

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 25, 2009, commencing at 6:00 p.m.

The meeting was called to order by Board Chair David Hancock.

The chair directed the recording secretary to call the roll:

John Sanders	–	present
Jake Rendleman	–	present
Bill Kilquist	–	absent for roll call
Michael Hopkins	–	present
Jim Snider	–	present
John O’Keefe	–	present
Rachel Grasher	–	present
David Hancock	–	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 and Rhett Barke, 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 David Hancock led the Board in the Pledge of Allegiance to the flag.

MINUTES OF THE JULY BOARD MEETING

The minutes of the July 28, 2009, regular Board meeting were previously distributed.

Mike Hopkins and John O’Keefe moved and seconded the approval of the minutes of the regular meeting of July 28, 2009.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2365)

FINANCIAL REPORT (Appendix I)

The financial report for the period ending June 30, 2009, was previously mailed.

Jake Rendleman and Mike Hopkins moved and seconded the approval of the financial report for the period ending June 30, 2009.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2366)

ACCOUNTS PAYABLE (Appendix II)

The list of accounts payable for the period ending July 31, 2009, was previously mailed.

Jake Rendleman and John O’Keefe moved and seconded the approval of the list of accounts payable for the period ending July 31, 2009.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2367)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee John Sanders announced the next ICCTA meeting will be in Springfield on September 11 and 12. He reported that Trustee Jake Rendleman had recently attended ICCTA’s annual executive committee retreat in Chicago. Mr. Sanders said that he had attended a “boot camp” held by the Association of Community College Trustees (ACCT) held at the same time in Chicago. He noted this was very helpful considering he is seeking a director-at-large position with ACCT.

Trustee Rendleman distributed a handout on “Observations Regarding State Funding and Community Colleges,” prepared by ICCTA Executive Director Mike Monaghan. Mr. Rendleman briefly summarized the content of the handout.

Trustee Bill Kilquist arrived at 6:10 p.m.

B. Southeast Region Trustees (SERT)

Trustee John O’Keefe reported the next meeting of the Southeast Region Trustees will be September 21, 2009, at Rend Lake College.

C. John A. Logan College Foundation

No report.

D. Association of Community College Trustees (ACCT)

Trustee Sanders noted the ACCT Annual Congress will be in early October in San Francisco, and stated that six of the trustees are planning to go.

E. Hiring Committee

Trustee Sanders said the Hiring Committee will be planning a meeting in September.

F. Athletic Advisory Committee

Trustee Bill Kilquist said the Athletic Director had planned to give the Board an annual report this evening. Vice-President for Administration Tim Daugherty reported that Athletic Director Jerry Halstead was unable to be present due to his mother's accident. Dr. Daugherty distributed a written copy of the annual report to the trustees, and gave a brief summary of its contents. He was especially pleased with the fact that the athletes not only did well in their sports, but also did very well academically.

G. Developmental Education Committee

Trustee John O'Keefe said the committee's presentation to the Du Quoin school board has been rescheduled for September 17. Vice-President for Instruction Julia Schroeder distributed a complimentary letter from a parent whose child had attended one of the intervention programs at the College this summer.

H. Nursing Committee

No report.

I. Diversity Committee

Vice-President Schroeder announced that Multi-Cultural Day will take place at the College on September 16. The Diversity Committee will meet sometime before that date, and will also meet again on September 22.

J. Student Trustee

Student Trustee Rachel Grasher announced the first Performance Series Event, *Break, An Urban Spectacular*, will be held on September 3, and the Women's Health Conference will be Saturday, September 19. Ms. Grasher also announced the John A. Logan College Student Senate will once again receive the Ed Snyder Student Government Merit Book Award in November. This book documents all the senate's projects over the last year. She noted this is the second time the senate has submitted a book and the second time they have received an award.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Faculty Association Representative Mark Rogers said the faculty is looking forward to another great semester, noting that the classrooms are bulging with students and online enrollment is soaring.

B. Term Faculty Association Report

No report.

C. Logan Operational Staff Association Report

No report.

