

JOHN A. LOGAN COLLEGE
Carterville, IL 62918

Minutes of the special meeting/retreat 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 July 10, 2006, commencing at 6:07 p.m., at Giant City Lodge, 460 Giant City Lodge Road, Makanda, Illinois. (The Board met for dinner at 4:30 p.m. with no College business discussed prior to the meeting being called to order.)

The meeting was called to order by Board Chair Don Brewer.

The chair directed the recording secretary to call the roll:

John Sanders	–	present
Carol Farner	–	present
John O’Keefe	–	present
Jake Rendleman	–	present
David Hancock	–	present
Bill Kilquist	–	present
Matthew Todd	–	present
Don Brewer	–	present

Also present were: Robert L. Mees, President; Larry Peterson, Vice-President for Administration; J. P. Barrington, Vice-President for Business Services; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Donna Glodjo, Recording Secretary to the Board of Trustees; and a media representative.

PUBLIC AUDIENCE FOR COMMENTS/QUESTIONS

None.

REPORTS FROM VICE-PRESIDENTS

A. Vice-President for Business Services J. P. Barrington

Financial:

- The annual audit for FY06 will be completed by early September, and will be brought to the Board at the September meeting.
- Revenue increases received from the Illinois Community College Board for FY07, along with local EAV increases and the tuition increase, should allow the College’s operating budget to exceed \$35 million.
- Work on FY07 budget is continuing, and upon completion and approval of *The Plan*, a Finance Committee meeting will be scheduled and the FY07 budget will be finalized.

Information Technology:

- Wireless project is complete in Buildings H and J, leaving only the vocational building without wireless capability at this time. Mr. Barrington noted that there are issues in the Vocational

Building such as other active equipment and the structure of the building that are somewhat problematic, but said we are working toward a solution.

- Information Technology is working diligently on making new software active and accessible.

Buildings and Grounds:

- Projects completed include:
 - Title III renovation
 - Asbestos abatement
 - Lighting on new parking lot
 - Cooling tower replacement
 - Many other smaller projects completed by the College's Buildings and Grounds staff resulting in our campus being something we can be very proud of.
- Usage of the College's facilities by outside groups has increased this summer.

B. Vice-President for Administration Larry Peterson

- College has experienced record enrollments over the past year.
- Civil War Lecture Series exceeded expectations. This year's series which will focus on Abraham Lincoln and be held in late October or early November.
- Financial Aid Office has served over 1,600 students who receive federal Pell Grant money totaling nearly \$4 million, and processed student loans of about \$1.25 million.
- The College's athletic program won the Great Rivers Athletic Conference All-Sports trophy last year.
- The Athletics Advisory Committee will be meeting soon and finalize a report. Working on some difficult issues including fund raising and overall strategies.
- Janna Whisenhunt was named Distinguished All-American in women's basketball and four All-American's named – two in women's basketball, one in men's golf, and one in women's softball.
- Literacy Program celebrated 20th Anniversary. Will be recognized in special feature on WSIL-TV in the near future.
- Over 105 GED graduates this past year.
- Procurement Technical Assistance Center had its best year yet, working with 12 businesses to secure 76 contracts totaling \$64 million. Thirty-one jobs were created in these businesses and 330 people were retrained in current positions.

C. Vice-President for Instruction Julia Schroeder

- Block scheduling format will be in place this fall that will be guaranteed for students to complete an Associate of Arts degree in one year.
- Dual credit program enrollment is growing. One program particularly successful last year was the Certified Nursing Assistant program offered in conjunction with West Frankfort High School. Man-Tra-Con gave the College a room to use in their facility next to the College's West Frankfort Extension Center. Thirteen of fifteen students completed the program and are interested in pursuing nursing at John A. Logan College. Du Quoin and Eldorado have contacted the College about taking advantage of this opportunity. Man-Tra-Con plans to lease a portion of the Rent One building next to the College's Du Quoin Extension Center to provide space for PNE students to attend classes. This will be a big advantage for the Maytag employees affected by the shutdown and the TUMS layoff.

- Apportionment for FY06 has been completed. Dr. Schroeder distributed a series of charts and gave the Board a complete overview of credit hours at the College over the past few years. There was a slight increase in credit hours over the past year.

