

# **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 August 23, 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	-- absent for roll call
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 JULY BOARD MEETING**

The minutes of the regular Board meeting held on July 26, 2011, were previously distributed.

Jake Rendleman and Jackie Hancock moved and seconded the approval of the minutes of the regular meeting held on July 26, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2648)

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

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

Don Brewer and John O'Keefe moved and seconded the approval of the financial report for the period ending June 30, 2011.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2649)

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

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

Jake Rendleman and Jackie Hancock moved and seconded the approval of the list of accounts payable for the period ending July 31, 2011.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2650)

## **RECOGNITION OF GUESTS**

None.

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

Cartersville resident Harry Treece addressed the Board regarding the College's recent purchase of the Harris property and proposed new entrance to the College from Tippy Road. He expressed some of the concerns of those who live on Tippy Road. He said if this road was used only as an emergency exit, it would not be a problem, but he is opposed to it being used as a main entrance to the College. He asked for clarification on what the College plans to do with the proposed Tippy Road entrance. Vice-President McCormick stated that the Harris property was purchased because if the College does proceed with the Tippy Road project, the road would have to pass through a portion of that property. He said the Tippy Road project has been in the College's Master Plan for a number of years, and public forums have been held regarding this. He noted that the Master Plan is available for viewing on the College's web site. Mr. McCormick said there is no date in mind for completion of the project at this time and no money is set aside in the next year's budget. He said that while having another emergency entrance/exit is an important part of the plan, it has never been expressed that this is the sole purpose of the proposed project. Mr. McCormick explained that when Route 13 is expanded to three lanes, eastbound traffic out of the College will be greatly affected and discussed some of the problems this will cause. He said that traffic counts will likely be done to determine how and when to proceed. Board Chair Hopkins thanked Mr. Treece for expressing his concerns to the Board.

Trustee Jim Snider arrived.

## **BOARD OF TRUSTEES REPORTS**

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

Trustee John Sanders reported ICCTA will hold its seminar in Springfield on September 9 and 10.

Trustee Jake Rendleman reported ICCTA held its annual executive retreat in Chicago recently. He said a seminar on State Universities Retirement System will held on September 9, and CFOs and Human Resource officers are encouraged to attend along with trustees and presidents. He gave a brief summary of some of the issues regarding employee retirements and retiree insurance.

Mr. Rendleman said it was pointed out at the retreat that the community college system gets \$50 million less than in FY 2002. Another topic discussed at the retreat was developing a trustee emeritus program and Mr. Rendleman suggested that the College's policy committee look into this.

Mr. Rendleman said he is currently still serving on the Illinois Community College Board. He noted his appointment actually ended June 30, but he is serving until another appointment is made – whether it be him or another trustee. Mr. Rendleman noted that the officers and regional chairs of the ICCTA have given a proclamation of support for his re-appointment to the Governor's Office.

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

Trustee John O'Keefe reported that Shawnee College will be hosting the SERT meetings for the next two years, but they have cancelled the proposed September date and will be rescheduling that meeting for some time in October.

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

Trustee Rendleman reported tickets are on sale for the General Logan Jam on October 1, and shared details of the event with the Board. A brochure was distributed. He noted that the Poshard Foundation event is also that evening, but is earlier in the evening which should allow those interested to attend both.

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

Trustee John Sanders reported the ACCT Annual Congress is scheduled for October 12 through 15 in Dallas. He had attended the ACCT Board retreat in Charleston, SC last month, and noted that the board took care of usual business and planned for the upcoming Congress in Dallas.

**E. Hiring Committee**

No report.

**F. Athletic Advisory Committee**

Trustee Rendleman reported John A. Logan College welcomed a total of 87 scholarship student athletes to campus for fall semester. He noted that baseball recruits Derek Thompson of Teutopolis, Keelin Rasch of Harrisburg, and Dontrelle Rush of Chicago all passed up money from major league baseball to attend Logan. Mr. Rendleman reported that Sports-Ology (sports division of Rehab Unlimited, SIH) provided four doctors and four trainers for athletic physicals at no charge to the athletes or the College on August 18. He said the volleyball team will kick off its season on September 2 in Toledo, Ohio. Their first home match will be October 12.

