

JOHN A. LOGAN COLLEGE
Carterville, IL 62918

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 27, 2015, commencing at 7:30 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
Bill Alstat	-- present
Jackie Hancock	-- present
Bill Kilquist	-- present
Jake Rendleman	-- present
Ray Hancock	-- present
Brandi Husch	-- present
Don Brewer	-- present

Also present were: Ron House, Interim President; Brad McCormick, Vice-President for Business Services and College Facilities; Larry Peterson, Interim Vice-President for Administration; Laurel Klinkenberg, Vice-President for Instruction; Don Prosser and Pat Hewson, College Legal Counsel; Steve O'Keefe, Director of College Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

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 2015-2016 are: Jessi Bathon, Carbondale; Curtis Brown, Jr., Carterville; Brittan Cobb, Carbondale; Dennis Ellis, De Soto; Taelor Furry, Marion; Patrick Grossman, Carbondale; Krystal Hollon, Carbondale; Buddy Hopson, Marion; Dylan Overturf, Johnston City; and Kyle Stearns, De Soto.

MINUTES OF THE SEPTEMBER BOARD MEETING AND THE OCTOBER 14, 2015 SPECIAL MEETING

The minutes of the regular board meeting of September 22, 2015 and the special board meeting of October 14, 2015 were previously distributed.

Jake Rendleman and Ray Hancock moved and seconded approval of the minutes of the regular board meeting of September 22, 2015 and the special board meeting of October 14, 2015.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3240)

TREASURER’S AND FINANCIAL REPORTS (Appendix I)

The treasurer’s and financial reports for the periods ending July 31, 2015 and August 31, 2015 were previously mailed.

Bill Kilquist and Cheryl Graff moved and seconded approval of the treasurer’s and financial reports for the periods ending July 31, 2015 and August 31, 2015.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3241)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending September 30, 2015 was previously mailed.

Bill Kilquist and Jake Rendleman moved and seconded approval of the expenditure list for the period ending September 30, 2015.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3242)

RECOGNITION OF GUESTS

None.

PUBLIC AUDIENCE FOR QUESTIONS/COMMENTS

None.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

Board Chair Don Brewer said it is necessary to take action to change the time of the November 24, 2015 Board of Trustees meeting to 6:30 p.m. in order to accommodate a meeting with the Student Senate.

Jackie Hancock and Bill Kilquist moved and seconded that the Board of Trustees approve a change of time for the November 24, 2015 board meeting to 6:30 p.m. for the purpose of accommodating an interactive meeting with the John A. Logan College Student Senate.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3243)

Board Chair Brewer welcomed new Interim President Ron House and expressed his appreciation to Dr. House for coming out of retirement to accept this position.

Chairman Brewer stated there is no executive session planned for the evening, and asked if any trustee had something to move into executive session. There were no requests for an executive session.

Board Chair Brewer appointed Bill Kilquist and Jake Rendleman to work with the president on the initial part of the presidential search. He would like to see them, as a committee, set up the time schedule and scope of the search, determine who will be involved, and salary range. Chairman Brewer indicated he would like the committee to bring something to the board for discussion no later than the January meeting. In the event one of the two appointed trustees cannot participate, Mr. Brewer asked that Cheryl Graff serve as the alternate.

B. Awards and Naming Facilities Committee – No report.

C. Illinois Community College Trustees Association (ICCTA)

Trustee Jake Rendleman reported the ICCTA will meet in Schaumburg, Illinois on November 13 and 14. He and Trustee Jackie Hancock plan to attend. Student Trustee Brandi Husch will be attending the ICCB Student Advisory Committee meetings.

Mr. Rendleman reported the Southeast Region Trustees will be meeting on November 5 at Southeastern Illinois College.

D. John A. Logan College Foundation

Trustee Rendleman reported the next meeting of the John A. Logan College Foundation will be November 12 and will deal with the new computer program being proposed. At Mr. Rendleman's request, Vice-President McCormick explained the proposed computer program, stating that it would expand scholarship opportunities for students dramatically and give online access for application.

E. Employment Services Committee -- No report.

F. Athletics Advisory Committee -- No report.

G. Diversity Committee

Trustee Jackie Hancock reported the date for the Diversity Committee meeting has been changed to November 4.

