

**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 May 22, 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; J. P. Barrington, Vice-President for Business Services; 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; Shannon Woodworth, Facilitator for Media Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; other College personnel, citizens, and media representatives.

**MINUTES OF REGULAR APRIL BOARD MEETING AND ORGANIZATIONAL MEEETING**

The minutes of the regular meeting of April 30, 2007, and the organizational meeting of May 14, 2007, were previously distributed.

John O’Keefe and David Hancock moved and seconded the approval of the minutes of the regular meeting of April 30, 2007, and the organizational meeting of May 14, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2050)

**FINANCIAL REPORT (Appendix I)**

The financial report for the period ending March 31, 2007, was previously mailed.

Jake Rendleman and Mike Hopkins moved and seconded approval of the financial report for the period ending March 31, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2051)

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

The list of accounts payable for the period ending April 30, 2007, was previously mailed.

John O'Keefe and David Hancock moved and seconded the approval of the list of accounts payable for the period ending April 30, 2007.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2052)

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

None.

## **APPOINTMENT OF BOARD COMMITTEES BY BOARD CHAIR (Appendix III)**

Board Chair Bill Kilquist distributed a listing of committee assignments for a two-year term through 2009. The list of assignments is included as Appendix III.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee John O'Keefe reported that the ICCTA Annual Convention will be held in Chicago on June 8 and 9. He noted that the Outstanding Faculty Member Award, the Pacesetter Award, and the Distinguished Alumnus Award nominees will be honored at the annual awards banquet. Trustee Jake Rendleman announced that since he is the trustee representative to the Illinois Community College Board, the ICCTA plans to make him a member of its Executive Committee.

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

Trustee O'Keefe stated that there is nothing new to report on the Southeastern Region Trustees. He noted that Southeastern Illinois College will be taking over the meetings and will probably schedule one in the fall. He explained that the four colleges in the southeastern region rotate the responsibility of holding the meetings in two-year terms.

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

Trustee Jake Rendleman stated that the search process is underway for selection of a new executive director for the John A. Logan College Foundation. Dr. Mees stated that the search committee orientation meeting is scheduled for the following Thursday.

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

Trustee Jake Rendleman reminded the Board of the ACCT Convention in San Diego in September. Dr. Mees encouraged trustees interested in attending to let his office know right away.

### **E. Hiring Committee**

Trustee David Hancock stated that a Hiring Committee meeting will be held within the next few weeks.

**F. Athletics Advisory Committee**

Board Chair Kilquist noted that he and Jake Rendleman are the board's representatives to the Athletics Advisory Committee, and that Don Brewer and Herman Williams are citizen advisory members. He stated that the new committee will be meeting in the near future and will bring a report back to the Board. Mr. Rendleman reported that the annual fish fry fund raiser was very successful and well attended.

**G. Student Trustee**

Student Trustee Matthew Todd reported that a student issues questionnaire had been distributed, and stated that he will report on the results at the next Board meeting.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

No report.

**B. Term Faculty Association Report**

No report.

**C. Logan Operational Staff Association Report**

LOSA Representative JaDean Towle informed the Board that LOSA President Rebecca Dycus has accepted a position at SIU, and will no longer be president of the organization. She reported that Judi Pastori will replace Ms. Dycus as president for the remainder of the term. Ms. Towle welcomed new Vice-President for Business Services and College Facilities Brad McCormick, and said the organization is looking forward to working with him. She updated the Board on the health condition of two LOSA members who are terminally ill.

**OFFICERS REPORTS**

**A. Construction Projects**

Vice-President for Business Services J. P. Barrington reported that protection, health, and safety work to replace sewer pipe, greasetraps, and lift stations is expected to be completed in early July.

**B. Board Building Committee**

Vice-President Barrington reported that the Building Committee has met with the architectural firm that was the Board's top choice and reached an agreement on cost figures for professional fees, reimbursables, and some insurance issues. He stated that this will now be turned over to legal counsel for preparation of the necessary legal documents to get the project underway. It was noted that the cost figures were better than what was expected (6.15 percent of construction cost).

**C. Summer Enrollment**

Vice-President for Administration Larry Peterson reported that summer enrollment figures are slightly ahead of last year at this time. More information will be available at the June Board meeting.

He added that fall figures are slightly down from this time last year, but it is still very early to assess those figures.

**D. ASE Recognition Ceremony**

Vice-President Peterson announced that the Adult Secondary Education Program will hold its annual recognition ceremony on May 25, adding that this is a very rewarding experience and encouraged the Board to attend if possible. Dr. Peterson stated that these students are now furnished with caps and gown for their ceremony which means a great deal to them and their families.

