

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 28, 2017, commencing at 7:00 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	-- 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; Don Prosser, 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.

MINUTES OF THE REGULAR OCTOBER BOARD MEETING

Minutes of the regular meeting of October 24, 2017, were previously distributed.

Mandy Little and Tim McDaniel moved and seconded approval of the minutes of the October 24, 2017, regular meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3622)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial report for the period ending September 30, 2017, was previously distributed.

Cheryl Graff and Glenn Poshard moved and seconded approval of the treasurer's and financial report for the period ending September 30, 2017.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3623)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending October 31, 2017, was previously distributed.

Mandy Little and Ray Hancock moved and seconded approval of the expenditure list for the period ending October 31, 2017.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3624)

RECOGNITION OF GUESTS – None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS – None.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

Chair Bill Kilquist encouraged everyone to attend the employee Christmas luncheon on December 7.

B. Athletics Advisory Committee – No report.

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

D. Board Policy Committee – No report.

E. Budget and Finance Committee – No report.

F. Integrated Technology Committee

Trustee Becky Borgsmiller reported that the primary focus at the recent ITC Committee meeting was the need for a computer replacement schedule. A number of computers have not been upgraded due to the budget impasse at the state level, and currently sixty-five percent of the College's computers are operating on Windows 7, which will have an end of life in 2020. The committee will make a suggestion for a computer replacement scheduled based on need in the near future.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Mandy Little reported that she and Trustee Rendleman attended the November ICCTA meeting in Lisle, Illinois. Roundtable discussions focused on student retention in Illinois, program expansion, and the BSN legislation. There were discussions regarding joint board meetings with high school boards, library studies and drone tech programs, and overnight clinicals for non-traditional students. The BSN legislation currently lists six community college for the pilot program, however, this list could be amended as the bill moves through the legislative process. Mandated trustee training is underway and must be completed by May 2018. Trustee training requirements and successful completion should be posted on the College's website.

The political environment in up for change in Springfield, with over thirty elected officials vacating their current positions. Eight candidates are vying for the Attorney General's seat and the gubernatorial race will be contested on both sides. The impact of this environment may increase the odds that Illinois will enter another budget stalemate for FY19.

Sessions featuring information on the Freedom of Information Act (FOIA) and sexual harassment were conducted. It was recommended that trustees use College email accounts when conducting College business for FOIA purposes. Sexual harassment training is now required to be conducted face-to-face, instead of online. The Student Advisory Committee reported their main focus for Student Lobby Day is the BSN and Map Grant. They also stated that safety on campus is a major concern for students.

Trustee Little added that she will serve on the ICCTA Awards Committee, Strategic Planning Committee, and Government Relations and Public Policy Committee.

Trustee Jake Rendleman commented that Illinois Comptroller Susan Mendoza addressed the President's Council and reiterated that community colleges, communities, and social agencies were number one priority for FY18 funding. Ms. Mendoza also noted that prospects for the state's FY19 budget remained uncertain.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation Board is working on their strategic plan for next year and continue to seek funding for the 50th Anniversary scholarship.

I. Student Trustee

Student Trustee Tim McDaniel reported that Phi Theta Kappa Honor Society received radio and television publicity on the Stigma Free Awareness Week that included mental health discussions and workshops. The choir raised over \$1,200 during trivia night, and performances for *A County Christmas* will be December 8 and 9. Winners of the Volunteer pageant included Darcy Dreyer as Ms. JALC, Connor McBride as Ms. Volunteer, Emily Stewart Null as Mrs. JALC, and Brax Melvin as Mr. JALC. The Student Senate's Thanksgiving food drive provided food for eleven John A. Logan College students, and twenty tote bags of food were also distributed to students in the College's GED and alternative high school programs. The Cosmetology Club collected the most food during the drive, and the criminal justice student organization won the best-decorated box contest. Trustee Jake Rendleman was the winner of the Angel Tree competition that raised two hundred sixty-three dollars for the organization.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Representative Keith Krapf reported that faculty are planning a potluck to kick off the spring semester.

