

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 November 25, 2014, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Jake Rendleman.

The chair directed the recording secretary to call the roll:

Donald L. Brewer	--	present
Mike Hopkins	--	present
Bill Kilquist	--	present
Jackie Hancock	--	present
Cheryl Graff	--	present
John Sanders	--	present
Kayla Malone	--	present
Jake Rendleman	--	present

Also present were: Mike Dreith, President; Tim Daugherty, Vice-President for Student Affairs and Community Education; Brad McCormick, Vice-President for Business Services and College Facilities; Lauren Klinkenberg, Vice-President for Instruction; Don Prosser, College Legal Counsel; Steve O'Keefe, Director of College Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair Rendleman led the Pledge of Allegiance.

REPORT BY MARK ROGERS AND THE LOGAN DEFENDERS CYBER SECURITY TEAM

Business instructor Mark Rogers introduced the College's new Cyber Security Team he is sponsoring. The team will compete against other colleges in "cyber warfare". Their first contest will be at Moraine Valley College on February 21, where the team will compete against eight other colleges. Mr. Rogers noted it will be challenging since this is the team's first year, and they are competing against many teams who have been doing this for several years. He also reported the FBI is giving out 100 internships this summer for a ten-week period, and some of these students are applying. He thanked the administration and other faculty for their support. He thanked the John A. Logan College Foundation for the donation of eleven computers.

MINUTES OF THE OCTOBER BOARD MEETING

The minutes of the regular board meeting of October 28, 2014 were previously distributed.

Mike Hopkins and Jackie Hancock moved and seconded approval of the minutes of the regular board meeting of October 28, 2014.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3099)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial reports for the periods ending August 31, 2014 and September 30, 2014 were previously mailed.

Cheryl Graff and Mike Hopkins moved and seconded approval of the treasurer's and financial reports for the periods ending August 31, 2014 and September 30, 2014.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3100)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending October 31, 2014 was previously mailed.

Don Brewer and Mike Hopkins moved and seconded approval of the expenditure list for the period ending October 31, 2014.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-3101)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

Board Chair Rendleman recognized the large number of employees in the audience. He acknowledged that he understood their concerns and advised them that Vice-President McCormick will be giving the same financial presentation he is giving tonight to the employees on December 5. Mr. Rendleman stressed that tonight's financial presentation is for the purpose of informing the Board of Trustees and asked that those present hold any comments or questions until the employee presentation. However, he gave an opportunity for anyone to speak briefly during this time on the agenda, and said it is the board's prerogative if they choose to hear from anyone in the audience at any other time. There were no comments or questions.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

None.

B. Illinois Community College Trustees Association (ICCTA)

Trustee Jackie Hancock reported the next ICCTA meeting will be March 13 and 14 in Chicago.

C. Southeast Region Trustees (SERT)

Trustee Cheryl Graff reported a meeting of the Southeast Region Trustees took place on October 29 with 27 trustees and administrators in attendance. Dr. Randy Dunn was the guest speaker and spoke about partnerships with community colleges.

D. John A. Logan College Foundation

Trustee Hancock reported the Foundation President's Circle breakfast will be held December 4 and the annual Foundation board meeting will be held December 11.

E. Association of Community College Trustees (ACCT)

No report.

F. Hiring Committee

Trustee John Sanders reported the Hiring Committee had met earlier in November. The meeting was well attended and opportunity was given for further input on the proposed changes to administrative procedures for hiring processes. He said the administration and Dr. Brewer were able to make adjustments to the proposed documents. President Dreith said all the revised administrative procedures are in a folder at each board member's place. They are not yet signed, pending one more meeting with term faculty.

G. Human Resources Committee

No report.

H. Athletic Advisory Committee

No report. Trustee Don Brewer said the committee plans to meet in January.

I. Developmental Education Committee

No report.

J. Nursing Committee

No report.

K. Diversity Committee

Trustee Jackie Hancock reported the last Diversity Committee meeting was cancelled.

L. Board Building Committee

Board Chair Rendleman reported the Board Building Committee had met regarding the Facilities Master Plan and noted a copy was included in the board's materials.

M. Board Policy Committee

Trustee Sanders reported the Board Policy Committee met on November 12 and discussed policies which appear later on the agenda – two for final approval and one for first reading.

N. Board Finance Committee

Trustee Mike Hopkins reported the Board Finance Committee met on November 14 to review the financial and CHEC presentations which would be presented later on the agenda.

O. Campus Safety Committee

Board Chair Rendleman reported the Campus Safety Committee had met November 7 and discussed the Clery Report; heard a staffing update; and discussed full-time testing, awarding of bids for the camera project, speed limits, hours of operation, cell phone use, and recent criminal activity. He noted the Clery Report is available online in compliance with federal guidelines for colleges and universities. Trustee Kilquist further explained what is encompassed in the Clery Report.

