

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 27, 2009, commencing at 6:30 p.m.

The meeting was called to order by Board Chair David Hancock.

The chair directed the recording secretary to call the roll:

John Sanders	–	present
Jake Rendleman	–	present
Bill Kilquist	–	present
Michael Hopkins	–	present
Jim Snider	–	present
John O’Keefe	–	present
Rachel Grasher	–	present
David Hancock	–	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 of Community Relations and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair David Hancock led the Board in the Pledge of Allegiance to the flag.

INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE

Board Chair David Hancock welcomed members of the John A. Logan College Student Senate and their sponsor, Adrienne Barkley Giffin. The group addressed the topic of food service as a major issue of concern to students. The Student Senate had met with Director of Scheduling Gail Rawson, and reported on plans to dedicate their next meeting to continuing discussion of this issue with Ms. Rawson and Sandy Light of Chartwells. Senate members gave the Board an in-depth report of some of their findings, concerns, and ideas regarding food service at the College. One of the ideas discussed was the offering of “Meal Deals” which would allow students to choose 4 out of 9 items for the same price. They felt the new \$1.00 menu is popular with students, but stated the cafeteria appears to not be able to keep up with the demand and runs out of these items. Other issues discussed included Chartwell employee friendliness, need for faster service, and check-out methods.

After a lengthy discussion, Board Chair Hancock created a committee to further look in to the food service issues. The committee consisted of Chairman Hancock, Vice-President for Business Services and College Facilities Brad McCormick, Adrienne Barkley Giffin, Sandy Light, Gail Rawson, and three Student Senate members – Vernon Gee, Rebecca Jones, and Alexandria Stevens. It was agreed that this committee would meet and bring back a report to the Board of Trustees at its November 24 meeting.

PRESENTATION OF PRESIDENTIAL SCHOLARS

President Robert Mees and Board Chair David Hancock recognized 2009-2010 Presidential Scholars and presented them with a plaque and a \$300 check. The criteria for being named a Presidential Scholar is a perfect 4.0 grade point average for three consecutive semesters as a full-time student and attainment of

sophomore standing. The Presidential Scholars were: David Albert, Carterville; Brocton Barras, Marion; Rachel Bonifield, Carterville; Andrew Boros, DeSoto; Karla Burke, Carbondale; Rachel Grasher, DeSoto; Bridget Haberman, Carbondale; Petra Harris, Johnston City; Alexander Hendrickson, Marion; Elizabeth Hileman, Herrin; Donna Jeter, Carterville; Kristin Jones, Makanda; Amy Koehler, West Frankfort; Angeline Mabrey, Du Quoin; Wendy Mabry, Murphysboro; John McIntosh, Metropolis; Alicia Puffer, DeSoto; Caitlyn Ruph, DeSoto; April Snyder, West Frankfort; and Teresa Timmons, Carbondale.

MINUTES OF THE SEPTEMBER BOARD MEETING

The minutes of the September 22, 2009, regular Board meeting were previously distributed.

John O'Keefe and Mike Hopkins moved and seconded the approval of the minutes of the regular meeting of September 22, 2009.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2387)

FINANCIAL REPORT (Appendix I)

The financial report for the period ending August 31, 2009, was previously mailed.

John O'Keefe and Bill Kilquist moved and seconded the approval of the financial report for the period ending August 31, 2009.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2388)

ACCOUNTS PAYABLE (Appendix II)

The list of accounts payable for the period ending September 30, 2009, was previously mailed.

Jim Snider and Mike Hopkins moved and seconded the approval of the list of accounts payable for the period ending September 30, 2009.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2389)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee John Sanders reported the next meeting of the Illinois Community College Trustees Association will be held in Chicago on November 13 and 14. Mr. Sanders and Trustee Rendleman commented that the efforts of ICCTA were instrumental in securing MAP funding for students.

B. Southeast Region Trustees (SERT)

No report.

C. John A. Logan College Foundation

Trustee Jim Snider gave a report on the Foundation annual meeting. He stated that due to lack of a quorum, no official business was conducted, but items discussed included new laws affecting endowments and the financial report. A report was given on the One-Box Shoot held October 10, and it was announced the Italian Dinner will take place on February 24, 2010. He reported that Student Achievement Award interviews will be conducted on November 10, and announced that 157 scholarships have been awarded since July totaling \$162,576. Mr. Snider distributed a detailed report of the annual meeting.

