

**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 February 2, 2009, commencing at 5:00 p.m. This meeting was rescheduled from the original date of January 27, 2009, due to weather.

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	–	absent for roll call
Jake Rendleman	–	present
David Hancock	–	absent
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 TAX LEVY HEARING, THE REGULAR NOVEMBER BOARD MEETING, AND THE SPECIAL BOARD MEETING**

The minutes of the November 25, 2008 tax levy hearing; the November 25 regular Board meeting; and the December 15, 2008 special Board meeting were previously distributed.

Jake Rendleman and Mike Hopkins moved and seconded the approval of the minutes of the regular meeting of the tax levy hearing of November 25, 2008; the regular Board meeting of November 25, 2008; and the special Board meeting of December 15, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2274)

**FINANCIAL REPORT (Appendix I)**

The financial reports for the periods ending October 31, 2008, and November 30, 2008, were previously mailed.

Jim Snider and John O’Keefe moved and seconded the approval of the financial reports for the periods ending October 31, 2008, and November 30, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2275)

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

The lists of accounts payable for the periods ending November 30, 2008, and December 31, 2008, were previously mailed.

Mike Hopkins and Jake Rendleman moved and seconded the approval of the lists of accounts payable for the periods ending November 30, 2008 and December 31, 2008.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2276)

## **RECOGNITION OF GUESTS**

None.

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

None.

Trustee John Sanders arrived at 5:15 p.m.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee John O'Keefe reported that the next ICCTA meeting will be held in Washington, DC, at the ACCT Legislative Summit. Lobby Day is scheduled for April 29, with ICCTA meetings on April 28.

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

No report.

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

Trustee Jake Rendleman reported that the JALC Foundation had met on January 20 and heard a report from President Mees on statewide funding issues and the impact on the College.

### **D. Association of Community College Trustees**

Trustee Jake Rendleman reported that the ACCT Legislative Summit will be next week in Washington, DC.

### **E. Hiring Committee**

President Mees stated that the Hiring Committee had not met recently, but a special committee had met with consultant John Washburn and a Human Resources Committee meeting will be held on Friday, February 6. The Board will receive a report on these meetings at a later date.

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

No report from the committee. Trustee Jake Rendleman reported that the Athletic Department had held successful fund raisers recently, including the baseball card show and the bowling tournament.

Mr. Rendleman complimented Steve O'Keefe and Robin Egelston on the excellent media guides.

**G. Developmental Education Committee**

Trustee John O'Keefe reported that a series of meetings have begun with feeder school boards, with the Marion School Board being the first to hear a presentation from the committee. He stated that the presentation went very well, and other meetings are in the process of being scheduled.

**H. Student Trustee**

Student Trustee Rachel Grasher reported that the WYSE academic challenge will be held on February 5; the pop-rock group *The Screaming Orphans* will perform at the College on February 13; the Women's Teen Conference will be held February 21; and the play *Smell of the Kill* directed by Steve Falcone, will be held on February 27 and 28. Ms. Grasher asked the Board how they wish to conduct the previously discussed meeting with the Student Senate members. In the discussion that followed, it was determined that the entire Board of Trustees would meet with the Student Senate at 6:30 p.m. prior to the next Board of Trustees meeting on February 24, 2009.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

Faculty Association Representative Mark Rogers expressed his appreciation on behalf of the faculty for the completion of a successful contract. He reported on the "Boxes for Baker" project whereby different departments are sending care packages each month to JALC's Tim Baker who is serving in the National Guard in Afghanistan. Mr. Rogers thanked President Mees for personally paying for the shipping costs. Board members were invited to participate in the project for Mr. Baker. Mr. Rogers added that the full-time faculty group would like to thank the maintenance and grounds crews for their wonderful job cleaning up after the ice and snow.

**B. Term Faculty Association Report**

No report.

