

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 January 22, 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
Matthew Todd	–	absent
Bill Kilquist	–	present

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Phil Minnis, Interim 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 November 27, 2007, were previously distributed.

David Hancock and Jake Rendleman moved and seconded the approval of the minutes of the regular Board meeting of November 27, 2007.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2133)

FINANCIAL REPORT (Appendix I)

The financial reports for the periods ending October 31, 2007, and November 30, 2007, were previously mailed.

John O’Keefe and Mike Hopkins moved and seconded the approval of the financial reports for the periods ending October 31, 2007, and November 30, 2007.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2134)

ACCOUNTS PAYABLE (Appendix II)

The lists of accounts payable for the periods ending November 30, 2007, and December 31, 2007, were previously mailed.

Jim Snider and John O'Keefe moved and seconded the approval of the lists of accounts payable for the periods ending November 30, 2007, and December 31, 2007.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2135)

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

SPECIAL REPORT ON READINESS GRANT

Trustee and ICCB Member Jake Rendleman introduced Elaine Johnson, Vice-President for Academic Affairs and Workforce Development for the Illinois Community College Board who spoke about Senate Bill 858 – College and Career Readiness Pilot Project. John A. Logan College is one of the pilot sites for the project. Ms. Johnson introduced Senator Ed Maloney, Chairman of the Senate Higher Education Committee, who sponsored the bill, and expressed appreciation to him for traveling to southern Illinois in support of this project. Ms. Johnson also introduced Senator Gary Forby who is a huge supporter of this bill and of higher education. Senator Maloney expressed his dedication to higher education, and spoke in depth about the bill and how it will address the problems with college readiness. He complimented Senator Gary Forby, stating that he is very passionate about the needs of his district. Elaine Johnson further explained details of the project and a written summary was distributed. She also noted that John A. Logan College is participating other statewide projects and expressed appreciation for the College's leadership. Senator Forby addressed the Board regarding the importance of this grant initiative and also pledged his continued support of a capital bill and efforts to better fund education.

President Mees expressed his appreciation to Senators Maloney and Forby, and to Elaine Johnson. He also thanked Senator Forby for his support of the College's "50 at 40" grant in 2007 which brought over 50 percent of the district's high school students to the College.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee John O'Keefe announced that the ICCTA's February meeting will be held in conjunction with the Association of Community College Trustees (ACCT) Annual Legislative Summit in Washington, DC.

B. Southeast Regional Trustees (SERT)

No report.

C. John A. Logan College Foundation

Trustee Jim Snider announced that the Italian Dinner will be held on January 23. He reported that the Foundation is moving forward with many positive things. Trustee Rendleman reported briefly on the last Foundation meeting, and complimented the new executive director on her efforts toward an annual fund campaign. He distributed brochures to the trustees. Dr. Mees reported that John A. Logan College Day will be held at Rent One Park on June 14, and gave details of the event. Trustee Snider reported that the Annual Benefit Event will be "Dancing With the Stars" on April 26.

D. Association of Community College Trustees (ACCT)

The Annual Legislative Summit will be held in Washington, DC, February 10-13.

E. Hiring Committee

Trustee David Hancock reported that the Hiring Committee plans to meet soon.

F. Athletic Advisory Committee

Mr. Kilquist stated that the Athletic Advisory Committee has not met recently, but he reported on the dedication of the Donald L. Brewer Gymnasium and Convocation Center. Mr. Kilquist shared a letter from Mr. Brewer expressing his gratitude for this honor.

G. Student Trustee

Student Trustee Matt Todd was unable to attend, but had left a listing of upcoming events that was distributed to the Board. President Mees stated that he had spoken with Matt and progress is being made on the student initiatives recently addressed.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Mark Rogers spoke on behalf of Faculty Association Representative Tim Baker who was unable to attend. He reported on activities of the math department, announcing the upcoming WYSE competition, development of a new standardized department final for MATH 108, and development of three on-line mathematics courses. Mr. Rogers reported that two math faculty members will be retiring, and a hiring committee is in place to start the process of filling those positions.

B. Term Faculty Association Report

No report.

C. Operational Staff Association Report

No report.

