

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 January 28, 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	--	present
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 Administration; Deborah Payne, Vice-President for Instruction; Don Prosser, 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 NOVEMBER BOARD MEETING

The minutes of the November 26, 2013 regular board meeting were previously distributed.

Jackie Hancock and Cheryl Graff moved and seconded approval of the minutes of the November 26, 2013 regular board meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2974)

TREASURER'S AND FINANCIAL REPORTS (Appendix I)

The treasurer's and financial reports for the periods ending October 31, 2013 and November 30, 2013 were previously mailed.

Mike Hopkins and Bill Kilquist moved and seconded approval of the treasurer's and financial reports for the periods ending October 31, 2013 and November 30, 2013.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2975)

EXPENDITURE LISTS (Appendix II)

The expenditure lists for the periods ending November 30, 2013 and December 31, 2013 were previously mailed.

Cheryl Graff and Mike Hopkins moved and seconded approval of the expenditure lists for the periods ending November 30, 2013 and December 31, 2013.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2976)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

Steve O'Keefe expressed appreciation to the Board on behalf of his father, Dr. John O'Keefe, for the dedication ceremony and naming of the dental education center in his honor.

Trustee Bill Kilquist complimented Steve O'Keefe and his department on the excellent commercials aired recently.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

Board Chair Jake Rendleman thanked Dwight Hoffard and his staff for their hard work keeping the College accessible and safe during the recent inclement weather. He also thanked Richard Deutsch for organizing the downstate meeting of the IBHE Faculty Council Committee on the John A. Logan campus. Mr. Rendleman reported ICCB Executive Director Karen Hunter Anderson was one of 100 college and university leaders summoned to the White House by President Obama on January for a summit focused on improving college access for low income students. He stated two former CEOs of the Illinois Community College Board passed away in January – Ed Duffy and Dr. David Pierce, and commented on their service to higher education.

B. Illinois Community College Trustees Association (ICCTA)

Trustee Jackie Hancock reported there will be an ICCTA meeting as a part of the ACCT Legislative Summit in Washington, DC in February. The following meeting will be March 14 and 15 in Lisle, Illinois. Ms. Hancock said she is honored to serve on the ICCTA awards committee again this year.

C. Southeast Region Trustees (SERT)

No report.

D. John A. Logan College Foundation

Trustee Jackie Hancock reported the Foundation Executive Committee met the previous day. Upcoming events include the Italian Dinner on February 19, and the newly created Special Events Committee is working on some great ideas for future events. She reported Mark Kochan has resigned from the Foundation Board and new members are being considered. Ms. Hancock thanked Marion Pepsi for donating drinks for the Italian Dinner and those who donated pasta. She said donations of \$25 are being requested to help underwrite the cost of the sauce.

E. Association of Community College Trustees (ACCT)

Trustee John Sanders reported the ACCT National Legislative Summit will be held in Washington, DC February 9-12. Trustee Jake Rendleman and President Mike Dreith will be attending to represent the College.

F. Hiring Committee

Trustee Sanders said efforts are currently underway to set up a meeting of the Hiring Committee within the next month.

G. Human Resources Committee

No report.

H. Athletic Advisory Committee

Trustee Don Brewer said the Athletic Advisory Committee plans to meet very soon and hopes to bring a report to the February board meeting regarding athletic scholarships.

I. Developmental Education Committee

No report.

J. Nursing Committee

No report.

K. Diversity Committee

Trustee Sanders said a meeting of the Diversity Committee that had to be postponed due to weather is being rescheduled. Trustee Hancock reported on a new Society of Leadership and Success to deal with training, tutoring, networking, community service for students. Forty students are currently signed up. She reported on two activities coming up in honor of Black History Month.

L. Board Building Committee

Board Chair Rendleman reported the Board Building Committee has not met recently, and set up a tentative date for the committee to meet on February 5.

M. Board Policy Committee

Trustee Sanders reported the Board Policy Committee had met on January 8, and thanked Jackie Hancock for filling in for Don Brewer at that meeting. He said policies appear later on the agenda for first reading by the board, noting these are mostly housekeeping policies. The committee is also looking at a policy regarding concealed carry which will be brought forward at a future meeting.

N. Board Finance Committee

Trustee Mike Hopkins reported the Board Finance Committee had met the previous day and discussed adjustment of retirees' health insurance reimbursement. He noted this item will appear later on the agenda for further explanation and action.

