

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 27, 2008, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Bill Kilquist.

The chair directed the recording secretary to call the roll:

Michael Hopkins	–	present
John Sanders	–	present
Jake Rendleman	–	present
David Hancock	–	present
John O’Keefe	–	present
Jim Snider	–	present
Rachel Grasher	–	present
Bill Kilquist	–	present

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Phil Minnis, Interim Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Steve O’Keefe, Director for Communications and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

MINUTES OF THE APRIL BOARD MEETING

The minutes of the regular Board meeting held on April 22, 2008, were previously distributed.

David Hancock and Mike Hopkins moved and seconded the approval of the minutes of the regular Board meeting of April 22, 2008.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2176)

FINANCIAL REPORT (Appendix I)

The financial report for the period ending March 31, 2008, was previously mailed.

Jim Snider and John O’Keefe moved and seconded the approval of the financial report for the period ending March 31, 2008.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2177)

ACCOUNTS PAYABLE (Appendix II)

The list of accounts payable for the period ending April 30, 2008, was previously mailed.

David Hancock and Jake Rendleman moved and seconded the approval of the list of accounts payable for the period ending April 30, 2008.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2178)

RECOGNITION OF GUESTS

College Legal Counsel John Huffman introduced Rhett Barke, a new partner with his law firm. Board Chair Kilquist recognized Dr. Tim Daugherty who will take over as the College's Vice-President for Administration effective June 1, 2008.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee John O'Keefe reported that the annual meeting of the ICCTA will be held June 6 and 7 in Springfield.

Trustee Jake Rendleman reported that the Illinois Community College Board had met recently and reported on the task force for a public agenda for Illinois higher education. He stated there will be a forum held around the state as part of the public agenda planning process to direct state policies and resources to the higher education and career needs of Illinois residents. Mr. Rendleman announced that the southern regional forum will be held at John A. Logan College on June 17. He also announced that the 2008 Illinois Dual Credit Summit will be held on October 6 and 7, at the Crown Plaza in Springfield.

B. Southeast Region Trustees (SERT)

No report.

C. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation Golf Classic will be June 20 at Crab Orchard Golf Club. President Mees reported that John A. Logan Night at Rent One Park will be June 14.

D. Association of Community College Trustees

Trustee Rendleman reported that the ACCT Annual Leadership Congress will be coming up October 29-November 1 in New York City.

E. Hiring Committee

Nothing to report.

F. Athletic Advisory Committee

Nothing to report.

G. Student Trustee

Student Trustee Rachel Grasher distributed copies of the latest Student Senate survey results, noting that a total of 354 students participated. She gave a brief summary of the contents of the survey, and encourage the trustees to look it over. She stated that by the next Board meeting, she and the Student Senate hope to have concerns expressed in the survey narrowed down to four or five major concerns to consider. Trustee John Sanders commented on the excellence of this process and the feedback it gives the Board from the students.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

No report.

B. Term Faculty Association Report

DeSande R reported that the Term Faculty Association had held its first meeting for negotiations, and is hoping for a positive outcome for both sides.

C. Logan Operational Staff Association Report

No report.

OFFICERS REPORTS

A. Construction

Vice-President for Business Services and College Facilities Brad McCormick reported that three loads of steel had arrived for the Community Health Education building addition, with more to come. The steel for the automotive building addition is mostly up. He announced that bids for the Communications Building are out, a pre-bid meeting is scheduled for May 29, and the bid opening will take place on June 10. The Board Building Committee will then work to come up with a recommendation for the June Board meeting. Trustee John O’Keefe asked how the threatened cut in the remainder of this year’s budget would affect this project. Mr. McCormick stated that if the cut does happen, he will recommend that the parking lot alternate not be considered. It would also limit the projects from a furnishing and equipping perspective.

B. Board Building/Board Finance Committees

Mr. McCormick reported that the Board Building Committee had met on May 13 and discussed the building project progress, steel problems, financing of Phase II of the building project, the telephone system replacement, and possible replacement of the conference center sound system. The Board Finance Committee met on May 20, and discussed the financing of Phase II. He stated that after looking at architect estimates for Phase II – Communications Building, it appears that we will be able to afford the fourth story on that building as long as we are at or below 5 percent over the architect’s estimate. McCormick said there has been much discussion in both the Building Committee and Finance Committee meetings about whether the College has the capability to fund larger increases in cost through existing fund balances. He stated that there are not funds available in working cash to pour into the building project, and we are really limited to what is in the bond

fund balance. He noted that restricted building fund balances are sufficient only to fund equipment and furnishing not to exceed \$500,000 for all phases.