OFFICERS REPORTS

A. Board Safety Committee

Vice-President for Business Services and College Facilities Brad McCormick reported that the Board Safety Committee has met once since the last Board meeting, primarily to discuss issues regarding the Emergency Response Plan. He reported that at the request of the Board chair and College legal counsel, two sub-committees have been formed – a risk assessment team whose purpose is to come together on very short notice to assess an emergency situation and advise the president of appropriate action, and an emergency operations committee that will meet monthly to examine the Emergency Response Plan, make needed improvements, and create an on-line training course for College employees to prepare them to respond properly in an emergency situation.

Vice-President McCormick reported that Dwight Hoffard, Jerry Halstead, and Greg Stettler will be meeting soon to review placement location of AEDs on campus in response to some changes in legislation. He also reported that Dwight Hoffard, Tom Horn, and Rick Ellett will be attending the Homeland Security and Response Institute in Bloomington in April.

B. Board Policy Committee

Vice-President McCormick reported that the Board Policy Committee is continuing to work through the 7000 section of the Board Policy Manual which contains the business operating policies of the College. Mr. McCormick said this is progressing well, and he will be bringing some policies to the Board for input in the near future.

C. Board Building Committee

Vice-President McCormick distributed a copy of *The Licensed Architect* magazine which featured Image Architects and one of the College's building projects – the Community Health Education Complex.

Mr. McCormick reported that work is continuing on the Community Health Education Complex addition. The driveway has been cut through, top soil is being removed, and some foundation work has begun. Earth moving equipment has arrived at the Automotive Building, and preliminary electrical work has begun for that addition. Meetings are continuing on the B to E wing addition. Plans call for having bids complete and on the street for this part of the project by the April Board meeting, with awarding of bids at the May Board meeting, and construction beginning before fall semester starts.

Mr. McCormick stated that colleges and universities across the nation are being encouraged to become more green. He discussed some changes in legislation regarding this and its effects. He noted that the College does have a Green Committee. Five Illinois colleges are looking at a grant application for a possible \$1.8 million to create a Green Institute on each of the five campuses. In order to improve the success of this, McCormick said that the Presidents' Council has discussed using a lobbyist which could cost \$6,000-\$10,000. He said that it is just a matter of time until the College will be obligated to move in this direction. President Mees added that he has received a letter from the Lieutenant Governor urging the College to join the Sustainable University Compact. He noted that there will be a lot of money available to promote this in the future, and if the College is one of the institutes, it will be positioned to be eligible for some of that funding. Dr. Mees said that if there is no objection from the Board, the College will pursue this. There were no objections from the Board.

D. Spring Semester Enrollment

Vice-President for Administration Phil Minnis introduced Dean for Student Services Terry Crain who gave the Board a report on spring enrollment. He noted that the official tenth day figures will not be known until the following Monday, but it appears that enrollment will be a spring record – between 6,250 and 6,300 students. Mr. Crain estimated that credit hours will total about 57,000.

Mr. Crain also reported that fall 2006 figures show that a total of 13,827 students were served in all the College's programs (including continuing education, business and industry training, adult education) and in fall 2007, a total of 15,423 students were served.

E. Procurement Technical Assistance Grant (PTAC)

Vice-President Minnis stated that the College has had a grant for about 22 years called the Procurement Technical Assistance Grant (PTAC) that has been very beneficial to southern Illinois. Mr. Minnis introduced the director of that grant, Lyndsey Hughes. Ms. Hughes reported that the grant has been at the College since 1985 and has served the 31 southernmost counties in Illinois by assisting them in acquiring government contracts. The John A. Logan PTAC was recently recognized as the number one center in the state of Illinois for reporting over \$135 million in contracts for 2006. Ms. Hughes stated that PTAC is part of the Illinois Entrepreneurship Network, which is a program operated through the Department of Commerce and Economic Opportunity. She explained some of the many free services the center offers to area businesses. Ms. Hughes reported that due to the support of the College and DCEO, and the hard work of all the previous directors, the total dollar amount of contracts awarded by the PTAC center stands at \$966,662,681.13. The center expects to hit the \$1 billion mark later this fiscal year.

