

**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 April 18, 2006, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Don Brewer.

The chair directed the recording secretary to call the roll:

|                |   |                      |
|----------------|---|----------------------|
| John Sanders   | – | present              |
| Carol Farner   | – | present              |
| John O’Keefe   | – | absent for roll call |
| Jake Rendleman | – | present              |
| David Hancock  | – | present              |
| Bill Kilquist  | – | present              |
| Matthew Todd   | – | present              |
| Don Brewer     | – | present              |

Also present were: Robert L. Mees, President; Larry Peterson, Vice-President for Administration; J. P. Barrington, Vice-President for Business Services; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Steve O’Keefe, Director for Communications and Marketing; Shannon Woodworth, Facilitator for Media Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; other College personnel and reporters.

**MARCH BOARD MINUTES**

The minutes of the regular meeting of March 27, 2006, were previously distributed.

Jake Rendleman and Carol Farner moved and seconded the approval of the minutes of the regular meeting of March 27, 2006.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-1897)

**FINANCIAL REPORT (APPENDIX I)**

The financial report for the period ending February 28, 2006, was previously mailed.

Jake Rendleman and Carol Farner moved and seconded the approval of the financial report for the period ending February 28, 2006.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-1898)

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

The list of accounts payable for the period ending March 31, 2006, was previously mailed.

David Hancock and Jake Rendleman moved and seconded the approval of the list of accounts payable for the period ending March 31, 2006.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-1899)

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

None.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee Jake Rendleman reported that the ICCTA Annual Convention will be held in Springfield June 9 and 10. He said that the sophomore seminars will be held at that time, and the awards banquet will be on Friday evening. Mr. Rendleman reported that Board Chair Don Brewer will be receiving an award for his distinction as the longest-serving trustee in the state.

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

Trustee Rendleman reported that the Southeast Region Trustees had met at John A. Logan College the previous evening. He stated that there was good attendance from all four colleges. He noted that Trustee John O'Keefe is the chair of SERT. Mr. Rendleman reported that Mike Monaghan, executive director of ICCTA, presented the program on the state budget and legislation pertinent to community colleges.

Trustee Carol Farner stated that the meeting was very worthwhile. She said that while the budget news did not look good for southern Illinois, Mr. Monaghan did a good job presenting the information. She briefly discussed some of her concerns for the public schools as well as community colleges.

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

Trustee David Hancock reported that for the 2006-2007 academic year, the John A. Logan College Foundation endowment has provided \$118,000 for student scholarships, and \$28,000 for other student assistance. He said the \$118,000 will provide at least 122 scholarships, with an average value of \$967. Mr. Hancock said that scholarship applications are currently being passed out to the high schools. He said that the Foundation gave out approximately 600 scholarships last year. Trustee Rendleman added that the overall condition of the Foundation is up over \$265,000 over last year, thanks to profitable investment returns. He reported that April 29 will be the Annual Benefit event, and the annual golf tournament will be June 23.

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

Mr. Rendleman reported that the Association of Community College Trustees will hold its annual convention in Orlando in October.

#### **E. Hiring Committee**

Chair of the Hiring Committee David Hancock stated that the hiring committee has received good responses. He said the committee has met with the faculty and has also received several responses from employees college-wide which have been reviewed. Mr. Hancock said the next meeting of the Hiring Committee will involve representatives from all employee groups on campus and will take place on May 3. He stated that when the committee receives input from all groups, they will begin looking at possible recommendations to make to the Board.

Hiring Committee member John Sanders remarked that Mr. Hancock has put a tremendous amount of time into this, and added that the committee has been inundated with information from employees, information from legal counsel, and information from the administration. He said that he feels the employees very much appreciate the Board forming a committee to look into this. Mr. Sanders said that when the committee is finished collecting information, they will be seeking guidance from the rest of the Board as to what to do with the information.

Board Chair Don Brewer expressed his appreciation to Mr. Sanders and Mr. Hancock, as well as the administrators serving on the committee, for their efforts.

