

**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 25, 2016, commencing at 6:30 p.m.

The meeting was called to order by Board Chair Don Brewer.

The chair directed the recording secretary to call the roll:

Cheryl Graff	-- present
Jackie Hancock	-- not present
Ray Hancock	-- present
Bill Kilquist	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Christine Lipe	-- present
Don Brewer	-- 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; Steve O'Keefe, director of college relations; Susan May, recording secretary to the board of trustees; and other College personnel.

Board Chair Don Brewer led the Board in the Pledge of Allegiance.

**PRESENTATION OF PRESIDENTIAL SCHOLARS**

Board Chair Don Brewer and President Ron House presented plaques and a monetary award to 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 2016-2017 are: Abdulrahman Alweh, Carbondale; Abigail Doerr, DuQuoin; Alexander Gaidula, Carterville; William Lopez, Herrin; Tabitha Martin, Marion; Nicole Short, Royalton; Caleb Southerland, Carbondale; and Jadon Urban, West Frankfort.

**INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE**

Board Chair Don Brewer welcomed members of the John A. Logan College Student Senate and their sponsor, Adrienne Barkley Giffin, for an interactive session with the Board. Senate officers reported that Student Senate members have been working with Information Technology staff to improve student interaction with the MyJALC Student Portal. They are also helping educate students about the importance of accreditation by sponsoring a HLC Pop Quiz event. Updates were given on the following service projects: voter registration drive, Heart Walk, Thanksgiving Food Drive (October 31 – November 17), and the Angel Tree Gift Drive (November 14 – December 9). The Student Senate also conducted a Pink Out JALC! project that raised \$1,200 for Strong Survivors.

Trustee Rendleman asked if the Student Senate had considered a food pantry project for students. Ms. Giffin replied that discussion had emerged from the Diversity Committee and a survey is being put together to better understand the needs of John A. Logan College students.

Student involvement projects this semester included the distribution of 500 Welcome Kits, a VolMail contest, and Student Senate brownie and cupcake social. The Student Senate concluded with a brief slideshow featuring the various Student Senate events held this semester.

Trustee Glenn Poshard thanked the Student Senate for their service to John A. Logan College and stated that Student Senate is an integral part of the success of the College. With no further comments, Chair Brewer thanked the Student Senate for coming.

### **MINUTES OF THE SEPTEMBER 13, 2016 SPECIAL MEETING AND REGULAR SEPTEMBER 27, 2016 BOARD MEETING**

Minutes of the September 13, 2016 special meeting and regular meeting of September 27, 2016 were previously distributed.

Ray Hancock and Bill Kilquist moved and seconded approval of the minutes of the September 13, 2016 special meeting and regular meeting of September 27, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3430)

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

The treasurer's and financial report for the period ending August 31, 2016 was previously distributed.

Cheryl Graff and Glenn Poshard moved and seconded approval of the treasurer's and financial report for the period ending August 31, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3431)

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

The expenditure list for the period ending September 30, 2016 was previously distributed.

Jake Rendleman and Bill Kilquist moved and seconded approval of the expenditure list for the period ending September 30, 2016.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3432)

### **RECOGNITION OF GUESTS**

Vice-President Brad McCormick introduced Jessica West, accountant with RSM US auditing firm.

## **OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

Retiree Barb James commented on possible retention benefits of a food pantry on campus and distributed a copy of the Saluki Food Pantry flyer to board members. She stated there is growing support from the community for the SIU-C food pantry and suggested this may be a good time for the College to consider this opportunity for John A. Logan College students. Trustee Rendleman noted that local food pantries may also be available to serve eligible students. Trustee Ray Hancock expressed his appreciation to Ms. James for the many accomplishments during her tenure with the College and the good work that she continues to do for John A. Logan College.

## **BOARD OF TRUSTEES REPORTS**

### **A. Comments by Board Chair**

Board Chair Don Brewer commented that he and Vice-Chair Kilquist will be out of state for the next board agenda meeting and appointed Trustee Glenn Poshard to attend the agenda meeting with Board Secretary Jake Rendleman.

### **B. Awards and Naming Facilities Committee – No report.**

### **C. Illinois Community College Trustees Association (ICCTA)**

Trustee Rendleman reported that he will be attending the next ICCTA meeting on November 10 and 11, 2016.

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

Trustee Jake Rendleman reported that scholarship applications are now available online for the Spring and Fall 2017 semesters. The application deadline for spring is November 15, 2016, and the deadline for fall is February 1, 2017. This information is being shared with students through Voltex, Facebook, and Twitter. The Foundation Italian Dinner is scheduled for Carterville Night, December 13, 2016. John A. Logan College will be playing Three Rivers College.

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

### **F. Athletics Advisory Committee**

Chair Don Brewer reported that the Athletics Advisory Committee met with the new Athletic Director Greg Starrick. The committee discussed finances and the changes to housing for student athletes scheduled for Fall 2017. Trustee Graff also stated the committee wants to ensure that student athletes are made aware of the upcoming housing changes.