O. Campus Safety Committee

Board Chair Rendleman reported the Campus Safety Committee will be meeting on February 5. Trustee Bill Kilquist introduced a new campus police officer, Christine Baker.

P. Awards and Naming Facilities Committee

Trustee Mike Hopkins reported on the dedication ceremony for the naming of the Dr. John F. O'Keefe Dental Education Center. Steve O'Keefe reported on the status of the portrait of Bill Batteau which will hang in the Batteau Room. Mr. Hopkins said the committee plans to meet again in the near future to consider one additional naming of a facility.

Q. Student Trustee

Student Trustee Kayla Malone reported she attended the ICCB Student Advisory Committee meeting earlier in the month. She reported on the *Imagine Illinois* project which will be a day of community service (March 1) for all community colleges in Illinois. Student Senate has decided its project will be reading to children. Student Lobby Day will be in April, and Ms. Malone plans to write an article about it in the *Volunteer News*. Ms. Malone reported the next meeting of the ICCB SAC in Lisle, Illinois in March will include an awards banquet with a *Great Gatsby* theme. She also reported the December Angel Tree project helped 300 local children, noting the extra efforts made by Student Senate members to make the project a success. Phi Theta Kappa delivered Christmas cards to veterans at the VA Hospital in Marion, and did a presentation to second graders at Tri-C Elementary School as part of their Honor's Project for the year. Yoda Club held its first successful computer checkup in December; the Sign Language Club will be holding a bake sale the following day; and the choir will be selling raffle tickets and having a bake sale for Valentine's Day. Ms. Malone reported petitions to run for student trustee are now available through February 12, with the election to be held on March 5. Student Senate will hold a Voter Registration Drive on February 12 and 13; Cosmetology Club will have bake sale on February 11 and 13; and the Miss, Mrs., and Mr. Volunteer pageant will be held on February 15.

GROUP/ASSOCIATION REPORTS

A. Faculty Association

No report.

B. Term Faculty Association

Charles Rudolph reported term faculty member Ken Gilbert's 16th book of poetry has been published, and noted that he is a very fine poet.

C. Logan Operational Staff Association

No report.

OFFICERS' REPORTS

A. Upcoming Events

Vice-President for Administration Tim Daugherty invited the Board to attend the SIH Patient Simulation Center Open House being held on January 31. The Southern Illinois Drug Awareness Conference (commonly known as the Meth Conference) will be held April 16 and 17. He reported Michelle Hamilton has received a \$10,000 donation to help support the conference this year from Tim Bickett of Shawneetown. Mr. Bickett owns a company named Glotel and has always been a big supporter of the conference.

B. GED Testing

Vice-President Daugherty said the Board of Trustees was informed at its November meeting that GED testing was going to be computerized and the cost was increasing. Dr. Daugherty had met with Associate Dean of Adult Education Kay Fleming to discuss ways to help students offset the cost increase. Ten vouchers are being purchased to pay for the first round of the GED test for our students, and criteria is being set up for awarding of the vouchers.

C. Race to the Top Early Learning Challenge Grant Program

Dr. Daugherty reported Child Care Resource and Referral Director Lori Longueville has received a \$160,000 grant from the Race to the Top Early Learning Challenge grant program, called Connect 4 Success. The focus of the grant is to build a system of infrastructure that supports early learning and school readiness. Dr. Daugherty said \$110,000 will be used for fiber optic connections to the JALC Annex and the Business and Industry Center to enhance use of technology. The remaining grant monies will be used for instructional/family service initiatives over the next year. Dr. Daugherty commended Ms. Longueville for her efforts in securing this important grant.

D. Volunteer Hall of Fame

Vice-President Daugherty announced the Hall of Fame basketball game will be held on February 1. Players will be inducted between games and a reception will be held following the last game.

E. Enrollment Report

Dr. Daugherty reported that fall semester 2013 ended with the College having served 15,483 individuals – a 5% increase from the fall of 2012. ICCB reports showed John A. Logan College second

in the state in market penetration, indicating JALC is meeting its mission in serving our communities. President Dreith noted that Illinois Eastern Colleges always captures the number one spot in this report because they have four colleges in a close proximity. He noted that considering this, second place is great.

Vice-President Daugherty reported tenth-day enrollment figures for spring semester which showed 7,105 students enrolled. This is a 5.4% increase from the previous spring and the 3rd highest spring enrollment ever. He reported credit hours are unfortunately down, a statewide trend. He noted credit hour figures show a 6% decline in full-time students, but an 11% increase in part-time students.

