

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, November 27, 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, legal counsel, Susan May, recording secretary to the Board of Trustees; and other College personnel.

Chair Bill Kilquist led the Board in the Pledge of Allegiance.

MINUTES OF THE REGULAR OCTOBER BOARD MEETING

Minutes of the regular meeting of October 23, 2018, were previously distributed.

Mandy Little and Bill Orrill moved and seconded that the Board of Trustees approve the minutes of the October 23, 2018, regular meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3802)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

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

Glenn Poshard and Bill Orrill moved and seconded that the Board of Trustees approve the treasurer's and financial report for the period ending September 30, 2018.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3803)

EXPENDITURE LIST (Appendix II)

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

Glenn Poshard and Jake Rendleman moved and seconded that the Board of Trustees approve the expenditure list for the period ending October 31, 2018.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3804)

RECOGNITION OF GUESTS

Associate Professor Mark Rogers introduced members of the Logan Defenders Team who were in training for the cyber defense competition at Argonne National Library. John A. Logan College is one of two community colleges invited to compete in this competition that includes over 70 major universities across the United States. Mr. Rogers noted that students participating in the Logan Defenders Team currently have internships or will have job offers upon graduation. He expressed his appreciation to the Board of Trustees for their support.

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 Building, Grounds, and Safety Committee met in October to interview the engineering firms for the multi-use trail. Their recommendation is included in the Consent Agenda.

D. Board Policy Committee

No report.

E. Budget and Finance Committee

Trustee Bill Orrill reported that the Budget and Finance Committee met in November to review and discuss the 2018 financial auditor with the lead auditor for RSM US LLP. The auditing firm issued the audit with an unmodified opinion, which is the highest opinion that can be assigned to an audit.

The College completed the year with a surplus of \$5.3 million in operating funds, of which \$4.3 million was late 2017 payments from the state. Operating expenses were well within budget and increased only one-tenth of a percent over the previous year. All investments

were collateralized as required, and the current debt level is less than 50 percent of the debt level allowed. The College's share of post-employment benefits for the State of Illinois College Insurance Program is \$17.7 million, and the post-employment benefit liability for John A. Logan College's single-employer healthcare plan is \$5.9 million. There were no material weaknesses in financial reporting internal controls.

A significant deficiency in internal control over compliance for a federal program was identified. This finding was related to an enrollment data report submitted to the National Student Loan Clearinghouse. A significant deficiency is less severe than a material weakness, but still must be addressed. A copy of the corrective action plan that will be part of the audit was provided to the Board. Vice-President McCormick commented that the purpose of this report is to identify students for the federal government who should go into repayment for student loans. The College does not participate in federal student loan programs, but students may come to the College with student debt in deferment. The issue was related to incorrect labeling of students who were labeled less than half-time instead of withdrawn and was an error of omission due to change in staff. Steps are in place to prevent this error in the future.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the subcommittee assigned to review the new Jenzebar One software made a recommendation to the Integrated Technology Committee to accept the conversion to Jenzebar One. The committee also discussed the Facility Master Plan and board policy that addresses the timeline for terminating email access and access to JALC systems for employees and students. Computer replacements will begin in December and January.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Mandy Little reported that a Legal, Legislative, and Ethics update was presented at the ICCTA meeting in November. Roundtable discussion topics included working together to promote trades and workforce development, additional options for trustee education, and trustees' interaction with the student body, including a suggestion to host "Tacos with Trustees." The ICCTA Board approved revised criteria for ICCTA's Distinguished Alumnus Award and Outstanding Adjunct Faculty Member Award and reinstated the Lifelong Learning Award and Pacesetter Award for 2019.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that scholarship recipients would be invited to attend the dinner portion of the Foundation Annual meeting on December 5. The Executive Committee continues to meet on a monthly basis which seems to be working out very well.