F. Announcements from the Administrative Services Division

Vice-President Minnis announced that Lisa Hudgens has been appointed secretary-treasurer of the Marion Chamber of Commerce, and Sherry Summary has been elected Southern Region Coordinator for the Illinois Association of Student Financial Aid Administrators.

Mr. Minnis distributed a folder containing athletic media guides and other Athletic Department information, plus copies of newspaper articles about the College.

G. On-Line Enrollment

Vice-President for Instruction Julia Schroeder reported that 1,147 students are enrolled in on-line classes, an increase over last fall.

H. Update on MAN-TRA-CON

Vice-President Schroeder reported that approximately 300 MAN-TRA-CON students are currently being served in credit courses at the College. She stated that scheduling conflicts have been resolved, and many of the students will be graduating this spring.

I. Court Reporting/Captioning Program

Dr. Schroeder introduced Dr. Brenda Erickson and new faculty member Marilyn Haywood to report on the court reporting/captioning program, complimenting them on their hard work and expertise. Dr. Erickson stated that the two-year associate degree in court reporting is being expanded into a new area – realtime captioning. She asked Ms. Haywood to share information on this. Ms. Haywood defined realtime captioning, speaking specifically to the current demand for captioners who caption live television programs. She stated that this is a very demanding program, and the College must move forward in offering the this. There was discussion on a grant to help support this program. President Mees reported that, after an unsuccessful attempt to secure grant funding last year, a new attempt is being made to secure a grant this year. Dr. Erickson said the College's program is in its second year and yet to be certified. She noted several positive points regarding the program including the leadership and commitment of the College in assuming this program when SIU let it go. Dr. Erickson reported that the College is currently purchasing the on-line realtime captioning courses from West Kentucky Community College. She said that a full-time, tenure track position has been added in Office Technology to take this program forward. She stated that much

has been learned during these first two years. Dr. Erickson outlined the five goals of the program including grass roots support; further development of the curriculum; acquiring of wonderful new facilities through the new building project; moving forward with marketing, outreach, and scholarships; and working toward certified approval (accreditation) by CNRA. She stressed the need for continued help and support from the Board and the entire College community. Dr. Erickson stated that since the program is only in its second year, there are no graduates yet, but noted that she is already receiving calls from court districts wanting her to let them know when we have a graduate. Nine students are currently enrolled in the program. Vice-President McCormick asked if the new facilities will assist in the application for grant funding. Both Dr. Erickson and Ms. Haywood agreed this will be a definite asset.

J. Introduction of New Personnel

Dr. Schroeder introduced Toyin Fox, new director of educational programming, noting that Ms. Fox will be working with the high schools on the College Readiness grant, and will also be leading the College's diversity initiative.

Trustee David Hancock shared positive comments he had received in the community regarding the College's online courses.

K. Christmas Luncheon

President Mees stated that many positive comments were received about this year's Christmas Luncheon – especially regarding the Board members' involvement.

L. All-Logan Picnic

President Mees reminded the Board to mark their calendars for the All-Logan Picnic which will be held at 4:30 p.m. on May 1.

M. Awards Received by Vice-President Schroeder

President Mees reported that Julia Schroeder has been selected for one of the 2007 Instructional Leadership Awards by the National Council of Instructional Administrators. She will receive the award April 5 in Philadelphia. Dr. Mees reported that Dr. Schroeder has also received an Exemplary Leader Award from The Chair Academy, which she will receive April 3 in Denver.

N. ACCT Legislative Summit

President Mees showed the Board copies of the material those traveling to the ACCT Legislative Summit will be taking to share with legislators. He shared information on some of the scheduled events at the summit.

O. Update on Ethics Act Legislation

President Mees stated that a letter has been received from Attorney Robin Schwartz saying that the Inspector General had recently received a 20-day extension on the Appellate Court briefing. He said it is expected that it will be a year before the issue is settled. Dr. Mees said there is no word on the stay motion by the Inspector General at this time. Trustee Rendleman noted that legislation is being introduced again, which will hopefully clear this up.