President Mees stated that a great deal of time was spent at the last meeting working on a flow-chart for hiring practices, led by Trustee Sanders. He said that Vice-President for Administration Larry Peterson will be preparing flow-charts for each area, outlining the steps involved in the hiring processes. Trustee Sanders elaborated on the need for these flow charts to clarify the hiring procedures and to assist the committee and the Board in evaluating those processes.

#### **F. Student Trustee**

Board Chair Don Brewer welcomed the new student trustee, Matthew Todd.

Student Trustee Todd stated that the War on Terrorism debate recently held on campus had an excellent turnout. The event was sponsored by the Political Science Club.

Board Chair Don Brewer made the following committee appointments: Trustees Carol Farner and Jake Rendleman to serve on the Steering Committee for the “Logan at 50...” strategic planning effort; and Trustees David Hancock and Bill Kilquist to serve on the Community and Governmental Relations Committee for the strategic plan.

### **GROUP/ASSOCIATION REPORTS**

#### **A. Faculty Association**

Political science instructor Jane Bryant reported for the Faculty association in the absence of Tim Baker. Ms. Bryant reported that the Faculty Association will be holding officer elections on Thursday and Friday of the current week. She stated that Tim Baker will report on those results at the next Board meeting.

#### **B. Term Faculty Association**

Term Faculty Association representative John Montague reported that many positive comments had been received from that group about working with Dr. Schroeder’s office, and stated that their group

had received the good news that they will be able to fund another scholarship through the John A. Logan College Foundation for another year.

**C. Operational Staff Association**

Logan Operational Staff Association representative Judi Pastori reported that LOSA's executive committee met this week and held a lengthy discussion regarding the Hiring Committee. She stated that the group is hopeful about this committee's efforts, and added that the committee should have received several responses from the operational staff.

**OFFICERS REPORTS**

**A. Construction Projects**

Vice-President for Business Services J. P. Barrington reported that the Title III renovation is going very slowly. He said that a construction meeting is scheduled for this week, and that he will continue to push toward getting this project completed.

Mr. Barrington reported that the conduit for lighting on the north parking lot has been put in place, the light bases have been poured, and the project is expected to progress quickly, weather permitting.

Vice-President Barrington stated that he will be bringing some electrical panel replacement bids to the Board at the next meeting. He noted that these were approved in an earlier Protection, Health, and Safety project. He said that some fire alarm upgrades will also be brought to the Board at the May meeting.

**B. Health Insurance Committee**

Vice-President Barrington reported that a Health Insurance Committee meeting was held that day with representatives from all the employee groups. He said that some tentative rates have been received from the Local Government Health Plan, but no action was taken today. Mr. Barrington said the committee will meet again next Tuesday to come up with a recommendation which will be presented at the May Board meeting.

Trustee John Sanders asked if this insurance will be put out for bid. Mr. Barrington stated that the committee is looking at the carrier that we currently have through LGHP in Springfield.

**C. Fountain Repairs**

Mr. Barrington reported that a motor has malfunctioned in the fountain in the pond. He said that this has been sent in for repair, and expects the repairs to be done and the fountain functioning within approximately ten days. He also noted that the winds had blown away the tulip blooms, and that grounds staff plan to plant geraniums next week.

**D. Job Fair**

Vice-President Larry Peterson stated that this year's Job Fair was a tremendous success and introduced Director of Placement Lisa Hudgens who spoke to the Board about this event. Ms. Hudgens stated that this year's fair was the eleventh, adding that the first was held in November of 1995. She reported that the fair started with only 35 employers, and that this year's fair saw 65 employers participating with 562 attendees. Ms. Hudgens related some success stories from this

year's fair and distributed a handout to the Board. Ms. Hudgens expressed her appreciation to the Board and administration for the support she receives. She thanked Steve O'Keefe and Shannon Woodworth for their efforts in developing the public relations materials.

#### **E. Upcoming Events**

Vice-President for Administration Larry Peterson reported on upcoming events at the College – High School Junior Awards on May 3, Honors Night on May 8, and the 37<sup>th</sup> Commencement on May 12. He reported that 715 students have applied for graduation, and that 248 have indicated they will go through the ceremony. He added that the Athletic Department Fish Fry will be held on May 18 at the Carbondale Elks.

