

**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 23, 2007, 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	–	absent for roll call
John O’Keefe	–	present
Jim Snider	–	absent
Matthew Todd	–	present
Bill Kilquist	–	present

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Larry Peterson, 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**

Board Chair Bill Kilquist and President Robert Mees presented a plaque and a \$300 cash award to each of the 2007-2008 Presidential Scholars. The criteria for selection as a Presidential Scholar requires a perfect 5.0 grade point average for 31 semester hours or more as a full-time student; attainment of sophomore standing; and current enrollment as a full-time student. The 2007-2008 Presidential Scholars are: Matthew Acray; Jason Buchanan; Sabrina Criswell; Ashley Dean; Brennan Falker; Laura Hilliard; Payton Lindsay; Jason Martin; John L. Reynolds, Jr.; Teresa Timmons; Jennifer Troue; Jeremy Weisel; and Patricia Wright.

Trustee David Hancock arrived at 7:05 p.m.

**MINUTES OF REGULAR SEPTEMBER MEETING**

The minutes of the regular Board meeting held on September 20, 2007, were previously distributed.

John O’Keefe and Matthew Todd moved and seconded the approval of the minutes of the regular Board meeting of September 20, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2105)

**FINANCIAL REPORT (Appendix I)**

The financial report for the period ending August 31, 2007, was previously mailed.

Jake Rendleman and John O’Keefe moved and seconded the approval of the financial report for the period ending August 31, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2106)

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

The list of accounts payable for the period ending September 30, 2007, was previously mailed.

David Hancock and Mike Hopkins moved and seconded the approval of the list of accounts payable for the period ending September 30, 2007.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2107)

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

None.

### **BOARD OF TRUSTEES REPORTS**

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

Trustee John O’Keefe reported that the ICCTA will hold its fall meeting in Chicago on November 9 and 10.

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

Trustee O’Keefe reported that the Southeast Region Trustees will meet at Southeastern Illinois College on November 6 at 6:30 p.m. Dr. Glenn Poshard is tentatively scheduled as the keynote speaker.

Trustee Jake Rendleman reported that Kathy Wessel, president of the ICCTA, and Joan DiLeonardi, treasurer of the ICCTA, will be attending the Southeast Region Trustees meeting, and will visit the John A. Logan College campus the following day.

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

Trustee Rendleman reported that the John A. Logan College Foundation had held its annual meeting prior to the Board of Trustees meeting. He stated that new Executive Director of the Foundation, Jill Gobert, did an outstanding job presenting her plans for fund raising and developing alumni support. Dr. Mees stated that he is pleased to have an outstanding team now in place in the Foundation Office, and feels we will be seeing changes brought forward in the next year to enhance the operation of the Foundation. Trustee David Hancock gave a report on the One-Box Shoot, stating that nine teams signed up for this year’s event.

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

Trustee Rendleman reported that the next major event sponsored by the ACCT will be the Legislative Summit in Washington, DC, in February of 2008.

**E. Hiring Committee**

Trustee David Hancock reported that the Hiring Committee will be having another committee meeting in January of 2008.

**F. Athletic Advisory Committee**

Board Chair Bill Kilquist stated that the Athletic Advisory Committee has nothing to report at this time. The committee will be meeting in November.

**G. Student Trustee**

Student Trustee Matthew Todd reported on upcoming events including the United Navy Band free performance, the Thanksgiving Food Drive, the Angel Tree gift drive, and a Special Olympics fund raiser.

Mr. Todd distributed some statistics on attempts to notify students of a recent College closing. The report included information on e-mails, text messages, and voice phone messages sent. He stated that this was one of the issues addressed as a student concern in the recent survey, and added that he feels these notification efforts were a great start to addressing this issue.

Mr. Todd reported that another student issue regarding an ATM on campus will be addressed with a recommendation on the November Board agenda. There was some discussion on the ATM issue. Vice-President Brad McCormick reported that 20 bid packets were mailed to in-district banks, noting that the bid specs requested that banks offer students free checking to avoid transaction fees; that the machine be in for a minimum of three years; and that the monthly cost the bank would send the College will go to the Student Senate.

There was further discussion on the efforts to notify students in case of emergencies or class cancellations. The importance of informing students of the need to update contact information was discussed at length. President Mees stated that a follow-up meeting will be held with all the people involved to assess the communication process and any needed improvements. Dr. O'Keefe asked if faculty and staff get these messages as well, and the reply was yes.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

Faculty Association Representative Tim Baker reported on activities of the Business Department, including a Health Care Conference, implementation and growth of a new judicial reporting program, and articulation efforts with SIU. He reported that the Association has its bargaining team in place. The team members are Terri Rentfro and Greg Walker (career reps), and Stephanie Hartford and Maudie Graham (transfer reps). Mr. Baker said the process is expected to begin in the spring.