I. Student Trustee

Trustee Hanna David reported that the Logan Defenders defeated West Point and placed in the top ten at the Cybersecurity Collegiate Defense Competition (CCDC) in November. Ms. David distributed a handout outlining the different ways to support the Angel Tree gift drive sponsored by the Student Senate. Phi Theta Kappa sponsored a TEDx Talk screening "we all

live here” followed by a panel discussion about the many forms of diversity in our communities.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Association President Robert McKenzie reported that the association’s negotiating team is set and they will begin polling members for contractual concerns before negotiations start.

B. Term Faculty Association Report

Association President Stephen Constantine reported that they met with the administration before Thanksgiving break and are waiting on administration’s response to their first proposal.

C. Logan Operational Staff Association Report

No report.

OFFICERS’ REPORTS

Accreditation Commission for Education in Nursing Mini-Study

John A. Logan College received notification that their mini-study was accepted by the Accreditation Commission for Education in Nursing. A campus visit by the accrediting body is anticipated in Fall 2019.

Comments from President Ron House

President House distributed his annual State of the College Report and updated the Board on the status of the 55 employees affected by the reduction in force on March 2, 2016. Currently, 18 of the 26 tenured-faculty and two of the nine non-tenured faculty have returned to full-time faculty positions at the College. The College was unable to bring back four faculty associated with the discontinuance of the Dental Hygiene Program. Seventeen of the 20 non-faculty employees laid off have either been rehired by the College in some fashion, retired or resigned from the College, or accepted other employment.

CONSENT AGENDA

A. Approval of New Certificate Program – Health Occupations Certificate (Appendix III)

President House recommended that the Board of Trustees approve the Health Occupations Certificate program presented effective Fall 2019.

B. Revisions to FY2020 Instructional Calendar and Proposed Instructional Calendar for FY 2021 (Appendix IV)

President House recommended that the Board of Trustees approve revisions to the FY 2020 instructional calendar and the proposed instructional calendar for FY 2021 encompassing fall semester 2020, spring semester 2021, and summer semester 2021.

C. Enterprise Zone Resolution

President House recommended that the Board of Trustees approve the resolution for the application of a joint Enterprise Zone with Franklin County, City of Benton, City of West Frankfort, and Village of West City.

D. APECS Payroll Upgrade

President House recommended that the Board of Trustees approve the purchase of the human resource and payroll upgrades from Education Solutions Development (ESD) in the amount of \$26, 600.

E. Civil Engineer Selection for the Multi-Use Trail (Appendix V)

President House recommended that the Board of Trustees approve the Qualification Based Selection Committee’s recommendation of Crawford Engineering of Carterville, Illinois, to perform civil engineering services for the multi-use trail through the John A. Logan College campus, which shall include the replacement of the stone bridge.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-3805)

NEW BUSINESS

A. Annual College Audit (Appendix VI)

President House recommended that the Board of Trustees accept the annual audit for John A. Logan College for FY 2018 (2017-2018) as recommended by the administration and the Board Finance Committee.

Bill Orrill and Glenn Poshard moved and seconded that the Board of Trustees accept the annual audit for John A. Logan College for FY 2018 (2017-2018) as recommended.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3806)

B. Adoption of 2018 Tax Levy (Appendix VII)

JOHN A. LOGAN COLLEGE

Carterville, IL 62918

TAX LEVY RESOLUTION

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That **\$6,022,000** be levied as a tax for educational purposes;

that **\$1,003,000** be levied as a tax for operations and maintenance purposes; that **\$1,517,000** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$333,000** be levied as a special tax for Social Security and Medicare insurance purposes; that **\$50,000** be levied as a special tax for audit purposes; and that **\$837,000** be levied as a special tax for protection, health, and safety purposes, for a total of **\$9,762,000** on an equalized assessed valuation of **the taxable properties of said District for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for Fiscal Year 2019 and 50% for Fiscal Year 2020.** This represents a **3.33% increase** over the prior year. Due to the proposal being less than a 5.00% aggregate increase, a public hearing was not necessary to approve the proposed tax levy.