#### **F. Electronic Catalog**

Vice-President for Instruction Julia Schroeder stated that she and Dr. Mees had appointed a committee to address the College's home page and the College Catalog last year. She said that one of the recommendations of this committee was to change the name of the College Bulletin to "College Catalog." She distributed a copy of the most recent catalog to the Board. Dr. Schroeder said that this committee has completed many wonderful assignments, and exemplify the spirit of cooperation among the divisions. Dr. Schroeder stated that Rebecca Borgsmiller is the chair of this committee, as well as chair of the apportionment committee, and complimented Ms. Borgsmiller on the excellent job she does. She turned the floor over to Ms. Borgsmiller. Ms. Borgsmiller stated that she is pleased to report that the College catalog is now online on the College's home page. She stated that the new webmaster, Phillip Lane, has been very instrumental in this process. She also introduced Word Processing Director Cindy Johnson and thanked her and her staff for their work in getting the catalog in the proper format to upload to the webmaster. Ms. Borgsmiller introduced other committee members – Steve O'Keefe, Terry Crain, Robin Pauls, Brenda Erickson, Keith Kendrick, Perry Knop, Sheryl Bleyer, Tom Bell, and Tom McGinnis. Ms. Borgsmiller stated that a future goal is to continue to significantly reduce the number of printed copies of the College Catalog, and go strictly to the online catalog. She said the next goal of the committee is to improve the home pages for each department, standardize the way the pages look, and add links to course descriptions. She added that Phillip Lane is already working on this and hopes to have a demonstration for the next College Council meeting.

Ms. Borgsmiller turned the floor over to Webmaster Phillip Lane who gave the Board a demonstration on how to access and navigate the College Catalog online. He stated that the great advantage of the online version of the Catalog, is that advisors/students can access the latest, most current information. Ms. Borgsmiller added that College Council and Curriculum and Instruction Committee meetings are held monthly during the academic year and noted that once a program has been approved by these groups and the state, a letter will go to Word Processing to update the information online.

#### **G. Political Science Student Activities**

Vice-President Schroeder introduced Political Science instructor Jane Bryant, stating that she is at the cutting edge of establishing wonderful forums for students. She stated that the first ever public debate between the Republicans and Democrats was held that day, and the attendance was "standing-room only."

Ms. Bryant distributed a handout to the Board and gave an overview of all that is going on in the political science arena. She stated that she is the sponsor for the Political Science Club, and also

works closely with Lloyd Burtch, faculty sponsor for the College Republicans, and Perry Knop, faculty sponsor for the College Democrats. She shared plans for future events, including a candidate forum in the fall and a voter registration drive. She also announced that she has applied for a grant through the Illinois Humanities Council that would provide funds to bring Dr. Jeffrey White to campus in September to speak about the “whistleblowing” aspect of government. He was the subject of the movie *The Insider* about whistleblowing on the tobacco industry. Ms. Bryant also noted that the club brought Congressman Jerry Costello to campus earlier this spring. She stressed the importance of mentoring the students through clubs and helping students secure awards. She gave some examples of students she has assisted. Ms. Bryant said that last fall we were told that the government was requiring all schools that receive federal funding to have a “Constitution Day” celebration. She stated that her department turned that day into a week-long celebration which included playing Constitution Jeopardy in classes, distributing copies of the Constitution and Constitution pencils, showing movies dealing with the Constitution, and conducting writing and art contests. Ms. Bryant stated that through the Title III grant, she has received a grant which she will implement in the fall by simulating governing activities each week with the students. She said this will be an experiment because she will not do this in all her classes, and will compare the levels of learning and student attitudes about government at the end of the semester. She noted various speakers that she has brought in for her classes. Ms. Bryant stated that she will be presenting some original research in Chicago the next weekend that was sparked by the College’s Assessment Initiative. She noted that she is very excited about the Assessment Initiative, and gave details about her research and plans to use it for further assessment and in her dissertation.