**B. Term Faculty Association Report**

No report.

**C. Operational Staff Association Report**

No report.

**OFFICERS' REPORTS**

**A. Building Project**

Vice-President for Business Services and College Facilities Brad McCormick drew the Board's attention to display boards showing plans for each component of the building project. He stated that the Community Health project and the Automotive project bid date has been set for November 19. A Board Building Committee meeting will be held on November 20 to put together a recommendation for the Board meeting. Mr. McCormick stated that the committee had met on the B to E-wing segment of the project the day before, and he is extremely pleased with the progress of the planning to date. Presently, plans for this addition contain 26 classrooms and/or labs, a lower level, and a courtyard area (with ideas presented by students). He said that architects are now at a standstill until bids are awarded on the Community Health project and the financial aspect is clear.

**B. Board Policy Committee**

Vice-President McCormick reported that the Board Policy Committee is nearing completion of its review of the 2000 section of the Board Policy Manual. The committee hopes to present revisions and deletions for a first reading at the November Board meeting. Dr. Mees informed the Board that a memo had gone out requesting their input on any possible needed revisions to Board Policy 2810.

**C. Hunting and Fishing Days**

Vice-President McCormick reported that an estimated 26,400 people attended Hunting and Fishing Days at the College in September. A total of 114 vendors participated, and there were 44 benefactors/sponsors of the event. Total revenue was \$55,258 and total expenses were \$49,544, leaving a surplus of \$5,714. Dwight Hoffard was honored by Senator Gary Forby at the Saturday morning breakfast for his years of service to this event.

**D. Electronic Deposit**

Vice-President McCormick reported that one of the five bargaining units has signed an MOU to participate in electronic deposit. Two informational sessions are scheduled and will hopefully result in more interest.

**E. Procurement Card Project**

Vice-President McCormick reported that the procurement card project is on-track and the Business Office is receiving training on October 30.

**F. Annual Audit on Web**

Mr. McCormick reported that the College's annual audit is now on the College web site for viewing.

## **G. NCMPR Awards**

Director of Community Relations and Marketing Steve O'Keefe reported that the College has received awards in three categories from the National Council of Marketing and Public Relations (NCMPR) Medallion Awards competition. The *General News* and a brochure designed by Robin Egelston received Silver Medallion awards. A photograph by Shannon Woodworth received a bronze award. Mr. O'Keefe stated that the College has received 20 Medallion Awards (regional) and three Paragon Awards (national) in various categories since 2002.

## **H. Civil War Lecture Series**

Vice-President for Administration Larry Peterson reported that the annual Civil War Lecture Series was a tremendous success. Over 300 junior high and high school students attended the events, and approximately 150 persons attended the evening lecture.

## **I. New Grants**

Vice-President for Instruction Julia Schroeder distributed information on three new grants the College has received. One grant is a Program of Studies/Career Cluster Development project through the Illinois Community College Board that is a pilot project to organize the development of a series of comprehensive programs of study within the Health Sciences Career Cluster. The project seeks to identify pathways from secondary schools to two and four-year colleges, graduate schools and the workplace to link classroom and lab content with the knowledge and skills students need for success in college and careers. The true target of this grant is the healthcare area. The College will receive approximately \$100,000 for this project. John A. Logan is one of two community colleges in the state to participate in this program.

Another grant in excess of \$100,000 has been received for each year of a three-year period as a result of a legislative initiative, the Illinois College and Career Readiness Pilot Act, which will target high schools with the highest number of minorities and disadvantaged students. This project will attempt to look at ACT and Prairie State exam scores of high school juniors, and assist those students who need to improve their college readiness skills. Five community colleges in the state have been chosen to participate in this project. Dr. Schroeder noted that Senator Maloney, who sponsored the legislation, has indicated he would like to visit our campus. Trustee O'Keefe reported on an excellent seminar he attended on remediation at the ACCT convention.

The third project is a \$100,000 grant received by the Construction Management program from the National Housing Endowment. Dr. Schroeder reported that Mike DeMattei and Greg Walker of the College's Construction Management program had made a presentation at Harvard University before the National Housing Endowment Board. Two members of that Board who had visited the JALC campus commented to the group that our College had the most impressive and state-of-the-art facility they had seen in the nation. Dr. Schroeder stated that this award can possibly be ongoing.

## **J. MAN-TRA-CON**

Vice-President Schroeder reported that 480 MAN-TRA-CON sponsored students are enrolled at the College this semester. Two hundred-ninety of those students are former Maytag employees, 89 are former TUMS workers, 17 are dislocated workers from the Archery Cookie Co., and 84 others are dislocated workers from other places.

