

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

Minutes of the regular meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois held at Carterville, Illinois on January 24, 2017, commencing at 7:00 p.m.

The meeting was called to order by Vice-Chair Bill Kilquist.

The vice-chair directed the recording secretary to call the roll:

Cheryl Graff	-- present
Jackie Hancock	-- present
Ray Hancock	-- present
Bill Kilquist	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Christine Lipe	-- present
Don Brewer	-- not present

Also present were: Ron House, president; Brad McCormick, vice-president for business services and college facilities; Melanie Pecord, acting vice-president for instruction; John Huffman, College legal counsel; Shannon Woodworth, public relations specialist; Susan May, recording secretary to the board of trustees; and other College personnel.

Vice-Chair Kilquist led the Board in the Pledge of Allegiance.

**MINUTES OF THE NOVEMBER 22, 2016 REGULAR BOARD MEETING**

Minutes of the November 22, 2016, regular meeting were previously distributed.

Jackie Hancock and Cheryl Graff moved and seconded approval of the minutes of the regular meeting of November 22, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3457)

**TREASURER'S AND FINANCIAL REPORT (Appendix I)**

The treasurer's and financial reports for the periods ending October 31 and November 30, 2016, were previously distributed. Trustee Glenn Poshard inquired about the 45 percent increase reported in the Other Expense category on the October 31, 2016, report. Mr. McCormick explained that the Other Expense category includes scholarships and waivers. Part of the increase reported is due to more dual credit scholarships, but is also due to a matter of timing as to when the scholarships and waivers are applied to the student account.

Jake Rendleman and Ray Hancock moved and seconded approval of the treasurer's and financial reports for the periods ending October 31 and November 30, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3458)

### **EXPENDITURE LIST (Appendix II)**

The expenditure lists for the periods ending November 30 and December 31, 2016, were previously distributed.

Cheryl Graff and Glenn Poshard moved and seconded approval of the expenditure lists for the periods ending November 30 and December 31, 2016.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3459)

### **RECOGNITION OF GUESTS**

Melanie Pecord introduced HLC Consultant Jean Ellen Boyd who was in the audience.

**OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS** – No comments.

### **BOARD OF TRUSTEES REPORTS**

- A. **Comments by Board Chair** – No comments.
- B. **Awards and Naming Facilities Committee** – No report.
- C. **Illinois Community College Trustees Association (ICCTA)**

Trustee Jake Rendleman provided a Spring 2017 legislative handout outlining 13 pieces of legislation proposed in the Senate. The Bachelor of Nursing Degree (BSN) continues to be a point of discussion, and it was reported that 22 states currently offer a BSN through community colleges. A survey also showed that 40 percent of ADN graduates go out of state to obtain an online BSN degree. To assist dual credit faculty in meeting appropriate qualifications, ICCB is working with universities to provide an online or hybrid certificate in the master's degree program for 2017-2018.

- D. **John A. Logan College Foundation**

Trustee Jake Rendleman reported that the Foundation is currently taking nominations for the Distinguished Alumnus of the Year Award. The Foundation received \$29,000 from the FDC Foundation to support scholarships and a newly established emergency fund, which is not restricted and gives the Foundation more flexibility to help students in need. The Foundation also received \$20,000 for the Betty Frances Mattingly Scholarship fund.

Trustee Glenn Poshard expressed his appreciation to the Board and administration for hosting the Annual Poshard Foundation fundraisers over the past 17 years, and reported that the most recent fundraiser in December raised \$112,000 for abused and neglected children in southern Illinois.

E. **Employment Services Committee** – No report.

F. **Athletics Advisory Committee** – No report.

G. **Diversity Committee**

Trustee Jackie Hancock reported that in honor of Black History Month the Diversity Committee will host two speakers. A meeting on hate crimes will be conducted by Director of Emergency Planning and Risk Management Don Priddy. The committee is scheduled to meet again on February 9.

