

**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 April 22, 2014, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Jake Rendleman.

The chair directed the recording secretary to call the roll:

Donald L. Brewer	-- present
Mike Hopkins	-- present
Bill Kilquist	-- present
Jackie Hancock	-- present
Cheryl Graff	-- present
John Sanders	-- absent for roll call
Kayla Malone	-- present
Jake Rendleman	-- present

Also present were: Mike Dreith, President; Brad McCormick, Vice-President for Business Services and College Facilities; Tim Daugherty, Vice-President for Student Affairs and Community Education; Deborah Payne, Vice-President for Instruction; John Huffman, College Legal Counsel; Steve O'Keefe, Director of College Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair Rendleman led the Pledge of Allegiance.

**MINUTES OF THE MARCH BOARD MEETING**

The minutes of the March 25, 2014 regular board meeting were previously distributed.

Jackie Hancock and Bill Kilquist moved and seconded approval of the minutes of the March 25, 2014 regular board meeting.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3009)

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

The treasurer's and financial report for the period ending February 28, 2014 was previously mailed.

Mike Hopkins and Cheryl Graff moved and seconded approval of the treasurer's and financial report for the period ending February 28, 2014.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3010)

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

The expenditure list for the period ending March 31, 2014 was previously mailed.

Don Brewer and Mike Hopkins moved and seconded approval of the expenditure list for the period ending March 31, 2014.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-3011)

## **RECOGNITION OF GUESTS**

None.

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

None.

## **BOARD OF TRUSTEES REPORTS**

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

Board Chair Jake Rendleman commented briefly on recent special events including the Batteau portrait dedication, the Legislative Breakfast, the Retirement and Employee Appreciation Reception, the hot dog lunch sponsored by the Student Senate, the Campus Police open house, and John Huffman's 50<sup>th</sup> anniversary of practicing law event. He reported a MAP Rally will be held in Springfield as part of Lobby Day on April 30.

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

Before commenting on ICCTA events, Trustee Jackie Hancock noted she had attend the Spring Advisory Committee meetings and was very impressed. She then reported that ICCTA meetings and the annual Lobby Day will be April 29 and 30 in Springfield. The ICCTA Annual Convention and Awards Banquet will be June 6 and 7 at the Springfield Hilton.

### **C. Southeast Region Trustees (SERT)**

Trustee Cheryl Graff reported the Southeast Region Trustees meeting will take place on April 24 at the Robert L. Mees Village Centre.

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

Trustee Jackie Hancock reported the next meeting of the John A. Logan College Foundation will be May 27.

### **E. Association of Community College Trustees (ACCT)**

No report.

**F. Hiring Committee**

No report.

**G. Human Resources Committee**

There was no report from the Human Resources Committee, but Mr. Rendleman stated the committee plans to meet on May 20 at 8:30 a.m.

**H. Athletics Advisory Committee**

There was no committee report, but Trustee Don Brewer said he would like to set up an Athletics Advisory Committee meeting in May.

**I. Developmental Education Committee**

No report.

**J. Nursing Committee**

No report.

**K. Diversity Committee**

Trustee Jackie Hancock reported on two programs – one on the deaf and the other on autism.

**L. Board Building Committee**

No report.

**M. Board Policy Committee**

No report.

**N. Board Finance Committee**

No report.

**O. Campus Safety Committee**

Trustee Bill Kilquist said the open house for the new Campus Police facility was well attended. Board Chair Rendleman commented he was happy to see so many faculty and staff attend. Mr. Kilquist reported we need to complete processes for acquiring video surveillance and upgraded cameras, noting we are waiting to work with the Department of Labor grant.

**P. Awards and Naming Facilities Committee**

Trustee Don Brewer said the Batteau portrait dedication went very well, and expressed his appreciation to Steve O’Keefe for putting the event together.