P. Awards and Naming Facilities Committee

Trustee Mike Hopkins said a date for dedication of the Don Nolen Room will be set as soon as the plaque is ready, probably in late February.

Q. Integrated Technology Committee

Trustee Jackie Hancock stated there is an action item later on the agenda regarding network wiring and asked Mark Kinkade to give some additional information. Mr. Kinkade explained the bidding process and specifications, and said only one bid was received for approximately \$115,000. He noted the timeline is very short for the work to be done. If the board approves the agenda item, work can hopefully be done by late December. In answer to a question from Trustee Kilquist, Mr. Kinkade said the bidder is a responsible bidder. Trustee Sanders asked if he knew why more bidders did not participate. Mr. Kinkade said he felt the short timeline, coupled with the holidays, were a problem for some. He explained the timeline is very important in order to time the network infrastructure upgrade with the break between semesters. Vice-President McCormick noted this wiring project is also connected to the camera project which has to be completed by a certain date. He further explained this project requires a company to have a large crew working at the same time and several companies we have used in the past do not have that kind of manpower available.

R. Student Trustee

Student Trustee Kayla Malone introduced Phi Theta Kappa officers and their advisor, Adrienne Barkley Giffin, who gave the board a report on their recent community college completion signing event. A total of 140 students pledged to complete their degrees and 26 faculty and staff members pledged to take steps toward helping students complete their degrees. Ms. Malone reported Scholar Bowl has won all their matches except one and the Angel Tree project is progressing well, with Board Members raising over \$500. Trustee Cheryl Graff had raised the most money in the Board of Trustee competition. Ms. Malone said Student Senate had attended a Student Leadership Conference where they received the Ed Snyder Merit Book Award for 2013-14 and won a \$50 Trail Blazer Costume contest. The money was donated to Angel Tree. She reported on a successful

Thanksgiving Food Drive which provided food to six John A. Logan students and five GED students. A blood drive will be held on campus on December 1 and 2; the American Sign Language Club will hold a craft and bake sale on December 3; the *Dickens Dinner* will be December 5 and 6; and the choir will perform at some area assisted living facilities. Phi Theta Kappa will hold its last pizza day on December 1, and will be distributing Christmas cards to Veterans. Ms. Malone reported on upcoming performances of the John A. Logan Community Band and Orchestra.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Greg Walker reported the construction management program recently completed its 26th or 27th house for Habitat for Humanity. Jason Stutes and students from the heating and air conditioning program worked to get heating units ready and students will go back in the spring to work on the interior finishes. Another house will be built from scratch in Carbondale in the spring. Mr. Walker said the program usually does two homes per year. He reported automotive services is always trying to assist employees by working on their cars and is always trying to work with the community.

B. Term Faculty Association Report

Term Faculty Association Representative Charles Rudolph noted the new non-teaching professional union did not have a spot to report on the agenda. LPSA representative Angie Calcaterra stated they are a new organization without a contract and that is probably why, but indicated she would be interested. Board Chair Rendleman stated he is sorry they are not listed and asked if that group has anything to say. They did not. Mr. Rudolph commented that the Term Faculty Association is concerned about the lack of class offerings for spring semester and also about the way they are being assigned.

C. Logan Operational Staff Association Report

No report.

OFFICERS' REPORTS

A. Overall Financial Health Report

Vice-President for Business Services and College Facilities Brad McCormick announced that after he gives the financial report to employees on December 5, the reports will be available on the SharePoint site. Mr. McCormick said as a result of discussions at and following the last board meeting, he was asked to provide the overall state of the College's finances and include information on fund balances and reserves. He first presented a graphic of the College's revenue and expenditure history over a 15-year period, noting that up to 2009, expenditures tracked closely with revenues. In 2010 and 2011, the College built some extra funds in the fund balance. Then in FY 2010 there was a small decrease in expenditures; two years later there was another decrease. The second decrease (approx. \$700,000) was the change in the College's employee health insurance plan resulting in a significant decrease in premiums for the College and employees. Mr. McCormick noted that in FY 14, the expenditure & revenue lines crossed significantly for the first time with expenditures being roughly \$800,000 more than revenues. Vice-President McCormick said at the end of this fiscal year, he is forecasting there will be an \$1.8 million deficit in operating funds. He

expressed concern that if we do not do something to change the trajectory of the revenue and expenditure trends, we could be at about a \$3.5 million difference in another year. He stressed the importance of addressing this before we are in a position that will be difficult to recover from. He noted that expenditures have not “run away,” with only a less than 1 % growth in expenditures since FY 2009.