**C. Logan Operational Staff Association Report (LOSA)**

Judi Pastori reported that all was well in the LOSA organization, and added that group's thanks to the maintenance staff for their excellent work clearing the campus parking lots and roadways.

President Mees stated that many comments had been received throughout the campus regarding the great job the maintenance staff did in getting the campus clear and safe after the winter storm.

**OFFICERS REPORTS**

**A. Thank You to Maintenance**

Vice-President for Business Services and College Facilities Brad McCormick also thanked the maintenance staff for their tremendous effort. He remarked that in a difficult situation such as the winter storm, division lines disappear and the staff works together as a team to get the job done.

**B. Employee Benefits Fair**

Vice-President McCormick reported on the upcoming Employee Benefits Fair planned for March 31. He distributed information on the event, and thanked Stacy Buckingham and Clay Brewer for working on this. He said a great deal of effort has been put in to giving employees access to information on every benefit available to them.

**C. Board Building Committee**

Vice-President McCormick reported that the drillers are finished with their work on the Communication Building, and work is beginning on the footings and foundation. He reported that Dr. Mees will be discussing a date for an open house for the Community Health Education Complex addition. He noted that the change order on the CHEC (which was budgeted for 10%) was only 1.04% for this part of the project – approximately \$340,000 under what is normally budgeted for change orders.

**D. Sustainability Network**

Mr. McCormick stated he had attended a meeting in Washington, DC recently on the Illinois Community College Sustainability Network. He noted that John A. Logan College was one of the first colleges to participate. The network has come up with a standardized format for submitting projects, and four projects have been submitted in hopes of receiving stimulus money.

Vice-President McCormick reported that the roof of the grounds maintenance shed had collapsed during the recent ice/snow storm, and the building will have to be rebuilt. He stated there will be some assistance from insurance, and added that we will attempt to make the rebuilding “green” which will hopefully get us more assistance for this project. Other projects submitted as green projects include the OFC building (geo-thermal energy savings), the pervious parking lot, and an outdoor education facility.

**E. Board Policy Committee/Campus Safety Committee/and Board Finance Committee**

Vice-President McCormick reported the Board Policy Committee continues to make progress, and has a meeting scheduled for the following day. A Campus Safety Committee meeting will also be held the next day, and the Board Finance Committee will meet at 6:00 p.m. on February 24, prior to the Board meeting.

**F. Introduction of New Coordinator of Media Relations and Sports Information**

Vice-President for Administration Tim Daugherty introduced John Homan, new coordinator of media relations and sports information.

**G. Spring Semester Enrollment Report**

Vice-President Daugherty reported that prior to the beginning of the semester, there were concerns that the number of Maytag and TUMS students who had graduated might mean a decrease in spring enrollment figures. He stated that figures show eight more students enrolled than last spring. The total of 6,287 represents the highest spring enrollment in the College’s history. Dr. Daugherty distributed charts showing enrollment and credit hour trends since 1982. He also distributed information on Workforce Education enrollment.

**H. Higher Learning Commission Follow-Up Survey**

Dr. Daugherty distributed copies of the Higher Learning Commission Follow-up Survey to the Board of Trustees and invited them to participate in filling out a survey form.

**I. Financial Aid Update**

Vice-President Daugherty reviewed adjustments made in the financial aid processes for spring semester. He outlined a project which sets aside dollars for students who need to access money on a more timely basis. Dr. Daugherty stated the Business Office has worked diligently with the Financial Aid Office to make this project work. The project appears to be working well, and the goal is to move financial aid payments earlier in the semester. For spring, the payment date has been moved back to seven weeks into the semester, and the goal for fall semester is to move the payment date back to four weeks into the semester. He noted that we are also being mindful of liability issues. Dr. Daugherty explained another procedure being implemented whereby students owing previous tuition and fees can re-enter the College while re-paying the amount owed as a part of their current balance. He stated that the bookstore, the Foundation, the Business Office, and Financial Aid Office are working together to streamline the book voucher system. He feels all of these efforts will improve the College's services and result in improved retention of students.

