

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 May 27, 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 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 APRIL BOARD MEETING AND THE MAY 8, 2014 CONTINUED MEETING

The minutes of the regular board meeting of April 22, 2014 and the continued meeting of May 8, 2014 were previously distributed.

Jackie Hancock and Bill Kilquist moved and seconded approval of the minutes of the April 22, 2014 regular board meeting and the May 8, 2014 continued meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3027)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial report for the period ending March 31, 2014 was previously mailed.

Cheryl Graff and Don Brewer moved and seconded approval of the treasurer's and financial report for the period ending March 31, 2014.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3028)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending April 30, 2014 was previously mailed.

Mike Hopkins and Bill Kilquist moved and seconded approval of the expenditure list for the period ending April 30, 2014.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-3029)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

Board Chair Jake Rendleman congratulated Board Vice-Chair Jackie Hancock on being named a *Leader Among Us* by the Southern Illinois Business Journal. He thanked faculty and staff for their service on personnel selection committees. Mr. Rendleman announced the College's Bocce Ball team had won third place at the recent HerrinFesta tournament. He asked Board Secretary Cheryl Graff, who is also a member of the Executive Committee of the ICCTA, to make some comments regarding retiring Vice-President for Instruction Deborah Payne. Ms. Graff announced that the ICCTA Executive Committee has nominated Dr. Payne to receive a Certificate of Merit Award which will be presented at ICCTA's Annual Convention on June 6 in Springfield. Ms. Graff congratulated Dr. Payne on the award and all she has done for education over the past four decades. She gave a brief summary of Dr. Payne's career and accomplishments, stating that Dr. Payne is very deserving of the award and will greatly missed. Board Chair Rendleman and the trustees presented Vice-President Payne with an engraved crystal bowl in honor of her service to John A. Logan College. Dr. Payne expressed her appreciation, and commented on how much she had enjoyed her years at JALC.

B. Illinois Community College Trustees Association (ICCTA)

Board Vice-Chair Jackie Hancock reported she, President Dreith, and Trustees Rendleman and Hopkins had attended ICCTA Lobby Day on April 30. She stated we supported the governor's budget for level funding, asked for full funding for Veterans' Grants, and supported a recommendation for MAP grants. A study group is looking into the issue of community college baccalaureate degrees. The ICCTA Annual Convention will be held in Springfield on June 5-7 and will include a student success seminar, as well as an awards luncheon and dinner.

C. Southeast Region Trustees (SERT)

Board Secretary Cheryl Graff reported the Southeast Region Trustees met on April 24 at the Robert L. Mees Village Centre, with approximately 30 people in attendance from JALC, Southeastern Illinois

College, Shawnee Community College, and Rend Lake College. She thanked JALC instructor Mark Rogers and student Kylee Williams for an excellent presentation at the meeting.

D. John A. Logan College Foundation

Jackie Hancock reported the Foundation held a meeting just prior to the Board of Trustees meeting and discussed finances and scholarships. The Foundation welcomed five new board members, including Guy Alongi, Carl Goodwin, Pat Benton, Terance Henry, and Bill Kuhnert. The next Foundation meeting will be in August. The President's Circle Dinner will be May 31 and the Golf Classic will be June 20.

Ms. Hancock also commented favorably on the recent Honors Night program and on a recent outstanding performance of the John A. Logan Community Band.

E. Association of Community College Trustees (ACCT)

Trustee John Sanders reported the ACCT is involved in the student success seminar scheduled at the ICCTA Annual Convention in June.

F. Hiring Committee

No report.

G. Human Resources Committee

Board Chair Rendleman asked Executive Director of Human Resources Clay Brewer to report on the recent Human Resources Committee meeting. Mr. Brewer reported the committee had discussed managing non-teaching professional staff and following proper procedures now that a union exists; how to handle compensation for NTPs who may be performing additional duties beyond what is required; improvements to user agreement with background check provider; tailoring of grant contracts by department; and non-union operational salaries.

H. Athletic Advisory Committee

Trustee Don Brewer reported the Athletic Advisory Committee will be meeting on June 16.

I. Developmental Education Committee

No report.

J. Nursing Committee

No report.

K. Diversity Committee

Trustee Jackie Hancock stated it had been a fabulous year for diversity and inclusion efforts and events.

L. Board Building Committee

Board Chair Rendleman asked Vice-President for Business Services and College Facilities Brad McCormick to report on the recent Board Building Committee meeting. Vice-President McCormick reported the committee heard updates on all on-going projects; looked at the summer interior remodeling project; discussed RAMP projects which will be submitted to the board for action in June; and discussed complaints regarding the tennis courts (cracks in the court will be filled this summer).