**K. Organizational Change**

President Mees reported that he is ready to make an organizational change to move the Personnel Office under the President's Office. There were no questions or objections from the Board.

**L. Money Distributed to the College from the Regional Office of Education**

President Mees stated that a report on money distributed to the College from the Regional Office of Education was included with the Board packets. He noted that this is a routine report required by law and no action is required. This report is kept on file in the President's Office.

**M. 40<sup>th</sup> Anniversary Celebration**

President Mees reported that the 40<sup>th</sup> Anniversary Celebration event went exceptionally well. He thanked Steve O'Keefe and the committee for their efforts. Dr. Mees shared some complimentary comments he had received, particularly those of Charter President Dr. Nathan Ivey.

**N. Hunter Cabin Dedication**

Dr. Mees reported that the Hunter Cabin dedication went extremely well, and both the Hunter and Grant families were very pleased with the event. He read a letter from a representative of the Grant family, Elizabeth Loomis, who plans to donate antique furnishings to the College. There was some discussion about security needs for the cabin area.

**O. Economic Impact Study**

President Mees distributed copies of the Economic Impact Study for John A. Logan College and also a summary for the statewide study. He noted that a copy of the complete state study is available upon request. Dr. Mees encouraged the Board to look at the highlights of significant findings. He briefly summarized some of these findings.

**P. Student Leadership Program**

Dr. Mees reported that he, the vice-presidents, and the Board chair and vice-chair participated in a panel discussion in conjunction with the Student Leadership program and the Student Senate on October 9. The program went well, with great interaction with the students. Dr. Mees expressed his desire to see this event continued on a yearly basis.

**Q. Ethics Litigation**

President Mees reported that the Inspector General's Office appealed the decision of a judge in Du Page County regarding ethics legislation. Dr. Mees said this will be a lengthy process with resolution possibly taking until 2009.

**OLD BUSINESS**

**A. Revision of Board Policy #3113 – Statement of Vision (Appendix III)**

At the September meeting, a proposed revision of Board Policy #3113 - Statement of Vision was presented to the Board for consideration. The suggested revision to the policy is included as Appendix III with the recommended new wording in bold type.

President Mees recommended and John O’Keefe and David Hancock moved and seconded that the Board of Trustees approve the proposed revision to Board Policy 3113 – Statement of Vision as included in Appendix III, and that the administration be authorized to implement this policy immediately.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2108)

## **CONSENT AGENDA**

### **A. Approval of Payment to Southern Illinois Book and Supply Corporation**

President Mees recommended that the Board of Trustees approve a blanket purchase order to Southern Illinois Book & Supply Corporation in the amount of \$10,230.49 (from Perkins Grant funds) to cover textbooks for allied health and business/technology students meeting the criteria for the Perkins Grant.

### **B. Joint Agreement Program with Illinois Eastern Community College District #529 (Appendix IV)**

President Mees recommended that the Board of Trustees approve revision of the Joint Agreement between John A. Logan College and Illinois Eastern Community College District #529 as contained in Appendix IV.

Mike Hopkins and Jake Rendleman 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 #16-2109)

## **NEW BUSINESS**

### **A. ICCB Locally Funded Capital Project Application (Appendix V)**

Per ICCB administrative rules, even though the College has previously submitted all of the upcoming capital projects through the RAMP (Resource Allocation Management Plan) process, President Mees stated that we still must complete the locally funded project application, attach a board resolution to that effect, and submit to ICCB for approval. ICCB Administrative Rule 1501.602(d) states, “The authority to approve locally funded projects is delegated to the President/CEO of the ICCB, who shall in turn report such actions to ICCB.” Dr. Mees stated that two (2) completed applications along with a Board resolution are included as Appendix V to these minutes. The budgets for the purposes of these applications were completed by Image Architects and the additional information was taken from the most recent RAMP application. Dr. Mees noted that the form states the projects were not included on the facility master plan currently on file with ICCB. There exists a state requirement to submit an updated facility master plan on July 1st of the year preceding the ICCB recognition visit. The next recognition visit for John A. Logan College is scheduled for FY2009, and Dr. Mees stated that this means an updated master plan is to be submitted by July 1, 2008, just eight (8) months from now.

President Mees recommended and Jake Rendleman and David Hancock moved and seconded that the Board of Trustees authorize the administration to proceed with planning for the expansion of the

Automotive Technology Building and the Community Health Education Complex, including submitting necessary applications to the Illinois Community College Board as included in Appendix V.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2110)

### **CLOSED SESSION**

Board Chair Bill Kilquist stated that it is desirable to hold a closed session at this time to discuss the appointment, employment and compensation of specific individuals; purchase of real property; and pending litigation; and that he would appreciate Board action and a roll call vote to that effect.