### **G. Diversity Committee - No report.**

H. Building, Grounds and Safety Committee

Trustee Kilquist reported that the Building, Grounds and Safety Committee met last week and reviewed the latest Clery Crime Report. Director of Emergency Planning and Risk Management Don Priddy added that this is a very comprehensive report available to the public on the John A. Logan College website under Campus Police. The committee discussed health and safety projects for 2017-2018 and revisions to Administrative Procedure 722.5 – Hours of Operation. There was also discussion of a potential nine-hole disc golf course on the east side of campus for student and community use. If this project is implemented, there would be no operating dollars invested in FY2017.

I. Board Policy Committee

Trustee Ray Hancock reported that the Board Policy Committee met September 21, 2016, and reviewed policies identified by the vice-presidents as needing action. One suggested revision is included as an action item in the Consent Agenda, and other suggested changes are being presented for first reading to the Board. These revisions will be made available for input by all employee groups of the College. The next committee meeting is scheduled for November 7, 2016.

J. Budget and Finance Committee

Trustee Cheryl Graff reported that the Budget and Finance Committee met with the auditors to review the annual audit report. Ms. Graff thanked Mr. McCormick and his staff for their assistance to the members of the auditing firm.

K. Integrated Technology Committee - No report.

L. Student Trustee - No report.

**GROUP/ASSOCIATION REPORTS**

A. Faculty Association Report

Faculty Association President Richard Deutsch reported they will be meeting with administration and have updates in November.

B. Term Faculty Association Report

Term Faculty Association President Stephen Constantine also stated that they are scheduled to meet with administration and will provide updates in November.

C. Logan Operational Staff Association Report - No report.

**OFFICERS' REPORTS**

**Instructional Updates**

Acting Vice-President Melanie Pecord reported that she has been working on website updates so that students would be able to access pertinent information on the website within three to four clicks. She recently attended a Dual Credit NACEP Conference, and stated that John A. Logan College is leading in the area of dual credit. Community outreach is going on at the Carterville Jr. High and there are many clubs and organizations reaching out within the community this semester.

**Student Services**

Advisement for Spring 2017 will begin next week. Ms. Pecord reported some noteworthy numbers stating that there were 1,350 graduates from the 11 feeder high school in 2016, and of those, 642 (47.6%) came to John A. Logan College this fall. These numbers have been tracked since 1993, and the average number has normally been around 39%. Team Logan is reaching out to have lunch with high school teachers and visiting seniors at the high schools. This semester, Student Services hosted a Financial Aid Workshop, College Night, and Hiring Event.

**Treasurer's Report**

Vice-President for Business Services and College Facilities Brad McCormick reported that the College is tracking under budget and commended the budget officers for their efforts. Seventeen percent of the fiscal year has lapsed and 14 percent of the budget has been expended.

**Campus Police Department**

Director of Emergency Planning and Risk Management Don Priddy gave an informational report to the Board about the operations of the Campus Police Department. Campus Police provides 24-hour coverage with officers now carrying cell phones, so there is always an officer available to answer the phone. They have five full-time and seven part-time sworn police officers; and one full-time and one part-time security officer. Everything on campus is locked up by 10:00 p.m., and officers begin unlocking at 5:30 a.m. A daily crime log is maintained and available for public viewing at all times.

Trustee Rendleman asked about the new security camera system and Mr. Priddy replied that the new digital camera system has been very effective in solving crimes and finding suspects.

**CONSENT AGENDA**

**A. Statement of Final Construction Completion**

President House recommended that the Board of Trustees approve the Statement of Final Completion for the projects listed below:

<u>ICCB Project #</u>	<u>Project Name</u>	<u>Project Budget</u>	<u>Actual Expenditures</u>
530-T-2414-1015	Auditorium Lighting & Structural Replacements	\$150,000.00	\$ 152,341.99

**B. Campus-Wide Copier Contract**

President House recommended that the Board of Trustees award the campus-wide copier contract for 2017 – 2021, to RICOH USA, Inc., for a total lease cost of \$403,287.60. This includes a base cost of \$373,000 and financial cost of \$30,287.60 for the duration of the 5-year lease.

**C. University Lease for Financing Copier Lease (Appendix III)**

President House recommended that the Board of Trustees approve the use of University Lease for financing the campus-wide Copier Equipment lease according to the terms contained in Appendix III.

**D. Jenzabar Service Contracts**

President House recommended that the Board of Trustees approve the renewal of one year contracts for the following Jenzabar support services: 1) CX and JX Professional Services - \$108,760; 2) Higher Reach Professional Services - \$51,200; and 3) Remote Services - \$51,170.

**E. Board Policy Revision (Single Read) (Appendix IV)**

President House recommended that the Board of Trustees waive the first reading and approve revisions to Board Policy 5141 – Retirement Benefits, as contained in Appendix IV.