**G. Developmental Education Committee**

Trustee John O'Keefe said there was no report from the committee, but noted a new study that had showed 23 percent of Illinois students are qualified to take college level classes in English, science, or math. This included private and public high schools. Vice-President for Instruction Schroeder

said that Dr. Denise Crews and staff will be meeting with high schools participating in the College and Career Readiness program for the next year.

**H. Nursing Committee**

No report from the committee. Vice-President Schroeder stated that she and President Mees had an opportunity to speak with Senator Dick Durbin when he was on campus recently regarding the nursing issues. She noted that he seemed to be receptive, and they plan to follow up.

**I. Diversity Committee**

Trustee Jackie Hancock reported the committee is still working on a minority scholarship through the Foundation. The next Diversity Committee meeting will be September 12 at 11:00 a.m.

**J. Student Trustee**

Student Trustee Mandy Little reported on upcoming events including a blood drive, activities of the Lifesavers Club, a Cosmetology Program hair show on September 12, and Southern Illinois Writers Guild student writing competition. She stated the Student Senate Executive Committee held its first meeting the previous Monday, and reported an open house will be held for students who might be interested in joining Student Senate. The Senate's first meeting will be September 19. Ms. Little reported she attended the IBHE SAC meeting this month, remarking it was interesting to see the variety of higher education students. She noted their concerns were all very similar, including articulation and performance based funding. Ms. Little said she has received many very positive comments regarding movement of the bus stop to the E-Wing area, and thanked the Board and administration for acting on this.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association**

Faculty Association Representative Terri Rentfro stated the faculty members are glad to be back for the 2011-2012 academic year. She reported on a new procedure in place for virtual office hours, noting this is another reflection of the changes we have seen with the growth of online instruction. Ms. Rentfro reported on a new program called Math Excel, which is an online homework system for students in developmental math classes. The program gives students instant feedback on their homework, so they can correct and resubmit. She reported the Business Department has started using iPads in class this semester. Instructors Mark Rogers and Melanie Pecord had provided a training course for faculty and staff on the iPads. Ms. Rentfro reported the faculty will be forming a negotiation team in the near future and will bring that information to the Board.

**B. Term Faculty Association**

No report.

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

LOSA Representative Frances Cobb wished everyone a productive academic year on behalf of that organization.

## **OFFICERS' REPORTS**

### **A. Quarterly Report on Sustainable Financial Plan**

Vice-President for Business Services and College Facilities Brad McCormick distributed copies of the quarterly report on the status of the Sustainable Financial Plan. He noted that 72 percent of the possible savings initially estimated from the entire plan (including all modes – even those which have not been implemented to date) has been realized. He said in portions of the plan which have been implemented and are measurable to date, 120 percent of the savings has been accomplished. He briefly went over details of the report. Vice-President McCormick said the Board will continue to be provided with a quarterly report on the Sustainable Financial Plan. Trustee Don Brewer asked about the high percent of reduction experienced at the extension centers. Vice-President McCormick explained the initial goals in the plan were set based on the reduced schedule, and replacement of more energy efficient lighting has dramatically reduced utility costs. Vice-President Tim Daugherty stressed that the extension centers are still offering all the services that have been previously offered, noting that the Du Quoin Alongi Center is expanding offerings because of the College's dual credit contracts with the high school. He also noted the originally cut-backs in the evening hours were originally more of a safety issue than a cost cutting issue. He reminded the Board of some incidents at the West Frankfort Extension Center in the evenings after the mall had closed. Dr. Daugherty said enrollments at both centers for the past year were the highest they have been in six or seven years. He said the College intends to keep all services essentially the same, and has no plans to pull back anything. Mr. McCormick said the initial savings goal for extension centers was \$50,000, and a total of \$87,000 was saved, thus the high percentage.

