

**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, June 23, 2020, commencing at 7:00 p.m. Per the COVID-19 Executive Order issued by the Governor of the State of Illinois, the meeting was held via conference call.

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
Bill Kilquist	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Aaron Smith	-- present
Joshua Payne	-- not present

Also present were President Ron House, Stacy Buckingham, dean of financial operations; Rhett Barke, legal counsel, Susan May, recording secretary to the Board of Trustees; and Scott Elliott, executive director of integrated technology.

Chair Kilquist led the Board in the Pledge of Allegiance.

**MINUTES OF THE MAY REGULAR MEETING**

Minutes of May 26, 2020, regular meeting were previously distributed.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the minutes of the May 26, 2020, regular meeting.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4091)

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

The treasurer’s and financial report for the period ending April 30, 2020, was 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 April 30, 2020.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4092)

**EXPENDITURE LIST (Appendix II)**

The expenditure list for the period ending May 31, 2020, was previously distributed.

Aaron Smith and Glenn Poshard moved and seconded that the Board of Trustees approve the expenditure list for the period ending May 31, 2020.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4093)

**OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

No comments.

**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 on June 17, 2020, and was informed of a Federal Economic Development Administration grant opportunity that would support the renovation of existing space with some additional new space for the consolidation of Career and Technical Education (CTE) Programs. This need was highlighted during the recent master planning process and was documented in the narrative of the draft master plan. College administrators are working with the Greater Egypt Planning Commission to develop a plan to submit a request for 50% funding. The planned timeline is to have the request ready by October 1, 2020. The Building, Grounds, and Safety Committee advised the administration to proceed with the development of this project and include the specifics of this project into the Facilities Master Plan before the Board's discussion. Trustee Rendleman noted that the College's grant writer, Tammy Gwaltney, has been involved in this project, and has been instrumental in generating approximately \$2 million in grant funds for the College over the past two years.

The architect informed the Committee that bids received on the Protection, Health, and Safety project for renovating the conference center courtyard, development of retention pond, and replacement of the Conference Center window wall and interior finishes were still well above the approved budget. The architect will work with Vice-President McCormick to revise the project's scope of work approved previously by the Board.

**D. Board Policy Committee**

No report.

**E. Budget and Finance Committee**

Trustee Glenn Poshard reported that the Board Budget and Finance Committee is scheduled to meet in July to review and discuss the tentative budget. This past week, the College received information on its FY2021 budget allocations and is expected to receive approximately \$380,000 less than last year in the operating funds, or roughly \$9.2 million. There is some risk in these numbers, as they are dependent upon the State's receipt of federal money.

**F. Integrated Technology Committee**

Trustee Rebecca Borgsmiller reported that Jenzebar One is still on track, and the College is pleased with the training received. Dean of Financial Operations Stacy Buckingham updated the Committee on the distribution of the CARES Act funds, and there was discussion regarding the student technology fee usage.

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

Trustee Mandy Little reported that ICCTA is looking at September for their Annual Convention meeting. They are waiting to receive further guidance from the local hotels. ICCB will be finalizing its return to campus initiatives that will be submitted to the Illinois Department of Public Health, and the General Assembly approved the vote by mail applications for the upcoming election.

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

Trustee Jake Rendleman reported that the Foundation Golf Classic had been postponed to Friday, October 2, 2020. Students are being contacted for virtual orientations over the phone or on video calls to discuss details of their scholarships. The Foundation Office is preparing to award all high school scholarships through the online scholarship management system, Academic Works. The Scholarship Committee will select the remainder of the fall scholarships to be awarded in the coming weeks. The Foundation's \$100,000 Robert Brewer Endowment was established initially to fund WorkKeys testing for Herrin High School, and that test no longer exists. The Foundation, along with Dennis White, director of business and industry training, worked with the Robert Brewer Endowment executors/legal counsel to clarify restrictions on that endowment so that funds may be utilized to assist in paying for the Highway Construction building. The primary use of this building would be for highway construction and solar training. The IGEN grant will provide some funding to help pay for the HVAC. Revenue from highway construction training for federal agencies provided \$88,000 from FY2020, and they hope to provide that same training in FY2021 to bring in additional funds. No capital funds from operations and maintenance should be necessary, barring any unforeseen issues.

