

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 29, 2008, 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
Rachel Grasher	–	present
Bill Kilquist	–	present

Also present were: Robert L. Mees, President; Kim Dixon, Dean for Financial Operations; Tim Daugherty, Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Rhett Barke, College Legal Counsel; Steve O’Keefe, Director for Communications and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair Bill Kilquist led the Board in observing a moment of silence for Edgar Montaña, Spanish professor and Humanities Department chair who passed away recently.

MINUTES OF THE JUNE BOARD MEETING

The minutes of the regular Board meeting held on June 24, 2008, were previously distributed.

Jim Snider and John O’Keefe moved and seconded the approval of the minutes of the regular Board meeting of June 24, 2008.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2203)

FINANCIAL REPORT (Appendix I)

The financial report for the period ending May 31, 2008, was previously mailed.

David Hancock and Mike Hopkins moved and seconded the approval of the financial report for the period ending May 31, 2008.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2204)

ACCOUNTS PAYABLE (Appendix II)

The list of accounts payable for the period ending June 30, 2008, was previously mailed.

John O'Keefe and David Hancock moved and seconded the approval of the list of accounts payable for the period ending June 30, 2008.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2205)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee John O'Keefe reported that the first fall meeting of ICCTA will be September 12 and 13 in Springfield.

Trustee Jake Rendleman reported that an ICCTA Executive Committee retreat will be held in Chicago August 14-15. He also reported that a conference phone call will take place on September 18 at several sites throughout the state dealing with funding. He said ICCB Chair Guy Alongi will be on the JALC campus to participate in this conference call. The Illinois Community College Board will meet on the following day at Rend Lake College.

B. Southeast Region Trustees (SERT)

No report.

C. John A. Logan College Foundation

Jake Rendleman reported that a very good Foundation meeting was held on July 22 where committee assignments were made and new directors were welcomed. Mr. Rendleman reported on special events and scholarship awards. Trustee Jim Snider gave the Board a summary of the Foundation's financial report.

D. Association of Community College Trustees (ACCT)

Trustee Rendleman reported that the ACCT Annual Congress will be held in New York City October 29-November 2.

E. Hiring Committee

Trustee David Hancock stated that the Hiring Committee will be meeting in September.

F. Athletic Advisory Committee

No report from the Committee. Trustee Rendleman reported that the women's softball team was #5 in the nation as far as academic standing.

G. Student Trustee

Student Trustee Rachel Grasher reported that the Student Senate is making preparations for welcome week, and is preparing to review the 710 Bookstore and Chartwell contracts in connection with issues addressed in the student survey. She noted that the Student Senate would like to thank Dwight Hoffard and the administration for placing new picnic tables outside E-wing, and for the benches that will be placed in the hallway. Ms. Grasher said this is a solution to some of the concerns expressed in the student survey. She reported on an upcoming concert by the John A. Logan Community Band and on the 2008-2009 Performance Series.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Faculty Association Representative Mark Rogers reported that the faculty association made a donation to a scholarship in memory of Edgar Montano per his family's request. Mr. Rogers said the faculty is looking forward to meeting the ten new faculty members who will be starting in the fall, and to a successful semester of serving the students.

B. Term Faculty Association Report

DeSande R stated that the term faculty association is waiting on approval of its contract by the Board of Trustees.

C. Operational Staff Association Report

Deana Smith reported that the Logan Operational Staff Association voted on its Memorandum of Understanding on July 9, which passed 3-1. She thanked lead negotiators Victoria Kelly and Tamra Walker, and Vice-President Brad McCormick and the Board of Trustees for their efforts. Ms. Smith said LOSA will hold elections of officers and report results at the next Board meeting.

OFFICERS REPORTS

A. Building Committee/Construction Projects

President Mees reported that the Building Committee will meet the following Tuesday and tour the construction sites. He reported that the automotive addition is coming along very well; the Community Health Education Complex addition is progressing well with the steel now in and being installed; and preliminary preparations are being made for starting construction on the Communication Wing. He stated that the east staff parking lot will be closed in order to house construction trailers and equipment, and a portion of Parking Lot C has been designated for staff. Dr. Mees noted that renovations on the cosmetology department will not start until the Communication Building is done.