C. Document Management

Vice-President McCormick reported the Document Management Committee has been reviewing document management software, analyzing responses to requests for proposals, and is in the process of finalizing licensing requirements. The committee plans to bring a recommendation for a college-wide document management system to the June Board meeting.

D. College Telephone System Replacement

Vice-President McCormick reported that the College is exploring an alternative telephone system to replace/upgrade the current outdated system. An RFP is scheduled to be issued in late May or early June. After these results are evaluated, plans call for a recommendation being brought to the Board of Trustees at either the July or August meeting.

E. New Catalog for the Center for Business and Industry

Interim Vice-President for Administration Phil Minnis showed the Board a new catalog for the College's Center for Business and Industry. He remarked that this is an excellent piece and has been very well received by area groups.

F. American Heart Association

Vice-President Minnis stated that the American Heart Association has been a tremendous partner with John A. Logan College over the past 11 years, noting that Barry Hancock and Greg Stettler work closely with this organization because the College serves as a community training center for the association. He introduced Greg Stettler, director of continuing education, who then introduced Kathy Copelin, the American Heart Association's training network account manager for Illinois for emergency cardiac care programs. Ms. Copelin expressed appreciation for the partnership with John A. Logan College and gave a brief overview of the successes of the various training programs and fund raising efforts. She also discussed future opportunities and goals. Ms. Copelin thanked President Mees for his leadership and support in the Heart Walk.

G. Update on Man-Tra-Con

Vice-President for Instruction Julia Schroeder reported that several Man-Tra-Con sponsored students from Archway Cookie Company, Maytag, and Technicolor graduated in May. She complimented Shannon Woodworth for writing many personalized stories recently regarding these graduates.

H. College and Career Readiness/Academic Alignment Grant

Vice-President Schroeder had previously provided the Board with information on the College and Career Readiness/Academic Alignment Grant which has allowed the College to form partnerships with local area high schools to assist students in becoming ready for college-level work. She noted that an advisory meeting was held on campus on May 5, including area public school officials, chamber members, and faculty. She thanked John O'Keefe, David Hancock, and Jake Rendleman for attending the meeting and supporting the project. Dr. Schroeder reported the meeting addressed the issues of what college readiness means, and how to achieve it. Trustee O'Keefe stated that this

has been a “pet project” of the board for some time, and it is good to see progress of this kind being made. Trustee Hancock added that he is pleased to see this happening and pledged his continued support. Trustee Rendleman expressed appreciation to Senator Maloney for his efforts in this project and stated that ICCB is strongly behind it.

I. Recognition of FY2008 Assessment Academy Members

Vice-President Schroeder reported that the Assessment Academy Team at John A. Logan College has focused on “being a piece of the puzzle” over the past year, and has attempted to involve the entire campus in terms of assessment. She stated that the Higher Learning Commission has suggested narrowing the focus to instruction and student services for the time being. Board Chair Kilquist and President Mees recognized team members Jane Bryant, Cheri Barrall, Brenda Erickson, Julia Schroeder, Carla Haas, Christy McBride, Deborah Payne, and Susan May. Members recognized but unable to attend were Maudie Graham, Joe Dethrow, and Michelle Hamilton. Dr. Schroeder announced that Cheri Barrall will be heading up the Assessment Initiative for the next year. President Mees thanked all those who have participated in the Assessment Initiative over the past years.

J. Legislative Update

President Mees reported that House Bill 4189 (ethics legislation) has passed both the House and the Senate, adding that if the governor vetoes this again, it is believed there is enough support to override. He reported that House Bill 3917 (budget for FY09) has been passed, which includes a budget increase of \$10.7 million for base operating grants, \$5 million for student success grants, and \$7.2 million for veteran’s grants. However, there is a similar bill in the Senate that calls for flat funding. He stated that the overall outlook is a little better, but still uncertain. He said it is looking as though the \$25 million rescission for the rest of this fiscal year might not happen. He commented briefly on the *Illinois Works Initiative*.

