

**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 27, 2010, commencing at 7:00 p.m.

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

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	-- absent
Mandy Little	-- present
David Hancock	-- absent

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.

Acting Board Chair Mike Hopkins asked the Board to join him in a moment of silence for Board Chair David Hancock. Mr. Hopkins then led the Pledge of Allegiance to the Flag.

**MINUTES OF THE JUNE BOARD MEETING**

The minutes of the June 22, 2010, regular Board meeting were previously distributed.

Jim Snider and Jake Rendleman moved and seconded the approval of the minutes of the regular meeting of June 22, 2010.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2493)

**FINANCIAL REPORTS (Appendix I)**

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

Vice-President for Business Services and College Facilities Brad McCormick noted that slight changes had been made in the Financial Report to provide more information to the Board. He pointed out the changes and briefly discussed them.

Bill Kilquist and Jim Snider moved and seconded the approval of the financial report for the period ending May 31, 2010.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2494)

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

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

Jim Snider and Bill Kilquist moved and seconded the approval of the list of accounts payable for the period ending June 30, 2010.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2495)

### **RECOGNITION OF GUESTS**

None.

Trustee Jake Rendleman asked the Board to remember JALC Dean for Instruction Deborah Payne following the recent death of her husband, Michael Payne.

Acting Board Chair Mike Hopkins stated he was interested in calling a Board retreat during the month of August, and asked the trustees to be thinking about some possible dates for the retreat throughout the meeting for later discussion.

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

None.

### **BOARD OF TRUSTEES REPORTS**

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

Trustee Jake Rendleman reported the ICCTA will hold a retreat for its executive board in Chicago July 29 and 30. He stated the Association of Community College Trustees (ACCT) will also be meeting in Chicago at that time, noting that Trustee John Sanders is now a member of that board. Mr. Rendleman said the next ICCTA meeting will be held in Springfield on September 10 and 11.

Mr. Rendleman reported that a statewide commission has been formed to rethink higher education funding with representatives from the universities, community colleges, and ICCTA. He also reported on the filing dates for the April 5, 2011 board election.

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

No report.

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

Trustee Jim Snider reported the JALC Foundation had met the previous week. He stated the Annual Golf Classic was a success, with over \$17,000 (net) raised – a considerable increase over previous

years. The next Golf Classic is set for June 17, 2011. Mr. Snider reported that Aisin has endowed a \$25,000 scholarship. He stated that Staci Bynum presented a strategic plan to the Foundation board at the July 13 meeting, and reported that new Foundation officers are Mark Kochan, president and Andrea Turner, vice-president. Mr. Snider said that plans are underway for a possible September 25 concert at Rent One Park in partnership with Black Diamond to benefit the Foundation; the One-Box Shoot is scheduled for October 9, underwritten by WalMart; and a comedy duo is coming to the Marion Civic Center on October 16 to benefit the Foundation. The Foundation will hold its annual meeting on October 19. An event is also being planned in March of 2011 at Walker's Bluff.

Mr. Snider concluded his report by stating that Ms. Bynum has many good ideas, the Foundation board is behind her and working with her, and he expects good things for the Foundation's future. President Mees complimented Ms. Bynum's efforts in obtaining corporate sponsors. He reported that he and Ms. Bynum had met with Cynthia Bunch from Walker's Bluff, and that meeting resulted in a donation of use of that facility for some upcoming events.

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

Trustee John Sanders reported that he will be traveling to the ACCT retreat in Chicago. He asked the Board for any input they might wish to give regarding how ACCT can better serve colleges in the future.

**E. Hiring Committee**

No report.

**F. Athletic Advisory Committee**

Trustee Bill Kilquist said the Athletic Advisory Committee had not met during the last month. He reported that on August 3, Mike Van Horn will be on campus to present the College a check in the amount of \$10,000 for a new backstop for the baseball field. Vice-President for Administration Tim Daugherty noted that the project will run approximately \$20,000, but through fund raising efforts of the Athletic Department, no College dollars will have to be spent.

**G. Developmental Education Committee**

Vice-President for Instruction Julia Schroeder reported that when school starts, meetings will be set up for the Developmental Education Committee to make presentations to the remaining three school boards in the College district.