FUTURE BUILDING PROJECTS/BOARD BUILDING COMMITTEE

Board Building Committee Representative Jake Rendleman stated that the Building Committee has been looking at possible future building projects, specifically referring to those submitted in the RAMP document – an addition to the Community Health Education Complex (approximately \$1.8 million); addition of a wing to join E-wing and B-wing (approximately \$14 million); addition to auto lab (\$2.5 million); and extending cosmetology labs (approximately \$1.5 million.) Mr. Rendleman said that these projects must go through the ICCB, adding that this could take as much as 15 years to get funding from the state. He noted that the only colleges that are completing building projects at this time are those who are financing the projects themselves. Mr. Rendleman passed out credit hour information showing the increase in usage of the Community Health Education Complex and in other programs. He commented that the College serves a diverse community, two-thirds of which are senior citizens who are very supportive. Mr. Rendleman asked Vice-President Barrington to speak to funding options available for these proposed building projects.

Vice-President Barrington stated that for the long-term growth of John A. Logan College, the B- and E-wing must be connected in order to diversify projects for students. He noted that this will not be possible for a while. Mr. Barrington said that some options for financing expansions could involve: utilizing existing fund balance in the College's operating accounts; utilizing fund balance accumulated in the College's operation and maintenance restricted fund (primarily used for building expansion, remodeling); issuance of alternate financing bonds which are subject to a back-door referendum; or financing the project ourselves, i.e. transfer working cash money to the O & M restricted fund, pay for the project, and pay ourselves back over a period of years. Mr. Barrington briefly discussed what would be involved in a back-door referendum. He stated that the College has committed verbally to the tax payers of the district that the tax rate will remain at 48.2 cents, adding that it would be the wisest and most honest action to stay within that 48.2 cents. Mr. Barrington said that some dollars could be generated by decreasing the amount of the rate the College uses for Protection, Health and Safety dollars. He stressed that he does not want to abandon any of the Protection, Health and Safety programs, but added that the College could still continue to do \$400,000 to \$500,000 worth of PHS work, pick up a couple of cents toward alternate financing, and stay within the overall 48.2 cents. Mr. Barrington noted that he is pleased to see sizeable increases in equalized assessed valuation (EAV) in both Williamson and Jackson Counties. Mr. Barrington said that, as far as short-term financing, if the College receives some grants from various groups, we could come up with an alternative financing package (with the Board's approval) that would allow construction to start within a reasonable amount of time. He pointed out that even with a locally funded project, there are several steps for approval through ICCB, CDB, etc. Concerning expansion in the Community Health Education Complex, Mr. Barrington noted that there would be some timing factors because the facility would have to be closed on the aerobic center side to allow the length of the buildings to come together. Trustee John Sanders asked exactly what the expansion of the Community Health Education Complex would entail. Dr. Mees said that it would involve adding space that would include a 1/16 mile indoor walking track and expansion of the aerobic side of the building to add more treadmills and equipment. Trustee Sanders asked if there is a real need for this. Mr. Rendleman stated that at certain times of the day, the equipment is maxed out in the aerobic center. He spoke of the tremendous growth of the programs in this area and the importance of it to the community.

Vice-President Schroeder stated that the Center for Disease Control has contacted us and the College is scheduled to get some additional funding through grant dollars. Dr. Schroeder said that if the Community Health Education Complex is expanded, she would like to see it done in such a way that programs could be built. She suggested that it would be good if a couple of classrooms were there to offer related classroom instruction (i.e., cancer rehab, arthritis) and bring in students that would take more than just one course. She noted that the connection between the B- and E-wing is more valuable in terms of long-term growth of the College. Vice-President Barrington noted that the estimated \$1.8 million for the Community Health Education Complex was only to enlarge the aerobic center and didn't include any classrooms, thus adding more classrooms would increase this amount to a possible \$2.3 to \$2.5 million. Trustee Sanders asked if the Community Health Education Complex is reaching out to the entire district, or if most of the students are from Williamson County. Dr. Schroeder said that this information should be easy to obtain, and Mr. Sanders said that this is something he would be interested in seeing. Trustee David Hancock asked about the amount of tuition that is being waived for students in the Community Health Education Complex. In the discussion which followed, it was determined that about two-thirds of the tuition is waived for either senior citizens, staff, or athletes.