**J. Update on Man-Tra-Con**

Vice-President for Instruction Julia Schroeder reported that over 100 Man-Tra-Con students are enrolled for spring semester, noting that not all of these students are sponsored with federal dollars. She noted that a few students who have already graduated returned to school this semester because they could not find a job.

**K. Online Instruction**

Vice-President Schroeder reported that online instruction shows a 24.2% increase from fall semester with 2,037 students enrolled in online classes. This is a 77.5% increase from last spring. Dr. Schroeder stated the program is strong and additional online courses are being developed. She reported a committee is in place to assess the courses, their quality and retention.

**L. Presidents' Council**

President Robert Mees reported that he attended a Presidents' Council meeting in Springfield on January 23. The Council had a joint meeting with the Chief Academic Officers on January 22. Judy Erwin, executive director of IBHE, attended the meeting on the 22<sup>nd</sup>. Dr. Mees reported the Presidents' Council is working with the ICCTA on a public relations/marketing push. He said a press conference will be held in Springfield soon, and efforts will be made throughout the state to publicize the importance of community colleges and the need for increased funding.

Dr. Mees reported that he, Phil Minnis, and Darren Pulley gave a report at the IBHE meeting on how community colleges are meeting the needs of workforce/economic development in the state. The Powerpoint presentation was placed on the IBHE web site.

**M. Need for Changing April Board Meeting Date**

President Mees informed the Board that ICCTA meetings have been scheduled for April 28 and Lobby Day has been scheduled for April 29. He noted that this will conflict with the regularly scheduled board meeting date of April 28. There was discussion with the Board members regarding a

possible date to reschedule that meeting. April 30 was discussed as a possible date. Dr. Mees stated that an item will be placed on the February board agenda for action on changing the date.

**N. Open House for Community Health Education Complex Addition**

There was discussion on plans for an open house and tours for the Community Health Education Complex addition. Jerry Bechtel was present, and spoke to the Board regarding the center. He stressed the importance of somehow tying the event to registering students. Several potential dates and times were discussed. Dr. Mees asked those present to give some thought to the best date so a decision can be made soon.

**CONSENT AGENDA**

**A. Bid–Aerobic Center Equipment (Appendix III)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for aerobic center equipment as submitted by OrthoTech Sports Medical Equipment of Collinsville, Illinois, for an amount of \$50,148.05, and that the administration be authorized to make this purchase.

**B. Intent to Re-Bid the College Bookstore**

President Mees recommended that the Board of Trustees approve the request for the issuance of Request For Proposals for intention of rebidding the College's bookstore, and that the administration be authorized to proceed with this project.

**C. Residential Construction Management Curriculum (Appendix IV)**

President Mees recommended that the Board of Trustees approve the proposed Associate in Science Degree in Residential Construction Management Curriculum effective fall semester 2009.

Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees approve all items on the consent agenda as recommended.

Trustee John Sanders asked if Mr. Bechtel could inform the Board on the types of equipment included in Item A. Mr. Bechtel addressed the Board and gave them updated information on the use of the Community Health Education Complex and an overview of the equipment. Trustee John Sanders asked if there is a possibility of sponsorships for equipment purchases such as these. There was agreement that this could be looked into.

Vice-President McCormick stated that if the Board is in agreement to purchase the equipment in Item A, he would request that, given the current financial circumstances, this equipment purchase be made out of construction funds instead of operating funds. President Mees agreed with Mr. McCormick's request.

Jake Rendleman and John O'Keefe amended their original motion and second to state that the Board of Trustees approve all items on the consent agenda as recommended, and that the payment for the aerobic center equipment purchase in Item A be taken from construction funds instead of operating funds.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2277)

**OLD BUSINESS**

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

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading at the November 25, 2008, Board meeting:

Board Policy #7230 - Conduct Regulations  
Board Policy #7410 - Traffic and Parking Regulations

Copies of the proposed revisions may be found in Appendix V. President Mees said these policies are now being presented to the Board of Trustees for final action.