**H. Nursing Committee**

Vice-President Schroeder reported the Nursing Committee will be setting up a meeting with state and federal legislators this fall.

**I. Diversity Committee**

No report.

**J. Student Trustee**

Student Trustee Mandy Little reported that an excellent production of the musical *Rent* took place at the College the previous week.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association**

No report.

**B. Term Faculty Association**

No report.

**C. Logan Operation Staff Association**

LOSA Representative Judi Pastori was present and stated that organization had 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 covered some policies that will appear at the next Board meeting for the first reading. He said four policies were reviewed that needed no changes, and those policies will now be noted as "reviewed" for future reference.

**B. Board Building Committee**

Vice-President McCormick said the Board Building Committee had met and discussed all current projects. He said the wall for the baseball diamond was discussed, and the committee directed him to proceed with that. Mr. McCormick said the committee heard a presentation on a possible future electric charging station on campus for vehicles, and a potential partnership through the City of Carterville. He said this is a company that is wanting to create an infrastructure of these stations in anticipation of electric vehicles growing in popularity. Mr. McCormick said that Tim Gibson, the College's sustainability coordinator, will pursue getting more information on this.

**C. College Named Military Friendly School**

Vice-President for Administration Tim Daugherty reported notification has been received that John A. Logan College has been named a "military friendly" school, stating that the College is ranked in the top 15 percent of all colleges, universities, and trade schools nationwide in services to veterans. Dr. Daugherty stated that the plaque received will hang in the College's Veterans' Center, adding that he is very proud of the services our center provides.

**D. Opening Day of Fall Semester**

Vice-President for Instruction Julia Schroeder reported that opening day meetings for fall semester will be August 18, and invited the Board to attend the 8:15 a.m. breakfast. She said they will be receiving a letter and an agenda for the meeting.

Dr. Schroeder also drew the Board's attention to an invitation distributed for the Dental Hygiene Open House on August 27.

**E. Service Learning Project – JALC Campus Safety Department**

Vice-President Schroeder introduced instructors Brenda Erickson and Rick Ellett who gave the Board a report on a service learning project. The service learning project involved the Criminal Justice Department and the Business Education Department working with the JALC Campus Safety Department. Dr. Erickson stated the Business Department had previous service learning projects with the Johnston City Police Department, and an opportunity arose to bring this type of project on campus to the College's Campus Safety Department. The project involved putting all the campus safety paper records from as far back as the 1980s in a digitized data base that could easily be used for searches, and was completed in three phases. During the first phase, Mr. Ellett reported that his criminal justice student interns read all the paper documents and extracted the information onto an abstract. Dr. Erickson stated she then designed a PDF form for the information. In the second phase, the Business Department designed a data base in which to enter the information. Two Business Department interns then did the data entry. She introduced one of the interns who was in the audience. Dr. Erickson thanked Vice-President Brad McCormick for supporting the use of these interns. She stated that the data base will greatly expedite searches and will generate valuable reports. Phase III of the project is to maintain these records. Dr. Erickson said that training on using the data base is ongoing and the next step is to design a retention schedule for the records. This retention schedule will be reviewed by legal counsel for compliance with the law. She said this project has been accomplished with technology the College already had in place, and is a huge step for the Campus Safety Department. Dr. Erickson stressed the benefits for the students involved in this project. Mr. Ellett reported that the College is now a member of Crime Information Centers, which will enable sharing information with other agencies. Trustee Rendleman asked if the training on setting up data bases will be made available to other small agencies in southern Illinois. Dr. Erickson said steps are being taken toward possibly making this training available to local police departments through the College's Center for Business and Industry.

**F. State Funding for FY 2011**

President Mees reported that state funding for FY 2011 came in better than anticipated. John A. Logan College will be down approximately \$300,000 from the previous year, but Dr. Mees noted that in light of the state situation, this is better than anticipated. However, he said concerns remain about delayed state payments. He said several new grants are coming in to keep some programs going.

**G. New Travel Policies and Procedures**

President Mees stated that information will be sent out the next day to the Board of Trustees explaining the new travel policies and procedures. He stated that he and Donna Glodjo will both be available to assist in any way during the implementation of the new procedures. Dr. Mees said a

great deal of time and effort has gone in to the revised policy and new procedures and he feels it will be a good policy. He noted that training sessions have been held for College employees.