Trustee Sanders expressed his concerns about using a back-door referendum as a source of funding. He said that he would be very cautious about doing anything that involved placement of taxes. Trustee John O'Keefe stated that the real need for connecting B- and E-wings has been discussed for years. He said that he feels the Board should "think outside the box" and consider going after both this project and the addition to the Community Health Education Complex. He said that construction will just get more expensive with passing time, and added that the state is not going to help. Dr. O'Keefe said that the College is going to have to tackle this ourselves, and added that he doesn't see any reason to exclude either of these projects. Dr. Schroeder stated that the College has programs that are waiting to expand right now, and said that there will be no problem filling additional classrooms. Dr. O'Keefe said that the Board should adopt both of these projects and start working toward how it can be done. Dr. Mees said that some funding could be expected from special donations. He expressed that the B- to E-wing connection is probably the most important addition. He noted that students today are very explicit about when they want to go to school – they want to come on a minimum number of days from 9 a.m. to 2 p.m. Vice-President Peterson stated that due to the uncertainty of the increasing cost of transportation, we may have no choice but to develop full-time programs on a two-day-a-week or a three-day-a-week basis. He said that the day of the student coming to the College five days a week may be over soon because of pure economics. Dr. Mees noted that the Fridays-Only classes have been very successful, but space is limited. Dr. Schroeder verified that students are already not choosing classes that involve coming to the campus five days a week.

Dr. O'Keefe suggested that the Board consider getting a plan in place to begin pursuing both of these projects. Dr. Mees said that there is an existing Board Building Committee that can begin to address this. Trustee Hancock expressed his fear that if something isn't done soon, the College will fall behind seriously in classroom space. Vice-President Barrington said that some innovative measures have already had to be taken such as turning large classrooms into two classrooms. He said that the Building Committee can certainly look at some alternative financing plans and get the Board's direction on pursuing some of those. Trustee Sanders cautioned that he feels a study of classroom needs should be looked at.

Board Chair Don Brewer commented that this is the good thing about Board retreats – it gives an opportunity for the exchange of ideas that there is no time for at a regular meeting. He said that he is hearing a great deal of interest in pursuing the two building projects, there is a Building Committee in place, and he believes the Board has given some general direction. Trustee Bill Kilquist suggested that a

motion be made to this effect at the regular Board meeting on July 25. Vice-President Peterson noted that the importance of these additional classrooms will be seen as the strategic plan evolves for 2017 and beyond. He stated that there are things in the future that will affect instruction that we cannot think of at this time, but stressed that we must have the facilities and infrastructure in place as those changes occur. Trustee Sanders said that with the increasing cost of tuition at four-year universities and increasing interest rates on student loans, he believes community colleges will become even more popular. Student Trustee Matthew Todd commented that he had looked at SIU, but when he saw the tuition, there was no question that he would come to John A. Logan College.

Dr. O'Keefe stressed again that it is important for the Board to become proactive in preparing the College for the future. Dr. Peterson said that he feels there will be two unique populations in Southern Illinois within the next twenty plus years that are not here now – (1) the major minority population is projected to be Hispanic, making bilingual skills very important, and (2) there will be a great deal of pressure on the institution when the war veterans return to serve their unique needs. Dr. Schroeder stated that plans already exist as to the type of classrooms that would be in the B to E-wing and they include language labs. She noted that this is a current shortfall at our institution – the lack of any language labs.

ICCTA Executive Director Mike Monaghan stated that what has been learned in terms of Illinois community colleges and their communities is that what happens in the collar counties of northern Illinois will happen here in the future. He stated that these trends have progressed in this manner for years. He noted that within ten to fifteen years we will be dealing with issues they are dealing with now. Vice-President Barrington commented that most folks have come to a realization that on-line classes and distance education will not actually curtail the need for classrooms. Mike Monaghan shared that one of the questions often asked is, “Why are buildings not being used at 3:00 p.m.?” He said that a number of schools have tried to deal with this by offering various perks to students to take classes between 1 and 4 p.m. and those attempts have completely failed. He said this verifies that students just won't go to school in those afternoon hours.

Chairman Brewer said that from what he is hearing, he believes the Board is ready to move forward.

REPORT ON JOHN A. LOGAN COLLEGE FOUNDATION

President Mees stated that the John A. Logan College Foundation has just undertaken a million dollar campaign. He stated that they have doubled the number of scholarships awarded over the past five years, and want to offer more. Dr. Mees said he has talked to the executive director of the Foundation about doing a building expansion phase of the fund raising campaign. He stated that the Foundation needs to find new ways to approach some of its fund raising efforts. He cited the fact that the golf tournament had fewer teams than usual this year due to the fact that there are so many such tournaments, and said the Foundation is looking for some ideas.

Trustee David Hancock asked about the possibility of having a Foundation member on the Building Committee. Dr. Mees said that Executive Director Greg Legan could serve on that committee.

