

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 October 24, 2017, commencing at 6:30 p.m.

The meeting was called to order by Board Chair Bill Kilquist.

The Board Chair directed the recording secretary to call the roll:

Rebecca Borgsmiller	-- present
Cheryl Graff	-- not present
Ray Hancock	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Timothy McDaniel	-- present
Bill Kilquist	-- 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.

Chair Kilquist led the Board in the Pledge of Allegiance.

PRESENTATION OF PRESIDENTIAL SCHOLARS

Board Chair Bill Kilquist and President Ron House presented plaques and a monetary award to the Presidential Scholars. Presidential Scholars must be currently enrolled as a full-time student, attained sophomore standing, and have a perfect 4.0 grade point average for three consecutive semesters as a full-time student. Presidential Scholars for 2017-2018 include: James Burkhalter, Marion; Rachel Brianna Gould, Carterville; Drake Grinnell, Marion; Elysia Marie Iwao, DeSoto; Alix Johnson, Carbondale; David Michael Orange, Marion; Jared Lee Ponton, West Frankfort; and Jarred Wise, Grand Tower.

INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE

Board Chair Bill Kilquist welcomed members of the John A. Logan College Student Senate for the fall semester interactive session with the Board. Student Senate officers distributed a list of talking points to the Board and spoke briefly on each topic. Members have been working with representatives from Rides Mass Transit to consider additional bus routes for students. They are also working with academic advisement staff to encourage students to visit advisors more often and IT staff to improve student interaction with the MyJALC portal. Fall service projects included a voter registration drive, Thanksgiving Food drive, and Angel Tree gift drive. Members also attended the Illinois Community College Student Activities Association (ICCSAA) conference in October. Student Senate got involved in the 50th

anniversary celebration by collecting items for a time capsule. Members collaborated with maintenance staff to determine a location to bury the time capsule. The Student Senate challenged the Board to a competition to raise money for the Angel Tree Gift Drive. The winner of this challenge will be announced at the November meeting. Board Chair Kilquist complimented the group on their efforts and thanked them for their presentations.

MINUTES OF THE REGULAR SEPTEMBER BOARD MEETING

Minutes of the regular meeting of September 26, 2017 were previously distributed.

Mandy Little and Glenn Poshard moved and seconded approval of the minutes of the September 26, 2017 regular meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3605)

Trustee Ray Hancock inquired about the variation between the enrollment report given in September and ICCB's report on the College's enrollment for fall. Vice-President Melanie Pecord explained that the enrollment numbers reported in September were for Baccalaureate Transfer and Career, and ICCB reports on the College enrollment as a whole, which includes Adult Education, Continuing Education, and Business and Industry enrollment in addition to Baccalaureate Transfer and Career.

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial report for the period ending August 31, 2017 was previously distributed.

Glenn Poshard and Ray Hancock moved and seconded approval of the treasurer's and financial report for the period ending August 31, 2017.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3606)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending September 30, 2017 was previously distributed.

Ray Hancock and Glenn Poshard moved and seconded approval of the expenditure list for the period ending September 30, 2017.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3607)

RECOGNITION OF GUESTS

No guests were recognized.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

Retiree Della Fulk expressed concern regarding college debt and the budget deficit for FY18. Vice-President McCormick clarified that the deficit projected on the tentative budget was reduced on the approved budget in August that reflected the funding approved by the state. He also noted that the College has utilized only 55 percent of its legal debt capacity.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair – No comments.

B. Athletics Advisory Committee

Chair Bill Kilquist reported that the committee met with Athletic Director Greg Starrick and noted that improvements to the softball and baseball fields were coming along very well. Trustee Jake Rendleman commented that the Athletic Department has also been very successful in their fundraising efforts and in gaining community involvement.

C. Building, Grounds and Safety Committee

Trustee Jake Rendleman reported that the committee met to review the protection, health, and safety projects, received updates on current staffing needs in the custodial group, and were informed regarding an active shooter training held this month by the police department. It is anticipated that an exercise on campus violence and weather/natural disaster involving staff will be held during calendar year 2018. The committee was also updated of ongoing discussions with Southern Illinois Healthcare Systems regarding future use of space in the CHEC building.

D. Board Policy Committee – No report.

E. Budget and Finance Committee – No report.

F. Integrated Technology Committee

Trustee Becky Borgsmiller reported that the committee met and discussed updates to the Information Technology Plan and Information Security Plan. There was additional discussion about hosting a tech assistance day for students and the need to bring consistency to all John A. Logan College forms used campus wide.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Mandy Little reported that she and Trustee Rendleman plan to attend the ICCTA meeting in November that will include SURS updates and legal and legislative updates. She also stated that the Illinois Community College Board reported a statewide decrease of 3.5 percent in headcount and 3.7 percent in full-time equivalent enrollment for Fall 2017.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation received a \$5,000 donation towards the 50th Anniversary Scholarship. Donors interested in supporting this scholarship should contact Staci Shafer

in the Foundation Office. Two new \$25,000 endowments were established this month for the Robert and Karla Mees Scholarship Endowment and the Katherine Derbak Scholarship Endowment. Ameren officials attended a media event on campus to announce their new scholarship program that will fund three scholarships of \$3,000 each academic year.

