

# **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 July 26, 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	-- present
Jake Rendleman	-- present
Jim Snider	-- present
Jackie Hancock	-- present
John Sanders	-- absent
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 JUNE BOARD MEETING**

The minutes of the regular Board meeting held on June 28, 2011, were previously distributed.

Jake Rendleman and John O'Keefe moved and seconded the approval of the minutes of the regular meeting held on June 28, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2637)

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

The financial report for the period ending May 31, 2011, was previously mailed.

Jim Snider and John O'Keefe moved and seconded the approval of the financial report for the period ending May 31, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2638)

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

The list of accounts payable for the period ending June 30, 2011, was previously mailed.

John O’Keefe and Don Brewer moved and seconded the approval of the list of accounts payable for the period ending June 30, 2011.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2639)

## **RECOGNITION OF GUESTS**

None.

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

None.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee Jake Rendleman reported ICCTA will be holding a retreat in Chicago on August 12 and 13, and he will attend. He shared a copy of some information on the ICCB budget. He also reminded the Board that the latest issue of the ICCB magazine is available on line.

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

No report.

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

Trustee Rendleman reported the Bell Tower dedication went very well, and the McCabes were very appreciative of everyone’s efforts to celebrate their gift to the College. He said the McCabes were presented with an inscribed replica bell by the Foundation, and each of the Board members received a special inscribed bell. Mr. Rendleman reported the Foundation is preparing to do a mass mailing to 10,000 potential donors to help raise awareness about its mission as part of the Annual Giving Campaign. Foundation Executive Director Staci Bynum is working with Silkworm to determine the criteria for their new scholarship endowment. Silkworm’s \$25,000 endowment will establish a scholarship each year for a student interested in graphic design. Mr. Rendleman reported that 28 scholarships totaling \$22,850 were awarded by the Foundation for the fall semester. He stated that eight new board members will join the Foundation board at its August 2 meeting. A directory is being compiled and the Board of Trustees will receive a copy upon its completion. October 1 is the date for “General Logan’s Jam” in Herrin, and Staci Bynum is working to secure underwriters. He said tickets for the event will go on sale August 22.

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

No report.

**E. Hiring Committee**

No report.

**F. Athletic Advisory Committee**

No report.

**G. Developmental Education Committee**

Trustee John O’Keefe reported representatives from the Developmental Education Committee met with the Trico School Board the previous week and noted it went very well. He said the group had more questions, comments, and positive interaction than any group thus far. Vice-President for Instruction Julia Schroeder said there may be an opportunity to partner with the Illinois State Board of Education on College and Career Readiness and dual credit initiatives. She also reported that three students from Trico are participating in the Smart Moves summer program.

**H. Nursing Committee**

Vice-President Schroeder reported that Director of Nursing Marilyn Falaster is still contacting legislators regarding the BSN degree issues.

**I. Diversity Committee**

Trustee Jackie Hancock reported the Diversity Committee had met and is interested in working with the Foundation to establish a minority scholarship.

**J. Student Trustee**

Student Trustee Mandy Little reported the Student Senate Executive Board held a transition dinner recently for new and outgoing Executive Board members to set up fall and spring meeting schedules. She said the new schedule calls for the senate to meet on Mondays from 3:00 to 4:30 p.m., with an additional half hour to allow committees to meet. Goals for the coming year and the annual Merit Book were also discussed at the dinner. She noted that the Student Leadership Conference in October will be co-hosted by John A. Logan College and Southwestern Illinois College.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association**

No report.

**B. Term Faculty Association**

No report.

**C. Logan Operational Staff Association**

No report.

**OFFICERS' REPORTS**

**A. Board Policy Committee**

Vice-President for Business Services and College Facilities Brad McCormick stated the Board Policy Committee had met and were presenting a few policies for first reading later on the agenda. He said most of these involve needed changes to the Student Rights and Responsibilities Handbook.

**B. Board Building Committee**

Vice-President McCormick said the Board Building Committee had gone through the plans for the renovation of the John A. Logan College Annex, and stated there is an item regarding this project later on the agenda. He noted that because the bids came in over \$250,000, the College is required to submit a Locally Funded Project Application (a copy was distributed to the Board) to ICCB.

Mr. McCormick said the Building Committee also discussed relocation of the flag pole at the west entrance of the College, and the committee's recommendation was to leave the flag pole at the west entrance. He said the need to do plaques for all the building projects was also discussed. Mr. McCormick noted that all Board members who were involved in these projects (whether current or past) will be listed on the plaques. Trustee O'Keefe suggested having three flags displayed at the west entrance – the US flag, the Illinois flag, and POW flag. Trustee Rendleman was in agreement. There was also some discussion on putting a flagpole by the Historical Village.