Trustee Brewer re-iterated the importance of keeping the extension centers moving forward. There was some discussion on the extension center facilities and possibilities for future changes/expansions.

### **B. Board Building Committee**

Vice-President McCormick reported the Board Building Committee had met on August 10, and discussed future use of the second story of the Community Health Education Complex. The committee's direction was for the Life Science Department to begin using the upstairs in a temporary fashion without any modifications to the space for the next eight weeks. The Board Building Committee will further plan for permanent completion of those spaces, taking into consideration the input from Life Sciences and Massage Therapy.

Mr. McCormick said the Building Committee also looked at some Protection, Health, Safety (PHS) projects for 2012 and discussed future capital renewal dollar projects. The committee made decisions on future location of flag poles which will include the US flag, state flag, and MIA/POW flag. He said a decision was made to go with concrete versus asphalt in the new parking lot, and staffing needs in the custodial department were also discussed by the committee.

**C. 2010-2011 Business and Industry Training Report**

Vice-President for Administration Tim Daugherty introduced Associate Dean for Corporate Education Darren Pulley to give the Board a report on Business and Industry Training. Mr. Pulley reported the center served 141 organization last year, providing 752 courses and training 14,674 people. The courses include OSHA, safety training, CPR, management/supervisory courses, and general workplace skills. Mr. Pulley said the center will offer its first iPad class in October. He said a five-year contract was just renewed to remain the regional training center for the Department of Corrections; an additional one-year renewal has been received to remain the regional training center for Central Management Services; the second year of a two-year contract with Southern Illinois Health Care is in progress; and the center is beginning the third year of a partnership with NEW Corporation. Mr. Pulley said the center has generated 11,000 credit hours this past year, the highest number ever. He reported funding has been received for another year for the Highway Construction Training Program in the amount of \$288,000. The Procurement Technical Assistance Center counseled 169 businesses in the last year, helped 16 of those businesses receive 63 contracts totaling \$132,452,457. This made our PTAC number one in the state. JALC's Center for Business and Industry and PTAC have always ranked number one in the state among community colleges in the categories of number of persons trained, courses provided, and the dollar amount of government contracts procured. Mr. Pulley said the center has grown steadily and now has 13 full-time and one part-time employee. He informed the Board of a new project with Southern Illinois Healthcare to house a 6,000 sq. ft. educational and simulation facility on the top floor of the new Communication Wing. SIH would use the space to provide internal training to clinical and non-clinical employees. Details of the MOU are now being worked out, and will hopefully be presented to the Board very soon. Mr. Pulley expressed his appreciation to the administration and the Board of Trustees for the support they have always shown. President Mees commented on the growth and the excellent job the Center for Business and Industry staff has done over the years.

**D. 2010-2011 Continuing Education Report**

Vice-President Daugherty introduced Dr. Barry Hancock, associate dean for community education, to give the Board a report on continuing education classes. Dr. Hancock reported the Continuing Education Department offers 16 categories each semester that are either credit classes which generate state revenue (computer, healthcare, real estate, etc.) or non-credit (hobby and leisure classes). He reported as many as 400 sections of classes (over 160 courses) are offered in over 100 different locations in the community during any given year. Dr. Hancock said the Continuing Education Department staff consists of him, Director of Continuing Education Greg Stettler, three full-time secretaries, six part-time coordinators, and two student workers. Over two hundred instructors may be hired during a semester. He said the department spends approximately \$500,000 to \$600,000 per year, some of which comes out of the marketing department budget. Hancock said the department is a member of the American Heart Association, and is a designated regional training center. The department also offers many continuing education and continuing professional development units, and has a variety of partnerships with area agencies. Hancock said the department has served as a testing ground over the years for software programs, and noted the first Internet courses were started in continuing education several years ago. He said in the past three semesters, the Continuing Education Department has served over 15,000 students. In spring semester 2011, the department served 7,082 students – more than ever before in a given semester. President Mees commented that he doesn't think any other continuing education program in the

state comes close to these numbers. He also commented on the diversity of the programs offered and complimented Dr. Hancock on an excellent job.

