

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 January 27, 2015, 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.

Board Chair Rendleman stated that due to the large audience, it was necessary to move the board meeting to the Tarvin/Crisp Rooms in the Conference Center and asked for board action.

Mike Hopkins and Cheryl Graff moved and seconded that the regular meeting of the John A. Logan College Trustees be moved to the Tarvin/Crisp Rooms in the Conference Center.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-3114)

The meeting resumed in the Tarvin/Crisp Rooms of the John A. Logan College Conference Center at approximately 7:10 p.m.

The Board Chair directed the recording secretary to call the roll again:

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

**MINUTES OF THE NOVEMBER BOARD MEETING**

The minutes of the regular board meeting of November 25, 2014 were previously distributed.

Cheryl Graff and Mike Hopkins moved and seconded approval of the minutes of the regular board meeting of November 25, 2014.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3115)

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

The treasurer’s and financial reports for the periods ending October 31, 2014 and November 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 October 31, 2014 and November 30, 2014.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3116)

**EXPENDITURE LIST (Appendix II)**

The expenditure lists for the periods ending November 30, 2014 and December 31, 2014 were previously mailed.

Don Brewer and Jackie Hancock moved and seconded approval of the expenditure lists for the periods ending November 30, 2014 and December 31, 2014.

Trustee Bill Kilquist asked why some of the travel costs in the travel analysis report are not shown on the expenditure list. Vice-President McCormick explained the travel analysis is provided to the board at its request and reports only on deans’, vice-presidents’, and the president’s travel. He explained the travel reports and the expenditure listing do not represent exactly the same time periods. Mr. Kilquist said was not happy with this because he felt it doesn’t give accurate information as to what is being spent.

Upon roll call, all members voted yes with the exception of Bill Kilquist who voted no. Motion carried.  
(Resolution #16-3117)

**RECOGNITION OF GUESTS**

None.

**OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

Board Chair Rendleman stated that when the meeting gets to certain items on the agenda, he may exercise his privilege as chair to allow people to speak at that time.

## **BOARD OF TRUSTEES REPORTS**

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

Board Chair and Illinois Community College Board member Jake Rendleman reported the ICCB had met the previous Thursday and Friday, and stated there are still many unknowns in the budget. He distributed handouts to the board and the audience. The first handout was a report on fiscal year 2014 audited operating revenues by source for all 39 Illinois community colleges. The report was broken down by the three sources of revenue – local taxes, tuition and fees, and state, and showed the percentage of funding from each source. Mr. Rendleman briefly summarized the report, noting the fact that northern Illinois colleges have a much larger income from local taxes compared to southern Illinois institutions. This leaves the southern-most community colleges much more dependent upon state funding. He encouraged everyone to study the report in order to better understand why state funding issues put the southern Illinois colleges in such a financial bind.

The second handout gave a historical review of operating grants to community colleges from 1998 through FY 2015. Mr. Rendleman went over some of the trends in specific grants over the years, noting how many are now zeroed out. He also stressed how vital the equalization grants are to the southern Illinois colleges.

Mr. Rendleman congratulated Tom Ferris and his national champion golf team on their induction into the Hall of Fame.

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

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

### **C. Southeast Region Trustees (SERT)**

Trustee Cheryl Graff reported she is working on setting an April date for the spring meeting of the Southeast Region Trustees.

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

Trustee Hancock reported the John A. Logan College Foundation's Presidents Circle breakfast was held December 4. The Foundation Board of Directors met December 9 and discussed the audit, reviewed and accepted it. The Foundation had given out 118 scholarships worth \$134,623. The Italian Dinner is coming up February 4.

### **E. Association of Community College Trustees (ACCT)**

Trustee John Sanders reported the Association of Community College Trustees will hold its National Legislative Summit in Washington, DC in February. Due to budget issues, no one from the College will be attending. Mr. Rendleman commented how beneficial this conference has been in the past.

### **F. Hiring Committee**

No report.

## **G. Human Resources Committee**

Trustee Kilquist reported the Human Resources Committee met January 13 and discussed an analysis of stipends. He said the administration is reviewing stipends with goals for reductions. The committee had also discussed retirement incentive programs; re-arranging of staff to prevent loss of jobs; a new law prohibiting the College from asking about an applicant's criminal history until it is decided the applicant is qualified for the job; and performance evaluations. Human Resources has requested permission to explore a new performance evaluation system, moving evaluation time frames from the current calendar year to the fiscal year.

## **H. Athletics Advisory Committee**

Trustee Don Brewer reported the Athletics Advisory Committee had met on January 21. Those present at that meeting, in addition to Mr. Brewer, were Trustee Mike Hopkins, President Mike Dreith, Athletic Director Jerry Halstead, and Vice-Presidents Brad McCormick and Tim Daugherty. Mr. Brewer said prior to the meeting the committee had been furnished a list of eight recommendations from the administration for consideration. Recommendations ranged from consideration of changing sports from Division 1 to Division 2 to having women's and men's athletic teams travel together when possible. All eight items were explored by the committee. Mr. Brewer noted that any time \$2 million has to be cut from the budget, it will affect a lot of people. Athletics is the first department to be addressed specifically. He stressed there was no one at the committee meeting who wanted to cut anything. The Athletics Advisory Committee had come up with two recommendations – the elimination of the men's and women's golf program and the transfer of a secretary out of the Athletic Department Office into another area. The recommendations appeared later on the agenda. Trustee Hopkins agreed with Mr. Brewer's comments and added that a great deal of thought and conversation went into these recommendations. He also stressed that no one wants to make cuts, but the board must look at its fiduciary duty. Vice-President Daugherty agreed this was a very hard discussion and stated the institution is facing many very difficult decisions. He stressed that all areas of the institution will be looked at. Athletics was looked at first because any changes to an athletic program are extremely time sensitive for sports participants and potential recruits. It is of the utmost importance these people know as early as possible so they can make good decisions regarding their careers.

