

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 in the Hancock Conference Center at Carterville, Illinois, on Tuesday, February 23, 2021, commencing at 7:00 p.m. Public attendance at the meeting was limited in accordance with the COVID Phase 4 guidelines and the meeting was available via Zoom video.

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	-- present

Also present were President Kirk Overstreet, Legal Counsel Rhett Barke, Vice-President Melanie Pecord, Interim Vice Presidents Stacy Buckingham and Clay Brewer, Recording Secretary Susan May, and other members of the College.

Chair Kilquist led the Board in the Pledge of Allegiance.

MINUTES OF THE REGULAR MEETING OF JANUARY 26, 2021

Minutes of the regular meeting of January 26, 2021, were previously distributed.

Jake Rendleman and Aaron Smith moved and seconded that the Board of Trustees approve the minutes of the regular meeting of January 26, 2021.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4194)

CONTENT OF CLOSED SESSION MINUTES OF JANUARY 26, 2021

Minutes of the January 26, 2021, closed session were previously distributed.

Aaron Smith and Ray Hancock moved and seconded that the Board of Trustees approve the content of the closed session minutes of January 26, 2021.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4195)

TREASURER’S AND FINANCIAL REPORT (Appendix I)

The treasurer’s and financial report for the period ending December 31, 2020, was previously distributed.

Glenn Poshard and Mandy Little moved and seconded that the Board of Trustees approve the treasurer’s and financial report for the period ending December 31, 2020.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4196)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending January 31, 2021, was previously distributed.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the expenditure list for the period ending January 31, 2021.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4197)

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

There were no public comments or questions.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

Board Chair Bill Kilquist commented that this was the first in-person meeting with the public since February 2020 and noted that the College would continue with this format in addition to Zoom video within the COVID guidelines.

B. Athletics Advisory Committee

No report.

C. Building, Grounds, and Safety Committee

Trustee Jake Rendleman reported that the Committee had not met but provided updates on facility projects. Restoration work from the fire incident is complete except for the fire marshall inspection and cleaning of the elevator shaft. The work on the damaged C Wing is in full swing. Approximately half of the upper floor is painted, and ceiling grids are being installed. The Admissions area has been fully gutted and is ready for new wall construction. Asbestos abatement will occur on the adhesive under the existing carpet and tile in the upper and lower C wing. This asbestos was not found until construction began on this project, but we are still on target for project completion at the end of May.

Projects completed or nearly complete include the Conference Center Courtyard and Du Quoin Extension Center. Work to seal the window system in the Conference Center will occur as soon as the weather allows. The DuQuoin Extension Center will need most of the concrete drains removed and reinstalled to match the design drawings. The initial installation did not match the design drawings and will not drain water properly. This, too, will occur once the weather allows. The mezzanine and elevator project in the west lobby will be rebid due to the one bid received was twice over budget. The Capital Development Board (CDB) will notify the bidder that the

proposal has been rejected and notify Architechniques to proceed with a rebid. Architechniques is currently preparing drawings for rebid. A rebid is anticipated to occur in April. If this is the case, construction may begin in June or July.

Bids for constructing the pedestrian pathway from the west entry to the athletic facilities will likely occur in March or April. Bids are also anticipated for the bicycle path project in the next few months. The West Lobby Expansion project has been awarded to BHDG (Baysinger Hensley Design Group). Design work will begin on the first of three design submittals. This initial design submittal will take about three months, and the overall design process will take approximately 9 – 12 months.

D. Board Policy Committee

No report.

E. Budget and Finance Committee

Trustee Glenn Poshard reported that the Board Finance Committee met with Kemper CPA to review the FY20 audit. Trustee Poshard highlighted many areas within the audit report and pointed out that the auditors found no instances of noncompliance or other matters required to be reported under *Government Auditing Standards*. The auditors recognized that COVID-19 has affected how the College has had to operate and that the situation remains fluid and could materially adversely affect future revenues. The College will fulfill the final installment to ICCB for reimbursement payments this fiscal year. As of June 30, 2020, the College's investments in the Illinois Funds Money Market Funds were rated AAAM by Standard and Poor's, and the College did not have a concentration of credit risk. The College's deposits with financial institutions were fully insured and collateralized, and there were no investments exposed to custodial credit risk. It was noted that the College had no outstanding contributions payable to the College's Insurance Plan for the 140 active and 134 inactive employees receiving benefits. Construction commitments are detailed within the audit and total \$6,444,000 as of June 30, 2020.

