

**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 November 25, 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.

**MINUTES OF THE OCTOBER BOARD MEETING**

The minutes of the October 21, 2008, regular meeting were previously distributed.

Jim Snider and David Hancock moved and seconded the approval of the minutes of the regular meeting of October 21, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2257)

**FINANCIAL REPORT (Appendix I)**

The financial reports for the periods ending September 30, 2008 were previously mailed.

John O’Keefe and Mike Hopkins moved and seconded the approval of the financial reports for the period ending September 30, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2258)

**ACCOUNTS PAYABLE (Appendix II)**

The list of accounts payable for the period ending October 31, 2008, was previously mailed.

Jake Rendleman and David Hancock moved and seconded the approval of the list of accounts payable for the period ending October 31, 2008.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2259)

### **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 that the ICCTA held meetings in November in Chicago. He reported on seminars which included a legal update seminar and a session on use of windmills for energy. Dr. O’Keefe stated that most conversation centered on statewide budget concerns. President Mees reported on information he obtained at the meetings regarding the state ethics law. Trustee Jake Rendleman shared information he had received on DataTel, which can be used to track student progress for retention purposes. Mr. Rendleman also distributed information on the Public Agenda for College and Career Success, which had been approved at the ICCB meeting that day, and briefly discussed the information. President Mees gave some additional history on the public agenda. There was also discussion on the Dual Credit Task Force.

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

No report.

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

Trustee Jim Snider reported the annual meeting of the John A. Logan College Foundation was held October 28, with 20 directors present. Some scholarship recipients were also present and spoke to the group. Mr. Snider announced that the Italian Dinner will be held on February 11. He reported that Stacy Holloway gave a scholarship update at the annual meeting, indicating that 128 scholarships had been issued since July, totaling \$40,370 in book money and \$67,510 in scholarships. The next Foundation meeting will be January 20, 2009. President Mees said he plans to invite the Executive Director of the Foundation to the January Board meeting to give a report.

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

Trustee Jake Rendleman reported that Tom Bennett from Parkland College was selected as President-elect of the ACCT at the recent ACCT Leadership Congress in New York City. This is the first time

anyone from Illinois has led the organization. Mr. Rendleman stated the meetings at the New York conference were excellent. He reminded the Board that the ACCT Legislative Summit will be coming up in February in Washington, DC, and stressed the importance of this conference. He suggested that trustees attending this conference might want to visit the Department of Education while in Washington.

**E. Hiring Committee**

No report.

**F. Athletic Advisory Committee**

No report.

**G. Developmental Education Committee**

Trustee John O'Keefe reported that the Developmental Education Committee will be doing a presentation at the Marion School Board meeting on December 16. He said this is the first of the presentations the committee hopes to make to all district feeder school boards.

President Mees announced that the Chair Academy is going to award the College with the 2009 International Exemplary Leader Award for the efforts of the Career Readiness Team, co-chaired by Trustees Mike Hopkins and John O'Keefe. Other team members are Dr. Julia Schroeder, Dr. Denise Crews, Toyin Fox, Mabel Hayes, and Dr. Mees. The award will be presented in Nashville in March.

Dr. Mees reported that at the ACCT convention, two excellent presentations were given by the Gates Foundation and another foundation regarding their plans to support remedial education nationwide.

**H. Campus Safety Committee**

Board Chair Bill Kilquist reported that the Campus Safety Committee had met recently. He stated that the items discussed were somewhat confidential at this point, but he complimented Brad McCormick, Dwight Hoffard, and Tom Horn for their hard work and excellence in dealing with new laws and regulations.

**I. Student Trustee**

Student Trustee Rachel Grasher reported that *A 1940s Radio Christmas* will be presented by the John A. Logan Choral Department on December 5 and 6, and the Miss and Mrs. Volunteer Pageant will be held at the College on December 13. She stated that the Student Senate will be finalizing its issues from the recent discussion groups at the next Student Senate meeting, and hopes to present these issues at the next regular Board meeting.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

Faculty Association Representative Mark Rogers reported that the faculty association plans to start sending care packages to Tim Baker in Afghanistan beginning in January. He said each department will have an opportunity to participate.

**B. Term Faculty Association Report**

No report.

**C. Logan Operational Staff Association Report**

No report.

**OFFICERS' REPORTS**

**A. Board Building Committee**

Vice-President for Business Services and College Facilities Brad McCormick reported the Building Committee has met and drawings were finalized by John Crawford for the parking lot. Mr. McCormick stated that it will be approximately January of 2010 before that project can move forward. He said the Communication Wing will have to be substantially complete before work on the parking lot can be completed.