**E. Monetary Assistance Program (MAP) 2+2 Pilot Proposal**

Vice-President Daugherty drew the Board's attention to a document contained in the packet which was a proposal for a pilot program being run by the Illinois Student Assistance Commission (ISAC), partnering with SIU for a MAP 2+2 program. They desire to include John A. Logan, Kaskaskia, Southwestern, Southeastern, Illinois Eastern, and Shawnee Colleges as partners in the program. Each of these institutions is being asked to sign the agreement included in the packet. Dr. Daugherty said the agreement is very broad. It is a pilot program where an individual student can attend John A. Logan College and receive their map grant; but the difference between what they would have received at SIU and what they receive at JALC may be banked to be used at SIU. Vice-President Daugherty said the agreement, in the administration's opinion, is a little too broad and an addendum has been created to specify only five particular JALC programs that will be involved in this. He said our sister institutions have taken a similar approach. Dr. Daugherty said SIU needs to know right away if JALC is going to participate. President Mees said he had planned to bring this back to the Board for approval at the next Board meeting, but SIU needs the agreement this week. He said SIU has been made aware of our intentions to limit the number of programs involved and they are OK with it. Dr. Mees said College legal counsel has looked at the agreement and has approved it with the addendum. He said if there are no objections from the Board, he will go ahead and sign the amended document and get it to SIU. There were no objections from the Board.

**F. Press Conference at Du Quoin Fair**

Dr. Daugherty announced that on August 27, a press conference will be held at the Du Quoin Fair Ground introducing the *Wall Street Boot Camp* series being run through JALC's Continuing Education Department and taught by JALC instructor David England. He said the first of the four sessions will be free to veterans. Dr. Daugherty invited the trustees to attend the press conference.

**G. Public Speaking Engagements**

Vice-President for Instruction Julia Schroeder distributed information and invited the Board of Trustees to two upcoming speaking engagements on campus in conjunction with the Paul Simon Public Policy Institute and JALC's Constitution Week. One was *Environmental Issues* by Christine Todd Whitman, and the other *Performance Education* by Lt. Governor Sheila Simon.

**H. Growing Programs**

Dr. Schroeder reported that two programs are exploding in growth this semester. Growth at the Community Health Education Complex has resulted in use of part of the second floor to accommodate additional classes. Online enrollment is at 2,759 compared to 2,438 last fall – a 13.2 percent increase. She noted this does not include the 321 students who take a one-hour online orientation class.

## **I. Dual Enrollment**

Vice-President Schroeder introduced Vicky Turl, director of dual credit and partnerships, to give the Board a report on the College's dual credit programs. Ms. Turl distributed a brochure and handouts to the Board. She reported the College has 11 formal dual credit agreements with district high schools and three private schools. Ms. Turl said a number of dual credit options have been added at the high schools within the last eighteen months. She gave an overview of the various programs which have been added at particular high schools. An important new development is a pilot program at Murphysboro and Marion High Schools offering English taught at a high school for college credit for the first time. Ms. Turl noted that a continuing concern is that high school teachers who are teaching college credit classes must meet all the hiring requirements of John A. Logan College. She noted that many of these people are term faculty at JALC in the evening. Another interesting development noted by Ms. Turl is that 38 high school students in Du Quoin will be going to the extension center this semester for blocks of English 101 and 102, and then taking government and speech next semester. They will receive both high school graduation credit and college credit (12 hours) on successful completion. Ms. Turl reported the dual credit/dual enrollment classes currently being taught at the College account for 1,311 credit hours. High school figures won't be available until the end of the month, but are expected to be higher than last year. Trustee Rendleman asked how JALC's program compares with other community colleges and Ms. Turl said she will get him that information. Vice-President Schroeder commented that one issue noted by ICCB during its recognition visit was that the College didn't have very many baccalaureate transfer courses such as foreign language, sociology, English offered through dual credit. She noted that Ms. Turl has done a phenomenal job of making that happen, and believes we will see considerable increases as a result of her efforts. Trustee Jim Snider asked if we know how many of these students continue at John A. Logan College after they finish high school. Ms. Turl said this data is not available now, but is being created. Trustee John Sanders asked about the level of cooperation from school districts. Ms. Turl said all the high schools want and try to participate in sending students here; however, the biggest problem with arranging dual credit at a high school is finding high school teachers who meet JALC's mandated hiring requirements.

