

JOHN A. LOGAN COLLEGE

Carterville, IL 62918

Minutes of the special meeting/retreat of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Kindling Restaurant, 1420 Main St., Carterville, Illinois, on June 9, 2011, commencing at 5:15 p.m.

The meeting was called to order by Board Chair Mike Hopkins.

The chair directed the recording secretary to call the roll:

Don Brewer	-- present
John O'Keefe	-- present
Jake Rendleman	-- present
Jim Snider	-- present
Jackie Hancock	-- present
John Sanders	-- present
Mandy Little	-- present
Michael Hopkins	-- present

Also present were: Robert L. Mees, President; John Huffman, College Legal Counsel; Mike Monaghan, Executive Director of the Illinois Community College Trustees Association; and Donna Glodjo, Recording Secretary to the Board of Trustees.

PUBLIC AUDIENCE FOR COMMENTS/QUESTIONS

None.

OPEN DISCUSSION

A. UPDATE ON STATE FUNDING

President Mees gave the Board an update on state funding. He reported the College expects its final credit hour payment for FY 11 within the next few days, but noted that the state still owes the College \$5,247,330.80 in equalization payments. President Mees shared the results of an ICCB study on what percentage of colleges' operating budgets consist of salaries and benefits. The state average is 72.4 percent, and John A. Logan is at 63 percent – third lowest in the state.

President Mees stated the College's enrollment has continued to do well, noting that from 2005-2009, we were the fastest growing community college in the state – increasing 42 percent while the state average was .2 percent. He said that FTE figures were not quite as impressive, with an increase of 12.5 percent compared to the state average of 2.3 percent. The reason for this is the fact many of the College's students do not take a large number of hours, i.e. business and industry center training classes, continuing ed classes. Dr. Mees said over the last four years, in spite of the very difficult times, the College has managed to strengthen its financial performance through the Sustainable Financial Plan and careful monitoring of expenses. He noted that in November of 2008, the Board Finance Committee had approved "Fund Balance Goals", and the College has exceeded

those goals by ten percent. He reported that between the years of 2007 and 2011, carryover fund balances have grown from \$7.8 million to \$12.2 million – a \$4.4 million increase. Dr. Mees noted the last four contiguous fiscal years have resulted in the largest increase in operating fund balance in the College's history.

Dr. Mees stated that, looking at the coming fiscal year, the College will get the same credit hour funding, but will take a huge hit on equalization funding. He explained the scenario that has created the reduction in equalization funding. FY 2012 equalization funding is determined by full-time equivalent (FTE) enrollment in FY 2010 and by 2010 property values. Unfortunately John A. Logan College was one of two colleges in the state that saw a decrease in FTE enrollment (-0.30%) in FY 10. At the same time, the average increase in enrollment statewide was 10.8 percent. Also at the same time, property value growth stagnated in the northern portion of the state. Dr. Mees explained the combination of these events, which are the triggers in the equalization formula, has resulted in a loss of equalization of approximately \$1.2 million (or 13 percent of the prior year's equalization funding) for John A. Logan College. He said equalization funding is not expected to return to previous levels for another three years because of the way the formulas use averaging. President Mees said the impact of the loss is significant, and it is the intent to not move forward with most of the operational plan items. He said that by doing this, the College should be able to limit the anticipated 2012 annual deficit to less than \$600,000. He said plans also call for reinstating the process used for soliciting ideas for the Sustainable Financial Plan for Budget Cuts model to look at additional cost reductions.

Trustee Jake Rendleman distributed some information on the Illinois Community College Board's budget and briefly commented on it.

B. Nursing Program

President Mees reported the College's ADN program is being expanded by 10 students for fall and the part-time LPN program was expanded by 10 students in the spring. He said the Du Quoin Alongi Extension Center has done extremely well with the new program. Dr. Mees said the College is limited on how much it can expand the nursing programs because of the lack of clinical sites and labs. He stressed that community colleges must do everything possible to block the effort to require all RNs to have a bachelor's degree. Trustee Rendleman said ICCB is working hard on this issue.

C. Goals and Future Plans for Extension Centers

President Mees reported the College's Du Quoin Alongi Extension Center and the West Frankfort Extension Center are continuing to grow. He distributed information on extension center enrollments and budgets, and gave a brief summary. He clarified that the College owns the building in Du Quoin, but rents the building in West Frankfort. Dr. Mees mentioned that the new Man-Tra-Con nursing pilot program is in a building adjacent to the Du Quoin Extension Center, and the future of that program is in jeopardy due to loss of funding. He said efforts are being made to try to keep this very important program going. Dr. Mees stressed the importance of the College's presence in Du Quoin and West Frankfort because of these extension centers. Trustee Brewer asked if there are any plans through the Sustainable Financial Plan to cut or even close the extension centers. He said there is a perception in both towns that the College is phasing out the extension centers, and stressed how important these centers are to the communities. President Mees clarified that the item regarding closure of the extension centers was in the crisis mode of the plan, and stressed that

is one of the last things that would ever be done. It was noted that the extension centers are currently paying for themselves. Board Chair Hopkins asked if purchasing a building in West Frankfort would be a possibility. Dr. Mees said that had been discussed, but an appropriate site was not found at that time. He said the mall location has worked out well, but purchasing a facility is always a future possibility. In response to Trustee Brewer's question, President Mees clarified that the College has cut staff hours to 30 hours per week at the extension centers. There was a brief discussion on factors that could affect enrollments at the West Frankfort Extension Center, and also on the overall impact of private schools and home-schooling in southern Illinois.