D. Association of Community College Trustees (ACCT)

John Sanders reported on the ACCT Annual Congress in San Francisco where he was elected to a three-year term as a director at large. Each of the trustees who attended reported on various informative sessions they participated in and commented on the quality of the congress. President Mees noted that of the 24 ACCT board members, four are now from Illinois. He stated that Tom Bennett, a trustee from Parkland College, is now chairman of the ACCT board – the first from Illinois.

E. Hiring Committee

John Sanders announced the Hiring Committee will meet October 28 at noon.

F. Athletic Advisory Committee

Trustee Bill Kilquist stated the Athletic Advisory Committee had met and asked Vice-President for Administration Tim Daugherty to report. Dr. Daugherty said the committee had met on September 28 regarding the bill for damages to Lewis Park Apartments. He informed the Board that a portion of the \$2,492.02 charge in question was for breaking the lease – a “60-day no notice” fee in the amount of \$791.34. Dr. Daugherty said an itemized list of the remaining charges was provided to the committee. He noted that the damage charges represented multiple years. Dr. Daugherty said the coaches are currently doing a check of each apartment every two weeks for damages in an effort to monitor this situation more closely. He reported that Athletic Director Jerry Halstead has been asked to develop a sustainable financial model for budget cuts for the athletic department which will be submitted to the Athletic Advisory Committee for review. Recommendations will be given to the Planning Council for the College-wide plan. Dr. Daugherty said the committee also met on October 14 following the bid opening on the baseball dugouts and agreed to recommend to the Board Building Committee that the expanded dugouts be built.

G. Developmental Education Committee

Trustee John O’Keefe reported that members of the Developmental Education Committee had made a presentation at the Murphysboro School Board meeting on October 20, and Trustee Mike Hopkins commented that it was very well received. Dr. O’Keefe noted that the goal of the committee is to visit the boards of all schools that feed in to John A. Logan College.

H. Nursing Committee

Vice-President Julia Schroeder stated that the Nursing Committee had hoped to meet with Congressman Jerry Costello before the end of the year, but it looks as if they will have to wait until January or February.

I. Diversity Committee

No report.

J. Student Trustee

Student Trustee Rachel Grasher reported the Performance Series Buddy Holly tribute show sold out and was very well received. She reported on the upcoming Student Leadership Program, *Leadership the Star Trek Way*, to be presented by Tim Daugherty on October 29; the Thanksgiving Food Drive; the Zack Spencer concert; Autumn Fest (November 14 and 15); College Writing Contest events; and the Performance Series play, *Almost Maine*, to be held November 20 and 21. Ms. Grasher thanked Dr. Schroeder for her assistance in coordinating the student effort to participate in the MAP grant rally in Springfield.

Vice-President Daugherty reported the Phi Theta Kappa induction had been held on the prior evening, with the largest number of inductees in the College's history.

GROUP/ASSOCIATION REPORTS

A. Faculty Association

No report.

B. Term Faculty Association Report

DeSande R was present to represent the Term Faculty Association. That group had no report. President Mees reported the administration recently held its bi-annual meeting with the term faculty, and commented that it went very well.

C. Logan Operational Staff Association Report

Judi Pastori reported that LOSA is doing a food drive for students as its humanitarian project. She reported that LOSA representatives will be having their bi-annual meeting with the administration in November.

Board Chair David Hancock noted that the *Marion Living Magazine* had done a feature story on Jan Otey, secretary to the Vice-President for Business Services and College Facilities, and shared a copy of the magazine with the Board. It was also noted that Dean for Financial Operations Kim Dixon was featured in a former issue of that magazine.

OFFICERS REPORTS

A. Board Building Committee

Vice-President McCormick reported that work on the Communication Wing is still being plagued with wet weather. He stated that with a week of dry weather, workers will be able to proceed. He noted that

two sump pumps have been added to the project design because of all the water. Brick work is being done on the courtyard side and workers will soon begin brick work on the road side.

Mr. McCormick reported the Board Building Committee is recommending that the Board accept the Base Bid A on the baseball dugout project (on this agenda). This would include demolishing the other two dugouts, and build four matching dugouts. He said the price would be \$87,331 over the amount the insurance company would pay. He recommended this be financed out of the restricted building fund, and not out of the bond issuance fund, noting there is sufficient money set aside in the restricted building fund to cover this amount along with the College's part of the historical village.

