

**JOHN A. LOGAN COLLEGE**  
**Carterville, IL 62918**

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 July 24, 2007, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Bill Kilquist.

The chair directed the recording secretary to call the roll:

Michael Hopkins	–	present
John Sanders	–	present
Jake Rendleman	–	present
David Hancock	–	present
John O’Keefe	–	present
Jim Snider	–	present
Matthew Todd	–	present
Bill Kilquist	–	present

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Larry Peterson, Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; Pat Hewson, College Legal Counsel; Steve O’Keefe, Director for Communications and Marketing; Shannon Woodworth, Facilitator for Media Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; other College personnel, citizens, and media representatives.

**MINUTES OF PUBLIC BUDGET HEARING, REGULAR JUNE BOARD MEETING, AND JULY BOARD RETREAT**

The minutes of the public budget hearing and regular Board meeting held on June 26, 2007, and the July 12, 2007 Board retreat were previously distributed.

David Hancock and John O’Keefe moved and seconded the approval of the minutes of the public budget hearing and regular Board meeting of June 26, 2007, and the minutes of the July 12, 2007 Board retreat.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2074)

**FINANCIAL REPORT (Appendix I)**

The financial report for the period ending May 31, 2007, was previously mailed.

Jake Rendleman and Michael Hopkins moved and seconded approval of the financial report for the period ending May 31, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2075)

## **ACCOUNTS PAYABLE (Appendix II)**

The list of accounts payable for the period ending June 30, 2007, was previously mailed.

Jake Rendleman and David Hancock moved and seconded the approval of the list of accounts payable for the period ending June 30, 2007.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2076)

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

None.

## **BOARD OF TRUSTEES REPORTS**

### **A. Illinois Community College Trustees Association (ICCTA)**

Trustee John O'Keefe reported that the next meeting of the ICCTA will be held at the Holiday Inn in Urbana on September 14 and 15, 2007.

Trustee Jake Rendleman reported that the Executive Committee of the ICCTA held a retreat at the College of DuPage in Lombard on August 10 and 11, 2007.

### **B. Southeast Region Trustees**

Trustee O'Keefe reported that the responsibility for the Southeast Region Trustees meetings has now transferred to Southeastern Illinois College for the next two years.

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

Trustee Rendleman reported that the next meeting of the John A. Logan College Foundation will be on July 31, 2007, and noted that Vice-President Brad McCormick will be giving the Foundation Board an update on the building project.

### **D. Association of Community College Trustees**

Mr. Rendleman reported that several of the trustees are attending the ACCT convention in San Diego, September 26-29. President Mees asked the trustees to notify his office right away concerning flight arrangements.

### **E. Athletic Advisory Committee**

Chairman Kilquist stated that the Athletic Advisory Committee report will be given as part of Dr. Larry Peterson's reports later in the agenda.

### **F. Student Trustee**

Student Trustee Matthew Todd noted that additional copies of the previously distributed student surveys had been distributed to the Board again for their reference during the meeting. Mr. Todd

stated that the student survey regarding smoking on campus indicated that about half the students did not know the College's smoking policy. He suggested that some additional signage and other appropriate dissemination of this information might need to be considered. Mr. Todd highlighted results from the Student Senate Survey including concerns with grading fairness and consistency, textbook problems, congestion in the Financial Aid Office, and excessive heat in computer lab C242C. He also noted student comments placed in the suggestion box, i.e. suggestions for a central place for class cancellation notices; e-mail list for class cancellations; enforcement of smoking areas; and a preference for paper towels in the restrooms. There was discussion about methods for notifying students in emergency situations. Chairman Kilquist suggested that future surveys should ask the students for possible solutions to the problems they identify. Mr. Todd said that this is the first time a survey such as this has been done, and introduced Adrienne Barkley-Giffin and the student senate president who were instrumental in putting together the survey. Ms. Giffin stated that the Office of Institutional Research tabulated the survey results. Chairman Kilquist stressed the importance of feedback to the students regarding their concerns. Mr. Rendleman spoke to the issue of textbook cost and suggested that some type of in-house cooperative exchange effort by the students might be helpful. Mr. Todd stated that this is currently being looked into by a committee. Trustee Sanders said this survey was an excellent idea and commended all those involved. Trustee O'Keefe reminded the Board that they had promised these student issues would not be "pushed under the table" and suggested that the Student Senate come back to the Board with a specific priority list of the top five student issues to be addressed, along with possible solutions. Board Chair Bill Kilquist asked Dr. O'Keefe to work with a committee to address these issues.

#### **GROUP/ASSOCIATION REPORTS**

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

\_\_\_No report.

##### **B. Term Faculty Association Report**

\_\_\_No report.

