

**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 25, 2010, commencing at 7:00 p.m.

The meeting was called to order by Board Chair David Hancock.

The chair directed the recording secretary to call the roll:

John Sanders	–	present
Jake Rendleman	–	present
Bill Kilquist	–	present
Michael Hopkins	–	present
Jim Snider	–	present
John O’Keefe	–	present
Mandy Little	–	present
David Hancock	–	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 of Community Relations and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair David Hancock led the Board in the Pledge of Allegiance to the Flag.

**MINUTES OF THE APRIL PUBLIC HEARING AND BOARD MEETING**

The minutes of the April 27, 2010, public hearing and regular Board meeting were previously distributed.

Jake Rendleman and John Sanders moved and seconded the approval of the minutes of the public hearing and regular meeting of April 27, 2010.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2473)

**FINANCIAL REPORTS (Appendix I)**

The financial report for the period ending March 31, 2010, was previously mailed.

John O’Keefe and Bill Kilquist moved and seconded the approval of the financial report for the period ending March 31, 2010.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2474)

**ACCOUNTS PAYABLE (Appendix II)**

The list of accounts payable for the period ending April 30, 2010, was previously mailed.

Jake Rendleman and Mike Hopkins moved and seconded the approval of the list of accounts payable for the period ending April 30, 2010.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2475)

### **RECOGNITION OF GUESTS**

Trustee Bill Kilquist introduced Softball Coaches Bruce and Angie Jilek, noting that the JALC softball team had played in the national finals in St. George, Utah the previous week. He gave the Board a report on the trip and details of the games, complimenting the team and coaches on the fine showing they made. Athletic Director Jerry Halstead commented this is the first time in the history of the College that the women's softball team has gone to the national tournament.

Vice-President Tim Daugherty introduced Athletic Director Jerry Halstead who introduced the coaches of the men's and women's golf teams. Halstead reported the women's team, coached by Bill Glenn and his assistant, Harry Melvin, had won the Region XXIV Tournament to travel to the national finals in Daytona Beach, Florida, where they finished ninth. Coach Glenn gave the Board a report on the tournament and the players. Mr. Halstead introduced the men's head golf coach Tom Ferris, reporting the men's golf team won 2<sup>nd</sup> in the national finals in Phoenix, Arizona, and had the number 1 player in the country – Marcelo Rozo. Coach Ferris reported to the Board on the tournament and the team's accomplishments.

Mr. Halstead reported that the College won the Great Rivers Athletic Conference All-Sports Trophy for the second year in a row. He expressed his appreciation for the support and opportunities provided by the Board of Trustees and administration.

Both Board Chair Hancock and President Mees congratulated Mr. Halstead and the coaches on their efforts and all the Athletic Department accomplishments over the past year. Trustee Rendleman complimented Mr. Halstead and all the coaches for placing a high priority on academics.

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

None.

### **BOARD OF TRUSTEES REPORTS**

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

Trustee John Sanders reported the ICCTA will hold its Annual Convention and Awards Banquet in Springfield on June 3 and 4.

President Mees said there had been discussion about cutting the education budget by \$100 million, with an \$11 million cut in base operating for community colleges and \$7.5 million in other community college line items, representing an approximate 6 percent cut to the system. He reported that this did not pass out of committee, but doesn't mean the issue is dead yet. He stressed that we must do everything we can to head off a massive cut in funding next fiscal year.

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

No report.

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

President Mees reported he had been meeting with the new executive director of the foundation regularly and things are progressing very well. Ms. Bynum has already contacted several people regarding establishing endowments for the foundation, and is finalizing sponsorships for the Annual Golf Tournament on June 25. Dr. Mees noted that Midcontinent University will be the underwriter for the tournament.

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

Trustee John Sanders reminded the Board of the upcoming ACCT Leadership Congress in Toronto, and encouraged those interested to make arrangements. He also announced he will be attending an ACCT Board meeting in July.

**E. Hiring Committee**

Trustee Sanders reported the Hiring Committee met recently and heard good dialogue from each department represented as well as a report from Director of Human Resources Clay Brewer.

**F. Athletic Advisory Committee**

Trustee Bill Kilquist said the Athletic Advisory Committee plans to meet soon and will have a report at the next Board of Trustees meeting. Athletic Director Jerry Halstead reported the Athletic Fish Fry went very well and thanked all those who sponsored or helped in any way. The Athletic Department Golf Tournament will be October 11.