## **J. Update on Dedication of Communication Wing and Historical Village**

President Robert Mees reported the tentative date of September 30 for dedication of the Communication Wing and Historical Village had to be cancelled. He explained the Communication Wing is not coming along as quickly as expected, and the foundation funding the Historical Village asked to delay dedication ceremonies until the storefront is in place, which will probably be December. Dr. Mees said two separate dedications will be held – one for the Communication Wing sometime in October, and one for the Historical Village in December or January.

## **K. Poshard Foundation Annual Event and *General Logan Jam***

President Mees reported the Poshard Annual Event and the JALC Foundation's *General Logan Jam* will both be held on Saturday, October 1. The Poshard Foundation will begin at 5:30 p.m., and the *General Logan Jam* will be held at 7:00 p.m. in Herrin. He asked trustees interested in attending either event to let his office know as soon as possible.



**L. Presidents' Council**

Dr. Mees reported the President Council held an Executive Committee meeting in Chicago in conjunction with the ICCTA retreat. He stated the major issue was finances and budgets. He noted that community colleges did get level funding this year, but some colleges got hit harder than others in the way the money was distributed. He said the future of equalization funding is always a huge concern. Dr. Mees said performance based funding is going to be another difficult issue for community colleges. Other issues of concern included the future of pensions and retiree health insurance. Dr. Mees said the Presidents' Council is also trying to reconnect with City Colleges in the aftermath of all the dramatic changes that took place there.

**M. Outstanding Business Officer Award**

President Mees reported that Associate Dean for Payroll and Benefit Services Stacy Buckingham has been named as recipient of the Region V Outstanding Business Officer Award by the Community College Business Officers organization. Ms. Buckingham will receive her award in Louisville on September 19.

**CONSENT AGENDA**

**A. Microsoft Software Licensing**

President Mees recommended that the Board of Trustees approve the College to continue as part of the consortium of Illinois community colleges utilizing CDW-G as the vendor to purchase Microsoft Enrollment for Education Solutions 12 month licensing for the amount of \$47,770.66 from CDW-G.

**B. Renewal of Community Partner Agreement with *Southern Business Journal* (Appendix III)**

President Mees recommended that the Board of Trustees approve renewal of the College's Community Partner Agreement with the *Southern Business Journal* for the period of May 1, 2011 through April 30, 2012, for a total cash amount owed of \$10,000, and that the administration be authorized to pay this amount in monthly increments of \$833.33.

Jim Snider 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 #16-2651)

**OLD BUSINESS**

**A. Adoption of 2011-2012 Budget**

President Mees noted the tentative budget for the 2011-2012 academic year was approved at the June meeting and a public meeting was held at 6:30 p.m., just prior to the Board meeting. Based on the results of the hearing, Dr. Mees recommend the following resolution be adopted by the Board of Trustees:

WHEREAS the Community College Board of John A. Logan College District No. 530, Counties of Williamson, Jackson, Franklin, Randolph, and Perry, and the State of Illinois caused to be prepared in tentative form a budget and the secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and whereas a public hearing was held as to such budget on the 23rd day of August, 2011. Notice of hearing was given at least thirty days prior thereto as required by law and all other legal requirements have been complied with.