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

LOSA representative JaDean Towle reported that their organization is looking into some possible community fund raising events. She stated that Hospice has now been called in for both of their members who are battling cancer. Ms. Towle said that this is the last year of the LOSA contract, and negotiations will begin shortly.

#### **OFFICERS' REPORTS**

##### **A. Innovate Now Initiative/Shifting Gears Grant**

Vice-President for Administration Larry Peterson introduced Dean for Workforce Development and Community Education Phil Minnis who reported to the Board on a grant recently received by the College. Mr. Minnis reported that John A. Logan College is one of four community colleges in Illinois to be invited to participate in the *Innovate Now* project. He stated that *Innovate Now* is a joint initiative of the Chicago Chamber of Commerce, the Department of Commerce and Economic Opportunity, and the Illinois Community College Board. The initiative will look at the needs of the workforce of the 21<sup>st</sup> century to ensure they are ready to compete in a rapidly changing global economy. It will also look at universities and community colleges to see what they are doing to serve

the businesses of their communities. Mr. Minnis stated that John A. Logan College had to send staff to a workforce forum in Chicago, profile two innovative businesses in southern Illinois, complete a 10-page innovation report from a community college perspective specific to John A. Logan College. This fall, the College will conduct a workforce forum on innovation.

Mr. Minnis said that as a result of this initiative, bridge programming has been resurrected. ICCB put out RFPs for grants for community colleges to do bridge programs. He reported that John A. Logan was very fortunate to receive a \$125,000 grant. Kay Fleming, who wrote the grant, explained that the grant, *Shifting Gears Healthcare Bridge Program*, was awarded to the College's Adult Basic Education program. This program will allow the ABE students to prepare for entry-level requirements into the health care programs while they are preparing for their GED. Ms. Fleming said this will hopefully mean the students will be able to skip remedial classes which will put them into the workforce sooner. She described the three elements of the program – career exploration, college exploration, and contextualized instruction. Ms. Fleming stated that while this grant is administered by ICCB, the money is from private funds – the Joyce Foundation. She announced that she will be traveling to Chicago to make a presentation on this program. Ms. Fleming said the program should begin in January of 2008. Her department is working very closely with the Student Success Center and their intrusive advisement model which will be very beneficial in working students through this process. She summarized by saying that the program's goal is to help students move seamlessly from one level of education to the other, removing as many barriers as possible, to help them be as successful as possible.

**B. Year-End Athletic Department Report**

Vice-President for Administration Larry Peterson introduced Athletic Director Jerry Halstead and asked him to give the Board a year-end report from the Athletic Department. Mr. Halstead distributed a copy of the complete 2007 Athletic Report, noting that the report contains information on the coaches and their records, team finishes for each sport for 2007, post-season athletic awards, team GPAs, academic post-season awards, a list of 4-year athletic scholarship recipients, summary of summer camps, and a summary of the department's fund raising efforts throughout the last year. Mr. Halstead noted outstanding accomplishments in each of these areas, and spoke at length on the positive exposure the College receives from the summer camps. He thanked the Board members for their great support of the Athletic Department's fund raising events. Mr. Halstead said the department has had an outstanding year, finishing only one point behind Lincoln Trail College in competition for the Great Rivers Athletic Conference All-Sports trophy (which JALC has won the previous two years). He reported that recruiting is going well and thanked the Board and Dr. Peterson for their support.

**C. Civil War Lecture Series**

Dr. Peterson reported that the tentative date for the 2007 Civil War Lecture Series will be Wednesday, October 17. He said that a young man from Texas, who studied at SIU and has authored several books, has been contacted as the speaker for the lecture series.

**D. Construction Projects**

Vice-President for Business Services and College Facilities Brad McCormick reported that the lift station grease trap replacement project is complete; the electrical panel replacement project is expected to begin in late August; and the wall covering and floor covering replacement project in the Conference Center is nearing completion. He commented that the wall and floor covering in the Conference Center is very beautiful and should be completed by August 5, 2007.

**E. Building Committee Report**

Vice-President McCormick distributed an in-depth report of the Board Building Committee's recommendation for the Community Health Education Center addition and the Automotive addition. He noted that the recommendation for the Automotive addition includes proceeding with adding eight bays, offices, and a classroom with a lift bay inside it. He clarified that the Community Health Education Center addition would include expansion of the Aerobic Center to the west, addition of an indoor walking track, and connecting the north parking lot to John A. Logan Road as the Base Bid 1. Addition of multipurpose rooms on the first floor of the community health complex, with an unfinished second story office/seminar complex will be bid as Base Bid 2. An Alternate 1 to Base Bid 2 will be completion of that second story office/seminar complex. Mr. McCormick gave an overview of drawings of the proposed additions. He drew the Board's attention to a graph showing distribution of the total monies for the four projects, and the supporting figures. He noted that by the architect's estimates, 64 percent of the money will go to the classroom expansion, 21 percent to the Community Health Education Complex, seven percent to the Automotive addition, and six percent to the cosmetology expansion. Mr. McCormick stated that if the architect's estimates are correct, these buildings are all affordable. However, the right is being reserved for the Board to make different decisions at the time bids are received, if need be.