**G. Developmental Education Committee**

Trustee John O'Keefe reported that representatives of the Developmental Education Committee will meet with the West Frankfort School Board on June 21. Dr. Mees stated the College and Career Readiness Grant has been approved and is waiting on the Governor's signature. He said this project will hopefully be funded for all community colleges in the future.

**H. Nursing Committee**

Trustee John O'Keefe reported the Nursing Committee will meet on June 16.

**I. Diversity Committee**

No report.

**J. Student Trustee**

Student Trustee Mandy Little reported that 50 John A. Logan and Rend Lake College music students will travel to New York City in two weeks and will sing at the base of the Statue of Liberty while they are there. She reported that tickets are on sale for *Rent* which will be at the College on July 22, 23, and 24. Ms. Little said *Logan's Got Talent Student Edition* was held recently; Phi Theta Kappa members plan to attend the regional conference in June; and the Student Senate held officer elections last month.

## **GROUP/ASSOCIATION REPORTS**

### **A. Faculty Association**

Faculty Association Representative Terri Rentfro reported the association had held election of officers, and she is the new president for the next two years. Melanie Pecord is vice-president and will be representing the association at meetings from time to time. Ms. Rentfro stated the faculty association is looking forward to moving forward with the College.

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

No report.

### **C. Logan Operational Staff Association**

LOSA Representative Judi Pastori reported that organization had also held elections recently. President is Victoria Kelly; vice-president is Tamra Walker; secretary is Deana Smith; treasurer is Tracie Zoller; Judi Pastori is regional council representative; and the four at-large representatives are Kathy Capps, Charles Coelho, Beth Hanner, and Debbie Richison.

## **OFFICERS REPORTS**

### **A. Board Finance Committee (Appendix III)**

Vice-President for Business Services and College Facilities Brad McCormick reported the Finance Committee had met prior to the Board meeting. The first item discussed was the report contained in Appendix III which is the first accountability report in conjunction with the Sustainable Financial Plan for Budget Cuts. He explained how the report was put together, noting that every item was assigned to a category. He explained that some of the categories were not yet able to be measured because the action item doesn't start until the beginning of the next budget year. The report measures the completion of each item in the Sustainable Plan. Mr. McCormick noted that 5.29 percent of the total dollar goals (even including the Crisis Mode which has not yet been triggered) have been met. This progress will continue to be reported to the Board of Trustees on a quarterly basis.

Vice-President McCormick reported the Finance Committee also revisited the cash flow and the assumptions being made. He said the cash flow document will be available the following day on the College's web site and will be updated monthly.

Mr. McCormick said the Finance Committee discussed the results of the bank bids which appear later on the agenda for action. He noted that Du Quoin State Bank had worked very hard to maintain the bid.

### **B. Campus Safety Committee**

Vice-President McCormick reported the Campus Safety Committee had met on May 4. He said the primary agenda item was to discuss the replacement of the position of the coordinator of campus safety, noting the person currently in that position will be retiring June 30. Mr. McCormick said the committee is recommending that this position not be placed in the hiring chill, but be filled with some modifications to the position. The proposed new title would be director of emergency planning and risk management and would report directly to the vice-president.

**C. Board Building Committee**

Mr. McCormick reported the Board Building Committee met on May 12 and toured the Athletic Department renovations currently in progress. He noted the College's own staff is doing a very nice job on the renovation project and invited Board members to come and tour. He said the tour also included the roofing project and Communication Building. Mr. McCormick noted that a great deal of steel is now in place on the Communication Building.

**D. Board Policy Committee**

Vice-President Brad McCormick stated the Board Policy Committee had not met recently, but two policies are on the agenda later for first reading. He briefly explained the proposed changes to the policies.

**E. Adult Education Awareness Day in Springfield**

Vice-President for Administration Tim Daugherty reported that Sharon Colombo had taken several adult education students to Springfield to attend Adult Education Awareness Day in Springfield and lobby for continued funding for adult education and truancy grants. The group visited legislators and went to the Governor's Office with signed petitions.

**F. Sustainable Plan Progress Report (Appendix IV)**

Copies of the Sustainable Plan Progress Report had been previously distributed to the Board. Vice-President Daugherty noted the report shows the activities in each of the initiatives in the plan. Many initiatives have been completed, many are in progress, and many will not be implemented until the FY 2011 budget. Dr. Daugherty said the report will be placed on the College's web site. There was some discussion on the reduction of College supported hours for student workers, and it was noted that those student hours that have to do with safety and security have not been reduced.

