

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, August 28, 2018, commencing at 7:18 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 JULY BOARD MEETING

Minutes of the regular meeting of July 24, 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 July 24, 2018.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3752)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial report for the period ending June 30, 2018, was previously distributed.

Glenn Poshard and Jake Rendleman moved and seconded that the Board of Trustees approve the treasurer's and financial report for the period ending June 30, 2018.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3753)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending July 31, 2018, was previously distributed.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the expenditure list for the period ending July 31, 2018.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3754)

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

Trustee Jake Rendleman reported that the committee met to discuss various capital projects at the Harrison-Bruce Historical Village including period lighting, structural repairs to the Hunter Cabin, and upgrades to Purdy School. Other projects discussed included the preschool partnership with SIU Headstart, the SIMS Clinic renovation at the Logan Fitness Center, the disc golf course, Crown Brew coffee shop, pedestrian trail, and solar energy project. The College anticipates receiving state grant funds to assist with the Student Services renovation project. Trustee Rendleman concluded that all in all many things are going on at the College that will ultimately benefit the students. Vice-President McCormick added that the disc golf course is scheduled to open by the end of November, and the SIMS clinic renovation should be complete in December with a February 1, 2019 opening date.

D. Board Policy Committee – No report.

E. Budget and Finance Committee

Trustee Glenn Poshard reported that the committee reviewed the considerations for building the FY2019 budget and recommended Board passage at the appropriate time.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the committee elected new officers at their last meeting and discussed some issues with the current Jenzebar system that have since been resolved.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Mandy Little attended the ICCTA Executive Committee retreat in Moline, Illinois. The committee discussed strategies and a timeline for acquiring the new executive director and approved a financial commitment for the search process. Legislative discussion included the expected turnover rate of 23 percent in the General Assembly this fall, the interest in repealing the three percent cap in the Illinois Pension Code, severance pay provisions, and the governor's salary cap rule. Trends observed from ICCB include consistency in the number of traditional-aged students

and a decrease in non-traditional, Caucasian and African American students. There is an increase in independent for-profit enrollment, which is the fastest growing sector in higher education. Illinois is looking at a drop in enrollment of 16.3 percent compared to other states such as Michigan (19.4%), Kentucky (27.7%), and Missouri (17.4%).

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation Golf Classic took in approximately \$34,000 in addition to thousands of dollars in sponsorships, which resulted in the highest profit on record. They had a total of 39 teams that included the largest participation from staff, administration, and current and former board members. The Buffalo Tro is set for Saturday, October 6, and will include dinner, entertainment from the Smoky Mountain String Band, and tours of the Historical Village. Tickets are \$50 each or \$400 for a table of eight. Trustee Rendleman provided a list of campus grant projects funded by the Foundation last year totaling \$62,186. The Foundation committee will meet again in September to award grants for the Fall 2018 semester.

I. Student Trustee

Student Trustee Hanna David reported that there appears to be an increased interest in club membership this fall and informed the Board of the various activities scheduled for Phi Theta Kappa, the Political Science Club, Student Senate, and the YODA Club. The Phi Theta Kappa distributed 1,300 planners to students this fall, which was one of the projects funded through the Foundation Campus Grants. Each student receiving a planning completed a survey on time management skills.

GROUP/ASSOCIATION REPORTS

- A. Faculty Association Report** – No report.
- B. Term Faculty Association Report** – No report.
- C. Logan Operational Staff Association Report** – No report.

OFFICERS' REPORTS

Instructional and Student Services Update

Acting Vice-President Melanie Pecord reported that it had been a great start to the fall semester and expressed her appreciation to Dean Tim Williams and his staff for their excellent work. The new Coordinator of Grants Tammy Gwaltney was introduced to faculty on opening day and is already at work with faculty to submit an application for a \$100,000 federal grant in the computer programming area.

Southern Illinois Hunting and Fishing Days

Vice-President Brad McCormick distributed a flyer for the Southern Illinois Hunting and Fishing Days and acknowledged Dr. Barry Hancock for his leadership of this project. This event has been recognized as an Illinois Bicentennial event and will include a \$1,000 giveaway to the 1 millionth visitor of Hunting and Fishing Days.

Identify Theft Prevention Report

In accordance with Board Policy 3367, Identify Theft Prevention Program, R. J. Sussman, director of IT policy, resources, and communication provided an annual report to the Board regarding the College's state of affairs relative to identity theft and information security.

The College is mandated by Board Policy and the Federal Trade Commission Red Flag Rules to have a written Identity Theft Prevention Program ratified by the Board of Trustees. This program targets identity theft on the front end which may involve individuals with a stolen ID or credit card data.