Vice-President McCormick stated the College’s revenues are decreasing rapidly and showed a chart of FTE enrollment trends. He noted these are fall FTE enrollment figures straight out of ICCB Data & Characteristics Report (FY 2013 was the latest statistic available from this report.) From 2009 (the year the College experienced an anomaly of a spike in enrollment) to 2013 there has been a drop in fall FTE enrollment of approximately 20%. If the 2009 spike is excluded, there has been about a 16% decrease. Mr. McCormick noted his presentation graphic does not include the removal of as much as 8 – 10% of the reimbursable credit hours beginning in 2010 as a result of the ICCB ruling on the eligibility of activity in the CHEC building for transfer credit. If shown, this would reflect an even more significant impact.

Mr. McCormick addressed full-time employee trends, noting that since FY 2010, there has been relatively no change in staffing, though during the same period of time there has been 20% reduction in FTE enrollment. He presented a breakdown of the numbers in each employee group.

Vice-President McCormick next presented a chart showing financial stability comparisons and goals for all unrestricted funds. He noted that in 2008, the Board Finance Committee set some goals for the College’s reserves or fund balances. In 2008, the goal was set at 50%, meaning 50% of what is needed to cover an annual operating expense total. At the end of FY 2013, the College’s actual was 58.5%. At that point we had not experienced a deficit. Mr. McCormick stated that when he considers what those deficits are now and will be for 2015, we will be pulled down to the 50% point. He went over peer group data and made comparisons to give the board perspective. He gave a detailed comparison of operating fund balances (accrual based, i.e. later is counted as now) to cash and cash equivalent (what we really have). He assured the board the cash equivalent amount is what we really have in operating funds. There are no other investments out there that are not shown on the report. At the end of 2014, Mr. McCormick said there will only be three months of available cash for expenses. He concluded that at the end of FY 2015, if the projected \$1.8 million deficit occurs, there will be under three months coverage for operating expenses. Mr. McCormick said he endeavored in his report to show all the cash and cash equivalents in unrestricted funds. He went over operating funds cash and equivalents, working cash and equivalents, and auxiliary cash and equivalents, defining each area. He noted the working cash fund is placed by law so the College can use it for cash flow purposes and -- by law -- the money must be repaid by the end of the year. This is a present problem area in our finances. He noted the Finance Committee had set a goal to build the auxiliary cash, noting these are funds the College can choose to spend as needed. This fund, on top of the operating funds cash and equivalents, gives the complete picture of what cash is there; and the working cash fund exists to deal with momentary cash-flow problems throughout the year. Mr. McCormick reported the \$9.7 million shown in the operating funds cash will drop by \$1.8 million in FY 2015 and the auxiliary cash and equivalents will drop by approximately \$200,000 in FY 15 – for a total drop of \$2 million in unrestricted funds. He reviewed other funds that have no flexibility in spending, including tort funds, restricted grant funds, and restricted capital funds.

Mr. McCormick went over the many unknown factors to consider in attempting to forecast, including a new governor warning of budget cuts; questionable future of the income tax extension; pension reform; possible increases in state minimum wage; implementation of the Affordable Care

Act and health insurance eligibility for 29 employees; removal of substantial credit hours due to reclassification of hours at the CHEC building; repayment to ICCB for credit hours removed between 2010-2013; and the possibility of declining enrollment. He concluded by summarizing where the numbers point, which will include taking \$2 million expenditures out of the FY 2016 budget. He noted College staffing is essentially the same as it was in 2010; but enrollments have dropped, cash reserves are where they were in 2006, largely due to diminished cash flow from the state; and the College is falling short of our peer group benchmarks in our combined fund balances. To remain financially stable – and Mr. McCormick stated the College is financially stable at this moment – we cannot afford to have another deficit in 2016. He entertained questions from the board.

