

**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 June 27, 2017, commencing at 7:20 p.m., following the public hearing for the tentative budget for FY2018.

The meeting was called to order by Acting Board Chair Cheryl Graff.

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

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

Acting Board Chair Cheryl Graff led the Board in the Pledge of Allegiance.

**MINUTES OF THE REGULAR MAY BOARD MEETING**

Minutes of the regular meeting of May 23, 2017 were previously distributed.

Ray Hancock and Mandy Little moved and seconded approval of the minutes of the regular meeting of May 23, 2017.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3540)

**CONTENT OF CLOSED SESSION MINUTES OF FEBRUARY 28, 2017**

Closed session minutes of February 28, 2017 were previously distributed.

Jake Rendleman and Ray Hancock moved and seconded approval of the content of the closed session minutes of February 28, 2017, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3541)

## **TREASURER'S AND FINANCIAL REPORT (Appendix I)**

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

Jake Rendleman and Ray Hancock 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 #16-3542)

## **EXPENDITURE LIST (Appendix II)**

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

Ray Hancock and Mandy Little moved and seconded approval of the Expenditure List for the period ending April 30, 2017.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3543)

**RECOGNITION OF GUESTS** – None.

**OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS** – None.

## **BOARD OF TRUSTEES REPORTS**

A. **Comments by Board Chair** – None.

B. **Athletics Advisory Committee** – No report.

C. **Building, Grounds, and Safety Committee**

Trustee Jake Rendleman reported that the Building, Grounds, and Safety Committee met on June 12<sup>th</sup>. The committee was brought up to date on discussions with SIH about the possibility of a clinic operation at the CHEC facility. Security cameras have been installed in the Childcare Resource and Referral building, and the Teamsters have assumed mowing and cleaning responsibilities at the Annex. The committee discussed athletic field improvements funded through the Harrison-Bruce and Fred G. Harrison Foundation and reviewed a draft of a security camera policy to be forwarded to the Board Policy Committee. The committee also reviewed the RAMP Application for Capital Projects and the list of construction projects to be included in the FY2018 budget.

D. **Board Policy Committee**

Trustee Ray Hancock reported that he and Trustee Mandy Little met briefly with President House and Susan May to discuss procedures for the upcoming year.

E. **Budget and Finance Committee** – No report.

**F. Integrated Technology Committee (ITC)**

Trustee Becky Borgsmiller reported that she and Trustee Ray Hancock met with the Executive Director of Integrated Technology Scott Elliott to discuss the Jenzabar functions and IT structure on campus. The ITC Committee meetings will resume in September.

**G. Student Trustee**

Student Trustee Timothy McDaniel reported that the Phi Theta Kappa Honor Society recently attended the Illinois Regional Convention in Springfield and received ten awards. The JALC Choir recently returned from a performance on a Norwegian Cruise to Bermuda.

Acting Board Chair Graff asked for a report from trustee representatives for ICCTA and JALC Foundation.

**Illinois Community College Trustees Association (ICCTA)**

Trustee Mandy Little reported that she and Trustee Becky Borgsmiller attended the trustee training at the ICCTA Annual Convention in June. She also attended the ICCTA Annual Awards Banquet with Trustee Jake Rendleman, Ryan Patrick, distinguished alumni nominee, and Jason Stutes, full-time faculty award nominee.

**JALC Foundation**

Trustee Jake Rendleman reported that the Foundation Board of Directors approved US Bank as their new money manager. The Foundation Golf Classic will be held on August 11. Anyone interested in sponsorship or putting together a team should contact Staci Shafer at the Foundation.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

Association President Richard Deutsch reported that the IEA submitted a settlement proposal to the College for the RIF'd faculty.

**B. Term Faculty Association Report**

Association President Stephen Constantine reported that the ATF and administration have opened up dialogue to define non-instructional service.

**C. Logan Operational Staff Association Report – No report.**

## **OFFICERS' REPORTS**

### **Instructional and Student Services Report**

Acting Vice-President for Instruction Melanie Pecord reported that the summer semester was off to a great start and enrollment had started for the fall semester.

### **Diversity Report**

Ms. Pecord reported that Toyin Fox, director of diversity of inclusion, continues to work with faculty and staff to promote the ADVANCE! Mentoring program for students. The College is also participating in community outreach activities with SIU and other programs.

### **Treasurer's Report**

Vice-President McCormick reported that the College should close out FY17 spending at five percent less than what was budgeted. Expenditures presented on the Treasurer's report are 12.7 percent lower than last year, however, credit hour generation for FY17 has resulted in a 6.4 percent reduction in tuition and fees collected as of March 31.

