

**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 27, 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	–	present
John O’Keefe	–	present
Jim Snider	–	present
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.

**MINUTES OF REGULAR OCTOBER MEETING**

The minutes of the regular Board meeting held on October 23, 2007, were previously distributed.

John O’Keefe and Mike Hopkins moved and seconded the approval of the minutes of the regular Board meeting of October 23, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2119)

**FINANCIAL REPORT (Appendix I)**

The financial report for the period ending September 30, 2007, was previously mailed.

David Hancock and Jim Snider moved and seconded the approval of the financial report for the period ending September 30, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2120)

**ACCOUNTS PAYABLE (Appendix II)**

The list of accounts payable for the period ending October 31, 2007, was previously mailed.

Jim Snider and John O’Keefe moved and seconded the approval of the list of accounts payable for the period ending October 31, 2007.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2121)

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

None.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee Jake Rendleman stated that ICCTA held meetings in Chicago on November 9 and 10. He reported on an outstanding seminar featuring Rich Miller of the *Capitol Fax*. Mr. Rendleman stated that the President's Council had asked the ICCTA to support checking into the possibility of a riverboat in Danville with the initial \$75 million generated to go for community college construction, and \$35 million per year after that. He said this caused a great deal of discussion. The ICCTA voted 18-9 to support. Mr. Rendleman indicated that he voted for the pursuit of this. He stated that the outlook for this actually happening is not particularly good at this time. Trustee Jim Snider, who also attended the meetings, commented on the excellence of the seminar and expressed his appreciation for being able to attend.

Mr. Rendleman also reported that Senator Maloney, Senator Gary Forby, and Elaine Johnson of the ICCB may be visiting the College next year as a result of the College's selection as one of five Illinois community colleges to participate in a pilot program to look at college readiness in high school students and assist students who need to improve college readiness skills.

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

Trustee John O'Keefe reported that the Southeast Region Trustees met in October, and it was an excellent, worthwhile meeting. Dr. Glenn Poshard of SIUC was the keynote speaker.

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

President Mees reported that all the new employees in the Foundation Office are doing very well, and preparing for their annual campaign.

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

Trustee Jake Rendleman reminded the Board of the ACCT Annual Legislative Summit in Washington, DC, in February, and encouraged interested trustees to attend.

### **E. Hiring Committee**

Trustee David Hancock reported that the Hiring Committee will meet sometime in January.

### **F. Athletic Advisory Committee**

Board Chair Bill Kilquist reported that the Athletic Advisory Committee met on November 19, and stated that information on that meeting will be addressed later on the agenda.

**G. Student Trustee**

Student Trustee Matthew Todd reported that AutumnFest numbers doubled from last year, with approximately 6,000 people attending. He reported that the play *Neighborhood Crime Watch* will be performed the following weekend as a tribute to Stan Hale and the *Dickens Dinner* will be held on December 7 and 8. Mr. Todd distributed information on the results of efforts to notify students via text messaging/email of class cancellations, etc.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

No report.

**B. Term Faculty Association Report**

DeSande R was present to represent John Montague of the Term Faculty Association. She reported the association has formed a negotiating committee and is looking forward to contract re-negotiations. She stated that members are being surveyed to establish priorities, and offered to get a copy of the survey to any interested board members or administrators.

**C. Logan Operational Staff Association Report**

Logan Operational Staff representative JaDean Towle reported that LOSA is the first group on campus to initiate direct deposit. She also reported that another LOSA member, Cathy Hagler, has been diagnosed with cancer and has no insurance. She informed the Board of fund raising efforts being held to assist Ms. Hagler and her family.