The Information Security Plan (ISP), mandated by the Gramm-Leach-Bliley Act, is required for participation in federal financial aid. This document helps prevent against a data breach and keeps networks safe from malware, hacking and other security threats. Version 1.2 of this ISP includes specifications regarding credit card data and affirms the College's transition to card readers.

A new payment processor has been selected for the Bursar's Office that will replace computer handling of cardholder data with card readers. No additional Jenzabar integrations will be required for this transition. In March 2018, the College implemented a new payment processor at the Logan Fitness Center. The Photocopier card reader in the library will be removed, and students will be able to print documents through PrintNet. Payment will be handled through a card reader at a central window in Campus Support Services. Attestations of Compliance (AoC) have been received for all of the College's current third-party processors and vendors, and internal and external pre-compliance scans are performed quarterly.

The General Data Protection Regulation (GDPR) is concerned with the collection and processing of personal information and has jurisdiction in European Union Countries. Two situations where a community colleges would have to comply with GDPR Regulation is if the college actively recruits students from European Union countries or has study abroad programs in European Union countries.

Information security training is provided for employees and student workers through Custom Safe College Training Modules and is assigned based on job role. Additional general training is also provided to employees through monthly emails and supervised mediated training.

Comments from President Ron House

President House reported that for the first time since 2012, there was an increase in summer credit hours over the previous summer. Summer 2018 credit hours were up by 116 hours compared to Summer 2017. Today marks the tenth-day enrollment numbers that will be reported to ICCB. The tenth-day headcount for Fall 2017 was 3,933 students. At the close of business today, the College had a headcount of 4,040 students, an increase of 2.7 percent.

CONSENT AGENDA

A. Approval of Closed Session Minutes for Availability for Public Inspection

President House recommended that the Board of Trustees accept the recommendation of legal counsel that none of the closed session minutes reviewed through November 28, 2017, be made available for public inspection at this time.

B. Destruction of Verbatim Recordings of Closed Session

President House recommended that the Board of Trustees approve the destruction of the verbatim recordings of closed session meetings through and including February 28, 2017.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve all of the Consent Agenda items as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3755)

OLD BUSINESS

A. Adoption of 2018 – 2019 Budget (Appendices IV and V)

President House recommended that the Board of Trustees adopt the 2018-2019 (FY19) budget and authorize the administration to implement this budget effective July 1, 2018.

Bill Orrill and Jake Rendleman moved and seconded that the Board of Trustees adopt the 2018-2019 (FY19) budget as recommended.

Upon roll call, all members present voted yes, with the exception of Trustee Borgsmiller, who voted no. Motion carried.
(Resolution #16-3756)

B. Revisions to Board Policies (Appendix VI)

President House recommended that the Board of Trustees approve the revisions to the following board policies as recommended by the Board Policy Committee:

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

Ray Hancock and Bill Orrill moved and seconded that the Board of Trustees approve the revisions to board policies as recommended by the Board Policy Committee.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3757)

NEW BUSINESS

A. Personnel

Operational Staff

President House recommended that Colleen Price be ratified as a full-time, grade I, culinary specialist (daycare) at John A. Logan College effective August 14, 2018.

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve the ratification of the full-time culinary specialist as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3758)

President House recommended that Tracie Griffith be ratified as a full-time, grade III, lead teacher childhood specialist at John A. Logan College effective August 14, 2018.

Bill Orrill and Mandy Little moved and seconded that the Board of Trustees approve the ratification of the full-time lead teacher childhood specialist as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3759)

President House recommended that Jonathan Moore be employed as a full-time, grade III, veteran's clerk at John A. Logan College.

Jake Rendleman and Bill Orrill moved and seconded that the Board of Trustees approve the employment of the full-time veteran's clerk as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3760)

President House recommended that Hunter Beasley be ratified as a part-time lifeguard at John A. Logan College effective August 6, 2018.

President House recommended that Jaylynn Hepp be ratified as a part-time lifeguard at John A. Logan College effective July 19, 2018.

President House recommended that Peyton Hepp be ratified as a part-time lifeguard at John A. Logan College effective July 19, 2018.

President House recommended that LeeAnn Jones be ratified as a part-time lifeguard at John A. Logan College effective August 27, 2018.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the employment of the part-time lifeguards as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3761)

Non-Teaching Professional Staff

President House recommended that Scott Wernsman be employed as a full-time, grade IX, associate dean of career and technical education at John A. Logan College.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve the employment of associate dean of career and technical education as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3762)

President House recommended that Scott Ward be employed as a full-time, grade V, database administrator at John A. Logan College.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the employment of the full-time database administrator as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3763)

President House recommended that J. Adam Rubin be ratified as a full-time, grade VI, director of library services at John A. Logan College effective August 1, 2018.