Trustee Snider asked if there is a priority list as to what will be cut if there is not sufficient funds to do everything. Mr. McCormick stated that an actual priority list has not been established. He stated that the figures he had presented to the Board did not include any outside money, and they still came in \$1.2 million under the revenue allocated to the project. He said the bid environment will tell a lot, and the Board will have the option to choose to pull something back on the Community Health Building if figures are not what we had hoped. Mr. McCormick clarified the timeline for the project – bids should go out in October to be awarded in December. At that time, three months of planning will have taken place on the classroom addition (joining B and E wings). There was lengthy discussion regarding making sure funds are protected for the classroom addition. Dr. Mees said that he is also expecting some outside funds from a potential donor. Mr. McCormick stressed that flexibility is built in to the bidding process which will reduce the risk of jeopardizing any part of the project.

**F. Opening of Fall Semester**

Vice-President for Instruction Julia Schroeder stated that annual fall faculty and staff meetings will be held on Wednesday, August 15, 2007. She invited the Board to attend the breakfast and meetings.

**G. Update on MAN-TRA-CON**

Vice-President Schroeder stated that a meeting will be held soon for further discussion with MAN-TRA-CON. She said that not as many tutors were supplied by MAN-TRA-CON during the summer, and some complaints were received from students.

**H. Athletic Home Page**

Dr. Schroeder introduced the College's webmaster Phillip Lane who gave the Board an overview of

the Athletic Department's updated web site. He stressed the importance of the updated site for those wanting to keep up with JALC athletic teams, as well as being an important recruitment tool. Dr. Schroeder complimented Mr. Lane on the look of the updated site and the ease of use. There was discussion regarding the number of hits the various College web sites receive, and the fact that the web address is used in all marketing materials. Athletic Director Jerry Halstead stated that Mr. Lane has been great to work with and commented on how useful the newly updated site has been to the department.

**I. Recognition of Coca-Cola Scholarship Recipient**

Vice-President Schroeder introduced Dean for Instruction Deborah Payne, who presented information to the Board on the national Coca-Cola Scholarship competition. She introduced this year's winner of the \$1,000 scholarship, Nicolas J. DeFrank, and his family. Mr. DeFrank is a second-semester freshman. Dr. Payne noted that this scholarship focuses on both academics and community service. She said that Mr. DeFrank's application focused on his own struggles with learning and how he used his experiences to tutor others to learn to read and write. She stated that his mild cerebral palsy has challenged him to make changes in his own life. She summarized Mr. DeFrank's many accomplishments and stated that he plans to become a forensic accountant. President Mees and Board Chair Bill Kilquist presented Mr. DeFrank with two certificates – one from Coca-Cola and one from the College.

**J. Hunter Cabin**

President Mees reported that the Hunter Cabin is basically complete, and an official ribbon-cutting and dedication will be held in August. He commented that the workers did an excellent job restoring and reconstructing the cabin.

**K. Foundation Board Meeting**

President Mees reported that the Foundation Board meeting will be held on July 31, 2007, and the new executive director, Jill Gobert, will be introduced at that time, along with the new director of scholarships and alumni services, Stacy Holloway.

**L. Change of Date for 40<sup>th</sup> Anniversary Celebration**

President Mees stated that it is necessary to change the date of the College's 40<sup>th</sup> Anniversary Celebration dinner to Friday, October 19, 2007, instead of the previously planned October 18. This change was necessary due to a scheduling conflict.

**M. Don Brewer Gymnasium Dedication**

President Mees stated that the dedication of the College's gymnasium in honor of long-time Trustee Don Brewer had previously been planned for August 28, prior to the Board meeting. Steve O'Keefe suggested that a more appropriate time for the dedication would be at a Volunteer basketball game, possibly hosting a "Murphysboro night." The Board was in agreement. Dr. Mees said that the bronze dedication plaque has been ordered, and letters will also be placed above the door of the gymnasium.

**N. Sloan Foundation Dinner**

President Mees reported that the second annual Sloan Hand-in-Hand Foundation Celebrity Dinner and Auction will be held on August 3, 2007, at the Rend Lake Resort. He invited any interested trustees to attend.