**OFFICERS REPORTS**

**A. Meeting with Illinois Department of Transportation**

Vice-President for Business Services and College Facilities Brad McCormick reported on a meeting with College staff and representatives from IDOT regarding infrastructure needs relative to entrances to the campus. He stated that a great deal of time was spent looking at both the Greenbriar and East entrances to the College, and IDOT showed their plans for the area. IDOT plans to let bids in April to lengthen the left-turn lane approaching the Greenbriar entrance from the west. Mr. McCormick said that longer-range IDOT plans call for added expansion of the Greenbriar intersection. He noted that much of this is pending in the capital bill. Mr. McCormick informed the Board that IDOT left their drawings if anyone would like to look at them. He stated that IDOT was very cooperative with the College. He noted that their traffic counts show over a third of the cars coming into campus use the east entrance, which is an item of concern.

**B. Vice-President for Administration Larry Peterson**

Board Chair Bill Kilquist announced that this is Vice-President for Administration Larry Peterson's last meeting with the Board before assuming the presidency at Shawnee Community College. Mr. Kilquist expressed that it has been a pleasure to know and work with Dr. Peterson. Dr. Peterson commented that he had completed 20 years at the College and expressed his appreciation for the opportunities, experiences, and friendships during those years. He expressed special appreciation to President Mees, Vice-Presidents Schroeder and McCormick, Vice-President Emeritus J. P.

Barrington, College Legal Counsel John Huffman, Director of Buildings and Grounds Dwight Hoffard, the entire Board of Trustees, and past trustees Les McCollum, Don Brewer, and the late Carol Farner. Dr. Peterson was applauded by all present.

**C. “Shifting Gears” Update**

Vice-President Peterson introduced Associate Dean for Adult Basic/Secondary Education Kay Fleming who gave the Board an update on the “Shifting Gears” grant. Ms. Fleming reported that efforts have been underway over the last five months to get everything set up for the 18-month grant project. Classes are expected to start at the end of January 2008. She distributed a flyer explaining the grant project, noting that it will help GED students prepare for going into health care programs at the College. She noted that career exploration is built in to the academic curriculum, as well as college exploration. Ms. Fleming reported that the program has been marketed heavily and 18 people have expressed interest, to date. She stated that the College hosted a Shifting Gears Learning Community event on November 1, and participants were very impressed with our campus. She also reported on a recent meeting she attended at MAN-TRA-CON of the Connect SI Healthcare Council. The council was appointed by the Governor to develop a regional plan to address the nursing shortage in the area. Ms. Fleming stated that she feels the College is in the forefront of helping this area reduce the health care shortage. She also stated that the adult education focus seems to be shifting statewide toward pushing programs that will prepare GED students for the job through post-secondary education, as opposed to just focusing on getting their GED. Dr. O’Keefe made some comments and suggestions regarding the importance of job shadowing.

**D. Dental Hygiene Pinning Ceremony**

Vice-President for Instruction Julia Schroeder reminded the Board that the Dental Hygiene Pinning Ceremony will be held on campus on December 15, and invited them to attend.

**E. Readiness Grant**

In relation to Trustee Rendleman’s earlier comments regarding the Readiness Grant, Vice-President Schroeder reported that three high schools in the John A. Logan College District will be targeted – Carbondale, Du Quoin, and Marion. She noted that these schools have the highest number of minorities and disadvantaged students. She introduced Dr. Denise Crews who will be in charge of the project, adding that she has already begun setting up meetings with these high schools. There will be an advisory committee that will begin meeting in January. Dr. Crews reported that she has already met with Carbondale High School, and they are very excited. Dr. Schroeder reported that the tentative date for Senator Maloney to visit a JALC Board meeting will be January or February.

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

Vice-President Schroeder reported that she and Dr. Deborah Payne have been spending a great deal of time lately dealing with some scheduling issues MAN-TRA-CON students are having. She said that most of the Maytag students originally enrolled in the spring semester, which is not a usual curriculum track, and this is causing some problems. Dr. Schroeder stated that most of the issues have been resolved by offering some extra class sections in the spring and summer. She encouraged anyone who hears of a student problem to contact either her or Dr. Payne directly.

