

JOHN A. LOGAN COLLEGE
Carterville, Illinois

Minutes of the regular meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Carterville, Illinois, on February 27, 2018, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Bill Kilquist.

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

Rebecca Borgsmiller	-- present
Cheryl Graff	-- present
Ray Hancock	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- not present
Timothy McDaniel	-- present
Bill Kilquist	-- present

Also present were: Ron House, president; Brad McCormick, vice-president for business services and college facilities; Melanie Pecord, acting vice-president for instructional services, Rhett Barke, College legal counsel; Shannon Woodworth, public relations specialist; Susan May, recording secretary to the board of trustees; and other College personnel.

Chair Kilquist led the Board in the Pledge of Allegiance.

MINUTES OF THE REGULAR JANUARY BOARD MEETING

Minutes of the regular meeting of January 23, 2018, were previously distributed.

Cheryl Graff and Glenn Poshard moved and seconded that the Board of Trustees approve the minutes of the regular meeting of January 23, 2018.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3655)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial report for the period ending December 31, 2017, was previously distributed.

Glenn Poshard and Ray Hancock moved and seconded that the Board of Trustees approve the treasurer's and financial report for the period ending December 31, 2017.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3656)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending January 31, 2018, was previously distributed.

Cheryl Graff and Ray Hancock moved and seconded that the Board of Trustees approve the expenditure list for the period ending January 31, 2018.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3657)

RECOGNITION OF GUESTS – None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

Retiree faculty Della Fulk commented on Richland College's financial challenges and expressed concern for John A. Logan College in light of the state budget uncertainty.

BOARD OF TRUSTEES REPORTS

Comments by Board Chair

Chair Bill Kilquist reflected on the recent shooting in Parkland, Florida. A moment of silence was observed for the victims and survivors of the Stoneman Douglas High School shooting.

Athletics Advisory Committee – No report.

Building, Grounds and Safety Committee – No report.

Board Policy Committee

Trustee Ray Hancock commented that the committee has met to review some policies, but there is no report at this time.

Budget and Finance Committee

Trustee Cheryl Graff reported that the committee met on February 15 to discuss preparations for the FY19 budget. The committee reviewed the College's outstanding debt, which is currently at 50 percent of the maximum allowed. There are no immediate plans for additional debt issuance. Areas of concern include the pension shift discussions at the state level and maintenance projects that have been put off due to budget issues. The College anticipates a surplus from FY18, but additional expenditures will need to be addressed in FY19.

Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the committee reviewed the IT Strategic Plan at the February 7th meeting and discussed staff security training, computer replacements, and student printing options. There was additional discussion about creating a student ID card that could also serve as a stored-value card for students. Conversations are ongoing to reduce spending on technology including consolidating computer labs to maximize efficiency, cutting software, a multi-year rollout schedule, alternative equipment, and various pricing options.

There was additional discussion on computer lab usage, students utilizing personal devices on campus, and computer replacements for staff. It was noted that the College has the capacity to track the number of personal devices used on campus if they log in to the College's network. Vice-President McCormick verified that approximately 80 percent of the computer replacements being discussed are for computer labs and 20 percent represented staff replacements.

Illinois Community College Trustees Association (ICCTA)

Trustee Mandy Little reported on the recent ICCTA conference call discussion and provided a copy of the 2018 Legislative Goals. ICCTA asked members to be mindful of House Bills 4246 – 4248, which target educational opportunities offered through travel and professional development. They do not support House Bill 4300, Community College Tuition Cap or recent discussions to combine IBHE, ICCB, and ISAC boards. Dual credit legislation and modifications to the BSN legislation was also discussed. The next meeting will be held on March 10, in Lisle, IL.

John A. Logan College Foundation

Trustee Glenn Poshard reported that the Foundation raised \$3,000 at the 42nd Annual Italian Dinner, and Jarod Echols was awarded the 2018 Distinguished Alumnus. The Foundation scholarship application deadline is March 1, and there will be a secondary application process in July to award any unaccepted scholarships for the academic year. The date for the 41st Annual Foundation Golf Classic has been set for Friday, September 21, 2018.

Student Trustee

Student Trustee Timothy McDaniel reported on upcoming events including the Phi Theta Kappa Induction Ceremony, Phi Theta Kappa Awareness Week, Springfest, and performances for *Madagascar – A Musical Adventure*. Student Senate continues to hold monthly blood drives, and the Cosmetology Club and ASL Club are currently sponsoring fundraisers. The nursing club will host its first annual Easter Egg Hunt for children with special needs, and the Political Science Club will host the Amazing Race to the Capital in March.

GROUP/ASSOCIATION REPORTS

Faculty Association Report

Association President Richard Deutsch reported that faculty look forward to participating with the administration in interviewing prospective new full-time faculty.