M. Board Policy Committee

Trustee John Sanders reported the Board Policy Committee had met and is presenting some policies for first reading later on the agenda.

N. Board Finance Committee

No report.

O. Campus Safety

No report.

P. Awards and Naming Facilities Committee

Trustee Mike Hopkins said there is no report at this time. They may be bringing something to the board next month.

Q. Student Trustee

Student Trustee Kayla Malone stated Student Senate had passed out student survival kits during finals week and reported on the recent *Logan's Got Talent* contest. She reported on new Student Senate officers, and said there will be a blood drive on campus on June 24.

GROUP/ASSOCIATION REPORTS

A. Faculty Association

No report.

B. Term Faculty Association

No report.

C. Logan Operational Staff Association

LOSA representative Vicki Kelly stated she appreciates the board's consideration of her retirement application. She requested she be allowed to donate seven days of her unused sick leave to a co-worker recently diagnosed with cancer. She said Vice-President McCormick is aware of her request. Board Chair Rendleman thanked Ms. Kelly for her years of service to the College and congratulated

her on her retirement. Vice-President McCormick stated that Ms. Kelly's request to donate sick leave is a labor contract issue. Vice-President McCormick and Legal Counsel John Huffman said this is a topic for closed session. Ms. Kelly said she had attempted to negotiate a sick bank to no avail, and she believes the College community would benefit as a whole if the employees were allowed to help each other. Board Chair Rendleman said her request will be taken under consideration.

OFFICERS' REPORTS

A. Enrollment Report

Vice-President for Student Affairs and Community Education Tim Daugherty stated there had been much discussion regarding enrollment head count going up and credit hours going down and said credit hour trends are especially important to note in working on the budgeting processes. He distributed handouts showing credit hour comparisons from recent years and encouraged the board to look these over.

B. Phi Theta Kappa Paragon Award

Vice-President Daugherty reported that six Phi Theta Kappa members, along with their advisor, attended the PTK International Convention in Orlando, Florida. The JALC Chapter received three international awards: Distinguished Chapter Award; Paragon Award (to advisor Adrienne Barkley Giffin); and a Top 100 Chapter Award. These students and Ms. Barkley Giffin were present at the board meeting and the board applauded them for their accomplishments. Outgoing PTK president Anna Buetow thanked the Board of Trustees for their recognition and all their support throughout the year.

C. John A. Logan College Foundation President's Circle

President Mike Dreith introduced JALC Foundation President Elaine Melby to speak to the board about the President's Circle. She thanked the Board of Trustees for its support and all they do for the College. She spoke on the life-changing effects of training and education in our lives, and noted there are many people who have great potential but do not have the resources and support to get this training. She stressed the importance of the scholarships provided by the Foundation in changing the lives of people in these situations. Ms. Melby said the President's Circle will help fund the Foundation operation and finance scholarships. She stressed that if the people who actually work at an institution participate in fund-raising endeavors, it is more likely others will want to participate as well. She asked the board to consider the information presented in the President's Circle brochure and see if there is a way they can help. Foundation Executive Director Staci Shafer thanked those who were already helping initiate the President's Circle. She noted all the successful fund raising efforts the Foundation has done, but stated there are still many students that need help. She asked for help or for referrals to others who might be able to help, and invited everyone to attend the President's Circle dinner on May 31.

D. Vice-President for Instruction Interviews

President Dreith reported the search committee for the Vice-President for Instruction position is ready to bring candidates forward to be interviewed by the board. Due to one of these candidates being out of the country, there is a fairly narrow window for interviews to take place before the

June board meeting. He gave the board some suggested dates to consider. Action was taken on setting the official date and time later in the meeting.

CONSENT AGENDA

A. Statement of Final Construction Completion

President Dreith recommended that the Board of Trustees approve the Statement of Final Construction Compliance for submission to ICCB on the Campus Police Relocation project.

B. Request to Bid Summer Interior Renovations

President Dreith recommended that the Board of Trustees approve the advertisement of bid specifications for summer interior remodeling.

C. Request to Purchase Network Switches for the Information Technology Department

This item was removed from the agenda.

D. Request to Purchase Server/Storage Attached Network

This item was removed from the agenda.

E. CrisisGo Contract (Appendix III)

President Dreith recommended that the Board of Trustees approve the contract from CrisisGo (Appendix III) to provide the College with the technology to move its emergency response plans to an “app” environment.

F. Approval of Instructional Calendars for 2015-2016 and 2016-2017 (Appendix IV)

President Dreith recommended that the Board of Trustees approve the instructional calendars for 2015-2016 and 2016-2017 as contained in Appendix IV.