The Foundation expects its endowment funds to grow at a nominal average rate of 4 percent annually, consistent with the Foundation's objective to maintain the purchasing power of endowment assets and provide additional real growth through new gifts and investment return. The Foundation's donor-restricted endowments are not available for general expenditures and are restricted to precisely what the donor has requested.

The College's debt limit is 2.875 percent of the five counties' assessed valuation of 1,948,821,194, within the legal limit. The College's present indebtedness is \$23,205,000, leaving a legal debt margin of \$32,823,609 still available. Trustee Poshard concluded by stating that this report was a very thorough and complete audit, and the Board and the public can take confidence in the fact that the financial affairs at the College have been managed well.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the Committee met remotely and discussed the use of the technology fee and CARES Act funding that may be available for classroom technology updates. There was also discussion about whether or not funds would be available to enhance our distance learning. The College has an adequate supply of equipment and hotspots based on student requests. A recent survey showed that only eight out of 255 students surveyed responded

that they did not have the necessary equipment. Software for evaluation purposes and assessment is currently under review. The implementation process for Jenzebar One continues to move forward towards a go-live date of June 2021.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Mandy Little reported that the March ICCTA meeting will be held in Schaumburg, IL, and includes a seminar on how community colleges respond to cyber attacks. First Lady Jill Biden and House Speaker Nancy Pelosi spoke at the ACCT National Leadership Summit in February. Ms. Biden spoke of plans for a summit on higher education and talked about how community colleges respond to higher education needs. Conference calls were also held with Illinois Senators Richard Durbin and Tammy Duckworth. Trustee Rendleman noted that he and Trustee Little also participated in recent Zoom meetings with the Senators, which was very interesting and indicated that additional COVID-19 funds might become available. ICCTA has established a new onboarding committee charged with developing a program for new trustees. The FY22 budget is currently looking at flat funding.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation's total endowment is now over \$11 million. The Foundation has identified \$128,000 in unrestricted funds earmarked to help students who need assistance with past-due balances to register for new classes. May 1 is the deadline to apply for Fall 2021 scholarships, and the Foundation Office is working with local guidance counselors and students to assist with the online application process. Matthew Waggoner will be honored at the 2021 graduation ceremony as the Distinguished Alumnus. Mr. Waggoner is a graduate of John A. Logan College and currently serves as the Next Generation Program Director for the U.S. Department of Education, Federal Student Aid.

I. Student Trustee

Student Trustee Joshua Payne reported that two scholarship essay contests are available to students through ICCTA, including the Paul Simon Essay and Gandhi/King Peace Scholarship. Entry forms for the Finish Strong tuition drawing will be accepted in May for students with solid class attendance and participation. An online event on alcohol awareness called A Shot of Reality will be held on March 3. Slots are filling up for the next blood drive that will be held on March 25. In response to a recent student survey, the Student Senate will identify ways to assist students with textbook and course resources.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Association President Robert McKenzie and his executive committee met with Dr. Overstreet and discussed a shared vision for the College moving forward.

B. Adjunct Faculty Association Report – No report.

C. Logan Operational Staff Association Report – No report.

OFFICERS' REPORTS

Instructional and Student Services Updates

Vice-President Melanie Pecord reported that former nursing student Christopher Glazik was highlighted in a recent Perkins ICCB Newsletter. Christopher received assistance through Perkins to complete the LPN and ADN program at John A. Logan College.

ADN and LPN Pass Rates

Dr. Pecord announced that 48 students tested for the ADN with a 96% pass rate, and 65 students tested in the LPN program with a 95% pass rate. She commended the nursing faculty for maintaining such high pass rates.

High School Orientations

John A. Logan College staff will be going to the high schools this spring to conduct orientations.

Interim Vice-President Stacy Buckingham

Ms. Buckingham thanked the Board Finance Committee and the Business Services staff for all their work preparing the auditors. Property tax revenues are looking good. Tuition and fee revenues are down about 13 percent, which is in step with the enrollment decline. The College received notification of the second round of CARES Act stimulus money. Student emergency grants totaling \$726,322 will again be distributed directly to students. The College is still waiting on guidance from the Department of Education for the institutional portion. A detailed report outlining award amounts, disbursement dates, and the number of eligible students is available by searching CARES Act Report on the website.

