

**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 October 21, 2008, commencing at 7:00 p.m.

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

The chair directed the recording secretary to call the roll:

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

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Tim Daugherty, Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Steve O’Keefe, Director for Communications and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

**PRESENTATION OF PRESIDENTIAL SCHOLARS**

President Mees and Board Chair Bill Kilquist presented plaques and a \$300 scholarship award to students who qualified as Presidential Scholars. To qualify as a Presidential Scholar, a student must have a perfect 4.0 grade point average for 31 semester hours or more as a full-time student, must have attained sophomore status, and must be currently enrolled as a full-time student. Presidential Scholars for 2008 are: James Abbott, Harrisburg; David Albert, Carterville; William Armstrong, Du Quoin; William Baumann, Carterville; Jason Billingsley, Goreville; Alfred Branche, West Frankfort; David Etherton, Murphysboro; Lois Folden, Pinckneyville; Ian Glasmann, Murphysboro; Wesley Johns, Marion; Scott Keith, Dowell; Robert Marlow, DeSoto; David McKinnies, Herrin; Robert Musgrave, Marion; Karen Oxford, Du Quoin; Sherry Raines, Du Quoin; John L. Reynolds, Jr., West Frankfort; Angela Rich, West Frankfort; Richard Sikora, West Frankfort; and Teresa Timmons, Carbondale.

**MINUTES OF THE REGULAR SEPTEMBER BOARD MEETING AND THE BOARD/ADMINISTRATION WORKSHOP (Voice Vote)**

The minutes of the September 23, 2008, regular meeting and the September 30, 2008, Board/Administration workshop were previously distributed.

John O’Keefe and David Hancock moved and seconded the approval of the minutes of the regular meeting of September 23, 2008 and the September 30, 2008 Board/Administration workshop.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2242)

## **FINANCIAL REPORT (Appendix I)**

The financial reports for the periods ending July 31, 2008, and August 31, 2008 were previously mailed.

Jim Snider and John O'Keefe moved and seconded the approval of the financial reports for the periods ending July 31, 2008, and August 31, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2243)

## **ACCOUNTS PAYABLE (Appendix II)**

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

Mike Hopkins and David Hancock moved and seconded the approval of the list of accounts payable for the period ending September 30, 2008.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2244)

## **RECOGNITION OF GUESTS**

None.

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

None.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee John O'Keefe reported the next ICCTA meeting will be in Chicago on November 14 and 15.

Trustee Jake Rendleman reported that the Illinois Community College Board has a new member from southern Illinois. He is James Dumas of Tamms, Illinois.

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

Dr. O'Keefe reported the Southeast Region Trustees met at Southeastern Illinois College on October 9, and heard a speaker on security.

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

Trustee Jake Rendleman reported the John A. Logan College Foundation will hold its annual meeting on October 28 at 5:30 p.m.

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

No report.

**E. Hiring Committee**

Trustee David Hancock reported the Hiring Committee had met October 10 and discussion items included administrative hiring procedures, on-line applications, determination of number of candidates to be interviewed for a position, term faculty interviews, transcripts, and background forms. He reported that a sub-committee is reviewing the sign-off process. Mr. Hancock stated the committee and the hiring processes appear to be working successfully. He said there are no recommendations ready for the Board of Trustees at this time.

**F. Athletic Advisory Committee**

No report.

**G. Developmental Education Committee**

Dr. O'Keefe reported the Developmental Education Committee had met the previous Wednesday, stating that he was unable to attend. He asked Trustee Mike Hopkins to report on that meeting. Mr. Hopkins stated that a report was presented by Denise Crews and Toyin Fox on the College and Career Readiness Grant, along with a report on a recent workshop attended by area high schools and an intervention workshop held at JALC last summer. Topics of discussion included various ways the College could partner with district high schools. Mr. Hopkins stated it was a very good meeting, and commended Denise Crews, Toyin Fox and Julia Schroeder for their hard work and dedication to this important issue. President Mees stated that remedial education is a topic being stressed as a focus item to the IBHE Public Agenda.