**O. Upcoming Events**

\_\_\_ President Mees gave the Board an overview of upcoming dates of interest.

**OLD BUSINESS**

**A. Revision of Board Policy #5272 – Sick Leave (Appendix III)**

At the June 26 meeting, a revised copy of Board Policy #5272-Sick Leave was presented to the Board for consideration. The revision included a statement that part-time employees shall be entitled to earn a proportionate amount of vacation time to that which a full-time employee earns. It was recommended that the revision be made retroactive to November 1, 2006, to make it consistent with the College's vacation policy (#5260) which was revised at that time to include part-time employees. (Appendix III)

President Mees recommended and John O'Keefe and David Hancock moved and seconded that the Board of Trustees approve revision of Board Policy #5272 – Sick Leave to add a provision that part-time employees shall be entitled to earn a proportionate amount of sick leave to that which a full-time employee earns; and that this provision be made retroactive to November 1, 2006.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2076)

**CONSENT AGENDA**

**College Property and Liability Insurance Renewals (Appendix IV)**

President Mees recommended that the Board authorize the administration to accept the Indiana Insurance renewal premium quotation for \$297,148 for the period of August 15, 2007, through August 15, 2008, through Consolidated Insurance Agency for the College's property and casualty insurance coverage.

John Sanders asked if this is sent out for bid. Mr. McCormick stated that the Board had approved a five-year program with this company, and this is the second year of that. Trustee Hancock said that he had reviewed this carefully, and feels it is a good plan.

Jim Snider and Michael Hopkins moved and seconded that the consent agenda be approved as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2077)

**CLOSED SESSION**

Board Chair Bill Kilquist stated that it is desirable to hold a closed session at this time to discuss the appointment, employment and compensation of specific individuals, and pending litigation, and that he would appreciate Board action and a roll call vote to that effect.

John O'Keefe and David Hancock 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 voted yes. Motion carried.  
(Resolution #16-2078)

The meeting was declared in closed session at 8:25 p.m.

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

### **CLOSED SESSION MINUTES**

Jim Snider and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of June 26, 2007, and July 12, 2007, but that these minutes not be made available to the public at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2079)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended that Don Beardsley be employed as a full-time, temporary, grade III, information systems specialist III effective August 6, 2007.

President Mees recommended that Jackie McFadden be employed as a full-time, temporary, grade III, secretary III (Learning Resources Center).

President Mees recommended that Rhonda Tanner be employed as a full-time, grade III, secretary III (Foundation).

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

President Mees recommended that Amanda Buldtman be employed as a full-time, grade V, academic advisor/assistant women's basketball coach effective August 1, 2007.

President Mees recommended that Kyle Smithpeters be employed as a full-time, grade V, academic advisor/assistant men's basketball coach effective August 1, 2007.

#### **Full-Time Faculty**

President Mees recommended that Joseph Roach be employed as a full-time, tenure track faculty, auto collision/auto services instructor effective August 16, 2007.

#### **Term Faculty**

President Mees recommended that Tamara Devor be employed as a part-time clinical nursing assistant instructor at John A. Logan College effective August 15, 2007.

President Mees recommended that Carl Dull be employed as a part-time instructor of philosophy at John A. Logan College effective August 16, 2007.

President Mees recommended that Heidi Harris be ratified as a part-time instructor of aquatics at John A. Logan College effective June 11, 2007.

President Mees recommended that David Mendriski be employed as a part-time instructor of German at John A. Logan College effective August 16, 2007.

President Mees recommended that Helen Moncrief be employed as a part-time instructor of practical nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Aaron Morgan be ratified as a part-time instructor of history at John A. Logan College effective June 11, 2007.

### **Continuing Education Staff**

President Mees recommended that Cheryl Connolly be employed as a massage therapy instructor at John A. Logan College effective September 10, 2007.

President Mees recommended that Kara Dunkel be employed as a genealogy instructor at John A. Logan College effective September 10, 2007.

President Mees recommended that Jara Gray be employed as a manual communication (sign language) instructor at John A. Logan College effective September 11, 2007.

### **Grant Personnel**

President Mees recommended that Stacey Silver Teutrine be employed as a part-time, grade V, assistant coordinator of literacy (family literacy-Marion) at John A. Logan College effective August 16, 2007.

President Mees recommended that Rick Burkett be employed as a full-time, grade V, LRC professional development facilitator effective August 16, 2007.

John O'Keefe and David Hancock moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2080)

### **ANNOUNCEMENTS**

None.

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### **ADJOURNMENT**

John Sanders and John O'Keefe 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 #16-2081)

The meeting was duly adjourned.

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

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William J. Kilquist, Chair

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John O'Keefe, Secretary