

**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 28, 2007, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Bill Kilquist.

The chair directed the recording secretary to call the roll:

Michael Hopkins	–	present
John Sanders	–	present
Jake Rendleman	–	present
David Hancock	–	present
John O’Keefe	–	present
Jim Snider	–	present
Matthew Todd	–	present
Bill Kilquist	–	present

Also present were: Robert L. Mees, President; Brad McCormick, Vice-President for Business Services and College Facilities; Larry Peterson, Vice-President for Administration; Julia Schroeder, Vice-President for Instruction; John Huffman, College Legal Counsel; Steve O’Keefe, Director for Communications and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; other College personnel, citizens, and media representatives.

**MINUTES OF SPECIAL AND REGULAR JULY MEETINGS**

The minutes of the special and regular Board meetings held on July 24, 2007, were previously distributed.

John O’Keefe and Jim Snider moved and seconded the approval of the minutes of the special and regular Board meetings of July 24, 2007.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2082)

**FINANCIAL REPORT**

The financial report for the period ending June 30, 2007, will be available in September as a year-end audited statement in conjunction with the annual financial audit of the College. No action at this time.

**ACCOUNTS PAYABLE (Appendix I)**

The list of accounts payable for the period ending July 31, 2007, was previously mailed.

John O’Keefe and Mike Hopkins moved and seconded the approval of the list of accounts payable for the period ending July 31, 2007.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2083)

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

Board Chair Bill Kilquist stated that he had registered for some classes at the College for fall semester, and commented on the excellence of the assistance he received from College staff during this process.

## **BOARD OF TRUSTEES REPORTS**

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

John O'Keefe reported that the governor reduced community college funding by \$10 million, which is \$3 million less than last year – a 1 percent cut. O'Keefe said the governor's office will try to put a positive spin on this by drawing attention to the Veteran's Grant which was funded. He noted that this is a separate thing. Dr. O'Keefe stated that although the governor vetoed the bill re-establishing community colleges at units of local government for purposes of the ethics act, the lawsuit was successful. The governor has 30 days to appeal the outcome of the lawsuit.

Jake Rendleman stated that an ICCTA meeting will be held in Urbana on September 14 and 15.

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

John O'Keefe reported that Southeastern Illinois College is planning to host a meeting of the Southeast Region Trustees this fall.

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

Trustee Jim Snider stated that he had attended his first Foundation meeting and is looking forward to serving as the Board's representative. Jake Rendleman and President Mees both commented favorably on the Foundation's new leadership, and expressed that they expect positive changes in the future.

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

Jake Rendleman reported that the ACCT Annual Leadership Congress will be held September 26-29 in San Diego. He noted that the Board needs to appoint a voting delegate and an alternate to represent the College at that conference.

Board Chair Bill Kilquist appointed John Sanders as the College's voting delegate, and John O'Keefe as the alternate.

### **E. Hiring Committee**

David Hancock reported that the Hiring Committee will be holding a meeting in September.

### **F. Athletic Advisory Committee**

Board Chair Kilquist reported that the Athletic Advisory Committee will be getting together during the next month.

**G. Student Trustee (Appendix II)**

Student Trustee Matthew Todd reported on upcoming Performance Series events.

Mr. Todd presented the Board with the Student Senate and Student Trustee's five issues and recommendations concerning students. (See Appendix II.) It was determined that the issues were listed in priority order. Dr. O'Keefe stressed the importance of addressing one issue at a time. The issue of better notification of students of class cancellations was determined to be most important. There was some discussion on the request of the students to have an ATM on campus. Dr. O'Keefe and Mike Hopkins agreed to meet with the students to address the first issue of class cancellations, focus on this issue, and keep the students involved in solving this problem. Then the other issues will be addressed one at a time.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

Faculty Association Representative Tim Baker welcomed everyone back to the 2007-2008 academic year. He introduced the associations leadership for the coming year: Roberta Brown - vice-president; Melanie Pecord - secretary; Brenda Erickson – treasurer; Carla Bradley – career member-at-large; Maudie Graham – transfer member-at-large; and Lloyd Burtch – regional council representative. Mr. Baker reminded the Board that the faculty is coming to the end of their contract, and hopes to have a bargaining team put together this fall. He stated that the goal is to begin bargaining in the spring and have it wrapped up by the end of the academic year.

