

**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 November 22, 2016, commencing at 7:00 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	-- present
Ray Hancock	-- present
Bill Kilquist	-- not present
Glenn Poshard	-- present
Jake Rendleman	-- present
Christine Lipe	-- not 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.

**MINUTES OF THE OCTOBER 25, 2016 REGULAR MEETING**

Minutes of the October 25, 2016, regular meeting were previously distributed.

Ray Hancock and Glenn Poshard moved and seconded approval of the minutes of the regular meeting of October 25, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3441)

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

The treasurer's and financial report for the period ending September 30, 2016, was previously distributed.

Cheryl Graff and Jake Rendleman moved and seconded approval of the treasurer's and financial report for the period ending September 30, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3442)

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

The expenditure list for the period ending October 31, 2016, was previously distributed.

Jake Rendleman and Ray Hancock moved and seconded approval of the expenditure list for the period ending October 31, 2016.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3443)

**RECOGNITION OF GUESTS** – No guests were recognized.

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

Retiree Barb James reported on a meeting she had with the SIU Food Pantry coordinator and provided materials collected on the pantry for President House. Ms. James stated that SIU's food pantry has a controlled amount of food they provide to students once a month and welcomes the assistance offered through other area food pantries to support their efforts. Ms. James also mentioned a recent news article published highlighting John A. Logan College's retention efforts through the new Early Alert program.

## **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 reported that he recently attended the ICCTA meeting in Naperville and the ICCB meeting in Springfield. The ICCTA meeting featured a Legal, Legislative, & Ethics Update featuring sessions on the State Officials and Employees Ethics Act, The Freedom of Information Act, the Illinois Open Meetings Act, procedures for the April 2017 trustee elections, and guidance on college foundations. At this meeting, ICCTA adopted a resolution, which is also supported by ICCB, to endorse and support the Illinois Council of Community College Presidents in the pursuit of the option of Illinois community colleges conveying the Bachelor of Science in Nursing degree. Trustee Ray Hancock noted that John A. Logan College has had a partnership over the last several years with McKendree College to deliver the BSN. Trustee Rendleman stated that the impact of the 2016 elections was also a topic of discussion and trustees were strongly encouraged to visit their newly elected legislators. ICCTA award notifications have been sent, and Trustee Rendleman encouraged everyone to consider submitting nominations for each of these awards. Board Chair Don Brewer thanked Trustee Rendleman and Trustee Jackie Hancock for their service on the Illinois Community College Trustees Association.

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

Trustee Rendleman reported that the Foundation is preparing for the 41<sup>st</sup> Annual Italian Dinner on Tuesday, December 13. The Italian Dinner is being catered by Fazoli's this year in an effort to

increase sales and decrease expenses. The Foundation Finance Committee is also considering a request for proposals for money managers.

E. Employment Services Committee – No report.

F. Athletics Advisory Committee –

Board Chair Don Brewer reported that the committee had not met, but he has heard very positive things in the community about the new athletic director.

G. Diversity Committee

Trustee Jackie Hancock reported that the Diversity Committee is scheduled to meet on November 30, 2016.

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

I. Board Policy Committee

Trustee Ray Hancock reported that a series of policies presented for first reading in October are included on the agenda for approval. Another series of policies are being presented for first reading tonight.

J. Budget and Finance Committee

Trustee Cheryl Graff reported that the tax levy is presented on the agenda, and the committee will meet in January to discuss budget progress at the legislative level.

K. Integrated Technology Committee

Trustee Jackie Hancock reported that the Integrated Technology Committee is scheduled to meet on December 7, 2016.

L. Student Trustee – No report.

#### **GROUP/ASSOCIATION REPORTS**

A. Faculty Association Report

Faculty Association representative Keith Krapf complimented computer information systems faculty Mark Rogers and Kiley Williams for the recent performance of the Logan Defenders at the Midwest Collegiate Cyber Defense Competition.

B. Term Faculty Association Report

Term Faculty Association President Stephen Constantine reported that the association is anticipating a meeting with administration to work together on an agreement that will help facilitate the scheduling of classes.