Board Chair David Hancock commended Dr. Daugherty and the staff for the excellent job in putting together these reports.

**G. Fee Increases for Courses in Dental Hygiene, Diagnostic Cardiac Sonography, Dental Assisting, Business, and Life Science Department**

Vice-President for Instruction Julia Schroeder reported that fees are being raised in a number of programs – Dental Hygiene, Diagnostic Cardiac Sonography, Dental Assisting, Business, and Life Science Department. In addition, she noted that variable tuition is on the agenda later for Board approval. She reminded the Board again of the distinction between variable tuition and fees – variable tuition is what we need to charge students to maintain a program; fees are for more consumable products students may need in classes, i.e. software programs, lab materials, etc.

**H. Alternative Wind Energy Technology**

Vice-President Julia Schroeder introduced heating and air conditioning instructor Jason Stutes. Dr. Schroeder stated that through the Perkins Grant, the College was able to purchase a very nice piece of equipment which included a wind turbine and a solar panel. She noted that two new certificate programs are on the agenda --HVAC Green Technologies and Energy Management Systems -- which Mr. Stutes is in charge of. She also stated Mr. Stutes is a Green Academy member for Career Pathway with the ICCB.

Mr. Stutes gave the Board an overview of a grant called the Weatherization Program which will be released to our area and should create over 200 jobs. He reported on the recent accomplishments of his classes in working on Habitat for Humanity houses in the area. Mr. Stutes said the ICCB team is working on several grants for training in alternative energy. He said he is trying to purchase wind turbines with one of the grants. Mr. Stutes said his classes will be doing a job for Shawnee Alliance in October, putting in geo-thermal units. He also reported on several donations of equipment received, totaling approximately \$200,000. He invited the Board to visit B-21 and view some of the equipment and his students' work.

#### **I. Presidents' Council**

President Bob Mees reported that Presidents' Council had focused mainly on two things this year – maintaining the appropriated money earmarked for community colleges this year and on the appropriation for FY-2011. He reported that Jerry Weber of Lake County College will be president of Presidents' Council next year. Gayle Saunders of Richland Community College will be vice-president, and Peg Lee of Oakton Community College will be secretary-treasurer. He noted that four presidents are retiring this year.

#### **J. Destination Development**

President Mees distributed a handout to the Board containing information on a proposed destination development in Marion. He said this would have a significant positive impact on the area, and area legislators are working hard to make it happen. He noted there is a great deal of support for the project, and said he and several others from the College will be traveling to Springfield later in the week to show support. He said if the destination does happen, it could generate up to \$400,000 or \$500,000 per year in tax money for JALC, and about \$4 million for the Marion School District of which a portion would be shared with other districts within a 25-mile radius. Dr. Mees gave further details on the planned project, noting that it would attract a large number of people to southern Illinois and enhance our attractions that are already in place. Trustee John Sanders commented that he felt the John A. Logan College delegation's efforts while they were in Springfield at Lobby Day had a positive effect on convincing legislators to support this project. Dr. Mees said it should be known by later in the week if the legislation for the project will be approved.

### **CONSENT AGENDA**

#### **A. Approval of Interdistrict Reciprocal Agreement with Southeastern Illinois College (Appendix V)**

President Mees recommended that the Board of Trustees approve the interdistrict reciprocal agreement for education cooperation between Southeastern Illinois College, District #533, and John A. Logan College, District #530 as contained in Appendix V.

#### **B. Approval of New Certificate Program – Medical Language Specialist**

President Mees recommended that the Board of Trustees approve a Medical Language Specialist certificate program (36 credit hours) at John A. Logan College effective January 18, 2011.

#### **C. Approval of New Certificate Program – HVAC Green Technologies**

President Mees recommended that the Board of Trustees approve a HVAC Green Technologies certificate program (39 credit hours) at John A. Logan College effective August 19, 2010.

**D. Approval of New Certificate Program–Energy Management Systems**

President Mees recommended that the Board of Trustees approve an Energy Management Systems certificate program at John A. Logan College effective August 19, 2010.

**E. Rights and Responsibilities: A Student Code of Conduct Update (Appendix VI)**

President Mees recommended that the Board of Trustees approve updates to Rights and Responsibilities: A Student Code of Conduct as contained in Appendix VI.

**F. Emergency Action Exception to Bidding Requirements for Exterior Weatherproofing Project**

President Mees recommended that the Board of Trustees approve the change order for \$4,665.37 to finish additional surface area on the exterior weatherproofing project as an exemption to the bidding statute due to the emergency nature of the repair.