Board Chair Rendleman asked about the proposed savings from the recommendations. Dr. Daugherty said the recommendation regarding the golf program would be a \$94,600 savings. The transfer of the secretary to another position would result in a \$25,000 savings. Any other savings in the athletic department's budget will be part of ongoing discussions. Mr. Brewer said if all the eight items discussed by the committee were implemented, it would constitute \$180,000 in savings; however he said it is probably not realistic that all those items will be implemented.

Trustee Jackie Hancock asked what will happen to the students who are currently participating in the golf program. Dr. Daugherty said students who are currently participating in the program or have been recruited will certainly be released so they can pursue other opportunities at the end of this semester. If the board accepts the recommendation, recruits will be notified so they can pursue other options. If a current student who is released chooses to continue to attend JALC, a discussion will need to be held regarding whether to honor their tuition waiver for next year. Trustee Kilquist asked what the savings would be if tuition was waived for those students that decided to stay. Dr. Daugherty said it would depend on the number who decided to stay. Mr. Kilquist asked Athletic Director Jerry Halstead to comment. Mr. Halstead said, as discussed already, no one in the

committee meeting was happy about having to make the recommendation to cut golf. He said his recommendation was that if this needed to go to the board, it needed to happen immediately to give student athletes an opportunity to make their choices. Mr. Halstead spoke of the great success of the golf teams and their national status; however, given the College's financial state, the big picture must be considered – which may include other cuts to athletics. Trustee John Sanders asked if the committee will continue looking at the other six recommendations previously mentioned. He asked why this program was recommended to be cut first. Mr. Brewer said the College has been very concerned and working hard toward Title IX compliance. He said golf is a sport where we would be doing away with both men's and women's programs which would be consistent with Title IX. He also stated golf has fewer student athletes that would be impacted than other sports. Mr. Sanders asked about the move of the operational staff person into another position. Vice-President Daugherty explained there were two support staff persons in the Athletics Office. That office will still have the support of one person. In the copy room, a vital position needed to be filled and it was felt the move of one person from athletics to the copy room would be efficient. Dr. Daugherty said the administration had met with all the people involved and the union, and there was agreement that this was an acceptable move. Mr. Sanders asked if the administration is looking at asking each department to lower its budget by a set amount. Vice-President McCormick said he will be covering this in his report a little later on the agenda.

Board Chair Rendleman suggested putting this discussion on hold until the item on the golf program comes up on the agenda. He asked the golf coaches who were present to think about approximately how many athletes they have that might possibly stay at the College to continue their education if their tuition was waived.

Golf coach (men) Tom Ferris said men's golf has committed to nine individuals for next year in men's golf, noting these individuals have already turned down opportunities to go to other colleges. He stated there will be very unhappy athletes and parents if the college does not honor its commitments for the coming year. He stressed the fact that the timeline for these students to pursue other opportunities has pretty much passed. In answer to Mr. Rendleman's question, Mr. Ferris said he has no idea how many athletes might stay to continue their education at JALC. Given the national notoriety of the golf program, Mr. Ferris felt eliminating the program would reflect negatively on the College's overall image. He stated he did not know about the possible program elimination until after the Hall of Fame ceremony the previous Saturday. He suggested there could be cuts college-wide to eliminate excesses rather than cutting programs.

Women's golf coach Bill Glenn expressed his concerns about how quickly this happened and what he felt was the late notification of the coaches. He spoke at length about the renowned success of the program and the problems for students, parents, and public perception if it should be discontinued. He also spoke of the success of several former student athletes. He reiterated Mr. Ferris' statement that the timeframe for students to make other choices was gone, and reported he has four players lined up to sign in the next two weeks to play for JALC. Mr. Glenn said cutting the golf program would be "killing the players' lives". He said there should be other things in the athletic department that could be cut, and felt this judgment was made too quickly. He said it wasn't fair and wasn't right....that putting numbers in front of the students was wrong. Mr. Glenn asked the board to please table the recommended action to eliminate golf and look at other areas that might be cut with input from all the coaches in the Athletic Department. In answer to a question from Trustee Kilquist, Mr. Glenn said he had not been involved in any of the discussions regarding budget cuts. Board Chair Rendleman asked how many girls are on the team, and Mr. Glenn answered that he has five girls. Mr. Kilquist said this was discussed in the Athletic Advisory

Committee last Wednesday and asked what had been going on since then. Mr. Glenn said he didn't know and was only told on Saturday. Mr. Glenn expressed his appreciation for the board's time.

The board also heard testimonials a former student athlete, Lauren Wennie Housewright, and a parent of a current student athlete. Each spoke at length of the importance and positive impact of JALC and the golf program. They each asked the board to not take away these opportunities for the future. The parent who spoke, David Brown, suggested that if golf must be eliminated, there should be a transitional program for students who already signed. He reiterated the coaches' concerns about the timeline. He also suggested cutting every College department five percent instead of starting with golf. He acknowledged the trustees are fulfilling their roles as a public service, and that it is tough making the right decisions. Mr. Brown said he feels the right decision in this case is to find a way to fulfill the commitments made to the student athletes.

Athletic Director Jerry Halstead said he wanted to set the record straight, and reported that in the Athletic Advisory Committee he requested that he get with the coaches and determine the cuts, and was told that would be under consideration.

Board Chair Rendleman said this issue was weighing very deeply upon him. He asked that any further comments be withheld until the agenda item is presented.

**I. Developmental Education Committee**

No report.

**J. Nursing Committee**

No report.

**K. Diversity Committee**

Trustee Jackie Hancock reported there will be a Diversity Committee meeting February 4.