NOW THEREFORE BE IT RESOLVED by the Community College Board of said District as follows:

SECTION 1 -- That the fiscal year of the Community College District be and the same is hereby fixed and declared to be beginning July 1, 2011, and ending June 30, 2012, and  
SECTION 2 -- That the budget containing an estimate of amounts available in each fund separately and of expenditures from each, and same is hereby adopted as the budget of this Community College District for the said fiscal year.

President Mees recommended and Don Brewer and John O'Keefe moved and seconded that the Board of Trustees adopt the 2011-2012 budget as presented in tentative form at the June 28, 2011, Board meeting and as available for public inspection under state law, and that the administration be authorized to implement this budget effective July 1, 2011.

A roll call vote showed all in favor. Motion carried.  
(Resolution #16-2652)

#### **B. Board Policy Revisions (Appendix IV)**

The Board Policy Committee had presented the following proposed policy revisions to the Board of Trustees for first reading at the July 26 meeting and brought them back to the Board for final approval:

- 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

President Mees recommended and John O'Keefe and Jackie Hancock moved and seconded that the Board of Trustees approve the recommended policy changes to the Student Rights and Responsibilities: A Code of Student Conduct (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; and Board Policy 8312-Sexual Harassment of Students.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2653)

## **NEW BUSINESS**

### **A. Adoption Of Resolution to Change Williamson County Enterprise Zone Property Tax Abatement From a Ten-Year Abatement to a Five-Year Abatement Period**

Board Chair Mike Hopkins stated it was necessary to table this item until further information is obtained.

### **B. Bid – John A. Logan College Annex Remodeling (Appendix V)**

President Mees stated that bid specifications were prepared and advertised according to Board policy for the bid of remodeling the John A. Logan College Annex for Child Care Resource and Referral. Bids were received and opened in the Office of the Vice President for Business Services and College Facilities at 2:00 p.m., Thursday, August 11, 2011. The results follow:

<u>Bidders for General Work</u>	<u>Bid Amount</u>	<u>Alternate Bid NO.G-1</u>
Fager-McGee Commercial Construction Murphysboro, IL	\$264,400	\$12,900
W. F. Stift, Inc. Marion, IL	\$245,000	\$23,500
Evrard-Strang Construction, Inc. Marion, IL	\$251,915	\$12,541
J & L Robinson Development & Construction Co., Inc. Carbondale, IL	\$260,850	\$16,750

Vice-President McCormick noted that the low base bid is within the estimated budget and none of the alternate bids are being accepted.

President Mees recommended and John Sanders and Jake Rendleman moved and seconded that the Board of Trustees approve the low bid meeting specifications from W. F. Stift, Inc., of Marion, Illinois, in the amount of \$245,000 for the base bid, and authorize the administration to proceed with awarding of the bid for remodeling of the John A. Logan College Annex.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2654)

### **C. Establishment of Date and Time for Special Board Meeting**

Board Chair Hopkins said it was desirable to set the date and time for a special board meeting to be held in September for the purpose of interviewing the finalists for vice-president for instruction. After a brief discussion, it was determined that the best date and time would be September 7 at 5:30 p.m.

John Sanders and Jake Rendleman moved and seconded that the Board of Trustees hold a special board meeting at 5:30 p.m. on September 7, 2011, for the purpose of interviewing finalists for the vice-president for instruction.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2655)

Trustee Jake Rendleman stated that the Human Resource Committee, of which he is a member, has not met for some time and volunteered to serve as chair of the committee. Board Chair Mike Hopkins said he will look into this and get back to him.

### **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; 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 voted yes. Motion carried.  
(Resolution #16-2656)

The meeting was declared in closed session at 8:40 p.m.

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

### **CLOSED SESSION MINUTES**

John O'Keefe and Jake Rendleman moved and seconded that the Board of Trustees approve the content of the closed session minutes of July 26, 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 #16-2657)

### **PERSONNEL**

#### **Operational Staff**

President Mees recommended that Judith Grider be employed as a part-time, grade II, learning resources clerk II at John A. Logan College effective September 1, 2011.

President Mees recommended that Rebecca Caraker be employed as a full-time, temporary, grade II, learning resources clerk II effective September 1, 2011.