K. Recognition of Phil Minnis

President Mees thanked Interim Vice-President for Administration Phil Minnis for the excellent job he has done in that capacity over the last few months, while still serving as Dean for Workforce Development and Community Education. Dr. Mees also welcomed Dr. Tim Daugherty who will be taking over as Vice-President for Administration the following Monday.

CONSENT AGENDA

A. Payment for Food Cost for Meth Conference

President Mees recommended that the Board of Trustees approve payment of \$11,410.50 to Chartwells for food cost for the 440 participants at the Meth Conference held April 2-3, 2008, from funds furnished by conference registration fees.

B. Treasurer’s Bond

President Mees recommended that the Board of Trustees approve renewal of the Treasurer’s Bond the College has in effect on Brad McCormick with Liberty Bond Services in the amount of \$5,000,000 for the premium of \$4,250, and that the administration be authorized to implement this bond coverage as required by law for the period of June 27, 2008 to June 27, 2009.

C. Bids - Audio/Visual Equipment for Nine Smart Classrooms (Appendix III)

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for audio/visual equipment for 9 smart classrooms as submitted by CIM Audio Visual of Evansville, Indiana, for an amount of \$57,411.51, and that the administration be authorized to make this purchase.

D. Approval of Academic Transfer Partnership Between Illinois Community Colleges and Western Illinois University's Board of Trustees Bachelor of Arts Degree Program (Appendix IV)

President Mees recommended that the Board of Trustees approve John A. Logan College's participation in the Partnership Agreement as included in Appendix IV between Illinois Community Colleges and Western Illinois University's Board of Trustees Bachelor of Arts Degree program, which will allow degree completion access to place-bound students throughout Illinois through this online program.

E. 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, 2008, to June 30, 2009, for the amount of \$103,860.

F. Fire Alarm System

President Mees recommended that the Board of Trustees authorize the administration to continue contracts with Tech Electronic for maintenance of the College's fire alarm systems for the period July 1, 2008, through June 30, 2009, at a cost of \$9,000.

G. Energy Management Systems

President Mees recommended that the Board of Trustees authorize the administration to continue the College's maintenance agreement for the energy management system maintenance for 2008-2009 with Johnson Controls for the amount of \$21,780.

H. College Elevators

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, 2008, through June 30, 2009, for the amount of \$16,524.

I. Verizon Maintenance Contract

President Mees recommended that the Board of Trustees approve a maintenance quote with Verizon for an amount of \$35,238.96, and that the administration be authorized to purchase this service from Verizon for support of the College's phone system through March 30, 2009.

John Sanders 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 #16-2179)

OLD BUSINESS

A. Revisions to Board Policies 5220C–Non-Teaching Professional Salary Schedule and 5220D–Vice Presidents (Appendix V)

As a part of the on-going study of non-teaching professional personnel salaries and classifications at John A. Logan College, revisions to Board Policy 5220C – Non-Teaching Professional Salary Schedule and 5220D - Vice Presidents were presented to the Board of Trustees at its April 22 meeting for consideration. (See Appendix V.) President Mees noted that copies of these proposed revisions have also been made available to College employees and opportunity given for input. There were no further questions by the Board.

President Mees recommended and Mike Hopkins and Jim Snider moved and seconded that the Board of Trustees approve revisions to Board Policy 5220C – Non-Teaching Professional Salary Schedule and 5220D – Vice Presidents as contained in Appendix V.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2180)

NEW BUSINESS

A. Health Insurance Recommendation from Health/Life Insurance Committee (Roll Call Vote) (Appendix VI)

Vice-President for Business Services and College Facilities Brad McCormick summarized the following narrative which he had distributed previously to the Board of Trustees:

The Health/Life Insurance Committee has worked for the past several months to evaluate options for College employee health insurance. As you know, our health insurance costs have been rising significantly. It is of great concern to many because approximately 40% of all health insurance premiums are paid directly by employees. In anticipation of large costs increases, the Health/Life Insurance Committee chose to evaluate the possibility of becoming a member college of the Community College Insurance Cooperative (CCIC). This evaluation included the following:

1. Solicitation of a quote or proposal which would mirror our present plan,
2. Interview of CCIC Representative, and
3. Interview of five (5) employees covered under the CCIC from three (3) Illinois community colleges.