**L. Board Building Committee**

Board Chair Rendleman stated the Building Committee had met on January 13 and asked Trustee Kilquist to report. Mr. Kilquist reported the committee discussed the CHEC locker room renovation and remodeling the biology lab which were on the agenda as an action item. The committee also had discussed miscellaneous updates in facilities scheduling and software.

**M. Board Policy Committee**

Trustee John Sanders said a revision to a board policy will appear later on the agenda for action, along with a few others for first reading.

**N. Board Finance Committee**

Trustee Mike Hopkins reported the Board Finance Committee had met on January 16. In addition to himself, those present were Trustee Cheryl Graff; Legal Counsel Don Prosser; Vice-Presidents Brad McCormick, Tim Daugherty, and Laurel Klinkenberg; President Mike Dreith; Dean for Financial

Operations Stacy Buckingham; Director of Finances Betsy Myatt; and Kemper CPA auditors Kimberly Walker and Karen Bevis. The committee had heard a presentation by the auditors, and the two board members had a private meeting with the auditors. The auditors were of the opinion everything was as it should be. The board audit policy was reviewed along with specific 2015 budget pages, expense history, enrollment history, history of aggregates, percentage of spending of total budget, and per capita costs. The committee had also discussed College employee suggestions relative to finance, including recommendations that the College take a proactive approach to exploring alternatives for partnerships concerning the CHEC facility. Cheryl Graff thanked all the employees for the suggestions given to the administration and the board. She said they were looked at and discussed, and the committee is making a recommendation to the administration to start looking at some of these employee suggestions, including opportunities to pursue partnerships with the CHEC building.

**O. Campus Safety Committee**

Trustee Rendleman reported work is in progress on the fire alarm system and the camera installation.

**P. Awards and Naming Facilities Committee**

Trustee Hopkins said Dr. Steve O'Keefe is expecting the plaque for dedication of the Don Nolen Room to arrive in time for a ceremony to be held in March.

**Q. Integrated Technology Committee**

Trustee Jackie Hancock reported there is now a newsletter available titled *Logan Tech Wire* to keep employees informed of technology news. She went over some of the items of interest in the first issue. She reported Karen Heinemann has replaced Jerry Smith as the Campus Works project manager on campus.

**R. Student Trustee**

Student Trustee Kayla Malone asked members of Phi Theta Kappa to report on the Honors in Action project. The theme chosen for the project was Politics in the Economy which was, through extensive research, eventually narrowed down to a conclusion that the United States should not implement a value added tax. The project required an action based on the conclusion, and the organization wrote a bill for Model Illinois Government which will be debated among JALC students enrolled in MIG. The bill will hopefully be moved on for discussion at MIG in Springfield involving students from other community colleges. Looking at an action having a federal impact, the group wrote a joint resolution which will be reviewed by the House and the Senate. Letters were also written to the federal legislators representing the JALC district notifying them of the resolution and asking for support.

Ms. Malone reported Student Senate had once again passed out welcome kits during the first week of the semester; Practical Nursing Club had sponsored a blood drive; and Phi Theta Kappa Pizza Day has resumed on a weekly basis. Pizza Day sponsors to date include Dean Terry Crain and the evening custodians, and campus police were scheduled to sponsor the following week. Other future sponsors include CTO Mark Kinkade and Adrienne Barkley Giffin. Ms. Malone invited anyone interested in sponsoring Pizza Day to contact her or Ms. Barkley Giffin. She reported on a fund

raiser for the John A. Logan College Choir; a pet supply drive by the Yoda Club; a voter registration drive sponsored by the Student Senate; and an upcoming PTK Valentine fund raiser. Student Senate and Political Science Club will be sponsoring a Student Trustee Candidate Forum on February 18. The *Imagine Illinois* project is coming up on February 24, and Student Senate and participating clubs will visit area high schools to promote community colleges. Ms. Malone reported the Miss, Mrs., and Mr. John A. Logan pageants will take place on February 15. She reported on the recent Illinois Community College Board Student Advisory Committee meeting. Student Advocacy Day will be held in Springfield on April 29. Ms. Malone said she will attend the Illinois Board of Higher Education Student Advisory Committee meeting the following weekend.

Board Chair Rendleman said Ms. Malone had done a fantastic job representing the College over the past two years. He stressed the importance of having students present at Student Lobby Day, noting they can speak to the legislators first hand. He also expressed appreciation to the Student Senate for all their efforts.

## **GROUP/ASSOCIATION REPORTS**

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

Faculty Association Representative Eric Ebersohl said the faculty is pleased to be back for another semester. Assessment efforts are underway. He said the faculty is very concerned and is trying to think of more ways they can help the College through the present financial situation.

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

Term Faculty Association Representative Charles Rudolph stated that, like Mr. Ebersohl, their Association is concerned about the current issues the College is facing.

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

No report.

### **D. Logan Professional Staff Association Report**

Logan Professional Staff Association Representative Beth Stephens stated LPSA is also very concerned with the current financial situation of the College. The association hopes to begin bargaining on its contract soon.

## **OFFICERS' REPORTS**

### **A. ICCB Report on Per Capita Costs, Chargeback Rates, and Student Tuition and Fee Rates at Illinois Public Community College Districts**

Vice-President for Business Services and College Facilities Brad McCormick distributed a table to the Board of Trustees showing per capita costs, chargeback rates, and student tuition and fee rates at Illinois community college districts. Mr. McCormick noted the situation facing community colleges is not a situation of run-away expenses, but of revenues running away – in the wrong direction. He pointed out that the handout shows John A. Logan College having the third lowest per capita cost in the state. He explained when operational expenses are divided by credit hours, the result is how

much it costs to generate a credit hour. Only two community colleges in the state are generating a credit hour at a lower cost than JALC – neither of those in southern Illinois. Mr. McCormick said he wanted the board to see this as further documentation that JALC has done well managing expenses; however, it cannot be matched to the decrease in revenues.

