

**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 Tuesday, April 21, 2020, commencing at 7:00 p.m. Due to the Covid-19 pandemic guidelines issued by the Governor of the State of Illinois, the meeting was held via conference call.

The meeting was called to order by Chair Bill Kilquist.

The Chair directed the recording secretary to call the roll:

Rebecca Borgsmiller	-- present
Ray Hancock	-- present
Bill Kilquist	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Aaron Smith	-- present
Joshua Payne (student trustee elect)	-- present

Also present were Ron House, President, Brad McCormick, vice-president for business services and college facilities; Rhett Barke, legal counsel, Susan May, recording secretary to the Board of Trustees; and Scott Elliott, executive director of integrated technology.

Chair Kilquist led the Board in the Pledge of Allegiance. He announced that all voting would be conducted by roll call due to the remote nature of the meeting.

**STUDENT TRUSTEE ELECTION**

In accordance with Illinois law, a student trustee election was held on March 4, 2020, to select a student member to the Board of Trustees for a one-year term. One candidate filed the necessary papers to run for student trustee, and there were twelve write-in candidates. The results of the election were as follows:

<b><u>Candidates</u></b>	<b><u>Number of Votes</u></b>
<b>Joshua Payne</b>	<b>114</b>
Write-In Votes:	
Skyeler Allgaier	4
Josh Jean	2
Anthony Archione	1
Nathan Cook	1
Melissa Dudek	1
Cerena Fleener	1
Paige Leonard	1
Yugi Muto	1

Keith "Chuck" Norris	1
Maryah Parsons	1
Dawson Taylor	1
Will Woodside	<u>1</u>
<b>Total Ballots Cast</b>	<b>130</b>

President House recommended that the Board of Trustees officially approve the results of the March 4, 2020, student trustee election for 2020-2021; declare Joshua Payne the winner of the election; and authorize the seating of Mr. Payne for a one-year term.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees approve the results of the March 4, 2020, student trustee election for 2020-2021.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4065)

**MINUTES OF THE FEBRUARY REGULAR MEETING**

Minutes of the February 25, 2020, regular meeting were previously distributed.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees approve the minutes of the February 25, 2020, regular meeting.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4066)

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

The treasurer’s and financial reports for the periods ending January 31, 2020, and February 29, 2020, were previously distributed.

Glenn Poshard and Mandy Little moved and seconded that the Board of Trustees approve the treasurer’s and financial reports for the periods ending January 31, 2020, and February 29, 2020.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4067)

**EXPENDITURE LISTS (Appendix II)**

The expenditure lists for the periods ending February 29, 2020, and March 31, 2020, were previously distributed.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the expenditure lists for the periods ending February 29, 2020, and March 31, 2020.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4068)

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

There was a question regarding plans for graduation, and Vice-President Pecord responded that plans for graduation had not been finalized at this time.

## **BOARD OF TRUSTEES REPORTS**

### **A. Athletics Advisory Committee**

No report.

### **B. Building, Grounds, and Safety Committee**

No report.

### **C. Board Policy Committee**

No report.

### **D. Budget and Finance Committee**

Trustee Poshard commented that it was important to give the public reassurance during this time regarding the College's investments. Vice-President McCormick affirmed that none of the College's assets are exposed to market risk. The College does not have investments in equities, so there is no exposure relative to the stock prices and standard indexes currently in the market. He added that College funds reported as investments in the Treasurer's Report are invested in certificates of deposit less than the FDIC limit of \$250,000.

### **F. Integrated Technology Committee**

Trustee Borgsmiller reported that the Jenzabar One platform is moving forward. Coding work is ongoing to convert data to the new platform, and financial aid students will be put in the system live beginning fall semester. Trustee Borgsmiller commended the IT Department for their work in the College's transition to a remote environment. To date, 21 laptops have been deployed to students, and laptops were issued to approximately 15 employees working from home. Trustee Hancock reported that at this time, the College does not have the appropriate platforms to extend the entire curriculum online to include Workforce Development and Community Education.

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

Trustee Mandy Little reported that the March meeting was cancelled due to COVID-19, and the April meeting will take place via teleconference. The ICCTA Annual Convention and Awards Banquet will be rescheduled, possibly in September. Interviews for ICCTA officers will be conducted via phone conference next week, and officers will officially be installed at the next in-person ICCTA meeting.