OFFICERS REPORTS

A. Board Building Committee

Vice-President for Business Services and College Facilities Brad McCormick reported the Board Building Committee met recently and walked through the protection, health, and safety project area which is 95% complete. The area, primarily in B Building, has new carpeting, new ceilings, new lighting, and new mechanical equipment. He also reported that the electrical protection, health, and safety project is 95% complete and resulted in a major change order that is on tonight's agenda. Vice-President McCormick said that about 70% of the campus exterior is having the drivet re-painted or re-applied. This project is 85% complete.

Mr. McCormick reported the footings are now in for the Communication Wing, and basement walls should be poured in the near future which will enable a lot of things to progress. He said the artistic rendering of the building should be received by the next Board meeting.

B. Board Policy Committee

Vice-President McCormick noted the Board Policy Committee is presenting some policy revisions on tonight's agenda for the first reading by the Board.

C. Board Finance Committee

Vice-President McCormick reported the Board Finance Committee had met this evening to discuss slowing property value growth in the district. There was discussion on the ensuing budget problems this could cause.

Mr. McCormick noted that it has not yet been necessary to use the privilege granted by the Board to borrow from the working cash fund. He added that if the fourth quarter payment is received from the state by December, the College will get through this year without having to do this.

D. Fall Semester Enrollment Report

Vice-President for Administration Tim Daugherty introduced Dean for Student Services Terry Crain who gave the Board a report on fall semester enrollment. Mr. Crain informed the Board that enrollment is still going on, so final figures are not available. He said current figures indicate enrollment will be up three to four percent – or even higher, and that last year's fall enrollment record has already been surpassed. Mr. Crain said that official tenth-day figures will be available the following week. He noted that credit hours and on-line enrollment figures are also up considerably. Mr. Crain thanked Dr. Schroeder for all the class sections she is adding to accommodate the large numbers.

Dean Terry Crain reported that the Financial Aid Office has already completed files on 1,670 students for Pell Grants. He noted that last fall – during the entire semester – only 1,514 files were completed.

Trustee John Sanders asked about manpower in the Financial Aid Office. Mr. Crain said that office is doing a good job managing the flow. He also reported on the new digital signage at the west entrance of the College. Mr. Sanders asked about the adequacy of classroom space and parking spaces. Mr. Crain said he had received no complaints about parking, and Dr. Daugherty noted that this could be due to the surge in online enrollment. Vice-President McCormick reported that at peak times so far, 100 parking spaces were still available. He added that contingency plans are in place to handle an

additional 250 cars if necessary. Dr. Schroeder stated she had to increase seats in many of the traditional courses, and faculty has been very accommodating.

Dr. Daugherty complimented the Financial Aid Office on the significant process changes made to better serve the students and reduce lines. It was also noted that there were no long lines at the new bookstore. Sue Zamora commented on the advantages of the new bookstore location and the efficient way students were handled.

Dr. O’Keefe asked about the impact the cuts in the MAP grant would have on JALC students. Vice-President Daugherty said the funding was cut to 87% of what it was last year for fall semester, and there is no funding at all expected for spring semester. He said groups are still lobbying to restore this funding, but the outlook is not good at the present time. He said this could have a positive impact on community college enrollment, with many students no longer being able to pay the university tuition. There was a brief discussion on the possibility of having to increase tuition at JALC.

E. Du Quoin State Fair

Vice-President Daugherty informed the Board of an event taking place at the Du Quoin State Fair on September 5. This will be Southern Illinois College and University Night in cooperation with “Southern Illinois Has Talent” night. Dr. Daugherty said that the College will have tables set up in the grandstand area and will have representatives participating in the various activities.

Trustee Jake Rendleman reported that Guy Alongi has been re-appointed by the Governor to the Illinois Community College Board and has also been re-appointed as chair.

F. Online Enrollment

Vice-President for Instruction Julia Schroeder announced that, as of 4 p.m. that day, online enrollment was at 2,406 – 767 enrollments over last fall (46.8 %). She noted that, in addition to the regular online classes, many faculty members incorporate an online component into their classes. Dr. Schroeder stressed how important this will be if there should be some type of epidemic on campus. She congratulated all the faculty members who have worked so hard on this effort.

G. New Medical Coding Certificate Program

Vice-President Schroeder introduced Dr. Brenda Erickson who gave the Board a report on the College’s new Medical Coding Certificate program which will begin in the spring. Dr. Erickson distributed a brochure on the program to the Board and gave a brief summary of the courses involved and what completion of the program will qualify students to do. She explained how this program compliments two existing programs at the College. Dr. Schroeder complimented Dr. Erickson for keeping the College on the cutting edge with this program.

