the purpose of educational and clinical training to SIH employees. This will require an approximate \$350,000 investment by the College to provide utilities such as heating/air, electronics and water.

**Recommendation:** That the memorandum of agreement between John A. Logan College and Southern Illinois Healthcare be approved pending final legal review.

**E. Naming of Architectural Firm for SIH Project**

In discussions with Southern Illinois Healthcare Services (SIHS), it has become clear that SIHS is ready to begin work with an architectural firm of the College's selection for the completion of the space to be used by SIHS in the new Communication Wing to house their training function. The timeline is too short to complete a qualification based selection process to select the architectural firm and delaying for such could result in increased costs to our partner SIHS as a result of delaying the consolidation of their training functions from their various hospitals and service providers.

For this reason, the College seeks to utilize a provision found by College legal counsel in Illinois statute 30 ILCS 535/50 that enables the Board of Trustees to assign an architectural firm to a specific project when the College "determines in writing that it is in the best interest of the State (broadly defined to include the College) to proceed with immediate selection of a firm...". Due to the fact that SIHS will be providing an estimated 70% of the funds for the total project, the board building committee felt it was important to use a firm with which SIHS had positive experience.

The College will be proceeding with a qualification based selection process in the coming months to select a firm for other future projects. The action requested now is for this specific project only. The estimated total project cost is \$1,000,000 and the architectural fees will be distributed between the College and SIHS on a prorated basis depending upon

each party's relative share of the project. The architect's proposal will be provided at the night of the board meeting.

**Recommendation:** That the Board of Trustees name (*...name to be provided on the night of the board meeting...*) as the architectural services provider for the SIHS Training Facility project and accept the included architectural services agreement pending final legal review.

**F. 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**

- (1) Employment of full-time, grade III, director of accounting services.

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

**c. Term Faculty**

- (1) I recommend that Brian Stone be ratified as a part-time instructor of English at John A. Logan College effective October 10, 2011. Mr. Stone has excellent references, and he has a Master of Arts degree in English from SIU-C.

**d. Continuing Education Staff** - None at this time.

**3. Grant Personnel**

**a. Operational Staff**

- (1) I recommend that Kristy Neville be employed as a full-time, temporary, grade III, secretary III (student success) at John A. Logan College effective October 27, 2011.

**b. Non-Teaching Professional Staff**

- (1) Employment of full-time, grade III, director of adult secondary education.

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



**d. Part-Time Faculty**

- (1) I recommend that Kathryn Belden be ratified as a part-time adult basic education instructor at John A. Logan College October 25, 2011. Ms. Belden has excellent references, and she has a Bachelor of Science degree in English education from SIU-C.
- (2) I recommend that Jared Evans be ratified as a part-time adult basic education instructor at John A. Logan College October 25, 2011. Mr. Evans has excellent references, and he has a Bachelor of Science degree in history from SIU-C.
- (3) I recommend that Carla Sue Novak be ratified as a part-time adult basic education instructor at John A. Logan College October 25, 2011. Ms. Novak has excellent references, and she has a Master of Science in education from SIU-C.

**4. Volunteer Personnel**

- (1) I recommend the appointment of volunteer Dustin Myers for theatre set construction/technical needs.
- (2) I recommend the appointment of volunteer Amelia Robinson for Literacy.

**XIV. ANNOUNCEMENTS**

**XV. ADJOURNMENT**