

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 on August 19, 2008, commencing at 4:37 p.m., at Touch of Nature Indian Building, 1206 Touch of Nature Road, Makanda, Illinois.

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

The chair directed the recording secretary to call the roll:

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| Michael Hopkins | – | present |
| John Sanders | – | present |
| Jake Rendleman | – | absent for roll call |
| David Hancock | – | present |
| John O’Keefe | – | absent for roll call |
| Jim Snider | – | present |
| Rachel Grasher | – | present |
| Bill Kilquist | – | present |

Also present were: Robert L. Mees, President; Tim Daugherty, Vice-President for Administration; Brad McCormick, Vice-President for Business Services; Julia Schroeder, Vice-President for Instruction; John Huffman and Rhett Barke, College Legal Counsel; Donna Glodjo, Recording Secretary to the Board of Trustees.

PUBLIC AUDIENCE FOR COMMENTS/QUESTIONS

None.

Mike Monaghan, Executive Director of the Illinois Community College Trustees Association, and Trustee Jake Rendleman arrived at 4:38 p.m.

REPORTS FROM VICE-PRESIDENTS

A. Vice-President for Business Services

Vice-President for Business Services Brad McCormick gave the Board of Trustees an update on the Business Services Division.

He reported on construction progress, stating that the parking lot for the Community Health Education Complex will be complete and ready for use next week. He noted that the Community Health facility will shut down for a few days in order to build a temporary wall on the west side of the existing aerobic center so the glass can be removed and construction on the new area can continue. He stated that starting (tentatively) December 15, the whole complex will shut down for three weeks to remove the temporary wall and also do a major maintenance operation on the pool side of the facility. Mr. McCormick reported that substantial completion of the automotive addition is expected by November 1. He reported that job trailers are in place to begin construction on the

Communication Wing, and that digging down to the bedrock and pouring the supports for that building should begin in about one week.

Vice-President McCormick reported that Phase III of the project was originally the cosmetology renovation, and there is now discussion in the Board Building Committee regarding the possibility of adding remodeling of the dental assisting area to that phase of the project. Mr. McCormick presented drawings showing the possibilities, and stated that at some point in the future the Board will need to consider if the scope of this phase of the project should be expanded.

Vice-President McCormick distributed draft copies of the Master Plan 2008, Phase I, which was put together with the assistance of Image Architects. He stressed that this is not intended to be the College's long-term perspective, but is merely documentation of the status of existing approved projects. Mr. McCormick noted that there is one item in the document that the Board has not yet approved – that being a roadway extension of Tippy Road into the campus. He stated that the Board may elect to remove this item, or may want to leave it in for future direction.

Mr. McCormick gave a brief overview of the contents of the Master Plan document. He asked President Mees to update the Board on the progress of the Historical Village and Multi-Purpose Educational Center. President Mees stated that a very positive meeting had taken place with Carl Goodwin, with the outcome of that meeting being that the Harrison Foundation will fund the last part of the Historical Village project, but would first like to see some architectural drawings. Dr. Mees explained that the project would include relocation of the Harrison storefront, construction of walkways at the site, and recreation of the Harrison House on-site with the second floor to be used as a multi-purpose center.

Vice-President McCormick reported that the pending project to remodel for classrooms and athletics administration has been included in the Master Plan in order to document it and identify the spaces that would be affected. He noted that particular project has been awaiting capital renewal funding for several years.

Mr. McCormick discussed the previously mentioned proposed new campus entrance at Tippy Road. He noted that IDOT has plans to modify the east entrance/exit to campus for safety reasons which would push more traffic to Greenbriar Road and make the eastern approach to the campus more difficult for students. He showed the Board drawings showing the proposed opening up of an old county roadway that runs along the center of the college property to the east of campus which would provide access from Tippy Road in Carterville, all the way to the C Parking Lot on campus. Mr. McCormick gave rough estimates on the cost of the road, stating that the cost to develop the road once it hit JALC property would be approximately \$600,000. He said the cost from that point to Division Street would be approximately \$200,000. This would be the estimated amount above what the City of Carterville had already planned to spend to improve the road. Vice-President McCormick discussed the cost of the roadway further, noting that the total cost of approximately \$800,000 is considerably less than the figure listed in the plan. President Mees noted that he has approached IDOT regarding helping with the cost and possibly adding a lane on Division Street. There was further discussion on issues regarding the roadway. Mr. McCormick stated that he will need direction from the Board as to whether this roadway project should be removed from the Phase I Master Plan.