Trustee Rendleman reported that a baseball tournament had been held recently at the College that brought in many travelers from throughout the Midwest, commenting that our College facility was an important part of bringing this positive economic impact into the area.

ATHLETIC COMMITTEE

Board Chair Don Brewer stated that the Athletic Committee does not have a report for the Board this evening, but indicated the committee has been meeting and is close to bringing a report and some recommendations to the Board.

CREDIT HOUR COMMITTEE

Trustee David Hancock reported that the College has received a letter from the Illinois Community College Board (ICCB) on the credit hour issue. Dr. Mees distributed a summary explaining the types of courses in question; a letter from President Mees to Dr. Elaine Johnson of the ICCB requesting her assistance in looking into some courses we had questions about; and a copy of Dr. Johnson's response. Trustee Hancock said these documents pretty much represent the work of the committee. He stated that the only thing remaining to do is look into possible changes in how credit hours are handled in the future. Dr. Mees stated that, overall, Dr. Johnson said that nothing came up in the ICCB's recognition visit to the College in 2004 to indicate a problem. She did note that some of the course titles were not as accurate as they should be, and Dr. Mees noted that was corrected immediately. He said that many other changes were made over the last few years. He explained that these are courses where different components go in to a final course, i.e. four or five professional development events might go into a course. Dr. Mees said that all community colleges do that, but the key thing to note is that we can use this experience to make our procedures better. He noted that people need to be aware of what went into their getting credit for a course, stressing that communication is a major issue. Dr. Mees said that another need is to separate professional development courses from baccalaureate courses on transcripts. He said these procedures can be implemented very easily. Dr. Schroeder noted that the transcript issue would have to be handled through Student Services. Dr. Mees expressed his appreciation to Dr. Johnson for her assistance and prompt response to the issue. He stated that the next step is to get a plan together to bring to the Board at a future meeting. Chairman Brewer gave the College legal counsel an opportunity to make comments. Mr. Huffman didn't choose to add his comments at this time due to the fact he had not had an opportunity to peruse Dr. Johnson's response letter.

Chairman Brewer stated that in addition to the credit hours, there needs to also be some follow-up on the personalities involved in this issue and how this situation is going to be six months from now.

HIRING COMMITTEE

Hiring Committee Chair David Hancock distributed a binder containing the Hiring Committee's recommendations for the Board to examine. Board Chair Don Brewer suggested that the Board give Mr. Hancock an opportunity to explain briefly what has transpired with the Hiring Committee and its recommendations, and that trustees take the materials home and look it over carefully. He suggested that they come to the July 25 Board meeting prepared to ask questions, make comments or changes. Mr. Brewer stated that he thought it would be best to just speak briefly and generally on the issues tonight and give everyone time to do their homework before the next meeting.

Hiring Committee member John Sanders stated that this was exactly the intention of the committee. Dr. Mees stressed that the information distributed is a culmination of many hours of meetings and work by the committee members.

Mr. Hancock stated that he felt the Hiring Committee has been very successful at getting a great deal of input from all groups. He said the committee has agreed that there should be full disclosure on applicants.

He said that in researching nepotism policies from various institutions, they found a wide range. He stated that a possible policy for consideration is included in the binder tonight. Mr. Hancock stressed the importance of not releasing any of these recommendations to anyone at this time, because this is NOT a finished product. He said that the binder includes some additions (#'s 9 and 10) to the General Hiring Policy – Board Policy 5110, noting that the committee feels that any changes regarding the nepotism issue that apply to the Board of Trustees should also apply to faculty and staff – everyone. He stated that the committee wants salary information brought to the Board along with recommendations for hiring. Mr. Hancock noted that the binder also includes some new forms the committee is recommending for use by applicants and the Personnel Office. Mr. Hancock said that the General Hiring Policy is the only policy for which there is being an actual change recommended. He said any other changes are just procedural – forms, etc. Mr. Hancock pointed out that one of the main discussions the committee has had is regarding the fact that the procedures in place basically work if they are allowed to. He said the problem lies in the fact that they have not been allowed to work. He said that it is very important that, if the Board acts on these recommendations, they are applied and used. Mr. Hancock stated that the Board has to stop “influence peddling.”