Mandy Little and Hanna David moved and seconded that the Board of Trustees approve the ratification of the full-time director of library services as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3764)

President House recommended that Cheryl Walton be ratified as a part-time, temporary, interim director of preschool at John A. Logan College effective August 13, 2018.

Bill Orrill and Glenn Poshard moved and seconded that the Board of Trustees approve the ratification of the part-time temporary interim director of preschool as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3765)

President House recommended that Kelsey Williams be employed as a part-time, stipend, assistant women's basketball coach at John A. Logan College effective September 1, 2018.

Jake Rendleman and Bill Orrill moved and seconded that the Board of Trustees approve the employment of the part-time, stipend, assistant women's basketball coach as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3766)

Term Faculty

President House recommended that Jeffrey Byard be ratified as a part-time instructor of chemistry at John A. Logan College effective August 15, 2018.

President House recommended that Anne Corbin be ratified as a part-time instructor of biology at John A. Logan College effective August 15, 2018.

President House recommended that Catherine Dempsey be ratified as a part-time instructor of physical science at John A. Logan College effective August 15, 2018.

President House recommended that Denise Diliberto be ratified as a part-time instructor of history at John A. Logan College effective August 15, 2018.

President House recommended that Matthew Donnelly be ratified as a part-time instructor of philosophy at John A. Logan College effective August 15, 2018.

President House recommended that Annamaria Farris be ratified as a part-time instructor of health at John A. Logan College effective August 15, 2018.

President House recommended that Rickie Fox be ratified as a part-time instructor of welding at John A. Logan College effective August 15, 2018.

President House recommended that Elizabeth Dawn Grisley be ratified as a part-time instructor of biology at John A. Logan College effective August 15, 2018.

President House recommended that Larry Kepple be ratified as a part-time instructor of health at John A. Logan College effective August 15, 2018.

President House recommended that Tobias Merriman be ratified as a part-time instructor of electronics at John A. Logan College effective August 15, 2018.

President House recommended that Joseph Mitchell be ratified as a part-time instructor of heating and air conditioning at John A. Logan College effective August 15, 2018.

President House recommended that Melanie Nelson be ratified as a part-time instructor of nursing at John A. Logan College effective July 12, 2018.

President House recommended that Toni Norman be ratified as a part-time instructor of dental assisting at John A. Logan College effective August 15, 2018.

President House recommended that Bailey Shaw be ratified as a part-time instructor of English and literature at John A. Logan College effective August 15, 2018.

President House recommended that Porter Oneal Summers be ratified as a part-time instructor of mathematics at John A. Logan College effective August 15, 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 #16-3767)

Community Education Staff

President House recommended that Lorie Allen be employed as a Reiki Level I instructor at John A. Logan College effective September 11, 2018.

President House recommended that Thomas Bell be employed as a Photoshop – Black and White Photography instructor at John A. Logan College effective September 11, 2018.

President House recommended that Mary Brown be employed as a Beekeeping! – You Wannabee a Keeper? Instructor at John A. Logan College effective September 13, 2018.

President House recommended that Rhonda Carlson be employed as an Introduction to Emergency Preparedness instructor at John A. Logan College effective September 12, 2018.

President House recommended that Mark Chalem be employed as an Investing 101 – Making Cents of Your Money instructor at John A. Logan College effective September 13, 2018.

President House recommended that Carol Goodman be employed as an Embroidery Basics instructor at John A. Logan College effective September 13, 2018.

President House recommended that George Henry Dillinger be employed as a Computers for Beginners instructor at John A. Logan College effective September 14, 2018.

President House recommended that Kellen Lopez be ratified as a Functional Fitness and Personal Training instructor at John A. Logan College effective July 25, 2018.

President House recommended that Joseph Pearce be employed as a Tennis for Beginners and Tennis Intermediate instructor at John A. Logan College effective September 15, 2018.

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the Community Education staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3768)

Part-Time Grant Faculty

President House recommended that Elizabeth Bischoff be ratified as an ABE/GED instructor at John A. Logan College effective August 23, 2018.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve the ABE/GED instructor as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3769)

Volunteer Personnel

President House recommended the appointment of volunteers Austin Brough, Shane Dyel, and Tyler Smithpeters for athletics and Rajesa Balaraman for literacy.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-3770)

Resignations/Retirements

President House recommended that the Board of Trustees accept retirement request of Debbie Richison, administrative assistant V to the dean of academic affairs, effective September 1, 2020.

Bill Orrill and Mandy Little moved and seconded that the Board of Trustees accept the retirement request as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3771)

ANNOUNCEMENTS – None.

ADJOURNMENT

Mandy Little and Bill Orrill 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 #16-3772)

The meeting was duly adjourned at 8:22 p.m.

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



William J. Kilquist, Chair



Mandy Little, Secretary