**E. Leader Among Us**

Dr. Peterson introduced Darren Pulley and congratulated him on being named a “Leader Among Us” at the *Southern Business Journal’s* Leadership Breakfast.

**F. Logan Days**

Dr. Peterson distributed some news articles on Logan Days in Murphysboro and General Logan’s part in establishing Memorial Day.

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

Vice-President for Instruction Julia Schroeder reported that a number of MAN-TRA-CON students are registering for summer. She noted that these students must take six hours in order to be considered full-time, and this should help increase summer enrollment figures considerably. Dr. Schroeder stated that another job fair was held recently in Du Quoin and asked committee member Darren Pulley to make comments. Mr. Pulley stated that almost 500 laid-off workers attended, and 36 businesses participated. He said surveys are being completed that will show how many people actually got jobs as a result of this effort. Dr. Schroeder distributed a brochure produced by MAN-TRA-CON for the dislocated workers.

**H. Assessment Academy Team**

Vice-President Schroeder reported that, as a part of the accreditation process, the College has been accepted into the Assessment Academy. The College’s team has representatives from throughout the College. Dr. Schroeder stated that there are two focuses of the academy: to complete the cycle of assessment that has been in place on campus over the past ten years and to drive infused student learning throughout the institution.

**I. Executive Director of Foundation Search**

President Mees reported that the search committee for the executive director of the John A. Logan College Foundation hopes to have a recommendation to bring to the Board at its June meeting. He stated that seven applications were received, and noted that the pool was fairly small because a masters degree and foundation experience were required.

**J. Herrin Festa Italiana**

President Mees stated that 27 people from the College will attend the Mayor’s Banquet at Herrin Festa Italiana, and a ten-minute video will be shown at the banquet where the College will be recognized at the Corporate Honoree. Dr. Mees reported on other events that College representatives will be participating in throughout Herrin Festa.

**K. ICCTA Annual Awards Banquet**

Dr. Mees reported that the ICCTA Annual Awards Banquet will be held in Chicago on Friday, June 8. The Distinguished Alumnus, Pacesetter, and Outstanding Faculty Member will be recognized. Don Brewer will also receive a Lifetime Achievement Award.

**L. Headcount/Credit Enrollment History**

Per a request from the Board, President Mees distributed a handout showing headcount and credit enrollment history at the College for the past ten years.

**CONSENT AGENDA (Voice Vote)**

**A. Bid – Carpet and Wall Covering Replacement Conference Center (Appendix IV)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for the removal and replacement of the flooring in the Conference Center for an amount of \$83,154.82 from L & P Carpet of Anna, Illinois, as well as the low bid meeting specifications for the removal and replacement of the wall covering work in the Conference Center for an amount of \$32,500 from RP Coatings of Troy, Illinois, and that the Board authorize the contractors to begin the order process as soon as they receive the Notice of Award; also, that the administration be authorized to compensate Image Architects, Inc., for any architectural services for this project at a cost of \$11,565 plus direct costs associated with the project.

**B. Bid – PHS Compliance Work: Electrical Panel Upgrades (Appendix V)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications from Keith Martin, Inc., of Johnston City, IL, in the amount of \$62,000 for Protection, Health, and Safety compliance work for electrical panel upgrades, and that the Board authorize the contractor to begin the order process as soon as they receive the Notice of Award; also, that the administration be authorized to compensate Image Architects, Inc., for any architectural services for this project at a cost of \$6,200 plus direct costs associated with the project. [This contract will be paid from the Operations and Maintenance Fund (Restricted) and will not impact the College operating budget.] Vice-President Barrington noted that this is an excellent bid.

**C. Academic Lab Computer Purchase (Appendix VI)**

President Mees recommended that the Board of Trustees approve the quote of \$27,030.60 for the purchase of 18 laptop computers from 710 Bookstore for use in academic labs, and that the administration be authorized to purchase this equipment in accordance with the College's Technology Plan.

**D. Customer Support Service Plan**

President Mees recommended that the Board of Trustees approve the agreement for customer support service with Education Solutions Development (ESD) for the period July 1, 2007, to June 30, 2008, for the amount of \$96,900.

**E. College Elevators (Appendix VII)**

President Mees recommended that the Board of Trustees authorize the administration to enter into maintenance contracts with ThyssenKrupp for maintenance of the College's seven elevators for the period July 1, 2007, through June 30, 2008, for the amount of \$15,442.

**F. Fire Alarm System (Appendix VII)**

President Mees recommended that the Board of Trustees authorize the administration to continue contracts with Tech Electronic for maintenance of the fire alarm systems for the period July 1, 2007, through June 30, 2008, at a cost of \$8,412.

