

# **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 June 28, 2011, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Mike Hopkins.

The chair directed the recording secretary to call the roll:

Don Brewer	-- present
John O'Keefe	-- absent for roll call
Jake Rendleman	-- absent
Jim Snider	-- present
Jackie Hancock	-- present
John Sanders	-- present
Mandy Little	-- present
Michael Hopkins	-- 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 Hopkins led the Pledge of Allegiance to the Flag.

### **MINUTES OF THE MAY BOARD MEETING AND THE SPECIAL MEETING/RETREAT**

The minutes of the regular Board meeting held on May 24, 2011, and the special meeting/retreat held on June 9, 2011 were previously distributed.

Jim Snider and Jackie Hancock moved and seconded the approval of the minutes of the regular meeting held on May 24, 2011, and the special meeting/retreat held on June 9, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2623)

### **FINANCIAL REPORTS (Appendix I)**

The financial report for the period ending April 30, 2011, was previously mailed.

Don Brewer and Jim Snider moved and seconded the approval of the financial report for the period ending April 30, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2624)

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

The list of accounts payable for the period ending May 31, 2011, was previously mailed.

Jim Snider and Jackie Hancock moved and seconded the approval of the list of accounts payable for the period ending May 31, 2011.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2625)

## **RECOGNITION OF GUESTS**

None.

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

None.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee John Sanders reported that several trustees attended the ICCTA Annual Convention and Awards Banquet in Bloomington. He said the meetings were excellent, and commented that JALC Student Trustee Mandy Little received the Gigi Campbell Student Trustee Excellence Award and did a great job with her acceptance speech.

### **B. Southeast Region Trustees**

No report.

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

Board Chair Mike Hopkins reported the John A. Logan College Foundation golf outing was held June 17, with 164 golfers and 41 teams participating. The annual benefit event was held at Walker's Bluff on June 21, and an annual fund drive is now underway. He said eight new members will join the Foundation board at the July meeting. Mr. Hopkins reported the General Logan Country Jam is scheduled for October 1 in Herrin.

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

Trustee John Sanders reported on the joint effort by ACCT and AACC to protect federal funding for Pell grants. He encouraged trustees to check out the web site for this effort. Mr. Sanders said the ACCT board has been concerned about memberships, but noted that about 90 percent of the schools nationwide are staying with their memberships. President Mees reminded trustees that they need to let his office know if they plan to attend the ACCT Annual Congress in Dallas in October.

**E. Hiring Committee**

No report.

**F. Athletic Advisory Committee**

No report.

**G. Developmental Education Committee**

Board Chair Hopkins reported the Developmental Education Committee is scheduled to attend the Trico School Board meeting on July 18. This will complete the cycle of meetings with all public school boards in the JALC district. Vice-President Schroeder noted there will be some changes in the purpose of the College and Career Readiness program this year and distributed information on this.

**H. Nursing Committee**

No report.

**I. Diversity Committee**

Trustee Jackie Hancock reported the Diversity Committee met in June. She noted that attendance was down and those who attended are currently trying to meet with the absentees and fill them in on the information discussed.

**J. Student Trustee**

Student Trustee Mandy Little reported the Student Senate new and outgoing officers are planning a transition dinner, and said the JALC choir traveled to Chicago the week of June 7.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association**

No report.

**B. Term Faculty Association**

No report.

**C. Logan Operational Staff Association Report**

No report.

## **OFFICERS' REPORTS**

### **A. Board Finance Committee**

Vice-President for Business Services and College Facilities Brad McCormick asked Trustee Jim Snider to report to the Board on the Board Finance Committee held earlier that evening. Mr. Snider stated that the bottom line is that the College will be about half a million dollars short for next year due to the cut in equalization funding. He said copies of the budget and the analysis have been made available to the Board and encouraged them to look it over and contact the Finance Committee with any questions. He complimented Vice-President McCormick, Dean Kim Dixon, and their staff for the excellent job they have done on the budget and complimented everyone on the group effort that has gone into the Sustainable Financial Plan.

### **B. Summer Semester Enrollment**

Vice-President for Administration Tim Daugherty introduced Dean for Student Services Terry Crain who gave the Board a report on summer enrollment. Mr. Crain reported 3,401 students are enrolled for summer, which is the second largest enrollment in the College's history. It is down approximately 8 percent from last summer's record enrollment. He said this seems to be a trend statewide, according to ICCB figures. Mr. Crain also reported that all figures are in for spring enrollment – including business and industry, continuing education, GED, adult basic education – and those figures show that over 18,000 took some kind of class at the College during spring semester. Mr. Crain reported that summer online enrollment shows over 1,000 students taking at least one online course. Dr. Daugherty stated that a printed report has been distributed to the Board.

