

**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 28, 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, Rhett Barke, legal counsel, Vice-Presidents Melanie Pecord and Brad McCormick, 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 JUNE REGULAR MEETING**

Minutes of June 23, 2020, regular meeting were previously distributed.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the minutes of the June 23, 2020, regular meeting.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4100)

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

The treasurer's and financial report for the period ending May 31, 2020, was previously distributed.

Jake Rendleman and Aaron Smith moved and seconded that the Board of Trustees approve the treasurer's and financial report for the period ending May 31, 2020.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4101)

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

The expenditure list for the period ending June 30, 2020, was previously distributed.

Glenn Poshard and Mandy Little moved and seconded that the Board of Trustees approve the expenditure list for the period ending June 30, 2020.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4102)

## **OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

There were no public comments or questions.

## **BOARD OF TRUSTEES REPORTS**

### **A. Comments by Board Chair**

#### **Presidential Search Screening Committee**

Chair Bill Kilquist reported that a committee of twelve individuals, including faculty, staff, board members, and a member of the public, was assigned to conduct the presidential search. Chair Kilquist informed the Committee that the College was looking for the best candidate for the Board of Trustees' consideration to serve the College for the next ten years. He commented that he has stayed out of their way and has had no contact with the members of the Committee. President Ron House, a member of this Committee, was hired to play an active role in the next presidential search. Chair Kilquist asked Dr. House to report on behalf of the Committee.

President House read the list of committee members including Co-Chair Bradley Griffith, director of Logan Fitness, Co-Chair Cheryl Thomas, assistant professor of biology, Clay Brewer, executive director of human resources, Stacy Buckingham, dean of financial operations, Stephanie Chaney-Hartford, dean of academic affairs, Charlie Jones, chair of the Diversity Committee, Ron House, president, Bob McKenzie, assistant professor of chemistry, Glenn Poshard, trustee, Jake Rendleman, trustee, Greg Starrick, athletic director, and Megan Zeller, president of John A. Logan College Foundation. The Committee had approved the advertising materials and is currently working on the criteria to be used in the evaluation of applications. A brief survey was conducted through the Office of Institutional Research to receive input from faculty and staff regarding attributes they view most important in the next president. It will be the responsibility of the Board to select the finalist. The Committee will try to present names to the Board early in November, to give the Board ample time to choose who they wish to interview, conduct those interviews, and hire the next president. The deadline for applications is September 11, 2020.

Trustee Ray Hancock read a statement expressing his concerns regarding the Presidential Search Committee (*see Appendix A*). Chair Kilquist noted that most of the concerns were addressed in the advertising materials posted on the John A. Logan College website. Chair Kilquist also commented that the requirements mentioned in his memo described his son's qualifications and asked Trustee Hancock if his son was going to apply. Trustee Hancock stated that he was not aware if his son intended to apply, and this was not the intention of his memo. Chair Kilquist noted that according to Board Policy, if his son is an applicant, Trustee Hancock would not be involved in the hiring process. Committee member Robert McKenzie commented that he felt the Committee members represented an excellent cross-section of employees, and the Committee has discussed most of the concerns expressed.

**B. Athletics Advisory Committee**

No report.

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

No report.

**D. Board Policy Committee**

No report.

**E. Budget and Finance Committee**

Trustee Glenn Poshard reported that the Committee met to review the tentative budget proposal following a presentation by Vice-President Brad McCormick. At the time of the meeting, the FY21 budget would result in a \$4.1 million deficit in the General Fund. Mr. McCormick noted that the \$4.1 million deficit represented a budgeted deficit; however, the projected deficit, based on the College's normal five percent underspend, would be \$2.6 million. The deficiency results from three primary sources of revenue, including federal funding, state and local taxes, and tuition and fees. The largest impact is the potential loss of tuition and fee revenue associated with enrollment losses related to the COVID-19 pandemic. The College received notification last week of a \$442,000 grant award from the Governor's Emergency Education Relief Fund, which can be utilized for marketing and recruitment activities. Mr. McCormick commented that there are significant expenses that will end after FY21, including a final repayment to ICCB (\$413,000), and the payoff of debt certificates previously issued (\$325,000). The College also has an approved multi-year tuition plan, and the Jenzabar administrative system will be fully implemented in Spring 2021, which should save approximately \$450,000. All of these factors could result in a reduction of \$1.6 million in expenses for FY22, without considering enrollment. It was the Committee's recommendation to delay the presentation of the FY21 budget until August in order to clarify estimated tuition and fee revenues.