D. Length of Board Meetings

Board Chair Mike Hopkins said he had received a great deal of concern from trustees about the length of the Board meetings. He assured the Board that this is being worked on. He said that while it is good for the vice-presidents to bring people from their areas in to make reports, it should be limited. President Mees said those giving reports need to be reminded to keep them brief. Trustee Sanders commented that he feels reports to the Board are important in making the trustees feel well-informed and a part of what is going on at the College. President Mees suggested that the administration can possibly send the Board more information in advance. Board Chair Mike Hopkins also suggested that if the vice-presidents have anything they wish to bring to the Board in closed session, it would be desirable to have the information in advance in the form of a memo. Trustee Rendleman expressed that if items are sprung on the board, it is difficult for them to make a good and informed decision. Trustee Brewer stated that from his past experience on the Board, the Board was often worn out with reports before they actually got to conducting business. He suggested that reports from each vice-president's area were not necessary. President Mees commented on how important it is to College employees to be able to report to the Board, but he agreed that time limits should be honored. John Sanders commented on how effective the meetings with the Student Senate have been in affecting needed changes and improvements. It was pointed out that this particular situation was not a problem, because extra time is planned for those meetings. Trustees O'Keefe and Snider both stressed the need for brevity in reports. Board Chair Hopkins said that trustees can also be more concise in their reports.

Dr. O'Keefe said that many of the public school boards in the area have their executive sessions before the regular meeting, and suggested that might be something to think about. Trustee Sanders felt this would seriously limit the time for needed discussion in closed session. Mike Monaghan said that most of the colleges in Illinois conduct closed sessions before the regular meeting. In response to a question by Trustee Snider, Mr. Monaghan said the average board meeting is probably 1 ½ hours to 1 ¾ hours (not including the closed session). Trustee Sanders commented that most boards are not as involved in the hiring process as the JALC Board. He said that in talking with trustees across the nation, most boards just act on the recommendation brought to them, with the exception of hiring vice-presidents and presidents. After further discussion, Board Chair Mike Hopkins suggested that the Board should only address items in closed session that they have been previously informed of. It was the consensus of the Board that they would appreciate being aware of any items that will be brought up in closed session so they can be better prepared to discuss in a timely manner and make good decisions. Trustee Snider added that it is also important that the trustees be mindful of the time as well, and not get on tangents on a particular topic of interest. There was some discussion on whether it would be appropriate for legal counsel to provide the Board a list of pending litigation items he planned to discuss in closed session. Mr. Huffman said he would be comfortable with just providing a brief list of topics he plans to report on without details. Board

Chair Hopkins said that, as chair, he feels it is his responsibility to keep the meetings moving; but he asked the Board to let him know if he ever pushes through something before someone has an answer.

E. Other Discussion

Trustee John Sanders commended the Board for the ideas and planning that has come out of open discussions at Board retreats. President Mees commented on all the planning processes in place at the College that are consistently working together so well.

Trustee Jake Rendleman suggested it would be desirable to have a memo from vice-presidents who travel to meetings as to what they learned from those meetings, stating he felt that would be valuable information to the Board. He further suggested that this could also apply to deans. Trustee O'Keefe cautioned that the Board could get "memo'd to death". Trustee Snider said he would like to have a very brief informative statement listing vice-presidents and deans travel as part of the agenda packet. He commented this would prevent him from having to ask questions about the expenditure listing. Board Chair Hopkins said this could also document ideas and useful information gathered from the various conferences and meetings.

CLOSED SESSION

Board Chair Mike Hopkins stated it was desirable to hold a closed session to meet with a representative of the Illinois Community College Trustees Association for the purpose of self-evaluation, practices and procedures; to discuss the appointment, employment, and compensation of specific individuals; purchase of real property; and pending litigation.

John Sanders and Jake Rendleman moved and seconded that the special meeting/retreat of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2621)

The meeting was declared in closed session at 6:30 p.m.
(The Board took a ten-minute recess at 7:45 p.m.; then reconvened back into closed session.)

The meeting was declared back in regular session at 8:30 p.m.

There was a brief discussion on the issue of the FY 2012 Instructional Calendar as it related to the SIUC dorms.

There was brief discussion on paperless board meetings.

John Sanders and Mandy Little moved and seconded that the special meeting/retreat of the John A. Logan College Board of Trustees be adjourned.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2622)

The meeting was duly adjourned.

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

Mike Hopkins, Chair

Jaclyn Hancock, Secretary