H. **Building, Grounds and Safety Committee** – No report.

I. **Board Policy Committee** – No report.

J. **Budget and Finance Committee**

Trustee Cheryl Graff reported that the committee met with President House and Vice-President McCormick on January 11<sup>th</sup>, to discuss the finances of the College. The College received \$428,000 of emergency funding from ICCB, which still leaves the budget a little over \$2,000,000 short for FY17, if additional funding is not received from the state. The committee is looking to refinance \$16,000,000 in current bonds at a lower interest rate and extend the period of repaying these bonds, so the tax levy to the citizens would not increase. Mr. McCormick added that the existing tax levy dedicated to bond repayment is being restructured to take advantage of interest savings to keep the tax levy the same. Trustee Poshard stated that the decision to refinance before interest rates increased is a prudent financial move. Trustee Graff shared that the goals of the Budget and Finance Committee included no additional tuition increases and keeping tax levy rates unchanged. Trustee Ray Hancock asked if there had been any discussion of Foundation funds that may be available in the case of an emergency. Trustee Rendleman commented that a capital campaign was discussed at the last Foundation meeting. Mr. McCormick added that the Foundation does have restricted funds that College employees can make application for to support projects that the College budget cannot fund.

K. **Integrated Technology Committee**

Trustee Jackie Hancock reported that the Committee is looking to add a second internet provider as a backup to the existing provider, which would result in an annual cost of \$5,000. The Information Technology Department is also testing a new work order process.

L. **Student Trustee**

Student Trustee Christine Lipe reported that \$6,800 was raised through the Angel Tree project which benefited 300 children. Student Senate will celebrate John A. Logan's birthday on February 9<sup>th</sup>, and an emergency need blood drive is scheduled for February. Student Senate sponsors a Snack Shack every Wednesday, and other fundraisers are ongoing for the ASL Club, Choir, Cosmetology Club and Phi Theta Kappa.

## **GROUP/ASSOCIATION REPORTS**

### **A. Faculty Association Report**

Association President Richard Deutsch reported that the faculty association approved a memorandum of understanding to allow full-time faculty in chemistry, nursing, and heating and air conditioning to teach up to 46 hours to meet the needs of students. This agreement is for the current semester only, and Dr. Deutsch added that no faculty had been rified in these disciplines. President House thanked the association for approving this memorandum.

### **B. Term Faculty Association Report**

Term Faculty Association President Stephen Constantine reported that a memorandum of understanding to improve the notification of class assignments for term faculty was approved by the association and administration. President House expressed his appreciation for this agreement that removed a stumbling block for both the administration and the association.

### **C. Logan Operational Staff Association Report – No report.**

## **OFFICERS' REPORTS**

### **A. Higher Learning Commission (HLC) Update**

Acting Vice-President for Instruction Melanie Pecord reported that HLC Mentor, Dr. Linnea Stenson, was on campus at the start of the semester to share information with faculty and staff about the Higher Learning Commission reaffirmation and upcoming team visit. A HLC student survey will be disseminated through the Office of Institutional Research and results will be sent directly to HLC. The College will receive results of this survey, in addition to third-party comments received by HLC, one month prior to the visit. HLC will notify the College when team members are assigned, and this team will set the agenda for their visit on April 17-18, 2017. The Assurance Argument has been reviewed by faculty, staff, and the Board of Trustees and will be locked down by March 20, 2017. Trustee Glenn Poshard commented that he attended the presentation by Dr. Stenson, which was very thorough and presented how much work is at hand. Ms. Pecord replied that the College is on task with the HLC work due to the extra help received from HLC Consultant Jean Ellen Boyd. Ms. Boyd has been a tremendous asset to the College in this HLC process.

### **B. Student Services Update**

Ms. Pecord reported that official 10<sup>th</sup> day enrollment numbers were not yet available, but currently headcount is around 4,000 and dual credit enrollment numbers are up. Trustee Rendleman expressed his appreciation for the work involved in reducing the number of students purged for non-payment. Dean for Student Services Tim Williams commented that out of 600 students on the original purge list, only 174 were purged for non-payment this spring.