**G. Presidents' Council**

President Robert Mees reported that the Presidents' Council passed a resolution to form a task force to look into putting a casino in the Danville area, with the money generated going to construction projects for community colleges. He stressed that this was just the formation of a task force and not necessarily a statement in support of the casino. Dr. Mees said it is imperative that we begin looking for ways to generate dollars for community college construction projects. He added that there is not much to report at this time on the state budget scene.

**H. Poshard Foundation Dinner**

President Mees reported that the Poshard Foundation Dinner held at the College recently was a great success. He stated that the event was held in the gymnasium this year due to the large number of people – 714. Estimated proceeds from the event was over \$100,000 for abused children.

**I. Board Christmas Dinner/College Christmas Luncheon**

President Mees reminded the trustees that the Board Christmas Dinner will be held at Mary's Restaurant in Herrin on December 6, and that the College Christmas Luncheon will be held on December 21. Dr. Mees reported that the luncheon format will be changed slightly this year and will involve the board members in the door prize giveaways. There will also be musical performances by some on-campus groups.

President Mees went over other upcoming events, including reminding the Board of the dedication of the Don Brewer Gymnasium and Convocation Center on January 9.

**J. SIUE International Trade Center Partnership**

President Mees reported that he has been contacted by the Southern Illinois University Edwardsville International Trade Center about partnering with them to help economic development in southern Illinois. They are requesting that we provide some office space for them in the College's Center for Business and Industry. President Mees said this appears to be a win-win situation. He asked the Board to give authority to proceed with having an agreement to this effect executed (after review by College legal counsel.) Dean Phil Minnis stated that if this is approved, SIUE people will be on campus next month to set up the office and a press release will be done. Mr. Minnis said this is a very important opportunity for producers in southern Illinois to export their products. In answer to a question by Dr. O'Keefe, Mr. Minnis said that people from SIUE will man the office. There were no objections from the Board to entering into this agreement with SIUE.

**K. Dr. Mees Recognition of Larry Peterson**

President Mees expressed his appreciation to Dr. Larry Peterson for his many years of service to the College, and said he is looking forward to working with Dr. Peterson as president of Shawnee College on the Presidents' Council (as his mentor) and in the Southern Illinois Collegiate Common Market (SICCM). Dr. Mees reported that Kaskaskia College is likely to become a member of SICCM.

**L. Vice-President for Administrative Services Search**

President Mees announced that a committee has been formed to proceed with the search for a vice-president for administrative services. The committee consists of Phil Minnis, Terry Crain, Denise Crews, Kim Dixon, John Profilet, and two members from the Board of Trustees.

Board Chair Bill Kilquist appointed board members David Hancock and John O'Keefe to serve on the search committee for the vice-president for administrative services.

Dr. Mees reported that the search committee orientation meeting will be held the next day. He also reported there will be a longer posting period than normal for this position in hopes of attracting a very strong pool of applicants. He said that plans call for having someone in place by March or April.

**CONSENT AGENDA**

**A. Pell Grant Book Vouchers for Fall 2007 Semester**

President Mees recommended that the Board of Trustees approve payment to 710 Bookstore in the amount of \$273,071.68 for textbooks issued to Pell Grant students for fall semester 2007, and that the administration be authorized to make this payment.

**B. Approval of 2008-2009 Instructional Calendar (Appendix III)**

President Mees recommended that the Board of Trustees approve the proposed Instructional Calendar for 2008-2009 as contained in Appendix III, and that the administration be authorized to implement this as the official College Instructional Calendar.

**C. Approval of Memorandum of Agreement Between John A. Logan College and Southern Illinois University Carbondale (Appendix IV)**

President Mees recommended that the Board of Trustees approve a Memorandum of Agreement Between John A. Logan College and Southern Illinois University Carbondale to offer upper division, graduate courses or degree completion programs for qualified students on the JALC campus as contained in Appendix IV.