P. Upcoming Events

President Mees reminded the Board of several upcoming events, including several Chamber of Commerce Annual Dinners. Dr. Mees stressed how much the chambers appreciate the College's support and attendance at these events. Trustee John Sanders commented on the great asset the Conference Center is to the College as a public relations tool. President Mees reported that from July 21 to December 21, the Conference Center hosted 8,063 people.

Q. Restoration of John A. Logan Statue

Trustee David Hancock asked about the restoration progress of the wood statue of General Logan on horseback. Vice-President McCormick reported that the statue is in the carpenter's shop and bad wood is being replaced. He stated that the statue restoration has received a great deal of public attention, and all three TV stations have asked to be notified when the statue is done and put in place inside the building. President Mees said the administration is open to suggestions as to what should be placed in the outdoor area previously occupied by the statue.

CONSENT AGENDA

A. Addendum to Joint Agreement with Illinois Eastern College District #529 (Appendix III)

President Mees recommended that the Board of Trustees approve revision of the College's Joint Agreement with Illinois Eastern College District #529 to add Industrial Quality Management to the list of educational programs into which Illinois Eastern Community College will accept students from the John A. Logan College district effective Spring semester 2008.

B. Revisions to Joint Agreement Program with Southwestern Illinois College District #522 (Appendix IV)

President Mees recommended that the Board of Trustees approve revisions to the College's Joint Agreement with Southwestern Illinois College District #522 as contained in Appendix IV.

C. Bid-College Catalog (Appendix V)

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for printing 10,000 copies of the College Catalog as submitted by P & P Press, Inc., of Peoria, Illinois, for an amount of \$9,416, and that the administration be authorized to make this purchase.

D. Bid – Echocardiology Vascular System (Appendix VI)

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for the lease of an echocardiology vascular system from Phillips Medical System N.A. Company of Andover, Massachusetts, in the amount of \$117,169.22, and that the Board authorize the Administration to enter into this lease of equipment for the diagnostic medical sonography program.

Jake Rendleman and Mike Hopkins 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 #16-2136)

OLD BUSINESS

A. Addition of New Board Policy #3370 – Personal Protective Equipment for Campus Safety Law Enforcement Officers (Appendix VII)

President Mees stated that at the November 27, 2007, meeting of the Board of Trustees, a proposed new Board Policy #3370 - Personal Protective Equipment for Campus Safety Law Enforcement Officers was presented to the Board for its consideration. Since no comments or concerns have been expressed, this policy is now being presented for Board action.

President Mees recommended and David Hancock and Jim Snider moved and seconded that the Board of Trustees approve the proposed new Board Policy #3370 – Personal Protective Equipment For Campus Safety Law Enforcement Officers as contained in Appendix VII, and that the administration be authorized to implement this policy immediately.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2137)

B. Revisions to Section 2000 of the Board Policy Manual (Appendix VIII)

President Mees stated that at the November 27, 2007, meeting of the Board of Trustees, proposed revisions to the 2000 Section of the Board Policy Manual were presented to the Board for consideration. No comments or concerns have been expressed regarding these proposed revisions, and these policies are now being presented to the Board of Trustees for action. A copy of the newly revised Section 2000 is included as Appendix VIII.

President Mees recommended and Jim Snider and John O’Keefe moved and seconded that the Board of Trustees approve the revisions to Section 2000 of the Board Policy Manual as included in Appendix VIII, and that the administration be authorized to implement these revisions immediately.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2138)

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.

Jim Snider 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 #16-2139)

The meeting was declared in closed session at 8:25 p.m.

The meeting was declared back in regular session at 9:43 p.m.

CLOSED SESSION MINUTES

John O'Keefe and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of November 27, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2140)

PERSONNEL

Operational Staff

President Mees recommended that Lori Johnson be ratified as a full-time, temporary, grade III secretary III at John A. Logan College effective January 14, 2008.

President Mees recommended that Heather Marks be ratified as a full-time, grade III early childhood assistant III at John A. Logan College effective December 3, 2007.

President Mees recommended that Betsy Hutton-Flamm be employed as a part-time, learning resources clerk II at John A. Logan College.