F. Update on Distance Learning and Dual Credit Enrollments

Vice-President for Instruction Deborah Payne reported spring semester figures show online enrollment at 2,417, with an unduplicated count of 1,396 persons. This represents a 4% decline from the previous spring. She reported the course load of online students is holding steady.

Dr. Payne reported 860 unduplicated students are enrolled in spring dual credit classes, with a total of 3,797 credit hours. Spring figures show 189 unduplicated students with 851 credit hours in dual enrollment classes. Dr. Payne reported on a recent meeting with the Johnston City school board to discuss dual credit options, and said the Carterville school district has asked for a presentation at its board meeting in February.

G. IBHE Faculty Council Committee Meeting

Vice-President Payne reported on the IBHE Faculty Council Committee meeting held recently at the Robert L. Mees Village Centre. She said the meeting was very well attended. It was coordinated by JALC professor Rick Deutsch and Dr. Valerie Barko gave a presentation.

H. SI Bridges Program – JALC and SIU

Dr. Payne distributed handouts on the SI Bridges Program. She said scholars have been selected for the first cohort group and tuition waivers have been funded for them. JALC is coordinating with SIU and they are providing paid internships and research opportunities in biomedical and behavioral sciences.

I. Higher Learning Commission Assessment Academy

Dr. Payne reported the Higher Learning Commission Assessment Academy application was filed recently. The College is requesting to join for four years. This would meet the requirement of a Quality Initiative in the new Open Pathways accreditation model.

J. Altekruse Scholarship

Dr. Payne reported she and Dr. Valerie Barko are working with the Foundation to establish criteria for the Altekruse STEM Scholars Initiative funded by the Altekruse estate. They are trying to model that program similar to the SI Bridges Program in order to not only give recipients tuition waivers, but also to give them targeted research projects to build their capacity.

K. Closing the Gap Conference

Vice-President Payne invited the board to attend the Closing the Gap Conference to be held on March 21 on the JALC campus and gave a brief overview of the program.

L. WYSE Competition

Dr. Payne reported the Worldwide Youth in Science and Engineering competition for area high school students will be held on campus on February 6.

M. Update on Grants

Dr. Payne shared information submitted by Director of Grants Kim Guetersloh, which reported on grants by division. Dr. Payne said she is meeting with Ms. Guetersloh soon to hear her ideas for stackable certificates. She reported notification has been received the College has been approved for a Machine Certificate as part of Manufacturing Technology and a 31-hour certificate for the Early Childhood Education program. Dr. Payne said a pre-eligibility form is being submitted in order to be eligible to apply for a Title III grant. She said we are also working together with other community colleges in SICCM to combine resources and apply for large grants.

N. Southern Illinois Collegiate Common Market (SICCM)

President Dreith reported the accrediting agency will no longer accept consortium delivery of one SICCM program – the Health Information Technology program. Considerable thought is being given to whether the program can feasibly be split up between two or more colleges.

O. Campus Closure Notification

Dr. Dreith informed the board of two ways to stay in touch with campus notifications – the “Announce” email system and Voltex. He advised board members to let his office know if they choose to participate in either of these options.

CONSENT AGENDA

A. Statement of Final Construction Completion

President Dreith recommended that the Board of Trustees approve the Statements of Final Construction Compliance on the below listed projects:

<u>Project Name</u>	<u>Project Budget</u>	<u>Actual Expenditures</u>
West Frankfort Extension Center	\$1,109,641.00	\$700,144.24
Workforce Development & VOC Building HVAC Renovations	\$ 795,000.00	\$773,839.00
Dental Assisting Lab Remodel	\$ 673,905.00	\$423,241.27
Roof Replace-Original E Phase 4	\$ 99,200.00	\$ 68,571.14

B. Bid – Two (2) High Efficiency Direct Vent Condensing Boilers for Low Temperature Water Heating Application (Appendix III)

President Dreith recommended that the Board of Trustees approve the low bid meeting specifications from Southern Illinois Piping in the amount of \$43,330.00 for purchase of two high efficiency direct vent condensing boilers for low temperature water heating applications, and that the administration be authorized to make this purchase from PHS funds.

C. Bid – Two (2) 175 Ton Water-Cooled Variable Speed Screw Chillers (Attachment IV)

Bid specifications were prepared and advertised according to board policy for the bid for (Protection, Health, and Safety compliance) two 175 ton water-cooled variable speed screw chillers (Attachment IV). Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 3:00 p.m., Tuesday, January 21, 2014.