**H. Student Trustee**

Student Trustee Rachel Grasher announced the Thanksgiving Food Drive sponsored by the Student Senate will take place during November, with the food going to needy John A. Logan College students. She stated that an election party sponsored by the Political Science Club will be held November 4; Autumnfest will be November 8 and 9; and the play *Pygmalion*, directed by JALC's Steve Falcone, will be November 14 and 15.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

No report.

**B. Term Faculty Association Report**

No report.

**C. Operational Staff Association Report**

No report.

## **OFFICERS REPORTS**

### **A. Building Committee**

Vice-President for Business Services and College Facilities Brad McCormick reported the Building Committee had met prior to the Board meeting. He reported the closeout/punchout process for the automotive building addition is being scheduled, noting this part of the project is very close to completion. Mr. McCormick reported the roof is now on the expanded aerobic center portion of the Community Health Education building project and glass is partially on. He stated this building is between 60 and 70 percent complete. Mr. McCormick said he will be presenting the tax levy to the Board at the next meeting, along with the protection, health, safety project application.

### **B. Board Policy Committee**

Vice-President McCormick reported there are two board policies on tonight's agenda for the first reading by the Board, one of which is a military leave policy. He encouraged the Board to read through this policy, commenting that there are many changes/additions. Vice-President McCormick said he feels this policy is now one of the best military leave policies of any institution and is in compliance with both federal and state law. He shared a quote from a military expert who reviewed the policy, calling it "perfect." He commended Stacy Buckingham, Clay Brewer, and the Board Policy Committee for the work on this policy.

### **C. Board Finance Committee**

Vice-President McCormick reported the Board Finance Committee met on October 10 to review the annual audit with auditor Cindy Bobell.

### **D. 2005 Employee Surveys**

Vice-President for Administration Tim Daugherty stated that some trustees had requested copies of results of the 2005 employee survey conducted during the Higher Learning Commission accreditation process. Dr. Daugherty said he has these results available this evening as requested.

### **E. NCMPR Awards**

Vice-President Daugherty introduced Director for Communications and Marketing Steve O'Keefe who reported on recent awards from the National Council of Marketing and Public Relations. He stated that three of the College's six entries finished in the top three for the regional Medallion Awards. Mr. O'Keefe had attended the awards ceremony and related seminar, and gave a brief report on the seminar. The entries receiving Medallion Awards included a photograph by Shannon Woodworth (Bronze Medallion), a Performance Series Brochure by Robin Egelston (Bronze Medallion), and the 40<sup>th</sup> Anniversary video by Steve O'Keefe (Silver Medallion). Mr. O'Keefe stated JALC's submissions are all put together in-house, making this a particularly impressive honor, considering the number of entries and the fact that many schools from large metropolitan areas hire outside agencies to do their work. O'Keefe expressed his gratitude to WSIL-TV for their assistance in producing the video.

### **F. Instructional Division Awards**

Vice-President for Instruction Julia Schroeder reported three awards will be given in the Instructional Division. An ICCCA Innovation Award is being given to three Illinois community colleges – Elgin

Community College, Harper College, and John A. Logan College. JALC's winning project was, "It's a Dog's Life," which raises money to supply dogs to local police departments. Criminal Justice Instructor Rick Ellett; his wife, term faculty member Micki Ellett; and Associate Dean for Health and Public Service Valerie Barko will be recognized. Dr. Schroeder reported she has three administrators who will be recognized with the 2009 NISOD Excellence Award – Dr. Denise Crews (for College and Career Readiness), Toyin Fox (for diversity initiatives), and Mabel Hayes (for Intergenerational Lifelong Learning programs). Dr. Schroeder also reported that President Robert Mees will be honored with an Outstanding Service Award from the Jackson County Chapter of the SIU Alumni Association.

**G. Update on MAN-TRA-CON**

Vice-President Schroeder stated the student newspaper, *The Volunteer*, is preparing an article on what serving the MAN-TRA-CON students has meant to the College. She invited the Board to share any information they would like to relay to the student reporter.