B. Finance Committee Report

Vice-President McCormick reported that the auditors will be presenting later on the agenda. He asked Mike Hopkins and Jim Snider to report on the Finance Committee meeting with the auditors. Trustee Snider said it was a very good meeting, noting the auditors answered all their questions. He said the Board can feel very comfortable that the College is protected and the audit was very worthwhile. Trustee Hopkins noted the auditors did not identify any deficiencies in the internal control and no instances of non-compliance. He commended the auditors on the detail they provided.

C. Board Policy Committee

Vice-President McCormick reported the Board Policy Committee is now meeting on a monthly basis. He briefly reviewed the policies coming to the Board for the first reading. He noted the Identity Theft Policy is a new policy, not a revised one. He stated that two policies are coming to the Board later on the agenda for final approval, noting that one of them is the Removal from Clinical policy that Dr. O'Keefe had asked be adjusted to fit all allied health programs – not just nursing.

D. Campus Safety Committee

Vice-President McCormick reported on the active-shooter mock exercise held on campus on October 23. He said there was good publicity on the event, and recognized Steve O'Keefe for his efforts. Mr. McCormick said everyone involved felt the exercise was very beneficial, and the campus safety department proved to be well-trained and showed an impressive response. Trustee Kilquist reported the campus safety committee had met with the planning committee to go over the results of the exercise, stating that it was a successful event and much was learned. Vice-President McCormick said that Randy Davis is putting together an after-action report and improvement plan to share with the Campus Safety Committee before being finalized.

E. Higher Learning Commission Monitoring Report

Vice-President for Administration Tim Daugherty stated that the Higher Learning Commission Monitoring Report has been completed, noting that it answers all the questions the HLC asked. The report has been mailed, and a copy was distributed to the Board members. Dr. Daugherty thanked Valerie Barko, Deb Payne, Julia Schroeder, and Eric Pulley for their contributions in putting the final document together.

F. Relocation of Man-Tra-Con and Athletics/Advisory Staff

Vice-President Tim Daugherty reported on changes to be made during spring semester which will move the Man-Tra-Con Office to Phil Minnis' office area; move athletics into the area to be vacated by Man-Tra-Con; and move advising staff into the area which will be vacated by the athletic department. Dr. Daugherty noted this will get all advisors centrally located in a much more accessible area, thus

eliminating long lines and congestion. He noted this arrangement is acceptable to Man-Tra-Con. Dr. Daugherty said the moving of offices is expected to start in February of 2010 and be completed by summer.

G. Dental Assisting/Dental Hygiene

Vice-President for Instruction Julia Schroeder announced the Dental Hygiene pinning ceremony will be held December 12, and invited the Board to attend. She informed the Board that the Dental Hygiene and Dental Assisting programs did "Project Smile" again this year. The program serves the area's disadvantaged youth who don't have access to dental care. A number of area dentists volunteer their time. Dr. Schroeder said this project will receive an award from the ICCCA in November.

H. JALC Updated Homepage

Vice-President Schroeder introduced Cindy Johnson who is chair of the College's Catalog and Homepage Committee and Webmaster Phillip Lane. Ms. Johnson informed the Board this committee was established in fall 2003 to make the College's catalog and homepage more user friendly. While the committee was originally intended to be temporary, it is still active today. She announced that a revamped homepage will be unveiled in December over the break. She distributed a handout showing the redesign of the homepage, and urged the Board to browse the website and give her feedback. Webmaster Phillip Lane gave the Board an overview of the new website and explained some of the changes and improvements. Dr. Schroeder stated the committee is still taking suggestions. She complimented the committee on an excellent collaborative effort. Ms. Johnson noted that a student has been added to the committee and will be providing feedback from students. The new design will be presented at the next College Council meeting and will be featured in the *General News*.

I. Presidents' Council

President Mees reported on the Presidents' Council retreat held in Peoria on October 15 and 16. He said a great deal of time was spent discussing the budget, especially concerns about the FY 2011 budget and where the funding for MAP grants will be coming from. Dr. Mees said there are many new community college presidents statewide. As immediate past president of Presidents' Council, he has been assigning mentors to all the new presidents. An orientation session was held for new presidents in September.