Term Faculty Association Report – No report.

Logan Operational Staff Association Report – No report.

OFFICERS' REPORTS

Diversity Report

An event will be held on March 27, in honor of Women's History Month.

Instructional and Student Services Report

Acting Vice President Melanie Pecord reported that full-time faculty positions for fall have been posted. Dean Dittmar, program advisor for the Illinois Agriculture Education, and Kay Shipman from the Illinois Farm Bureau have expressed interest in the College's agriculture curriculum, and offered their assistance to the new agriculture faculty member.

Transitional Math and Dual Credit Summits

A Transitional Math Summit was held at the College in February, and plans are underway for the Dual Credit Summit in March. The College will be working on a memorandum of understanding with two district high schools that have committed to offering the dual credit curriculum in the fall.

Enrollment

Acting Vice-President Melanie Pecord distributed reports including tenth-day enrollment and credit hour comparisons for Fall 2016-2017 and Spring 2017-2018. Courses that begin after the tenth day of the semester are not included in these reports. Ms. Pecord noted that enrollment numbers are truly just a headcount, and the College's state reimbursement is based on credit hours generated.

Spring 2018 enrollment, compared to Spring 2017, declined 19.6 percent in total for the College. This total is comprised of an unduplicated headcount of baccalaureate-transfer, associate general studies, career education, adult education, business and industry, and continuing education. Spring 2018 credit hours at tenth day were also down 4 percent in total.

Baccalaureate-transfer, associate general studies, and career education areas produce the majority of the College's reimbursable credit hours. Tenth-day enrollment numbers for these areas in total were down 3.6 percent in Spring 2018, and credit hours were down 3.5 percent.

Enrollment Trends

President House provided enrollment reports to the Board for fiscal years 2008 through 2017. The College's highest point of reimbursable credit hours occurred in FY10, for a total of 146,417 hours. In FY17, the College produced 90,534 hours. Dr. House noted that the reduction in credit hours produced from the CHEC facility equated to a loss of approximately 18,000 credit hours. It was also noted that the College changed to a four-day class schedule in Spring 2011 through Spring 2013, which also may have accounted for a loss in credit hours.

A comparison of 1.6 reimbursable credit hours for the same period disclosed a very stable environment within business and industry. A dip in 1.6 credit hours indicated FY15, was truly a reporting glitch. The College did not experience the decline in 1.6 credit hours as indicated on the graph. End of semester credit hours generated by the CHEC facility hit a high of 18,057 in FY11, but are essentially zero today.

Internet-based credit hours have experienced substantial growth, especially since FY15. There has also been steady growth in dual credit hours since FY10. The dip in dual credit hours in FY09 may have been accredited to the College's attempt to charge tuition for dual credit courses.

President House commented that the College has experienced a trend of gradual decline that is in line with the declining enrollment environment in the state of Illinois and the nation. The College is experiencing encouraging growth in dual credit and online courses, and there are plans to capitalize on program growth in the career technical education area. President House commended the College staff for working together to maintain the credibility and integrity of John A. Logan College during difficult financial times.

Baseball/Softball Field Improvements

Vice-President Brad McCormick reported on baseball/softball field improvements that were made possible through a gift from Harrison Bruce Foundation that designated \$425,000 for the replacement of baseball field turf and \$10,400 for a backstop wall for the softball field. The baseball project was completed at \$417,050, and the remaining funds from this project were approved to be used for softball improvements by the Harrison Bruce Foundation. This amount, coupled with an additional \$12,575 from the athletic budget and fundraising, provided a total of \$30,925 for softball improvements.

Bleacher Safety Review

Architects reviewed the softball and baseball bleachers under the International Compliance Code 300 Standards and identified major improvements needed for code compliance. Mr. McCormick explained that it is much more practical to replace the existing bleachers than to bring the existing bleachers up to code. The intent is to purchase new bleachers with Tort or PHS funds at an estimated cost of \$35,000, which will include three bleacher units for softball and two for baseball.

Change in Investment Instruments

Vice-President McCormick stated that the Board Finance Committee discussed a change in investment instruments at their recent meeting on February 15, 2018. Mr. McCormick will make a recommendation to the Board in March to move some of the funds presently in an Illinois Funds Account to a combination of Certificate of Deposit Account Registry Service (CDARS) and Insured Cash Sweep Service (ICS) accounts. Board Policy 7160 on Investments assigns decision authority to the treasurer for particular investment instruments, however, the decision authority for selecting financial institutions rests with the Board of Trustees, with the advice of the treasurer.

CONSENT AGENDA

A. Statement of Final Construction Completion

President House recommended that the Board of Trustees approve the Statement of Final Completion report for ICCB for the baseball complex renovation project. This project was constructed within the original or amended budget, has met applicable plans, codes, and specifications, and the contractor's pay records have been reviewed.

