

**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, July 24, 2018, commencing at 7:00 p.m.

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
Mandy Little	-- present
William Orrill	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Hanna David	-- 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 instructional services, Rhett Barke, College legal counsel; Susan May, recording secretary to the board of trustees; and other College personnel.

Chair Kilquist led the Pledge of Allegiance.

**MINUTES OF THE REGULAR JUNE BOARD MEETING**

Minutes of the regular meeting of June 26, 2018, were previously distributed.

Mandy Little and Bill Orrill moved and seconded that the Board of Trustees approve the minutes of the regular meeting of June 26, 2018.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3737)

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

The treasurer's and financial report for the period ending May 31, 2018, were 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 May 31, 2018.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3738)

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

The expenditure list for the period ending June 30, 2018, was previously distributed.

Bill Orrill and Ray Hancock moved and seconded that the Board of Trustees approve the expenditure list for the period ending June 30, 2018.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3739)

**RECOGNITION OF GUESTS** – None.

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

### **BOARD OF TRUSTEES REPORTS**

- A. **Comments by Board Chair** – No comments.
- B. **Athletics Advisory Committee** – No report.
- C. **Building, Grounds and Safety Committee** – No report.
- D. **Board Policy Committee**

Trustee Ray Hancock reported that the committee met in July and proposed revisions to board policies will appear later on the agenda for first reading.

- E. **Budget and Finance Committee**

Trustee Glenn Poshard reported that the committee met to review the tentative budget that will appear later on the agenda.

- F. **Integrated Technology Committee**

Trustee Rebecca Borgsmiller reported that the committee met in July and discussed the database administrator position that had been updated and reposted due to a lack of response from qualified candidates. The software inventory will be used to identify software needs in computer labs and a two-year replacement plan for old equipment. There was discussion regarding a student ID system and economical printing options for students. An intern is working 320 hours this summer in the IT Department, which is one of 80 internships financed by Jenzebar across the United States.

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

Trustee Mandy Little will attend the ICCTA Executive Committee meeting in August to review goals for the upcoming year and begin strategic planning discussions for the executive director position that will be vacant upon Mike Monaghan's retirement. The next ICCTA meeting will be held in September.

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

Trustee Jake Rendleman reported that the Foundation will receive \$100,000 from the Charles Garnati Estate to fund a scholarship for a Williamson County high school student entering the Criminal Justice

program. The Foundation's 41<sup>st</sup> Annual Golf Classic will be held on Friday, August 17, at Crab Orchard Golf Course.

**I. Student Trustee**

Student Trustee Hanna David reported on upcoming events planned for students including a First Day Bash and Welcome Cookout. McAlister's will donate ten percent of their proceeds on August 8<sup>th</sup>, in support of the Black Student Association fundraiser for the Martin Luther King Jr. Memorial Scholarship.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report** – No report.

**B. Term Faculty Association Report**

Association President Stephen Constantine reported that negotiations are scheduled to begin with administration.

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

**OFFICERS' REPORTS**

**Perkins Audit**

Acting Vice-President Melanie Pecord reported that members of ICCB performed a desk audit for the Perkins Grant in February and conducted their on-campus site visit last week. A formal written report will be submitted; however, the reviewers commented that John A. Logan College had many best practices they would like to share with colleges around the state.

**New Agriculture Faculty**

Ms. Pecord introduced Mr. Wayne Griffith, the new full-time faculty member for the Agriculture Program at John A. Logan College.

**Preschool**

Vice-President McCormick reported that the transition to the new model for daycare facilities is underway as the College continues to review ways to serve students currently enrolled in the daycare. Mr. McCormick recognized Ms. Bonnie Dover for her leadership and contribution as the interim preschool director.

**Comments from President Ron House**

President House commented that the Athletic fundraiser held at Pookie's in Marion was well attended by faculty, staff, and members of the surrounding communities. He reported that the Workforce Development and Adult Education Department recently received refunding notifications in the amount of \$2,341,931 for the following FY19 grants: Adult Education and Literacy, Adult Volunteer Literacy, Truant's Alternative and Operational Education Program, Early School Leavers' Transition Program, Highway Construction Career Training Program, Procurement and Technical Assistance Center, and Child Care Resource and Referral.