**B. Term Faculty Association Report**

DeSande R attended as the Term Faculty Association's representative, and stated that the group has nothing to report at this time.

**C. Logan Operational Staff Association Report**

LOSA Representative JaDean Towle reported that both association members who were ill had passed away. Chairman Kilquist extended the Board's sympathy to the families.

**OFFICERS' REPORTS**

**A. Building Committee**

Vice-President for Business Services and College Facilities Brad McCormick reported that the planning committee for the B to E wing phase of the building project has met with the architects. He announced that Ben Jones is working for Image Architects as a consultant on this phase of the project. Mr. McCormick reported that individual department meetings with the architects will be starting. He reported that the Board Building Committee will be meeting late next week to review planning to date on the projects. Plans for the Community Health Education building and the Automotive Technology addition will soon be given to the Building Committee for approval, and will hopefully be presented to the Board for approval at its September meeting.

**B. Board Policy Committee**

Vice-President McCormick reported that the Board Policy Committee will hold its first meeting September 4, and will begin meeting for two-hour sessions twice a month to go through the policies. He commented that this will be a very labor and time-intensive project. He noted that opportunity will be given for campus employees to respond to recommended revisions.

**C. Smoking Policy Implementation**

Vice-President McCormick reported that the smoking policy has been advertised in the *General News* and the *Volunteer*, and implementation will begin January 1 in conjunction with the Governor's law.

**D. Fall Semester Enrollment**

Vice-President for Administration Larry Peterson introduced Dean for Student Services Terry Crain who reported on fall semester enrollment. Mr. Crain stated that while tenth-day figures are not yet available, the figures he has are pretty close. Fall enrollment is expected to be between 6,050 and 6,060 – the first time a fall semester has reached over 6,000 students. This is an approximate five percent increase over last fall. Credit hours will show a similar increase. Mr. Crain noted that 49 percent of students enrolled for fall are graduates of local high schools, and gave comparisons to previous years.

**E. Performance Series**

Terry Crain reported that last year was the best year yet in season ticket sales for the College's Performance Series with 126 sold. This year's sales promise to surpass that considerably with 181 season tickets already sold.

**F. Civil War Lecture Series**

Vice-President Peterson introduced Associate Dean for Community Education Barry Hancock who gave the Board an update on the upcoming Civil War Lecture Series. Mr. Hancock stated that this will be the third annual lecture series and referred to a brochure he had distributed to the Board. He reported that this year's keynote speaker will be Steven Woodworth, an SIU graduate who has authored or co-authored 26 books and is very familiar with General Logan. The event will take place on October 17. During the day there will be a Civil War Enactment and a ribbon cutting/dedication of the Hunter Cabin. Area junior high and high schools have been invited.

**G. USA Softball Team**

Vice-President Peterson introduced softball coach Angie Jilek who reported on her trip to Italy this summer as coach of a USA softball team. She reported that the team won all nine games. The team consisted of 13 players from across the nation. Ms. Jilek stated that this was a very enjoyable and rewarding experience. This is the third year she has coached this team.

**H. Housing Endowment from the Home Builders**

Vice-President for Instruction Julia Schroeder reported that Construction Management faculty member Mike DeMattei has informed her that the College is one of five finalists to receive a housing endowment from the Home Builders. The recipient will receive a \$150,000 endowment over a two-year period. There will be a site visit on September 24.

Dr. Schroeder also reported that the Construction Management student club received a third place national award from the Association of Governmental Contractors of America for their service learning activities. The club will receive a \$400 prize.

**I. MAN-TRA-CON Update**

Vice-President Schroeder reported that many MAN-TRA-CON students are on campus again this semester. She reported that MAN-TRA-CON has requested the names of students who made the President's and Dean's lists.