Trustee Carol Farner stated her appreciation for Ms. Bryant’s enthusiasm and what she is doing for the students.

Trustee John O’Keefe arrived at 7:50 p.m.

## **H. Calendar Events**

Vice-President Schroeder reminded the Board of the Retirement Reception to be held on May 15 at 11:30 a.m. She also announced that she and Dr. Peterson are working together on a Diversity Conference, which will feature a nationally known speaker from the League of Innovations, on June 27. She said the Board will be receiving an invitation to this event. She noted that this will actually be a partnership event with SICCM.

## **I. Lobby Day/State Budget**

President Mees reported that the evening prior to Lobby Day, he and Trustee David Hancock had dinner with Representative Mike Bost, and Senators Dave Luechtefeld and Gary Forby. He said that this was very valuable lobbying time and a nice evening. Dr. Mees reported that on Lobby Day, Trustees Carol Farner and Jake Rendleman joined him in visiting with the legislators. He stated that at that point, everything looked good. Two days later, however, Dr. Mees stated that the Governor and leaders failed to come together on a budget. He said the 1.9 percent increase for community colleges is not looking good at this point, and that we are possibly looking at level funding again this coming year. Dr. Mees stated that hopefully this will turn around in the future.

Dr. Mees noted that, on the federal level, a slight increase of 2.3 percent in Perkins is tentative for the coming year. He stated that Perkins funding is very important to the College, and hopes this will happen. Dr. Mees said he feels this can be attributed to effective lobbying by the Illinois community colleges in Washington.

## **H. Higher Learning Commission**

President Mees stated that the Higher Learning Commission site visit is scheduled for next spring. He said that the HLC Liaison John Taylor will be at the College on May 17 and 18, and plans to spend the 18<sup>th</sup> on campus with administration and chairs of various committees giving an idea of what to expect next spring. Dr. Mees said that a good group from the College attended several sessions at the recent HLC Conference in Chicago.

## **CONSENT AGENDA**

### **A. Repayment of Inter-Fund Loans**

President Mees recommended that the Board of Trustees approve inter-fund loan repayments during the 2005-2006 budget year to the Working Cash Fund from the Trust and Agency Fund in the amount of \$50,000, and from the Liability, Protection and Settlement Fund in the amount of \$250,000.

### **B. Bid – Cleaning Services for Alongi and West Frankfort Extension Centers (Appendix III)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications from Starshine Cleaning and Maintenance, Herrin, IL, in the amount of \$25,640.04, for cleaning the Alongi Du Quoin and West Frankfort Extension Centers effective July, 1, 2006, through June 30, 2007; and that the Board authorize the administration to issue a purchase order for these cleaning services.

### **C. Bid–Gym Floor Covering System (Appendix IV)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for the purchase of the gymnasium floor covering system in the amount of \$14,938, from Covermaster, Inc., of Rexdale, Ontario, Canada; and that the administration be authorized to make this purchase.

### **D. Bid–Title III LRC Office & Conference Furniture (Appendix V)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for the purchase of the Title III LRC office and conference room furniture in the amount of \$8,896 from Tri-State Business Equipment, Inc., of Harrisburg, IL; and that the administration be authorized to make this purchase using Title III Remodel Grant funds.

Trustee Jake Rendleman asked about the bids, noting that a couple were very close. Vice-President Barrington stated that the department has indicated that they did specify a specific stock number, and upon review, the recommended bidder does meet the specifications.

### **E. Bid–Painting Exterior Handrails, Doors & Frames (Appendix VI)**

President Mees stated that bid specifications were prepared and advertised according to board policy for cleaning, preparing, priming, as needed, and painting exterior handrails, doors and frames. The results of those bids are in Attachment VI. President Mees recommended that the Board of Trustees reject all bids due to the cost being over the budgeted amount for this project.

Trustee Rendleman asked how low the bids would have to be in order to be considered. Vice-President Barrington said that the anticipated budget for the project was estimated at between \$12,000 and \$13,000. He said that it will be more economical to do the painting with College staff.

