

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 May 23, 2017, commencing at 7:00 p.m.

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

The 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	-- 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 instruction; Rhett Barke, College legal counsel; Shannon Woodworth, public relations specialist; Susan May, recording secretary to the board of trustees; and other College personnel.

Board Chair Bill Kilquist led the Board in the Pledge of Allegiance. A moment of silence was observed for the victims of the Manchester, England bombing.

MINUTES OF THE ORGANIZATIONAL MEETING AND REGULAR APRIL BOARD MEETING

Minutes of the organizational meeting and regular meeting of April 25, 2017 were previously distributed.

Glenn Poshard and Ray Hancock moved and seconded approval of the minutes of the organizational meeting and regular meeting of April 25, 2017.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3528)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

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

Cheryl Graff and Glenn Poshard moved and seconded approval of the treasurer's and financial report for the period ending March 31, 2017.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3529)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending April 30, 2017 was previously distributed.

Ray Hancock and Jake Rendleman moved and seconded approval of the expenditure report for the period ending April 30, 2017.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3530)

RECOGNITION OF GUESTS – None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS – None.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

Board Chair Bill Kilquist updated the Board on the standing committees and board member assignments. Special appointments for ad hoc committees will be made on an as-needed basis. Representatives were also named for the Illinois Community College Trustees Association (ICCTA) and John A. Logan College Foundation.

B. Awards and Naming Facilities Committee – No report.

C. Illinois Community College Trustees Association (ICCTA)

Trustee Jake Rendleman reported that the ICCTA Annual Awards Banquet will be held on June 2nd in Normal, Illinois. Other events taking place during the convention include the Student Leadership Institute, Illinois Council of Community College Presidents meetings, and Illinois Community College Board meetings.

D. John A. Logan College Foundation

Trustee Jake Rendleman reported that the 40th Annual Foundation Golf Classic is scheduled for Friday, August 11. The Finance Committee will make a recommendation to the Foundation Board in June to approve a new money manager for its \$7 million endowment. The Foundation Scholarship Committee has met and selected recipients for the Fall 2017 scholarships. Black Diamond Harley-Davidson held its annual scholarship award ceremony and presented \$1,000 scholarships to students with community colleges in their district, matched a \$500 contribution for these scholarships.

E. Employment Services Committee – No report.

F. Athletics Advisory Committee – No report.

G. Diversity Committee – No report.

H. Building, Grounds and Safety Committee – No report.

I. Board Policy Committee

Trustee Ray Hancock encouraged everyone to review the two new policies being proposed to satisfy legal requirements from both the state and federal level.

J. Budget and Finance Committee

Trustee Cheryl Graff reported that the agenda includes a tentative budget for FY18, and stated that the Budget and Finance Committee supported using 40 percent level of 2015 funding as a baseline for targeted revenues.

K. Integrated Technology Committee – No report.

L. Student Trustee

Student Trustee Timothy McDaniel reported that the winners of the Logan’s Got Talent competition were Esther Creamer, Summer Sanders, and Alayna Boese. Twenty-five units of blood were donated during the April blood drive, and the American Sign Language Club and Phi Theta Kappa tied for first place in the student club blood drive competition. The YODA Computer Club is collecting business attire through May 31 for their Dress for Success project.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Faculty Association Representative Keith Krapf stated they were hopeful the budget situation would soon come to an end.

B. Term Faculty Association Report – No report.

C. Logan Operational Staff Association Report – No report.

OFFICERS’ REPORTS

A. Graduation Ceremonies

Acting Vice-President Melanie Pecord reported that this was the first year the College held two graduation ceremonies. She noted that if the ceremonies had not been divided, approximately 200 individuals would have had to view the ceremonies from the auditorium.

B. Summary of Accomplishments

President Ron House gave a summary of accomplishments of the College over the last 14 months, including special recognitions received for College programs and clubs. He acknowledged that these accomplishments were the result of the dedicated faculty and staff, and stated that even in hard times the College continues to move forward.