G. Authorization to Make Title Changes in Board Policies and Administrative Procedures

President Dreith recommended that the Board of Trustees authorize the recording secretary to update all affected board policies and procedures with the new title of Vice-President for Student Affairs and Community Education.

Bill Kilquist and Mike Hopkins moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended with the exception of Items C and D which were removed from the agenda.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3030)

NEW BUSINESS

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

The Board Policy Committee presented the following board policies to the Board of Trustees for first reading:

- Board Policy 8310 – Student Rights and Responsibilities Handbook
- Board Policy 3114 – Diversity Statement (New)
- Board Policy 3372 – Zero Tolerance for Violence or Threatening Behavior (New)
- Board Policy 8315 – Student Disciplinary Action (New)

These policies will be made available to College employees for input and brought back to the Board of Trustees for final action at the June 24 board meeting.

CLOSED SESSION

Board Chair 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.

Cheryl Graff 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 #16-3031)

The meeting was declared in closed session at 7:42 p.m.

The meeting was declared back in regular session at 9:20 p.m.

CLOSED SESSION MINUTES

Mike Hopkins and Bill Kilquist moved and seconded that the Board of Trustees approve the content of the closed session minutes of April 22, 2014 and the continued meeting of May 8, 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 #16-3032)

SPECIAL BOARD MEETING

Don Brewer and Jackie Hancock moved and seconded that the Board of Trustees hold a special board meeting at 5:00 p.m. on Wednesday, June 18, 2014 for the purpose of interviewing candidates for the position of Vice-President for Instruction.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3033)

PERSONNEL

Operational Staff

President Dreith recommended Jenny Ditch be employed as a full-time, grade III, administrative assistant III (director of partnerships & dual credit) effective June 23, 2014.

President Dreith recommended Debra Richison be employed as a full-time, grade V, administrative assistant V (dean for institutional effectiveness) effective June 2, 2014.

President Dreith recommended the Board of Trustees consider the retirement request of Victoria Kelly Protsman effective May 31, 2014.

Maintenance/Building Staff

President Dreith recommended that John Vic Bione be employed as full-time, building maintenance staff at John A. Logan College effective May 19, 2014.

Campus Police Staff

President Dreith recommended that William Johnston be ratified as a part-time, campus safety law enforcement officer at John A. Logan College effective May 21, 2014.

Non-Teaching Professional Staff

President Dreith recommended that the following non-teaching professional staff members who have served at the College less than three years be offered one-year contracts through June 30, 2015:

<u>Employee</u>	<u>Full-time Start Date</u>	<u>Changed</u>
Morgan Chester	03/03/14	
Michael Coffman	08/01/13	
Carolyn Gallegly (50% College/50% Grant)	11/16/12	
Emily Henson (62.5%)	09/01/11	05/20/13
Mark Kinkade	01/15/13	
Susan May	01/07/02	11/16/12
Donald Priddy	04/22/13	
Krystal Reagan	01/02/13	
Kyle Smithpeters	07/03/12	
April Stanly (62.5%)	04/28/14	
Kyle Surprenant	08/15/12	

President Dreith recommended that the following non-teaching professional staff members who have three or more years of service be offered contracts through June 30, 2017:

<u>Employee</u>	<u>Full-time Start Date</u>	<u>Changed</u>
Adrienne Barkley Giffin	04/03/00	
Valerie Barko	07/23/07	
W. Craig Batteau	09/12/94	07/23/97
Thomas Bell	02/16/95	
Clay Brewer	03/05/01	
Stacy Buckingham	02/01/90	08/01/95
William Burnside	07/01/08	
Zachary Carpenter	05/16/11	
Lauralyn Cima	02/13/91	
Deon Coleman	08/01/06	08/03/09
Sharon Colombo	09/14/92	
Terry Crain	09/22/86	
Marilyn Falaster	12/16/99	
Kay Fleming	08/19/91	
Chris Georgantas	08/02/04	
Donna Glodjo	04/28/94	
Jerry Halstead	09/14/82	
Michelle Hamilton	08/12/96	
Thomas Clyde Hamlin	12/09/96	07/02/07
Barry Hancock	07/29/96	03/25/98
Marty Hawkins	01/25/95	
Mark Henson	06/01/01	
Johnna Herren	04/21/99	07/01/07
Stacy Holloway	07/10/90	09/16/97
Lisa Hudgens	06/11/84	11/01/84
Angela Jilek	07/01/03	
Cindy Johnson	09/08/81	02/01/01
Christy Marrs	09/07/94	10/18/99
Christy McBride	07/22/96	
Elizabeth Myatt	09/28/09	11/01/11
Steve O'Keefe	07/01/97	
Beth Porritt	05/26/99	07/01/10
Darren Pulley	01/14/91	
Eric Pulley	09/22/93	
Staci Shafer	04/16/10	
Amanda Shelby	08/01/07	
Kristin Shelby	07/01/98	01/10/11
Ryan Sierman	12/17/07	
Jason Snider	10/18/99	
Gregory Stettler	09/06/95	
Sherry Summary	07/16/07	
Judith Vineyard	08/18/97	
Roger Von Lancken	07/01/09	07/01/10
Dennis White	10/11/95	
Tim Williams	08/16/91	01/01/98