Vice-President McCormick reported that the Building Committee also reviewed Protection, Health, and Safety projects that are on the agenda this evening. He drew the Board's attention to two Capital Project Application Forms that had been distributed and discussed. He explained that one is for exterior waterproofing of campus buildings for an amount of \$133,800, and the other is for mechanical/electrical upgrades in the amount of \$1,069,000. He noted that this uses \$50,000 from an older levy, money from last year's and this year's protection, health and safety budgets, and about \$200,000 out of next year's PHS budget, which is allowable.

**B. Board Policy Committee**

Vice-President McCormick reported that the Board Policy Committee met one time in November and one time in December, and more policies are on tonight's agenda.

**C. Board Finance Committee**

Vice-President McCormick reported that the Board Finance Committee had met and Trustee Mike Hopkins stated that the committee had discussed the tax levy and ISDLAF+, an investment vehicle program currently being used by several Illinois community colleges.

**D. Update on Electronic Sign**

Vice-President for Administration Tim Daugherty informed the Board that the College's electronic sign has been out of order for a few weeks. It has been determined that the video card in the sign has failed. The company the sign was purchased from has gone out of business, which has delayed getting the sign repaired.

**E. Update on Planning and Budgeting Calendar**

Vice-President Daugherty distributed a revised planning and budgeting calendar, noting that some dates for budget materials have been modified. He pointed out this does not change the fact that the budget for The Plan will be submitted to the Board at the March meeting, and the first draft will be submitted to the Board at the May meeting.

**F. Higher Learning Commission Monitory Report Follow-Up Survey**

Vice-President Daugherty distributed a draft copy of the Higher Learning Commission Follow-Up Survey, stating that the Steering Committee and Vice-Presidents have now approved the draft of the survey. He asked the Board to look at the survey and ask questions or make comments. Dr. Daugherty said the committee feels this survey satisfies the requirements the institution must address. The survey will be distributed during the first week of February, and will be available to employees either electronically or in hard copy. Eric Pulley's office will coordinate the conducting of the survey.

**G. Student Government Award**

Dr. Daugherty announced the College has been awarded the 2007-2008 Ed Snyder Merit Book Award by the Illinois Community College Student Activities Association. He introduced Adrienne Barkley Giffin, Student Senate advisor; Erica Hookham, 2007-2008 Student Senate president; and Brenda Dearing, current Student Senate president. Ms. Barkley Giffin expressed her pride in the Student Senate and its leaders. She reported that JALC was one of four community colleges in the state to receive this award, which is based on the work of last year's Student Senate. She noted that JALC's book was rated the best. The award was presented at the Student Leadership Conference in October in Springfield. Ms. Hookham and Ms. Dearing gave the Board an overview of the contents of the award-winning book. Ms. Barkley Giffin stated that John A. Logan College's Student Senate is becoming a model for student governments throughout the state, noting that she gets requests from her colleagues regarding the group's accomplishments, including the framework for addressing student issues and the student surveys conducted by the Student Senate.

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

Vice-President for Instruction Julia Schroeder stated that at the close of fall semester, the College will see the largest number of MAN-TRA-CON sponsored students graduate. She noted the greatest challenge these students will face is finding a job in Southern Illinois. Dr. Schroeder stated that approximately 45 students will be finishing up this spring. She stated the Transition Team met recently, and reported they had submitted a Community Based Job Training Grant request through Connect SI for \$2 million for increasing band width through the creation of a shared network. She stated this would be a great advantage for all of Southern Illinois and for John A. Logan College. She noted that John A. Logan College's Tom Bell was able to supply a great deal of information to MAN-TRA-CON to assist with the submission of this grant.

**I. ON-LINE INSTRUCTION**

Associate Dean for Media and Telecommunications Tom Bell gave the Board a report on on-line learning at the College over the past year. He reported that as of the beginning of fall semester, the College had 1,639 on-line students. He stated that on-line orientation was held for the students, and daily training support is available for faculty. Mr. Bell noted that Rick Burkett has put together a class for instructors on the entire process of creating an on-line class which has been very popular. Mr. Bell explained the assessment process used to insure the quality of the classes. He gave a history of on-line enrollment since 2004, showing the tremendous growth pattern – 43 percent over the past year. Mr. Bell noted that if the College only has 20% growth in the fall of 2009, the total will near 2,000 students. He projected some other growth possibilities. Mr. Bell shared results of a survey of on-line students. Trustee John O'Keefe asked Mr. Bell what the Board can do to support the

projected growth in on-line enrollment. Mr. Bell stated that a position is on the agenda for action tonight to hire a person to assist students with on-line problems. He said that additional staff and support will be needed as the on-line program continues to grow. Mr. Bell stated that, so far, the Board and administration has given them everything they have needed to support the on-line program.