President Dreith recommended that the Board of Trustees approve the low bid meeting specifications for the purchase of two (2) 175 ton water cooled variable speed screw chillers, from Behrman Co. for an amount of \$175,500 from PHS funds; that voluntary bids #1 & #2 from Trane and Koch Air be determined to have not met the specifications; and that the administration be authorized to make this purchase.

Jackie Hancock and Mike Hopkins 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 #16-2977)

NEW BUSINESS

A. First Reading of Proposed Board Policy Revisions/Additions (Appendix V) (NO ACTION)

The Board Policy Committee presented the following board policy revisions/additions to the Board of Trustees for first reading:

- Board Policy #5221A – Hours and Compensation (for Non-Union Operational Staff)
- Board Policy #5251 – Non-Union Operational Staff Course Work
- Board Policy #5320 – Evaluation of Instruction
- Board Policy #8110 – Admission to John A. Logan College

Policies will be brought back to the board for final approval at the February 25, 2013 board meeting.

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.

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 #16-2978)

The meeting was declared in closed session at 7:55 p.m.

The meeting was declared back in regular session at 9:40 p.m.

NEW BUSINESS, continued

B. Adjustment of Retirees' Health Insurance Reimbursement (Appendix VI)

It was reported the Board Finance Committee had met on Monday, January 27 to discuss various scenarios for satisfying Board Policy 5141, Retirement Benefits, as it relates to the section of the policy on Health Insurance for Retired Employees. Due to reduction in premiums charged by the College Insurance Program (CIP) effective February 1, 2014, it was noted there will be changes to reimbursement levels. Also, in looking at the board policy and a modification made on June 24, 2008, the Board Finance Committee had reviewed the calculation methods used by the administration to determine reimbursement, specifically as it relates to change in Medicare status, which affects the CIP premium, and provided a recommendation relative to the calculation methodologies for reimbursements. Trustee Mike Hopkins said, in an effort to apply Board Policy 5141 as it pertains to retiree health insurance reimbursement in a manner that would assure the same reimbursement calculation methodology for all non-teaching professional and non-union operational employees retired prior to August 1, 2008, the following motion is presented.

Mike Hopkins and Cheryl Graff moved and seconded that the Board of Trustees approve development of an Administrative Procedure stating that effective February 1, 2014, the College will not adjust the reimbursement method for employees retired prior to August 1, 2008, when the cause for adjustment is a result of an enrollment status change.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2979)

CLOSED SESSION MINUTES

Jackie Hancock and Bill Kilquist moved and seconded that the Board of Trustees approve the content of the closed session minutes of November 26, 2013, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2980)

PERSONNEL

Operational Staff

President Dreith recommended Debra Faris be employment as a part-time, grade III, student financial assistance specialist III.

President Dreith recommended approval of an MOU for the Logan Operational Staff Association (LOSA) *(as discussed in closed session)*.

Maintenance/Building Staff

President Dreith recommended approval of the Teamsters contract.

President Dreith recommended consideration of the retirement request of custodian William Smith effective January 1, 2015.

Term Faculty

President Dreith recommended that Lorraine Brewer be ratified as a part-time instructor of business at John A. Logan College effective January 13, 2014.

President Dreith recommended that Amanda Buday be ratified as a part-time instructor of sociology at John A. Logan College effective January 13, 2014.

President Dreith recommended that Joshua Flamm be ratified as a part-time instructor of heating and air conditioning at John A. Logan College effective January 13, 2014.

President Dreith recommended that Debra Fosse be ratified as a part-time aquatics sub instructor at John A. Logan College effective October 15, 2013.

President Dreith recommended that Shawn Harris be ratified as a part-time instructor of heating and air conditioning at John A. Logan College effective January 13, 2014.

President Dreith recommended that Zachary Heern be ratified as a part-time instructor of geography at John A. Logan College effective January 13, 2014.

President Dreith recommended that Mark Henson be ratified as a part-time instructor of psychology at John A. Logan College effective January 13, 2014.

President Dreith recommended that Brian Hewerdine be ratified as a part-time instructor of electronics at John A. Logan College effective January 13, 2014.

President Dreith recommended that Tina Loche be ratified as a part-time instructor of French at John A. Logan College effective January 13, 2014.