**D. Approval of Purchase Order to Laerdal Medical Corporation**

President Mees recommended that the Board of Trustees approve the purchase of a Virtual I.V. training program from Laerdal Medical Corporation in the amount of \$13,765.50, for use in the Du Quoin Alongi Extension Center nursing classes.

**E. Approval of Fee Increase for Dental Hygiene Clinic Services**

President Mees recommended that the Board of Trustees approve the following fee increases for services rendered in the dental hygiene clinic effective January 1, 2008:

	<u>Current Fee</u>	<u>Proposed Fee</u>
Screening	\$10.00	\$15.00
Level Care I	\$10.00	\$12.00
Level Care II	\$14.00	\$16.00

	<u>Current Fee</u>	<u>Proposed Fee</u>
Level Care III	\$19.00	\$22.00
Level Care IV	\$27.00	\$30.00
Bitewing - 4	\$10.00	\$12.00
Full Mouth Series	\$17.00	\$20.00
Panelipse	\$15.00	\$20.00

Jake Rendleman and John O'Keefe 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 16-2122)

## **NEW BUSINESS**

### **A. Adoption of 2007 Tax Levy (Appendix V)**

A public hearing to approve a proposed property tax levy increase was held on November 27, 2007, at 6:30 p.m., prior to the Board meeting. Based on the 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 \$4,901,219 be levied as a tax for educational purposes; that \$816,813 be levied as a tax for operations and maintenance purposes; that \$1,557,067 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$234,190 be levied as a special tax for Social Security and Medicare insurance purposes; that \$5,000 be levied as a special tax for audit purposes; and that \$348,296 be levied as a special tax for protection, health, and safety purposes, for a total of \$7,862,585 on an equalized assessed valuation of the taxable properties of said District for the year 2007 to be collected in the year 2008; and that the levy for the year 2007 be allocated 50% for Fiscal Year 2008 and 50% for Fiscal Year 2009.

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 Jake Rendleman and David Hancock moved and seconded that 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 16-2123)

## **B. ATM Proposal**

In response to a request from the Student Senate, Business Services issued a Request for Proposal (RFP) for Automated Teller Machine (ATM) Services on October 19, 2007. The RFP requested bids for a single ATM machine to be placed in the cafeteria area of the JALC campus.

Vice-President Brad McCormick explained that the benefit to the placement of an ATM includes, but is not limited to, the following:

- ATM services including cash withdrawals, cash advance, account balance availability, ability to take deposits, and free checking accounts for students.
- Convenience of use by students, faculty, staff, and visitors on the campus for a period of three (3) years with two optional one-year extensions.
- All expenses associated with the ATM to be paid by the awarded vendor.
- Remuneration of not less than \$100.00 as well as \$0.50 per surcharge transaction payable to Student Senate on a monthly basis.

One vendor, The Bank of Carbondale, Carbondale, Illinois, submitted a proposal meeting the scope of service and requirements as outlined in the RFP as well as College policy. This proposal was received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Wednesday, November 7, 2007.

President Mees recommended and Matthew Todd and John O'Keefe moved and seconded that the Board of Trustees accept the proposal from The Bank of Carbondale, in Carbondale, Illinois, to provide an ATM for the Carterville campus for a period of three (3) years with two optional one-year extensions and authorize the administration to enter into this agreement.

A voice vote showed all in favor. Motion carried.  
(Resolution 16-2124)

## **C. Bid-Addition to Community Health Education Complex and Automotive Technology (Appendices VIa and VIb)**

President Mees reported that bid specifications were prepared and advertised according to Board policy for an addition to the Community Health Education Complex and to the Automotive Technology Lab. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 4:00 p.m., Monday, November 19, 2007. The results are included as Attachment VIa.