J. MAP Funding

Dr. Mees reported that he attended the MAP funding rally in Springfield, along with Trustee Jake Rendleman, ICCB Chair Guy Alongi and the ICCB and ICCTA staffs and lobbyists. JALC students who went by bus to the rally were accompanied by Sherry Summary and David Miller. Dr. Mees said several thousand people attended, and commented on how well organized the rally was. He said that even though the funds haven't been accessed yet, the MAP grants will be funded for the spring semester.

K. Wellness Program

President Mees reported that he and Vice-President McCormick have been meeting with area health care providers to examine the feasibility of finishing out the second floor of the Community Health Education Complex as a Wellness Center. Meetings have taken place with SIH and Shawnee Health Services and plans call for a meeting with Heartland Hospital next week. Dr. Mees said a committee will be formed to come up with an RFP if it is feasible. He said it is desirable to have one Board member serve on the committee, and Board Chair Hancock appointed Trustee John O'Keefe.

L. Bell Tower

President Mees stated that since the wooden statue of General Logan on horseback had been moved inside, several possibilities have been looked in to for the area the statue formerly occupied.

One possibility was a water fountain, but it was felt the area needed something with more height. The other possibility being explored is a bell tower. A representative from the bell tower company has visited the campus and developed some ideas. Dr. Mees said this will be explored further and cost estimates will be obtained. The next step will be to identify a funding source. Further information will be brought to the Building Committee and the Board.

CONSENT AGENDA

A. Bids - Replace Baseball and Softball Dugouts (Appendix III)

President Mees recommended that the Board of Trustees approve the low Base Bid A meeting specifications for the replacement of the baseball and softball dugouts (includes demolition of all remaining dugouts and reconstruction of larger baseball dugouts and a larger storage area for softball) in the amount of \$129,331 from Schimpf Construction, Inc., of Carbondale, 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 architect services for this project at a cost of \$12,287 plus direct costs associated with this project. This contract will be paid using funds from the Operations and Maintenance (Restricted) Fund as well as the insurance reimbursement and not the new construction bond funds.

Trustee John Sanders expressed concerns about this expenditure. There was a lengthy discussion and questions from the Board were answered. It was clarified that the portion of the amount not covered by insurance (approximately \$87,000) will not come out of this year's operating fund. The College has historically set aside money in a restricted building fund for needs such as this. It was also noted that the bids came in lower than expected.

The Board chose to remove this item from the Consent Agenda and vote on it separately.

Jake Rendleman and Bill Kilquist moved and seconded that the Board of Trustees approve the low Base Bid A meeting specifications for the replacement of the baseball and softball dugouts in the amount of \$129,331 from Schimpf Construction, Inc., of Carbondale, 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 architect services for this project at a cost of \$12,287 plus direct costs associated with this project.

A voice vote showed all in favor with the exception of Trustee John Sanders who opposed. Motion carried.

(Resolution #16-2390)

B. Approval of New Curriculum for Certificate Program – Energy Management Systems

President Mees recommended that the Board of Trustees approve the new Energy Management Systems Certificate Program for implementation in spring semester 2010.

C. Approval of 2010-2011 and 2011-2012 Instructional Calendars (Appendix IV)

President Mees recommended that the Board of Trustees approve the 2010-2011 and 2011-2012 Instructional Calendars as contained in Appendix IV.

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: July 24, 2007; September 30, 2008; February 2, 2009; and May 26, 2009.

E. Destruction of Verbatim Recordings of Closed Session

President Mees recommended that the Board of Trustees approve the destruction of the verbatim recordings of the closed session meetings through and including March 24, 2008.

Jake Rendleman and Bill Kilquist moved and seconded that the Board of Trustees approve the remaining items on the Consent Agenda as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2391)

OLD BUSINESS

A. Revisions to Board Policies (Appendix V)

The Board Policy Committee presented the following policies to the Board of Trustees for final action.