C. Logan Operational Staff Association Report - No report.

## **OFFICERS' REPORTS**

### **Instructional Updates**

Acting Vice-President for Instruction Melanie Pecord reported that the Logan Defenders Club won their first competition at the Midwest Collegiate Cyber Defense. The College continues to remain on schedule in preparation for the Higher Learning Commission visit in April 2017. Faculty and staff will receive a copy of the HLC Assurance Argument for review after Thanksgiving break, and the Board will receive a copy for review in January.

### **Student Services Updates**

Registration is underway for the spring semester. Area high schools continue to reach out to the College to identify additional dual credit courses they would like to offer.

### **Food Pantry Report**

President Ron House reported that a student survey regarding the need for a food pantry was distributed by full-time and term faculty and a complete report will be given when this data is tabulated. President House also reported that the Student Senate recently concluded their Thanksgiving food drive and distributed the food collected to nine students. Trustee Rendleman reported that he had visited the director of the food pantry in Carterville and any student living in the Carterville school district is eligible to receive assistance. Carterville food distribution is handled one day each month but is also available during open hours if needed.

### **FY2017 Annual Budget**

Vice-President for Business Services and College Facilities distributed a copy of the formal annual budget for the Fiscal Year 2017, which will be submitted to the Government Finance Officers Association (GFOA) to be evaluated for the Distinguished Budget Presentation Award. He complimented Dean for Financial Operations Stacy Buckingham for her efforts in preparing this document which provides general College information in addition to budget information. John A. Logan College has received this award for the last six years. Mr. McCormick also reported they are in the process of updating the current Facilities Master Plan which will be presented in January for President House's review and to the Board Building Committee in February.

## **CONSENT AGENDA (Voice Vote)**

Board Chair Don Brewer asked for discussion regarding the two items presented on the Consent Agenda before taking a voice vote to approve.

### **A. Dental Assisting Program**

Ms. Pecord reported the College had received several letters from local dentists indicating the significance of the dental assistance program to their offices. Dental assisting graduates serve many

roles within the office and are very helpful in the community. Upon additional review of program numbers, it is the administration's opinion that the College could support 22 to 24 students in the dental assisting program, maintain a full-time faculty member along with some term faculty, and provide a quality program that would be effective in educating dental assisting students to support local dentists.

President House recommended that the Board of Trustees approve to retain and continue the Dental Assisting program indefinitely.

**B. Protection, Health & Safety (PHS) Projects Approval (Appendix III and IV)**

Mr. McCormick reported that the law allows for a nickel levy on each \$100 increment of equalized assessed evaluation to perform protection, health and safety projects. These projects could be funded through a bond issue that would have a repayment equal to five cents a year stretched out over a period of years, or a levy of five cents each year. Historically, the College has levied close to five cents, which equates to approximately \$800,000, for projects certified by an architect as protection, health, and safety project. Several projects were discussed spanning over a two-year period and prioritized for review by the Board Building Committee. The first project presented is the Building Automation System Control which will replace the pneumatic controls on campus. The second project, Building E Window and EIFS System Repair and Replacement, refers to the leaking windows in the old E wing that have compromised the integrity of the structure. Both projects total \$756,000 and would start in Summer 2017.

President House recommended that the Board of Trustees approve the two PHS project applications as included in Appendix III and IV and listed below, to be funded through the Protection, Health, and Safety tax levy.

- i. Building Automation System (BAS) Control Replacement
- ii. Building E Window and EIFS System Repair and Replacement

Jackie Hancock and Jake Rendleman moved and seconded that the Board of Trustees approve to retain and continue the Dental Assisting Program indefinitely; and that the Board of Trustees approve the two PHS project applications as presented in the consent agenda.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3444)

**OLD BUSINESS**

**Board Policy Revisions (Appendix V)**

Trustee Ray Hancock reported that policy revisions are part of a major effort on the HLC agenda to review and update policies. Some policy updates include minor wording changes and there were no concerns regarding any of these policies from the Board Policy Committee. Trustee Rendleman commented that input from multiple staff, including legal counsel, have gone into this project.