Trustee Bill Kilquist stated that he came on the board in 2005 and had heard reports year after year that enrollment was growing. He said many financial decisions were made based on these reports, and he wondered why the board was told enrollment was going up when it was going down. President Dreith explained that enrollment headcount numbers have gone up as reported; however credit hours have dramatically decreased, which has also been reported. The College gets paid on the credit hours. Vice-President McCormick explained the concept of FTE enrollment and went over the formula, reiterating that this is what the College gets paid on. Mr. Kilquist said this is “smoke and mirrors”. President Dreith said it is not and reiterated that the headcount figures have indeed gone up and the amount of hours taken has gone down as reported, thus the resulting FTE enrollment figures. Mr. Kilquist insisted it was “smoke and mirrors” and said the board had made many financial decisions (such as buildings, the Village Centre) they would not have made if they had been given correct facts and figures. Vice-President McCormick said the decisions on the capital investments were made in 2006, pointing out that much of the FTE enrollment declines occurred after the board made those decisions. Mr. McCormick agreed that having more facilities when we have fewer credit hours is a significant problem. Trustee Sanders asked if 2010 was when credit hours started dropping. Vice-President McCormick said 2009 was when the College received an award for the fastest growing college in the state; there was also an award in the last couple of years for headcount growth. Unfortunately credit hours are what pay, and unfortunately those have decreased. Mr. Rendleman asked about the need to push back projects currently in the Facilities Master Plan. Mr. McCormick said some may have to be pushed back, noting that our capital money is low, and he has been informing the board of that for a while. Historically, the College has had a pattern of being able to set aside money into the restricted capital fund, and we clearly cannot continue to do that to the degree we have in the past. Mr. McCormick suggested the board look at the funding source for buildings which sometimes is not College money at all. He noted the Facilities Master Plan is just that – a plan to document for ICCB and State of Illinois purposes. There are small projects in the plan that are necessary to maintain the buildings and parking lots we already have. In answer to additional comments from Trustee Sanders, Mr. McCormick explained that in excess of 80 percent of the College’s income is tied in some way to enrollment. He said he had used FTE enrollment figures in his report because it shows the relationship to total credit hours. Trustee Sanders asked if the increase of tuition had helped. Mr. McCormick said it has helped, but tuition was only increased by 2 % and there was a greater than 2% loss in enrollment. Board Chair Rendleman said it was clear the College is going to need to cut approximately \$2 million in expenditures and asked when we will get into making decisions as to where this will come from. President Dreith said meetings are already scheduled with all employee groups in December to get input and suggestions on ideas for cutting expenses and increasing revenues. A plan will be brought to the board in January as far as a timeline to get us through to July. There was a brief discussion on contracts, and Mr. McCormick stated the College will be looking at all contractual expenses. Trustee Brewer asked if there are projections as to the number of retirements coming up and potential savings if some of these position are unfilled. Mr.

McCormick said we are pausing on every vacancy we have and determining if it is possible to not fill the position. He said some of the \$2 million could be found through naturally occurring vacancies, but he doesn't know what that number is at this time. He said there are probably many intended retirements that have not been communicated yet, noting that if that was known, it would certainly help with planning.

Jackie Hancock thanked Mr. McCormick, stating it was a very clear presentation. Board Chair Rendleman stressed the importance of keeping the board informed on a monthly basis and getting input from all employee groups. He was assured that this would happen.

B. Community Health Education Center Evaluation

Vice-President McCormick presented a financial evaluation and plans for spring 2015 for the Community Health Education Center. He stressed the information being presented is not intended to represent a final solution to the problems at CHEC. It is intended to come up with a plan to create a semester of relative stability for patrons, students, and employees while beginning adjustment of both revenues and expenses to move them closer to each other. He stressed that this first step will not be sufficient to bring about a breakeven or better situation. Mr. McCormick presented a chart showing CHEC usage by age demographic, pointing out that approximately 75% of the users are not pursuing a degree or certificate from the College. He briefly summarize the many considerations of the administration as they began studying the situation, including evaluating all expenses and revenues; the impact of changes to the fee structure; identifying courses that could be offered for transfer credit which are taught by persons with credentials required by the Higher Learning commission; grant opportunities available to offset cost for senior citizens; and examination of compensation structure at CHEC. The administration has met with instructional staff affected three times and has offered impact bargaining to the Association of Term Faculty. Mr. McCormick reported the vice-presidents had researched and visited Moraine Valley College's new health facility and spent time with administrators and staff. He said Moraine Valley's model is basically set up on a monthly membership fee amount. Joliet Junior College has also shared some of their research.

Mr. McCormick reported that in the last fiscal year, there was a net loss of \$591,404 for operating the building. Mr. McCormick reminded everyone that for that same fiscal year (2014), ICCB's deduction proposal would have been \$475,000. If the College was not having to give that up, we would still be losing a significant amount of money – approximately \$120,000. He said if the changes being discussed are implemented for one full year, there would still be a net loss of \$265,269. That is with no state revenues included. Mr. McCormick said there may still be some state revenues from transfer courses, but it is projected to be less than 5%. Spring semester 2015 alone is expected to result in a net loss of \$119,400. Trustee Rendleman asked if the facility will still be serving special groups such as the Strong Survivors, the veterans' groups, first responders, etc. Mr. McCormick said there are commitments to organizations as well as contractual obligations to employees that must be met. There was some discussion on the employee wellness program. Mr. McCormick went over the primary cost drivers at the CHEC building, noting that wage and benefit costs represent 73% of the cost of the facility, compared to 63% across the College as a whole. Custodial costs are 13% of total costs which is much higher proportional to the size of the space. Other hourly wage rates are very high in comparison to elsewhere on campus. Facility (non-labor related) costs are proportionately higher than the average across campus. He gave the example of the electric bill which represents roughly 25% of the whole College, while the facility square footage is only 8% of the College. He noted that hours of operation are much wider than the campus as a