B. Term Faculty Association Report – No report.

C. Logan Operational Staff Association Report – No report.

OFFICERS' REPORTS

Comments by President Ron House

President House reported that the administration is working to identify a list of critical staff positions needed for the growth and development of the College. These positions include replacements for retirees, in addition to some new positions in the career and technical area. Additional funding sources are also being considered due to the concern over the FY19 state budget.

CONSENT AGENDA

A. Approval of Southern Illinois Collegiate Common Market's Institutional Assessment Billing (Appendix III)

President House recommended that the Board of Trustees approve the payment of \$344,829 to Southern Illinois Collegiate Common Market for John A. Logan College's share of costs of the SICCM programs for FY 2018 as presented in Appendix III. Dr. House explained that the cost this year is higher than previous years due to the loss of an administrative grant by SICCM, which paid a substantial amount of administrative costs. All four community colleges are presently participating in the SICCM programs including occupational therapy assistant, surgical technology, medical lab technician, and the final teach out year for veterinarian technician, however, John A. Logan College and Shawnee Community College are the only two colleges adding new students this year. Logan's enrollment has increased over the past two years from approximately 30 students to 62 students currently.

B. Offer for Sale of LPG Tank and Vaporizer System (Appendix IV)

President House recommended that the Board of Trustees approve the sale of the LPG tank and vaporizer system to TransTech Energy, LLC in the amount of \$26,300, payable to John A. Logan College in accordance with the services required in the specifications provided with the offer solicitation.

C. ITEP Grant Application and Resolution for Multi-Use Trail (Appendix V-A and V-B)

President House recommended that the Board of Trustees approve the submission of a grant application for an Illinois Transportation Enhancement Program grant to connect the east and west multi-use pedestrian and bicycle trails through the John A. Logan College campus. This project is anticipated to cost \$550,000 and would be funded at \$440,000 from the state grant with an \$110,000 (20%) local match requirement.

Jake Rendleman and Mandy Little moved and seconded approval of Consent Agenda items A through C as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3625)

OLD BUSINESS

A. Approval of Revisions to Board Policies (Appendix VI)

Revisions to board policies recommended by the Board Policy Committee were presented to the Board of Trustees for first reading on October 24, 2017. These revisions were also made available to College employees for input:

- | | |
|-------------------|--|
| 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>) |

President House recommended and Ray Hancock and Glenn Poshard moved and seconded that the Board of Trustees approve the revisions to board policies as recommended by the Board Policy Committee and presented in Appendix VI.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3626)

NEW BUSINESS

A. Adoption of 2017 Tax Levy (Appendix VII)

The aggregate tax levy proposed by Community College District No. 530 represents an anticipated decrease in the total levy rate from \$0.61545 per \$100 of equalized assessed valuation for 2016 to \$0.61506 for 2017. This is in keeping with the commitment made to not raise the levy rate. The increase in total tax dollars levied as provided in the resolution and certificate of tax levy is a result of the College's assumption of increase in the total equalized assessed valuation within the district. If all assumptions made were to be correct, the total dollars distributed to the College would increase by 3.79%.

JOHN A. LOGAN COLLEGE

Carterville, IL 62918

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 **\$5,945,000** be levied as a tax for educational purposes; that **\$990,000** be levied as a tax for operations and maintenance purposes; that **\$1,476,000** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$324,000** 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 **\$812,478** be levied as a special tax for protection, health, and safety purposes, for a total of **\$9,597,478** on an equalized assessed valuation of **the taxable properties of**

said District for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for Fiscal Year 2018 and 50% for Fiscal Year 2019. This represents a **4.22% 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 **2017 are \$2,588,641.** The estimated total property taxes to be levied **for 2017 are \$12,186,119.**

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, meeting in regular session on November 28, 2017. FURTHERMORE, I CERTIFY that all provisions of Public Act 82-102 have been met, particularly Sections 4 through 7 of Public Act 82-102.