**H. Rides Mass Transit**

Dr. Schroeder introduced Carletta Prather, Public Relations Coordinator for Rides Mass Transit, who was present to share information about the bus program. Dr. Schroeder commented that Ms. Prather is a member of the Aging As An Asset Committee (along with Dr. Mees, Dr. Schroeder, and Larry Woolard), and information shared at those meetings sparked the interest in offering this bus service to the College. Ms. Prather gave the Board a history of the Rides program, and shared statistics. She stated that since 2007, Rides has been providing transportation to the seniors in Williamson County through the Williamson County Agency on Aging. Ms. Prather gave a detailed overview of the existing routes. She stated that currently Rides is bringing 16 students per day to John A. Logan College on an existing route. If someone wants to come to the College at another time, it's called a special trip and the rate is \$1.25 per mile. Ms. Prather said the College might want to look at bringing more buses, more often to the campus. She distributed information on fees and explained the various options available. She stressed that Rides is not competing with the Saluki Express. Dr. Schroeder reported that Vice-President Daugherty is on the Rides board.

**I. Sabbatical Report**

Vice-President Schroeder introduced Dr. Brenda Erickson who has been on sabbatical for the past year to give the Board a report on her sabbatical. Dr. Erickson thanked the Board and administration for allowing her to take the sabbatical. She stated she wanted to go back into the workplace and practice her craft, and after testing with a national placement company, Dr. Erickson worked for four corporations in varied locations as an administrative assistant. She stated that she gathered a great deal of information and plans to design a new curriculum.

**J. IBHE Meeting**

President Mees stated that he had given a report on behalf of the Presidents' Council at a recent IBHE meeting which focused on the budget and on thanking the IBHE for its support over the past year. Dr. Mees stressed the importance of getting the budget situation turned around.

**K. Poshard Foundation Annual Dinner**

Dr. Mees reported that the Poshard Foundation Annual Dinner was a tremendous success with over 700 people in attendance. The event raised over \$100,000 for the Poshard Foundation.

**L. Board/Administration Workshop**

President Mees stated the Board/Administration Workshop held on September 30 went very well. He distributed a summary of the workshop prepared by Dr. Gary Davis for the Board's review. Dr. Mees said if the Board is agreeable with the content of the summary, he will release it to Dr. Daugherty to be used as needed for the Higher Learning Commission.

**M. Women for Health and Wellness**

Dr. Mees shared a complimentary letter from Women for Health and Wellness with relation to the Women's Health Conference held on the John A. Logan College campus in September. Dr. Mees noted that organization will be holding a teen conference in January, and their first men's health conference in March of 2009.

**N. Aging As An Asset**

President Mees reported that one of the activities through the Aging As An Asset program is a series of cultural trips to St. Louis organized by Mabel Hayes. He said these trips have received very positive responses, and shared a complimentary letter with the Board from a participant. Dr. Mees stated that programs such as this are growing rapidly, and mentioned the role of the National Governors' Association Policy Academy (of which he is a member) in promoting lifelong learning for senior citizens.

**O. Presidents' Council Retreat**

President Mees stated that a very successful Presidents' Council retreat was held at the Rend Lake Resort last week. Approximately 40 people were in attendance for a reception and banquet, and 35 for the meeting on Friday. The theme for the event was partnerships with Southern Illinois University and the University of Illinois. Representatives of both institutions spoke at the meeting, and the musical group *Blend* provided entertainment. President Mees noted that in addition to a great representation from the presidents, ICCB board members and staff and ICCTA officials were also present.

**P. Sustainability**

President Mees reported that Lt. Governor Pat Quinn was on the JALC campus last week promoting sustainability initiatives. He said a great deal of good press was received as Quinn visited the College's new pervious concrete parking lot project and was present for the unveiling of the WeCar program. Dr. Mees thanked Vice-President McCormick and the Sustainability Committee for their efforts in implementing these projects. Vice-President McCormick noted that faculty member Perry Knop was very instrumental in getting Lt. Gov. Quinn on our campus.

**Q. Lisa Madigan Visit**

President Mees reported that Attorney General Lisa Madigan held a press conference on the John A. Logan College campus promoting programs developed with law enforcement agencies to combat the meth problem in southern Illinois.

**R. Human Resources Committee**

President Mees stated that Board Chair Kilquist had appointed a Human Resources Committee at the September Board Retreat consisting of Jake Rendleman, John Huffman, John Sanders, Brad McCormick and himself. He asked these committee members to meet with him following the Board meeting to schedule an organizational meeting.