David Hancock and John O'Keefe 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 present voted yes. Motion carried.  
(Resolution #16-2111)

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

The meeting was declared back in regular session at 9:05 p.m.

### **CLOSED SESSION MINUTES**

Jake Rendleman and David Hancock moved and seconded that the Board of Trustees approve the content of the closed session minutes of September 20, 2007, but that those minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2112)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended that Robyn Bankston be ratified as a full-time, grade III, secretary III (Personnel Office) at John A. Logan College effective October 17, 2007.

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

President Mees recommended that Johnna Herren be employed as a full-time, grade IV, associate director of personnel at John A. Logan College effective November 1, 2007.

#### **Term Faculty**

President Mees recommended that David Aud be ratified as a part-time instructor of EMS at John A. Logan College effective October 10, 2007.

President Mees recommended that Michael Hall be ratified as a part-time instructor of history at John A. Logan College effective October 10, 2007.



President Mees recommended that Angela Oetjen be ratified as a part-time instructor of business at John A. Logan College effective October 10, 2007.

President Mees recommended that Brad Phelps be ratified as a part-time instructor of political science at John A. Logan College effective October 10, 2007.

President Mees recommended that Pam Robinson be ratified as a part-time instructor of nursing at John A. Logan College effective October 6, 2007.

### **Continuing Education Staff**

President Mees recommended that Robert Hancock be employed as a part-time ventriloquist instructor at John A. Logan College effective January 22, 2008.

President Mees recommended that Kristine Rushing be ratified as a coordinator for the Carbondale area at John A. Logan College effective October 5, 2007.

### **Grant Personnel**

President Mees recommended that Robin Davis be employed as a full-time operational, grade II, attendance clerk II (adult education) at John A. Logan College effective November 1, 2007.

President Mees recommended that Kerri Mahan be ratified as a full-time non-teaching professional, grade V, Pre-K facilitator at John A. Logan College effective October 1, 2007.

### **Term Faculty**

President Mees recommended that Cori Ashmore be employed as a part-time adult basic education instructor at John A. Logan College effective November 1, 2007.

President Mees recommended that Pamela Boatright be employed as a part-time adult basic education instructor at John A. Logan College effective November 1, 2007.

President Mees recommended that Sergio DeStefanis be employed as a part-time adult basic education instructor at John A. Logan College effective November 1, 2007.

President Mees recommended that Geoffrey Flint be employed as a part-time adult basic education instructor at John A. Logan College effective November 1, 2007.

There was a consensus by President Mees and the Board that the agenda items pertaining to the non-teaching professional salary adjustments/title changes, and two faculty members' additional retirement requests be voted on individually.

John Sanders and Mike Hopkins moved and seconded that the Board of Trustees approve all personnel items as recommended on the agenda, with the exception of the non-teaching professional salary adjustments/title changes, and two faculty additional retirement requests, which will be voted on individually.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2113)

## **NON-TEACHING PROFESSIONAL SALARY ADJUSTMENTS/TITLE CHANGES (Appendix VI)**

President Mees recommended and Jake Rendleman and Mike Hopkins moved and seconded that the Board of Trustees approve salary adjustments and title changes for some non-teaching professional staff members as contained in Appendix VI.

Trustee John Sanders remarked that a great deal of time, resources, and effort have been spent on this study and recommendation. He stated that this is an effort to bring some salaries to appropriate levels, stressing that this is not merit pay. Mr. Sanders commended the administration for making such a difficult recommendation, remarking that he feels it will be good for the College. President Mees stated that he will be contacting each individual affected the following morning to inform them of this recommendation.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-2114)

## **FACULTY RETIREMENTS – ADDITIONAL REQUESTS**

- (1) President Mees recommended and David Hancock and Jake Rendleman moved and seconded that the additional retirement request of faculty member Janice Palese be tabled until the next regular Board meeting.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2115)

- (2) President Mees recommended and John Sanders and Mike Hopkins moved and seconded that the additional retirement request of faculty member Harry Spiller be denied.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2116)

## **ANNOUNCEMENTS**

Trustee Jake Rendleman reminded the Board of the upcoming ICCTA and SERT meetings. Dr. O’Keefe stressed the importance of having a good turnout at the SERT meeting at Southeastern Illinois College.

## **ADJOURNMENT**

John Sanders and John O’Keefe 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 #16-2117)

The meeting was duly adjourned.

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

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William J. Kilquist, Chair

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John O’Keefe, Secretary