B. Homeland Security Training

Vice-President for Administration Tim Daugherty introduced Community Information Coordinator Randy Davis who reported to the Board on Homeland Security training. Mr. Davis stated that Homeland Security has agreed to work with the College to provide a great deal of free training. He said that plans call for training at least 200-300 people over the next two months. Mr. Davis said that anyone receiving federal grants is required to participate in Homeland Security training, and the College is receiving a lot of interest from area businesses and institutions.

C. Update on Man-Tra-Con

Vice-President for Instruction Julia Schroeder reported that many Man-Tra-Con students are planning to finish their course work this fall, and efforts are being made to solve any scheduling difficulties. She reported that Crownline Boats has experienced layoffs, and solutions for helping these folks are being discussed.

D. Aging Is An Asset Committee

Vice-President Schroeder reported that the Aging Is An Asset Committee has been meeting over the past year. The committee is co-chaired by President Mees and Larry Woolard, and facilitated by Jane Angelis from SIUC. Dr. Schroeder said she has been involved in leading an initiative to look at critical issues that seniors in our communities deal with and develop goals.

E. National Governors Association Policy Academy on Civic Engagement: Encouraging Seniors - Volunteering and Employment

President Mees reported that Illinois has been selected by the National Governors Association as one of six states to participate in a Policy Academy on civic engagement for older adults. He reported that the academy is focused on helping states improve the health and lives of older adults by developing strategies for increasing the proportion of seniors who are employed or involved in meaningful volunteer activities. Dr. Mees said an 11-member committee is working on this Illinois initiative and that he is a member of this committee. He reported on a meeting held in Chicago recently where committee goals were established. Dr. Mees distributed two handouts outlining the initiative. He stated that this initiative could mean additional funding for these kinds of programs from federal and state government.

F. FY09 Budget State Appropriation

President Mees reported that the Governor vetoed part of the community college funding constituting a loss of \$18.6 million. Dr. Mees noted this leaves us at 2002 funding levels. He stated that Presidents' Council, ICCTA, and ICCB will be working very hard this year to get funding restored. Dr. Mees noted that community colleges have 63 percent of the students in the state, but only receive 14 percent of the funding.

G. Rides Transportation

President Mees reported that a new route of the Rides Transportation program had been announced between Harrisburg and Carbondale. He commented that this will be a tremendous asset to the area.

H. National Guard Deployment Ceremony

President Mees reported a National Guard Deployment Ceremony will be held on the John A. Logan College campus on August 9, stating that more details will be forwarded to the Board as they are known.

I. Potential Business Opportunity

President Mees reported that a large business is considering a location in southern Illinois, and the College is part of the effort to attract this business by offering training opportunities. He said more information will be available at a later date.

CONSENT AGENDA

A. College Property and Liability Insurance Renewals (Appendix III)

President Mees recommended that the Board of Trustees authorize the administration to accept the Indiana Insurance renewal quotation for \$300,904 for the period of August 15, 2008 through August 15, 2009, for the College's property and casualty insurance coverage through Consolidated Insurance Agency.

B. Renewal Athletic Team Insurance & Student Malpractice Insurance (Appendix IV)

President Mees recommended that the Board of Trustees approve the administration to purchase the athletic team insurance coverage through Consolidated Insurance Agency, Inc. and First Agency, Inc. of Kalamazoo, MI in the amount of \$45,919, and the student malpractice insurance through Consolidated Insurance Agency and Healthcare Providers Service Organization in the amount of \$9,229.

C. Server Purchases

President Mees recommended that the Board approve the purchase of a blade chassis and four blade servers from 710 Bookstore in Carbondale, Illinois, for an amount of \$21,953.80, and that the Board authorize the administration to issue a purchase order.

D. Bid – Cleaning Services for Alongi Du Quoin Extension Center and Man-Tra-Con Nursing Classroom/Offices, and the West Frankfort Extension Center (Appendix V)

President Mees recommended that the Board of Trustees approve the low bid meeting specifications from Starshine Cleaning and Maintenance, Herrin, IL, in the amount of \$31,501.97 for cleaning the Alongi Du Quoin Extension Center and Man-Tra-Con Nursing classroom/offices, and the West Frankfort Extension Center effective August 1, 2008 through June 30, 2009, and that the Board authorize the administration to issue a purchase order for cleaning services.