President Dreith recommended that Mariessa Orso be ratified as a part-time instructor of dental hygiene at John A. Logan College effective January 13, 2014.

President Dreith recommended that Stephen Schroepfel II be ratified as a part-time instructor of mathematics at John A. Logan College effective January 13, 2014.

President Dreith recommended that Mary Ellen Young be ratified as a part-time instructor of French at John A. Logan College effective January 13, 2014.

Continuing Education Staff

President Dreith recommended that Tim Arview be ratified as a Computers for Older Beginners (Beg.) instructor at John A. Logan College effective January 22, 2014.

President Dreith recommended that Tim Arview be ratified as a Microsoft Office Suite (Beg.) 2010 Word, Excel and PowerPoint instructor at John A. Logan College effective January 22, 2014.

President Dreith recommended that Tim Arview be ratified as a Webpage Design and Development (Beg.) instructor at John A. Logan College effective January 22, 2014.

President Dreith recommended that Sharon Ball be ratified as a Reinventing Yourself – Make 2014 Your Best Year instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Jamie Cahn be ratified as a Webpage Design (Adv.) CMS Open Source Web Development instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Jeffrey Craig be employed as a Vintage Baseball instructor at John A. Logan College effective February 27, 2014.

President Dreith recommended that Bruce Fasol be ratified as a And, Now the News instructor at John A. Logan College effective January 22, 2014.

President Dreith recommended that Bruce Fasol be ratified as a Reviewing the 1960's instructor at John A. Logan College effective January 23, 2014.

President Dreith recommended that Robert Fisher be ratified as a From Fear to Fearlessness instructor at John A. Logan College effective January 21, 2014.

President Dreith recommended that Cynthia Hamilton be ratified as a Genealogy Basic Online – Emphasis on Military History instructor at John A. Logan College effective January 21, 2014.

President Dreith recommended that Ryan Horn be ratified as a Training for Security Guards (Adv.) instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Ryan Horn be ratified as a Training for Security Guards (Beg.) instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Rodney Jones be ratified as a Dog Show Handling instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Abel Kinser be employed as a Wildflowers in Southern Illinois instructor at John A. Logan College effective April 5, 2014.

President Dreith recommended that Nathan Marks be ratified as a Computers for Older Beginners (Beg.) at John A. Logan College effective January 27, 2014.

President Dreith recommended that Nathan Marks be ratified as an Internet for Older Beginners instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Nathan Marks be ratified as an Internet – A Practical Guide (Facebook for Beginners) instructor at John A. Logan College effective January 27, 2014.

President Dreith recommended that Vance Schmid be ratified as an Illinois Conceal Carry instructor at John A. Logan College effective December 9, 2013.

President Dreith recommended that Michael Steele be ratified as a Spanish Conversational (Beg.) instructor at John A. Logan College effective January 21, 2014.

Grant Personnel

President Dreith recommended that Mallory Rick be employed as a full-time, grade III, early childhood assistant III.

Volunteer Personnel

President Dreith recommended the appointment of volunteers Ora Bogard and Jane Stalker for Purdy School.

President Dreith recommended the appointment of volunteers Diane Futrell, Heather Jackson, Michael Karas, Sherry Nelsen-Smith, Bessie Newnum, Lori Robinson, Michael Ruhland, Suzanne St. John and Banikka Tipton for Literacy.

President Dreith recommended the appointment of volunteer Eric Heiple for Athletics.

Information Technology (IT) Department Reorganization (Appendix VII)

President Dreith recommended the Board of Trustees approve changes and reassignment of Information Technology staff as listed below, and authorize the advertisement of the non-teaching professional position.

- The reassignment of R. J. Sussman to position of Policy, Resource & Communication Director position.
- The addition of a new Non-Teaching Professional position of Internal Policy and Communications Coordinator.
- Change of title and responsibilities for Gary Smith to the position of Coordinator of End User Support. Reassignment of the Switchboard supervision responsibility and Help Desk Technician, Jon Boyer, to report to this position.
- Reassignment of the Desktop Technology Technician, occupied by Craig Addison, to the Coordinator of Technology Support (Melvin Cripps).
- Addition of a new PT (20 hour per week) position of Intranet Specialist effective July 1st.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-2981)

ANNOUNCEMENTS

None.

ADJOURNMENT

John Sanders and Cheryl Graff 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 #16-2982)

The meeting was duly adjourned.

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

Jake Rendleman, Chair

Cheryl Graff, Secretary