## **B. Governor's Executive Order**

Vice-President McCormick reported that colleges had received copies of Gov. Rauner's Executive Order to address the state's discretionary spending which includes a listing of actions state agencies are expected to take. It is the opinion of the ICCB and the ICCTA that the executive order does not apply to individual colleges, though it does put some constraints on the ICCB as a state agency. However, Mr. McCormick said in a document which came with the executive order, titled Guidelines for Compliance with Executive Order 15-08, it is stated specifically that community colleges are included in the definition of state agencies. He said colleges are still maintaining that we are not state agencies; however, it does seem prudent to enact some of the limitations that are in the executive order in a manner similar to those actions imposed on state agencies. The areas of focus for scrutiny in the executive order are hiring, future contracts, energy efficiency/conservation, and non-essential spending including, but not limited to, travel limitations. Vice-President McCormick said that over the next week he will be working with his staff and other vice-presidents to identify procedures that can be used internally to accomplish that level of increased scrutiny asked for in the governor's executive order.

Mr. McCormick said we still have a budget expense target of \$2 million of reductions without inclusion of any future restriction or reduction at the state level. He said the present difficulty we face is the fact that tuition and fee revenue is down 8.9 percent as of the November financial statements. This represents approximately \$600,000. Trustee Sanders asked if, when we say our enrollment is declining, doesn't this refer to credit hours rather than headcount. Vice-President McCormick said that is the case and pointed out that even though tuition went up approximately two percent in FY 2015, we are still 8.9 percent down to date. Mr. Sanders asked what percentage of our credit hours are waived. Mr. McCormick said he couldn't tell him an exact percentage, but all waivers and scholarships (including senior citizens, athletes, merit scholarships, dual credit, etc.) are in excess of \$4 million; the amount of total tuition and fee revenue budgeted is approximately \$14 million. He said this is being looked at very closely by the administration.

## **C. Enrollment Report**

Vice-President for Student Affairs and Community Education Tim Daugherty distributed an enrollment report showing trends in fall semester enrollments from FY 1992 through FY 2014. He thanked Eric Pulley for compiling the data. The presentation included comparison of full-time vs. part-time enrollments. Dr. Daugherty noted in FY 2008, during the economic recession, figures began to show an increase in part-time students vs. full-time; and in FY 2009, part-time students outnumbered full-time students. The number of full-time students has continued to decrease since then. Vice-President Daugherty presented charts showing how the full-time vs. part-time enrollments had "flipped" since FY 93 when 58% of students were full-time and 42% were part-time. In FY 2014, 38.7% of students were full-time and 61.3% were part-time. Dr. Daugherty said this has had a dramatic impact on credit hours generated. Trustee Sanders asked if this is similar to state and national trends. Dr. Daugherty answered that these trends pattern exactly after state and national trends. He showed total tenth day enrollment figures for each year, and pointed out that headcount growth had begun in 2004 with the opening of the Community Health Education

Complex (CHEC). He also noted that the spike in headcount in 2009 and 2010 was due to the influx of students as a result of the Maytag closing.

Vice-President Daugherty showed a graph of total credit hours for each of the years since 1992, noting that the credit hours followed the headcount enrollment trends in 2004 due to CHEC credit hours. He explained that the decline in credit hours beginning in fall of 2013 and 2014 was a result of adjustments made in the way CHEC courses were certified to ICCB. Dr. Daugherty stated that beginning with fall of 2008, enrollment pattern changes began to emerge due to the economic recession. He pointed out that in 2007 and 2008, students were taking an average of 9.9 credit hours per semester. In fall of 2014, that number had dropped to 7.8 credit hours per semester. Students, on average, are taking one less course per semester than they were in 2008.

Dr. Daugherty showed how the changes in ICCB credit hour reporting have impacted the College. He presented a graphic of spring enrollments for 2013, 2014, and 2015 showing enrollments in credit bearing courses compared to CHEC courses. He noted the College is still serving about the same number of individuals in spring 2015, but changes in credit hour reporting have greatly impacted credit hours. Vice-President Daugherty compared total enrollment from spring 2014 to 2015, stating that 7,105 students were served in 2014 versus 6,889 in 2015 (3% decrease). He then compared reimbursable credit hours: 48,901 in 2014 versus 44,600 in spring of 2015 (8.8% reduction). He noted this reduction in credit hours is basically responsible for the 8.9% decrease in tuition/fee revenue mentioned earlier by Vice-President McCormick.

#### **D. Faculty In-Service Day**

Vice-President for Instruction Laurel Klinkenberg reported Faculty In-Service Day was held on January 20, prior to the beginning of spring semester classes. The day included a state-of-the-College address by President Dreith; sessions on institutional effectiveness, assessment results, curriculum mapping; lunch; remarks by Dr. Klinkenberg; information literacy (our first institutional outcome); and quantitative reasoning (next institutional outcome to be rolled forward for fall 2015). She applauded the faculty for the hard work and dedication shown, and said she was very glad to have that day to meet together.

#### **E. Employee Feedback on Cuts/Revenue (Appendix III)**

President Mike Dreith said the Board of Trustees has been provided the unedited list of suggestions from College employees for possible reductions in expenditures, recruitment and retention, and revenue enhancements. He reported 422 ideas were submitted through a lengthy set of meetings with employee groups and via postings on the College SharePoint page. The list has been shared with everyone involved and will act as the template as the administration and board move forward. Dr. Dreith reported the most popular ways suggested to balance the budget emerged in three themes – cut administrative overhead; cut athletics spending; and alter operations of the CHEC building. He said as we move forward, the administration will continue to utilize the board's committee structure to vet ideas toward finding the necessary cuts and enhancements.