**J. Presidents' Council Press Conference**

President Bob Mees reported that the Presidents' Council held a press conference at the state capitol on November 13 to announce the partnership between community colleges and the Illinois National Guard. The event was well attended and received a great deal of media attention. Dr. Mees briefly explained the initiatives of the program, and stressed the importance of this community service effort in supporting our troops and their families.

**K. IBHE Budget Meeting**

President Mees reported that an IBHE budget meeting was held on November 13. At that time, no word had been received on any reductions for this year's budget. Dr. Mees said the community college representatives were emphatic that community colleges had already experienced a six percent cut, and asked that IBHE look elsewhere to make any cuts. He said that plans were being made to show the impact further cuts were going to make. Dr. Mees said that immediately prior to the Board meeting, he received a call from Judy Erwin stating the Governor's Office had contacted IBHE and asked for 2.5 percent across-the-board cuts for higher education. He noted this will mean a cut of over \$400,000 for John A. Logan College. Dr. Mees said this is extremely disturbing news. He said more information will be available by Monday of next week.

**L. NEW Corporation Coming to Carbondale**

President Mees stated that most everyone is aware that the NEW Corporation is coming to Carbondale, and stressed that this would not have happened if John A. Logan College had not offered to update a computer lab at the College (at a cost of \$24,000). He noted that the corporation was very impressed with the campus, calling it the epitome of collaboration in supporting economic development. Dr. Mees said the NEW Corporation offers home-based customer service jobs for direct TV, and will start training on January 12. Total employees could reach 480 jobs. President Mees thanked Phil Minnis, Dennis White, and Darren Pulley for their efforts in working with the City of Carbondale and the NEW Corporation. He also thanked Brad McCormick, Robin Pauls, and the Business Services staff for making the lab upgrade happen.

**M. American Heart Association Heart Walk**

President Mees reported that John A. Logan College was the fourth highest fund raiser for this year's American Heart Association's Heart Walk held on the JALC campus. The John A. Logan College team, co-chaired by Greg Stettler and Carla Haas, raised \$7,544.

**N. Complimentary Letters**

President Mees shared complimentary letters received. One letter was from Jo Poshard thanking the College for its support for the Poshard Foundation Annual Dinner. Several complimentary letters were received from participants in the Aging-As-An Asset intergenerational program.

## **CONSENT AGENDA**

### **A. Bid – Airam Pulsair Press Demonstrator Model PA105 0101 (Appendix III)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for the purchase of the Airam Pulsair Press Demonstrator, Model PA 105 0101 in the amount of \$27,806.00 from Airam Press Co., Ltd. of Covington, Ohio, and that the administration be authorized to make this purchase from Perkins Grant funds.

### **B. Service Agreement with Cartersville Fire Department**

President Mees recommended that the Board of Trustees approve a request by the City of Cartersville Fire Department for payment of \$25,000 to assist the fire department in the purchase of equipment.

Brad McCormick shared some additional information regarding this matter. He noted that the last time this was done, it was done from protection, health and safety funds. He said funding would either have to come from this or tort funds. Mr. McCormick said that, if the Board chooses to support this recommendation, he would suggest that the motion be pending finalization of an agreement created by legal counsel between the College and the City of Cartersville. Trustee David Hancock explained the functionality of this proposed equipment and the benefit it would be to the College.

It was requested that this item be removed from the consent agenda and voted on separately.

### **C. Protection Health Safety (PHS) Project Approval (Appendix IV)**

President Mees recommended that the Board of Trustees authorize the administration to proceed with the necessary planning for Protection, Health, and Safety projects as described below, including submitting the required applications to the Illinois Community College board and the employment of Image Architects, Inc., in further preparation of plans and specifications.