Interim Vice-President Clay Brewer

Clay Brewer commended the Teamsters and supervisors that worked around the clock to maintain the campus sidewalks and parking lots through the recent snow and ice event. We have an in-house paint crew within the Teamsters which will help the College save money while sprucing up the campus.

Women's and men's basketball is underway, with the men's program ranking third in the country. The women's softball program is practicing down south, and the men's baseball team just returned from that same area. Golf is set to start the first week of March.

President Kirk Overstreet

President Overstreet reported that a new President's Cabinet had been instituted that meets weekly on Wednesday mornings. Cabinet members have also been invited to attend Board meetings to answer questions the Board may have. Members of the Cabinet include Stan Diggs, Jeremy Sargeant, Melanie Pecord, Stacy Buckingham, Clay Brewer, Staci Shafer, Eric Pulley, and Rhett Barke.

Logan Defenders Cyber Defense Team

Mark Rogers reported on the John A. Logan College Logan Defenders Cyber Defense Team, coached by Head Coach Mark Rogers and Assistant Coaches Kylee Williams and Roger Jeter. The team was formed in 2015 and won its first event in 2017 at the Collegiate Cyber Defense Competition (CCDC) midwest Invitational. In 2017, John A. Logan College was one of eight schools invited to the Argonne

National Laboratory and the only community college invited to participate. In 2018, John A. Logan College finished 28 out of 85 schools and finished 48 out of 135 schools in 2019 at Argonne. The team placed second among community colleges in the nation both years. In 2019, the Logan Defenders finished eighth in the nation and top community college at the Wicked 6 Competition. In the last two years, the Logan Defenders placed second in the Illinois State CCDC event and were beat by DePaul University both times. Mr. Rogers thanked the Board of Trustees for their support.

CONSENT AGENDA

A. Facility Master Plan (Appendix III)

President Overstreet recommended that the Board of Trustees approve the Facility Master Plan. Trustee Hancock stated that this was an excellent plan but expressed concerns he had previously communicated to the Board that there had not been a thorough discussion of this plan. There is a lot of new space included in this plan, and the College already has excessive space and a substantially lower enrollment than we have had in several years. When we add space, we also add a lot of infrastructure costs that increase every year. Trustee Hancock stated that this plan is limited to facilities and should be integrated with an overall plan of the College that includes crucial things such as budget, programs, staff, and student enrollment.

Trustee Rendleman noted that approximately ten projects in this plan had been completed since 2018, including remodeling projects within present buildings. Many of the other projects are included to attract students. Some high schools within this district have better facilities for athletics and fine arts than the College, so there is a need to develop a balance. Trustee Rendleman noted that many projects could look for funding through grants and various other things.

There was discussion that Board approval of the Facility Master Plan did not bind the College to the projects outlined within the document. If a funding opportunity becomes available for one of these projects, the Board would have a chance to review the particular project and funding mechanism before moving forward. President Overstreet affirmed that the Facilities Master Plan is an action plan developed with input from many individuals that includes a vision for the future and a framework to build upon at John A. Logan College. The President's Cabinet will be working on a one-year Strategic Plan that will be rolled into a five-year plan, incorporating some of these projects. Having this document acknowledged and approved by the Board gives us something to be incorporated into the Strategic Plan.

B. Award of Bid – Theatrical Stage Lighting Upgrade (Appendix IV)

President Overstreet recommended that the Board of Trustees award the bid for LED theatrical stage lighting to the lowest responsible bidder, BMI Supply, Queensbury, NY, in the amount of \$51,255.99. The majority of this purchase (\$49,910) will be funded through an IGEN Grant Award.

Glenn Poshard and Aaron Smith moved and seconded that the Board of Trustees approve the Consent Agenda Items A and B.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4198)

NEW BUSINESS

A. Presentation and Approval of 2020 Audit (Appendix V)

President Overstreet recommended that the Board of Trustees approve the 2020 Audit as presented in Appendix V.

Kimberly Walker, with Kemper CPA, noted that Trustee Poshard reported on many of the key aspects of the audit that the Board should be aware of and focused her comments on the three reports issued within the audit. The opinion given in the Independent Auditor's Report listed on page two indicates a clean report showing that the auditors were satisfied with the College's financial reporting. Kemper did not identify any issues or findings in the Independent Auditor's Report on Internal Control Over Financial Reporting listed on page four, which was another clean report. The Independent Auditor's Report on page 83 includes compliance for each major federal program and internal control over compliance required by the uniform guidance. A single audit is required since the College receives over \$750,000 in federal dollars. Noncompliance was reported as a significant deficiency related to the Student Financial Aid Assistance Program based on the College's requirement to notify the lender within 60 days if a student graduates, withdraws, or drops from full-time status. The compliance testing results showed that eight students were not reported within the 60-day time frame, and the return of funds calculation was incorrect for four students. Ms. Walker pointed out that these findings are common among colleges, and a corrective action plan issued by the College to address these issues is included within the audit. Ms. Walker concluded that this is considered a clean audit report for the College.