## **CONSENT AGENDA**

*Chair Kilquist removed Consent Agenda Item E, Vending and Pouring Rights Agreement, for further review by administration. Trustee Borgsmiller also requested that items A, F, & G be pulled for additional discussion and separate action (see below).*

### **B. Employee Health Insurance Renewal (Appendix IV)**

President House recommended that the Board of Trustees accept the recommendation of the Health and Life Insurance Committee and approve the renewal rates including a four percent increase from the current provider for the 2019 fiscal year.

### **C. Renewal for College Insurance Package (Appendix V)**

President House recommended that the Board of Trustees approve the insurance renewal package for the policy period of August 15, 2018, to August 15, 2019, offered by AssuredPartners for a total insurance premium of \$429,569.

### **D. Request to Seek Bids for Chiller Replacement in H Building**

President House recommended that the Board of Trustees authorize the administration to engage WRF engineering in the development of specifications and solicit bids to replace the chiller system that provides cooling for the H Building.

Jake Rendleman and Bill Orrill moved and seconded that the Board of Trustees approve Items B, C, and D from the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3740)

## **DISCUSSION AND ACTION ON ITEMS REMOVED FROM CONSENT AGENDA**

*There was discussion regarding the current SICCM program model. President House affirmed that as long as more than one institution was involved with programs, this was a viable model. He added that the FY19 Institutional Assessments are down about \$20,000 from last year due to some cost-saving measures, and the physical move of programs to John A. Logan's campus should result in an additional reduction in expense incurred from maintenance and upkeep of the current SICCM building.*

*There was additional discussion concerning the selection process for the companies listed in Consent Agenda Items F & G. Vice-President McCormick clarified that management contracts do not include an annual contract amount; therefore a bid process was not required. The College pursued KFS Events due to their capacity to manage and serve our current facilities. KFS Events also provides a catering option, but will not have exclusive catering rights at the College. Daily food service options for students continue to be reviewed. Crown Brew Company was also contacted by the College, based on local recommendations. Mr. McCormick clarified that up to \$50,000 is included in the FY19 budget for renovations to the east wing lobby. The letter of intent proposed from Crown Brew affirms that the College will be able to provide a coffee shop on campus this fall.*

**A. Approval of Southern Illinois Collegiate Common Market's (SICCM) Institutional Assessment Billing (Appendix III)**

President House recommended that the Board of Trustees authorize the administration to pay Southern Illinois Collegiate Common Market for John A. Logan College's share of costs of SICCM programs for FY2019 for a total of \$328,289, to be paid in four quarterly installments.

**F. Management Contract for Conference and Kitchen Facilities (Appendix VII)**

President House recommended that the Board of Trustees approve the management contract with KFS Events pending review by legal counsel.

**G. Coffee Shop Agreement (Appendix VIII)**

President House recommended that the Board of Trustees approve the letter of intent from Crown Brew Coffee Company to create a temporary location for a coffee shop in the E-Wing for Fall 2018.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda Items A, F, and G as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3741)

**NEW BUSINESS**

**A. Tentative Budget for 2018-2019 (FY19) (Appendix IX)**

*Vice-President McCormick commented that revenues in the FY19 tentative budget included a \$14,000 increase in state revenue, an increase of approximately one percent in local property taxes, and very little increase in tuition revenue. If every dime is spent on all expense line items, the FY19 budget will result in a \$1.4 million deficit and \$9 million in fund balance at year-end. This fund balance equates to 32 percent of the annual operating expense, which fulfills the 25- 50 percent goal expressed in administrative procedure. Mr. McCormick added that If the College underspends by five percent, which is the historical pattern of recent years, FY19 will result in a balanced financial year.*

President House recommended that the Board of Trustees approve the tentative 2018-2019 (FY19) budget to be made available for public inspection in accordance with state law, 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 provided in Attachment IX.