#### **F. Research and Development Model**

Dr. Dreith said he had spoken at the faculty in-service day about an initiative he has asked Dr. Klinkenberg to lead. He referred to it as the R & D model, explaining that Vice-President Klinkenberg

will initiate a task force to identify and implement some new occupational and academic programs to be rolled out over the next few years. Dr. Dreith said it is imperative the College find new programs to increase credit hour generation and keep up with the marketplace. While we do have financial issues, Dr. Dreith said the College must evolve as an institution to offer new curriculum for emerging careers. When the committee is put together this spring, a process will be started which could include market analysis, employment trends, and finding available resources to start up those programs. He will report on the progress of this effort.

#### **G. Division II Sports**

President Dreith reported he will be bringing some data to the Athletic Advisory Committee in the future concerning Division II options for the College's sports.

### **CONSENT AGENDA**

Board Chair Rendleman asked if there were any items that should be pulled from the consent agenda, and there was a consensus that Item B be pulled from the consent agenda for further discussion.

#### **A. Bid-Hunter Computerized Alignment System**

President Dreith recommended that the Board of Trustees approve the low bid of \$28,823.85 for the purchase of a Hunter computerized alignment system submitted by D & D Equipment Sales of Carbondale, IL, and that the administration be authorized to make this purchase.

Mike Hopkins and Cheryl Graff moved and seconded that the Board of Trustees approve Item A on the Consent Agenda.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3118)

#### **Item B - CHEC Locker Room & Lab C237 Remodel (removed from Consent Agenda for separate action)(Appendix IV)**

The Board Building Committee had recommended to the Board of Trustees that the board authorize the administration to solicit bids to remodel the CHEC locker rooms and biology lab C237. The estimated budget for the project is \$738,596 to be paid for through a combination of the final remaining funds from the 2007 capital bond issue and PHS funds remaining from prior years' tax levy. No operating funds are anticipated to be used in this project. If approved by the board, the lab renovation would begin sometime in late spring and the locker room remodel would occur in the summer 2015, in conjunction with the replacement of the aquatic center roof. The ICCB Capital Project Application Form was included in the packet (Appendix IV).

The recommendation on the agenda asked that the Board of Trustees approve the ICCB Capital Project Application as attached and authorize the administration to solicit bids and contract with Architechniques for architectural services associated with the project; and adopt the following resolution:

**RESOLUTION TO APPROVE  
PROTECTION, HEALTH & SAFETY & LOCALLY FUNDED CAPITAL PROJECT  
CHEC LOCKER ROOM & LAB C237 REMODEL**

**WHEREAS**, pursuant to the provision of the statutes of the State of Illinois, Community College District No. 530 (hereinafter referred to as John A. Logan College) is authorized to complete necessary projects dealing with health or safety of students, employees or visitor; and,

**WHEREAS**, the Board of Trustees of Community College District No. 530 (hereinafter referred to as the Board) has received reports from the administration as to the condition of facilities at John A. Logan College, as defined in 23 Illinois Administrative Code, Code, 1501.601; and,

**WHEREAS**, the Board has received a report from a licensed professional architect that there is one project at John A. Logan College which requires a remodel, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and,

**WHEREAS**, the project recommended for remodel is:

Locally Funded	CHEC Locker Room	\$579,206
PHS Funded	Lab C237 Remodel	\$159,390

(All projects include architectural supervision of the projects from bidding through total completions and all work to be completed in a workmanlike manner.)

**WHEREAS**, all facilities described by the projects set forth are owned by John A. Logan College.

Now, be it resolved by the Board of Trustees of Community College District 530, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the one project set forth above require alterations or repairs and are necessary to remove health or safety hazards to the students, employees, or visitors of John A. Logan College.
3. There are not sufficient funds available in the Operation and Maintenance Fund of John A. Logan College to complete the project set forth above.
4. The cost of the project set forth above, as determined in the certified estimate of a licensed architect, is not less than \$738,596.
5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with Illinois Rev. Stat. Ch. 122 Paragraph 103-20.3.01 and 23 Illinois Administrative Code Section 1501.608. Properly completed application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above- referenced project.

Adopted: January 27, 2015

Chair, Community College District #530

Secretary, Community College District #530

Trustee Mike Hopkins asked if there is a way the proposed projects in Item B could be broken up – perhaps doing the biology lab remodel first and the CHEC locker room project later. Trustee Sanders agreed that due to the cost, it would be advisable to separate the two projects and consider them separately. He asked if this is feasible. Vice-President McCormick explained there were two reasons why the projects were submitted together. First, it was expected that the cost of both projects would be less if they were bid together. Second, it was desirable to use protection, health, and safety (PHS) funding. ICCB has a floor limit on project size for PHS funds of \$25,000. Estimated cost of the biology lab remodel was \$15,000. By putting the projects together, it would allow use of PHS funds for the lab. If separated, the \$15,000 for the lab would come out of bond funds rather than PHS. However, Mr. McCormick said there are no rules or policies that would prohibit separating the projects. He would have to work with the architect to complete separate applications and the board would not be able to act tonight because ICCB requires board minutes to state the board approved a specific project for a specific price. Thus, two separate applications would have to be brought back to the board at its February meeting. He said this delay shouldn't affect the ability to still hit the desired summer construction window if approved.

Board Chair Rendleman said he realizes the concern has to do with the CHEC building and asked Vice-President McCormick to explain why this project is being recommended. Mr. McCormick said the reason the CHEC locker room project is being considered is due to a regular flow of complaints from CHEC patrons regarding the condition of the locker room. He said the locker room is worn out with flooring separating from the concrete and other issues. When the building was built, demographics of the clientele were not expected to be what they are – mostly senior citizens, creating a need for a different layout, shower and restroom improvements, etc. Mr. McCormick said \$145,000 of the budget for the locker room renovation would be PHS funded. He said the loss from separating the projects would be the opportunity to use \$15,000 in PHS money for the biology lab facility plus any benefit that might have occurred from bidding the projects as one. He reported there is still money remaining from the 2007 bond issue that is restricted to capital purchases (building, facilities).