**C. CHEC Building Enrollment**

Trustee Rendleman commented on enrollment at the CHEC Building, stating that it was up about 3 ½ percent over last summer. Dr. Schroeder said that Jerry Bechtel has added some new Zumba classes for fall and those have filled quickly.

**D. Comments by Dr. Brenda Erickson**

Vice-President for Instruction Julia Schroeder stated that Dr. Brenda Erickson will be retiring from the College and Thursday, July 28, will be her last day on campus. She introduced Dr. Erickson to make comments to the Board. Dr. Erickson expressed her appreciation to the Board of Trustees and administrators for all the opportunities she has been afforded at John A. Logan College, and briefly shared what her experiences have meant to her career and to her personally. The Board applauded Dr. Erickson and Board Chair Hopkins thanked her on behalf of the Board for her dedication to the College. President Mees lauded Dr. Erickson's efforts with the College's assessment initiative.

**E. Vice-President for Instruction Search**

President Robert Mees reported the vice-president for instruction search is proceeding well. The search committee had met the previous week to finalize screening forms and interview and rating forms. He said the deadline for applications is July 30. The committee will then screen applications and bring some finalists to the Board for interviews during the month of September.

**F. Dedication for Communication Wing and Historical Village**

President Mees said planning is underway for a dedication for the Communication Wing and Historical Village – tentatively on September 30. He said this date is being looked at because the Journalism Department at SIU will be doing a “weekend in Carterville” that weekend –taking pictures and putting together a story to be published in magazine form. Dr. Mees said tentative plans call for a dedication for the Historical Village around 11 a.m., then a luncheon and dedication of the Communication Building in the afternoon. He said the Board will be updated as plans are finalized.

**G. Brad McCormick’s New Office with Community College Business Officers**

President Mees stated that Vice-President Brad McCormick has been very active with the Community College Business Officers for several years, and has recently been asked to step into the roll of regional vice-president for that organization. Dr. Mees said this is quite an honor. He also noted that the following year Mr. McCormick will be named president-elect of the organization, and the next year will be president. Dr. Mees congratulated Mr. McCormick, calling this a well-deserved honor.

**CONSENT AGENDA**

**A. Ratification of State of Illinois Employee Training Agreement (CMS Contract) (Appendix III)**

President Mees recommended that the Board of Trustees ratify continuance of the College’s contract with Illinois Department of Central Management Services to serve as a regional training facility for state agencies in southern Illinois for one year, with an option to renew for four additional one-year terms; and that the Center for Business and Industry be authorized to administer the contract.

**B. Approval of Southern Illinois Collegiate Common Market’s Institutional Assessment Billing**

President Mees recommended that the Board of Trustees authorize the administration to make a payment of \$112,299 to Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College’s share of costs of the SICCM programs for FY 2012.

**C. Bid--Athletic Team Transportation (Appendix IV)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications from Southwestern Illinois Bus Company, LLC II of Chester, Illinois, for athletic team transportation for the 2011-2012 fiscal year in the amount of \$84,400; and that the administration be authorized to accept this bid.

**D. Contract Renewals with Poshard Foundation and Women for Health and Wellness (Appendix V)**

President Mees recommended that the Board of Trustees approve continuation of the Poshard Foundation and the Women for Health and Wellness contracts for another three year period ending June 30, 2014.

Jake Rendleman and Jackie 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 #16-2640)

**NEW BUSINESS**

**A. Award of Insurance Contract**

President Mees stated the administration has concluded a several-month-long request for proposal process that resulted in six (6) proposals from five (5) entities. Participation in the process included three (3) in-district brokers, a Chicago based cooperative, and a broker from Louisville, KY. All five (5) potential providers were interviewed by Board Vice-Chair Jim Snider, College Legal Counsel John Huffman, and Vice-President for Business Services and College Facilities Brad McCormick.

Those participating in the process were:

1. Consolidated Insurance Agency – Carbondale, IL
2. M&H Insurance – Marion, IL
3. Jackson & Gray - Marion, IL
4. Illinois Community College Risk Management Cooperative (ICCRMC)
5. Neace Lukens – Louisville, KY

It was noted that in FY2011, the College paid \$419,534 for its total insurance package through Consolidated Insurance, Inc. of Carbondale. The RFP document required higher coverage in several areas of our insurance package while deductibles were increased throughout the insurance program requested.