**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, 2018, and ending June 30, 2019.

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, 2018, 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 25th day of July 2018, through 7:00 p.m. on the 28th day of August, 2018. Notice is further given that a public hearing on said budget will be held at 7:00 p.m. on the 28th day of August, in the Board of Trustees Conference Room, Administration Building, John A. Logan College, Carterville, IL, in Community College District No. 530.

Dated this 24th day of July 2018 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.

Bill Orrill and Glenn Poshard moved and seconded that the Board of Trustees approve the tentative 2018-2019 (FY19) budget as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3742)

**B. Board Policy Revisions for First Reading (Appendix X) (NO ACTION)**

*Trustee Ray Hancock commented on the revisions proposed for first reading and encouraged everyone to review the policies and contact any member of the Board Policy Committee with any questions.*

The Board Policy Committee met on July 18, 2018, for review and discussion of revisions to board policies. Attachment X contains copies of the policies below with suggested revisions noted:

Board Policy 3240 -	Dental Hygiene Clinic Policy for Basic Dentistry Services
Board Policy 5110 -	General Hiring
Board Policy 7210 -	Facility Policy
Board Policy 8231 -	Grading System

The policies are presented for first reading to the Board of Trustees and will also be made available to College employees for input. They will be brought back to the Board for final approval at the August 28, 2018, regular meeting.

### C. Personnel

#### Operational Staff

President House recommended that the Board of Trustees approve an annual salary increase of 2.11% for the Logan Operational staff effective July 1, 2018.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the annual salary increase for Logan Operational staff as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-3743)

#### Non-Teaching Professional Staff

President House recommended that Kara Bevis be employed as a full-time, grade VIII, director of accounting services at John A. Logan College.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve the employment of Kara Bevis as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3744)

President House recommended that Tammy Gwaltney be employed as a full-time, grade VI, grant writer at John A. Logan College.

Bill Orrill and Mandy Little moved and seconded that the Board of Trustees approve the employment of Tammy Gwaltney as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3745)

President House recommended that Kristy Cheers be ratified as a part-time, preschool lead teacher substitute at John A. Logan College effective July 9, 2018.

President House recommended that Pamela Collins be ratified as a part-time, preschool lead teacher substitute at John A. Logan College effective June 1, 2018.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees ratify the part-time, preschool lead substitutes as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3746)

### **Term Faculty**

President House recommended that Stephanie Davis be employed as a part-time instructor of cosmetology at John A. Logan College effective August 15, 2018.

President House recommended that Christine Froemling be ratified as a part-time instructor of health information technology at John A. Logan College effective June 11, 2018.

President House recommended that Casey Odum be ratified as a part-time instructor of diagnostic medical sonography at John A. Logan College effective June 11, 2018.

Jake Rendleman and Bill Orrill moved and seconded that the Board of Trustees approve the term faculty personnel as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3747)

### **Volunteer Personnel**

President House recommended the appointment of volunteer Ellenora Lordan for literacy.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the volunteer personnel as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3748)

### **Resignations/Retirements**

President House recommended that the Board of Trustees accept the resignation of Bonnie Dover, interim director of pre-school, effective August 3, 2018.

Bill Orrill and Mandy Little moved and seconded that the Board of Trustees accept the resignation of Bonnie Dover as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3749)



**ANNOUNCEMENTS** – None.

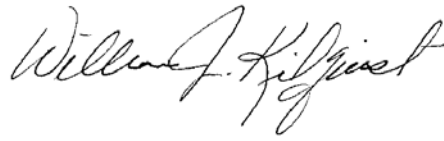
**ADJOURNMENT**

Jake Rendleman and Mandy Little moved and seconded that the regular meeting of the John A. Logan College be adjourned.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3750)

The meeting was duly adjourned at 7:47 p.m.

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



William J. Kilquist, Chair



Mandy Little, Secretary