**C. Food Pantry**

President Ron House reported that the concept of a food pantry had been discussed over the past few months which resulted in the collection of data and research. President House thanked Adrienne Barkley-Giffin for her efforts in collecting this information. In meeting with Student Senate and College staff, there was no indication that a food pantry should be established on this campus. The number of food pantries that currently exist in communities within the College district was one of the factors supporting this decision. The College will continue the annual food drive in the fall, and Student Senate members are actively involved in formulating a way to disseminate this information to students.

**D. Site Construction Master Plan**

Vice-President for Business Services and College Facilities Brad McCormick informed the Board that updates to the Site Construction Master Plan were requested from College departments in December. Several updates were received and will be incorporated into the current Site Construction Master Plan to be presented to the Building, Grounds, and Safety Committee for approval.

**CONSENT AGENDA**

**A. Natural Gas Contract with EnerNoc**

President Ron House recommended that the Board of Trustees authorize the termination of the existing contract with Midwest Energy Alliance and award a new contract with EnerNOC for services provided in the natural gas market pending review by legal counsel.

**B. Designation of Identify Theft Risk Prevention Officer**

President House recommended that the Board of Trustees appoint Brad McCormick as identity theft risk prevention officer.

**C. Renewal of Affiliation Agreement with Southern Illinois University School of Social Work (Appendix III)**

President House recommended that the Board of Trustees approve the affiliation agreement with Southern Illinois University on behalf of its School of Social Work within the College of Education and Human Services as provided in Appendix III.

*ITEM D - RENEWAL OF DESIRE2LEARN LEARNING MANAGEMENT SYSTEM WAS PULLED FROM THE CONSENT AGENDA FOR DISCUSSION AND SEPARATE ACTION (see below).*

Jake Rendleman and Cheryl Graff moved and seconded that the Board of Trustees approve items A, B, and C of the consent agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3460)

**ITEM D (removed from consent agenda for separate discussion and action)**

**D. Renewal of Desire2Learn Learning Management System (Appendix IV)**

Acting Vice-President for Instruction Melanie Pecord explained that Desire2Learn is the learning management system for all online courses and the renewal being presented is for the fifth and final year of the contract. At the end of this contract, the College can elect to renew or review other learning management systems.

President House recommended that the Board of Trustees approve the renewal of the Desire2Learn learning management system and authorize payment for the fifth year of service totaling \$119,417.32 as included in Appendix IV.

Jake Rendleman and Jackie Hancock moved and seconded that the Board of Trustees approve item D of the consent agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3461)

**OLD BUSINESS**

**A. BOARD POLICY REVISIONS (Appendix V)**

Trustee Ray Hancock reported that the policies presented for final approval were submitted for first reading at the November meeting.

President House recommended that the Board of Trustees approve revisions to the Board Policies listed below as recommended by the Board Policy Committee and included in Appendix V:

- |                     |  |
|---------------------|--|
| Board Policy 3368 – | Social Media Policy ( <i>new policy</i> )  |
| Board Policy 5113 – | Retiree Return to Work Policy  |
| Board Policy 5440 – | Part-Time Teaching Assignments for Retired Faculty   |
| Board Policy 7420 – | Travel on College Policy   |
| Board Policy 8110 – | Admission to John A. Logan College   |
| Board Policy 8151 – | Satisfactory Academic Progress, Probation, and Suspension  |
| Board Policy 8220 – | Proficiency Credit   |
| Board Policy 8240 – | Acceptance of Vocational Credit by Evaluation  |
| Board Policy 8242 – | Transferring Credit to John A. Logan College   |
| Board Policy 8317 – | Sexual Assault, Domestic Violence, Dating Violence and Stalking Prohibition Policy ( <i>new policy</i> ) |
| Board Policy 8430 – | Release of Student Information and Access to Student Records   |
| Board Policy 8540 – | Program Transfer Policy  |