E. Bid–Athletic Team Transportation (Appendix VI)

President Mees recommended that the Board of Trustees approve the low bid meeting specifications from Southwestern Illinois Bus Company of Chester, Illinois, for athletic team transportation for the 2008-2009 fiscal year in the amount of \$112,840, and that the administration be authorized to accept this bid.

F. Bid–Engine Dynamometer (Appendix VII)

President Mees recommended that the Board of Trustees reject the bid of Superflow Technologies Group for the purchase of an engine dynamometer and re-bid this equipment.

G. Pell Grant Book Vouchers for Summer 2008 Semester

President Mees recommended that the Board of Trustees approve payment to 710 Bookstore in the amount of \$23,242.08 for textbooks issued to Pell Grant students for summer semester 2008, and that the administration be authorized to make this payment.

H. Increase in Preschool Fees

President Mees recommended that the Board of Trustees approve an increase of \$1.00/day to current preschool fees, and that the administration be authorized to implement this increase effective fall semester 2008.

I. Termination of the Cooperative Agriculture Program Agreement

President Mees recommended that the Board of Trustees approve termination of the Cooperative Agricultural Program Agreement between SIUC and John A. Logan College effective immediately.

J. Approval of Blackboard Courseware License and Hosting Fees

President Mees recommended that the Board of Trustees approve the total annual payment to Blackboard Finance Operations in the amount of \$92,400 for the 2008-2009 courseware license and hosting fees.

Jake Rendleman and Jim Snider moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2206)

OLD BUSINESS

A. Adoption of 2008-2009 Budget

President Mees stated that the tentative budget for the 2008-2009 academic year was approved at the June meeting and a public meeting was held at 6:30 p.m., July 29, 2008, in the College Board Room. Based on the positive results of the hearing, Dr. Mees recommended the following resolution be adopted by the Board of Trustees:

WHEREAS the Community College Board of John A. Logan College District No. 530, Counties of Williamson, Jackson, Franklin, Randolph, and Perry, and the State of Illinois caused to be prepared in tentative form a budget, and the secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and whereas a public hearing was held as to such budget on the 29th day of July, 2008. Notice of hearing was given at least thirty days prior thereto as required by law and all other legal requirements have been complied with.

NOW THEREFORE BE IT RESOLVED by the Community College Board of said District as follows:

SECTION 1 -- That the fiscal year of the Community College District be and the same is hereby fixed and declared to be beginning July 1, 2008, and ending June 30, 2009, and

SECTION 2 -- That the budget containing an estimate of amounts available in each fund separately and of expenditures from each, and same is hereby adopted as the budget of this Community College District for the said fiscal year.

President Mees recommended and Mike Hopkins and John O'Keefe moved and seconded that the Board of Trustees adopt the 2008-2009 budget as presented in tentative form at the June board meeting and as available for public inspection under state law, and that the administration be authorized to implement this budget effective July 1, 2008.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2207)

B. Procurement Card Implementation

President Mees noted that at its August 28, 2007, meeting, the Board of Trustees authorized a pilot project to issue procurement cards (MasterCard P-Cards) to VP's, the President, the Director of Facilities, and the Associate Dean of Information Technology. The goal of the project was to reduce inefficiencies in small purchases of \$500 or less by moving some of those to a P-card.

Vice-President McCormick reported that during the six-month trial basis from January 1, 2008, through June 30, 2008, 456 transactions totaling \$54,228 were processed through the procurement card system. During this time, there were no breaches of accountability; specifically, no unauthorized business purchases and no purchases of a personal nature.

McCormick stated that as this trial period was deemed to be successful, further implementation of the procurement card system is encouraged in anticipation of future benefits. It is expected that by FY 2010, with the expansion of the procurement card system, fewer checks would be issued along with fewer open purchase orders. In turn, the efficiency of Business Office operations would benefit as well as increased accountability in the purchasing area.