**G. Revise Budget and Scope of Work for Exterior Weatherproofing Project**

President Mees recommended that the Board of Trustees approve the project budget revision amount to \$191,769.96 for the exterior weatherproofing project and revise the scope of work to include the additional work performed.

**H. Reallocate Remaining PHS Funds from Mechanical/Electrical Project to Exterior Weatherproofing Project**

President Mees recommended that the Board of Trustees allocate \$57,969.96 from the surplus PHS funds originally budgeted for the 2009 Mechanical/Electrical Upgrades to the Exterior Weatherproofing Project.

**I. Approval of Statements of Final Completion (Appendix VII)**

President Mees recommended that the Board of Trustees approve the Statements of Final Completion for the Exterior Waterproofing (PHS), the 2009 Mechanical/Electrical Upgrades (PHS), the Automotive Technology Addition, the Community Health Education Complex Addition, and the Mechanical/Electrical Upgrades (2005) (PHS), and that the administration be authorized to submit these statements to ICCB as presented.

**J. Treasurer's Bond**

President Mees recommended that the Board of Trustees approve the Treasurer's Bond with Liberty Bond Services in the amount of \$5,000,000 for the premium of \$4,500 (corrected amount), and that the administration be authorized to implement this bond coverage as required by law.

It was noted that a typographical error appeared on the distributed agenda in Item J – Treasurer's Bond. The correct amount of the premium for the treasurer's bond was \$4,500 instead of \$4,505.

Jake Rendleman and Mike Hopkins moved and seconded that the Board of Trustees approve all items on the Consent Agenda, with the understanding that the premium amount in Item J – Treasurer's Bond was corrected to \$4,500.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2476)

## **OLD BUSINESS**

### **A. Award of Food Service Contract**

Vice-President for Business Services and College Facilities Brad McCormick reported the food service RFP process is concluded with a committee recommendation to award a 10 year contract to Chartwells with 5 additional one year renewals if both parties mutually agree. Only two bids were received and the other company wanted to just operate the food service for the College, and did not want to take on the specified responsibilities. The management agreement consists of Chartwells providing \$225,000 of capital improvements to be depreciated out over 15 years. In addition, Chartwells will advance the first year of commissions, which is presently estimated at \$45,000. Vice-President McCormick recognized the committee who worked on this and introduced Gail Rawson who oversaw the process. Ms. Rawson gave a brief overview of the selection process and she and Mr. McCormick shared some details on what Chartwells is willing to do. They answered questions and some sample photographs of proposed additions/renovations were made available. Vice-President McCormick stated that College legal counsel has reviewed the management agreement once, and some additional documents are now being reviewed.

President Mees recommended and John Sanders and Jake Rendleman moved and seconded that the Board of Trustees authorize the administration to award the management agreement submitted by Chartwells (Compass-USA) for food service for a ten year period with 5 additional one year renewals if both parties mutually agree, pending final legal review.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2477)

## **NEW BUSINESS**

### **A. Proposed Additions/Revisions to Board Policies (Appendix VIII) (No Action)**

The Board Policy Committee presented the following proposed Board Policy revisions to the Board of Trustees for the first reading. These policies will be brought back to the Board of Trustees for final action at the June Board meeting:

Board Policy 5141 – Retirement Benefits  
Board Policy 7420 – Travel on College Business

Trustee and Board Policy Committee member John Sanders and Vice-President McCormick briefly discussed some of the proposed changes in the two policies.

### **B. Proposal for Banking Services**

Vice-President McCormick reported that requests for proposals for banking services were mailed to 23 financial institutions. Proposals were received from five (5) banks including Du Quoin State Bank, Regions Bank, U.S. Bank, Old National Bank, and Fifth Third Bank. Proposals received from Old National and Fifth Third Bank did not meet the bid specifications due to failure to tie the interest earnings rate to a specific index. Mr. McCormick said proposals received from Du Quoin State Bank,

Regions Bank, and U.S. Bank were evaluated to determine the proposal providing the highest interest earnings net of monthly service charges. As a result of this evaluation, Du Quoin State Bank's proposal ranked the highest due to payment of an interest earnings rate on collected balances based with the Fed Funds Target rate plus .10% along with no assessment of monthly service charges. Vice-President McCormick said the interest earnings rate would be adjusted quarterly each year of the contract. Both Regions Bank and U.S. Bank proposed monthly service fees for banking services. Du Quoin State Bank has provided banking services to the College for the past six (6) years. Mr. McCormick said this working relationship with Du Quoin State Bank has displayed their experience and reliability in serving the College's banking needs.