**F. Bids - Audio/Visual Equipment for Seven Smart Classrooms (Appendix VII)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for audio/visual equipment for 7 Smart Classrooms as submitted by CIM Audio Visual of Evansville, Indiana, for an amount of \$55,436.95 to be purchased with Title III Grant funds; and that the administration be authorized to make this purchase.

**G. Purchase of Academic Software (Appendix VIII)**

President Mees recommended that the Board of Trustees approve the purchase of MacroMedia Dreamweaver 8.0 academic software from Insight of Bloomingdale, Illinois, for an amount of \$11,211; and that the administration be authorized to make this purchase for use by instructional services in teaching web-page design courses.

**H. Long Distance Telephone Service (Appendix IX)**

President Mees recommended that the Board of Trustees authorize the administration to enter into a three-year agreement with Qwest to provide long distance telephone service to the College at an average rate of 3.83 cents per minute.

**I. Purchase of Virtual IV Computer/Software/Module for Nursing**

President Mees recommended that the Board of Trustees approve the purchase of Virtual IV equipment/software for use in the College's nursing program for the amount of \$12,530.00, from Laerdal Medical Corporation, and that the administration be authorized to make this purchase from Perkins Grant funds.

**J. Pell Grant Book Vouchers for Spring 2006 Semester**

President Mees recommended that the Board of Trustees approve payment to 710 Bookstore in the amount of \$268,946.05 for textbooks issued to Pell Grant students, and that the administration be authorized to make this payment.

Jake Rendleman and David Hancock 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 #16-1900)

**CLOSED SESSION**

Board Chair Don Brewer stated that it is desirable to hold a closed session at this time to discuss 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.

John O'Keefe and Jake Rendleman 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 #16-1901)

The meeting was declared in closed session at 8:00 p.m.

The meeting was declared back in regular session at 9:35 p.m.

### **CLOSED SESSION MINUTES**

Jake Rendleman and Carol Farner moved and seconded that the Board of Trustees approve the content of the closed session minutes of March 27, 2006, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-1902)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended that Cindy Kohl be employed for the position of full-time, grade IV, secretary IV, at John A. Logan College effective April 18, 2006.

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

President Mees recommended that Adrienne Barkley Giffin be employed for the position of full-time, grade III, director of activities and cultural events at John A. Logan College effective April 18, 2006.

#### **Full-Time Faculty**

President Mees recommended the academic rank of assistant professor for John A. Logan College political science instructor Jane Bryant.

President Mees recommended the academic rank of professor for anthropology/sociology instructor Richard Deutsch.

#### **Term Faculty**

President Mees recommended that April Poole be employed as a part-time instructor of dental hygiene at John A. Logan College effective June 1, 2006.

#### **Continuing Education Staff**

President Mees recommended that David Bridgewater be employed as a part-time instructor of doll-making in porcelain at John A. Logan College effective June 12, 2006.

President Mees recommended that Andrew Edelen be ratified as a part-time instructor of astronomy at John A. Logan College effective February 8, 2006.

President Mees recommended that Joanne Long be employed as a part-time instructor of fiddling at John A. Logan College effective June 12, 2006.

### **Grant Personnel**

President Mees recommended that Lisa Nagle be employed as a full-time, grade III, secretary III, at John A. Logan College effective May 8, 2006.

David Hancock and Carol Farner moved and seconded that all personnel items be approved as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-1903)

### **ANNOUNCEMENTS**

Trustee John O'Keefe questioned why the bronze plaques that were created for the wooden statue at the College's west entrance had not been displayed. Vice-President Barrington stated that a decision was never made on where the plaques should be mounted, adding that there are three of them and they are quite large. Dr. O'Keefe stated that two years had gone by, and that one or all of them should be put up. After some discussion, Board Chair Don Brewer appointed a committee of Trustees John O'Keefe and David Hancock to work with Vice-President Barrington and his staff to get the plaques properly mounted.

### **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 #16-1904)

The meeting was duly adjourned.

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

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Don Brewer, Chair

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Bill Kilquist, Secretary