whole. Mr. McCormick turned the floor over to Vice-President for Student Affairs and Community Education Tim Daugherty who stated that due to the ICCB decision on credit hours, most courses in the CHEC will go from credit-bearing to public service (no equalization or apportionment). He identified and explained in detail the following operational changes necessary for spring 2015 only: (1) for open access, noncredit courses, the fee is proposed to go from \$45 to \$95 with discount applied when enrolling using the new Higher Reach registration program; (2) open access courses to combine both the aquatic and aerobic sides; (3) deployment of courses no longer eligible for transfer college credit as community education/public service courses; (4) aquatic and aerobic coordinators will be temporarily assigned to vice-president for student affairs and community education; (5) transition of facility monitoring from being compensated as “term faculty” (\$31-\$39 per hour) to the rate of pay currently used during semester breaks (\$20 per hour); (6) increasing the use of well-trained student employees with a goal of 25% student employees for Spring 2015. It was noted that there will always be someone in the facility other than student employees. Dr. Daugherty went over the course programming for spring 2015, differentiating what would be public service courses and what would be transfer credit courses. He stressed every opportunity patrons currently have will still be provided next spring with the instructors they have enjoyed in the past. In answer to questions and comments from the board, Dr. Daugherty further explained the new PS 950 public service course called Community Fitness and Wellness will give open access for both sides of the CHEC. He also explained that different public courses have no tuition, but do have established fees. President Dreith stated an MOU regarding term faculty at the CHEC will be on the agenda later and the board will have opportunity to address in closed session. He also stated he will be holding a town hall meeting for CHEC patrons to inform them and give opportunity for questions and comments. Mr. McCormick said he feels there is opportunity to increase the participation of our more traditional students at the CHEC. Dr. Daugherty stated he will be working with Vice-President McCormick and Jerry Bechtel on PED courses and budgets, and Vice-President Klinkenberg’s office will still be responsible for all the PED credit bearing courses being offered at CHEC. Vice-President Daugherty stressed again that this approach is what is being done for spring 2015. The roof replacement project will start in May which will create a new environment. The next step will be how to handle summer term and then to address plans for future semesters. In answer to questions from Mr. Rendleman, Dr. Klinkenberg said every effort was made to put a balanced schedule together – not too many courses to risk not getting the enrollment, but enough to entice students to use the CHEC more. She will work with staff and appropriate administrators to determine future courses, and stressed that this is a team effort. Mr. Rendleman spoke of the importance of the CHEC facility and complimented Jerry Bechtel and his staff and Barry Hancock and his staff for all their efforts. Trustee Brewer asked if this is being presented for a vote by the Board of Trustees. Dr. Dreith said it is not – it is an approach that certainly welcomes input from the board on how it can be changed. Typically fees established through community education do not require board approval. President Dreith said if the plan wasn’t brought now, along with the MOU to be voted on later, it would mean some staff at the CHEC not having a job. There is a number of people depending on this plan being put together quickly. He said if the board has a problem with the plan, they have all of December to discuss or call a special meeting if they feel necessary. President Dreith stressed the administration has bent over backwards to accommodate the people who use the CHEC, and maintain the people who work there for at least one semester. Board Chair Rendleman again stressed the importance of the CHEC facility and said he feels this plan is important. Trustee Hancock complimented those involved in the plan and presentation and the amount of work done to solve an immediate problem.

C. Instructional Update

Vice-President for Instruction Laurel Klinkenberg reported the faculty has been working on an associate of arts and associate of science curriculum guide that looks a little different than in the past in order to better serve students. She stated the faculty and staff will be meeting for an in-service day on January 21 to talk about curriculum, assessment, and those things that really matter for our students.

D. Fee Adjustments

Dr. Klinkenberg informed the board of two fee adjustments and gave justification for each. The EMS 251 course fee is being increased from \$100 to \$160. The DHY 215 course fee is being removed.

CONSENT AGENDA

A. Renewal of Desire2Learn Learning Management System

President Dreith recommended that the Board of Trustees approve the third-year renewal of the College's five-year contract for the Desire2Learn learning management system in the amount of \$112,571.67, payable in two equal payments of \$56,285.68

B. Approval of Revised Spring 2015 Instructional Calendar (Appendix IV)

President Dreith recommended that in order to be in compliance with the Illinois Community College Board, the Board of Trustees approve the revised spring 2015 instructional calendar as included in Appendix IV.