H. State Budget

President Mees stated that one third of the revenue in the state budget is from stimulus money which creates a major concern for next year. He noted that community colleges came through the budget process exceptionally well this year, but next year will be another story unless some additional revenue is found. Dr. Mees encouraged everyone to look over the handout prepared by Mike Monaghan and distributed by Trustee Rendleman earlier in the meeting. He noted the importance of keeping the pressure on regarding funding for community colleges.

Dr. Mees spoke of Senate Resolution 0303, introduced by Senator Toi Hutchinson from the Prairie State College district, which forms a task force to look at community college funding. Four Illinois community college chief financial officers will serve on the task force, including JALC's Brad McCormick. Dr. Mees stressed the importance of having Mr. McCormick on this task force. He also noted that ICCB Chair Guy Alongi is on the task force. Dr. Mees said the purpose of the task force is to promote fairness to all colleges in funding. He spoke to the concerns regarding equalization.

I. Presidents' Council

President Mees reported that Presidents' Council will meet in Springfield on September 11. He stated that a new presidents' orientation session will be held for about 20 of the newer presidents on September 10.

CONSENT AGENDA

A. Bid-Tent Rental for Hunting and Fishing Days (Appendix III)

President Mees recommended that the Board of Trustees approve the low bid meeting specifications from Bauers' Tents and Party Rentals, Inc. of Evansville, Indiana, for rental of tents for Hunting and Fishing Days for an amount of \$15,771, and that the administration be authorized to accept this bid.

B. Temporary Approval of New Program

President Mees recommended that the John A. Logan College Board of Trustees grant temporary approval for a new hybrid online nursing program to be implemented at the College in January 2010.

C. Approval for Payment to Blackboard

President Mees recommended that the John A. Logan College Board of Trustees approve payment to Blackboard in the amount of \$45,700.00 for the period of September 28, 2009 – September 27, 2010.

Board Chair David Hancock complimented Dr. Julia Schroeder for her excellence in dealing with the Blackboard issue.

John Sanders and Jim Snider 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 #16-2368)

NEW BUSINESS

A. Emergency Expenditure – Primary Electrical Feeder for VOC Building

Vice-President for Business Services and College Facilities Brad McCormick informed the Board of the following:

The VOC building houses the auto mechanics, auto body, HVAC and coal mining programs. As part of the PHS electrical/mechanical contract awarded in March 2009, the final remaining original electrical panels at the College were replaced. Following the replacement of a panel in the VOC building, the line feeding the building was tested and failed. This line was installed as a direct bury line without

protective underground conduit more than 30 years ago because it was considered “temporary” in nature. The estimate to replace this line was over \$69,000 and exceeded 10% of the original contract, which was \$139,412. Because it exceeded the 10% threshold allowed in statute (110 ILCS 805/3-27.1), it was necessary to make this repair under the emergency provisions in the same statute. The emergency approval statute requires $\frac{3}{4}$ of the members of the Board for approval. Without this repair, the VOC building would have been without power. Since this will be done as a change order to the original contract, the cost of the change will be dictated by the terms of the contract. This minimizes the potential for cost escalation as the change order is paid only on direct and documented expenditures plus the markup specified in the contract.

President Mees recommended and Jim Snider and Mike Hopkins moved and seconded that the Board of Trustees approve the change order replacing the primary electrical feeder for the VOC Building for an amount not to exceed \$70,000.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2369)

B. Proposed Revisions to Board Policies (INFORMATIONAL ITEM-NO ACTION)(Appendix IV)

The Board Policy Committee submitted the following suggested Board Policy revisions to the Board of Trustees for the first reading:

Board Policy #7154 – Purchasing
Board Policy #8110 – Admission to John A. Logan College
Board Policy #8220 – Proficiency Credit
Board Policy #8310 – Student Rights and Responsibilities Handbook
Board Policy #8311 – Removal From Clinical
Board Policy #8540 – Program Transfer Policy

These policies will also be made available to College employees for input and suggestions, and will be presented to the Board of Trustees for final action at the September meeting.