**Q. Student Trustee**

Student Trustee Kayla Malone reported on upcoming student events including a blood drive, Biology Club plant sale, Phi Theta Kappa International Conference, the spring musical *Tarzan*, and the JALC Choir trip. Student Senate will soon be giving out finals week “survival kits”. Ms. Malone announced she is running for student member to the Illinois Community College Board.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

No report.

**B. Term Faculty Association Report**

Term Faculty Association Representative Charles Rudolph stated the association is planning for negotiation of its next contract this summer.

**C. Logan Operational Staff Association Report**

No report.

**OFFICERS’ REPORTS**

**A. Sustainability Report**

Vice-President for Business Services and College Facilities Brad McCormick introduced Sustainability Coordinator Tim Gibson who gave the board an in-depth report on the sustainability efforts on campus. Mr. Gibson provided a brief history of how the College’s Sustainability Center came to be and how it had grown into a state leader with help from grants from IGEN and DCEO and affiliation with the Illinois Campus Sustainability Compact. He gave an overview of the sustainability efforts to date and noted the savings that had/will occur through such energy efficiency projects as chiller replacement, CHEC building pool boiler replacement, campus outdoor lighting replacement, and roof replacement. He reported that courses had been added to degree and certificate programs and training has been offered to increase employment opportunities in green jobs.

**B. Discount for Enrolling in Non-Credit Courses Using the Higher Reach Software**

Vice-President for Student Affairs and Community Education Tim Daugherty reported that a 10 percent discount is being offered (for one semester) to people using the new Higher Reach Software (a part of the Jenzabar system) to register themselves for non-credit classes beginning with fall semester.

**C. Community Engagement Activities**

Vice-President Tim Daugherty distributed a report on community engagement activities at John A. Logan College from January 1 – December 31, 2013. He stated that 108,791 individuals participated in a total of 480 events at JALC during that period, and noted that the report contains a breakdown of numbers by event. He expressed appreciation to Adrienne Barkley Giffin, the Buildings and Grounds staff, and Gail Rawson for their efforts.

Dr. Daugherty advised the board of several upcoming dates of interest. He also reported that Phi Theta Kappa Advisor Adrienne Barkley Giffin had been honored with a Paragon Award during the PTK national convention in Orlando, Florida.

**D. Instructional Update**

Vice-President for Instruction Deborah Payne reported six people had attended the recent Higher Learning Commission Conference, and said the College's quality initiative is the Assessment Academy which is a four-year commitment. She stated the new Student Learning Outcomes are on the agenda for board action.

Dr. Payne reported the Employee Recognition Reception went very well and thanked Clay Brewer, Robyn Brummett, Johnna Herren, Lori Russell, and Carmen Cutsinger for a job well done. She reminded the board that the dinner for retirees will be held May 8 at the Robert L. Mees Village Centre.

At the request of Board Chair Rendleman, Dr. Payne gave a brief update on what is happening with the dual credit program.

**E. Higher Learning Commission Report**

President Dreith reported the Higher Learning Commission had conducted a site visit of the extension centers at Du Quoin and West Frankfort and SICCM, and their report said we are in compliance in all areas. However, there are some suggestions to alleviate disparities between the extension centers and some things that will need to be discussed by the SICCM board.

**F. Mid-Continent University**

Dr. Dreith reported briefly on the closing of Mid-Continent University, noting the opportunities that institution afforded students will be greatly missed.

**CONSENT AGENDA**

**A. Award of Contract for Fiber Optic Extension (Appendix III)**

President Dreith recommended that the Board of Trustees award the contract for fiber optic extension to the lowest responsible bidder, EDT Specialists, in the amount of \$103,365.

**B. Extension of Follett Bookstore Contract (Appendix IV)**

President Dreith recommended the Board of Trustees approve the extension of the Follett Bookstore contract for another five-year term.

**C. Repayment of Inter-Fund Loan**

President Dreith recommended that the Board of Trustees approve the inter-fund loan repayment from the Trust and Agency Fund in the amount of \$75,000 to the Working Cash Fund and from the Restricted Fund to the Working Cash Fund in the amount of \$750,000.