### **Update on Cambria TIF**

Mr. McCormick reported that the proposed TIF district in Cambria would primarily be a residential district. The total tax revenue received from the city of Cambria represents about ½ of one percent of our tax revenue, therefore any growth not received due to this TIF district would be very slight in terms of the College's total financial picture.

## **CONSENT AGENDA**

*ITEMS B, C, AND H WERE PULLED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION AND SEPARATE ACTION.*

### **A. Suspension of Health Information Technology Program**

President House recommended that the Board of Trustees approve the suspension of the Health Information Technology Program at the end of Fall 2018 semester due to program costs and guidelines affiliated with the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). All students currently enrolled will be allowed to complete the program.

### **D. Energy Purchase Agreement (Appendix V)**

President House recommended that the Board of Trustees approve a 36-month contract with Constellation New Energy as recommended by administration per Board Policy 7152.

**E. Prevailing Wage Act Requirements (Appendix VI)**

President House recommended that the Board of Trustees approve the Prevailing Wage Act and the Resolution pertaining thereto; and that the administration be authorized to publish and maintain this Resolution and all related documents in the College file as required by statute.

**F. Athletic Insurance Renewal (First Agency)**

President House recommended that the Board of Trustees approve the renewal of the athletic injury policies, effective August 1, 2017, with First Agency for a combined total amount of \$77,542.

**G. Inter-Fund Loans**

President House recommended that the Board of Trustees approve the following inter-fund loans: \$700,000 from the working cash fund to the restricted purposes fund, and \$75,000 from the working cash fund to the trust and agency fund. These loans will be made in accordance with the Illinois Public Community College Act, Illinois Compiled Statutes, Chapter 110, Act 805, Section 3-34, and will be paid back through the normal course of business during the 2017-2018 budget year.

Becky Borgsmiller and Ray Hancock moved and seconded approval of items A, D, E, F, and G of the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3544)

***ITEMS B, C, AND H PULLED FROM CONSENT AGENDA FOR DISCUSSION AND SEPARATE ACTION BELOW:***

**B. Resource Allocation and Management Plan (RAMP) Projects for FY2019 (Appendix III)**

Trustee Becky Borgsmiller expressed concern regarding the use of resources from the education fund to support the RAMP and construction projects listed in Items B and H of the consent agenda. There was additional discussion regarding the significance of the projects listed in the application. Vice-President McCormick stated that should the College's RAMP application be funded, the Board would have the option to approve or decline the projects prior to making a commitment to match funds.

President House recommended that the Board of Trustees approve the FY2019 Resource Allocation and Management Plan as recommended by the Board Building, Grounds, and Safety Committee and presented as Appendix III; and that the administration be authorized to submit this document to ICCB and IBHE with appropriate signatures.

Mandy Little and Ray Hancock moved and seconded approval of Item B of the Consent Agenda as recommended.

A voice vote showed all in favor with the exception of Trustee Becky Borgsmiller, who voted no. Motion carried.  
(Resolution #16-3545)

**C. Women’s Health and Wellness Contract Renewal (Appendix IV)**

Vice-President McCormick requested that Item C be removed for a verbal correction to the contract presented in Appendix IV. There was an incorrect reference in the contract language of a three year period that should be changed to two years before signatures are obtained.

President House recommended that the Board of Trustees approve the FY2018-FY2019 agreement with the Women’s Health and Wellness Center as presented in Appendix IV with the noted corrections.

Ray Hancock and Jake Rendleman moved and seconded approval of Item C of the Consent Agenda as recommended with the noted corrections.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3546)

**H. FY2018 Construction Projects to be included in GFOA Budget (Appendix VII)**

Vice-President McCormick explained that request for approval of FY2018 construction projects prior to the budget is based on a recommendation of best practices from the Government Finance Officers Association (GFOA) to allow for transparency related to capital investment. There was additional discussion regarding the projects included on this list. Mr. McCormick noted that projects greater than \$25,000 that do not have prior approval will require additional Board action before they are implemented.

President House recommended that the Board of Trustees approve the FY2018 capital project list as recommended by the Board Building, Grounds, and Safety Committee and provided in Appendix VII.

Jake Rendleman and Mandy Little moved and seconded approval of item B of the Consent Agenda as recommended.