Vice-President McCormick congratulated the Board on moving quickly on this while the bidding environment was competitive. He reported that the bids cumulatively came in \$762,305 under the architect's estimate. He noted that this is a conservative figure because the architect's estimate did not include the parking lot. Mr. McCormick stated that this gave enough assurance that the classroom project would be affordable to enable the Building Committee to make a recommendation to do all the Community Health Building Addition and the Automotive Addition, plus the Alternate 1 parking lot. The portion of the project not recommended for completion at this time is the second story of the Community Health Building. He stated that he is very pleased with the outcome of the bids. President Mees commented on the creativity and flexibility of this process and expressed his appreciation to Mr. McCormick and the Building Committee for all their efforts. Trustee Hancock complimented the advisory committees involved in this process, and complimented Vice-President McCormick for the excellence of his efforts. Trustee Jake Rendleman also made positive comments about the process and all those involved.



President Mees recommended and Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees approve the low bids meeting specifications as recommended in the letter from Image Architects, Inc., (see Appendix VIb), from Fager McGee Commercial Construction of Murphysboro, Illinois, for the general work in the amount of \$2,695,000 for the base bid and the alternate bid G-1 of the Community Health Education Complex and the addition to the Automotive Technology Lab; Rend Lake Plumbing and Heating of Bonnie, Illinois, for the plumbing work in the amount of \$184,224 for the base bid and the alternate bid P-1 of the Community Health Education Complex and the addition to the Automotive Technology Lab; Rend Lake Plumbing and Heating of Bonnie, Illinois, for the heating, ventilating, and air conditioning work in the amount of \$431,971 for the base bid of the Community Health Education Complex and the addition to the Automotive Technology Lab; W. J. Burke Electric of Murphysboro, Illinois, for the electrical work in the amount of \$246,500 for the base bid and alternate bid E-1 of the Community Health Education Complex; Keith Martin, Inc., of Johnston City, Illinois, for the electrical work in the amount of \$311,800 for the base bid for the addition to the Automotive Technology Lab; and that the contractors be authorized to begin the order process as soon as they receive the Notice of Award. Image Architects is recommending that the Division III - Sprinkler Work be re-bid with a slight change in the scope of work.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2125)

#### **D. Resolution Identifying Work Contracts**

President Mees reported that in connection with the issuance of the District's General Obligation Debt Certificates (Limited Tax), Series 2006, it is recommended that the Board of Trustees consider the adoption of a resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of said certificates. A Resolution Identifying Work Contracts follows for consideration and action:

WHEREAS, Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the "District"), is a Community College District of the State of Illinois, operating under and pursuant to the Public Community College Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended (the "Debt Reform Act"), and in particular, the provisions of Section 17(b) of the Debt Reform Act; and

WHEREAS, on the 28th day of November, 2006, the Board of Trustees of the District adopted a resolution (the "Certificate Resolution") entitled:

RESOLUTION of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of altering, repairing and equipping existing facilities of said Community College District, and authorizing and providing for the issue of \$20,000,000 General Obligation Debt Certificates (Limited Tax), Series 2006, of said Community College District, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the

Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts ("Work Contracts") have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary of the Board and the Treasurer. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, orders, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors and vendors under the Work Contracts as, pursuant to the Installment

Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>BRIEF DESCRIPTION OF WORK CONTRACT</u>	<u>NAME OF CONTRACTOR</u>	<u>CONTRACT AMOUNT</u>
Architectural Services (Addition to CHEC)	Image Architect, Inc.	\$262,405
Architectural Services (Addition to Automotive Tech)	Image Architect, Inc.	\$78,000
Architectural Services (Classroom Addition)	Image Architect, Inc.	\$612,185
General Work (CHEC & Automotive Tech)	Fager McGee Comm. Const.	\$2,695,000
Plumbing Work (CHEC & Automotive Tech)	Rend Lake Plumb. & Htg.	\$184,224
HVAC Work (CHEC & Automotive Tech)	Rend Lake Plumb. & Htg.	\$431,971
Electrical Work (CHEC)	W.J. Burke Electric	\$246,500