President Mees recommended and Jim Snider and John O'Keefe moved and seconded that the Board of Trustees approve revisions to Board Policy #7230 - Conduct Regulations and Board Policy #7410 - Traffic and Parking Regulations as contained in Appendix V.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2278)

**NEW BUSINESS**

**A. The Plan for FY 2010 (Appendix VI)**

President Mees remarked that this is the earliest The Plan has ever been brought to the Board of Trustees and complimented Dr. Daugherty and his staff for their excellent efforts. He noted that The Plan ties into both the Strategic Plan and the budgeting process. Dr. Daugherty stated there had been a tremendous amount of cooperation from all campus groups involved in putting together the planning document. Trustee Rendleman stressed that this document is a plan and not actual policy.

President Mees recommended and Jake Rendleman and Mike Hopkins moved and seconded that the Board of Trustees approve The Plan for FY 2010 as a planning guide for John A. Logan College, and that the administration be authorized to utilize The Plan with component units of the College for planning purposes for 2009-2010.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2279)

**B. Revision to Board Policies (Appendix VII) (NO ACTION)**

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading:

Board Policy #5285	Life Insurance
Board Policy #7210	Facility Policy
Board Policy #7220	Operational Hours of the College
Board Policy #7240	Disposal of Surplus Equipment
Board Policy #8510	Board Scholarships

It was noted that copies of the proposed revisions may be found in Appendix VII. 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 February 24 meeting of the Board.

**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 and pending litigation, and that he would appreciate Board action and a roll call vote to that effect.

Jake Rendleman and Jim Snider moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-2280)

The meeting was declared in closed session at 6:00 p.m.

The meeting was declared back in regular session at 7:25 p.m.

### **CLOSED SESSION MINUTES**

Mike Hopkins and John O'Keefe moved and seconded that the Board of Trustees approve the content of the closed session minutes of November 25, 2008, and December 15, 2008, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2281)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended employment of Carol Ferrari as a full-time, grade III, learning lab specialist III at John A. Logan College effective February 16, 2009.

President Mees recommended employment of Deana Smith as a full-time, grade IV, secretary IV (Community Health Education Complex) effective March 2, 2009.

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

President Mees recommended employment of Jack Legan as a full-time, Teamsters, grounds maintenance staff member effective March 2, 2009.

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

President Mees recommended the appointment of volunteers David Kenney, Debbie Metro, Jan Muhammad, Gene Parks, Brian Rick, Mary Rogers, Steven Stubblefield, Terri Szczepanski, Bart Trescott, Deborah Ward, and Mary Wright for Literacy.

President Mees recommended the Board of Trustees approve Stacy Holloway as interim executive director of the John A. Logan College Foundation.

President Mees recommended the Board of Trustees consider the retirement request of Thomas L. Horn effective June 30, 2010.

#### **Term Faculty**

President Mees recommended that Jie Cheng be ratified as a part-time instructor of physical science



effective January 12, 2009.

President Mees recommended that Dave Edgington be ratified as a part-time instructor of electronics effective January 12, 2009.

President Mees recommended that Kathy Faulkner be ratified as a part-time instructor of physical education effective January 12, 2009.

President Mees recommended that David Ing be ratified as a part-time instructor of biology effective January 12, 2009.

### **Continuing Education Staff**

President Mees recommended that Sonnet Johnston be ratified as a real estate instructor at John A. Logan College effective January 22, 2009.

President Mees recommended that Sarah McQuarrie be ratified as a French for beginners instructor at John A. Logan College effective January 22, 2009.

### **Grant Personnel**

President Mees recommended the employment of Jennifer Rose as a full-time, grade II, grant, advisor/counselor effective February 18, 2009.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2282)

### **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 #16-2283)

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