A voice vote showed all in favor with the exception of Trustee Becky Borgsmiller, who voted no. Motion carried.  
(Resolution #16-3547)

**OLD BUSINESS**

**A. Approval of New Board Policies (Appendix VIII)**

The Board Policy Committee presented the following new policies for first reading at the May board meeting:

- Board Policy 3375 – Fraud Prevention and Whistleblower Protection
- Board Policy 7710 – Disclosure

The policies were also made available to College employees for input. Minor adjustments, indicated in bold, were made to Board Policy 3375 as a result of feedback received from College employees.

President House recommended and Ray Hancock and Mandy Little moved and seconded that the Board of Trustees approve new Board Policies 3375 and 7710 as presented in Appendix VIII.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3548)

## **NEW BUSINESS**

### **A. Jenzabar Software Annual Maintenance Agreement (Appendix IX)**

Executive Director of Integrated Technology Scott Elliott affirmed that the College is making progress with the Jenzabar software. He stated that many issues have been resolved and additional improvements to the student portal are ongoing.

President House recommended and Jake Rendleman and Ray Hancock moved and seconded that the Board of Trustees authorize payment of the annual maintenance agreement for Jenzabar software in the amount of \$191,785.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3549)

### **B. Personnel**

#### **Operational Staff**

President House recommended that Catriona Reddington be ratified as a part-time lifeguard at John A. Logan College effective June 1, 2017.

President House recommended that Ashlee Sanders be ratified as a part-time early childhood substitute at John A. Logan College effective June 1, 2017.

Ray Hancock and Jake Rendleman moved and seconded the approval of the Operational Staff as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3550)

#### **Non-Teaching Professional Staff**

President House recommended that Beth Stephens be ratified as a full-time, grade VI, director of career services and international student services at John A. Logan College effective June 1, 2017.

President House recommended that Bonnie Dover be ratified as a part-time, temporary, preschool lead teacher substitute at John A. Logan College effective June 1, 2017.

Ray Hancock and Mandy Little moved and seconded the approval of the Non-Teaching Professional Staff as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3551)

Trustee Becky Borgsmiller inquired about the length of the temporary assignment for April Stanly. There was discussion regarding this assignment and the possible vacancy that may arise should the need for her services continue at the CHEC.

President House recommended and Jake Rendleman and Ray Hancock moved and seconded that April Stanly be temporarily assigned to the Community Health Education Complex effective June 9, 2017, to alleviate the current CHEC staff schedule difficulties.

A voice vote showed all in favor, with the exception of Becky Borgsmiller who voted no. Motion carried.  
(Resolution #16-3552)

### **Full-Time Faculty**

President House recommended that Crystal Young be employed as a full-time, tenure track faculty, CNA instructor at John A. Logan College effective Fall 2017 semester.

President House recommended that Carey Gerber be employed as a full-time, tenure track faculty, nursing instructor at John A. Logan College effective Fall 2017 semester.

Mandy Little and Jake Rendleman moved and seconded approval of the two new full-time faculty hires as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3553)

### **Recall of RIF'd Faculty**

President House recommended and Ray Hancock and Mandy Little moved and seconded approval for the recall of RIF'd faculty Molly Alter (Art), David Evans (English), and Jennifer Watkins (Math) effective Fall 2017 semester.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3554)

### **Term Faculty**

President House recommended that Kari Graff be ratified as a part-time substitute instructor of massage therapy at John A. Logan College effective June 12, 2017.

President House recommended that Kevin Horn be ratified as a part-time instructor of biology at John A. Logan College effective June 12, 2017.

Jake Rendleman and Ray Hancock moved and seconded approval of the Term Faculty as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3555)

**Continuing Education Staff**

President House recommended that Jillian Springer be employed as an Art for Kids Camp instructor at John A. Logan College effective July 10, 2017.

Mandy Little and Ray Hancock moved and seconded approval of the Continuing Education Staff as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3556)

**INFORMATION ONLY (NO ACTION)**

**A. Health Insurance Renewal Rates (Appendix X and XI)**

The College received notification from the Teamsters Central States Health and Welfare Fund that the College's TeamCare premium rates will increase by 4% for FY2018. The Health and Life Insurance Committee recommended continued coverage under the TeamCare Insurance Program for FY2018. The rates and comparison of historical rates were provided in Appendix X and XI.

**ANNOUNCEMENTS** – None.

**ADJOURNMENT**

Mandy Little and Jake Rendleman 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 #16-3557)

The meeting was duly adjourned at 8:27 p.m.

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

Cheryl Graff, Acting Board Chair

Jake Rendleman, Secretary