<u>SCOPE OF WORK:</u>	<u>THE PHS PROJECT SHALL INCLUDE THE FOLLOWING:</u>
<u>Description</u>	<u>Percent (%) of Total Project</u>
Complete Electrical Panel Upgrade Campus Wide	10%
Upgrade Fire Alarm System in Old OFC Building	2%
Replace Air Handling Unit 2A – Old B Wing	32%
Upgrade Controls to Direct Digital Control (DDC) System	35%
Evaluate Steam Boiler System	2%
Phase I of Boiler System Work	10%
Replace Sealant Across Campus – Vertical & Horizontal	5%
Repair EIFS on Rotunda and Parapets (adobe type surface)	5%

### **D. Illinois School District Liquid Asset Fund Plus (ISDLAF+) (Appendix V)**

President Mees recommended that the Board of Trustees approve the attached resolution allowing the College to participate in the Illinois School District Liquid Asset Fund Plus for investment purposes.

### **E. Pell Grant Book Vouchers for Fall 2008 Semester**

President Mees recommended that the Board of Trustees approve payment to 710 Bookstore in the amount of \$319,918.61 for textbooks issued to Pell Grant students, and that the administration be authorized to make this payment.

**F. Approval of Revised 2009-2010 Updated Instructional Calendar (Appendix VI)**

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

**G. Approval of Inter-District Agreement for Educational Cooperation Between John A. Logan College, Southwestern Illinois College, Southeastern Illinois College, Shawnee Community College, Kaskaskia College, and Rend Lake College (Appendix VII)**

President Mees recommended that the Board of Trustees approve the Inter-District Agreements between John A. Logan College and Southwestern Illinois College, Southeastern Illinois College, Shawnee Community College, Kaskaskia College, and Rend Lake College as included in Appendix VII.

John Sanders and John O'Keefe moved and seconded that the Board of Trustees approve all items on the Consent Agenda with the exception of Item B–Service Agreement with Carterville Fire Department, which will be voted on separately.

A voice vote showed all in favor. Motion carried.  
(Resolution #2260)

**ACTION ON ITEM REMOVED FROM CONSENT AGENDA:**

**Service Agreement with Carterville Fire Department**

President Mees recommended and John Sanders and John O'Keefe moved and seconded that the Board of Trustees approve a request by the City of Carterville Fire Department for payment of \$25,000 to assist the fire department in the purchase of equipment, pending finalization of an agreement by College legal counsel between John A. Logan College and the City of Carterville.

A voice vote showed all in favor with the exception of Trustee Jake Rendleman who abstained.  
Motion carried.  
(Resolution #16-2261)

**OLD BUSINESS**

**A. Revisions to Board Policies (Appendix VIII)**

President Mees stated that the Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading at the October 21, 2008 Board meeting:

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

In addition, a revised Board Policy 5220A–Non-Teaching Professional Compensation was presented to the Board for the first reading at the July Board meeting. It was pulled from final action at the August Board meeting, and a decision was made to present it for final approval in conjunction with revisions to 5220C above. Dr. Mees said these policies are now being presented to the Board for final action.



President Mees recommended and David Hancock and John O'Keefe moved and seconded that the Board of Trustees approve revisions to Board Policies 5220A-Non-Teaching Professional Compensation; 5220C-Non-Teaching Professional Salary Schedule; and 5276-Military Leave as contained in Appendix VIII, and that the administration be authorized to implement these policies immediately.

A voice vote showed all in favor. Motion carried.  
(Resolution #2262)

## **NEW BUSINESS**

### **A. ADOPTION OF 2008 TAX LEVY (Appendix IX)**

A public hearing to approve a proposed property tax levy increase was held on November 25, 2008, at 6:30 p.m. Based on a positive outcome of the tax levy hearing, President Mees recommended that the Board of Trustees adopt the following resolution:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That \$5,319,830 be levied as a tax for educational purposes; that \$886,637 be levied as a tax for operations and maintenance purposes; that \$1,336,506 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$201,029 be levied as a special tax for Social Security and Medicare insurance purposes; that \$35,000 be levied as a special tax for audit purposes; and that \$604,526 be levied as a special tax for protection, health, and safety purposes, for a total of \$8,383,528 on an equalized assessed valuation of the taxable properties of said District for the year 2008 to be collected in the year 2009; and that the levy for the year 2008 be allocated 50% for Fiscal Year 2009 and 50% for Fiscal Year 2010.

BE IT FURTHER RESOLVED that the secretary or his designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

President Mees recommended and David Hancock and Jake Rendleman moved and seconded that based on a positive outcome of the tax levy hearing, the Board of Trustees adopt the above resolution certifying the tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2263)

### **B. Revisions to Board Policies (Appendix X) (NO ACTION)**

President Mees announced the Board Policy Committee is submitting suggested revisions to the following Board Policies to the Board of Trustees for the first reading:

7230 - Conduct Regulations  
7410 - Traffic and Parking Regulations

Copies of the proposed revisions may be found in Appendix X. 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 January meeting of the Board.