**I. Student Trustee**

No report.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

Association President Robert McKenzie reported the results of the recent officer election. Officers re-elected included Robert McKenzie, president, Kem Pinto, vice-president, Jennifer Jeter, treasurer, Lora Hines, secretary, and Mark Rogers, career executive at large. Rebecca Corbitt was newly elected to the position of transfer executive at large. These officer positions will be active through 2022.

**B. Adjunct Faculty Association Report**

No report.

**C. Logan Operational Staff Association Report**

No report.

**OFFICERS' REPORTS**

**Instructional and Student Services Update**

Vice-President Pecord reported that the summer semester was underway, and the total summer enrollment was handled virtually, remotely, or through the phone. She expressed her appreciation to Dr. Tim Williams, Student Services, and the advisement teams for their efforts. President House added that headcount for the summer semester was down about 244 students (14%), and credit hours were up by 156. The College is planning an extensive media campaign to promote the schedule for fall.

The College will begin finalizing plans regarding the Fall 2020 semester based on the guidance for return to campus just released by ICCB. Areas being looked at are classroom space for social distancing, cleaning the facility between classes, prioritizing which courses should be on campus, traffic flow, start dates, and the consideration of fully online instruction after Thanksgiving break. Dr. Pecord also reported that she would be sharing the College's reponse plan from the impact of the COVID-19 pandemic, budget, and retirements in the near future.

**Medical Lab Technician Program**

The Medical Lab Technician program offered through the Southern Illinois Collegiate Common Market (SICCM) just completed a virtual accreditation. Positive feedback was received from the accreditation committee, and the reaccreditation process has progressed to the next step.

**ICCB Repayment**

Dean of Financial Services Stacy Buckingham reported that FY2021 would be the fifth and final year of the College's repayment of \$1.65 million to ICCB. The last payment for FY2021 will be around \$413,000, which has been factored into the budget numbers already. The College has received 11 out of 12 state payments for FY2020.

**Diversity and Inclusion Committee**

In response to a question regarding the status of the Diversity and Inclusion Committee, President House commented that this Committee has two primary goals: 1) increase the number of minority applicants, and 2) increase the number of minority students at the College. The Committee is comprised of members from the community and College staff and is chaired by Charles Jones. In addition to the efforts of the Committee, the College has a well-established diversity effort in terms of workshops, seminars, and other things provided through the Student Services Office that supplements and brings culture and diversity to our students, faculty, and staff.

#### **Phase IV of the Governor’s Restore Illinois Plan**

It is anticipated that the Governor will move the State to Phase IV on June 26. Phase IV will increase the number of people that can assemble in one setting from 10 to 50. This will help on the instructional end for face-to-face classes, Community Education, and the re-opening of the Fitness Center. We will also be taking a close look to see how these guidelines may affect other fall events and activities on campus.

President House reported that four employees stationed in the extension centers in DuQuoin and West Frankfort have been moved to the main campus and integrated into the staff on campus to ensure a sterilized environment for the employees. At this time, we anticipate this transfer for the summer semester only, but the College will continue to review the effectiveness of our extension centers.

#### **Retirement Announcement from President Ron House**

Dr. House announced his retirement from President at John A. Logan College effective December 31, 2020. He stated it had been a privilege to serve the College and Board of Trustees for almost five years. The Trustees expressed their appreciation for his service and guidance through the difficult times higher education had faced in the past five years.

#### **Comments by Board Chair Kilquist**

Board Chair Kilquist stated that as chairman, he would be forming an ad hoc committee to consider a search to fill the position of President. This Committee will consist of board members and College staff and will work to provide a list of candidates to the Board of Trustees.