There was also discussion regarding energy cost reductions due to the solar field project. Mr. McCormick stated that the College is currently in a favorable energy situation. Electrical costs were recently locked in for a three-year period at a reduction of 18 percent, and the solar field, which comprises 40 percent of our energy costs, has a 25-year rate lock with no escalators.

**F. Integrated Technology Committee**

Trustee Rebecca Borgsmiller reported that the Integrated Technology Committee approved revisions to the Information Security Plan at their meeting this month. The Committee discussed the technology fee usage for 2020-2021, which is part of the FY21 budget, and received an update on the transition to the Duo program, which will provide an additional layer of security for employee accounts.

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

Trustee Mandy Little reported that ICCTA has opted to forego an in-person awards ceremony this year. The ICCTA Executive Board will be meeting in August to discuss priorities for the year and determine the best way to recognize ICCTA statewide winners and nominees. The Association of Community College Trustees (ACCT) announced plans to hold a virtual ACCT Leadership Congress in October, which will provide live concurrent sessions presented by renowned experts and college leaders throughout the country.

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

Trustee Jake Rendleman reported that the Foundation Endowment had increased \$1.2 million since March 31 of this year. The investment total has reached \$9.6 million, and the Foundation is working hard to make it to the \$10 million mark. Executive Director Staci Shafer is working with Heartland Regional Medical Center to establish two new nursing scholarships. These scholarships will be awarded to two students each year in the LPN and ADN programs and will pay 100 percent of tuition and fees, in addition to other costs associated with the programs. Foundation donor Mike Hooks has established a second endowment for \$30,000 that will benefit students at Herrin High School. The Foundation has awarded \$6,500 in COVID-19 grants this month to students in need of financial assistance. These grants remain possible through the partnership with the Illinois Board of Higher Education, the Illinois Student Assistance Commission, and the Illinois Community College Board. Save the Date cards will be going out next week for the Foundation Golf Classic that is currently set for October 2, 2020, at Crab Orchard Golf Course. Please contact Staci Shafer if you are interested in having a team or sponsoring a hole.

#### **I. Student Trustee**

No report.

### **GROUP/ASSOCIATION REPORTS**

#### **A. Faculty Association Report**

Association President Robert McKenzie reported that members of the Association have been working with the administration to address some instructional concerns.

#### **B. Adjunct Faculty Association Report**

No report.

#### **C. Logan Operational Staff Association Report**

No report.

### **OFFICERS' REPORTS**

#### **Response Plan**

Vice-President Melanie Pecord reported that in response to the COVID-19 pandemic, the FY21 budget, and recent retirements, the College has developed a plan to function more effectively and efficiently that will save money. Dr. Pecord stated that the ultimate goal is to use employees we currently have and not expand our employee base. In doing so, we will change, merge, and move positions around. There are approximately 25 individuals that will be impacted by this response plan. Three operational staff and three non-teaching professional staff positions will not be replaced, which will create cost savings to the College of \$467,000. As a part of this plan, the College has suspended operations at the extension centers in DuQuoin and West Frankfort for one academic year to allow us to adhere to the safety guidelines and reduce the liability in monitoring everyone's safety. The nursing program at the Alongi DuQuoin Extension Center will join the main campus in January. Dr. Pecord noted that this change would not affect dual credit courses. We have found that due to the schedules put forth by the school districts, many of the courses that had been set up for the students will not work with their modified schedule, and we are working with the high schools to provide online options for their students.

### **College Return-to-Campus Plan**

Vice President Pecord reported that classes will begin on August 12 and will be offered in the following course formats: 1) online anytime, 2) online scheduled, 3) hybrid, and 4) face-to-face. All classes and final exams will be conducted online beginning November 30, 2020 (after Thanksgiving break). This information has been made available to students through social media, text, and email. We are finding that 50 percent or more of the students are choosing options that allow them to be with their instructors real-time or face-to-face. All students will be required to wear masks in the building and cleaning protocols have been established based on the Illinois Restore Plan, Illinois Department of Public Health, and the Center for Disease Control. Face-to-face classes have been moved to the larger spaces on campus, which will allow for social distancing. All classrooms have been evaluated for their max capacity related to the COVID-19 guidelines. Wellness checks including a daily temperature check will be conducted for all employees and students. For the Fall 2020 semester, online and hybrid tuition will be discounted 10 percent and the activity fee will be waived. CARES money is still available for eligible students that attended in Spring 2020 and are returning for fall semester. Dr. Pecord expressed her appreciation for the team of employees that worked together to update the fall schedule for the students.