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

I. Board Policy Committee

Trustee Ray Hancock reported the Board Policy Committee had met October 12 and reviewed policies identified by the vice-presidents as needing attention. The committee also reviewed Sections 1000, 2000, and 4000 of the board policy manual. Suggested changes from those policies reviewed appeared later on the agenda for first reading by the board and will be made available for input by all employee groups of the College. The next committee meeting is scheduled for November 10 and the 3000 section of the policy manual will be reviewed. Dr. Hancock noted the importance of these reviews, particularly for the Higher Learning Commission reaffirmation process.

J. Budget and Finance Committee

Trustee Cheryl Graff reported the Budget and Finance Committee had met twice. On October 12, the committee met to discuss how to handle paying for additional IT expenses. One possibility the committee had discussed was the issuance of debt certificates in the amount of \$1.5 million. She noted the Integrated Technology Committee has agreed to pay \$250,000 per year for three years from funds collected for technology fees. The committee recommended that this issue be taken up at the November board meeting.

The Budget and Finance Committee had also met with the auditors to review the annual audit report. She pointed out that on pages 52 and 63 of the audit, revenues and expenditures were balanced until money was transferred out for athletics. Information on findings was discussed later on the agenda.

Trustee Bill Alstat stated the board will need to have a special meeting the week of December 7 which will be officially set at the November board meeting.

K. Integrated Technology Committee

Trustee Jackie Hancock reported on a recent meeting of the Integrated Technology Committee and noted that Interim Executive Director of Information Technology Vinny Zicoello will be presenting later in the meeting. A monthly committee meeting schedule and a membership list is being worked on.

L. Student Trustee

Student Trustee Brandi Husch reported on upcoming events including Logan Lowdown sponsored by Phi Theta Kappa, a Trivia Night sponsored by the JALC Choir, and the annual Thanksgiving Food Drive through November 20 sponsored by the Student Senate.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Faculty Association Representative Eric Ebersohl reported several faculty will be helping with Logan Lowdown for students, and that many faculty are also involved in College Night helping inform and assist prospective students.

B. Term Faculty Association Report

Term Faculty Association Representative Charles Rudolph stated the association is going into its second year without a contract and hopes to continue negotiations soon. He reported a trivia team composed of full- and part-time faculty will be participating in Trivia Night.

C. Logan Operational Staff Association Report – No report.

D. Logan Professional Staff Association Report – No report.

OFFICERS' REPORTS

A. Report on Proposed Agriculture Program

Interim Vice-President for Administration Larry Peterson stated that, as part of his plan to grow enrollment at JALC, he had challenged the College to enter into a partnership with Southern Illinois University for an agricultural program, noting it would provide an opportunity for improved relations with SIU. Trustee Jake Rendleman introduced Southern Illinois University Dean of Agriculture Mickey Latour who gave the board a presentation on SIU's agricultural program and shared a possible broad plan for partnering with John A. Logan College on a program that would mutually benefit agriculture students at both institutions. His presentation included a proposed 2+2 approach that would provide for clean articulation, strong matriculation between institutions and joint communication/marketing. Dean Latour proposed creation of a pathways team including representation from John A. Logan College and SIU to work through details. Some points for committee consideration would be agreement on targeted students, course work, student clubs, hands-on activities, and housing. The committee would also agree upon a message and theme positioning the niche as a win/win for students, the institutions, and the region. Metrics to measure success would also need to be created. Board Chair Don Brewer stated the board is very interested in pursuing this partnership, calling it the right thing to do for our students. He said the College will be happy to work toward setting up whatever groups are necessary to move this program forward. Trustee Rendleman asked how long SIU would need to pull this together. Dr. Latour said SIU is ready when JALC is ready. Trustee Kilquist expressed his support of this program. Dr. Latour noted the College of Agriculture has one of the highest retention rates on the SIU campus. There was further discussion on the quality of SIU's agricultural program, including many positive comments from Trustee Jake Rendleman. It was the consensus of the board to move forward with exploring the possibilities of a partnership with SIU for an agriculture program.

B. Treasurer's Report

Vice-President for Business Services and College Facilities Brad McCormick reported he has placed campus budget officers on notice that we need to start holding back spending since our operational funding is now less than 25% of our annual expenditures. He announced that he would be giving a report on the state of the budget at the Fiscal Friday meeting for employees the following Friday. Vice-President McCormick drew attention to his greatest financial concern which is not technology spending or funding the presidential separation agreement, but revenue loss due to declining enrollment. He stated that if the College continues on the current trajectory for the remainder of the fiscal year, we will miss our budget by over a million dollars. Therefore, he encouraged everyone to "keep their eye on the ball" which is enrollment and not be distracted.

