

**JOHN A. LOGAN COLLEGE**  
**Carterville, Illinois 62918**

**BOARD OF TRUSTEES**

Regular Meeting

Tuesday, November 24, 2009

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**

**III. MINUTES OF THE OCTOBER BOARD MEETING AND NOVEMBER BOARD RETREAT (Voice Vote)** — Minutes of the October 27, 2009, Board meeting and the November 2, 2009 Board 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 September 30, 2009, is enclosed for consideration and action.

**V. ACCOUNTS PAYABLE (Attachment II) (Roll Call Vote)** — The list of accounts payable for the period ending October 31, 2009, 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 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 Montague**

**C. Operational Staff Association Report — Deana Smith**

**X. OFFICERS REPORTS**

**A. Brad McCormick – Update on Building Project**

**B. Tim Daugherty – NEW Corporation Update**

– Update on the Development of Guiding Principles for  
Resource Allocation

**C. Julia Schroeder – K9 Project (by Rick Ellett)**

**D. Robert L. Mees – Presidents’ Council Meeting**

– State Budget Update

– Higher Learning Commission Monitoring Report  
Response

**XI. CONSENT AGENDA (Voice Vote)**

**A. Approval of Proposed Reasonable and Moderate Extension Certificate Program –  
Virtual Assistant – 41 Credit Hours**

This program is being requested as an extension from an existing parent program – Administrative Assistant. It is designed for those wanting and/or needing to learn online in order to work (virtually) online as an office assistant. This certificate will prepare office workers and administrative assistants to work as virtual office assistants (to work at a company or outside a company virtually). Telework is a method that may help companies compete in global markets by reducing travel and commuting times, increasing worker productivity and ensuring business operations in the event of a disaster. It also offers job opportunities to individuals regardless of geographical location or physical limitations.

**Recommendation:** That the Board of Trustees approve the request to offer a Virtual Assistant Certificate as an extension of the Administrative Assistant Associate in Applied Science degree program effective fall 2010.

**B. Approval of New Career and Technical Education Curriculum – Welding Technology – 70 Hours**

Labor market data has indicated a need for qualified welding technicians in the College district and surrounding areas. Because of this need, approval is requested to offer a new Associate of Applied Science degree in Welding Technology effective fall 2010.

**Recommendation:** That the Board of Trustees approve the Welding Technology curriculum effective fall 2010.

**C. Special Issue Construction Bond**

The Special Issue Construction Bond that the Board of Trustees has in effect on Brad McCormick is up for renewal. This bond in the amount of \$5,000,000 is issued by Brokers' Risk Placement Service, Inc. through Consolidated Insurance Agency, Inc. of Carbondale. The premium for this term – December 20, 2009 to December 20, 2010 is \$2,576 and is paid from Liability and Protection Funds. Last's year premiums was \$3,864. This is a decrease of \$1,288.

**Recommendation:** That the Board of Trustees approve the Treasurer's Bond with Brokers' Risk Placement Service, Inc. in the amount of \$5,000,000 for the premium of \$2,576, and that the administration be authorized to proceed with this bond coverage.

**D. Resolution to Support Extension of Jackson County Enterprise Zone**

In accordance with the Illinois Enterprise Zone Act, the Jackson County, Carbondale, Murphysboro (JCCM) Enterprise Zone is requesting approval for an additional 10 years. All taxing bodies must approve the following resolution amending the original termination date. The purpose of the enterprise zone is to stimulate economic growth and neighborhood revitalization in economically depressed areas.

RESOLUTION

WHEREAS, the Jackson County Board and the Cities of Carbondale and Murphysboro created the Jackson County-Carbondale-Murphysboro Enterprise Zone with an effective date of March 1, 1990, and termination date of February 28, 2010, and

WHEREAS, on November 7, 2007, the Illinois Department of Commerce and Economic Opportunity approved an application to extend the term of the Jackson County-Carbondale-Murphysboro Enterprise Zone to February 28, 2020, and

WHEREAS, the continued success of the Jackson County-Carbondale-Murphysboro Enterprise Zone depends upon community support and the nature of incentives to be offered, and

WHEREAS, this public taxing authority finds that the Jackson County-Carbondale-Murphysboro Enterprise Zone designation has served and will continue to serve the interest of all local taxing authorities and the entire Jackson County area by stimulating economic revitalization,

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 530:

The Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Jackson County-Carbondale-Murphysboro 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 the following limitation:

1. The abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction or renovation or rehabilitation) 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.
2. 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 any Tax Increment Redevelopment Project District.
3. Such abatement shall be at the rate of 100% of the value of the improvements on commercial and industrial property for a period of five (5) years and 50% of the value of the improvements on property for an additional period of five (5) years, beginning with the first year in which the improvements are fully assessed.
4. For improvements made to historic buildings (i.e., buildings on the National Historic Register), such abatement shall be at the rate of 100% of the value of the improvements on commercial and industrial property for a period of seven (7) years and 50% of the value of the improvements on property for an additional period of three (3) years, beginning with the first year in which the improvements are fully assessed.
5. The abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained, for commercial, industrial or manufacturing property located within the zone.
6. While the abatement is in effect, 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.

**Recommendation:** That Board of Trustees approve the resolution amending the original termination date for the Jackson County, Carbondale, Murphysboro Enterprise Zone.