#### **CONSENT AGENDA**

##### **A. Joint Agreement for Dual Credit Education Cooperation (Appendix III)**

President House recommended that the Board of Trustees renew the joint agreement for dual credit educational cooperation with Rend Lake College, District #521, effective Fall 2020 through Spring 2021 (*items in bold represent new courses added to this agreement*).

Rend Lake College, District #521, agrees to accept dual credit students from John A. Logan College, District #530, as follows:

<b>High School</b>	<b>Program</b>	<b>Rend Lake College Course</b>
DuQuoin High School	Entrepreneurship	BUSI 1202 – Employability Skills BUSI 1203 - Entrepreneurial Skills BUSI 1204 - Business Functions MGMT 2201 - Principles of Management
Herrin High School	Architecture	CAD 1201 - Introduction to CAD CAD 1203 - CAD Applications-Architectural <b>CAD 1204 – CAD Applications-Mechanical</b> <b>CAD 1208 – CAD Applications-3D</b>

Marion High School	Architecture	CAD 1201 – Introduction to CAD CAD 1203 – CAD Applications-Architectural <b>CAD 1204 – CAD Applications-Mechanical</b> <b>CAD 1208 – CAD Applications-3D</b>
Marion High School	Culinary Arts	CULA 1205 - Food Sanitation CULA 1207 - Culinary Math
West Frankfort High School	Architecture	CAD 1201 - Introduction to CAD CAD 1203 – CAD Applications-Architectural <b>CAD 1204 – CAD Applications-Mechanical</b> <b>CAD 1208 – CAD Applications-3D</b>
West Frankfort High School	Entrepreneurship	BUSI 1202 – Employability Skills BUSI 1203 - Entrepreneurial Skills BUSI 1204 - Business Functions MGMT 2201 - Principles of Management

John A. Logan College, District #530, agrees to accept students from Rend Lake College, District #521, as follows:

High School	Program	John A. Logan College Course
Benton High School	Construction Management	CMG 110 – Wood Frame Construction
Christopher High School	Construction Management	CMG 110 – Wood Frame Construction
Sesser High School	Construction Management	CMG 110 – Wood Frame Construction

**B. Athletic Insurance Renewal**

President House recommended that the Board of Trustees approve the renewal of the athletic injury policies with First Agency in the combined total amount of \$66,266.

**C. Inter-Fund Loans**

President House recommended that the Board of Trustees approve the inter-fund loans as of June 30, 2020:

- Inter-fund loan from the working cash fund to the restricted purposes fund in an amount not to exceed \$950,000.
- Inter-fund loan from the working cash fund to the trust and agency fund in an amount not to exceed \$70,000.

**D. Transfer of Interest Earned from Working Cash Fund Monies**

President House recommended that the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2020, in the anticipated amount not to exceed \$115,000, to be transferred to the educational purposes fund to be used for the general educational needs of the College, and that the College Treasurer be authorized to make the necessary entries to effect such a transfer.

**E. Jenzabar JX/Cognos/Informix Software Annual Maintenance Agreement (Appendix IV)**

President House recommended that the Board of Trustees authorize payment for the annual maintenance agreement for JX/Cognox/Informix, in the amount of \$66,356.00.

Ray Hancock and Glenn Poshard moved and seconded that the Board of Trustees approve the Consent Agenda items A – E.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4094)

**OLD BUSINESS**

**A. Board Policy Revision (Appendix V)**

President House recommended that the Board of Trustees approve revisions to Board Policy 5141, Retirement Benefits.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees approve the revisions to Board Policy 5141 as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4095)

**NEW BUSINESS**

**Annual Salary Increase for Non-Teaching Professional and Executive Support Staff for FY2021**

President House recommended that the Board of Trustees approve the annual salary increase for non-teaching professionals and executive support staff under contract for FY2021. This increase is determined by Board Policy 5220A to be 4.0%.