<u>Employee</u>	<u>Full-time Start Date</u>	<u>Changed</u>
Adeline Wilson	08/24/82	07/01/95
Susan Zamora	08/06/07	

President Dreith recommended that the following employees who are on non-teaching professional stipend contracts be offered a continuation contract if their special services are required through 2015:

<u>Employee</u>	<u>Title</u>
Tracy Elliott	Coordinator of Athletic Events
Thomas Ferris	Head Men's Golf Coach
William Glenn	Head Women's Golf Coach
Bruce Jilek	Head Women's Softball Coach
Paige Kirkpatrick	Assistant Baseball Coach
Malaikah Love	Assistant Volleyball Coach
Brandyn McGhee	Choral Sound Technician
Adrienne Barkley Giffin	Phi Theta Kappa Advisor
Sue Trammell	Coordinator of International Education
Cheryl Trench	Historical Village Lead Docent

President Dreith recommended that Christy Stewart be employed as a full-time, grade VII, director of academic advisement effective June 23, 2014.

Employment of a full-time, grade IV, internal policy and communications coordinator was removed from the agenda.

President Dreith recommended that the Board of Trustees approve the annual non-teaching professional salary increase for FY 2015 for NTPs not represented by the Logan Professional Staff Association. The annual increase for NTP's not represented by the LPSA is determined by Board Policy 5220A to be 2.65%.

Full-Time Faculty

President Dreith recommended that Valarie Shaw be employed as a full-time, tenure track faculty, interpreter preparation/ASL deaf studies instructor for fall 2014.

President Dreith recommended the Board of Trustees consider the retirement request of Cheryl Bernhardt, associate professor of business, effective August 1, 2016.

President Dreith recommended the Board of Trustees consider the retirement request of Joanna Christopher, associate professor of English, effective June 1, 2015.

President Dreith recommended the Board of Trustees consider a change of date of retirement for Paula Willig, associate professor of interpreter prep, back to her originally approved date of September 1, 2014.

Term Faculty

President Dreith recommended that Zack Essex be employed as a part-time instructor of aquatics at John A. Logan College effective June 1, 2014.

President Dreith recommended that Glenn Parker be ratified as a substitute instructor of dental hygiene effective April 10, 2014.

Continuing Education Staff

President Dreith recommended that Melinda Brock be employed as an I-Pad -- I Have One, Now What instructor at John A. Logan College effective June 9, 2014.

President Dreith recommended that Barbara Cooksey be ratified as a Food Safety instructor at John A. Logan College effective April 12, 2014.

Grant Personnel

President Dreith recommended that the following non-teaching professional grant staff members be offered renewal contracts through June 30, 2015, contingent upon available grant funding:

<u>Employee</u>	<u>Start Date</u>	<u>Changed</u>
Stachia Cullers	08/02/99	
Crystal Hosselton	12/01/10	11/01/11
Lori Longueville	11/15/90	
Jacqueline McGee (75%)	03/25/98	
Colleen Springer	07/01/13	
Karla Tabing	08/29/91	

Don Brewer and Bill Kilquist moved and seconded that the Board of Trustees approve all personnel items as recommended with the exception of the internal policy and communications coordinator position which was removed from the agenda.

A voice vote showed all in favor. Motion carried.
(Resolution #16-3034)

Employment of Dean for Workforce Development and Community Education

Cheryl Graff and Bill Kilquist moved and seconded that Darren Pulley be employed as a full-time, grade XI, dean for workforce development and community education effective June 2, 2014.

Upon roll call, members voted as follows: Bill Kilquist – yes; Jackie Hancock – abstained; Cheryl Graff – yes; John Sanders – no; Don Brewer – yes; Mike Hopkins – yes; Kayla Malone – yes; Jake Rendleman – yes. Motion carried.
(Resolution #16-3035)

ANNOUNCEMENTS

None.

ADJOURNMENT

John Sanders and Bill Kilquist 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 #16-3036)

The meeting was duly adjourned.

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

Jake Rendleman, Chair

Cheryl Graff, Secretary