**CONSENT AGENDA**

**A. Bids - Various Repairs-Community Health Education Complex (Appendix III)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for repair work for the indoor pool area and locker rooms of the Community Health Education Complex in the amount of \$177,368 from Evrard-Strang Construction, Inc. of Marion, Illinois, and that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award; also, that the administration be authorized to compensate Image Architects, Inc. for any architectural services for this project at a cost of \$17,736 plus direct costs associated with this project. These contracts will be paid from the Operations and Maintenance Fund (Restricted), not the new construction bond funds. The construction window for this project is December 15th – January 9th. When concluded, the pool should not need any further major maintenance for another five (5) years.

**B. Surplus Property (Appendix IV)**

President Mees recommended that the Board of Trustees declare the attached list (Appendix IV) surplus property, and authorize the administration to advertise for bids.

**C. Approval of 2009-2010 Instructional Calendar (Appendix V)**

President Mees recommended that the Board of Trustees approve the 2009-2010 Instructional Calendar as contained in Attachment V.

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

President Mees recommended that the Board of Trustees approve the following closed session minutes to be made available for public inspection: August 19, 2008; April 22, 2008; March 25, 2008; and March 11, 2008.

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

President Mees recommended that the Board of Trustees approve the destruction of the verbatim recordings of closed session meetings through and including April 30, 2007.

Jake Rendleman and John Sanders 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 #16-2245)

## **OLD BUSINESS**

### **A. Approval of Revisions to Board Policies (Appendix VI)**

President Mees stated that proposed revisions to the following Board Policies had been previously submitted to the Board for its perusal:

- Board Policy 5143 – Purchase of Service Credit
- Board Policy 5220 – Non-Teaching Professional Staff Position Guidelines
- Board Policy 5221 – Non-Union Operational Staff Position Guidelines
- Board Policy 5221B – Non-Union Operational Salary Grades & Positions (College and Grant)
- Board Policy 7152 – Business Contracts
- Board Policy 7153 – Expenditure Authorization
- Board Policy 7154 – Purchasing
- Board Policy 7155 – Disbursements

Dr. Mees said these suggested revisions have also been made available to College employees for input, and are now being recommended for final Board approval.

President Mees recommended and Mike Hopkins and David Hancock moved and seconded that the Board of Trustees approve the proposed Board Policy Revisions as contained in Attachment VI, and that the administration be authorized to implement these revisions.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2246)

## **NEW BUSINESS**

### **A. Annual College Audit (Appendix VII)**

President Mees announced that the annual audit for John A. Logan College for FY08 (2007-08) has been completed by Cindy A. Bobell, CPA, and that the Audit Committee (trustees Mike Hopkins and Jim Snider) had met with Ms. Bobell and Vice-President Brad McCormick. Vice-President McCormick complimented Ms. Bobell on how well she has worked with the College for the past few years. Ms. Bobell gave the Board an oral summary of the audit, and stated there were no findings. She made two observations -- One having to do with the College's policy that all deposits have to be collateralized 110 percent over and above the FDIC insurance. She noted that we are 100 percent collateralized, but not 110 percent, and this is something to watch. She also noted the in-district tuition residency policy might need attention. Ms. Bobell said she had encouraged the Audit Committee to periodically check on the internal audit process at the College.

In response to questions from the Board addressed to Mr. McCormick, there was some discussion regarding the possible need to increase the Working Cash Fund, and a lengthy discussion of anticipated budget scenarios for the coming year.

President Mees recommended and David Hancock and Jim Snider moved and seconded that the annual audit for John A. Logan College for FY08 (2007-08) be accepted by the Board of Trustees.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2247)



**B. Telephone System Replacement and Financing (Appendix VIII)**

Vice-President McCormick reported that through the issuance of a request for proposals and the review of those by committee, Verizon has been selected as the company to provide the replacement (upgrade) of the voice communication system for the campus. He stated that proposals were received from CTS, Heartland Communications, and Verizon. Heartland Communications did have a very competitive system, but could not provide the necessary redundancy needed. He requested that the Board accept the committee's recommendation for Verizon in the amount of \$255,566.