**D. Approval of Student Learning Outcomes (Appendix V)**

President Dreith recommended that the Board of Trustees approve the Student Learning Outcomes as presented in Attachment V.

**E. Approval of Closed Session Minutes for Availability for Public Inspection**

President Dreith recommended that the Board of Trustees approve the following closed session minutes to be made available for public inspection: April 28, 2011; February 26, 2013; September 24, 2013; October 22, 2013; November 26, 2013; January 28, 2014.

**F. Destruction of Verbatim Recordings of Closed Session**

President Dreith recommended that the Board of Trustees approve destruction of the verbatim recordings of the closed session meetings through and including October 23, 2012.

Mike Hopkins and Cheryl Graff 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 #16-3012)

**NEW BUSINESS**

**A. Adoption of IRS 457(B) Deferred Compensation Plan**

This item was removed from the agenda for further research and consideration before presenting to the Board of Trustees for action.

**B. Establishment of Date, Time, and Location of Board Retreat**

At the February 25, 2014 Board of Trustees meeting, the trustees had voted to hold a board retreat and presidential evaluation sometime in the month of June. There was discussion on the best date, time, and location to hold this retreat.

Mike Hopkins and Don Brewer moved and seconded that the Board of Trustees hold a retreat on June 17, 2014 at 5:00 p.m. at the Robert L. Mees Village Centre for board self-evaluation and presidential evaluation.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3013)

Trustee John Sanders arrived at 7:55 p.m.

### **Consideration of Reorganization and Assignment of Personnel**

#### **A. Organizational Structure Change – Business Services (Purchasing & Shipping/Receiving)**

Vice-President McCormick stated that while going through business process reviews for many areas of the College as part of the implementation of our new administrative software, it became clear that the Central Receiving function at the College is presently inappropriately assigned to the Director of Buildings and Grounds. The receiving function is part of the purchasing function and involves inventory processes. He said he would like to take advantage of the timing of the retirements in both management and staff positions (Dwight Hoffard and Maxine Taylor) to reassign this function to a purchasing process. He would like to add the purchasing function onto the duties of the Director of Auxiliary Services and provide support by adding a non-teaching professional position to assist with the overseeing of purchasing processes. This would result in a promotion for Sue Zamora to Director of Purchasing and Auxiliary Services.

John Sanders and Mike Hopkins moved and seconded that the Board of Trustees approve changing the Organizational Structure in Business Services to accommodate the Centralized Purchasing goal as presented; and that a grade IV, non-teaching professional position be added to the purchasing function.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3014)

#### **B. Organizational Structure Change – Business Services (Facilities)**

Vice-President McCormick stated one of the feather's in John A. Logan College's hat for many years has been the service to the community the College provides through its conference services. Gail Rawson, Director of Scheduling, is responsible for the customer service that has built that success. At the time of Gail's retirement, he feels it is time to examine the relationship between her position and facilities. Vice-President McCormick said experience tells him that the custodial function and the scheduling function are so closely aligned that it makes sense to consider how that relationship should impact the organizational structure. He stated that it would be more efficient to revise the position being vacated through retirement to be called Director of Building Services which would include the scheduling function as well as oversight of the housekeeping and setup functions, which are the direct responsibility of Coordinator of Environmental Services Chris Naegele. This position would not report to the Director of Buildings and Grounds, but to the Vice-President for Business Services and College Facilities. If this position were approved, this would leave the Director of Buildings and Grounds all the maintenance, construction, and sustainability functions.

Jackie Hancock and Cheryl Graff moved and seconded that the Board of Trustees approve the Organizational Structure in Business Services as it relates to scheduling and facilities as presented to combine the scheduling and housekeeping functions under a new Director of Building Services.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3015)

Mike Hopkins and John Sanders moved and seconded that the Board of Trustees approve adjustment of the position being vacated by the Director of Buildings and Grounds to no longer include the housekeeping function.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3016)

### **CLOSED SESSION**

Board Chair Jake Rendleman stated it was desirable to hold a closed session to discuss the appointment, employment, and compensation of specific individuals; collective bargaining; and pending litigation; and that he would appreciate board action and a roll call vote to that effect.