### **C. ICCB Market Penetration Report**

Vice-President Daugherty reported the College had received a market penetration report from the ICCB indicating that based on headcount per 1,000 population, JALC ranked third among Illinois community colleges in the number of students per thousand we reach. John A. Logan College ranks ninth in the state based on FTE per 1,000 population.

### **D. Assessment Academy**

Vice-President for Instruction Julia Schroeder introduced Assessment Coordinator Cheri Barrall to give the Board an update on the Assessment Academy. Ms. Barrall noted that the Board had received two reports in their packets – the report submitted to the Higher Learning Commission by the College at the end of the Assessment Academy time period and HLC's response to that report. She noted that the College was one of 21 institutions to graduate from the Assessment Academy on June 8. Ms. Barrall stated that the assessment team has worked hard to develop a plan to sustain the energy and momentum that has developed over the last 4 ½ years. She reported that at the recent convention, JALC was invited to become a showcase institution, which was an honor. Ms. Barrall said the College also received attention for its poster at the convention.

Vice-President Schroeder said assessment is a requirement of the Higher Learning Commission accreditation, and it is very important to stay on top of it. She complimented Ms. Barrall for doing a wonderful job as coordinator.

**E. Presidents' Council**

President Mees reported that Presidents' Council has new officers for the next year. They are Gayle Saunders (Richland Community College), president; Peg Lee (Oakland), vice-president; and Christine Sobek (Waubensee), secretary. Dr. Mees said that when he was president of the Council two years ago, a survey was done to find ways to operate more efficiently. He said those changes have been implemented over the past two years. Dr. Mees expressed concerns about the state of City Colleges, noting there are seven new presidents in that system – some of which have no background in community colleges. He said the loss of Wright College president Chuck Guengerich was very disappointing, because he had been one of the few from City Colleges to be involved in Presidents' Council and the trustees' meetings. He stressed that the Presidents' Council makes it a top priority to work with the ICCTA and ICCB. The Presidents' Council plans to hold four legislative training sessions this year around the state – one of which will be held at John A. Logan College on August 22 at 1:00 p.m. Dr. Mees said the sessions will be conducted by Liz Brown, lobbyist for Presidents' Council, and Steve Brown, marketing and public relations person for Presidents' Council. Vice-presidents and Board members are invited to attend.

**F. Generations Serving Generations**

President Mees said he has been involved in the statewide Generations Serving Generations project through the National Governors' Association Policy Academy for some time. He reported tremendous progress is being made, including a successful convention and ongoing efforts to get leadership in Washington behind this program. He said the project promotes volunteerism, part-time employment, and life-long learning geared toward using the tremendous resources available through senior citizens.

**G. Route 13 Corridor Group**

President Mees said a Route 13 Corridor Group has been formed by DCEO Director Larry Woolard to help promote economic development and tourism in southern Illinois, including the new destination development project. Dr. Mees said he was asked to chair the committee, and it has been meeting monthly at JALC. He read the group's mission statement to the Board, and commented that many key people are involved in the committee.

**H. REDCO**

Dr. Mees reported that he has served as vice-president of the REDCO economic development group for the past 7-8 years, noting the group has been very instrumental in Williamson County growth over the past ten years. He said this group is focusing on promoting the destination development and finding tenants for the empty former Circuit City building.

**I. IASA Shawnee Division**

President Mees stated that he has served as secretary-treasurer of the IASA Shawnee Division (superintendents' organization) since 1985. He reported that one of the group's accomplishments has been to hold a golf scramble each year to raise funds for scholarships for southern Illinois students. He noted the proceeds have grown from \$1,000 the first year to \$4,000 this year, and described the process for awarding the scholarships.

**J. Cardinal Game**

President Mees reported that his wife had purchased a package at last year's Poshard Foundation Event that included him getting to throw out the first pitch at a St. Louis Cardinal game. He reported that he did this on May 31, stating that it was a wonderful experience.

**CONSENT AGENDA**

Vice-President for Business Services and College Facilities Brad McCormick stated there needs to be a minor wording change to the recommendation in Item C on the Consent Agenda.