John Sanders and Mike Hopkins moved and seconded that the CHEC Locker Room and Lab C237 Remodeling projects which were removed from the Consent Agenda be separated and presented as two separate applications at the February 24 meeting of the Board of Trustees.

Board Chair Rendleman asked for further discussion. He pointed out the CHEC locker room project was planned for completion during the roof replacement project this summer. Trustee Sanders asked if these projects are voted on separately in February and both pass, could this still be presented as one project or would we lose the \$15,000 in PHS funds. Vice-President McCormick said if both were approved, he would have to explore with the architect and legal counsel whether the projects could be jointly bid. Mr. Sanders said he does have concerns about the cost of the CHEC remodel, and asked about the cost of that project alone. Architect Steve Sims said about \$175,000 of the overall expense was attributable to the CHEC project. Vice-President McCormick noted that the breakdown of costs listed in the resolution on the agenda is not correctly worded. He said Mr. Sims estimate would be more accurate.

Upon roll call, board members voted as follows: Mike Hopkins – yes; Bill Kilquist – no; Jackie Hancock – no; Cheryl Graff – yes; John Sanders – yes; Don Brewer – yes; Kayla Malone – yes; Jake Rendleman – no. Motion carried.  
(Resolution #16-3119)

## **OLD BUSINESS**

### **A. Revisions/Additions to Board Policies (Appendix V)**

The Board Policy Committee had presented the following board policy to the Board of Trustees for first reading at the November 25, 2014 board meeting and that policy was presented for final board action:

#### Board Policy 5142 – Emeritus Status

President Dreith recommended and Jackie Hancock and Bill Kilquist moved and seconded that the Board of Trustees approve revisions to Board Policy 5142 – Emeritus Status as contained in Appendix V.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3120)

## **NEW BUSINESS**

### **A. Annual College Audit (Appendix VI)**

The annual audit for John A. Logan College for FY 2014 (2013-2014) had been completed by Kemper CPA Group LLP and provided to the board. Vice-President McCormick introduced Kimberly Walker and Kara Bevis of Kemper CPA who made an oral summary of the audit. It was noted the auditors had previously met with the Board Finance Committee, (consisting of Trustees Mike Hopkins and Cheryl Graff, the president and vice presidents with guests Dean of Finance, Stacy Buckingham and Director of Accounting Services, Betsy Myatt). Ms. Walker briefly walked the board through the audit report, first noting the auditors had issued an unmodified or clean opinion of the financial statements, in all material respects, and the respective changes in financial position, and cash flows thereof for the years ending June 30, 2014 in conformity with accounting principles generally accepted in the United States of America. The Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other matters showed no financial statement findings relating to internal controls or compliance. Ms. Walker said there was one minor item discussed in a management letter given to the board. Ms. Bevis explained the item is related to the Fiscal Operations Report and Application to Participate (FISAP) reporting submitted annually for student aid funding. Some minor differences were found on the application when compared to the financial statements, mainly caused by some adjustments made after the draft report was prepared. The auditors recommended someone from the Business Services department review the financial amounts on the FISAP report before it is submitted to verify the accuracy of the amounts. Ms. Walker went over the Statement of Net Position, and noted our financial statements are reported on the accrual basis. She pointed out two new categories – deferred outflow of resources and deferred inflow of resources – that are a result of new requirements in governmental reporting. In the past, these have been reported as assets and liabilities, but are now separate line items. She

pointed out the liabilities section lists the amount assessed by the ICCB for reimbursement for credit hours not allowed (through the end of FY 2014). Approximately \$300,000 will be added to this figure in FY 2015 for the amounts attributable to FY 2015. Ms. Walker next addressed the Statement of Revenues, Expenses, and Changes in Net Position. She again pointed out that the ICCB reimbursement had to go into the statement this year, resulting in a final decrease in net position of \$3.7 million. If the ICCB assessment is taken out, the amount would be \$2.4 million. Ms. Walker briefly explained the Statement of Cash Flows, noting that in the operating funds the College is operating at a \$1.5 million negative cash flow for FY 2014. The board was informed where to find pages on individual funds in the report. Ms. Bevis summarized the Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 (major federal programs). The major federal programs tested this year were the student financial aid cluster (Pell Grants, Federal Work Study); and the child care development fund cluster. One significant instance of noncompliance was found. The finding was in controls over student financial assistance enrollment reporting. Ms. Bevis said during the compliance testing of Special Tests and Provisions – Enrollment Reporting requirements, 19 out of 25 students who had withdrawn, either voluntarily or involuntarily (stopped attending all classes at JALC but did not officially withdraw), were not reported as withdrawals in the Enrollment Update to the NSLDA. Some were shown as a change to half-time or less than half-time status. A corrective action plan has been formed for completion by June 30, 2015. Ms. Walker and Ms. Bevis invited questions from the Board of Trustees.