Ray Hancock and Jake Rendleman moved and seconded that the Board of Trustees approved the revisions to Board Policies as recommended by the Board Policy Committee and included in Appendix V.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3462)

**NEW BUSINESS**

**Resolution Calling A Public Hearing Concerning The Intent Of The Board Of Trustees Of District #530, To Sell \$5,500,000 Working Cash Fund Bonds For The Purpose Of Increasing The Working Cash Fund Of Said Community College District (Appendix VI)**

Cheryl Graff and Glenn Poshard moved and seconded that the Board of Trustees call a public hearing concerning the intent of the Board of Trustees to sell \$5,500,000 working cash fund bonds at 6:30 p.m., February 28, 2017, in the Board Room of the Administration Building on the John A. Logan College campus, Carterville, Illinois.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3463)

**Board Policy for First Reading (Appendix VII) (No Action)**

The Board Policy Committee met on January 11, 2017, to review policy updates including a new policy required for Federal Compliance as part of the Student Right to Know/Equity in Athletics Title IV responsibilities. The new policy being recommended by the committee is listed below and included in Appendix VIII:

Board Policy 3374 – Study Abroad Policy

This policy is being presented for first reading to the Board of Trustees and will also be made available to College employees for input. It will be brought back to the Board for final approval on February 28, 2017.

**CLOSED SESSION**

Vice-Chair Bill Kilquist stated that it was desirable to hold a closed session to discuss the appointment, employment, and compensation of specific individuals; semi-annual review of closed session minutes; and probable litigation.

Cheryl Graff and Jake Rendleman moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3464)

The meeting was declared in closed session at 7:55 p.m.

The meeting was declared back in regular session at 8:20 p.m.

## **PERSONNEL**

### **Operational Staff**

President House recommended that Shari Cowan be employed as full-time, grade V, administrative assistant V (dean for academic affairs).

President House recommended that Suzanne Koechner be ratified as a full-time, temporary, grade III, CHEC specialist at John A. Logan College effective December 6, 2016.

President House recommended that Deanna Butler be employed as a part-time, early childhood substitute at John A. Logan College effective February 1, 2017.

President House recommended that Ashlee Childers be ratified as a part-time lifeguard at John A. Logan College effective December 19, 2016.

President House recommended that Glenda Hastings be ratified as a full-time, grade III, word processing operator III at John A. Logan College effective December 12, 2016.

Glenn Poshard and Jackie Hancock moved and seconded that the Board of Trustees approve the operational staff as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3465)

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

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

### **Non-Teaching Professional Staff**

President House recommended that Macie Wheeler be ratified as a part-time, stipend, assistant softball coach at John A. Logan College effective January 9, 2017.

President House recommended that Elizabeth Hartman be employed as a part-time, grade III, reference librarian at John A. Logan College.

President House recommended that Robert Main be employed as a part-time supervising dentist at John A. Logan College effective February 3, 2017.

Cheryl Graff and Glenn Poshard moved and seconded that the Board of Trustees approve the non-teaching professional staff as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3466)



### **Full-Time Faculty**

President House recommended, and Cheryl Graff and Jackie Hancock moved and seconded that the Board of Trustees approve the ratification of Terri Pursell as full-time, tenure-track faculty, nursing instructor at John A. Logan College effective January 11, 2017.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3467)

### **Term Faculty**

President House recommended that Andrew Carr be ratified as a part-time instructor of mathematics at John A. Logan College effective January 11, 2017.

President House recommended that Paul Crawford be ratified as a part-time instructor of industrial maintenance at John A. Logan College effective January 11, 2017.

President House recommended that Carolyn Dean be ratified as a part-time instructor of nursing at John A. Logan College effective January 12, 2017.

President House recommended that James Downhour be ratified as a part-time instructor of history at John A. Logan College effective January 11, 2017.

President House recommended that Rachel Ensor be ratified as a part-time instructor of art at John A. Logan College effective January 11, 2017.

President House recommended that David Evans be ratified as a part-time instructor of English at John A. Logan College effective January 11, 2017.