The estimated property taxes to be levied for debt service and public building commission leases **for 2018 are \$2,649,935.** The estimated total property taxes to be levied **for 2018 are \$12,411,935.**

BE IT FURTHER RESOLVED that the secretary or his or her designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

I HEREBY CERTIFY that the above Tax Levy Resolution was approved in public session by the John A. Logan College Board of Trustees, Community College District No. 530, meeting in regular session on November 27, 2018. FURTHERMORE, I CERTIFY that all provisions of Public Act 82-102 have been met, particularly Sections 4 through 7 of Public Act 82-102.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees adopt the above resolution certifying the tax levy for Community College District 530 and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3807)

C. Board Policy Revisions for First Reading (Appendix VIII) (No Action)

President House presented revisions to Board Policy 5141, Retirement Benefits, for first reading. Vice-President McCormick reported that 37 percent of full-time staff are presently eligible to retire, and currently only three retirements have been submitted, which may be attributed to the fact that the incentive in the current policy has expired. The proposed revisions will be made available to College employees for input and reviewed by the Board Policy Committee before presenting to the Board for action in January.

D. Personnel

Non-Teaching Professional Staff

President House recommended that Autumn Abbott be employed as a full-time, temporary, grade III, coordinator of student financial assistance at John A. Logan College.

Bill Orrill and Mandy Little moved and seconded that the Board of Trustees approve the non-teaching professional staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3808)

Community Education Staff

President House recommended that Kelin Field be employed as a Film Academy instructor at John A. Logan College effective January 24, 2019.

President House recommended that Keith Hoerner be employed as The Healing Properties of Writing instructor at John A. Logan College effective January 22, 2019.

President House recommended that Cathy Small be employed as a Genealogy Basics instructor at John A. Logan College effective January 22, 2019.

Mandy Little and Jake Rendleman 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 #16-3809)

Non-Teaching Professional Grant Staff

President House recommended that Allison Hasler be ratified as a part-time, temporary, grant, coordinator of procurement technical assistance center at John A. Logan College effective November 1, 2018.

President House recommended that Kari Ellett be employed as a full-time, grant, grade III, project services coordinator/TRIO at John A. Logan College.

President House recommended that Lindsay Willmore be employed as a full-time, grant, license exempt monitor at John A. Logan College.

Bill Orrill and Glenn Poshard moved and seconded that the Board of Trustees approve the non-teaching professional grant staff as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3810)

Volunteer Personnel

President House recommended the appointment of Abby Malloy as a volunteer for literacy.

Jake Rendleman 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 #16-3811)

INFORMATION ONLY

A. Computer Replacement Purchase (Appendix IX) (No Action)

The FY2019 budget included the replacement of approximately 349 office and lab computers this year. The Information Technology Department negotiated the large purchase with Dell, the preferred equipment source, for the individual items listed in Appendix IX, for a total purchase price of \$334,280.81.

CLOSED SESSION

Chair Kilquist stated that it was desirable to hold a closed session at this time for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees; and he would appreciate board action and a roll call vote to that effect.

Mandy Little and Bill Orrill moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3812)

The meeting was declared in closed session at 7:56 p.m.

The meeting was declared back in regular session at 9:07 p.m.

OTHER PERSONNEL ITEMS

Chair Bill Kilquist recommended, and Mandy Little and Bill Orrill moved and seconded that the Board of Trustees offer a two-year contract extension to Brad McCormick, vice-president for business services and college facilities, with the details and contracts to be drafted by legal counsel.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3813)

Chair Bill Kilquist recommended, and Mandy Little and Bill Orrill moved and seconded that the Board of Trustees offer a two-year contract extension to President Ron House, with the details and contracts to be drafted by legal counsel.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-3814)

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 #16-3815)

The meeting was duly adjourned at 9:09 p.m.

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



William J. Kilquist, Chair



Mandy Little, Secretary