Following this process, the committee waited for the renewal rates from the present provider. The renewal rates were received and presented to the committee. If the College were to remain with the present provider, the increase in premiums paid by employees would be between 15.02% - 18.03%, depending upon which plan and the number of family members insured. The rate increases resulting from a move to the CCIC would be between 0% - 8.53%, depending upon which plan and number of family members insured. Other than cost, future flexibility in plan design and benefits was another significant factor which influenced the recommendation. Initially, the CCIC plan would be a mirror image of the present plan. However, looking into the future, the Health/Life Insurance Committee would have the freedom to recommend changes to the benefit plan or even create other plans to offer in addition to the present plan.

Upon conclusion of the committee's work, the committee voted unanimously to recommend the College move from the current provider to the Community College Insurance Cooperative (CCIC) and to join the colleges listed below in the insurance cooperative created in 2001 by the Illinois Community College Trustees Association (ICCTA).

CCIC Member Institutions

Lake Land College
Rend Lake College
Danville Area Community College
Illinois Valley Community College
Richland Community College
Shawnee Community College
Spoon River College
ICCTA

If approved as recommended, the change will be effective July 1, 2008. Though there would be no plan design changes, there would be a change in network for approximately 1/3 of those covered. Currently, the Local Government Health Plan (LGHP) utilizes the Health Alliance HMO network and utilizes CIGNA to administer its PPO option. However, the Community College Insurance Cooperative (CCIC) utilizes the HealthLink HMO network and also utilizes HealthLink for its PPO network provider. The CCIC would also offer the continuation of the HealthLink Open Access Plan (OAP) that we presently have in place.

Stacy Buckingham, Associate Dean for Payroll, has presented two (2) information sessions, each lasting 1 ½ hours. Attendance was good at both sessions and there is support for the change. In the sessions, it was clearly communicated that this is a recommendation only and that the Board of Trustees has the final decision. Because the month of May is the benefits choice period, employees did need to be notified of the potential change in insurance so they could begin planning.

Vice-President McCormick noted that the entire CCIC proposal is available for viewing in its entirety, and that pages illustrating past and future health rates are provided, along with charts in Appendix VI. He pointed out that under the CCIC proposal, the total premium paid would be approximately \$3.65 million for FY2009, which is approximately \$450,000 less than would be required if the College stays with the Local Government Health Plan administrated by the Illinois Central Management System.

President Mees recommended and John O'Keefe and John Sanders moved and seconded that the Board of Trustees approve the recommendation of the College's Health/Life Insurance Committee to move the College's employee health insurance from the current provider to the Community College Insurance Cooperative (CCIC), and to join the colleges listed above in the insurance cooperative created in 2001 by the Illinois Community College Trustees Association (ICCTA).

A voice vote showed all in favor. Motion carried.
(Resolution #16-2181)

B. Revisions to Board Policies (No Action–Informational Item for Consideration at June Board Meeting) (Appendix VII)

President Mees stated that the Board Policy Committee has been meeting regularly to examine all the Board Policies in the 5000 Section of the Board Policy Manual that pertain to employee retirement and vacation/sick leave. They have also examined two policies in the 7000 Section of the Board Policy Manual pertaining to grant personnel and to grant application/acceptance procedures. Dr. Mees noted that a summary of recommended changes as well as copies of the proposed revised policies may be found in Appendix VII. The administration requested that the Board of Trustees peruse these proposed revisions, and consider for possible action at the June 24 Board meeting.

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, collective bargaining, purchase of real property, and pending litigation, and that he would appreciate Board action and a roll call vote to that effect.

Jake Rendleman 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 #16-2182)

The meeting was declared in closed session at 7:55 p.m.

The meeting was declared back in regular session at 10:25 p.m.

CLOSED SESSION MINUTES

David Hancock and John O’Keefe moved and seconded that the Board of Trustees approve the content of the closed session minutes of April 22, 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 #16-2183)

PERSONNEL

Operational Staff

President Mees recommended that Sheri Counce be employed as a full-time, grade IV, accounting clerk IV, effective June 12, 2008.