**H. Letter of Appreciation**

President Mees distributed a letter of appreciation from the Williamson County Pilot Project of the Illinois Meth Precursor Control Pilot Authority for John A. Logan College's support of their endeavors in the fight against the meth problem. Dr. Mees said that JALC's Michelle Hamilton has coordinated this project for several years.

**CONSENT AGENDA**

**A. College Property And Liability Insurance Renewals (Attachment III)**

President Mees recommended that the Board of Trustees authorize the administration to accept the Indiana Insurance renewal quotation for \$342,245 for the College's property and liability insurance and the \$10,000,000 excess earthquake insurance thru Mount Hauley Insurance in the amount of \$15,846.90 for the period of August 15, 2010 through August 15, 2011. This coverage will be through Consolidated Insurance Agency.

**B. Renewal Athletic Team Insurance & Student Malpractice Insurance**

President Mees recommended that the Board of Trustees approve the renewals for catastrophic and accident insurance by First Agency and authorize the administration to purchase the athletic team insurance coverage through Consolidated Insurance Agency, Inc. and First Agency, Inc. of Kalamazoo, MI, in the amount of \$51,074; and the student malpractice insurance through Consolidated Insurance Agency and Healthcare Providers Service Organization in the amount of \$9,925.

**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 2010-2011 fiscal year in the amount of \$90,430, and that the administration be authorized to accept this bid.

**D. West Frankfort Extension Center Lease Agreement**

President Mees recommended that the Board of Trustees approve a renegotiated agreement between Pat De Santis and the College for the West Frankfort Extension Center lease.

**E. John A. Logan College Phase II Master Plan**

President Mees recommended that the Board of Trustees approve the John A. Logan College Phase II Master Plan.

Item F – Athletic Baseball Field Brick Wall Project which originally appeared on the Consent Agenda was pulled off and voted on under New Business.

Jake Rendleman and Jim Snider moved and seconded that the Board of Trustees approve all items on the Consent Agenda with the exception of Item F.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2496)

## **NEW BUSINESS**

### **A. Athletic Baseball Field Brick Wall Project**

It was reported that Athletic Director Jerry Halstead has received a verbal commitment from a donor to pay the cost of materials to build a 162' brick wall 3' in height from dugout to dugout at the baseball field. The wall would replace the chain link fencing by adding netting to the top of the brick wall, thereby increasing visibility from behind the backstop. Image Architects has worked with Jerry Halstead and Dwight Hoffard to create the specifications and project budget. The cost of materials, excluding the laying of the foundation, is estimated to be \$7,153 with additional costs for supervision, foundation, and labor to be \$12,290. The total anticipated project cost is \$19,443.

The Board Building Committee originally recommended the Board consider approval of this project with a minimum contribution of \$7,000 from the College to cover materials, with the remainder to be paid through the Foundation Athletic Fundraising Account. That recommendation has since been changed to state that the cost of the project exceeding the \$10,000 donation will all be paid from the Foundation Athletic Fundraising Account and no College dollars will be used. The project will be awarded to local contractors through direct negotiations and will not be bid as it is below both policy and statutory bidding thresholds. There is a possibility that some of the work may be performed as a donation from local contractors. However, for approval purposes, it is best to assume no donations by contractors.

President Mees recommended and Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees give approval to the administration to proceed with the brick wall project for the baseball field, with \$10,000 of the cost of the project coming from a donation by Mike Van Horn, and the remainder coming from the Foundation Athletic Fundraising account.

A voice vote showed all in favor with the exception of Trustee Jim Snider who voted no. Motion carried.  
(Resolution #16-2497)

## **CLOSED SESSION**

Acting 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 asked for Board action and a roll call vote to that effect.

Jim Snider and Bill Kilquist 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 #16-2498)

The meeting was declared in closed session at 7:50 p.m.

The meeting was declared back in regular session at 9:25 p.m.