C. Approval of Biomedical Equipment Technology Degree Program (Appendix V)

President Dreith recommended that the Board of Trustees approve an Associate in Applied Science degree program in Biomedical Equipment Technology at John A. Logan College effective August 2015.

D. Award Bid for Wiring Associated with Network Modernization Project (Appendix VI)

President Dreith recommended that the Board of Trustees approve the administration's recommendation to award the data/communications wiring bid for the camera and network modernization projects to JM Walters & Sons in the amount of \$115,600.

E. Award Bid for Fire Alarm System Replacement

This item was removed from the Consent Agenda by Board Chair Rendleman and voted on separately.

F. Adoption of Franklin County I-57 Enterprise Zone

President Dreith recommended that the Board of Trustees adopt the following resolution as provided by the I-57 Enterprise Zone:

RESOLUTION

WHEREAS, the Franklin County I-57 Enterprise Zone have made known to the John A. Logan College their intention of applying for a joint Enterprise Zone with Franklin County, City of Benton, West Frankfort and Village of West City.

WHEREAS, both the extensions of adding territory and creating a new joint enterprise zone to be known as Franklin County I-57 Enterprise Zone pursuant to the Illinois Enterprise Zone Act, 10 Illinois Compiled Statutes 655 et seq, and the eventual success of an Enterprise Zone depend upon community support and the nature of incentives to be offered and,

WHEREAS, public taxing authority finds that the joint effort of Franklin County, City of Benton, West Frankfort, and Village of West City will serve the interest of all local taxing authorities and the entire communities by stimulating economic revitalization.

NOW, THEREFORE, BE IT RESOLVED BY THE John A. Logan College:

The John A. Logan College hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located within the designated Franklin County I-57 Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements and subject to the following limitations:

- (a) The abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction or renovation or rehabilitation) have been duly assessed to exceed \$10, 000.00 market value and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.
- (b) The abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, that no such abatement shall be applicable to any such improvement project located with the boundaries of the Tax Increment Redevelopment Project Districts.
- (c) Such abatement shall be at the rate of : 100% of the value of the improvements on commercial and industrial property for a period of five (5) years and 50% of the value of the improvements on property for an addition period of five (5) years, beginning with the fiscal year in which the improvements are fully assessed; and
- (d) The abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained.
- (e) While the abatement is in effect, this public taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately preceding commencement of the project.

G. Approval of Closed Session Minutes for Availability for Public Inspection

President Dreith recommended that the Board of Trustees approve the following closed session minutes to be made available for public inspection: December 14, 2010; February 22, 2011;

September 27, 2011; November 22, 2011; February 28, 2012; April 30, 2012; January 22, 2013; March 26, 2013; April 29, 2013; July 23, 2013; August 27, 2013; February 25, 2014; March 25, 2014; April 22, 2014; May 8, 2014 (continued meeting); May 27, 2014; June 17, 2014 (retreat); June 18, 2014 (special meeting); July 22, 2014; and August 26, 2014.

H. Destruction of Verbatim Recordings of Closed Session

President Dreith recommended that the Board of Trustees approve destruction of the verbatim recordings of the closed session meetings through and including April 29, 2013.

Mike Hopkins and Cheryl Graff moved and seconded that the Board of Trustees approve all items on the Consent Agenda with the exception of Item E which will be voted on separately.

A voice vote showed all in favor. Motion carried.
(Resolution 16-3102)

Award Bid for Fire Alarm System Replacement (Appendix VII)

Vice-President Brad McCormick reported bids were received for replacement of the fire alarm system on November 20, 2014 following board approval to advertise. This project is funded through protection, health and safety funds remaining from the 2013 tax levy. Bid tabulation sheets were not yet available at the time the board agenda was distributed, but results, along with the architect's recommendation, were distributed at the board meeting and are attached as Appendix VII. Although Cintas was the only bidder, the project was advertised per the ICCB requirements, procurement followed the state of Illinois guidelines, and the bid received was within the anticipated costs.

President Dreith recommended and Mike Hopkins and Bill Kilquist moved and seconded that the Board of Trustees award the bid for the fire alarm system replacement to Cintas Fire Protection in the amount of \$96,726.49.