Vice-President Brad McCormick gave credit to Jan Otey for the hours she invested in preparation of the RFP document and in participating in committee meetings. Mr. McCormick noted that under the “Evaluation Process” of the RFP, it states that “John A. Logan College, using subjective judgment, will conduct a comparative assessment of the relative benefits and deficiencies of the proposal.” He said that after reviewing the proposals from the five (5) vendors, the committee narrowed the consideration down to two (2) – Neace Lukens from Louisville, KY and M & H Insurance Centre from Marion, IL. Without question or disagreement from the committee, Mr. McCormick said Neace Lukens provided the proposal that most fully met the requirements of the RFP document and was also the least cost. However, he said there was blocking of the market by everyone that participated, as best as he could tell. Although M & H has the capacity to write policies for all the carriers used by Neace Lukens, they could not because the carriers were blocked. McCormick said he has confirmed that the coverages proposed by Neace Lukens can be replicated through M & H. He said it seems to boil down to a trade-off between the value of the company resources that a Neace Lukens can offer (26<sup>th</sup> largest brokerage house in the nation) to the service a local agency can

offer and the value the Board might place on doing business with an agency located in its district. He noted that M & H does quite a bit of educational business in southern Illinois and has provided service to Rend Lake College for several years. Financially, both companies could provide the same premium savings because the carriers are available to both. McCormick noted that at the end of the day, the College will have double the insurance dollar coverage in the umbrella policy and earthquake for about the same cost.

After some discussion by the Board, committee member Jim Snider stated that the committee's recommendation is to assign M & H Insurance Centre, LLC as the Broker of Record for John A. Logan College and give them ten (10) calendar days to provide coverage equal to or better than that proposed by Neace Lukens for the price quoted of \$404,558 or less. M & H must meet the specifications made available in May 2011. If they cannot, then the business will be awarded to Neace Lukens.

Jackie Hancock and John O'Keefe moved and seconded that the Board of Trustees assign M & H Insurance Centre, LLC, as the Broker of Record for John A. Logan College with the stipulation that they have ten (10) calendar days to provide coverage equal to or better than that proposed by Neace Lukens for the price quoted of \$404,558 or less; that M & H must meet the specifications made available in May 2011; and that if M & H Insurance cannot do this, the business will be awarded to Neace Lukens.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2641)

Board Chair Mike Hopkins expressed appreciation for all the hard work the committee put into this selection process.

#### **B. Purchase of the Harris Property (Appendix VI)**

The following resolution was presented to the Board for approval:

##### **RESOLUTION TO APPROVE PURCHASE OF HARRIS PROPERTY**

**Whereas**, pursuant to the provisions of the statutes of the State of Illinois, John A. Logan College, Community College District #530, has reviewed the need to purchase of the William Harris' Tippy Road property located at the corner of Tippy Road and Willow Street, Carterville, Illinois 62918; and

**Whereas**, said Board of Trustees, on the advice of staff, finds that it is in the best interests of the College, students and taxpayers of the district to proceed with the purchase the William Harris' Tippy Road property located at the corner of Tippy Road and Willow Street, Carterville, Illinois 62918; and

**Whereas**, the estimated amount to purchase the property is \$92,000.

Now be it resolved by the Board of Trustees of John A. Logan College, Community College District # 530 as follows:

- 1) There are sufficient funds available in the Restricted Operations and Maintenance Fund of the College, from proceeds of February 2007, Capital Bonds to complete the project.
- 2) Properly completed capital project application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above referenced project.
- 3) The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this purchase consistent with 110 ILCS 8805/3-20.301 and 23 Illinois Administrative Code Section 1501.608.

President Mees recommended and Jake Rendleman and Jackie Hancock moved and seconded that the Board of Trustees authorize the administration to proceed with the purchase of the Harris property (three acres) located at the corner of Tippy Road and Willow Street in Carterville, IL 62918 at the price of \$92,000, pending final approval from the Illinois Community College Board.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2642)

**C. Approval of Renovation of JALC Annex (Formerly Shawnee Library Building)**

President Mees stated the contractor estimates for the renovations needed for the Child Care Resource & Referral Office to relocate to the newly purchased John A. Logan College Annex were received on Wednesday and totaled \$406,187, inclusive of \$39,707 of asbestos abatement. He said the College will act as the general contractor with Image Architects providing plans and construction specifications in an effort to minimize the cost of the project. Dr. Mees said permission is requested to proceed with the project and to publicly bid the components that are in excess of the limits expressed in board policy and/or the Illinois Public Community College Act. A copy of the ICCB Locally Funded Project Application was provided to the Board.