President Mees recommended and Jake Rendleman and Bill Kilquist moved and seconded that the Board of Trustees authorize the administration to accept the banking proposal submitted by Du Quoin State Bank for a five year period beginning June 1, 2010 through May 31, 2015.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2478)

### **C. Variable Tuition Proposal (Appendix IX)**

President Mees stated that as a result of the Sustainable Planning process, the tuition rates for high cost programs were evaluated and reviewed by the Allied Health Department and variable tuition rates for dental assisting, dental hygiene, practical nursing, associate degree nursing, and diagnostic medical sonography programs were recommended to the Curriculum and Instruction Committee and then approved by the College Council.

He recommended that the courses listed in Appendix for the dental assisting program be increased by \$10 per credit hour above the College's base tuition rate, and the courses listed in Attachment IX for dental hygiene, practical nursing, associate degree nursing, and diagnostic medical sonography be increased by \$30 per credit hour above the College's base tuition rate.

President Mees recommended and Jim Snider and John Sanders moved and seconded that the Board of Trustees approve the variable tuition rates listed in Attachment IX for the dental assisting, dental hygiene, practical nursing, associate degree nursing, and diagnostic medical sonography programs.

Upon roll call, all members voted yes with the exception of Student Trustee Mandy Little who voted no. Motion carried.  
(Resolution #16-2479)

### **CLOSED SESSION**

Board Chair David Hancock stated it was desirable to hold a closed session to discuss the appointment, employment and compensation of specific individuals, and pending litigation, and asked for Board action and a roll call vote to that effect.

John Sanders 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 #16-2480)

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

The meeting was declared back in regular session at 9:15 p.m.

### **COMMITTEE APPOINTMENT**

Board Chair David Hancock appointed Mike Hopkins to represent the Board of Trustees on the search committee for the Director of Emergency Planning and Risk Management.

### **CLOSED SESSION MINUTES**

Bill Kilquist and Jake Rendleman moved and seconded that the Board of Trustees approve the content of the closed session minutes on April 27, 2010, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2481)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended that Colette Russell be employed as a full-time, grade III, secretary III at John A. Logan College effective June 1, 2010.

President Mees recommended the Board of Trustees consider the retirement request of Wanda Kay Clark effective June 30, 2010.

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

President Mees recommended the Board of Trustees rescind the action taken on March 16, 2010, to honorably dismiss Eric Holman, janitor, as a result of reduction in force, and that Mr. Holman be retained due to another vacancy created when Curtis Simmons accepted a building maintenance position. The new vacancy will not be filled at this time.

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

President Mees recommended the Board of Trustees rescind the action taken on March 16, 2010, to honorably dismiss Mathew Dillon, coordinator of corporate occupational health and safety, as a result of reduction in force, and that Mr. Dillon remain employed in that position.

President Mees recommended the appointment of the following department chair positions for FY 2011 - FY 2013 (three-year term):

Kathirave Giritharan	– Mathematics
Anita Petersen	– English
Perry Knop	– Social Science

### **Continuing Education Staff**

President Mees recommended that Sylvia Davidson be employed as a computers for older beginners instructor at John A. Logan College effective June 8, 2010.

President Mees recommended that Dana Forbes be ratified as a volleyball (coed) instructor at John A. Logan College effective January 26, 2010.

President Mees recommended that Dawn Hooker be employed as a creative kid instructor at John A. Logan College effective June 14, 2010.

President Mees recommended that Craig Johnson be employed as a Spanish conversational instructor at John A. Logan College effective June 15, 2010.

President Mees recommended that Brian Laur be ratified as a golf instructor at John A. Logan College effective April 8, 2010.

President Mees recommended that Richard Luh be employed as a curtain up (ages 10-14) instructor at John A. Logan College effective June 14, 2010.

President Mees recommended that Susan Whiting be ratified as a manual communication (sign language) instructor at John A. Logan College effective January 25, 2010.

### **Grant Personnel**

President Mees recommended that Erin Sagaski be employed as a part-time adult secondary education instructor at John A. Logan College effective July 6, 2010.

John Sanders and John O'Keefe moved and seconded that all personnel items be approved as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2482)

### **ANNOUNCEMENTS**

None.

### **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 #16-2483)

The meeting was duly adjourned.

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

David Hancock, Chair

Jim Snider, Secretary