It was determined that Item C should be removed from the consent agenda and voted on separately.

**Item C: Inter-Fund Loans**

President Mees recommended that the Board of Trustees approve the following inter-fund loans: \$75,000 from the working cash fund to the trust and agency fund, and **an amount not to exceed \$1,200,000** from the working cash fund to the restricted fund. (The wording in bold type was added to the recommendation presented in the original agenda.)

John Sanders and Jim Snider moved and seconded that the Board of Trustees approve the above inter-fund loans as amended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2626)

**A. Prevailing Wage Act Requirements (Appendix III)**

President Mees recommended that the Board of Trustees approve the Prevailing Wage Act and the Resolution pertaining thereto and that the administration be authorized to publish this Resolution and maintain the Resolution and all related documents in the College file as required by statute. The resolution is as follows:

**RESOLUTION OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND RANDOLPH, AND STATE OF ILLINOIS ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF SAID COLLEGE**

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community College District #530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, and the State of Illinois investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said College employed in performing construction of public works, for said College.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #530, COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY, AND RANDOLPH, AND THE STATE OF ILLINOIS:

SECTION 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in construction of public works coming under the jurisdiction of the College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Williamson County area as determined by the Department of Labor of the State of Illinois as of June 1, 2008, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the College to the extent required by the aforesaid act.

SECTION 3: The Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the College this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Board Treasurer shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Board Treasurer shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

**B. Transfer of Interest Earned from Working Cash Fund Monies**

President Mees recommended that the Board of Trustees authorize the transfer of the interest earned in the working cash fund through June 30, 2011, in the anticipated amount of \$3,000 to be transferred to the educational purposes fund to be used for the general educational needs of the College; and that the College treasurer be authorized to make the necessary entries to affect such a transfer.

**C. Inter-Fund Loans – *Pulled from Consent Agenda and voted on separately.***

**D. Resource Allocation and Management Plan (RAMP) (Appendix IV)**

President Mees recommended that the Board of Trustees approve the FY 2013 Resource Allocation and Management Plan (RAMP) as recommended by the Board Building Committee, and that the administration be authorized to submit this document to the ICCB and the IBHE with appropriate signatures.

**E. Communication Wing Network Equipment**

President Mees recommended that the Board of Trustees approve the quote of \$77,924.25 for the purchase of nine Juniper EX4200 switches from CDW-G, and that the administration is authorized to purchase this equipment.

**F. Macintosh Computers**

President Mees recommended that the Board of Trustees approve the quote of \$54,139.20 for the purchase of the Macintosh computers and equipment from Apple Inc., and that the administration is authorized to purchase this equipment.

**G. Dell Computers**

President Mees recommended that the Board of Trustees approve the quote of \$141,484.00 for the purchase of 93 Dell desktop and four Dell laptop computers from 710 Bookstore, Carbondale, Illinois, and that the administration is authorized to purchase these computers.

John Sanders and Jim Snider moved and seconded that the Board of Trustees approve all items on the Consent Agenda as recommended with the exception of Item C, which was pulled from the Consent Agenda and voted on separately.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2627)

**OLD BUSINESS**

**A. Board Policy Revisions (Appendix V)**

Proposed Board policy revisions had been presented to the Board for first reading at the May 24 meeting, and were brought back to the Board for final action.

President Mees recommended and John Sanders and Jackie Hancock moved and seconded that the Board of Trustees approve revisions to Board Policy 2310 – Duties of the Board of Trustees, and Board Policy 7420 – Travel on College Business as contained in Appendix V.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2628)



## **NEW BUSINESS**

### **A. Tentative Budget for 2011-12 (FY 12) (Appendix VI)**

President Mees stated that 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 2011-12 fiscal year. The budget has been prepared in tentative form and will be effective July 1, 2011, through June 30, 2012. In order to comply with statutory requirements mandating a 30-day notice of public hearings and availability for public inspection, Dr. 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, 2011, and ending June 30, 2012.

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, 2011, 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 28th day of June, 2011, through 6:30 p.m. on the 23<sup>rd</sup> day of August, 2011. 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 23rd day of August, 2011, 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 28th day of June, 2011, 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:

Jaclyn Hancock, Secretary

President Mees recommended and Jim Snider and Jackie Hancock moved and seconded that the Board of Trustees approve the tentative 2011-2012 (FY 12) 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. (See Appendix VI.)