Trustee Mike Hopkins asked if the auditors believed there were any individuals involved in the accounting process who have too much or excessive control and whose work is not subject to adequate review by another individual. Ms. Walker stated that as part of the audit procedures, specific testing of internal controls is done. Based on the tests done, she said controls appear to be adequate. If any problems had been noted, they would have been reported in a finding or in the management letter. Vice-President McCormick asked the auditors to clarify for the board and audience why only \$1.3 million of the ICCB reimbursement is shown in the report when the total is known to be \$1.7 million. Ms. Walker explained this audit report is for the period ending June 30, 2014, and the \$1.3 million in the report deals with the credit hours that had been claimed through the end of 2014. There are still credit hour reimbursements to be made to ICCB for fall semester 2015 which will be included in the FY 2015 financial statements. Mr. McCormick referred to the negative result of \$1.5 million mentioned in the Statement of Cash Flows, and asked the auditors to further clarify. Ms. Bevis stated this includes all cash, excluding capital grants, debt certificates, lease-purchase agreements, bonds. Ms. Walker said the negative \$1.5 million is mainly operating cash flows (tuition and fees, payments to suppliers, payroll and benefits, property taxes). She said for the College as a whole, the cash flow is a negative \$5.6 million. As an example, Ms. Walker said this amount could include the Jenzabar system paid for during this year. The College received the money in FY 2013, but the money went out in FY 2014 and is included in the \$5.6 million. Board Chair Jake Rendleman asked how much cash is available at the end of the year. Ms. Bevis referred to the Statement of New Position and stated the amount would be approximately \$12 million. In answer to a question from Trustee Hopkins, the auditors stated this would be approximately three months of operating cash. Trustee Jackie Hancock thanked the auditors for their presentation and complimented Kim Walker who was recently honored by the Marion Chamber of Commerce.

President Dreith recommended and Jackie Hancock and Bill Kilquist moved and seconded that the annual audit for John A. Logan College for FY 2014 (2013-2014) be accepted by the Board of Trustees.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-3121)

**B. Suspension of Men's and Women's Golf Programs**

Due to the current financial climate, the Athletic Advisory Committee had recommended suspension of the men's and women's golf programs effective at the conclusion of spring 2015 semester. It was noted the urgency of this change is because of the timing; golfers who have already signed for 2016 need plenty of notice in order to make alternate plans.

The recommendation on the agenda was that the men's and women's golf programs be suspended at John A. Logan College at the conclusion of spring 2015 semester.

Trustee Don Brewer stated it is obvious the College is headed for some difficult times and the board had decided to deal with the problems by committee action. He said the Athletic Advisory Committee had the disadvantage of holding the first meeting where specific recommendations were made. He clarified the committee had received specific recommendations from the administration to be considered and that is what the committee did. He remarked that the mood was very sober and everyone knew that before all is said and done, a lot more money may have to be pulled from the athletic department budget. Mr. Brewer noted the athletic director had said he had requested that he be allowed to make recommendations regarding the budget; however, an administrator had indicated past recommendations had not been in the best interest of John A. Logan College. Mr. Brewer said he felt the committee had carried out its responsibility; however, he said that after hearing all the comments earlier in the meeting, he feels the committee needs more guidance from the president as to exactly how to proceed.

Trustee Brewer said it was his recommendation that this item goes back for more study and direction from the president. Trustee Mike Hopkins agreed with Mr. Brewer, stating a great deal of passion had been expressed. He challenged the athletic director, together with all the coaches, to bring some suggestions to the president and the Athletic Advisory Committee.

Don Brewer moved and Mike Hopkins seconded that the item regarding suspension of men's and women's golf programs be tabled.

Upon roll call, board members voted as follows: Bill Kilquist – yes; Jackie Hancock – yes; Cheryl Graff – yes; John Sanders – no; Don Brewer – yes; Mike Hopkins – yes; Kayla Malone – yes; Jake Rendleman – yes. Motion carried.  
(Resolution #16-3122)

Board Chair Rendleman clarified Item B had been tabled with the intent that it will go back to the administration and the athletic department to work out and bring back to the next meeting.

The board took a brief break at 9:20 p.m., and resumed the meeting at 9:30 p.m.

**C. Chartwells Contract Revision**

Vice President McCormick had been working with the regional manager for Chartwells food service for some time to consider revisions to the existing contract with Chartwells. Due primarily to the

declining enrollment at the College, the profitability associated with their services at the College had diminished to the point they were evaluating whether or not to terminate the existing contract. Mr. McCormick reported a verbal agreement had been reached with Chartwells' management that they would remain at the College beyond the end of spring 2015 if the following changes were made to the contract:

1. Remove the requirement for Chartwells to pay commission to the College for all annual sales under \$450,000 effective July 1, 2014.
2. Revise the termination clause so that through the year 2020, if Chartwells terminates the contract without cause, the College's requirement to repay unamortized facility investment will be dropped from 100% to 50% repayment of unamortized investment.
3. Modification to hours of operation.

President Dreith recommended and Mike Hopkins and Don Brewer moved and seconded that the Board of Trustees authorize the administration to execute contract modifications to the College's contract with Chartwells food service as described above, subject to legal counsel review, to accomplish the intended objective of retaining Chartwells as the food service and primary caterer for the College.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3123)

#### **D. Revisions/Additions to Board Policies (Appendix VII) (NO ACTION)**

The Board Policy Committee presented proposed board policy revisions/additions to the Board of Trustees for first reading as follows:

Board Policy 7172 – Financial Management and Office of Management and Budget  
Circulars (NEW)

Board Policy 7173 – Lobbying Policy (NEW)

Board Policy 7174 – Institutional Research Policy (NEW)

Board Policy 7154 – Purchasing

Board Policy 7311 – Definition of In-District Residency for Tuition and Credit Hour Claim  
Purposes

These policies will be made available for employee input and brought back to the board for final action at the February 24, 2015 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 and collective bargaining, and that he would appreciate board action and a roll call vote to that effect.

Don Brewer and Bill Kilquist 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 #16-3124)

The meeting was declared in closed session at 9:40 p.m.

The meeting was declared back in regular session at 11:15 p.m.

### **CLOSED SESSION MINUTES**

Mike Hopkins and Cheryl Graff moved and seconded that the board approve the content of the closed session minutes of November 25, 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 #16-3125)

### **PERSONNEL**

#### **Operational Staff**

President Dreith recommended that Myschelle Burton be employed as a full-time, copy machine operator/stockroom clerk III effective February 2, 2015.