**Non-Teaching Professional Staff**

President House recommended that the following non-teaching professional staff members who have served at the College less than five years be offered one-year contracts through June 30, 2021:

<b><u>Employee</u></b>	<b><u>Full-Time Start Date</u></b>	<b><u>Changed</u></b>
W. Craig Addison	11/01/12	07/01/19
Nathan Arnett	08/15/02	11/01/17
Amy Bafford	05/02/11	08/01/14
Kendra Barnes	02/01/19	12/02/19
Kara Bevis	08/24/18	
Jon Boyer	11/01/12	07/01/19
Rick Burkett	08/16/07	
William Burnside	07/01/08	
Stephanie Chaney Hartford	11/18/98	07/28/16
Scott Elliott	08/20/98	06/01/16
Ariella Gomez	02/11/19	02/01/20
Tina Griffiths	08/16/16	
Tammy Gwaltney	08/14/18	
Jordan Hicks	11/13/17	
Aimee Lemrise	06/18/18	
Mike Middleton	07/01/97	03/02/09
Jeremy Mueller	11/01/19	
Chad Mulholland	04/01/19	
Abigail Myers	02/18/20	
Dustin Myers	07/23/18	07/01/19
Manar Qasem	09/26/12	07/22/19
J. Adam Rubin	08/23/00	08/01/18
Amanda Shelby	08/01/07	
Brian Sickinger	09/02/14	07/01/19
Taylor Siefert	08/16/16	
Kaylee Smith	07/16/19	
Kyle Smithpeters	07/03/12	
Zachary Stacy	03/16/18	
Greg Starrick	03/01/18	
Kyle Surprenant	08/15/12	
Lauren Surprenant	12/01/17	09/01/19
Rachel Sveda-Webb	01/16/18	11/01/18
Scott Ward	09/26/18	
Scott Wernsman	08/01/12	07/01/16



President House recommended that the following non-teaching professional staff members be offered two-year contracts through June 30, 2022:

<u>Employee</u>	<u>Full-Time Start Date</u>	<u>Changed</u>
Nikki Brooks	11/01/03	10/01/15
Alisha Craddock	03/26/09	11/01/12
Paul Crawford	08/01/14	
Hailly Fulk-Williams	04/04/11	02/08/12
Travis Geske	09/16/13	
Bradley Griffith	10/01/14	
April Martinez	12/01/14	
Susan May	01/07/02	11/16/12
Megan Moseley	04/28/14	09/01/15
Krystal Reagan	01/02/13	
Christy Stewart	06/23/14	

President House recommended that the following non-teaching professional staff members be offered three-year contracts through June 30, 2023:

<u>Employee</u>	<u>Full-Time Start Date</u>	<u>Changed</u>
Adrienne Barkley-Giffin	04/01/00	
W. Craig Batteau	09/12/94	07/23/97
Clay Brewer	03/05/01	
Stacy Buckingham	02/01/90	08/01/95
Teri Campbell	11/01/96	
Melvin Cripps	08/27/97	12/01/99
Eunice Toyin Fox	01/02/08	
Marilyn Falaster	12/16/99	
Michelle Hamilton	08/12/96	
Barry Hancock	07/29/96	03/25/98
Johnna Herren	04/21/99	07/01/07
Stacy Holloway	07/10/90	09/16/97
Pat Jackson	05/16/97	06/01/98
Phillip Lane	12/01/05	
Christy Marrs	09/07/94	10/18/99
Christy McBride	07/01/97	
Chris Naegele	07/02/07	
Steve O'Keefe	07/01/97	
Susan Phillips	02/03/97	10/01/03
Beth Porritt	08/16/01	08/01/13
Eric Pulley	01/03/95	
Staci Shafer	04/16/10	
Jason Snider	10/18/99	
Beth Stephens	01/21/97	04/17/06
Gregory Stettler	09/06/95	

<u>Employee</u>	<u>Full-Time Start Date</u>	<u>Changed</u>
Rose Ann Stewart	08/11/05	
Richard Sussman	07/19/04	
Gary Tendick	08/16/95	
Dennis White	10/11/95	
Tim Williams	08/16/91	01/01/98
Susan Zamora	08/06/07	

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve the annual salary increase for non-teaching professional staff and executive support staff as recommended; and approve the one, two, and three-year contracts for non-teaching professional staff as recommended.