Mike Hopkins and Bill Kilquist 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 #16-3017)

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

The meeting was declared back in regular session at 9:50 p.m.

### **CLOSED SESSION MINUTES**

Jackie Hancock and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of March 25, 2014, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3018)

### **RESCINDING OF RETIREMENT REQUEST**

John Sanders and Bill Kilquist moved and seconded that the Board of Trustees approve rescinding the retirement request of Vice-President Tim Daugherty.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3019)

## **PERSONNEL**

### **Operational Staff**

President Dreith recommended that Megan Moseley be employed as a full-time, secretary III (human resources) effective April 28, 2014.

President Dreith recommended consideration of the retirement request of Risa G. Orlik, accounting clerk IV, effective June 30, 2014.

### **Maintenance/Building Staff**

President Dreith recommended that Lydia Bowen be ratified as a full-time, temporary, custodian effective March 31, 2014.

President Dreith recommended consideration of the retirement request of Larry Tanner effective May 31, 2014.

President Dreith recommended consideration of the retirement request of Ron Sumner effective May 31, 2014.

### **Campus Police Staff**

President Dreith recommended that James Adams be employed as a part-time, campus safety law enforcement officer effective April 23, 2014.

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

President Dreith recommended that April Stanly be employed as a part-time, grade III assistant coordinator of community education effective April 28, 2014.

President Dreith recommended that the Board of Trustees approve department chair appointments for FY 2015 – FY 2017 three year term:

Humanities Department	-	Stephanie Chaney-Hartford
Business Department	-	Melanie Pecord
English Department	-	Kathleen Carl

President Dreith recommended consideration of the retirement request of Dwight Hoffard, director of buildings and grounds, effective May 31, 2014.

President Dreith recommended consideration of the retirement request of Jane Minton, director of academic advisement, effective May 31, 2014.

### **Full-Time Faculty**

President Dreith recommended that Helen Jeannine Coffey be employed as a full-time, tenure track faculty, cosmetology instructor for fall 2014.

President Dreith recommended the academic rank of associate professor for business instructor Marilyn Haywood.

President Dreith recommended the academic rank of associate professor for business instructor Carla Haas.

President Dreith recommended consideration of the retirement request of Lee Rawson, automotive services instructor, effective May 31, 2014.

President Dreith recommended consideration of change of retirement date for Cindy Minor, business professor, to May 31, 2014.

President Dreith recommended consideration of the full-time faculty collective bargaining agreement.

### **Grant Personnel**

President Dreith recommended that Cliff Higgerson be ratified as a part-time, stipend, adult secondary education instructor at John A. Logan College effective April 1, 2014.

President Dreith recommended that Mary McCarthy be ratified as a part-time, adult secondary education instructor at John A. Logan College effective April 4, 2014.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3020)

### **CONSIDERATION OF VICE-PRESIDENTS' CONTRACTS**

John Sanders and Don Brewer moved and seconded that the Board of Trustees approve a three-year contract for Vice-President for Student Affairs and Community Education Tim Daugherty effective May 1, 2014, with a salary increase of 2.5 percent for each year (actual dollar amount to be included in the contract).

A voice vote showed all in favor. Motion carried.  
(Resolution #16-3021)

### **ANNOUNCEMENTS**

None.

### **CONTINUATION OF MEETING**

John Sanders and Bill Kilquist moved and seconded that this meeting of the Board of Trustees be continued to Thursday, May 8, 2014, at 8:00 p.m. in the Board Room of the Administration Building on the College's Carterville campus.

A voice vote showed all in favor. Motion carried  
(Resolution #16-3022)

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

Jake Rendleman, Chair

Cheryl Graff, Secretary