Mr. McCormick said this system is to be financed using tax exempt leasing. He distributed a summary of the proposals received. The recommended lease provider is Old National Bank at a rate of 4.13%. It was noted that the Bank of Carbondale's rate was lower at 4.0%, but they failed to provide a copy of the sample lease agreement as requested.

President Mees recommended and Jim Snider and Mike Hopkins moved and seconded that the Board of Trustees approve the purchase of the telephone system and equipment in the amount of \$255,566 from Verizon; and that the administration be authorized to make this purchase using the recommended tax-exempt, bank qualified lease of up to \$260,000 at a rate of 4.13% provided through Old National Bank, pending review of the lease document by College legal counsel.

Upon roll call, all members voted yes, with the exception of Trustee Jake Rendleman who abstained. Motion carried.

(Resolution #16-2248)

**C. Enterprise WeCar Contract (Appendix IX)**

It was noted that the attached contract (Attachment IX) represents a proposed agreement between Enterprise Rent-A-Car and John A. Logan College for participation in the WeCar Car Sharing Program in order for College personnel to utilize environmentally-friendly vehicles on fractional rental terms. The agreement consists of a monthly lease payment in the amount of \$1,500 per month for a period of two (2) years. In exchange, Enterprise provides all maintenance, gasoline, and insurance, and will provide a hybrid car and an on-line scheduling service for staff to use. Vice-President McCormick noted this satisfies one of the commitments made by the College when it agreed to become a member of the Illinois Sustainable University Compact and will help to communicate the College's commitment to the environment. He also stated that Enterprise had agreed to put the College logo on the car. Mr. McCormick answered several questions from the Board regarding procedures for use and cost savings to the College.

President Mees recommended and Jim Snider and David Hancock moved and seconded that the Board of Trustees approve the agreement between Enterprise Rent-A-Car and John A. Logan College for participation in the WeCar Car Sharing Program as outlined in Appendix IX, and that the administration be authorized to enter in to this contract.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2249)

**D. Higher One Contract (Appendix X)**

Vice-President McCormick stated the draft agreement included as Appendix X, if approved by the Board, would allow the College Business Office to refund student financial assistance directly to the student via a stored value card, electronic transfer of funds to bank account, or a check written by

Higher One and mailed to the student. He explained that the student would make the decision regarding which method of refund is preferred. In order to make this possible, the College would electronically transmit the funds and an electronic file directing the third party (Higher One) how much and to whom to send the funds. Vice-President McCormick noted there is no cost to the College unless the College does not implement the program within the time line specified in the agreement. He stated that the success of this program will be dependent upon the ability of the Financial Aid and Business Office to work as a team for the benefit of both the College and our students. He said the possibility does exist for this system to be expanded to serve as a student ID card in the future.

Trustee O'Keefe stated that this item was discussed with students at a meeting held earlier this evening. He noted some of the genuine concerns and issues addressed by the students, and said he would like to set up a meeting one hour prior to a Board meeting some time next year to give the entire Board an opportunity to hear some of the students' concerns.

President Mees recommended and Jake Rendleman and John Sanders moved and seconded that the Board of Trustees approve the agreement between Higher One and John A. Logan College for implementation of a program whereby student financial assistance will be refunded directly to the student, and that the administration be authorized to enter in to this contract, subject to review by College legal counsel.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2250)

#### **E. Deferred Compensation Plan Document (Appendix XI)**

It was noted that at a recent Board meeting, the Board approved ING to serve as a common remitter and plan administrator for the College's Deferred Compensation Plan. In addition, board policies have been revised to better equip the College to comply with IRS regulations that go into effect January 1, 2009. Vice-President Brad McCormick explained the plan document presented will serve as the blueprint for the College's deferred compensation plans and will dictate the terms of those plans. The providers who have complied with the Board's policy for being a participating provider are as follows:

ING  
Equitable  
TIAA-CREF  
Fidelity  
AIG VALIC

Mr. McCormick stated that effective December 1, 2008, the revised policy will disallow payments to providers other than those listed above. In order for participants to redirect payments to their 403(b), the Deferred Compensation Plan provided must be approved. Mr. McCormick noted that 457 plans are no longer included.