Maintenance/Building Staff

President Mees recommended that the Board of Trustees consider the retirement request of Robert L. Kent effective February 1, 2009.

Non-Teaching Professional Staff

President Mees recommended that the Board of Trustees consider the retirement request of E. Berniece McCormick effective April 30, 2008.

Full-Time Faculty

President Mees recommended that David A. Evans be ratified as a temporary, full-time, English instructor at John A. Logan College effective January 14, 2008.

Term Faculty

President Mees recommended that Michael Baggett be ratified as a part-time instructor of political science at John A. Logan College effective January 14, 2008.

President Mees recommended that Margaret Dunaway be ratified as a part-time instructor of education at John A. Logan College effective January 14, 2008.

President Mees recommended that Brian Field be ratified as a part-time instructor of mathematics at John A. Logan College effective January 14, 2008.

President Mees recommended that Jose Guajardo be ratified as a part-time instructor of art at John A. Logan College effective January 14, 2008.

President Mees recommended that Karen Hand be ratified as a part-time instructor of travel management at John A. Logan College effective January 14, 2008.

President Mees recommended that Sibyl Janello be ratified as a part-time instructor of business at John A. Logan College effective January 14, 2008.

President Mees recommended that Brandi Johnston be ratified as a part-time instructor of English at John A. Logan College effective January 14, 2008.

President Mees recommended that Charles Klayman be ratified as a part-time instructor of philosophy at John A. Logan College effective January 14, 2008.

President Mees recommended that Celena Lowes be ratified as a part-time instructor of medical assistant at John A. Logan College effective January 17, 2008.

President Mees recommended that Jamie Mills be ratified as a part-time instructor of music at John A. Logan College effective January 14, 2008.

President Mees recommended that Leon Niemoczynski be ratified as a part-time instructor of philosophy at John A. Logan College effective January 14, 2008.

President Mees recommended that Jeffery Reece be ratified as a part-time instructor of business at John A. Logan College effective January 14, 2008.

President Mees recommended that Mona Shehada be ratified as a part-time instructor of business at John A. Logan College effective January 14, 2008.

President Mees recommended that Gary Spoerre be ratified as a part-time instructor of construction management at John A. Logan College effective September 26, 2007.

President Mees recommended that Jeffrey Stewart be ratified as a part-time instructor of biology at John A. Logan College effective January 14, 2008.

President Mees recommended that Deanna Tacderas be ratified as a part-time instructor of medical assistant at John A. Logan College effective January 17, 2008.

President Mees recommended that Lori Ward be ratified as a part-time instructor of business at John A. Logan College effective January 14, 2008.

Continuing Education Staff

President Mees recommended that Iva Short be ratified as a cake decorating instructor at John A. Logan College effective January 22, 2008.

President Mees recommended that Tienne Kollars be employed as an oil painting instructor at John A. Logan College effective February 2, 2008.

Grant Personnel

President Mees recommended that Kim Baltzell be ratified as a part-time, grade III, early childhood assistant III at John A. Logan College.

President Mees recommended approval of the following volunteers for literacy:

Laura Aytes	Washington Malone	Susan Beltran
Emily Carson	Paulette Thorton	Brandy Minton
Jacob Clendenin	Vicki Short	James Allen
Michael Fritch	Sheridan Tolbert	Victoria Moore
Janet Homann	Leslie White	Frank Deutsch
John Lydon	Pat Lindner	Janaye Smith

John Sanders and Jim Snider moved and seconded that the Board of Trustees approve all personnel items on the agenda with the exception of action on the assistant coordinator of literacy position, which should be voted on separately.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2141)

Personnel Action on Assistant Coordinator of Literacy in Elkville/Du Quoin Area

David Hancock and Mike Hopkins moved and seconded that the Board of Trustees approve the termination of the person occupying the position of assistant coordinator of literacy in the Elkville/Du Quoin area.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2142)

ANNOUNCEMENTS

Trustee Jake Rendleman reminded the Board of the upcoming WYSE competition.

ADJOURNMENT

Jake Rendleman 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 #16-2143)

The meeting was duly adjourned.

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

Bill Kilquist, Chair

John O'Keefe, Secretary