**G. Energy Management Systems (Appendix VII)**

President Mees recommended that the Board of Trustees authorize the administration to continue the maintenance agreement for the energy management system maintenance agreements for 2007-2008 with Johnson Controls for the amount of \$21,388.

**H. Verizon Maintenance Contract**

President Mees recommended that the Board of Trustees approve the maintenance quote with Verizon for an amount of \$32,857.92, and that the administration be authorized to purchase this service from Verizon for support of the College phone system.

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 #16-2053)

**NEW BUSINESS**

**A. Tentative Budget for 2007-08 (FY08) (Appendix VIII)**

In accordance with state law and normal operating procedures at John A. Logan College, the administration and the Finance Committee of the Board of Trustees have met and discussed the tentative budget for the 2007-08 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2007, through June 30, 2008. In order to comply with statutory requirements mandating a 30-day notice of public hearings and availability for public inspection, President Mees recommended that the following resolution be adopted:

**RESOLUTION**

BE IT RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and

BE IT FURTHER RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, hereby authorize and instruct Robert L. Mees, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2007, and ending June 30, 2008.

BE IT ALSO RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530 authorize and instruct the Secretary of the Board to publish a notice that the tentative budget is available for public inspection on the College campus during the time and on the date therein specified in the following newspaper in the district:

Southern Illinoisan  
710 North Illinois  
Carbondale, IL 62901

AND BE IT FURTHER RESOLVED by the Board of Trustees of John A. Logan College, Community College District No. 530, that such notice be in the following form:

NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois, that the tentative budget for said community college district for the fiscal year beginning July 1, 2007, will be on file and conveniently available for public inspection at the office of the Secretary of the Board of Trustees, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in this community college district, from and after 8:00 a.m. on the 23rd day of May, 2007, through 6:30 p.m. on the 26th day of June, 2007. Notice is further given that a public hearing on said budget will be held between the hours of 6:30 p.m. and 7:00 p.m. on the 26th day of June, 2007, in the Board of Trustees Conference Room, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in Community College District No. 530.

Dated this 22nd day of May, 2007, by the Board of Trustees of Community College District No. 530 in the counties of Franklin, Jackson, Perry, Randolph and Williamson, and State of Illinois.

By: \_\_\_\_\_  
John O'Keefe, Secretary

Vice-President Barrington commented that this is a solid budget that allows the College to expand programs, stay in a strong financial position, and continue to provide services to the district at a very reasonable cost.

President Mees recommended and David Hancock and Jake Rendleman moved and seconded that the Board of Trustees approve the tentative 2007-08 (FY-08) budget to be made available for public inspection; that the Resolution and Notice of Public Hearing be approved by the Board; and that the administration be authorized to meet all legal requirements concerning the adoption of the tentative budget.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2054)

**B. The Plan for FY2008 and FY2007 Progress Report (Appendix IX)**

President Mees outlined the process used for preparation of the College's operational plan. He noted that *The Plan* for FY 2008 and FY 2007 Progress Report has been approved by the Planning Council. Dr. Mees stated that *The Plan* is an integral part of the College's new strategic planning process. It was stressed that *The Plan* is a guideline for procedures and operations throughout the year, and is intended to provide the necessary information and insight to assist the administration

and Board of Trustees in making necessary budgetary decisions – it is not binding or considered Board policy.

President Mees recommended and John O’Keefe and John Sanders moved and seconded that the Board of Trustees approve The Plan for FY 2008 and Progress Report 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 2007-2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2055)

### **C. Naming of College Facilities**

The possibility of naming a physical structure at John A. Logan College in honor of long-time Board member Don Brewer was presented to the Board of Trustees for its open discussion, consideration, and possible action. Information was presented in the form of a handout outlining the service and accomplishments of Mr. Brewer as justification for naming a structure in his honor. Board Chair Kilquist reviewed this information with the Board, and stated that he feels it is proper to honor Mr. Brewer in this manner. There was discussion on what facility would be most appropriate for this honor. Some of the possibilities suggested included the softball field and the gymnasium. Mr. Kilquist stated that, considering Mr. Brewer’s contributions to both education and athletics, he feels the most appropriate and visible area would be the gymnasium.

Bill Kilquist moved and David Hancock seconded that the Board of Trustees name the College’s gymnasium in honor of Don Brewer.

Trustee John Sanders stated that, while he feels it is a great idea to name a facility for Mr. Brewer, he feels that naming rights to such a visible area as the gymnasium should possibly be reserved for a future large donor or corporate sponsor.