President Mees recommended and John Sanders and David Hancock moved and seconded that the Board of Trustees authorize the use of procurement cards to continue and to be expanded at a manageable pace to other budget officers in all divisions of the College.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2208)

C. Final Approval of Date for Board Retreat

President Mees stated that at the June 24, 2008, meeting of the Board of Trustees, two potential dates for a Board retreat were approved as possibilities, pending availability of facilities. He said the date of August 19 has been selected as the retreat date. The Indian Cabin at Touch of Nature is available, and Mike Monaghan of the Illinois Community College Trustees Association has indicated he will be able to attend and facilitate the retreat.

President Mees recommended and Jim Snider and John Sanders moved and seconded that the Board of Trustees approve the date of August 19, 2008, at 4:30 p.m. at the Indian Cabin, Touch of Nature, Makanda, Illinois, for its annual Board retreat, and that the administration be authorized to post the appropriate notices.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2209)

NEW BUSINESS

A. Revisions to Board Policies (Informational Item) (Appendix VIII)

A summary of recommended changes to selected Board Policies in the 5000 and 7000 sections of the Board Policy Manual was presented to the Board of Trustees by the Board Policy Committee for perusal and possible action at the August 26 Board meeting. Suggested revisions are included as Appendix VIII. Trustee John Sanders, who is a member of the Board Policy Committee explained the proposed revisions to #5220A - Non-Teaching Professional Staff Compensation.

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, collective bargaining, purchase of real property, and pending litigation, and that he would appreciate Board action and a roll call vote to that effect.

Jake Rendleman 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 #16-2210)

The meeting was declared in closed session at 7:40 p.m.

The meeting was declared back in regular session at 9:25 p.m.

CLOSED SESSION MINUTES

Jim Snider and John O'Keefe moved and seconded that the Board of Trustees approve the content of the closed session minutes of June 24, 2008, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2211)

PERSONNEL

Operational Staff

President Mees recommended that Charles Coelho be employed as a full-time, grade V, desktop technology technician V effective August 4, 2008.

President Mees recommended that Karen Reynolds be employed as a part-time, temporary, grade II, secretary II (Foundation) effective August 4, 2008.

President Mees recommended that the Board of Trustees approve the Memorandum of Understanding with the Logan Operational Staff Association.

President Mees recommended that the Board of Trustees approve raises for non-union operational staff.

Non-Teaching Professional Staff

President Mees recommended the appointment of volunteers Leonard Eisenhower, Jonathan Griffin, Neil Guetschow, Kelsey Kattenbraker, and Bruce Slover for literacy.

Full-Time Faculty

President Mees recommended that Tim Gibson be employed as a full-time, tenure track faculty, construction management instructor effective August 14, 2008.

Term Faculty

President Mees recommended that Jasmine Aquino be employed as a part-time instructor of English effective August 14, 2008.

President Mees recommended that Jason Brown be employed as a part-time instructor of English effective August 14, 2008.

President Mees recommended that Linda Chamberlain be employed as a part-time instructor of mathematics effective August 14, 2008.

President Mees recommended that Rupa Chandrashekar be employed as a part-time instructor of psychology effective August 14, 2008.

President Mees recommended that Michael Hanes be employed as a part-time instructor of music effective August 14, 2008.

President Mees recommended that Joe David McHaney be employed as a part-time instructor of music effective August 14, 2008.

President Mees recommended that Amy Misener be employed as a part-time instructor of emergency medical services effective August 14, 2008.

President Mees recommended that Timothy Montgomery be employed as a part-time instructor of heating/air conditioning effective August 14, 2008.

President Mees recommended that Brandye Nobiling be employed as a part-time instructor of biology effective August 14, 2008.

President Mees recommended that the Board of Trustees approve the term faculty contract.

Grant Personnel

President Mees recommended that Denardo Williams be employed as a full-time, grade VI, preschool lab supervisor VI effective August 13, 2008.

President Mees recommended that David Miller be employed as a full-time, grade IV, special projects coordinator effective August 12, 2008.

John Sanders and Mike Hopkins moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2212)

ANNOUNCEMENTS

None.

ADJOURNMENT

John Sanders and David Hancock 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 #16-2213)

The meeting was duly adjourned.

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

Bill Kilquist, Chair

John O'Keefe, Secretary