Mr. McCormick discussed Phase II of the Master Plan. He stated that this involves a facilitator question as to who will run the master planning process, noting that this is often the architectural firm who does the Master Plan. At some point, Mr. McCormick stated this facilitator question must be answered. There would be a committee process involving faculty, administration, Board Building

Committee, community members, and a Foundation representative. He stated the scope of the work must be defined for Phase II -- along with the cost and architects estimates -- during fall semester; begin the process in spring semester; and budget for it out of FY10 budget. He said this will be a 9 - 12 month process and will decide what the campus will look like 10 -15 years from now and place priorities on those capital projects.

Vice-President McCormick stated that with regards to the bond funds – based on bids received thus far, and assuming that we will spend 10 percent contingency – the College is looking at approximately \$2.5 million in remaining bond funds. He noted that if the Board chooses to add the Dental Assisting project to the Cosmetology remodel, this is where the funds would come from. Likewise, funds for the roadway could also come from this.

Vice-President McCormick announced that the Business Office plans to implement an automated refund process for student financial aid for spring semester. He explained a proposed disbursement card system that would increase disbursement speed, eliminate checks and cost, and would be no cost to the College. Other advantages of this card were discussed, and Vice-President McCormick indicated that he and Dr. Daugherty would be glad to speak to the Student Senate and explain the advantages of the card.

Trustee John O’Keefe arrived at 5:15 p.m.

Mr. McCormick outlined proposed changes in the budget process that would give budget officers more involvement on the front end of the budgeting process and make the budget more useful as a management tool.

Vice-President McCormick reported on emergency planning activities, stating that two committees are now active – a risk assessment team and an emergency operations committee. He remarked that not many colleges have such committees in place. He stated that meetings have been held with law enforcement, fire, and county emergency response officials, and a media event has been held. Mr. McCormick noted that more people are needed to participate in National Incident Management System training. He explained the implications of the Campus Security Enhancement Act of 2008 and mentioned that grant assistance could possibly be available to aid with compliance.

Mr. McCormick reported that the Document Management System implementation is underway. He stated that the APECS system is considering doing away with the Higher Education system and discussed possible solutions to the problem. He stated that the telephone system will be replaced and the bid opening has been pushed back to September 5. He also noted that network evaluation and upgrade is an ongoing process.

President Mees asked the Board for some input on whether or not to keep the roadway project in the Phase I Master Plan. It was the general consensus that the roadway should be left in the plan.

B. Vice-President for Instruction

Vice-President for Instruction Julia Schroeder reported that fall semester began with 107 full-time faculty members. She reported that a new Spanish instructor who will be hired at the next board meeting will bring the total to 108 full-time faculty. She noted that the College employs approximately 255 term faculty members. Dr. Schroeder reported on MAN-TRA-CON students, stating that 50 students have graduated to date, and approximately 150 students will graduate at the end of this fall semester. Approximately 40-50 of these students will be finishing up in spring

semester. She reported that 1,614 students are enrolled in online classes as of this date – a 41 percent increase over last fall, and commended Tom Bell, Steve McLaughlin, Rick Burkett, and the involved faculty members for their efforts. She reported on two curriculums being developed – environmental science and residential construction management. Dr. Schroeder reported on a DCEO Nursing Grant for \$150,000, and discussed the projected activities associated with the grant.

Dr. Schroeder distributed a copy of the Illinois Community College Board recognition self-study document, noting that this self-study is done every five years and deals with all aspects of the college. She stated that a site visit will take place within the next six to nine months, and the ICCB will give a recommendation.

Dr. Schroeder also distributed an updated building project booklet prepared by Cindy Johnson and Carla Haas. She distributed another booklet prepared by Tom Bell and his staff on the Teaching and Learning Center.