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

Trustee Jake Rendleman reported that the Foundation designated \$10,000 to fund Foundation COVID-19 Emergency Grants, not to exceed \$500 per student. Approximately 35 students qualified for consideration to receive a grant.

The Foundation Finance Committee held a conference call with money managers from US Bank and reported that while the endowment has suffered a loss, the committee has safeguards in place to provide a reserve in times when the market is down. The committee was informed there is enough money in cash and cash equivalents to provide scholarships for two to three years. Executive Director Staci Shafer has been holding video conferences with students to discuss scholarship opportunities.

The Foundation Golf Classic is currently set for Friday, August 7, at Crab Orchard Golf Course; however, the special events committee is preparing for the possibility of a tournament later in the year if necessary due to the COVID-19 restrictions.

The Illinois Board of Higher Education, Illinois Student Assistance Commission, and Illinois Community College Board initiated a campaign to raise \$1 million for a public university and community college student COVID-19 Emergency Fund. As of April 18, \$12,500 had been raised.

#### **I. Student Trustee**

Newly seated Student Trustee Joshua Payne introduced himself to the Board and expressed his appreciation for the opportunity to serve as the student's voice to the Board.

#### **GROUP/ASSOCIATION REPORTS**

- A. Faculty Association Report** – No report.
- B. Adjunct Faculty Association Report** – No report.
- C. Logan Operational Staff Association Report** – No report.

#### **OFFICERS' REPORTS**

##### **Nursing Program Accreditation**

Vice-President Pecord announced that the nursing program at John A. Logan College received notice of accreditation from the Accreditation Commission for Education in Nursing (ACEN). She commended Nursing Director Marilyn Falaster and nursing faculty for their work in preparation for this accreditation.

##### **Phi Theta Kappa**

John A. Logan College's Upsilon Pi Chapter was awarded the Distinguished College Project Award for their project to improve student class attendance. They also ranked in the top 100 chapters for the third consecutive year.

##### **Cybint Grant**

John A. Logan College received a CyBint Grant for \$500,000. There were over 500 colleges in the applicant pool, and John A. Logan College was one of fifteen selected. This grant will be used to offer boot camps, networking, and essential cybersecurity programs.

### **Student Services and Instructional Division Update**

Vice-President Pecord reported that high school orientations are being conducted online with the students. Advisement for summer and fall is also continuing online. She stated that everyone is doing a phenomenal job to support students in a remote environment.

The transition to online instruction this spring has gone well. The College is working to identify barriers and accommodate students during the transition to online, so they complete their courses in a timely manner. Specific types of scenario-based software has been utilized to fulfill some clinical requirements. Students can access wi-fi on the parking lots, and plans are underway to make up CTE lab hours missed due to the COVID restrictions.

### **Business Services Division Update**

Vice-President McCormick commended the staff in the Business Services Division for doing yeoman's work in keeping the bills paid and payroll flowing smoothly.

### **Financial Impact of Covid-19**

The College is reporting weekly to the Illinois Community College Board regarding revenues lost and expenses incurred. To date, the College has experienced a loss of about \$100,000 in revenue from cancelled courses, activities, and events, and has incurred approximately \$20,000 additional expenses directly related to the Covid-19 pandemic.

### **CARES Act**

The College will receive approximately \$1.4 million from the Higher Education Emergency Relief Fund. Fifty percent of these funds will go directly to students. The College is merely acting as a pass-through entity to get cash into student's hands. The other 50 percent may go towards students or support the College. The guidelines for this portion of the funds have not been provided to the institutions.

### **Foundation Scholarship Reimbursements**

Traditionally, the College applies scholarship awards to student's accounts and then receives reimbursement from the Foundation for these funds. Standard reimbursements for the spring semester run approximately \$160,000, and we have informed the Foundation that the College can carry this expense for a while to assist the Foundation.

### **Facilities Master Plan**

The Facility Master Plan presented to the Board of Trustees in draft form will be made available on the public-facing website for a 30-day comment period for employees, students, and community members. A final draft will be submitted for Board approval at a later date.