Aaron Smith and Glenn Poshard moved and seconded that the Board of Trustees approve the annual 2020 Audit as presented.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4199)

B. Executive Session

Chair Kilquist stated that it was desirable that the Board adjourn into executive "closed" session pursuant to 5 ILCS 120/2(c) to discuss pending litigation and personnel matters.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees adjourn into executive "closed" session.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4200)

The meeting was declared in closed session at 9:15 p.m.

The meeting was declared back in regular session at 10:40 p.m.

C. Actionable Items Based Upon Executive Session Discussions

Aaron Smith and Mandy Little moved and seconded that the Board of Trustees approve the actionable items discussed in the closed session.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4201)

D. Personnel

Operational Staff

President Overstreet recommended that Tina Craft be employed as a full-time, grade V, administrative assistant V (adult basic/secondary education) at John A. Logan College.

President Overstreet recommended that Kimberly Dyer be employed as a full-time, grade IV, financial aid specialist IV at John A. Logan College.

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

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4202)

Executive Support Staff

President Overstreet recommended that Carmen Cutsinger be employed as a full-time, grade V, senior executive assistant at John A. Logan College.

Ray Hancock and Jake Rendleman moved and seconded that the Board of Trustees approve the executive support staff as recommended.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4203)

Non-Teaching Professional Staff

President Overstreet recommended that Michael Dinkins be employed as a full-time, grade VII, coordinator of custodial services at John A. Logan College.

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

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4204)

Full-Time Faculty

President Overstreet recommended that the following full-time, tenured faculty members be offered contracts for the 2021-2022 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Molly Alter	08/16/12
Cheryl Barrall	08/14/03
Jane Beyler	08/14/08
Nicole Borrenpohl	08/20/09
George Bricker	08/19/15
Jane Bryant	08/19/04
Thomas Chandler	08/14/08
David Cochran	08/16/01
William Connell	01/12/09
Sheri Cook	08/16/07
Robert Craig	08/18/14
Joseph Dethrow	08/18/05
James Elliott	08/18/05
David Evans	08/14/08
Jo Forer	08/18/94
Matt Garrison	08/18/05
Carey Gerber	08/16/17
Heather Hampson	08/16/07
Lora Hines	08/18/94
Jennifer Jeter	08/16/07
Pamela Karns	02/01/00
Kathi Kibler	08/19/99
Mikeal Kos	08/20/09
Jason McFarland	08/18/14
Erin McGuire	08/19/15
Robert McKenzie	08/17/16
Denise Orrill	08/16/07
Martha Peebles	08/15/13
Kemberly Pinto	08/20/09
Bart Pulliam	08/16/17
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
Brennan Stover	08/16/17
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
Kylee Williams	01/12/16
Kristin Yosanovich	08/16/17
Crystal Young	08/16/17

President Overstreet recommended that the following full-time, non-tenured faculty members be offered one-year, non-tenured contracts for the 2021-22 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Jared Burde	08/14/19
Miran Byun	08/14/19
Leslie Harmon-McKenzie	01/14/19
David Ing	08/12/20
Roger Jeter	08/14/19
Karen Kasban	08/14/19
Grover Mays	08/14/19
Todd Moe	08/12/20
Laura O'Connell	08/12/20
Brian Stanfield	08/14/19
Tammy Valette	08/12/20

President Overstreet 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 2021-2022 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Esmarie Boyles	08/15/18
Andrew Carr	08/15/18
Aaron Carter	08/15/18
Rebecca Corbit	08/15/18
Wayne Griffith	08/15/18
Prachi Parashar	08/15/18

President Overstreet recommended that the following full-time, non-tenured faculty member who has completed three years of full-time employment with John A. Logan College be re-employed and awarded a one-year extension contract for the 2021-2022 academic year:

<u>Employee</u>	<u>Full-Time Start Date</u>
Carlyn Zimmermann	08/15/18

Adjunct Faculty

President Overstreet recommended that Susan Harmon be ratified as a part-time instructor of nursing at John A. Logan College, effective January 29, 2021. McKendree University.

