

# 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 September 27, 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 | -- 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 AUGUST 11, 2016 SPECIAL MEETING AND RESCHEDULED REGULAR AUGUST 30, 2016 BOARD MEETING**

Minutes of the August 11, 2016 special meeting and rescheduled regular meeting of August 30, 2016 were previously distributed.

Jake Rendleman and Cheryl Graff moved and seconded approval of the minutes of the August 11, 2016 special meeting and rescheduled regular meeting of August 30, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3415)

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

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

Ray Hancock and Jake Rendleman moved and seconded approval of the treasurer's and financial report for the period ending July 31, 2016.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3416)

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

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

Cheryl Graff and Jake Rendleman moved and seconded approval of the expenditure list for the period ending August 31, 2016.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3417)

### **RECOGNITION OF GUESTS**

Trustee Ray Hancock introduced his wife, Ruth, who was in the audience.

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

Retiree Barb James commented on the retention rates for Illinois community colleges, and spoke of the importance of retention efforts at John A. Logan College.

### **BOARD OF TRUSTEES REPORTS**

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

Board Chair Don Brewer welcomed newly appointed Trustee Dr. Glenn Poshard, and declared him officially seated on the John A. Logan College Board of Trustees. Chair Brewer stated that Dr. Poshard will serve on the Foundation and Budget and Finance Committees.

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

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

Trustee Jackie Hancock reported that she and Trustee Rendleman attended the ICCTA meetings in Springfield. The ICCTA Board of Representatives adopted a resolution honoring former ICCTA President, the late Andrew Bollman. A moment of silence was also observed for recently deceased John A. Logan College Trustee William "Bill" Alstat.

On January 1, 2017, a new state law will go into effect requiring leadership training for elected and appointed community college trustees during the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> year of their terms. This law will apply to community college trustees elected or appointed after January 1, 2017. Trustee Rendleman added that community colleges are handling this training in various ways, and the method of training will be approved by the Illinois Community College Board. Other topics of discussion at the ICCTA meetings included strategic planning, stability, and student success. Trustees Hancock and

Rendleman shared information received at the meeting on student success with Dean of Student Services Tim Williams and Acting Vice-President for Instruction Melanie Pecord.

D. John A. Logan College Foundation

Trustee Jake Rendleman reported that a Free Legacy Planning luncheon is being planned for November with guest speaker Tiffany Sievers from SI Edler Law. The Foundation Italian Dinner is scheduled for December 13, 2015, and will include a silent auction to benefit scholarships.

E. Employment Services Committee – No report.

F. Athletics Advisory Committee

Chair Don Brewer reported that he and Trustee Graff will be meeting soon with the new athletic director.

G. Diversity Committee

Trustee Jackie Hancock reported that the Diversity Advisory Committee met on September 7, 2016. Mentoring orientation has been conducted this fall for faculty and staff, and activities planned for Hispanic/Latino Heritage month, September 15 - October 15, include a Latin folk music performance and presentation by Dr. Alejandra Caceres on the opportunities and advantages of being bilingual.

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

I. Board Policy Committee

Trustee Ray Hancock reported the Board Policy Committee met on September 21, and will be bringing several policies to the October Board of Trustees meeting for first reading.

J. Budget and Finance Committee

Trustee Cheryl Graff reported the committee will be meeting in October.

K. Integrated Technology Committee

Trustee Jackie Hancock reported the committee will meet on September 28, 2016.

L. Student Trustee

Student Trustee Christine Lipe requested a meeting of the Student Senate and the Board of Trustees be held in conjunction with the October 25, 2016, board meeting. There was a consensus of the Board that the time of the regular October meeting would be changed to 6:30 p.m. to accommodate a meeting with the Student Senate.

Ms. Lipe reported on the following events: 1) "Race to the Whitehouse" competition sponsored by the Political Science Club; 2) basketball tournament sponsored by the Black Student Association; 3) car show to benefit St. Jude's Hospital sponsored by the Automotive and Auto Body Clubs; and 4) other club fund raisers.

## **GROUP/ASSOCIATION REPORTS**

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

Faculty Association President Richard Deutsch welcomed Trustee Glenn Poshard to the Board and reported that the executive committee continues to meet and discuss ways to encourage faculty involvement with the union and the community. Mr. Deutsch also stated that the annual Constitution Day Celebration was very successful and well attended.