Upon roll call, all members present voted yes. Motion carried  
(Resolution #16-4096)

President House recommended that the following employees who are on non-teaching professional stipend contracts be offered a continuation contract if their special services are required through 2020:

<u>Employee</u>	<u>Title</u>
Adrienne Barkley-Giffin	Phi Theta Kappa Advisor
Vicki Blair	Historical Village Lead Docent
Thomas Dalton	Assistant Women's Basketball Coach
Thomas Ferris	Head Men's Golf Coach
Charlie Jones	Chair of the Diversity Committee
Page Kirkpatrick	Assistant Baseball Coach
J. Patrick Morey	Assistant Baseball Coach
Taylor Rogers	Assistant Softball Coach
Jessica Whitehead	Assistant Volleyball Coach

Glenn Poshard and Aaron Smith moved and seconded that the Board of Trustees approve the continuation of non-teaching professional stipend contracts through 2020 as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4097)

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

President House recommended that the following non-teaching professional grant staff members be offered employment through June 30, 2021, contingent upon available grant funding:

<b><u>Employee</u></b>	<b><u>Start Date</u></b>	<b><u>Changed</u></b>
Lucia Amorelli	04/29/19	
Eric Behle	03/02/98	
Amy Biley	08/16/01	
Melissa Brown	09/10/13	
Carla Campbell	02/17/93	
Reva Cox	08/17/95	01/28/98
David Brad Cullum	10/09/17	
Jil Deaton	06/03/96	07/01/00
Lori Dixon-Longueville	11/15/90	
Kari Ellet	09/11/17	12/16/18
Michelle Guy	11/01/16	
Matthew Harrington	06/12/19	
Cathrine Hoekstra	08/17/16	03/16/20
Crystal Hosselton	12/01/10	11/01/11
Genea Lowe	07/16/07	07/01/18
Jackie Massie	03/25/98	
Lisa McCuan	04/01/99	
Dinah Meacham	03/06/95	
Francie Morhet	08/16/11	
Gina Simpkins	10/01/13	
Leslie Smith	12/16/19	
Karla Tabing	08/29/91	
Nina Wargel	09/16/96	
Mark Wece	11/01/18	
Abigail Wheatley	07/25/19	
Lindsay Willmore	12/03/18	

Ray Hancock and Mandy Little moved and seconded that the Board of Trustees approve employment contracts through June 30, 2021, for non-teaching professional grant staff as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4098)

## **INFORMATION ONLY ITEMS (NO ACTION)**

### **Prevailing Wage Act Amendments**

Public bodies are no longer required to approve an annual prevailing wage resolution, according to amendments to the Prevailing Wage Act effective June 1, 2019. Under the amended Prevailing Wage Act, the Illinois Department of Labor will ascertain and publish on its website the prevailing wage rates for each county by July 15th of each year. Public bodies do not need to adopt resolutions or pass ordinances ascertaining the prevailing rates for wages in their locality. They also do not need to publish notice because the Illinois Department of Labor will be ascertaining and publishing the prevailing wage rates for each locality. Public bodies awarding any contract for public work must still specify in the call for bids, the bid specifications, and the contract that not less than the prevailing rate of wage must be paid to all laborers, workers, and mechanics performing work under the contract ultimately awarded.

### **2020 Sustainability Report (Appendix VI)**

The 2020 Campus Sustainability Report is included in Appendix VI. This is a valuable historical document that can be used to communicate to the public John A. Logan College's commitment to the environment in both the way it manages its resources and serves as an example of sustainability to our community. This document is made available to the public on the John A. Logan College website under the "Planning Documents" link.

## **ANNOUNCEMENTS**

None.

## **ADJOURNMENT**

Mandy Little and Jake Rendleman moved and seconded that the Board of Trustees meeting be adjourned.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4099)

The meeting duly adjourned at 8:15 p.m.

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



William J. Kilquist, Board Chair



Jacob "Jake" Rendleman, Secretary