A voice vote showed all in favor. Motion carried.
(Resolution 16-3103)

OLD BUSINESS

A. Revisions/Additions to Board Policy (Appendix VIII)

The Board Policy Committee had presented the following board policies to the Board of Trustees for first reading at the August 26, 2014 board meeting:

Board Policy 5260 -- Vacation
Board Policy 7501 – Email Continuity Policy (NEW)

Due to some concerns expressed by employees, the Board Policy Committee elected to revisit the policies at its November 12 meeting, and the committee's recommendation is now being presented to the board for final action.

President Dreith recommended and Jackie Hancock and Don Brewer moved and seconded that the Board of Trustees approve new Board Policy 7501 - Email Continuity Policy and revisions to Board

Policy 5260 – Vacation as recommended by the Board Policy Committee and included as Appendix VIII.

Board Chair Rendleman expressed concerns about the email continuity policy as it relates to long-term, retiring staff. He had received comments from employees that they would like to keep their college email for a longer period of time. Board Policy Committee Chair John Sanders said that it is problematic when people who are no longer employees of the college receive emails pertinent to college business instead of their replacement. Having the college email address also implies to the recipient that the person is still an employee of the college, which is a kind of misrepresentation. Mr. McCormick said there had been no policy regarding this and the committee felt the need to address what happens with employee separations. He noted this policy had been taken off the agenda for final action once before and sent back through the Board Policy Committee for its reaction. Concerns were expressed by faculty regarding the need for students to contact them after they are retired for recommendation letters, etc. This was discussed by the committee and the committee felt there were more potential negatives associated with continued access than there were positives. Mr. McCormick clarified that the policy provides for email to be re-directed to the proper person for one year after an employee retires. Mr. Rendleman said he feels retirees should continue to have access. Trustee Sanders and Dr. Dreith both spoke to the fact that the college email address is clearly to be used only for college business; thus, once someone is no longer doing college business, there is no need for the email account. Mark Kinkade suggested encouraging employees who were leaving to put a re-direct on their college email for a period of time before they leave the college redirecting to their personal email. Mr. Rendleman asked faculty member Terri Rentfro to speak, and she expressed how important it is to faculty members to keep their relationships with former students open. She suggested emails could possibly be directed to an emeritus account. Trustee Graff suggested students could use other social media for contacts. Mr. Sanders said the emeritus account was discussed, but would require a great deal of monitoring, and this policy represents to the committee the cleanest way to handle the issue. Board Chair Rendleman asked Mark Kinkade to look at options. President Dreith said some solution that would accomplish everyone's goals will be looked into in the future. Trustee Sanders called for the question.

A voice vote showed all in favor with the exception of Bill Kilquist and Jake Rendleman who voted no. Motion carried.
(Resolution #16-3104)

NEW BUSINESS

A. Adoption Of 2014 Tax Levy

The following 2014 Tax Levy Resolution was presented to the board for approval:

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 **\$5,571,000** be levied as a tax for educational purposes; that **\$928,500** be levied as a tax for operations and maintenance purposes; that **\$1,312,000** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$288,000** be levied as a special tax for Social Security and Medicare insurance purposes; that **\$45,000** be levied as a special tax for audit purposes; and that **\$691,671** be levied as a special tax for protection, health, and safety purposes, for a total of **\$8,836,171** on an equalized assessed valuation of **the taxable properties of said District for the year 2014 to be collected in the year 2015; and that the levy for the year 2014 be allocated 50% for Fiscal Year 2015 and 50% for Fiscal Year 2016.** This represents a **2.15% 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 2014 are \$1,928,303.** The estimated total property taxes to be levied **for 2014 are \$10,764,474.**

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 25, 2014. FURTHERMORE, I CERTIFY that all provisions of Public Act 82-102 have been met, particularly Sections 4 through 7 of Public Act 82-102.

Jake Rendleman, Chair
Board of Trustees
Community College District No. 530

President Dreith recommended and Mike Hopkins and Don Brewer moved and seconded that the Board of Trustees adopt the above resolution certifying the 2014 tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

Upon roll call, all member voted yes. Motion carried.
(Resolution #16-3105)

B. Revisions/Additions to Board Policies (Appendix IX) (NO ACTION)

The Board Policy Committee is presented a proposed board policy revision to the Board of Trustees for first reading as follows:

Board Policy 5142 – Emeritus Status

This proposed revision will be brought back to the board for final action at the January 27, 2015 board meeting.

CLOSED SESSION

Board Chair Jake Rendleman stated it was desirable to hold a closed session to discuss the appointment, employment, and compensation of specific individuals; collective bargaining; and pending litigation.

Mike Hopkins and Jackie 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 voted yes. Motion carried.
(Resolution #16-3106)

The meeting was declared in closed session at 9:25 p.m.

The meeting was declared back in open session at 10:00 p.m.