Board Chair Brewer asked Vice-President McCormick how much the presidential separation agreement is going to cost the College. Vice-President McCormick stated that the interim assignments are hard to predict because the board has not yet determined how long these assignments will be. However, he said there is a good likelihood that savings from the salaries of these interim positions could reduce almost half of the cost of the separation agreement. The College has \$190,000 in contingency that was in the original, board-approved budget. The balanced budget assumes the spending of that contingency. Therefore, Mr. McCormick said the College will save a significant portion through interim assignments and the rest will be funded by the contingency which is already budgeted. In response to more questions from Chairman Brewer, Mr. McCormick said he estimates the interim assignments will save the College approximately \$140,000.

C. Information Technology Update

Vice-President McCormick introduced Vinny Zicolello, new interim executive director of information technology. He noted that when Mr. Zicolello started three weeks ago, there were 131 unresolved technology issues related to Jenzabar implementation; to date, 28 of those matters have been resolved and progress is continuing. Mr. Zicolello gave the board an update on information technology and CampusWorks engagement. He gave the board background information on CampusWorks, its mission, and its dedication to higher education, and shared information on the Campus Works Team – both onsite and those at remote locations. He covered the scope of work for the next six months, including Jenzabar support and remediation, COGNOS reporting, addressing the Jenzabar issues list, help desk solution and implementation, development of a three-year technology plan and budget to be tied to the strategic plan of the institution, IT security assessment and security plan, IT strategic planning and support, and IT governance. He noted that sub-committees have been added and are meeting on a regular basis. Every week, Mr. Zicolello plans to provide the president and vice-presidents status reports and showed the board an example what such a report will include. On a monthly basis, a detailed progress report on major projects will be provided to the president and vice-presidents. He outlined most recent accomplishments including participation in several committee meetings and addition of a faculty sub-committee to the governance structure; mitigating some areas of exposure through network scanning; responding to and satisfying IT requirements for the National Centers of Academic Excellence in Cyber Defense; addition of a log-in screen for IT policy; and creation of an IT Portal page as an additional communication mechanism. An example of the IT portal page was shown to the board. Mr. Zicolello stated that by working together, he is confident we will be successful. He thanked the board for the opportunity to give his presentation. Vice-President McCormick expressed his appreciation to Mr. Zicolello.

D. Higher Learning Commission Reaffirmation Update

Dr. Barry Hancock, co-chair (along with Lora Hines) of the Criterion Five sub-committee for Higher Learning Commission reaffirmation, gave the board an update on the committee's progress to date. He explained that Criterion Five has to do with resources, planning, and institutional effectiveness and shared the various kinds of evidence being gathered to show the College is in compliance with that criterion. At this time, committee members have submitted their data/evidence and it is being reviewed by co-chairs and the steering committee. The sub-committee will be contributing to the HLC newsletter and working on a survey instrument.

CONSENT AGENDA

A. Approval of Instructional Calendar for Spring 2016 (Appendix III)

President House recommended that the Board of Trustees approve the instructional calendar for spring 2016 as included in Appendix III.

B. Change of Title of Vice-President for Student Affairs and Community Education

President House recommended that the Board of Trustees approve changing the title of Vice-President for Student Affairs and Community Education to Vice-President for Administration, and that the administration be authorized to make the title change in board policies, administrative procedures, and other documents and publications as needed.

Trustees Ray Hancock 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 #16-3244)

NEW BUSINESS

A. Annual College Audit (Appendix IV)

The annual audit for John A. Logan College for FY 2015 (2014-2015) was completed by Kemper CPA Group LLP. Kimberly Walker and Kara Bevis of Kemper CPA, along with Brad McCormick, had previously met with the College Audit Committee (consisting of Trustees Bill Alstat and Cheryl Graff). Vice-President McCormick introduced Ms. Walker who presented an oral summary of the audit to the Board of Trustees. She reported the independent auditor's report was an unmodified, clean opinion, and the report on internal control and compliance as related to financial reporting showed no findings. In the auditor's report on the College's compliance with internal controls as it relates to major federal programs, the programs looked at closely this year were the Trio Student Support Services and the Federal Student Assistance cluster which makes up the Federal Supplemental Education Opportunity program, the College Work Study program, and the Pell grant program. There was a finding specifically related to the Student Financial Assistance program, and it is a repeated finding from last year. Ms. Walker explained that under the Pell grant and loan programs, Colleges must complete and return within 30 days an enrollment roster report file which details changes in student status. The auditor's test showed that two out of the 25 students tested who had withdrawn from classes were never reported as withdrawals and 11 of the 25 students reported as withdrawals were not timely reported. The College has provided the auditors with its plan of action to address this finding.