**Construction Projects**

Construction and facility projects have continued at the College, including the multi-use pathway project (bicycle pathway). The Illinois Capital Development Board has provided a draft of the architect selection advertisement for projects formerly awarded.

**Comments from President Ron House**

President House reported that the College donated personal protection equipment to Southern Illinois Healthcare, including 12,100 pairs of latex gloves, 2,600 surgical masks, and 260 N-95 masks. He stated that the shift to online and staying off-campus has had a tremendous impact on the way the College does business. It has been rewarding to see employees step up to the challenge during this pandemic.

**CONSENT AGENDA**

**A. Repayment of Inter-Fund Loans**

President House recommended that the Board of Trustees approve the inter-fund loan repayment during the 2019-2020 budget year in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805/3-34 as follows:

- Inter-fund loan payment from the restricted purposes fund to the working cash fund in the amount of \$800,000.
- Inter-fund loan payment from the trust and agency fund to the working cash fund in the amount of \$70,000.

**B. Statement of Final Construction Completion**

President House recommended that the Board of Trustees approve the Statement of Final Completion to be submitted to ICCB for the following projects:

<b>Project Name</b>	<b>Project Budget</b>	<b>Actual Expenditures</b>
Misc. Plumb & Pipe Work	\$292,158	\$251,789.37
H Building Chiller Replacement	\$192,000	\$191,720.10
Historical Village Upgrades	\$ 97,200	\$92,051.09

**C. Award of Construction Contract – Project #19-999, West Lobby, Toilets, Gyms, and Administration Renovations (Appendix III)**

President House recommended that the Board of Trustees award the contract for Project #19-999 to the lowest responsible bidder, JL Robinson of Carbondale, IL, in the amount of \$517,700, for the base bid, Alternate #1, and Plumbing #1.

**D. Award of Asbestos Abatement Contract for Biology Lab Renovation (Appendix IV)**

President House recommended that the Board of Trustees award the contract for Asbestos Abatement – Biology Renovation, to the lowest responsible bidder, Midwest Service Group, in the amount of \$53,500.

Jake Rendleman and Aaron Smith moved and seconded that the Board of Trustees approve Consent Agenda Items A – D as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4069)

**NEW BUSINESS**

**A. Banking Services Proposal**

President House recommended that the Board of Trustees approve Banterra Bank to provide banking services for the College for a three-year period beginning July 1, 2020, through June 30, 2023, with a provision for a two-year continuation under the same terms and conditions of the contract at the sole option of the College.

Ray Hancock and Mandy Little moved and seconded that the Board of Trustees approve Banterra Bank to provide banking services for the College as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4070)

**B. Naming of Insurance Broker of Record**

President House recommended that the Board of Trustees award broker of letter to The Tedrick Group for the period beginning May 1, 2020, and ending April 30, 2025, subject to construction of the final agreement by College legal counsel.

Mandy Little and Ray Hancock moved and seconded that the Board of Trustees award broker of letter to The Tedrick Group as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4071)

**C. Installation of Therapy and Lap Pool Covers at Logan Fitness**

President House recommended that the Board of Trustees award the contract for the installation of pool covers to the lowest responsible bidder, Spectrum Aquatics of Missoula, MT, in the amount of \$178,100.73.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees award the contract for the installation of pool covers as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4072)

**D. Purchase of Solar-Powered Courtyard Tables**

President House recommended that the Board of Trustees approve the purchase of two solar charging tables, in the amount of \$32, 175, from Carrier Class Green Infrastructure LLC dba Sunbolt.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees approve the purchase of two solar charging tables as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4073)

**E. Personnel**

**Non-Teaching Professional Staff**

President House recommended the employment of three non-teaching professional staff presented on the agenda. Item #1, included the recommendation for the employment of a full-time, grade I, aquatic manager. This individual was currently working part-time in this capacity, and there was a need to make this a full-time position to provide weekend supervision by a full-time employee at Logan Fitness. There was discussion among the Board about creating a new position. President House noted that there is no clear mechanism in Board Policy 5110, General Hiring, to create a position unless the entire Board votes, which is very cumbersome and time-consuming. He added there needs to be a way to create a position either through the Board Agenda Committee, which consists of the chair and vice-chair, or the Board Policy Committee. Chair Kilquist recommended that item #1, the employment of a full-time aquatic manager, be tabled until board policy can be reviewed to clarify the process for creating a new position.