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

Term Faculty Association President Stephen Constantine welcomed Trustee Glenn Poshard to the Board and expressed concerns on behalf of the association regarding fall class assignments.

### **C. Logan Operational Staff Association Report**

LOSA representative Frances Cobb welcomed Trustee Glenn Poshard to the Board.

## **OFFICERS' REPORTS**

### **Higher Learning Commission**

Acting Vice-President Melanie Pecord reported that the College continues to move forward in preparation for the Higher Learning Commission visit scheduled for April 17-18, 2017. A complete draft of the assurance argument is scheduled to be distributed to College constituents in November for review. HLC Liaison Linnea Stensen will be on campus January 10, 2017, to speak at the faculty/staff in-service day.

### **Southern Illinois University**

Ms. Pecord announced that SIU-C is considering bringing Workforce Education and Development courses to the John A. Logan College campus, in addition to the Training Resource Management courses that are being taught on campus this fall.

### **Illinois Verbatim Reporters Association**

Ms. Pecord reported that the Illinois Verbatim Reporters Association held a voice writing demonstration on campus on September 2, 2016, and the demonstration is available on CD in her office.

### **Hunting and Fishing Days**

Vice-President Brad McCormick reported an estimated 38,000 people attended the recent Hunting and Fishing Days including a record number 173 vendors. There were also 40 area high school teams that participated in the high school bass tournament. Mr. McCormick commended the facility staff for the extra support in preparation for this event. Trustee Rendleman thanked the staff and student organizations for their participation at Hunting and Fishing Days, and Trustee Ray Hancock commented that this event is one of the better recruitment tools we have at John A. Logan College.

## Treasurer’s Report

Mr. McCormick reported the College received the stop-gap funding payment of \$4.3 million which equates to 38 percent of what we received in FY15. He expressed concern about the state’s timeline for distribution of additional funds, if any, for the second half of the fiscal year. Mr. McCormick stated he had an opportunity to speak with a staff member from the Governor’s Cabinet about the impact of the stop-gap budget on poor community colleges, and explained the differences between university and community college timelines.

## **CONSENT AGENDA**

ITEM A – CONTRACTUAL AGREEMENT WITH JE BOYD CONSULTING WAS PULLED FROM THE CONSENT AGENDA FOR DISCUSSION AND SEPARATE ACTION (SEE BELOW).

### **B. Architectural Agreement for Protection, Health & Safety Projects for Years 2017 & 2018 (Appendix III)**

Included as Attachment IV is the standard form agreement between the owner and architect for Architechniques, Ltd for architectural services for various projects for the College to be paid in majority by Protection, Health & Safety tax levy funds for 2017 and 2018. The College has a continuing satisfactory relationship with this firm and the administration wishes to plan projects for the next two (2) years of funding (approximately \$1.6 million) and present them to the Board Building and Safety Committee, and with recommendation from that committee, to the full Board for its consideration at the October board meeting. The template architectural agreement was reviewed at the beginning of the relationship with Architechniques and has remained consistent since.

**Recommendation:** That the Board of Trustees approve the agreement with Architechniques provided as Attachment IV, for provision of architectural services for Protection Health and Safety projects for 2017 & 2018.

### **C. Statement of Final Construction Completion**

The originally recommended construction program, cost estimate, actual construction work in place, and contractor’s pay records have been reviewed to the best of our knowledge and the following projects have been constructed within the original or amended budget and have met applicable plans, codes and specifications. All projects have been completed, but have not yet had Statements of Final Completion submitted to ICCB.

| <b><u>ICCB Project #</u></b> | <b><u>Project Name</u></b>                     | <b><u>Project Budget</u></b> | <b><u>Actual Expenditures</u></b> |
|------------------------------|--|------------------------------|-----------------------------------|
| <b>530-TE-2378-0415</b>      | CHEC Locker Rooms Renovation (PHS Element)     | \$145,637                    | \$92,218.00                       |
| <b>530-L-2378-0415</b>       | CHEC Locker Rooms Renovation (Non PHS Element) | \$418,812                    | \$360,121.30                      |
| <b>530-T-2329-1014</b>       | Surveillance & Security Camera Replacement     | \$475,641                    | \$488,835.42                      |

**Recommendation:** That the Board of Trustees approves the Statement of Final Completion for the projects listed above.

**D. Johnson Controls Camera License 3-Year Support Agreement (Appendix IV)**

Attachment V represents an annual support agreement that covers the Milestone Video Management Software License and 2 site visits for system maintenance and software upgrades each year for a period of 3 years. The total 3-year cost is \$37,752.