Mr. McCormick displayed a chart depicting the change in levy rates over the past few years and noted that the Budget and Finance Committee's goal to keep the tax levy flat had been met. He reported that the average growth in equalized assessed valuation (EAV) for a ten-year period prior to 2008 was 5.85 percent. Since 2008, average EAV growth has been 1.55 percent, which equates to a reduction in local tax dollars over the past seven years of approximately \$2.1 million.

President House recommended and Jake Rendleman and Cheryl Graff moved and seconded that the Board of Trustees adopt a resolution certifying the tax levy for Community College District. No. 530, and that certificates of the 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 #16-3627)

CLOSED SESSION

Board Chair Kilquist 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.

Cheryl Graff and Glenn Poshard 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 voted yes. Motion carried.
(Resolution #16-3628)

The meeting was declared in closed session at 7:47 p.m.

The meeting was declared back in regular session at 8:05 p.m.

B. Personnel

Operational Staff

President House recommended that Jimmy Cooper be ratified as a full-time, temporary, campus support services/learning lab specialist at John A. Logan College effective November 13, 2017.

President House recommended that James Travis Durbin be ratified as a full-time, temporary, grade III, technology support technician at John A. Logan College effective November 20, 2017.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-3629)

Non-Teaching Professional Staff

Board Chair Bill Kilquist recommended that the Board of Trustees approve an extended contract for President Ron House through August 31, 2019. This is a one-year extension with a salary increase of 2.11 percent, which is the equal to the increase for all employees. This contract also allows room to add an additional year at the end of the term, if both parties both agree.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve to extend President's House's contract through August 31, 2019, with the option to add an additional year at the end of this term, if both parties agree.

Upon roll call, all members present voted yes, with the exception of Trustee Rebecca Borgsmiller, who voted no. Motion carried.
(Resolution #16-3630)

Term Faculty

President House recommended that Jason Rix be ratified as a part-time, substitute instructor of machining at John A. Logan College effective November 6, 2017.

Mandy Little and Cheryl Graff 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 #16-3631)

Continuing Education Staff

President House recommended that Demetrio Brown be ratified as an Adult Basketball League instructor at John A. Logan College effective September 26, 2017.

President House recommended that Jennifer Flesner be employed as a Dog Obedience instructor at John A. Logan College effective January 24, 2018.

President House recommended that Kathy Jackson be employed as a Biblical Counseling – An Introduction instructor at John A. Logan College effective January 22, 2018.

President House recommended that Alexis Long be ratified as a REFIT® Southern Illinois instructor at John A. Logan College effective November 16, 2017.

President House recommended that Carla Shasteen be employed as a Quilting – Memory (T-shirts) instructor at John A. Logan College effective January 23, 2018.

President House recommended that Michael Snuffer be employed as a 1st Time Manager instructor at John A. Logan College effective January 23, 2018.

President House recommended that Cassandra Steinsultz be employed as a Zumbini – Music and Movement for Kids (Birth – 4 years) instructor at John A. Logan College effective January 23, 2018.

Cheryl Graff and Ray Hancock 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 #16-3632)

Non-Teaching Professional Grant Staff

President House recommended that Lauren Saum Lee be employed as a full-time, grade IV, coordinator of procurement technical assistance center at John A. Logan College.

Jake Rendleman and Cheryl Graff 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 #16-3633)

Volunteer Personnel

President House recommended that the Board of Trustees approve the appointment of volunteers Joseph Cervantez, William Church, Jason Crain, Don Gass, Jacob Gass, Stephen Haust, Amanda Shelby, Max Schloemann, and David Yates for the Community Health Education Complex.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the volunteer personnel as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3634)

Resignations/Retirements

President House recommended that the Board of Trustees approve the retirement request of Christopher B. Bell, grounds maintenance staff, effective May 1, 2018.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve the retirement request as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3635)

ANNOUNCEMENTS

Trustee Jake Rendleman commended Shannon Woodworth for the publications during the 50th anniversary celebration.

ADJOURNMENT

Jake Rendleman and Ray 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 #16-3636)

The meeting duly adjourned at 8:18 p.m.

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



William J. Kilquist, Chair



Jacob "Jake" Rendleman, Secretary