President Mees recommended that Sharilyn Cowan be employed as a part-time, grade II, secretary II (Women for Health & Wellness) effective August 29, 2011.

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

President Mees recommended that James White be employed as a stipend, assistant volleyball coach at John A. Logan College effective August 24, 2011.

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

President Mees recommended the Board of Trustees consider the request from David M. Packard to change his previously approved retirement date from December 31, 2012 to May 31, 2012.

#### **Term Faculty**

President Mees recommended that Chris Dennis be ratified as a part-time instructor of English at John A. Logan College effective August 18, 2011.

President Mees recommended that Amy Harkins be employed as a part-time instructor of nursing at John A. Logan College effective August 29, 2011.

President Mees recommended that Jennifer Morgan be ratified as a part-time instructor of English at John A. Logan College effective August 18, 2011.

#### **Continuing Education Staff**

President Mees recommended that Wayne Anderson be employed as a basketball for men instructor at John A. Logan College effective September 7, 2011.

President Mees recommended that Carolyn Estes be employed as a sewing for beginners instructor at John A. Logan College effective September 6, 2011.

President Mees recommended that Linda Hill be employed as a mystery shopping instructor at John A. Logan College effective September 7, 2011.

President Mees recommended that Crystal Hosselton be employed as a surviving the teen years-helping parents navigate instructor at John A. Logan College effective September 6, 2011.

President Mees recommended that Steve McLaughlin be employed as an Adobe Photoshop (adv.) instructor at John A. Logan College effective September 8, 2011.

President Mees recommend that Joy Upton be employed as a patchwork quilting for beginners instructor at John A. Logan College effective September 14, 2011.

#### **Grant Personnel**

President Mees recommended that Roxanne Brewer-Coffey be employed as a full-time, grade II, coordinator of procurement technical assistance center effective September 12, 2011.

President Mees recommended that Elizabeth Bischoff be employed as a part-time, grade I, assistant coordinator of family literacy-Marion at John A. Logan College effective September 1, 2011.

President Mes recommended that Emily Hookham be employed as a part-time, grade I, assistant literacy coordinator at John A. Logan College effective September 1, 2011.

President Mees recommended that Caroll Buitrogo-Long be ratified as a part-time adult secondary education instructor at John A. Logan College effective August 17, 2011.

### **Volunteer Personnel**

President Mees recommended the appointment of volunteers Donnatella Ashtiani, James Bledso, Christy Davis, Janet England, Bonnie Ketner, Jacqueline McIntosh, Aisha Morsy, Pat Obortini, Jean Ohm, Jim Paris, and Donna Sills for Literacy.

### **Additional Personnel Item**

President Mees recommended the Board of Trustees approve reorganization of personnel in the Administration Building as follows :

That the position vacated by Carla Haas as director to the vice-president for instruction not be filled at this time (vacancy created when Ms. Haas was hired in June 2011 as full-time business faculty);

That Carmen Cutsinger be changed from part-time employment to full-time employment as a full-time, level III, secretary to Cindy Johnson in the Office of the Vice-President for Instruction;

That the position vacated by Rhonda Tanner as secretary in the President's Office not be filled at this time;

That Brianna Gower be changed from a level II to a level III employee and assume a portion of the duties of the position being vacated by Ms. Tanner. Ms. Gower's time will be split between the Office of the Vice-President for Business Services and College Facilities and the President's Office;

and that the above changes be made effective September 1, 2011.

Dr. Mees noted that Cindy Johnson, director to the vice-president for instruction, has assumed additional duties due to Carla Haas' vacated position not being filled; but stated he is not ready to make a recommendation regarding this at this time.

John Sanders and Mandy Little moved and seconded that the Board of Trustees approve all personnel items as recommended with the exception of Trustee Jim Snider, who abstained.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2658)

## **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 #16-2659)

The meeting was duly adjourned.

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

Mike Hopkins, Chair

Jackie Hancock, Secretary