**Recommendation:** That the Board of Trustees approve the 3-year maintenance agreement for the camera system with Johnson Controls at the cost of \$37,752.

**E. Award of Construction Contract for Grounds Storage Reroof (Appendix V)**

Bids are presented as Attachment VI for the previously Board approved Protection, Health, & Safety project that includes the replacement of the roof system and bringing the electrical wiring up to current code for the grounds storage building on the north side of campus. The current roof is leaking in multiple places, and the structure is showing signs of structural failure. The administration recommends the award of the contract to the lowest responsible bidder, Panici & Sons Construction of Dongola, IL for the base bid and alternate bid which includes replacement of the sliding door.

**Recommendation:** That the Board of Trustees award the contract for roof system replacement and electrical upgrade to Panici & Sons Construction in the amount of \$89,900 plus alternate 1 for \$2,400.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve items B, C, D, and E on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3418)

**ITEM A (Removed from Consent Agenda for separate discussion and action)**

Trustee Cheryl Graff inquired about the number of hours that may be involved for the consultant to complete the work needed in preparation for the Higher Learning Commission visit. Ms. Pecord replied that Ms. Boyd will work between 30-40 hours per week until the end of December, and then beyond that, hours will be minimal. Ms. Boyd will assist in finalizing the assurance argument, as well as verifying that the evidence identified supports what is written. The lock-down date for this information is March 20, 2017, and Ms. Boyd will work with College employees to maintain the proposed timeline. Trustee Graff stated that this explained the scope and sequence of the purpose of the consultant.

**A. Contractual Agreement with JE Boyd Consulting (Appendix VI)**

In the last two months we have lost the two people who have been most responsible for developing the process for the HLC reaffirmation of accreditation (Dr. Klinkenberg), and the person who has been very involved with the writing of the assurance argument (Dr. Barko). Fortunately, we have found Jean Ellen Boyd (JE Boyd Consulting), who is retired from Shawnee College and has a vast knowledge of HLC. She was responsible for Shawnee's self-study and has a working relationship with

HLC personnel. She has agreed to help us through the HLC reaffirmation of accreditation process on an hourly basis as much as we need her. She will be paid \$75/hour.

**Recommendation:** That the Board of Trustees approve the agreement with JE Boyd Consulting as provided in Attachment III, for HLC consulting services.

Jackie Hancock and Cheryl Graff moved and seconded that the Board of Trustees approve Item A of the consent agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3419)

## **NEW BUSINESS**

### **SUPPORT PERSONNEL**

#### **Operational Staff**

President House recommended that Danielle Furtak be ratified as a part-time lifeguard at John A. Logan College effective September 1, 2016.

Cheryl Graff and Ray Hancock moved and seconded that the Board of Trustees approve the operational staff personnel as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3420)

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

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

### **PROFESSIONAL STAFF**

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

President House recommended that Ralph Kimbrough be ratified as a part-time supervising dentist at John A. Logan College effective September 16, 2016.

President House recommended that Toni Norman be ratified as a part-time supervising dentist at John A. Logan College effective August 19, 2016.

President House recommended that Geoffrey Partlow be ratified as a part-time supervising dentist at John A. Logan College effective September 24, 2016.

Jake Rendleman and Glenn Poshard 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 #16-3421)

Consideration of resignation of Dr. Valerie Barko, dean for institutional effectiveness, effective September 26, 2016.

Jake Rendleman and Jackie Hancock moved and seconded that the Board of Trustees approve the resignation of Dr. Valerie Barko.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3422)

**Annual Non-Union, Non-Teaching Professional (employees formerly represented by the Logan Professional Staff Association) Salary Increase for FY 2017:**

Upon notification by the Illinois Education Labor Relations Board that the Logan Professional Staff Association is no longer the exclusive bargaining agent for NTP's previously included in that bargaining group, those employees' compensation is determined by board policy 5220A, Non-Teaching Professional Staff Compensation.