### **C. Approval of Date/Time for Special Board Meeting**

Members of the Board of Trustees had expressed a desire to schedule a special meeting of the Board during the month of December to discuss information obtained at the Association of Community College Trustees Annual Leadership Conference in New York City, and for consideration of personnel items.

President Mees recommended and David Hancock and John O'Keefe moved and seconded that the Board of Trustees hold a special meeting on Monday, December 15, 2008, at 5:00 p.m., in the Board Room of the Administration Building for the purpose of discussing information obtained at the Association of Community College Trustees Conference, and for consideration of personnel items.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2264)

### **CLOSED SESSION**

Board Chair Bill Kilquist stated that it is 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.

John O'Keefe 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 #16-2265)

The meeting was declared in closed session at 8:28 p.m.

The meeting was declared back in regular session at 10:20 p.m.

### **CLOSED SESSION MINUTES**

David Hancock and Jim Snider moved and seconded that the Board of Trustees approve the closed session minutes of October 21, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2266)

### **PERSONNEL**

#### **Maintenance/Building Staff**

President Mees recommended that Mike Williams be employed as a full-time, Teamsters, janitor, effective January 5, 2009, through the bid process established in the current Teamsters collective bargaining agreement.

President Mees recommended that Maxine Taylor be employed as a full-time, Teamsters, janitor with receiving duties effective January 5, 2009, through the bid process established in the current Teamsters collective bargaining agreement.

President Mees recommended that Eldon King be employed as a full-time, Teamsters, grounds maintenance staff member through the bid process established in the current Teamsters collective bargaining agreement.

### **Campus Safety Staff**

President Mees recommended that Ryan Taylor be employed as a part-time, grade I, campus safety officer at John A. Logan College effective December 1, 2008.

President Mees recommended that the Board of Trustees approve the contract between John A. Logan College Board of Trustees and the Laborers' International, Local 773 (campus safety).

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

President Mees recommended that Jane Minton be employed as a full-time, grade V, advisor effective January 1, 2009.

President Mees recommended that Tim Williams be employed of full-time, grade III, director of career programming effective January 1, 2009.

President Mees recommended that Michael Vendl be employed as a full-time, grade IV, (50% College/50% Grant), learning lab-Title III coordinator effective December 15, 2008.

### **Full-Time Faculty**

President Mees recommended that the Board of Trustees approve the John A. Logan College Faculty Association (IEA) contract, subject to ratification of the contract by the faculty in December.

### **Continuing Education Staff**

President Mees recommended that Jorge Arevalo be employed as a beginning Spanish instructor at John A. Logan College effective January 21, 2009.

President Mees recommended that John Baca be employed as a jewelry making instructor at John A. Logan College effective January 20, 2009.

President Mees recommended that J. D. Barter be ratified as a wastewater treatment basic instructor at John A. Logan College effective September 9, 2008.

President Mees recommended that Linda Bening be employed as an Asian cooking instructor at John A. Logan College effective January 26, 2009.

President Mees recommended that Pat Brown be employed as a fishing in southern Illinois instructor at John A. Logan College effective February 6, 2009.

President Mees recommended that Nick Degler be employed as a Reiki instructor at John A. Logan College effective January 20, 2009.

President Mees recommended that Pat Ferrari be employed as a keyboarding I instructor at John A. Logan College effective January 22, 2009.

President Mees recommended that Alicia Lively be employed as a body shaping instructor at John A. Logan College effective March 3, 2009.

President Mees recommended that Ryan Summers be employed as a men's basketball advanced instructor at John A. Logan College effective January 21, 2009.

President Mees recommended that Wilma Westerfield be employed as an entertainment know-how instructor at John A. Logan College effective January 22, 2009.

President Mees recommended that Bob Wilcox be employed as a square dance instructor at John A. Logan College effective January 20, 2009.

### **Grant Personnel**

President Mees recommended that Mariela Agrawal be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Charley Cass be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Teresa Cobb be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Mary Layton be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Ashley Mrazek be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Crystal Smith be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Michelle Vannoy be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

President Mees recommended that Kendra Wofford be employed as a part-time adult basic education instructor at John A. Logan College effective December 1, 2008.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2267)

### **ANNOUNCEMENTS**

None.

## **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 #16-2268)

The meeting was duly adjourned.

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

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William J. Kilquist, Chair

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John O’Keefe, Secretary