Dr. Schroeder distributed a multitude of charts prepared by her staff showing credit hour statistics broken down in many ways including by department, by division, comparisons by semester and by years. Additional charts showed percentages/student counts by town, full-time versus part-time, and students by gender. Both Dr. Schroeder and Vice-President for Administration Tim Daugherty discussed the various implications of these statistics to the College. Dr. Daugherty commented specifically on what statistics have revealed about the extension centers, stating that a need was apparent for more balanced rotation of course offerings for transfer courses.

C. Vice-President for Administration

Vice-President for Administration Tim Daugherty distributed a copy of the revised *Rights and Responsibilities: A Student Code of Conduct*, noting that this will be on the Board agenda for approval at the August 26 meeting. He stated that College legal counsel has been involved in these revisions, along with people from all divisions of the College. Legal Counsel John Huffman stated that he feels the booklet is in excellent condition. Dr. Daugherty commended Cindy Johnson and Steve O'Keefe for their work on this publication.

Dr. Daugherty stated that as a result of the Higher Learning Commission's visit in 2007, the College must do a monitoring report in the area of effective leadership and organizational integrity. Dr. Daugherty explained that the College must repeat an employee survey similar to that which was completed in 2005, and noted that this survey only has to address the two areas of concern. Dr. Daugherty stated that a steering committee will be re-activated. The HLC requires that the survey be done in February 2009, and based on that survey, a report will be due for submission by November 2009. He noted that the HLC will be looking for improvement and documentation that positive steps have been taken. Dr. Mees added that in addition to the employee survey, the Board of Trustees must do a training session and a self-assessment regarding the areas of concern.

Dr. Daugherty also noted that the Higher Learning Commission recommended in its consultation remarks, that the College continue working on its strategic planning processes. He stated that the *Logan at Fifty* strategic plan now has to be taken to the next level with objectives stated in measurable terms and time tables for completion. Dr. Daugherty stated that the Planning Council is being restructured and will begin meeting on a regular basis to bring the process into compliance.

Vice-President Daugherty stated that Randy Davis is fully qualified to give NIMS training, adding that a curriculum has been completed, and we are ready to extend NIMS training to the community.

Dr. Daugherty noted that some communications issues exist in the Financial Aid and Admissions areas that need to be addressed. He plans to use the process improvement evaluation system.

Dr. Daugherty distributed a handout outlining other initiatives in the Administrative Services Division for the Board to peruse.

Board Chair Kilquist called a recess for the Board to have dinner at 6:06 p.m.

The meeting reconvened at 6:55 p.m.

BOARD OF TRUSTEES DISCUSSION ITEMS

A. Hiring Procedures

Trustee David Hancock reported that 97 hires have taken place since the formation of the Board Hiring Committee. He reported that 335 committees have served on search committees. Mr. Hancock stated that one concern of the committee is that the same people tend to repeatedly serve on search committees. There was discussion on why this is and some possible incentives (stipend or time off) to get more people to serve on search committees. The importance of making sure committees are not “stacked” for a particular candidate was stressed. Trustee Hancock referred to some particular hirings that have been problematic, and asked the Board to give the Hiring Committee some direction on how to deal with some of the problems that have been identified.

There was a great deal of discussion on the make-up of search committees and the objectivity, as well as the need for diversity. It was stressed that a search committee should not recommend any final candidates they would not be comfortable with hiring, and that they must understand that their number one recommendation may not always be hired by the Board.

It was noted that several years ago, only one recommendation for a hire came to the Board. Then, the Board asked to have the top three names submitted and this has been done for a number of years. There was further discussion on the applicant screening procedures. Trustee John O’Keefe stated that he would like *all* information on applicants (i.e., total list of applicants, scoring sheets, etc.) to be available to the Board of Trustees at the time of hiring. Trustees John O’Keefe and Bill Kilquist suggested that the three top finalists should be presented to the Board of Trustees unranked, and let the Board make the final decision.

It was stressed that most of the hires at the College have gone very smoothly since the Hiring Committee has implemented the new procedures. There is just a need to make sure any problems are addressed and necessary adjustments made.