President House recommended that the Board of Trustees approve the annual salary increase for employees previously represented by the Logan Professional Staff Association in the amount of 2.13% effective July 1, 2016, in accordance with this board policy.

Ray Hancock and Jackie Hancock moved and seconded that the Board of Trustees approve the annual salary increase for non-union, non-teaching professional employees formerly represented by the Logan Professional Staff Association as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3423)

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

**Term Faculty**

President House recommended that Mayada Alani be ratified as a part-time instructor of computer science at John A. Logan College effective August 17, 2016.

President House recommended that Debra Boyke be ratified as a part-time instructor of dental assisting at John A. Logan College effective August 17, 2016.

President House recommended that Stephanie Chaney-Hartford be ratified as a part-time instructor of speech at John A. Logan College effective June 13, 2016.

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

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

President House recommended that Carla Haas be ratified as a part-time instructor of health information technology at John A. Logan College effective August 17, 2016.

President House recommended that Sharon Jenkins be ratified as a part-time instructor of dental hygiene at John A. Logan College effective August 17, 2016.

President House recommended that Jerrica Jordan be ratified as a part-time substitute instructor of English at John A. Logan College effective August 17, 2016.

President House recommended that Anthony Kulis be ratified as a part-time instructor of computer science at John A. Logan College effective August 17, 2016.

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

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

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

President House recommended that John Steve O'Keefe be ratified as a part-time instructor of marketing at John A. Logan College effective August 17, 2016.

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

President House recommended that Casey Rose be ratified as a part-time substitute instructor of education at John A. Logan College effective August 17, 2016.

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

President House recommended that Christy Stewart be ratified as a part-time instructor of College 101 at John A. Logan College effective August 17, 2016.

President House recommended that Christy Stewart be ratified as a part-time instructor of political science at John A. Logan College effective August 17, 2016.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3424)

### **Continuing Education Staff**

President House recommended that Rhonda Hagston be employed as a part-time Genealogy instructor at John A. Logan College effective October 13, 2016.

President House recommended that Melinda Hilker be ratified as a part-time Paranormal Investigations I instructor at John A. Logan College effective September 8, 2016.

President House recommended that Melinda Hilker be ratified as a part-time Paranormal Investigations II instructor at John A. Logan College effective September 12, 2016.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3425)

### **GRANT PERSONNEL**

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

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

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

### **Part-Time Faculty**

President House recommended that Kristen Matthews be ratified as a part-time, temporary, ABE/GED instructor at John A. Logan College effective August 24, 2016.

President House recommended that Gail Murphy be ratified as a part-time, temporary, ABE/GED instructor at John A. Logan College effective September 6, 2016.

President House recommended that Cathy Small be ratified as a part-time, temporary, ABE/GED instructor at John A. Logan College effective September 6, 2016.

President House recommended that Donna Smith be ratified as a part-time, temporary, ABE/GED instructor at John A. Logan College effective September 6, 2016.

Jackie Hancock and Cheryl Graff moved and seconded that the Board of Trustees approve the employment of part-time grant staff as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3426)

### **VOLUNTEER PERSONNEL**

President House recommended the appointment of volunteer Dakota Behm for information technology.

Cheryl Graff and Jackie Hancock moved and seconded that the Board of Trustees approve the employment of volunteer personnel as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3427)

## **RETIREMENTS**

### **Full-Time Faculty**

President House recommended the consideration of retirement request of Sue Trammell, assistant professor of biology, effective May 31, 2018.

President House recommended the consideration of change of retirement date for Kathy Gibson, associate professor of dental assisting, from June 1, 2018 to June 1, 2017

President House recommended the consideration of change of retirement date for Doris Malone, instructor of nursing, from January 1, 2017 to June 1, 2017.

Jake Rendleman and Jackie Hancock moved and seconded that the Board of Trustees approve the retirement requests and change in retirement dates for full-time faculty as presented.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3428)

## **ANNOUNCEMENTS**

Chair Don Brewer welcomed College legal counsel Mr. John Huffman. Trustee Jake Rendleman announced the Southeast Regional meeting scheduled for November 3, 2017, on the campus of Southeastern Illinois Community College.

## **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 #16-3429)

The meeting was duly adjourned at 7:48 p.m.

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

Don Brewer, Chair

Jake Rendleman, Secretary