### **Construction Projects Update**

Vice-President Brad McCormick reported that there are six areas of the College currently under renovation. Accessibility modifications at Logan Fitness are nearing completion and the west entrance project involving the expansion of restrooms and flooring is underway. The deadline for substantial completion is August 5<sup>th</sup>. The Administration Building updates and Highway Construction building are underway, and the Biology Lab renovations will be ready for instructor use the first day of instruction.

### **Enrollment Report**

President House reported that as of July 27, the College was down about 20 percent both in credit hours and headcount. He noted that these numbers do not include all of dual credit and he expects the tenth-day enrollment numbers to be considerably better than today.

### **Athletics**

The NJCAA has put out information that basically pushes all fall sports into the spring semester, based on restrictions being placed under the State of Illinois. We are still working with the conference to put together a conference plan, but it may be that we do not have any competitive sports this fall at John A. Logan College.

### **CONSENT AGENDA**

#### **A. Energy Contracts (Appendices III and IV)**

Vice-President Brad McCormick secured a three-year price lock for both electricity and natural gas at a discount of 18.1% and 3.0% respectively. President House recommended that the Board of Trustees ratify the energy contracts for electricity and natural gas included in Appendices III and IV.

**B. College Insurance Package (Appendix V)**

President House recommended that the Board of Trustees authorize the administration to enter into agreements with the carriers recommended by The Tedrick Group for a total premium of \$409,913, as shown in Appendix V.

**C. Capital Project Budget for 2021 (Appendix VI)**

President House recommended that the Board of Trustees approve the list of capital projects planned for expenditure in fiscal year 2020 as presented in Appendix VI.

**D. Three-Year Lease of Skid Steer (Appendix VII)**

President House recommended that the Board of Trustees approve the lease agreement presented as Appendix VII, to lease a skid steer for \$1,280 per month for a three-year period.

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

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4103)

**OLD BUSINESS**

**A. Rescind Approval for Conference Center Window and Wall Replacements Project and Approval of Revisions to Conference Center Courtyard Renovations/Campus-wide Railings and Retaining Wall Work (Appendices VIII and IX)**

President House recommended that the Board of Trustees rescind approval of the original Protection, Health, and Safety project that included conference center window and wall replacements as shown in Appendix VIII, and approve revisions to the scope of work for the Conference Center Courtyard Renovations/Campus-Wide Railing and Retaining Wall project presented as Appendix IX.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees rescind approval of the original Protection, Health, and Safety (PHS) project and approve revisions to the scope of work presented in an updated PHS project as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4104)

**B. Award of Contract for Drainage Corrective Work on the Carterville and DuQuoin Campuses and Conference Center Courtyard Renovations/Campus-Wide Railings and Retaining Wall Work Project (Appendix X)**

President House recommended that the Board of Trustees award the contract to the lowest responsible bidder, Samron Midwest Contracting, in the amount of \$698,169, which includes the base bid and alternates 2, 3, and 5.

Mandy Little and Jake Rendleman moved and seconded that the Board of Trustees award the contract for the updated PHS project to Samron Midwest Contracting as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4105)

## **NEW BUSINESS**

### **Naming of the Agriculture Laboratory**

President House recommended as per Board Policy 7290, Naming Physical Components of John A. Logan College, that the Board of Trustees name the Agriculture Laboratory, Room H207, the Jacob “Jake” Rendleman Laboratory, in honor of Board of Trustee member Jake Rendleman. Jake was the driving force in the development of the Agriculture Program at John A. Logan College. He was first elected to the John A. Logan College Board of Trustees in 1997, served as Chair of the Board of Trustees and has also served as President of the Illinois Community College Trustees Association. Jake has served on every Board Committee and has been very active with the John A. Logan College Foundation Board, serving as its president for three years. Jake is a retired teacher, farmer, and businessman, and has a Bachelor of Science Degree in his first love, Agriculture.