Trustee Hancock asked what the Board wanted to present to the Hiring Committee as recommendations. It was the consensus that the Board would like to have three unranked names submitted for each hire, and that all information on the applicants and their rankings be readily available to the Board. It was also the consensus of the Board that the Hiring Committee should look at ways to better diversify the search committees.

Another problem discussed was the fact that sometimes the Vice-Presidents do not see the names of finalists before they are submitted to the Board. There was agreement that this should never happen. There was discussion on the time factors involved with the application, interviewing, and hiring processes and the struggles with the timelines. There was also discussion on reference checks and when they should be done.

B. Personnel/Human Resources

Trustee Jake Rendleman expressed his feeling that the position of Director of Personnel should be looked at for possible advancement, due to the fact that the responsibilities of that office have grown considerably. Legal Counsel John Huffman agreed that the additional procedures and requirements established by the work of the Hiring Committee have increased the load of the Personnel Office, and added that the Director of Personnel has grown so much in this position. It was noted that a non-teaching professional position and a full-time secretary have been added to the Personnel Office over the past year, bringing the total personnel to two non-teaching professionals and two full-time secretaries. Trustee O'Keefe stated that he feels the office needs more people, and suggested this be looked into by the administration. Mr. Rendleman stressed that he feels the position of Director of Personnel should be elevated to Executive Director of Personnel.

It was suggested that this topic be continued in closed session.

C. Remedial Courses

Trustee John O'Keefe stressed that the Board needs to come up with a committee and a plan to address the problems with remedial education. He stated that he still feels the Board needs to meet with local school boards in an effort to make them fully aware of the problem. Dr. O'Keefe briefly discussed the efforts of Parkland College in this area. Mike Monaghan stated that Parkland College holds joint board meetings with the schools in their district periodically.

Dr. Mees stated that the College has received grant funds for the College and Career Readiness Act which is just for this purpose – addressing remedial education. He commented that it is difficult to get good participation from the public schools.

It was the consensus of the Board that dinner meetings with the district school boards should be scheduled over the next year for the purpose of discussing remedial education. Board Chair Bill Kilquist appointed John O'Keefe and Mike Hopkins to head up a committee to be called the Developmental Education Committee. Vice-President Schroeder noted that Denise Crews and Toyin Fox will be reporting at the next board meeting on some of their efforts in this area. Dr. Mees stated that he and Dr. Schroeder, along with Denise Crews and Toyin Fox would like to sit on the Developmental Education Committee with Dr. O'Keefe and Mike Hopkins. Board Chair Bill Kilquist asked Donna Glodjo to place the Developmental Education Committee on the Board agenda under the Board Reports section for future Board meetings.

D. Ways to Assist JALC Students in Current Economic Climate

Trustee O'Keefe stressed the importance of looking ahead to see how the College can assist students in the current economic climate. In the discussion that followed, it was stressed that the College is doing many things already, i.e. online classes, Fridays only classes, etc. Dr. Schroeder stated that she has challenged her department chairs to come up with Monday-Wednesday classes, and noted that the rotation of classes at the extension centers Dr. Daugherty reported on will be a great help. Dr. Daugherty suggested looking into an emergency loan program, as well as better handling of Pell Grant payments. Dr. Mees stated that gas card scholarships can also be looked into. There was some discussion as to whether the Rides transit system could be helpful to JALC students.

Board Chair Kilquist asked that Student Trustee Rachel Grasher work with the Student Senate to conduct another student survey and look for some solutions.

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; Board self-evaluation, practices, and procedures facilitated by a representative of the ICCTA; and evaluation of the president; and that he would appreciate Board action and a roll call vote to that effect.

Jake Rendleman and Mike Hopkins moved and seconded that the meeting be declared in closed session.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2214)

The meeting was declared in closed session at 8:20 p.m.

The meeting was declared back in open session at 9:53 p.m.

ANNOUNCEMENTS

None.

ADJOURNMENT

John Sanders and Jake Rendleman moved and seconded that the special meeting/retreat of the John A. Logan College Board of Trustees be adjourned.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2215)

The special meeting/retreat was duly adjourned.

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

Bill Kilquist, Chair

John O'Keefe, Secretary