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-2629)

**B. Memorandum of Understanding with Southern Illinois Healthcare (Appendix VII)**

President Mees stated that a proposed Memorandum of Understanding with Southern Illinois Healthcare is included as Appendix VII. He said this is the first of several steps in a collaborative effort with SIH to establish an educational and simulation center on the John A. Logan campus. The proposed center would occupy space on the fourth floor of the new Communication Wing, and SIH would do all of its employee training in this facility. Dr. Mees stated this first Memorandum of Understanding is an agreement between the College and SIH to convene and finalize the planning and design processes; establish the structure, vision, mission, goals, and objectives of the program with key stakeholder input; and to design a facility usage plan to be approved by both parties.

President Mees recommended and Jim Snider and Jackie Hancock moved and seconded that the Board of Trustees approve an initial Memorandum of Understanding with Southern Illinois Healthcare whereby the parties agree to convene and finalize planning for an educational and simulation center on the John A. Logan College campus.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2630)

**CLOSED SESSION**

Board Chair Mike Hopkins stated it was desirable to hold a closed session 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 Sanders and Mandy Little moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-2631)

The meeting was declared in closed session at 7:37 p.m.

Trustee John O'Keefe arrived at 7:50 p.m. and joined the Board in closed session.

The meeting was declared back in regular session at 9:10 p.m.

### **CLOSED SESSION MINUTES**

Jackie Hancock and Jim Snider moved and seconded that the Board of Trustees approve the content of the closed session minutes of May 24, 2011, and June 9, 2011; but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2632)

### **PERSONNEL**

John O'Keefe and Jim Snider moved and seconded that Board Policy 5220A be applied for non-teaching professional staff raises, and a five-year benchmark be adopted for an employee to reach salary midpoint as determined by the Compease study.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2633)

Two items under the term faculty section of the personnel agenda were pulled out to be voted on separately. Those items were as follows:

President Mees recommended that Brad Bleyer be ratified as a part-time instructor of political science effective June 13, 2011.

President Mees recommended that James R. Moore be ratified as a part-time instructor of political science effective June 13, 2011.

Don Brewer and John O'Keefe moved and seconded that the Board of Trustees approve the employment of Brad Bleyer and James R. Moore as part-time instructors of political science effective June 13, 2011, as recommended.

A voice vote showed all in favor, with the exception of Trustee John Sanders who abstained.  
(Resolution #16-2634)

### **Operational Staff**

President Mees recommended that Janel Chamness be ratified as a part-time preschool assistant substitute effective June 1, 2011.

President Mees recommended that Debbie Pace be ratified as a part-time preschool assistant substitute effective June 1, 2011.

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

President Mees recommended that contracts of vice-president for business services and college facilities and vice-president for administration be extended for an additional year.

### **Term Faculty**

President Mees recommended that Jennifer Newton be ratified as a part-time instructor of business effective June 13, 2011.

President Mees recommended that Terri Pursell be ratified as a part-time instructor of nursing effective June 13, 2011.

President Mees recommended that Steven Sorrell be ratified as a part-time instructor of English effective June 13, 2011.

### **Continuing Education Staff**

President Mees recommended that Patricia Stiens be ratified as a painting and design instructor at John A. Logan College effective June 16, 2011.

### **Grant Personnel**

President Mees recommended that Lisa Adams be employed as a part-time, grade I, assistant coordinator for adult volunteer literacy-Murphysboro at John A. Logan College effective July 5, 2011.

President Mees recommended that Michelle Guy be employed as a part-time, grade II, coordinator of literacy-Marion at John A. Logan College effective July 1, 2011.

President Mees recommended that Jean Chamness be employed as a part-time adult basic education mathematics instructor at John A. Logan College effective August 1, 2011.

President Mees recommended that Kristin Cohen be employed as a part-time adult basic education mathematics instructor at John A. Logan College effective August 1, 2011.

President Mees recommended that Kathy Decker be employed as a part-time adult basic education instructor at John A. Logan College effective August 1, 2011.

President Mees recommended that Sherri Samuel be employed as a part-time adult basic education instructor at John A. Logan College effective August 1, 2011.

### **Volunteer Personnel**

President Mees recommended the appointment of volunteer Charlie Jones for athletics.

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

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2635)

#### **ANNOUNCEMENTS**

None.

#### **ADJOURNMENT**

Mandy Little and John Sanders 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 #16-2636)

The meeting was duly adjourned.

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

Mike Hopkins, Chair

Jackie Hancock, Secretary