Trustee Sanders stated that, as mentioned before, the Hiring Committee has been inundated with input from faculty and staff regarding what they see as problems. He said many early committee meetings were spent going through and deciphering this information, noting that this was very eye-opening. Mr. Sanders said that the committee, including the administrators that are a part of the committee, had met with all associations on campus and allowed them to voice concerns. He said that this prompted the proposed changes seen in Board Policy #5110. Mr. Sanders said that what the Board actually needs to look at is two-fold. He said that one issue is to try to make the hiring process more uniform for all departments, noting that Dr. Peterson has put together a manual that would be given to those involved in the hiring procedures, and that the administration must be adamant that these procedures are followed. He said that a few more checks and balances have been added to the forms and procedures to insure there is no deviation. Mr. Sanders said that Dr. Peterson has done a good job with trying to put the hiring process more in line, stressing that very few actual changes were necessary. Mr. Sanders said that the second issue the committee has spent a great deal of time on – and very much needs the entire Board’s input on -- is the impact that #'s 9 and 10 of the General Hiring Policy – Board Policy #5110 will have on the College. He noted that one of these items is what you would call an anti-nepotism policy, and asked the Board to seriously consider what is presented in the recommendation and consider if this “far right” of the total spectrum is what the Board feels is best for the College. Mr. Sanders said that the other item has to do with disclosure by those directly involved in the hiring process of any relationship or knowledge of the candidate that has been presented. He stressed that this does not mean exclusion of that candidate – just acknowledgment of any relationship or knowledge. Mr. Sanders said this is an issue that needs full discussion by all the Board members.

Mr. Rendleman addressed the issue of the new ruling on the ethics law that makes community colleges a state agency versus a unit of local government as they have always been. He stated that some colleges are preparing litigation. ICCTA Executive Director Mike Monaghan stated that the trustees are preparing legal action to reverse an opinion by the Illinois Attorney General that says the community colleges are state agencies and all employees are state employees for purposes of application of the ethics act. Mr. Monaghan said that part of the opinion indicates that the employees of community colleges are subject to the state’s personnel code. He said that no one is sure what that means yet or what impact it might have on community colleges. Dr. Mees said that this has been discussed at Presidents’ Council, noting that this would take a lot of the power away from local boards to set policy and hire personnel. Mr. Monaghan said that all we know for sure at this point is that we are opposed. He stated that College Attorney John Huffman is one of the first to draw the ICCTA’s attention to this ruling.

Mr. Hancock and Mr. Sanders drew the Board's attention back to Hiring Committee issues. Mr. Sanders stated that if the Board does not do something with the procedures on hiring, he feels it would be a disservice to the College and would not be well-received. He said that the formation of this committee has been well-received on campus, and the campus is expecting some action on this. Chairman Brewer thanked Mr. Sanders and Mr. Hancock, the administration, and the Board attorney for serving on this committee, acknowledging the number of hours that have been spent. Mr. Hancock encouraged the Board to read the material presented very carefully. Mr. Brewer stated that he, too, wants to make sure everyone understands the importance of doing their homework. He stated that this will be on the agenda at the next Board meeting for full discussion – not necessarily for action at that meeting.

Chairman Brewer asked if the vice-presidents would like to make any comments on this issue. Dr. Peterson said that all the items in the binder distributed to the Board are in his secretary's computer and encouraged anyone having questions as to any of the language to call his office. He stated that this has been an intense process, adding that he has every confidence that the Board of Trustees will do what is in the best interest of the institution, put the issues in the proper light, and move forward. Vice-President Barrington stated that there has really been enough said. Vice-President Schroeder stated that she feels the binder will work well, calling it a "cook book" recipe for success – if we follow the recipe, there won't be any problem.

Chairman Brewer thanked Mike Monaghan for coming to the retreat to help facilitate.

CLOSED SESSION

Board Chair Don Brewer stated that is desirable to hold a closed session at this time for the purpose of meeting with a representative of the Illinois Community College Trustees Association for the purpose of self-evaluation, practices and procedures, and for evaluation of the president, and that he would appreciate Board action and a roll call vote to that effect.

John O'Keefe and Jake Rendleman moved and seconded that the special meeting/retreat of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-1924)

The meeting was declared in closed session at 8:05 p.m.

The meeting was declared back in regular session at 9:00 p.m.

Carol Farner and John O'Keefe moved and seconded that the special meeting/retreat of the John A. Logan College Board of Trustees be continued until 6:00 p.m., Tuesday, July 25, 2006, and that the continued meeting will be held at the Board Room of the Administration Building on the College's Carterville campus.

A voice vote showed in favor. Motion carried.
(Resolution #16-1925)

Respectfully submitted: Donna Glodjo, Recording Secretary to the Board of Trustees

Don Brewer, Board Chair

Bill Kilquist, Secretary