<u>BRIEF DESCRIPTION OF WORK CONTRACT</u>	<u>NAME OF CONTRACTOR</u>	<u>CONTRACT AMOUNT</u>
Electrical Work ( <i>Automotive Tech Lab</i> )	Keith Martin, Inc.	\$311,800

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

President Mees recommended and David Hancock and Mike Hopkins moved and seconded that the Board of Trustees adopt the above resolution authorizing the identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of said certificates and authorize the administration to make disbursements to pay amounts due under such work contracts from time to time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2126)

**E. Request to Reorganize Business Services Division (Appendix VII)**

President Mees reported that the Vice-President for Business Services and College Facilities is requesting authorization from the Board of Trustees to reorganize his division. A detailed reorganization proposal, along with associated cost information and proposed organizational charts, was included in Appendix VII for the Board's consideration and approval. Vice President McCormick summarized the proposed reorganization for the Board.

President Mees recommended and John Sanders and John O'Keefe moved and seconded that the Board of Trustees approve reorganization of the Business Services Division as included in the proposal contained in Appendix VII.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2127)

**F. Proposed Addition of New Board Policy #3370 – Personal Protective Equipment for Campus Safety Law Enforcement Officers (Appendix VIII) (No Action – Consideration Only for Action at the January Board Meeting)**

Due to the concern of law enforcement officers for their safety, President Mees reported that a request was included and approved in *The Plan* for 2008 to purchase tactical safety vests for all full time law enforcement officers. The tactical safety vest will become a mandatory part of the officer's uniform. The proposed policy is included as Appendix VIII.

President Mees recommended that the Board of Trustees consider the proposed new Board Policy #3370 – Personal Protective Equipment For Campus Safety Law Enforcement Officers as contained in Appendix VIII, and take action on this policy at the January 22, 2008, Board meeting.

**G. Proposed Revisions to Section 2000 of the Board Policy Manual (Appendix IX) (No Action – Consideration Only for Action at the January Board Meeting)**

President Mees reported that the Board Policy Committee has been meeting regularly for the past few weeks and carefully examining the content of the 2000 Section of the Board Policy Manual for any needed revisions or deletions. Recommendations for revisions to these policies are now being presented to the Board in Appendix IX. Notes are included to clarify the recommendations being made, and any new language is in bold type. Dr. Mees stated that College Legal Counsel John Huffman, who is also a member of the committee, has carefully perused these proposed revisions and approves the committee's recommendations. Dr. Mees noted that copies of the proposed revised

policies will be made available for the entire campus to review and provide input between now and the January Board of Trustees meeting.

President Mees recommended that the Board of Trustees consider the revisions to Section 2000 of the Board Policy Manual as included in Appendix IX, and take action on these revisions at the January 22, 2008, Board meeting.

**H. Reclassification of Women's Volleyball Program to Division I Status (Appendix X)**

President Mees stated that the administration, along with the Athletics Advisory Committee, has determined that the women's volleyball program should be reclassified from Division II to Division I status. This move brings the College into balance in terms of gender equity, funding equity, and scholarship equity. Dr. Mees said that funding, scholarships, and housing issues will be addressed in the 2008 operational plan. A breakdown of projected expenditures may be found in Appendix X.

Board Chair Bill Kilquist stated that the Athletic Department has been moving toward completion of compliance with Title IX, and this brings us extremely close. Athletic Director Jerry Halstead stated that volleyball has stabilized as a sport, and the College's volleyball program is not second-class to anyone in the state. He said this action would raise the level of play so that the College's volleyball athletes and coaches can feel that they are on an even playing field with the rest of the elite volleyball teams in the state and the Midwest, and will also put the program on solid ground with Title IX. Mr. Halstead said that reclassification is required every three years, and this is the time to do this.