Financial concerns due to the Covid-19 pandemic were expressed. Dr. House noted that all personnel items on the agenda were rolled over from the March meeting that was cancelled. The start dates for individuals hired will most likely be when the College resumes normal operations.

Under item #2, President House recommended the employment of Shawn Whitecotton as a full-time coordinator of corporate occupational health and safety training at John A. Logan College.

Under item #3, President House recommended the appointment of Joseph Dethrow as Business, Computer Science, and Mathematics Department Chair for a three-year term for FY 2020 – FY 2022.

Aaron Smith and Mandy Little moved and seconded that the Board of Trustees approve Item #2 and Item #3 of the non-teaching professional staff as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4074)



### **Full-Time Faculty**

President House recommended that David Ing be employed as a full-time, tenure track faculty, biology instructor at John A. Logan College effective Fall 2020.

President House recommended that Laura O'Connell be employed as a full-time, tenure track faculty, physical science instructor at John A. Logan College effective Fall 2020.

President House recommended that Todd Moe be employed as a full-time, tenure track faculty, economics instructor at John A. Logan College effective Fall 2020.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve the full-time faculty as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4075)

### **Adjunct Faculty**

President House recommended that Shantay Guyton be ratified as a part-time instructor of applied lessons at John A. Logan College effective January 13, 2020.

President House recommended that Paul Transue be ratified as a part-time instructor of applied lessons at John A. Logan College effective January 13, 2020.

President House recommended that Paul Woodhouse be ratified as a part-time substitute instructor of welding at John A. Logan College effective February 21, 2020.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve the adjunct faculty as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4076)

### **Community Education Staff**

President House recommended that Cynthia Massie be ratified as a Piano Lessons and Voice Lessons instructor at John A. Logan College effective January 21, 2020.

President House recommended that Aspen Morrison be ratified as a Logan Fitness Personal Trainer at John A. Logan College effective February 19, 2020.

President House recommended that Carlyn Zimmermann be ratified as a Voice Lessons instructor at John A. Logan College effective January 21, 2020.

Aaron Smith and Mandy Little moved and seconded that the Board of Trustees approve the community education staff as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4077)

### **Workforce Development Staff**

President House recommended that William Cox be ratified as a Business Trainer at John A. Logan College effective February 18, 2020.

President House recommended that Rex (Marty) Manfredo be ratified as a Highway Construction Careers Training Program instructor at John A. Logan College effective February 24, 2020.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve the workforce development staff as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4078)

### **Part-Time Grant Faculty**

President House recommended that Neimoya Basden be ratified as a part-time GED Manufacturing Bridge instructor at John A. Logan College effective February 17, 2020.

President House recommended that Amber Heern be ratified as a part-time ABE/GED instructor at John A. Logan College effective March 24, 2020.

Glenn Poshard and Aaron Smith moved and seconded that the Board of Trustees approve the part-time grant faculty as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4079)

### **Volunteer Personnel**

President House recommended the appointment of volunteer Justin Christianson for the Historical Village.

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

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4080)

### **Retirements/Resignations**

President House recommended that the Board of Trustees accept the following resignations:

- a) Jennifer Smoot, director of student success, effective March 16, 2020.
- b) Chelsea Qualls, director of scholarships, effective March 13, 2020.
- c) Nicole Mathis, admin. assistant V (dean of student services), effective March 31, 2020.

Glenn Poshard and Mandy Little moved and seconded that the Board of Trustees accept the resignations as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4081)

**ANNOUNCEMENTS**

Chair Kilquist announced that everyone would be notified as to the procedure for next month's meeting. Conditions will be evaluated, and the best practices for the meeting will be done.

**ADJOURNMENT**

Mandy Little and Ray Hancock moved and seconded that the regular meeting of the Board of Trustees be adjourned.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4082)

The meeting duly adjourned at 8:36 p.m.

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



William J. Kilquist, Board Chair



Jake Rendleman, Board Secretary