Glenn Poshard and Mandy Little moved and seconded that the Board of Trustees approve naming the agriculture laboratory the Jacob “Jake” Rendleman Laboratory in honor of Board of Trustee member Jake Rendleman.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4106)

## **PERSONNEL**

### **Full-Time Faculty**

President House recommended the employment of Tammy Valette, as a full-time, tenure track faculty, CNA/Nursing Instructor at John A. Logan College effective Fall 2020.

Ray Hancock and Aaron Smith moved and seconded that the Board of Trustees approve the employment of the full-time CNA/Nursing instructor as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4107)

### **Adjunct Faculty**

President House recommended the employment of Abigail Myers as a part-time instructor of orientation at John A. Logan College, effective August 12, 2020.

President House recommended the employment of Kara Starkweather as a part-time instructor of biology and dental assisting at John A. Logan College, effective August 12, 2020.

President House recommended the employment of Paul Woodhouse as a part-time instructor of welding at John A. Logan College, effective August 12, 2020.

Ray Hancock and Aaron Smith moved and seconded that the Board of Trustees approve the employment of adjunct faculty as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4108)

#### **Community Education Staff**

President House recommended the ratification of Daniele Freitas Thomas as a personal trainer at John A. Logan College, effective July 17, 2020.

President House recommended the ratification of Patrick McCowen as a personal trainer at John A. Logan College, effective July 17, 2020.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve the community education staff as recommended.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4109)

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

President House recommended the employment of Sondra Langley as a part-time, grade I, literacy counselor/facilitator at John A. Logan College, effective August 1, 2020.

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

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4110)

#### **ANNOUNCEMENTS**

None.

#### **ADJOURNMENT**

Jake Rendleman and Glenn Poshard moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be adjourned.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4111)



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

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

A handwritten signature in cursive script that reads "William J. Kilquist".

William J. Kilquist, Chair

A handwritten signature in cursive script that reads "Jake Rendleman".

Jake Rendleman, Secretary

**JOHN A. LOGAN COLLEGE  
MINUTES OF REGULAR MEETING  
JULY 28, 2020**

**APPENDIX A**

TO: Bill Kilquist and Ron House                      July 27, 2020

FROM: Ray Hancock

**SUBJ: Board of Trustees Presidential Search 2020 for John A. Logan College**

I am concerned that there is no agenda item nor any previous discussion or information for the July 28, 2020, JALC Board meeting in regard to the search for a President. The following items concern me:

1. The Board has never approved anything regarding the search for a new president of the College.
2. I do not know who is on the search committee or who the chairperson is. I have heard some rumors.
3. The committee has apparently been selected and has met one or more times with a vacancy notice prepared, distributed, and publicly advertised without any Board knowledge or approval.
4. Has there been any outside, impartial, professional search input to the vacancy notice and the entire search process? If so, who or what?
5. Is there any input from the community to the search process?
6. **I think we need a closed session** to discuss this entire search process. It is the most important thing this Board will do.
7. I have several issues with the vacancy notice:
  - A. No board input or action.
  - B. The process for the handling of the applications and recommendations to the Board from the search committee are not identified.
  - C. No community college experience is required of applicants.
  - D. A specific doctoral degree in an administrative or academic field related to a community college is not specified. A degree in educational leadership and/or administration with an emphasis on an academic, vocational, adult/continuing education/workforce education or community college-related mission should be required.

- E. No upper level administrative experience at any level in management of Finance, staff personnel, programs, students, facilities, and community relations is required. These are the fundamental functions of any major institutional leader. (Most, if not all, of these core Administrative skills are mentioned in the vacancy notice, but no experience is required, just “must possess” or “must demonstrate” such skills or abilities. (These vague criteria make it difficult to identify candidates who have actual experience in performing these prescribed duties.)
  
- 8. This vacancy notice is worded so generally that almost anyone with a doctoral degree could be an acceptable candidate and could be employed as President of John A. Logan College.
  
- 9. At this point, I do not approve of this process, and I could not vote for someone who does not have the attributes I have noted above. We need a leader who is highly qualified and proven in the field with extensive experience and a proven record of success in the community college arena at the local and State levels. Ray Hancock, Board Member