CONSENT AGENDA

Item B – Award of JALC Extension Centers Cleaning Contract and Item C – Pitney Bowes Postage Equipment Lease was pulled from the Consent Agenda for discussion and separate action (see below).

A. Revision to the 2018-2019 Instructional Calendar (Appendix III)

President House recommended that the Board of Trustees approve the revision to the 2018-2019 Instructional Calendar which removes the fall break in October, and includes a full week break for students and faculty in November during the week of Thanksgiving.

D. Purchase of Data Center Hardware/Software (Appendix V)

President House recommended that the Board of Trustees approve the purchase of data center hardware/software from CDW-G in the amount of \$50,408.59. This vendor was selected through a joint purchasing contract for Illinois without public bidding due to the technology exemption in 2.C of Board Purchasing Policy 7154, and the exemption from bidding for technology/software services allowed in ILCS 805/3-27.1.

E. Statement of Final Construction Completion

President House recommended that the Board of Trustees approve the Statement of Final Construction for the project listed below:

ICCB Project #	Project Name	Project Budget	Actual Expenditures
530-T-2416-1015	HVAC & Water Heating Bldg. A & G	\$549,143.00	\$ 505,638.13

F. Extension of Pepsi MidAmerica Vending Contract (Appendix VI)

President House recommended that the Board of Trustees approve a one-year extension of the current Pepsi MidAmerica vending contract for a minimum annual revenue to the College of \$40,000, which is included as an option in the current contract.

Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees approve Consent Agenda items A, D, E, and F as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3531)

Consent Agenda Items B and C removed for separate discussion and action:

Trustee Becky Borgsmiller stated that while she understood the benefits of long-term contracts, she questioned the length of the contracts in light of the state of Illinois funding situation and asked if there was a penalty for early withdrawal of contracts. Vice-President Brad McCormick explained that the cleaning contracts for the extension centers do have early withdrawal provisions without penalty and clarified that it was much more economical to clean the centers with contractual services. While Mr. McCormick was not aware of provisions built in the Pitney-Bowes contract for early withdrawal, he stated that these services are required for processing outgoing mail and have historically been approved as five-year contracts.

B. Award of JALC Extension Centers Cleaning Contract (Appendix IV)

President House recommended that the Board of Trustees award the custodial contract, which meets specifications, to Clean as a Whistle! LLC, Rochester, IL, for \$35,400.00 for cleaning the Alongi Du Quoin Extension Center and West Frankfort Extension Center effective July 1, 2017; and that the Board authorize the administration to issue a purchase order for cleaning services.

C. Pitney Bowes Postage Equipment Lease

President House recommended that the Board of Trustees approve the five-year lease of Pitney Bowes Equipment effective August 1, 2017, for a total lease cost of \$35,250.00.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve Consent Agenda Items B and C as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3532)

NEW BUSINESS

A. Tentative Budget for 2017-2018 (FY18)

Vice-President Brad McCormick distributed copies of the tentative budget and explained that this budget, presented in tentative form, represents .6% increase in total operating fund expenditures and a 13.6 percent reduction in revenues compared to last year's budget. The revenues are targeted at the 40 percent level of 2015 funding, which was supported by the Budget and Finance Committee. Mr. McCormick stated that in years past there has been very little adjustment between the tentative and legal budgets proposed, but that would not be the case this year. There will be many more adjustments in expenditures, and he is hopeful that revenues can be adjusted as well. The final legal budget will not be available for approval until July at the earliest to allow more time for things to get worked out in Springfield. Any changes that are made to what is presented tonight and the final budget will be reported to the Board in detail.