President Mees recommended and David Hancock and Jim Snider moved and seconded that the Board of Trustees approve the ING to serve as a common remitter and plan administrator for the College's Deferred Compensation Plan, and adopt the following resolution:

RESOLUTION TO ADOPT A WRITTEN PLAN  
FOR PUBLIC SCHOOL 403(b) TAX DEFERRED ANNUITY PROGRAMS

WHEREAS, John A. Logan College has established a retirement plan (the “plan”) under Section 403(b) of the Internal Revenue Code of 1986, as amended (the “Code”);

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the John A. Logan College to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

BE IT RESOLVED THAT: Effective December 1, 2008, the Board of Trustees (the “Board”) authorizes John A. Logan College to adopt the ING 403(b) Plan for a Public School attached hereto.

BE IT FURTHER RESOLVED THAT: the Board authorizes the school business official of John A. Logan College to execute the ING 403(b) Plan for a Public School attached hereto.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2251)

**F. Revisions to Board Policies (Appendix XII) (NO ACTION)**

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for its first reading:

5220C - Non-Teaching Professional Salary Schedule  
5276 - Military Leave

Copies of the proposed revisions were presented as included in Appendix XII. These policies will also be made available to College employees for input and suggestions, and will be presented to the Board of Trustees for final action at the November meeting of the Board. Trustee John Sanders commended Brad McCormick and the staff members involved in revising the Military Leave policy into such an excellent document that will benefit our people serving in the military. Trustee Hancock agreed with Mr. Sanders.

**CLOSED SESSION**

Board Chair Bill Kilquist 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 asked for Board action and a roll call vote to that effect.

Mike Hopkins and David Hancock moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2252)

The meeting was declared in closed session at 8:47 p.m.

The meeting was declared back in regular session at 9:45 p.m.

## **CLOSED SESSION MINUTES**

Jim Snider and David Hancock moved and seconded that the Board of Trustees approve the content of the closed session minutes of September 23, 2008 and September 30, 2008, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2253)

## **PERSONNEL**

### **Operational Staff**

President Mees recommended that Brandyn McGhee be employed as a full-time, grade IV, theatre technician IV at John A. Logan College effective November 3, 2008.

### **Maintenance/Building Staff**

President Mees recommended that Keith Adams be employed as a full-time, Teamsters, janitor effective upon his current position being filled.

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

President Mees recommended the appointment of volunteers Medini Longwell and Patricia Searcy for Literacy.

President Mees recommended the appointment of volunteers Doug Bogard, Bruce Whitecotton, Reginald Bateman, Katheryn Shegog, Jeff Ferguson, Byron Kuehner, and Harry Melvin for Athletics.

### **Full-Time Faculty**

President Mees recommended the academic rank of assistant professor for education instructor Sherry Sullivan. Dr. Sullivan meets all the qualifications for this academic rank.

President Mees recommended the Board of Trustees approve the retirement request of John Profilet to be effective July 31, 2010.

### **Term Faculty**

President Mees recommended that Richard Clemens be ratified as a part-time instructor of computer information systems effective August 14, 2008.

President Mees recommended that Bill Gayer be ratified as a part-time instructor of machine tools effective August 14, 2008.

President Mees recommended that Myron Jackson be ratified as a part-time instructor of political science effective October 8, 2008.

### **Continuing Education Staff**

President Mees recommended that Ralph Litherland be ratified as a firearms safety instructor at John A. Logan College effective August 22, 2008.

President Mees noted that two items originally listed on the agenda had been pulled from the agenda – consideration of the Laborers’ International, Local 773 (campus safety) contract, and consideration of the John A. Logan College Faculty (IEA) contract.

President Mees recommended and Mike Hopkins and David Hancock moved and seconded that the Board of Trustees approve all personnel items on the agenda with the exception of the two collective bargaining contracts noted above.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2254)

### **ANNOUNCEMENTS**

President Mees reminded the Human Resources Committee members that he needed to meet with them.

### **ADJOURNMENT**

John Sanders and Mike Hopkins 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 #16-2255)

The meeting was duly adjourned.

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

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Bill Kilquist, Chair

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John O’Keefe, Secretary