<u>Project Name</u>	<u>Project Budget</u>	<u>Actual Expenditures</u>
Baseball Complex Renovations	\$413,600	\$417,050

B. International Tuition Rate Decrease (Appendix III)

President House recommended that the Board of Trustees approve a decrease in the international tuition rate of \$17 per credit hour, to establish the fiscal year 2019 international rate at \$383 per credit hour. The out-of-district and out-of-state rates will not change as those rates are established based upon John A. Logan College's in-district tuition rate and the rate of the highest contiguous community college district, neither of which has changed. The standard tuition rates for fiscal year 2019 are included in Appendix III.

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

President House recommended that the Board of Trustees, in accordance with Illinois statute 5ILCS 120/22.06(d), accept the recommendation of legal counsel that none of the closed session minutes reviewed through November 28, 2017, be made available for public inspection at this time.

D. Destruction of Verbatim Recordings of Closed Session

President House recommended that the Board of Trustees, in accordance with the Open Meetings Act, approve the destruction of the verbatim recordings of closed session meetings through and including July 26, 2016.

E. Student Trustee Election

President House recommended that the Board of Trustees, in accordance with board policy, College administrative procedures, and the laws of the State of Illinois, approve the following resolution to conduct an election for a student member to the Board of Trustees on March 7, 2018:

BE IT RESOLVED that the election of one student member to the Board of Trustees, John A. Logan College, Community College District No. 530, in accordance with Board Policy, the College's administrative procedures, and the laws of the State of Illinois, for a term of one year on said Board, is hereby authorized to be held on March 7, 2018; and the recording secretary to the Board of Trustees and Director of Student Activities are authorized to perform any and all acts necessary to hold such an election.

Mandy Little and Cheryl Graff moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3658)

NEW BUSINESS

A. Change of Time of March Board Meeting

President House recommended, and Mandy Little and Glenn Poshard moved and seconded, that the Board of Trustees change the time of the March 27, 2018, regular meeting to 6:30 p.m., in order to accommodate an interactive session with the John A. Logan College Student Senate.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3659)

B. Personnel

Operational Staff

President House recommended that Mary Sue Browning be employed as a full-time, grade V, administrative assistant V (dean for financial operations).

President House recommended that Bret Lopes be ratified as a part-time, early childhood substitute at John A. Logan College effective December 4, 2017.

President House recommended that Francesca Burkett be ratified as a part-time lifeguard at John A. Logan College effective January 21, 2018.

President House recommended that Emily White be ratified as a part-time lifeguard at John A. Logan College effective January 15, 2018.

Cheryl Graff and Glenn Poshard moved and seconded that the Board of Trustees approve the operational staff personnel as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3660)

Security Staff

President House recommended that Nicholas McLaughlin be employed as a part-time, campus safety law enforcement officer at John A. Logan College.

President House recommended that Lee Mumbower be employed as a part-time, campus safety law enforcement officer at John A. Logan College.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-3661)

Non-Teaching Professional Staff

President House recommended that Kris Kilpatrick be employed as a full-time, grade IV, associate director of payroll services at John A. Logan College.

President House recommended that Zachary Stacy be employed as a full-time, grade IV, staff accountant at John A. Logan College.

President House recommended that the employment status of Greg Starrick be changed to full-time athletic director, effective March 1, 2018.

President House recommended that Vicki Blair be employed as a part-time, stipend, lead docent at John A. Logan College.

Cheryl Graff and Glenn Poshard moved and seconded that the Board of Trustees approve the non-teaching professional staff as recommended.

A voice vote showed all in favor, with the exception of Trustee Rebecca Borgsmiller, who voted no. Motion carried.

Resolution (#16-3662)

Full-Time Faculty Contracts

President House recommended that the following full-time, tenured faculty members be offered contracts for the 2018-19 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Molly Alter	08/16/12
Cheryl Barrall	08/14/03
Nicole Borrenpohl	08/20/09
Jane Bryant	08/19/04
Thomas Chandler	08/14/08
David Cochran	08/16/01
William Connell	01/12/09
Robert Craig	08/18/14
Nancy Crowell	08/14/08
Max Damron	08/17/06
Joseph Dethrow	08/18/05
Richard Deutsch	08/14/03
James Elliott	08/18/05
David Evans	08/14/08
Donna Ford	08/15/96
Jo Forer	08/18/94
Matt Garrison	08/18/05
James Gundlach	08/18/94
Heather Hampson	08/16/07
Pamala Hays	08/18/94
Lora Hines	08/18/94
Julie Horecker	08/17/95