**RESOLUTION TO APPROVE RENOVATION OF JALC ANNEX**

**Whereas**, pursuant to the provisions of the statutes of the State of Illinois, John A. Logan College, Community College District #530, has reviewed the need to renovate the John A. Logan Annex located at 607 South Greenbriar Street, Carterville, Illinois 62918; and

**Whereas**, said Board of Trustees, on the advice of staff, finds that it is in the best interests of the College, students and taxpayers of the district to proceed with the renovation of the John A. Logan College Annex located at 607 South Greenbriar Street, Carterville, Illinois 62918; and

**Whereas**, the estimated amount to renovate the property is \$406,187.

Now be it resolved by the Board of Trustees of John A. Logan College, Community College District # 530 as follows:

- 1) There are sufficient funds available in the Restricted Operations and Maintenance Fund of the College, from proceeds of February 2007, Capital Bonds to complete the project.



- 2) Properly completed capital project application forms shall be completed and forwarded to the President/CEO of the ICCB for approval of the above referenced project.
- 3) The administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this purchase consistent with 110 ILCS 8805/3-20.301 and 23 Illinois Administrative Code Section 1501.608.

President Mees recommended and Jake Rendleman and Jim Snider moved and seconded that the Board of Trustees authorize the administration to proceed with the completion of bid specifications and advertising for bidders for renovations of the John A. Logan College Annex, in order to award the contracts at the August 23, 2011 Board meeting.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2643)

#### **D. Board Policy Revisions (Appendix VII)**

The Board Policy Committee presented proposed policy revisions to the Board of Trustees for first reading. The proposed revisions include the following:

- Revisions to Article II of Student Rights and Responsibilities: A Code of Student Conduct, which falls under the umbrella of Board Policy 8310.
- Board Policy 3510 – Equal Opportunity Statement for Students and Employees
- Board Policy 3512 – Discrimination/Equal Opportunity Grievance Policy for John A. Logan College Students
- Board Policy 8312 – Sexual Harassment of Students

These policies will be brought back to the Board for final approval at the August Board meeting.

#### **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; collective bargaining; and pending litigation, and that he would appreciate Board action and a roll call vote to that effect.

John O’Keefe 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 #16-2644)

The meeting was declared in closed session at 7:40 p.m.

The meeting was declared back in regular session at 8:48 p.m.

## **CLOSED SESSION MINUTES**

John O’Keefe and Jim Snider moved and seconded that the Board of Trustees approve the content of the closed session minutes of June 28, 2011, and that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2645)

## **PERSONNEL**

### **Security Staff**

President Mees recommended that Randall Hall be employed as a part-time, campus safety law enforcement officer at John A. Logan College effective August 1, 2011.

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

President Mees recommended extension of contracts for the vice-president for business services and college facilities and the vice-president for administration through June 30, 2014.

### **Full-Time Faculty**

President Mees recommended that Ron McCuan be employed as a full-time, 12-month continuing faculty, supervising dentist for fall 2011.

President Mees recommended consideration of the retirement request of Associate Professor of Life Science Larry Spears effective May 31, 2012.

### **Term Faculty**

President Mees recommended that Sherri Samuel be employed as a part-time instructor of education at John A. Logan College effective August 18, 2011.

President Mees recommended the Board of Trustees approve the College’s contractual agreement with the Association of Term Faculty for three years ending with the 2013-2014 academic year, pending ratification of the Association of Term Faculty.

### **Continuing Education Staff**

President Mees recommended that Linda Dunavan be employed as a basket weaving instructor at John A. Logan College effective September 8, 2011.

President Mees recommended that Debra Goddard be ratified as a part-time, stipend, faculty advisor at John A. Logan College effective July 1, 2011.

President Mees recommended that Joshua Paul Gumiela be employed as an audio/video instructor at John A. Logan College effective September 6, 2011.

President Mees recommended that Chris Johnston be employed as a waterworks operation instructor at John A. Logan College effective September 6, 2011.

President Mees recommended that Bob Loftus be ratified as a part-time, stipend, faculty advisor at John A. Logan College effective July 1, 2011.

President Mees recommended that Merinda Nehrkorn be employed as a volleyball (coed) instructor at John A. Logan College effective September 6, 2011.

President Mees recommended that Jeremy Pinkston be employed as a marketing real world applications instructor at John A. Logan College effective September 1, 2011.

President Mees recommended that Michael Poston be employed as a taxidermy (beg) instructor at John A. Logan College effective September 10, 2011.

President Mees recommended that Shannon Woodworth be employed as a marketing real world applications instructor at John A. Logan College effective September 1, 2011.

#### **Grant Personnel**

President Mees recommended that Francie Morhet be employed as a part-time, grade II, adult basic education counselor/facilitator at John A. Logan College effective August 1, 2011.

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

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

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

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

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

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 #16-2646)

#### **ANNOUNCEMENTS**

None.

## **ADJOURNMENT**

Mandy Little and Jackie Hancock 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 #16-2647)

The meeting was duly adjourned.

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

Mike Hopkins, Chair

Jackie Hancock, Secretary