Acting Board Chair Mike Hopkins brought up the previously mentioned consideration of a date for holding a Board retreat. After some discussion, the date of August 17, 2010, at 4:30 or 5:00 p.m. was tentatively agreed upon by those present and Trustee John Sanders offered his lake house for the location. The acting chair directed the recording secretary to check the date with the executive director of the Illinois Community College Trustees Association (whose attendance would be required) and the absent trustee. If that date is acceptable, the recording secretary is directed to prepare the appropriate notices of a special meeting/retreat.

### **CLOSED SESSION MINUTES**

Bill Kilquist and Jim Snider moved and seconded that the Board of Trustees approve the closed session minutes of June 22, 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 #16-2499)

### **RESIGNATION OF BOARD MEMBER**

Trustee Bill Kilquist stated that it is his duty to resign as a member of the John A. Logan College Board of Trustees effective immediately in order to avoid any conflicts of interest. He said it has been his pleasure to serve this institution for the past five years, calling this board the best he has ever served on. Mr. Kilquist said it has been an honor to serve and wished the Board and the College well. Acting Chair Mike Hopkins thanked Mr. Kilquist for his five years of service and the fine job he did.

Jim Snider and Mandy Little moved and seconded that the Board of Trustees accept the resignation of Trustee Bill Kilquist effective immediately.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2500)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended that Julie Boles be ratified as a part-time, grade I, learning lab clerk I at John A. Logan College effective July 6, 2010.

President Mees recommended that Chastady Bennett be employed as a full-time, grade III, learning resource clerk III at John A. Logan College effective August 2, 2010.

President Mees recommended that Susan Ely be employed as a full-time (30 hours per week), grade III, secretary III (West Frankfort Extension Center) effective August 2, 2010.



President Mees recommended the Board of Trustees consider the retirement request of Glenda R. Bennett, admissions specialist, effective November 1, 2011.

President Mees recommended the Board of Trustees consider the retirement request of Barbara Campbell, secretary to the director of buildings and grounds effective December 31, 2010.

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

President Mees recommended the Board of Trustees consider the retirement request of Mike Williams effective August 31, 2010.

President Mees recommended the Board of Trustees rescind the action taken on March 16, 2010, to honorably dismiss Mary Rhoads, janitor, as a result of reduction in force, and that Ms. Rhoads be retained (retroactive to July 1, 2010) due to vacancies created by retirements.

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

President Mees recommended that William J. Kilquist be employed as a full-time, grade III, director of emergency planning & risk management effective August 16, 2010.

President Mees recommended the Board of Trustees consider the retirement request of Dr. Julia Schroeder, vice-president for instruction, effective December 1, 2011.

#### **Full-Time Faculty**

President Mees recommended the Board of Trustees consider the retirement request of Anita L. Petersen effective July 31, 2011.

President Mees recommended the Board of Trustees consider the retirement request of Nelda W. Hinckley effective July 31, 2010.

#### **Term Faculty**

President Mees recommended that Tim Bleyer be ratified as a part-time instructor of physical education effective June 14, 2010.

President Mees recommended that Debbie Kirk be employed as a part-time instructor of nursing effective August 19, 2010.

President Mees recommended that Candace Manning be employed as a part-time instructor of art effective August 19, 2010.

#### **Continuing Education Staff**

President Mees recommended that Barry Cupp be employed as a cane defense instructor at John A. Logan College effective September 13, 2010.

President Mees recommended that Jamie Fred be employed as a paranormal investigations instructor at John A. Logan College effective September 8, 2010.

President Mees recommended that Contessa Rich be employed as a K-9 Cuisine (going green with your canine) instructor at John A. Logan College effective September 8, 2010.

President Mees recommended that Rachel Taylor be ratified as a couponing 101 instructor at John A. Logan College effective June 29, 2010.

#### **Grant Personnel**

President Mees recommended that Meredith Lipe be employed as a part-time adult secondary education instructor at John A. Logan College effective August 16, 2010.

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

A voice vote showed all in favor. Trustee John Sanders asked that it be noted he was in favor of all personnel items, but did object to the salary agreed upon for the director of emergency planning and risk management.

(Resolution #16-2501)

#### **ANNOUNCEMENTS**

None.

#### **ADJOURNMENT**

Jim Snider 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 #16-2502)

The meeting was duly adjourned.

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

Mike Hopkins  
Acting Board Chair

Jim Snider  
Secretary