CLOSED SESSION

Board Chair David Hancock stated that it is 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.

Jim Snider and John O’Keefe moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2370)

The meeting was declared in closed session at 7:20 p.m.

The meeting was declared back in regular session at 8:35 p.m.

CLOSED SESSION MINUTES

Jim Snider and John O'Keefe moved and seconded that the Board of Trustees approve the content of the closed session minutes of July 28, 2009, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2371)

PERSONNEL

Operational Staff

President Mees recommended the employment of Julie Boles as part-time, copy machine operator/stockroom clerk I effective September 8, 2009.

Non-Teaching Professional Staff

President Mees recommended the appointment of volunteers Rahim Asgard, Billie Donas, Neil Guetschow, George Nelmes, Thelma Okafor, Corliss Payne, Catherine Schleck-Swatscheno, Gary Sullivan, and Maureen Taylor for Literacy.

President Mees recommended that Andrea Leadingham be ratified as a full-time, grade II, coordinator of veterans and military personnel student services at John A. Logan College effective July 1, 2009.

Term Faculty

President Mees recommended that Michelle Bisel be ratified as a part-time instructor of economics effective August 20, 2009.

President Mees recommended that Laura Borger be ratified as a part-time instructor of English effective August 20, 2009.

President Mees recommended that Kristina Carlson be ratified as a part-time instructor of mathematics effective August 20, 2009.

President Mees recommended that Misti Harrison be ratified as a part-time instructor of interpreter preparation effective August 20, 2009.

President Mees recommended that Gretchen Hilliard-Cudworth be ratified as a part-time instructor of art effective August 20, 2009.

President Mees recommended that John Kaeser be ratified as a part-time substitute instructor for supervising dentist effective August 20, 2009.

President Mees recommended that Beth Michaels be ratified as a part-time instructor of nutrition effective August 20, 2009.

President Mees recommended that Carissa Semanski be ratified as a part-time instructor of criminal justice effective August 20, 2009.

President Mees recommended that Sumant be ratified as a part-time instructor of mathematics effective August 20, 2009.

Continuing Education Staff

President Mees recommended that Aur Beck be employed as a solar knowledge for beginners instructor at John A. Logan College effective September 19, 2009.

President Mees recommended that Deborah Bouton be employed as a living well-living green instructor at John A. Logan College effective September 14, 2009.

President Mees recommended that Tyler Crogg be employed as an Ireland 1500-1988 instructor at John A. Logan College effective September 8, 2009.

President Mees recommended that Cherri Flinn be employed as a social networking instructor at John A. Logan College effective September 8, 2009.

President Mees recommended that Katherine Kelly be employed as an Irish dancing instructor at John A. Logan College effective September 12, 2009.

President Mees recommended that Carl Knapp be employed as an anger (master or friend) instructor at John A. Logan College effective September 9, 2009.

President Mees recommended that Carl Knapp be employed as a tennis adult (beginning I) instructor at John A. Logan College effective September 9, 2009.

President Mees recommended that Ethan Light be employed as a continental cuisine/festive cooking instructor at John A. Logan College effective September 9, 2009.

President Mees recommended that Alan Odom be employed as a gourmet meals and holiday cooking 101 instructor at John A. Logan College effective September 8, 2009.

President Mees recommended that Ramona Twellman be employed as a horseback riding and barrel racing instructor at John A. Logan College effective September 9, 2009.

President Mees recommended that Connie Tyner be employed as a religion and spirituality instructor at John A. Logan College effective September 10, 2009.

President Mees recommended that Carrie Witthoft be employed as a “creative keepsakes: unique and new” instructor at John A. Logan College effective September 8, 2009.

Grant Personnel

President Mees stated that the request for approval for the creation of a full-time support services trainer position for Business and Industry had been removed from the agenda.

John Sanders and Bill Kilquist moved and seconded that the Board of Trustees approve all personnel items as recommended with the exception of the full-time support services trainer which was pulled from the agenda.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2372)

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 #16-2373)

The meeting was duly adjourned.

Respectfully submitted: Donna Glodjo, Recording Secretary

A handwritten signature in black ink, appearing to read "David Hancock".

David Hancock, Chair

A handwritten signature in black ink, appearing to read "James A. Snider".

Jim Snider, Secretary