<u>Employee</u>	<u>Full-Time Start Date</u>
Jennifer Jeter	08/16/07
Denis Junge	08/22/89
Pamela Karns	02/01/00
Kathi Kibler	08/19/99
Perry Knop	01/19/93
Mikeal Kos	08/20/09
Richard LaSalle	08/19/10
Jason McFarland	08/18/14
Valerie Newberry	01/03/00
Denise Orrill	08/16/07
Martha Peebles	08/15/13
Kemberly Pinto	08/20/09
Joseph Roach	08/16/07
James Mark Rogers	08/17/06
Debra Russell	08/14/08
Valarie Shaw	08/18/14
Robyn Stevens	08/19/04
Jason Stutes	08/16/07
Jason Tanner	08/16/07
Cheryl Thomas	08/17/06
Marilyn Toliver	08/20/92
Jennifer Watkins	08/14/08

Cheryl Graff and Mandy Little moved and seconded that the Board of Trustees approve tenured contracts for full-time, tenured faculty members as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3663)

President House recommended that the following full-time, non-tenured faculty members who have not completed three years of employment with John A. Logan College, but have been evaluated positively, be offered one year, non-tenured contracts for the 2018-19 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
George Bricker	08/19/15
Carey Gerber	08/16/17
Robert McKenzie	08/17/16
Bart Pulliam	08/16/17
Brennan Stover	08/16/17
Kylee Williams	01/12/16
Kristin Yosanovich	08/16/17
Crystal Young	08/16/17

Cheryl Graff and Mandy Little moved and seconded that the Board of Trustees approve non-tenured contracts for full-time, non-tenured faculty as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3664)

President House recommended that the following full-time, non-tenured faculty members who have completed three years of satisfactory, full-time employment with John A. Logan College be re-employed and awarded tenure for the 2018-19 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Christine Froemling	08/19/15
Erin McGuire	08/17/15

Cheryl Graff and Mandy Little moved and seconded that the Board of Trustees approve tenured contracts for full-time, non-tenured faculty as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3665)

President House recommended that the following 12-month, full-time, tenured faculty members be offered a contract for the 2018-19 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Sheri Cook	08/16/07
Adam Rubin	07/01/08

Cheryl Graff and Ray Hancock moved and seconded that the Board of Trustees approve contracts for the 12-month, full-time, tenured faculty as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3666)

Full-Time Faculty Approval of Academic Rank

President House recommended that the Board of Trustees approve the academic rank of associate professor for nursing instructor Mikeal Kos.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the academic rank of associate professor for nursing instructor Mikeal Kos as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3667)

Term Faculty

President House recommended that Michelle Ohms be ratified as a part-time instructor of nursing at John A. Logan College effective January 10, 2018.

President House recommended that Rebecca Warren be ratified as a part-time instructor of speech at John A. Logan College effective February 6, 2018.

Glenn Poshard and Ray Hancock moved and seconded that the Board of Trustees approve the term faculty personnel as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3668)

Continuing Education

President House recommended that Wivine Beeldens be ratified as a French for Beginners/Travelers instructor at John A. Logan College effective January 25, 2018.

President House recommended that Emaleigh Brock be ratified as a Parent and Tot Swim instructor at John A. Logan College effective January 27, 2018.

Cheryl Graff and Mandy Little moved and seconded that the Board of Trustees approve the continuing education personnel as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3669)

Volunteer Personnel

President House recommended the appointment of volunteer Michael Hill for the Community Health Education Complex.

President House recommended the appointment of volunteers Terry Foster, Kevin Hostetler, Alicia Kallal, Janet McClurken, Jon McClurken, Gwen Szymcek, Ricky Whitecotton, and Ruie Whitecotton for the historical village.

President House recommended the appointment of volunteer Pamela Yaeger for literacy.

President House recommended the appointment of volunteer Monte Franklin for the Student Success Center.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-3670)

Resignations/Retirements

Operational Staff

President House recommended that the Board of Trustees accept the resignation of Lisa Pruitt, administrative assistant V to the dean of financial operations, effective February 16, 2018.

President House recommended that the Board of Trustees accept the retirement request of Deana Smith, community health education specialist III, effective June 30, 2018.

Glenn Poshard and Tim McDaniel moved and seconded that the Board of Trustees accept the resignation and retirement request for operational staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3671)

Faculty

President House recommended that the Board of Trustees accept the retirement request of Maudie Graham, professor of humanities, effective May 31, 2018.

Cheryl Graff and Mandy Little moved and seconded that the Board of Trustees accept the resignation of Maudie Graham as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3672)

ANNOUNCEMENTS – None.

ADJOURNMENT

Mandy Little 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 #16-3673)

The meeting was duly adjourned at 8:23 p.m.

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



William J. Kilquist, Chair



Jacob "Jake" Rendleman, Secretary