The Board Policy Committee presented the following Board Policies for first reading at the October 25, 2016, regular board meeting. Policies were also made available for employee input and presented for final action by the Board of Trustees:

- 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 (new)

President House recommended and Ray Hancock and Glenn Poshard moved and seconded that the Board of Trustees approve 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 #16-4445)

## **NEW BUSINESS**

### **A. Adoption of 2016 Tax Levy (Appendix VI)**

Vice-President Brad McCormick noted that the College has not been required to conduct a public hearing over the last several years because the total levy represents an increase less than five percent. The median home value in the College district is \$108, 200, and the College's property tax assessment on that median-valued home is about \$222. The increase represents 3.85%, which is an estimated normal growth in property values. Mr. McCormick stated that he expects that the total impact of this year's levy would be less than an \$8 increase in the total tax from John A. Logan College on the median home.

The following resolution was presented for board action:

**JOHN A. LOGAN COLLEGE**

**Carterville, IL 62918  
TAX LEVY 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 **\$5,795,000** be levied as a tax for educational purposes; that **\$965,000** be levied as a tax for operations and maintenance purposes; that **\$1,435,000** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$315,000** be levied as a special tax for Social Security and Medicare insurance purposes; that **\$50,000** be levied as a special tax for audit purposes; and that **\$756,534** be levied as a special tax for protection, health, and safety purposes, for a total of **\$9,316,534** on an equalized assessed valuation of **the taxable properties of said District for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for Fiscal Year 2017 and 50% for Fiscal Year 2018.** This represents a **3.85% increase** over the prior year. Due to the proposal being less than a 5.00% aggregate increase, a public hearing was not necessary to approve the proposed tax levy.

The estimated property taxes to be levied for debt service and public building commission leases **for 2016 are \$2,516,810.** The estimated total property taxes to be levied **for 2016 are \$11,833,344.**

BE IT FURTHER RESOLVED that the secretary or his or her 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.

I HEREBY CERTIFY that the above Tax Levy Resolution was approved in public session by the John A. Logan College Board of Trustees, Community College District No. 530, and meeting in regular session on November 22, 2016. FURTHERMORE, I CERTIFY that all provisions of Public Act 82-102 have been met, particularly Sections 4 through 7 of Public Act 82-102.

Don Brewer, Chair  
Board of Trustees  
Community College District No. 530

President House recommended and Jake Rendleman and Cheryl Graff moved and seconded that the Board of Trustees adopt the above resolution certifying the tax levy for Community College District 530 and that the certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4446)

**B. Board Policy Revisions for First Reading (Appendix VII) (NO ACTION)**

Trustee Ray Hancock stated that there are two new policies included in this section. The Social Media Policy is relatively short which illustrates a sign of the times for the campus community. The Sexual Assault, Domestic Violence, Dating Violence and Stalking Prohibition Policy is a comprehensive policy required by state regulations that was reviewed extensively by the Committee and legal counsel.

The Board Policy Committee met on November 7, 2016, for review and discussion of needed updates/revisions/additions to board policy. The policies presented for first reading included:

- Board Policy 3368 – Social Media Policy (*new policy*)
- 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 (*new policy*)
- Board Policy 8430 – Release of Student Information and Access to Student Records
- Board Policy 8540 – Program Transfer Policy

The proposed revisions and new policies were included as Appendix VII and will be made available to employees for input. They will be brought back to the Board for final action at the January 24, 2017, regular board meeting.

**CLOSED SESSION**

Board Chair Don Brewer stated it was desirable to hold a closed session to discuss the appointment, employment, and compensation of specific individuals, and that he would appreciate board action and a roll call vote to that effect.

Jake Rendleman and Ray Hancock 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 #16-3447)

The meeting was declared in closed session at 8:00 p.m.

The meeting was declared back in regular session at 8:45 p.m.

## **CLOSED SESSION MINUTES**

Jackie Hancock and Glenn Poshard moved and seconded that the Board of Trustees approve the content of the closed session minutes of July 26, 2016, August 11, 2016, August 30, 2016, and September 13, 2016, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3448)

## **PERSONNEL**

### **Operational Staff**

President House recommended that Autumn Abbott be employed as a full-time, grade IV, financial aid specialist IV.

President House recommended that Launa Davis be ratified as a full-time, grade III, administrative assistant III (athletics) effective October 17, 2016.

President House recommended that Dianne Jurich be ratified as a part-time, early childhood substitute effective October 3, 2016.

President House recommended that William Stearns be ratified as a part-time lifeguard effective November 1, 2016.