President Dreith recommended that Milliece Dunkel be ratified as a part-time, administrative assistant II (Women for Health and Wellness) effective January 5, 2015.

President Dreith recommended that Derrick Snider be ratified as a part-time, head lifeguard effective January 21, 2015.

President Dreith recommended that Marsha Snider be ratified as a part-time, temporary, learning lab specialist II effective January 20, 2015.

#### **Maintenance/Building Staff**

President Dreith recommended that Jeff Parson be ratified as a part-time, custodian at John A. Logan College effective November 17, 2014.

President Dreith recommended the Board of Trustees ratify the retirement request of maintenance employee Eldon G. King effective January 1, 2015.

#### **Campus Police Staff**

President Dreith recommended that Rick Herring be ratified as a part-time, campus police law enforcement officer effective December 12, 2014.

President Dreith recommended that Nicholas McLaughlin be ratified as a part-time, campus police law enforcement officer effective December 11, 2014.

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

President Dreith recommended that Bradley Griffith, aquatic center coordinator, report to Tim Daugherty, Vice President for Student Affairs and Community Education effective January 1, 2015.

President Dreith recommended that April Stanly be ratified as a full-time, temporary, grade III, assistant coordinator of community education at John A. Logan College effective December 1, 2014.

President Dreith recommended that Valerie Barko, dean for academic affairs, be moved into the position of dean for institutional effectiveness being vacated by the retirement of Cindy Johnson effective May 1, 2015.

President Dreith recommended the Board of Trustees ratify the retirement request of Sharon Harris-Johnson effective December 1, 2014.

President Dreith recommended the board consider the retirement request of Ngozi Okasili, academic advisor/counselor effective July 1, 2015.

President Dreith recommended the board consider the retirement request of Donna Glodjo, administrative assistant to the president and recording secretary to the Board of Trustees, effective November 30, 2016.

### **Full-Time Faculty**

President Dreith recommended the board ratify a Memorandum of Understanding with the full-time faculty association pertaining to evaluation of faculty, pending approval by the John A. Logan IEA Association.

### **Term Faculty**

President Dreith recommended that Erin McGuire be ratified as a part-time nursing instructor at John A. Logan College effective January 21, 2015.

President Dreith recommended that Susan Endres be ratified as a part-time instructor of coding at John A. Logan College effective January 21, 2015.

President Dreith recommended that Jennifer Justice be ratified as a part-time instructor of English at John A. Logan College effective January 21, 2015.

President Dreith recommended that Ann Munch be ratified as a part-time instructor of sociology at John A. Logan College effective January 21, 2015.

President Dreith recommended that Marla Patterson be ratified as a part-time instructor of psychology at John A. Logan College effective January 21, 2015.

President Dreith recommended that Richard Swift be ratified as a part-time instructor of construction management at John A. Logan College effective January 21, 2015.

President Dreith recommended that Randy Thoms be ratified as a part-time instructor of construction management at John A. Logan College effective January 21, 2015.

President Dreith recommended that Gregory Tomlinson be ratified as a part-time instructor of music at John A. Logan College effective January 21, 2015.

### **Continuing Education Staff**

President Dreith recommended that Sara Baker be employed as a Couch Potato to 5K instructor at John A. Logan College effective March 18, 2015.

President Dreith recommended that Wes Bennett be employed as a Self Defense for Women (Basic) instructor at John A. Logan College effective February 21, 2015.

President Dreith recommended that Jacob Wayne Griffith be ratified as a Horticulture from A-Z instructor at John A. Logan College effective January 26, 2015.

President Dreith recommended that Marcia Skinner be ratified as a Post-Injury Aqua Stretching and Conditioning instructor at John A. Logan College effective January 26, 2015.

President Dreith recommended that Kenneth Wollberg be ratified as a Fiddling for Beginners instructor at John A. Logan College effective September 11, 2014.

### **Grant Personnel**

President Dreith recommended that Kristin Shelby be ratified as a full-time, temporary, grade III, advisor/counselor at John A. Logan College effective January 16, 2015.

President Dreith recommended that Brian Rick be ratified as a part-time adult secondary education instructor at John A. Logan College effective January 5, 2015.

President Dreith recommended that Eric Yearian be ratified as a part-time adult secondary education instructor at John A. Logan College effective January 12, 2015.

### **Volunteer Personnel**

President Dreith recommended the appointment of volunteers Gail Anderson, Katrina Bell, Roxanne Brewer-Coffey, Amabel Brito, Pemoc James Brito, Emily Clark, Sharon Colombo, Dean Dluzen, Donna Godlewski, Barbara Hearst, Kenneth Hearst, Louise Lyons, Randy Mitchell, Charlie Rich, Steven Sorrell, and Carol Studie for Literacy.

Don Brewer and Mike Hopkins moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3126)

### **ANNOUNCEMENTS**

Barry Vaughn, whose son had just signed to play golf for JALC, addressed the board. He expressed his frustration with the timing of the possible discontinuance of the golf program. He noted that if the board had voted to discontinue the program at this meeting, his son might possibly have had time to pursue other options. However, he said tabling the action and waiting 30 days to make a decision creates a very difficult situation. By that time, Mr. Vaughn pointed out the recruiting season will be over

and it would be almost impossible for the recruits to sign with other schools. He stated that he understood the board's position and the budget issues; however, if they must discontinue the program, he encouraged them extend it out for a year in order to honor the student athletes who had already committed to John A. Logan College. He expressed his appreciation to the board for allowing him to speak.

### **ADJOURNMENT**

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3127)

The meeting was duly adjourned.

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

Jake Rendleman

Cheryl Graff