President Mees recommended and John O'Keefe and Jake Rendleman moved and seconded that the Board of Trustees authorize the administration to file the necessary paperwork with the NJCAA to move women's volleyball to Division I status, and prepare the necessary budgets for the 2008 operational plan.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2128)

Trustee Jake Rendleman asked Athletic Director Jerry Halstead to update the Board on the progress in the women's locker room. Mr. Halstead stated that, in accordance with Title IX, the department has been trying to get the women's programs where the men's programs standards are. In terms of facilities, over the past year the softball programs have been upgraded with their own locker rooms, new carpeting, dropped ceilings, new stools and lockers. Each women's program now has its own facilities.

## **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 voted yes. Motion carried.  
(Resolution #16-2129)

The meeting was declared in closed session at 8:30 p.m.

The meeting was declared back in regular session at 10:02 p.m.

## **CLOSED SESSION MINUTES**

Jim Snider and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of October 23, 2007, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2130)

## **PERSONNEL**

### **Operational Staff**

President Mees recommended that Angie Oetjen be employed as a full-time, grade III, secretary III (personnel) effective January 7, 2008.

President Mees recommended that Jennifer Allen be employed as a full-time, temporary, grade III, secretary III (LRC).

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

President Mees recommended that Ryan Sierman be employed as a full-time, grade V, network facilitator effective December 17, 2007.

President Mees recommended that Eunice Fox be employed as a full-time, grade III, director of educational planning effective January 2, 2008.

President Mees recommended that the grade IV, counselor/student recruiter position currently being held by Matt Yusko, be changed to grade IV, coordinator of recruiting.

President Mees recommended that the grade V, 50% time, learning facilitator position currently being held by Angela Calcaterra, be changed to grade V, 75% time, deaf and hard of hearing facilitator.

President Mees recommended employment of volunteers for Student Activities.

President Mees recommended the appointment of Phil Minnis as Interim Vice-President for Administration effective December 1, 2007, with a monthly stipend of \$1,000 until the position is permanently filled.

### **Full-Time Faculty**

President Mees recommended that Drew Tucker be employed as a full-time, tenure track faculty, art instructor effective January 14, 2008.

President Mees recommended that the request of Janice Palese (which was tabled at the October 23, 2007, Board meeting) asking for a change of her previously approved retirement date from July 31, 2008, to June 30, 2008, be approved; but that her request for purchase of service credit be denied.

President Mees recommended that the request of Mary O'Hara to retire effective June 1, 2008, be approved in accordance with Board Policy and the faculty contract, but that her request for purchase of service credit be denied.

President Mees recommended that the retirement request of Lloyd Burtch be approved effective January 1, 2009.

President Mees recommended that the request of Sheryl Bleyer to retire effective August 1, 2009, be approved in accordance with Board Policy and the faculty contract.

### **Term Faculty**

President Mees recommended that Sarah Gill be employed as a part-time instructor of nursing at John A. Logan College effective January 14, 2008.

President Mees recommended that Mary Harris be ratified as a part-time instructor of cosmetology at John A. Logan College effective September 1, 2007.

President Mees recommended that Doris Malone be employed as a part-time instructor of nursing at John A. Logan College effective January 14, 2008.

President Mees recommended that Melanie Nelson be employed as a part-time instructor of nursing at John A. Logan College effective January 14, 2008.

President Mees recommended that Cynthia Sims be employed as a part-time instructor of nursing at John A. Logan College effective January 14, 2008.

President Mees recommended that Holly Szopinski be employed as a part-time instructor of nursing at John A. Logan College effective January 14, 2008.

### **Continuing Education Staff**

President Mees recommended that Lisa Davis be ratified as a part-time cartooning for kids instructor at John A. Logan College effective October 1, 2007.

President Mees recommended that Monyshka Harpalani be employed as a part-time Spanish instructor at John A. Logan College effective January 22, 2008.

### **Grant Personnel**

President Mees recommended that Malina Bonifield be employed as a full-time, 75% time, grade III, secretary III (Literacy) effective December 3, 2008.

John Sanders and David Hancock moved and seconded that all personnel items be approved as stated herein.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2131)

### **ANNOUNCEMENTS**

None.

### **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 #16-2132)

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