President Mees recommended that Jenifer Rongey be employed as a full-time, grade III, secretary III (community education), effective May 28, 2008.

President Mees recommended that Lisa Pruitt be employed as a full-time, grade III, secretary III (continuing education), effective June 9, 2008.

President Mees recommended that Kelly Rowan be employed as a full-time, grade III, word processing operator III at John A. Logan College, effective June 16, 2008.

President Mees recommended that Ambre Harmon be employed as a part-time, grade II, learning resources clerk II at John A. Logan College, effective June 9, 2008.

President Mees recommended that Heidi Ousley be employed as a part-time, grade I, learning lab clerk I at John A. Logan College, effective June 2, 2008.

President Mees recommended that Glenda Hastings title be changed to word processing operator III effective June 2, 2008.

Campus Safety Staff

President Mees recommended that Mary Stephenson be employed as a part-time, temporary, grade I, campus safety officer at John A. Logan College effective May 19, 2008.

Non-Teaching Professional Staff

President Mees recommended that Joe Hines be employed as a full-time, grade IV, coordinator of recruitment at John A. Logan College, effective June 16, 2008.

President Mees recommended that Ida Nell Wargel be ratified as a volunteer for literacy.

President Mees recommended the employment of volunteers Elizabeth Lewis and Vicki Short for literacy.

Full-Time Faculty

President Mees recommended that Nancy Crowell be employed as a full-time, tenure track faculty, cosmetology instructor for fall 2008.

President Mees recommended that Ralph Jones be employed as a full-time, tenure track faculty, criminal justice instructor for fall 2008.

President Mees recommended that David Evans be employed as a full-time, tenure track faculty, English composition instructor for fall 2008.

President Mees recommended that Jane Beyler be employed as a full-time, tenure track faculty, psychology instructor for fall 2008.

President Mees recommended that Thomas Chandler be employed as a full-time, tenure track faculty, sociology instructor for fall 2008.

President Mees recommended that the Board of Trustees approve the retirement request of nursing instructor Ann Barnstable effective July 31, 2009.

Term Faculty

President Mees recommended that Melinda Wolters be employed as part-time instructor of nursing effective May 30, 2008.

Continuing Education Staff

President Mees recommended that Thomas Anheuser be employed as a cartooning for kids instructor at John A. Logan College effective June 16, 2008.

President Mees recommended that SusAnna Cook be ratified as a CPR instructor at John A. Logan College effective April 7, 2008.

President Mees recommended that Larry Geer be employed as a tennis instructor at John A. Logan College effective September 8, 2008.

President Mees recommended that Shawn Gossett be employed as a swim camp instructor at John A. Logan College effective June 14, 2008.

President Mees recommended that Loretta Grant be employed as a balloon creations instructor at John A. Logan College effective June 9, 2008.

President Mees recommended that Craig McLane be employed as a GEO cash instructor at John A. Logan College effective June 9, 2008.

President Mees recommended that Emily Murphy be employed as a kids and our pets camp instructor at John A. Logan College effective June 12, 2008.

President Mees recommended that Melissa Obermiller be ratified as a tarot card reading instructor at John A. Logan College effective January 23, 2008.

President Mees recommended that John Prudent be employed as a bowling camp instructor at John A. Logan College effective June 13, 2008.

President Mees recommended that Laura Rea be employed as a cake decorating for kids instructor at John A. Logan College effective June 16, 2008.

President Mees recommended that Jamie Trammel be ratified as an Italian cooking instructor at John A. Logan College effective January 30, 2008.

President Mees recommended that Mike Weiland be employed as a Microsoft Office Suite instructor at John A. Logan College effective June 9, 2008.

President Mees recommended that Steve Wooldridge be ratified as a calligraphy instructor at John A. Logan College effective January 24, 2008.

Jake Rendleman and David Hancock moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2184)

ANNOUNCEMENTS

None.

ADJOURNMENT

Mike Hopkins 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 #16-2185)

The meeting was duly adjourned.

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

William J. Kilquist, Chair

John O'Keefe, Secretary