Board Policy 8312 – Sexual Harassment of Students
Board Policy 8311 – Removal From Clinical

President Mees recommended and John O’Keefe and Jim Snider moved and seconded that the Board of Trustees approve revisions to Board Policies 8312 (Sexual Harassment of Students); and 8311 (Removal from Clinical) as included in Appendix V, and that the administration be authorized to implement these policies immediately.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2392)

NEW BUSINESS

A. Annual College Audit (Appendix VI)

The annual audit for John A. Logan College for FY09 (2008-09) was completed by Kemper CPA Group LLP. Vice-President Brad McCormick introduced auditors Kimberly Walker and Clatus Bierman. Mr. McCormick noted that the College Audit Committee (consisting of Trustees Jim Snider and Michael Hopkins) had met with the auditors on Friday, October 23, 2009. Ms. Walker and Mr. Bierman responded to questions from the Board, noting that all investments met with policies and state statutes and the College’s accounting system and staff are top notch; and there were no significant deficiencies or materials weaknesses in internal control or compliance issues. The auditors also noted that in addition to the normal issues, there are some compliance issues that have to be looked at according to guidelines put forth by the ICCB. One of those items was records and documentation relating to dual credit/dual enrollment programs. During that process, there were a few instances where some documentation was lacking. Ms. Walker stressed they did not feel this was a real problem, but

did warrant mentioning. Vice-President McCormick complimented Kim Dixon and her staff. He noted that the Business Office now has two staff members who are CPAs, and the auditors commented on how important this is to the overall understanding of the audit process. Board Chair Hancock thanked the auditors and the Business Services staff for an excellent job.

President Mees recommended and John O’Keefe and Mike Hopkins moved and seconded that the annual audit for John A. Logan College for FY09 (2008-09) be accepted by the Board of Trustees.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2393)

B. Proposed Revisions to Board Policies (Appendix VII)

The Board Policy Committee is presenting the following proposed Board Policies to the Board of Trustees for the first reading:

Board Policy #3367 – Identity Theft Prevention
Board Policy #7370 – Tuition Waivers
Board Policy #8151 – Satisfactory Academic Progress, Probation and Suspension
Board Policy #8170 – Early Admission

It was noted that Board Policy #3367 is a new Board Policy. Vice-President Daugherty explained some of the proposed revisions to the Board. These policies will also be made available to College employees for input and suggestions, and will be brought back to the Board of Trustees for final action at the November Board meeting.

C. Board Retreat

Jim Snider and Bill Kilquist moved and seconded that the John A. Logan College Board of Trustees hold a Board retreat on Monday, November 2, 2009, at 5:00 p.m., in the College’s Terrace Dining Room.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2394)

CLOSED SESSION

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

Jim Snider and Mike Hopkins 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 #16-2395)

The meeting was declared in closed session at 9:15 p.m.

The meeting was declared back in regular session at 10:25 p.m.

CLOSED SESSION MINUTES

John Sanders and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of September 22, 2009, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2396)

PERSONNEL

Operational Staff

President Mees recommended that Kim Baltzell be ratified as a part-time preschool substitute effective October 5, 2009.

Full-Time Faculty

President Mees recommended the Board of Trustees consider the retirement request of Steve Falcone, assistant professor of English, effective August 1, 2010.

Grant Personnel

President Mees recommended that Amanda Pass be ratified as a part-time adult basic education instructor at John A. Logan College effective October 6, 2009.

President Mees recommended that Kenneth Andrew West be ratified as a part-time adult secondary education instructor at John A. Logan College effective October 16, 2009.

Volunteer Personnel

President Mees recommended the appointment of volunteer Mary Montavon for Literacy.

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

A voice vote showed all in favor. Motion carried.
(Resolution #16-2397)

Change of Meeting Time for November Meeting

Pursuant to discussions held with the Student Senate, the Board agreed to meet with the students again at the November meeting to further discuss the food service issues. It was also noted that the public tax levy hearing must be held prior to the November Board meeting.

Jake Rendleman and Bill Kilquist moved and seconded that the Board of Trustees hold the required tax levy hearing at 6:00 p.m. on Tuesday, November 24, 2009, prior to the Board of Trustee meeting; and that the meeting time of the regular Board meeting on November 24, 2009, be changed to 6:30 p.m. to accommodate a time period to meet with the Student Senate.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2398)

ANNOUNCEMENTS

None.

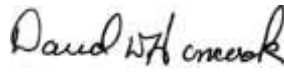
ADJOURNMENT

Jim Snider and John Sanders 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 #16-2399)

The meeting was duly adjourned.

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

A handwritten signature in black ink, appearing to read "David W. Hancock".

David Hancock, Board Chair

A handwritten signature in black ink, appearing to read "James A. Snider".

Jim Snider, Secretary