President House recommended that Jeffery Evans be ratified as a part-time instructor of health at John A. Logan College effective January 11, 2017.

President House recommended that Denise Glennon is ratified as a part-time instructor of nursing at John A. Logan College effective January 4, 2017.

President House recommended that Ryan Gurley be ratified as a part-time instructor of business at John A. Logan College effective January 11, 2017.

President House recommended that Robert Lorenz be ratified as a part-time instructor of art at John A. Logan College effective January 11, 2017.

President House recommended that Lindsey Lyons be ratified as a part-time instructor of cosmetology at John A. Logan College effective January 11, 2017.

President House recommended that Jennifer Maschhoff be ratified as a part-time instructor of health information technology at John A. Logan College effective January 11, 2017.

President House recommended that Vickie McKinney be ratified as a part-time instructor of diagnostic medical sonography at John A. Logan College effective January 11, 2017.

President House recommended that Michael Phelan be ratified as a part-time instructor of sociology at John A. Logan College effective January 11, 2017.

President House recommended that Jonathan Rhea be ratified as a part-time instructor of art at John A. Logan College effective January 11, 2017.

President House recommended that Jonathan Rhea be ratified as a part-time instructor of graphic design at John A. Logan College effective January 11, 2017.

President House recommended that Brittany Russell be ratified as a part-time instructor of education at John A. Logan College effective January 11, 2017.

President House recommended that John Will be ratified as a part-time instructor of criminal justice at John A. Logan College effective January 11, 2017.

President House recommended that Crystal Young be ratified as a part-time instructor of nursing at John A. Logan College effective January 12, 2017.

Ray Hancock and Glenn Poshard moved and seconded that the Board of Trustees approve the term faculty personnel as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3468)

### **Continuing Education Staff**

President House recommended that Anthony James be ratified as a Horseback Riding for Beginners instructor at John A. Logan College effective January 23, 2017.

President House recommended that Anthony James be employed as a Horseback Riding for Beginners (Late Start) instructor at John A. Logan College effective March 20, 2017.

President House recommended that Angela Kaye-Smith be ratified as a QuickBooks (Beg) instructor at John A. Logan College effective September 12, 2016.

President House recommended that Melvin Leedle be employed as a Beekeeping II – I Wanna Bee a Keeper Now! instructor at John A. Logan College effective February 7, 2017.

Ray Hancock and Jackie Hancock moved and seconded that the Board of Trustees approve the continuing education staff as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution (#16-3469)

### **GRANT PERSONNEL**

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

### **Non-Teaching Professional Staff**

President House recommended that Erin Bradley be employed as a part-time, grade II, tutor (English/Reading).

President House recommended that Cheryl DeNosky be employed as a part-time, grade II, tutor (English/Reading).

President House recommended that Theresa Graham be employed as a part-time, grade II, tutor (English/Reading).

Ray Hancock and Cheryl Graff moved and seconded that the Board of Trustees approve the grant non-teaching professional staff as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3470)

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

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

### **Volunteer Personnel**

President House recommended the appointment of volunteer Bryan Helvey for Continuing Education.

President House recommended the appointment of volunteer Rusty Orsburn for softball.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve the volunteer personnel as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3471)

### **Retirements (including but not limited to):**

#### **Faculty**

President House recommended the consideration of the retirement request of James P. Gundlach, associate professor of physics, effective January 1, 2019.

**Operational Staff**

President House recommended the consideration of the retirement request of Myschelle Burton, campus support services, effective May 1, 2017.

Jake Rendleman and Jackie Hancock moved and seconded that the Board of Trustees approve the retirements as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3472)

**ANNOUNCEMENTS** – None.

**ADJOURNMENT**

Jake Rendleman and Jackie Hancock moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be adjourned.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3473)

The meeting was duly adjourned.

Respectfully submitted: Susan May, Recording Secretary to the Board of Trustees

Don Brewer, Chair



Jake Rendleman, Secretary