**E. Protection Health Safety (PHS) Project 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 and Dwight Hoffard, Director of Buildings and Grounds, to review the most pressing needs. A project size was targeted that would leave the College's total tax levy rate the same as the recent two years. The targeted size is \$557,600 and would include both contingency of 10% and architectural/engineering fees. The recommended project includes applying a new roof to a major portion of "C Building" to include the gymnasium and the northern portion of the building. These are the two areas giving the College the most trouble with roof leaks and the roof is approaching 20 years of age. The final item to be included is to tap into a newer Carterville water main that runs along the west end of campus for the College's main water supply, thereby eliminating the need to use the current feed which comes from the east and runs through the acreage between the campus and Tippy Road. This will greatly improve the stability of our water supply and at the same time, eliminate some future problems associated with a Tippy Road extension. The total project size of \$557,600 includes these projects and will not increase our total tax rate estimated to remain at below \$0.55. (See Attachment III.)

The PHS projects shall include the following:

Scope of Work

Project No. 1	Roof Replacement - Gymnasium & Partial C-Wing Roof	\$515,200
Project No. 2	Water Service Main Replacement	\$ 42,400
<b>TOTAL PHS Project Costs</b>		<b>\$557,600</b>

**Recommendation:** That the Board of Trustees authorize the administration to proceed with the necessary planning for these Health/Life Safety projects described above, and in accordance with the following Resolution, including submitting the required application 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 three 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 I		
A. Roof Replacement (Gymnasium)	\$184,700	
(C-Wing - Partial)	241,100	
B. Contingency - 10%	42,600	
C. A/E Compensation & Reimbursable	<u>46,800</u>	
Project Total		\$515,200
2. Water Service Main Replacement		
A. Water Line Replacement	\$35,000	
B. Contingency - 10%	3,500	
C. A/E Compensation & Reimbursable	<u>3,900</u>	
Project Total		<u>42,400</u>
<b>Total</b>		<b><u>\$557,600</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 three 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, it not less than \$557,600.
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. OLD BUSINESS**

### **A. Proposed New/Revised Board Policies (Attachment IV) (Voice Vote)**

The Board Policy Committee presented the following Board Policy additions/revisions to the Board of Trustees for the first reading at the October Board meeting:

Board Policy #3367 – Identity Theft Prevention (new policy)  
Board Policy #7370 – Tuition Waivers  
Board Policy #8151 – Satisfactory Academic Progress, Probation and Suspension  
Board Policy #8170 – Early Admission

Copies of these policies may be found in Attachment IV. These policies have been made available to College employees for input and suggestions, and are now being brought back to the Board of Trustees for final action.

**Recommendation:** That the Board of Trustees approve a new Board Policy #3367 – Identity Theft Prevention, and revisions to Board Policies #7370–Tuition Waivers; #8151–Satisfactory Academic Progress, Probation and Suspension; and #8170–Early Admission as contained in Attachment IV.

### **XIII. NEW BUSINESS**

#### **A. ADOPTION OF 2009 TAX LEVY (Attachment V) (Roll Call Vote)**

A public hearing to approve a proposed property tax levy increase is to be held on November 24, 2009, at 6:00 p.m. Based on a positive outcome of the tax levy hearing, I recommend that the Board of Trustees adopt the following resolution:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That \$5,557,730 be levied as a tax for educational purposes; that \$926,288 be levied as a tax for operations and maintenance purposes; that \$1,140,267 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$224,076 be levied as a special tax for Social Security and Medicare insurance purposes; that \$70,000 be levied as a special tax for audit purposes; and that \$758,273 be levied as a special tax for protection, health, and safety purposes, for a total of \$8,676,634 on an equalized assessed valuation of the taxable properties of said District for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 50% for Fiscal Year 2010 and 50% for Fiscal Year 2011.

BE IT FURTHER RESOLVED that the secretary or his designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

**Recommendation:** That (based on a positive outcome of the tax levy hearing) the Board of Trustees adopt the above resolution certifying the tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the county clerks.

**B. Approval of Changing Personnel Office to Human Resources Office (Attachment VI) (Voice Vote)**

Based on recommendations from the Human Resources Committee and the Board Hiring Committee, it is desirable to change the name of the Personnel Office to Human Resources Office, and to expand the services of that office. A complete overview of the proposed functions of the Human Resources Offices is included in Attachment VI.

**Recommendation:** That the Board of Trustees approve changing the name of the Personnel Office to Human Resources Office and expansion of that office's services as outlined in Attachment VI.

**C. PERSONNEL**

**1. Support Personnel**

**a. Operational Staff**

(1) Employment of full-time, grade III, secretary III (Scheduling).

**b. Maintenance/Building Staff** – None at this time.

**c. Security Staff** – None at this time.

**2. Professional Staff**

**a. Non-Teaching Professional Staff**

(1) Employment of full-time, grade III, (College/Grant), director of dual credit and partnerships.

(2) Approval of Allied Health and Public Service Grant Department Chair.

(3) Extension of president and vice-presidents' contracts.

**b. Full-Time Faculty**

(1) Approval of new academic rank for faculty member.

**c. Term Faculty**

(1) Employment of one term faculty member.

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

**3. Grant Personnel**

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

**b. Non-Teaching Professional Staff** – None at this time.



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

d. **Part-Time Faculty**

Employment of two part-time adult basic education instructors.

4. **Volunteer Personnel** – None at this time.

XIV. **ANNOUNCEMENTS**

XV. **ADJOURNMENT**