President House recommended and Jackie Hancock and Bill Alstat moved and seconded that the annual audit for John A. Logan College for FY 2015 (2014-2015) as contained in Appendix IV be accepted by the Board of Trustees.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-3245)

B. Revisions to Board Policies Presented for First Reading (Appendix V) (NO ACTION)

The Board Policy Committee had met on October 12, 2015 for review and discussion of needed updates/revisions to board policies. In addition to needed revisions identified by the vice-presidents, the committee has committed to a comprehensive review of all sections of the Board Policy Manual over the next few months in preparation for the Higher Learning Commission visit. Sections reviewed at the October committee meeting included Section 1000, Section 2000, and Section 4000. Policies recommended for revision by the committee are listed below, and Appendix V contains copies of the policies with suggested revisions clearly noted.

Board Policy 3366	Smoking Regulations
Board Policy 7310	Tuition
Board Policy 7320	Refund Policy
Board Policy 7170	Application for and Acceptance of Grants

Board Policy 8230	Credit Hour Determination
Board Policy 1110	Illinois Board of Higher Education Statement of Purpose
Board Policy 1120	Illinois Community College Board Statement of Purpose
Board Policy 2110	Election, Terms of Office, and Filling Vacancies
Board Policy 2120	Officers of the Board
Board Policy 2121	Procedures for Election of Board Officers
Board Policy 2130	Board Committees
Board Policy 2140	Trustee Emeritus
Board Policy 2210	Orientation of New Board Members
Board Policy 2320	Duties of Board Officers
Board Policy 2411	Notification of Board Members
Board Policy 2710	Formulation of Policy
Board Policy 2810	Principles and Procedures for Effective Cooperation Between the College Board and President
Board Policy 4110	Duties of the President
Board Policy 4120	Organization of the College
Board Policy 4210	Acceptance of Gifts, Grants, and Legacies

These were presented for first reading to the Board of Trustees and will also be made available to College employees for input. They will be brought back to the board for final approval at the November 24, 2015 board meeting.

PERSONNEL

Operational Staff

President House recommended that Johnnie Blades be ratified as a full-time, temporary, administrative assistant V (I.T.) effective September 16, 2015.

President House recommended that LeeAnn Jones be employed as a part-time, head lifeguard effective November 2, 2015.

President House recommended that Meghan O'Leary be employed as a part-time, head lifeguard effective November 2, 2015.

Maintenance/Building Staff

President House recommended that Dwight Hoffard be ratified as a part-time, stipend, coordinator of hunting and fishing days at John A. Logan College effective August 1, 2015.

Campus Police Staff

President House recommended that Brian Bechtel be ratified as a full-time, campus safety officer effective October 5, 2015.

Non-Teaching Professional Staff

President House recommended that Hailly Fulk-Williams be employed as a full-time, grade IV, associate director of payroll services effective November 1, 2015.

President House recommended consideration of retirement request of Child Care Facilitator Dianna Stahlhut, CCR&R, effective October 1, 2015.

President House recommended that Lora Hines be appointed Department of Business chair effective spring semester 2016 for a three-year term.

Full-Time Faculty

President House recommended consideration of retirement request of Greg Walker, construction management instructor and department chair of applied technologies, effective June 1, 2018.

Volunteer Personnel

President House recommended the appointment of volunteers Hazhar Amin, Kimberly Fowler, Sally Garbien, LeAnne Gaydos, Sarah Graham, Rose Grzanich, Michelle Guzman, Marilyn Halstead, Amanda Hancock, Terra Kerkemeyer, Diane Lilly, Nathan Paskert, John Pfeifer, Miki Tsugawa, and Emily White for Literacy.

Ray Hancock and Bill Kilquist moved and seconded that all personnel items be approved as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3246)

ANNOUNCEMENTS

Jake Rendleman reminded the Board of Trustees of the Southeast Region Trustees meeting to be held November 5, at 6:30 p.m. at Southeastern Illinois College.

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.
(Resolutiion #16-3247)

The meeting was duly adjourned.

Respectfully submitted: Donna Glodjo, Recording Secretary to the Board of Trustees

Don Brewer, Chair

Jake Rendleman, Secretary