Trustee Jake Rendleman agreed that Mr. Brewer’s contributions deserved the honor of having a facility named for him. He felt that naming a new wing of the building might be more appropriate than the gymnasium because of Mr. Brewer’s outstanding contribution to education.

Trustee Sanders asked if Mr. Brewer had been consulted regarding this. Chairman Kilquist noted that Mr. Brewer’s son, Clay, is present, and asked Clay what he felt his father would desire. Clay Brewer said that his father had not expressed any feelings on this, but he is sure that he (Don) would appreciate anything the Board decides.

Trustees Sanders and Rendleman expressed that this proposal is very sudden, and asked if it should possibly be tabled until the next meeting.

The Board chair called for a roll call vote on the motion and second.

Upon roll call, members voted as follows: Mike Hopkins - yes; John Sanders - no; Jake Rendleman - yes; David Hancock - yes; John O’Keefe - yes; Jim Snider - yes; Matthew Todd - yes; and Bill Kilquist - yes. Motion carried.  
(Resolution #16-2056)



## **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.

John O'Keefe 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 voted yes. Motion carried.  
(Resolution #16-2057)

The meeting was declared in closed session at 7:45 p.m.

The meeting was declared back in regular session at 8:50 p.m.

## **CLOSED SESSION MINUTES**

David Hancock and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of April 30, 2007, but that these minutes not be approved for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2058)

## **PERSONNEL**

### **Operational Staff**

President Mees recommended that Rosalind Johnson be employed as a full-time, grade III, secretary III (Student Activities) effective June 11, 2007.

President Mees recommended that Jamie Travelstead be ratified as a part-time grade III, temporary, secretary III at John A. Logan College effective May 7, 2007.

President Mees recommended that Claudia Merrett be employed as a full-time, grade VI, secretary VI (President's Office) effective August 1, 2007.

President Mees recommended that Amber Roberts be employed as a full-time, grade III, student financial assistance specialist III effective June 1, 2007.

### **Maintenance/Building Staff**

President Mees recommended that Richard Adams be employed as a full-time, Teamsters janitor effective June 11, 2007.

President Mees recommended that Jon Hankins be employed as a full-time, Teamsters janitor effective May 29, 2007.

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

President Mees recommended that Beth Porritt be employed as a full-time, grade IV, advisor/counselor in the West Frankfort Extension Center effective June 18, 2007.

President Mees recommended that Carla Haas be employed as a full-time, grade III, director to the vice-president for instruction effective June 1, 2007.

President Mees recommended that Cindy Johnson be employed as a full-time, grade III, director to the vice-president for instruction effective June 1, 2007.

### **Full-Time Faculty**

President Mees recommended that Jason Tanner be employed as a full-time, tenure track business instructor effective August 16, 2007.

President Mees recommended that Brycker Sprague be employed as a full-time, tenure track machine, robotics and tool and die instructor effective August 16, 2007.

### **Term Faculty**

President Mees recommended that Amber Fern be employed as an instructor of tourism at John A. Logan College.

### **Continuing Education Staff**

President Mees recommended that Latasha Baxter be employed as a dance team 101 instructor at John A. Logan College effective July 9, 2007.

President Mees recommended that Dan Breslin be employed as a golf for kids instructor at John A. Logan College effective June 16, 2007.

President Mees recommended that D. W. Davis be ratified as a golf instructor at John A. Logan College effective January 23, 2007.

President Mees recommended that Augustine Li be employed as a Chinese for beginners instructor at John A. Logan College effective June 11, 2007.

President Mees recommended that Jane Ann Little be employed as an arts & crafts for kids instructor at John A. Logan College effective June 11, 2007.

President Mees recommended that Carrie Tucker be employed as a bubbology instructor at John A. Logan College effective July 16, 2007. Ms. Tucker will teach this class in Du Quoin.

### **Grant Personnel**

President Mees recommended that Lori Tonazzi be employed as a part-time, 63 percent time, grade V, assistant coordinator of business and industry center effective June 18, 2007.`

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2059)

### **ANNOUNCEMENTS**

President Mees reminded the Board to make arrangements for the ACCT Convention in San Diego.

President Mees stated that a dedication will be held for the naming of the gymnasium for Mr. Brewer as soon as the proper plaque is completed, which will take approximately two to three months.

Board Chair Kilquist stated that he would like to alternate the voting order on roll call votes in the future.

### **ADJOURNMENT**

John Sanders and Jim Snider 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 #16-2060)

The meeting was duly adjourned.

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

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Bill Kilquist, Chair

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John O'Keefe, Secretary