I. Student Trustee

Student Trustee Timothy McDaniel reported on fundraising events for then choir and Black Student Association. Phi Theta Kappa co-hosted a conference at Lewis and Clark Community College, a trivia night fundraiser for the choir is scheduled for November 17, the YODA Club will host a guest speaker on internet and traffic safety in November, and the band and orchestra will hold a free concert on October 29.

GROUP/ASSOCIATION REPORTS

Faculty Association Report – No report.

Term Faculty Association Report – No report.

Logan Operational Staff Association Report – No report.

OFFICERS' REPORTS

Instructional Services Report

John A. Logan College was selected by the Illinois Center for Specialized Professional Support (ICSPPS) as an exemplary practice for the dual credit program. The Perkins Grant is funding equipment updates for career and technical education programs, and the Logan Defenders won first place at the SIU Cyber Days competition.

Diversity Report

Acting Vice-President Melanie Pecord reported that the College is celebrating National Hispanic Heritage month and plans are underway for the World, Music and Food Day to be held in April 2018. The Illinois Community College of Diversity Consortium will hold their inaugural meeting this month and the National Society of Leadership and Success will host a leadership training day.

Treasurer's Report

Vice-President McCormick reported that auditors require all revenue approved after July 1 to be recognized as revenue for FY18, therefore the state revenue listed in the treasurer's report includes revenue that was designated by the legislators for FY17. The Illinois Community College Board reported that colleges should expect to receive about 60 percent of FY18 revenue on time. It is anticipated that the remaining 40 percent may get held up in backlogged bills.

Comments from President Ron House

President House expressed his appreciation to the Foundation for their financial support of the College’s 50th anniversary celebration activities.

CONSENT AGENDA

A. Renewal of Desire2Learn Learning Management System (Appendix III)

President House recommended that the Board of Trustees approve the contract renewal with Desire2Learn (D2L) for the College’s learning management system as presented in Appendix III. This renewal is a three-year contract beginning January 31, 2018, for a total cost of \$366,040.29.

B. Approval of ICCB Protection, Health, and Safety (PHS) Projects (Appendix IV –VII)

President House recommended that the Board of Trustees approve the ICCB protection, health, and safety projects funded by a tax levy of approximately \$800,000 designated specifically for these projects:

PHS Project	Attachment	Cost
Elevator Rebuild (cafeteria/kitchen lobby area and library)	IV	\$188,400
Fire Alarm Wiring/Strobes/Horns/Speakers	V	\$234,720
Miscellaneous Plumbing and Piping Work (various locations)	VI	\$292,158
Historical Village Renovations	VII	\$ 97,200

Trustee Becky Borgsmiller inquired about the cost of period lighting proposed in the Historical Village Renovations. Mr. McCormick stated that fixtures had not been selected, but noted that the plan is to have modern efficiency lighting while maintaining the historical setting. Additional costs associated with this project include exterior paint and repair of Purdy School and Hunter Cabin. There was additional discussion regarding the value of the volunteer work in the Historical Village including the recent development of the historical garden.

C. Surplus Disposal of 30,000 Propane Tank and Vaporizer, Blender, Pump

Vice-President McCormick requested that Item C be pulled from the Consent Agenda. He noted that the scope of work proposed was not consistent in all four proposals and will work with an engineering firm to write a specific scope of work and request additional proposals.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve Consent Agenda items A and B as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3608)

NEW BUSINESS

A. Annual College Audit (Appendix IX)

President House recommended that the annual audit for John A. Logan College for FY 2017 (2016-2017), completed by RSM US LLP and presented in Appendix IX, be accepted by the Board of Trustees.

Trustee Glenn Poshard stated that financial management of the College's resources is a major fiduciary responsibility of the Board. He asked the Board to follow along with him in the auditor's report as he read the opinions of the auditing firm. Specific subjects reviewed included custodial credit risk, concentration of credit risk, general obligation bonds, ICCB reimbursement, post-employment benefits, internal controls over financial reporting, and compliance on federal programs. Trustee Poshard noted that throughout the entire audit there were no instances of non-compliance or material deficiencies found by the auditing firm. He commended Vice-President McCormick and his staff for an excellent report. Mr. McCormick added that this is a college-wide audit which also includes Student Services and Financial Aid. There was additional discussion regarding tax levy rates in neighboring colleges, corporate personal property replacement tax and tax increment financing districts.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees accept the annual audit by RSM US LLP for John A. Logan College for FY 2017 (2016-2017) as presented in Appendix IX.