CLOSED SESSION MINUTES

Mike Hopkins and Don Brewer moved and seconded that the Board of Trustees approve the content of the closed session minutes of October 28, 2014; but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3107)

Consideration of Settlement Proposal for Property Damage at Alongi Du Quoin Extension Center

Mike Hopkins and Bill Kilquist moved and seconded that the Board of Trustees accept the settlement proposal for property damage at the Alongi Du Quoin Extension Center.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3108)

Consideration of Memorandum of Understanding with Logan Operational Staff Association

President Dreith recommended and Mike Hopkins and Bill Kilquist moved and seconded that the Board of Trustees approve a Memorandum of Understanding with the Logan Operational Staff Association on transfer of employees.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3109)

Consideration of Memorandum of Understanding with Term Faculty Association

President Dreith recommended and Bill Kilquist and Don Brewer moved and seconded that the Board of Trustees approve a Memorandum of Understanding with the Term Faculty Association regarding term faculty affected by changes in the CHEC facility pending ratification of the bargaining unit.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3110)

Consideration of Offer to Settle Discrimination Complaint

John Sanders and Jackie Hancock moved and seconded that the Board of Trustees reject the offer of a settlement by EEOC to settle a discrimination complaint.

Upon roll call, all members voted yes with the exception of Don Brewer and Bill Kilquist who abstained.
Motion carried.
(Resolution #16-3111)

PERSONNEL

Operational Staff

President Dreith recommended that Rebecca Schmidt be employed as a part-time, administrative assistant II (women for health and wellness) effective December 2, 2014.

President Dreith recommended that Christina Baine-Snyder be ratified as a full-time, administrative assistant III (campus safety) effective November 17, 2014.

President Dreith recommended consideration of the retirement request of Ellen Girtman effective May 31, 2015.

President Dreith recommended consideration of the retirement request of Judith Pastori effective May 31, 2015.

President Dreith recommended consideration of the retirement request of Cheryl Preston effective April 30, 2015.

Non-Teaching Professional Staff

President Dreith recommended consideration of the retirement request of Dean for Institutional Effectiveness Cindy Johnson effective April 30, 2015.

Full-Time Faculty

President Dreith recommended approval of the academic rank of associate professor for mathematics instructor Joseph Dethrow.

President Dreith recommended approval of the academic rank of associate professor for mathematics instructor Jennifer Jeter.

Term Faculty

President Dreith recommended that Phillip Odle be employed as a part-time instructor of nursing at John A. Logan College effective January 20, 2015.

Continuing Education Staff

President Dreith recommended that Michele Butcher be employed as a Word Press for Beginners instructor at John A. Logan College effective January 29, 2015.

President Dreith recommend that Michele Butcher be employed as a Word Press (Intermediate) instructor at John A. Logan College effective April 14, 2015.

President Dreith recommended that William Connell be ratified as a Sports Massage for the Hips and Legs instructor at John A. Logan College effective October 18, 2014.

President Dreith recommended that Evan Coulson be employed as a Land Navigation instructor at John A. Logan College effective March 17, 2015.

President Dreith recommended that Evan Coulson be employed as a Wilderness Recreation and Outdoor Ethics instructor at John A. Logan College effective April 7, 2015.

President Dreith recommended that Linda Falat be ratified as a CPR instructor at John A. Logan College effective October 15, 2014.

President Dreith recommended that Larry Geer be employed as a Tennis (Beginner) (Adults) instructor at John A. Logan College effective March 31, 2015.

President Dreith recommended that Larry Geer be employed as a Tennis (Intermediate) (Adults) instructor at John A. Logan College effective April 2, 2015.

President Dreith recommended that Barbara Neafcy be employed as a Photo Editing – Digital instructor at John A. Logan College effective January 27, 2015.

President Dreith recommended that Kenneth Wollberg be employed as a Fiddling for Beginners instructor at John A. Logan College effective January 29, 2015.

Grant Personnel

President Dreith recommended Verna Boehm-Wood be employed as a full-time, 75% grant funded, grade III, administrative assistant III (student success center) effective December 1, 2014.

Non-Teaching Professional Staff

President Dreith recommended Sherri Samuel be employed as a full-time, grant, grade II, basic skills tutor (math) effective December 1, 2014

Volunteer Personnel

President Dreith recommended the appointment of volunteer Bonnie Reisin-Sievers for Literacy.

Cheryl Graff and Mike Hopkins moved and seconded that the Board of Trustees approve all items on the Personnel agenda as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3112)

ANNOUNCEMENTS

None.

ADJOURNMENT

John Sanders and Cheryl Graff 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 #16-3113)

The meeting was duly adjourned.

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

Jake Rendleman, Chair

Cheryl Graff, Secretary