President Overstreet recommended that Michelle McDaniel be ratified as a part-time instructor of business at John A. Logan College, effective January 11, 2021.

President Overstreet recommended that Elizabeth Robinson be ratified as a part-time instructor of construction management at John A. Logan College, effective February 9, 2021.

Community Education Staff

President Overstreet recommended that Gabriella Burkett be ratified as a Private Swim Lessons instructor at John A. Logan College, effective January 25, 2021.

President Overstreet recommended that Jon Musgrave be ratified as a Screenwriting – The Basic instructor at John A. Logan College effective January 21, 2021.

President Overstreet recommended that Kamen Rosado be ratified as a Private Swim Lessons instructor at John A. Logan College, effective January 18, 2021.

Glenn Poshard and Jake Rendleman moved and seconded that the Board of Trustees approve the adjunct faculty and community education staff as recommended.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4205)

Non-Teaching Professional Grant Staff

President Overstreet recommended that Melissa Luttenbacher be employed as a full-time health and safety coach for license-exempt providers at John A. Logan College.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve the non-teaching professional grant staff as recommended.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4206)

Part-Time Grant Faculty

President Overstreet recommended that Erica Travelstead be ratified as a part-time ABE/GED instructor at John A. Logan College, effective February 2, 2021.

Mandy Little and Jake Rendleman 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 #16-4207)

Volunteer Personnel

President Overstreet recommended the appointment of volunteers Byron Gutierrez, Christopher Lopez Mendoza, Laura Naharro, Tevyn Padilla Ulloa, Maki Pardieck, and Rachel Stuckel for literacy.

Glenn Poshard and Jake Rendleman 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 #16-4208)

Retirements/Resignations

President Overstreet recommended that the Board of Trustees accept the resignation of Adam Dahmer, Construction Management instructor, effective February 26, 2021.

President Overstreet recommended that the Board of Trustees accept the retirement of James Mark Rogers, associate professor of CIS/Electronics, effective June 1, 2022.

President Overstreet recommended that the Board of Trustees accept the retirement of Lori Longueville, Director of Child Care Resource and Referral, effective July 1, 2021.

Mandy Little and Joshua Payne moved and seconded that the Board of Trustees accept the retirements and resignations as recommended.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4209)

INFORMATION ONLY ITEMS (NO ACTION)

A. Establishment of Fees (Appendix VI)

President Overstreet reported that he had approved a change in lab fees presented in Appendix VI, effective Fall 2021, in accordance with Board Policy 7315, Establishment of Fees.

B. Asbestos Abatement

Two areas within the construction zone require asbestos abatement, which were previously undiscovered.

The first area of asbestos-containing material was discovered as a result of the fire damage. Upon close examination of this area, it was determined through testing that the adhesive that holds down the carpet contains asbestos. This carpet is within a variety of spaces on the upper and lower C wing renovation area. The total area of this asbestos adhesive is approximately 2,800 Square Feet. The cost associated with this abatement is \$20,216.00. This cost will be paid through the insurance claim associated with the fire damage.

The second area of asbestos-containing material was discovered as a result of selective remodeling of the cafeteria corridor and the cafeteria dining area. The cafeteria corridor

ceramic tile was being removed by the contractor, and black adhesive was discovered and tested. The adhesive under this tile and the adjoining cafeteria dining room tile were determined to contain asbestos. The total area of this asbestos adhesive is approximately 3,200 square feet. The cost associated with this abatement is \$23,104.00 and will be paid by the College.

ANNOUNCEMENTS

Chair Kilquist announced that a Jacob “Jake” Rendleman laboratory dedication would be held on March 11, 2021, at 7:30 p.m.

The Board agreed to change the time of the March 23, 2021, meeting to 6:00 p.m.

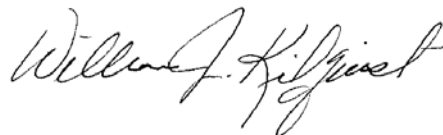
ADJOURNMENT

Mandy Little and Jake Rendleman moved and seconded that the Board of Trustees regular meeting be adjourned.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4210)

The meeting was duly adjourned at 10:49 p.m.

Respectfully submitted by Susan May, recording secretary to the Board of Trustees.



William J. Kilquist, Chair



Jacob “Jake” Rendleman, Secretary