RESOLUTION

BE IT RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and

BE IT FURTHER RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, hereby authorize and instruct Ron House, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

BE IT ALSO RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530 authorize and instruct the Secretary of the Board to publish a notice that the tentative budget is available for public inspection on the College campus and on the College's website during the time and on the date therein specified in the following newspaper in the district:

Southern Illinoisan
710 North Illinois
Carbondale, IL 62901

AND BE IT FURTHER RESOLVED by the Board of Trustees of John A. Logan College, Community College District No. 530 that such notice be in the following form:

NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois, that the tentative budget for said community college district for the fiscal year beginning July 1, 2017, will be on file and conveniently available for public inspection at the office of the Vice-President for Business Services and College Facilities, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in this community college district, and on the College's website from and after 8:00 a.m. on the 24th day of May, 2017, through 7:00 p.m. on the 27th day of June, 2017. Notice is further given that a public hearing on said budget will be held at 7:00 p.m. on the 27th day of June, in the Board of Trustees Conference Room, Administration Building, John A. Logan College, Carterville, IL, in Community College District No. 530.

Dated this 23th day of May, 2017 by the Board of Trustees of Community College District No. 530 in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois.

President House recommended and Glenn Poshard and Ray Hancock moved and seconded that the Board of Trustees approve the tentative 2017-2018 (FY18) budget to be made available for public inspection, that the Resolution and Notice of Public Hearing be approved by the Board, and that the administration be authorized to meet all legal requirements concerning the adoption of the tentative budget.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-3533)

B. Proposed New Board Policies for First Reading (Appendix VII) (NO ACTION)

The Board Policy Committee presented the following new policies for first reading:

Board Policy 3375 – Fraud Prevention and Whistleblower Protection
Board Policy 7161 – Disclosure

The proposed policies will be made available to employees for input and brought back to the Board for final action at the June 27, 2017 regular meeting.

C. Personnel

Non-Teaching Professional Staff

President House recommended Joseph Dethrow for a three-year term (FY2018 - FY2020) as department chair for Business, Computer Science, and Mathematics.

Cheryl Graff and Mandy Little moved and seconded approval of the non-teaching professional staff personnel as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3534)

Full-Time Faculty

President House recommended the Board approve the resignation of Drew Tucker, full-time art instructor, effective May 31, 2017.

Jake Rendleman and Ray Hancock moved and seconded approval of the resignation of Drew Tucker as recommended.

A voice vote showed all in favor. Motion carried
(Resolution #16-3535)

Term Faculty

President House recommended that Deborah Emery be employed as a part-time instructor of nursing at John A. Logan College effective May 27, 2017.

President House recommended that Jeffery McGoy be employed as a part-time instructor of speech at John A. Logan College effective June 12, 2017.

Jake Rendleman and Ray Hancock moved and seconded approval of the term faculty personnel as recommended.

A voice vote showed all in favor. Motion carried
(Resolution #16-3536)

Continuing Education Staff

President House recommended that Jarrell Guice be ratified as an Adult Basketball League instructor at John A. Logan College effective March 28, 2017.

President House recommended that Merinda Nehrkorn be ratified as a Volleyball instructor at John A. Logan College effective January 24, 2017.

President House recommended that Gloria Spinks be employed as a DNA and Genealogy instructor at John A. Logan College effective June 14, 2017.

Ray Hancock and Jake Rendleman moved and seconded approval of the continuing education staff as recommended.

A voice vote showed all in favor. Motion carried
(Resolution #16-3537)

Part-Time Grant Faculty

President House recommended that Elizabeth Bischoff be ratified as a part-time ABE/GED instructor at John A. Logan College effective April 19, 2017.

Cheryl Graff and Jake Rendleman moved and seconded approval of the part-time grant faculty as recommended.

A voice vote showed all in favor. Motion carried
(Resolution #16-3538)

ANNOUNCEMENTS – None.

ADJOURNMENT

Jake Rendleman and Becky Borgsmiller 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 #16-3539)

The meeting was duly adjourned at 7:45 p.m.

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

William J. Kilquist, Chair

Jake Rendleman, Secretary