Upon roll call, all members voted present voted yes. Motion carried.
(Resolution 16-3609)

B. Establishment of Date, Time and Location of Board of Trustees Retreat

The Board of Trustees expressed a desire to hold a board retreat during the month of November for the purpose of self-evaluation, practices and procedures and presidential evaluation. Mr. Mike Monaghan, executive director of ICCTA, will facilitate the self-evaluation.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees hold a retreat on November 8, 2017, at 5:30 p.m., at the Robert L. Mees Village Centre for board self-evaluation and presidential evaluation.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3610)

C. First Reading of Proposed Revisions/Additions to Board Policies (Appendix X)

The Board Policy Committee met on October 12, 2017 and presented the following policy revisions and additions for first reading. These will be made available to employees for input and brought back to the Board for final action at the November 28, 2017, regular meeting:

Board Policy 2130 -	Board Committees
Board Policy 3250 -	Academic Continuity Plan (<i>new</i>)

Board Policy 5141 -	Retirement Benefits
Board Policy 7240 -	Disposal of Surplus Equipment
Board Policy 7360 -	Exchange of Tuition for Services (<i>delete</i>)

Trustee Ray Hancock reported that three of the policies included general language updates and encouraged everyone to review the new Academic Continuity Plan Policy. This policy is in response to ICCB'S request for a defined plan of action that would ensure the required number of calendar days of instruction were met in the event of a College closure for emergency purposes.

D. Personnel

Operational Staff

President House recommended that Gretchen Kohlhaas be employed as a full-time, grade III, CHEC specialist at John A. Logan College.

President House recommended that David Left be ratified as a part-time lifeguard at John A. Logan College effective October 2, 2017.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve the operational staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3611)

Non-Teaching Professional Staff

President House recommended that Nathan Arnett be employed as a full-time, grade VIII, associate dean for academic affairs at John A. Logan College.

President House recommended that Hailly Fulk-Williams be ratified as a full-time, grade V, associate director of revenue at John A. Logan College effective October 1, 2017.

President House recommended that Jordan Hicks be employed as a full-time, grade IV, coordinator of testing services at John A. Logan College.

Trustee Becky Borgsmiller inquired about the start date for the associate dean position, and Vice-President Pecord stated that a November 1 start date was anticipated, but they would work with Mr. Arnett to ensure a smooth transition for the students.

Mandy Little and Jake Rendleman moved and seconded that the Board of Trustees approve the non-teaching professional staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3612)

Term Faculty

President House recommended that Courtney Bain be ratified as a part-time instructor of economics at John A. Logan College effective August 16, 2017.

President House recommended that Erin Barr be ratified as a part-time instructor of history at John A. Logan College effective August 16, 2017.

Ray Hancock and Mandy Little moved and seconded that the Board of Trustees approve the term faculty staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3613)

Continuing Education Staff

President House recommended that Robert Craig be ratified as a Drones – An Introduction to Unmanned Aircraft Systems instructor at John A. Logan College effective September 16, 2017.

President House recommended that Shane Peisker be employed as a Personal Training instructor at John A. Logan College effective November 1, 2017.

President House recommended that Alyssa Weisenstein be ratified as a Hiking in Southern Illinois instructor at John A. Logan College effective September 16, 2017.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve the continuing education staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3614)

Non-Teaching Professional Grant Staff

President House recommended that Brittany Roberts be ratified as a part-time, grade I, literacy counselor/facilitator effective October 1, 2017.

Ray Hancock and Jake Rendleman moved and seconded that the Board of Trustees approve the non-teaching professional grant staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3615)

Part-Time Grant Faculty

President House recommended that Christopher Harrison be ratified as a part-time ABE/GED instructor at John A. Logan College effective September 5, 2017.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve the part-time grant faculty as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3616)

Volunteer Personnel

President House recommended the appointment of volunteer Talyssa Melgoza for the Community Health Education Complex.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-3617)

Resignations/Retirements

President House recommended that the Board of Trustees accept the resignation of Regina LiDonne, administrative assistant V, effective October 31, 2017.

President House recommended that the Board of Trustees approve the retirement request of David Evans, custodian, effective January 1, 2018.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve the resignation and retirement requests a recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3618)

INFORMATIONAL ONLY ITEM

Jenzabar Service Contract (Appendix XI)

Scott Elliott, executive director of integrated technology, reported that this contract is a continuation of services for normal maintenance and updates employed since the implementation of Jenzabar. Costs for these services have been reduced by decreasing the number of servers and refocusing the upgrades and types of maintenance requested. Trustee Borgsmiller asked if there will be a time when this type of contract would not be necessary, and Vice-President McCormick replied that we do not have the funds to afford the expertise to provide this type of maintenance and updates. He added that this type of expense would exist regardless of the type of software. Trustee Ray Hancock asked about the effectiveness of this system and President House responded that a college-wide committee continues to review Jenzabar software to ensure it is meeting the College's needs.

ANNOUNCEMENTS – No announcements.

ADJOURNMENT

Mandy Little and Jake Rendleman 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 #16-3619)

The meeting was duly adjourned at 8:43 p.m.

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



William J. Kilquist, Chair



Jake Rendleman, Secretary