Bill Kilquist and Jake Rendleman moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3433)

**NEW BUSINESS**

**College Audit: Annual College Audit (Appendix V and V.2)**

The annual audit for John A. Logan College for FY 2016 (2015-2016) was completed by RSM US LLP. Leadership of the audit team of RSM US, along with Brad McCormick, Stacy Buckingham, and Betsy Myatt met with the College Budget and Finance Committee (consisting of Trustees Glenn Poshard and Cheryl Graff). Vice-President McCormick introduced Jessica West, manager of the RSM auditing firm, who presented an oral summary of the audit to the Board of Trustees. Ms. West stated this was their first year for doing the audit, and the auditor’s report was an unmodified opinion, clean opinion. Highlights from the financial reporting included the lack of state funding this year. Last year state funding was approximately \$13.4 million and this year it was around \$5 million. Debt issuance is also addressed in this year’s report. There was one finding reported regarding enrollment reporting, which stated that 33 percent of withdrawn students were not reported in the required time frame. This is a repeated finding from last year, but it did not affect the opinions of the auditing firm. The College has a response to the prior audit finding showing the progress the College has made to fix the initial issue. A second issue is related to the new system reporting, and the team is working with system administrators and those at NSLDS to completely fix the enrollment issues. Trustee Poshard commented that this finding is not indigenous to John A. Logan College and stated that every university or college in the state has this finding because of reporting requirements. Ms. West confirmed that 90 percent of colleges she audits

have this same finding. Trustee Graff also noted that the Budget and Finance Committee discussed the debt level, which is currently at 58 percent, due to bonds issued last year to accommodate the after employment benefit. Trustee Poshard asked Ms. West about the College's internal controls and she confirmed that internal controls are in place. Trustee Poshard then asked how she characterized the morale, work environment, and professionalism of accounting personnel and senior management of our organization. She replied that the morale was very high, and the staff was very cooperative and professional.

President House recommended and Ray Hancock and Cheryl Graff moved and seconded that the annual audit for John A. Logan College for FY 2016 (2015-2016), as contained in Appendix V and V.2, be accepted by the Board of Trustees.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3434)

### **Board Policy Revisions for First Reading (Appendix VI) (NO ACTION)**

The Board Policy Committee met on September 21, 2016, for review and discussion of needed updates/revisions to board policies. Policies recommended for revision by the committee are listed below, and Attachment VI contains copies of the policies with suggested revisions clearly noted.

- Board Policy 3362 - Drug and Other Substance Abuse, including Alcohol
- Board Policy 3364 - Sexual Harassment
- Board Policy 3510 - Equal Opportunity Statement for Students and Employees
- Board Policy 3512 - Discrimination/Equal Opportunity Grievance Policy for John A. Logan College Students
- Board Policy 5142 - Emeritus Status
- Board Policy 5143 - Purchase of Service Credit
- Board Policy 5220A - Non-Teaching Professional Staff Compensation
- Board Policy 5412 - Special Part-Time Faculty Salary and Guidelines
- Board Policy 5413 - Contract for Part-Time Faculty
- Board Policy 5414 - Evaluation of Part-Time Faculty
- Board Policy 5415 - Dismissal of Part-Time Faculty
- Board Policy 5430 - Grievance Procedure
- Board Policy 7126 - Disadvantaged Business Enterprise
- Board Policy 7210 - Facility Policy
- Board Policy 7220 - Operational Hours of the Campus
- Board Policy 8316 - Student Complaints

These policies were presented for first reading to the Board of Trustees and will also be made available to all employee groups of the College for input. They will be brought back to the Board for final approval at the November 22, 2016, board meeting.

### **PERSONNEL**

#### **SUPPORT PERSONNEL**

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

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

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

**PROFESSIONAL STAFF**

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

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

**Term Faculty**

President House recommended that Dorothy Miles be ratified as a part-time instructor of EMS at John A. Logan College effective August 17, 2016.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve the term faculty staff as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3435)

**Continuing Education Staff**

President House recommended that Monyshka Harpalani be ratified as a part-time Spanish Conversational instructor at John A. Logan College effective September 15, 2016.

Cheryl Graff and Bill Kilquist 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 #16-3436)

**GRANT PERSONNEL**

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

**Non-Teaching Professional Staff**

President House recommended the following non-teaching professional grant staff member be issued an honorable dismissal effective September 30, 2016, due to lack of FY2017 grant funding:

**Employee**  
Jennifer Rose

President House recommended that the following non-teaching professional grant staff member be issued an honorable dismissal effective October 31, 2016, due to lack of FY2017 grant funding.

**Employee**

Stachia Cullers

Bill Kilquist and Jake Rendleman moved and seconded that the Board of Trustees approve the non-teaching professional grant staff honorable dismissals as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3437)

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

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

**Volunteer Personnel**

President House recommended the appointment of volunteer Michael Kane for athletics.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3438)

**Retirements**

**Full-Time Faculty**

President House recommended consideration of retirement request of Mikolaj “Mik” Sawicki, professor of physics, effective May 31, 2018.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve the full-time faculty retirement request as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3439)

**ANNOUNCEMENTS**

Board Chair Don Brewer commented that there may be a lot of support for a food pantry on campus and asked President House to look into this and report back at the next meeting.

**ADJOURNMENT**

Jake Rendleman and Bill Kilquist 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 #16-3440)

The meeting was duly adjourned at 8:02 p.m.

Respectfully submitted: Susan May, recording secretary to the Board of Trustees

Don Brewer, Chair

Jake Rendleman, Secretary