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

### **Security Staff**

President House recommended that Cody Blumenstock be employed as a full-time campus police law enforcement officer.

Jake Rendleman and Cheryl Graff moved and seconded that the Board of Trustees approve all operational personnel and security staff as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3449)

## **PROFESSIONAL STAFF**

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

President House recommended that the Board of Trustees approve the employment of Shannon Woodworth as a temporary part-time, public relations specialist, effective January 3, 2017.

Jake Rendleman and Cheryl Graff moved and seconded that the Board of Trustees approve the recommendation for non-teaching professional staff as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3450)

There were no recommendations at this time for the employment of a part-time stipend, assistant softball coach.

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

**Term Faculty**

President House recommended that Scott Elliott be ratified as a part-time instructor of mathematics effective June 13, 2016.

President House recommended that Kristin Shelby be ratified as a part-time instructor of education effective August 17, 2016.

President House recommended that Tina Wyatt be employed as a part-time instructor of nursing effective January 11, 2017.

Cheryl Graff and Glenn Poshard moved and seconded that the Board of Trustees approve all term faculty personnel as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3451)

**Continuing Education Staff**

President House recommended that Melinda Brock be employed as a How to Keep Your Kids Safe on Technology instructor effective February 16, 2017.

President House recommended that Ashley Dahlman be ratified as a Hiking Southern Illinois Parks instructor effective September 10, 2016.

President House recommended that Jennifer Gulley be employed as a Kickboxing Cardio instructor effective January 23, 2017.

President House recommended that Jennifer Gulley be employed as a Self Defense for Women instructor effective January 23, 2017.

President House recommended that Tammy Mikulay be employed as a Cardio Combat instructor effective January 23, 2017.

President House recommended that Mara Rice be employed as a Realizing Your Travel Dreams instructor effective January 23, 2017.

President House recommended that Connie Steudel be employed as a Beginner Swim Lessons instructor effective January 23, 2017.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve all continuing education staff as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3452)

## **GRANT PERSONNEL**

### **Operational Staff**

President House recommended that Amanda Rose be ratified as a part-time, grade II, administrative assistant II (Adult education) effective November 1, 2016.

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

President House recommended that Bonnie Dover be employed as a full-time, grade II, pre-k facilitator.

President House recommended that Sherry DeAngelo be ratified as a part-time, grade II, assistant coordinator of family literacy (Du Quoin) effective November 1, 2016.

President House recommended that Amy Goebel be ratified as a part-time, grade II, assistant coordinator of family literacy (Du Quoin) effective October 17, 2016.

President House recommended that Michelle Guy be ratified as a part-time, grade I, ABE Counselor/Facilitator effective November 1, 2016.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3453)

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

### **Part-Time Faculty**

President House recommended that the Board of Trustees approve the ratification of Mary McCarthy as a part-time, adult secondary education instructor effective October 17, 2016.

Jake Rendleman and Cheryl Graff moved and seconded that the Board of Trustees approve the ratification of the part-time grant faculty as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3454)

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

## **Retirements**

### **Non-Teaching Profession**

President House recommended that the Board of Trustees approve the retirement request of Lisa Hudgens, director of career services, effective June 1, 2017.

President House recommended that the Board of Trustees approve the change in retirement date for Gary Smith, business functions analyst, from February 16, 2018, to May 1, 2017.

### **Building Maintenance**

President House recommended that the Board of Trustees approve the retirement request of John Bione, building maintenance, effective October 1, 2016.

Ray Hancock and Jackie Hancock moved and seconded that the Board of Trustees approve the three retirement requests as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3455)

## **ANNOUNCEMENTS**

Board Chair Don Brewer reminded everyone of the Christmas Open House scheduled for employees on December 7<sup>th</sup>, the Christmas Stroll at the Harrison-Bruce Historical Village on December 11<sup>th</sup>, and the Annual Italian Dinner on December 13<sup>th</sup>.

## **ADJOURNMENT**

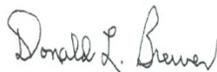
Glenn Poshard and Jackie Hancock moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be adjourned.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3456)

The meeting was duly adjourned.

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

Don Brewer, Chair



Jake Rendleman, Secretary