**J. Academic Assessment Initiative**

Dr. Schroeder introduced the co-chairs of the Assessment Academy Team – Cheryl Barrall, Jane Bryant, and Dr. Brenda Erickson who gave a report on the assessment initiative. Jane Bryant reported that John A. Logan College is now a part of the Assessment Academy established by the Higher Learning Commission. She noted that the College is honored to be one of 14 colleges selected to be in the first cohort of that academy. She gave the Board an overview of the academy goals, and noted that a part of the College's strategic plan is to take this initiative and create a campus-wide culture of learning. Cheryl Barrall introduced the members of the Assessment Team to the Board. In addition to the co-chairs, the group includes Michelle Hamilton, Joe Dethrow, Maudie Graham, Carla Haas, Susan May, Christy McBride, Deb Payne, and Julia Schroeder. Brenda Erickson gave the Board an overview of what this initiative means to the College, stressing that it means a trained workforce, an institution that is responsive to the community, a stronger College image, accountability, and increased funding. She stated this is an opportunity for a great College to become the very best it can be. In answer to a question by Dr. O'Keefe, Dr. Erickson stated that the academy is a four-year commitment. She stated that reports to the Higher Learning Commission must be given every year, and added that the group would like to report to the Board at the end of every semester if possible. Trustee Rendleman said that an excellent overview of the assessment initiative was given at the fall faculty and staff meetings.

**K. Online Enrollment**

Dr. Schroeder distributed online enrollment information this semester, noting that 1,144 students are taking on-line classes – up 65 percent from fall 2006 and up 133 percent from two years ago.

**L. Strategic Plan**

Vice-President Schroeder distributed a draft of the final strategic planning document. She thanked Cindy Johnson for her work in finalizing the document, and office technology instructor Diana Reusch who helped edit the document. Dr. Schroeder explained the structure of the plan, noting the concept of “pillars” which make up the five goals of the strategic plan. She stressed that this is a living document that will be reviewed annually. She pointed out some changes that have been recommended, one of which included adding a statement to the College vision (this will come to the Board for action at a later date.) Dr. Schroeder stated that 160 people from both on- and off-campus participated in the formulation of the strategic plan. She said that recommendations for any revisions are still being taken. Dr. Mees complimented Dr. Schroeder and all those involved in coming up with an excellent plan. He encouraged the Board to give input on the document. Board Chair Bill Kilquist suggested actually putting the “pillars” from the strategic plan on the pillars in front of the College.

**M. Opening of Fall Semester**

President Mees reported that the opening of fall semester went very smoothly, including the fall faculty/staff meetings. He expressed appreciation to the trustees who attended those meetings.

**N. 40<sup>th</sup> Anniversary Celebration**

President Mees reported that the 40<sup>th</sup> Anniversary Celebration will be held on October 19. Over 700 invitations are being sent out, and Dr. Nathan Ivey, the College's charter president, will be the keynote speaker. Steve O'Keefe is coordinating the event and reported that the committee is meeting and everything is going smoothly. He stated that a ceremonial groundbreaking will be held prior to the dinner, a video will be shown as part of the after-dinner program, and Nathan Arnett will present musical selections. The theme for the event is "Celebrating the Past – Building for the Future."

**O. State Budget/Legislative Update**

President Mees stated that it is still unknown how much the College will lose if the Governor's recommendations go into effect, but it could be approximately \$200,000. He expressed hope that this will be turned around. Dr. Mees also reported that the Governor has vetoed the bill that would have made community colleges units of local government with respect to the Ethics Act, but the community colleges have won the lawsuit on this issue. He distributed copies of legal opinion letters on the judge's ruling on this issue. Lobbying is still taking place to override the Governor's veto.

**P. Accreditation Visit for Online Degree Program**

President Mees reported that the accreditation site visit for the College's online degree program will be September 10 and 11. The team has set aside a time to meet with any members of the Board who can be here. He encouraged the trustees to attend. Dr. Deborah Payne gave the Board information on the visitation team and spoke of the preparation efforts being made.

**Q. Evagene Lay Scholarship**

Dr. Mees distributed information on funds donated by the Evagene Lay estate to provide a scholarship to an underprivileged student each year. The total amount of the donation is \$25,000. Dr. Mees is consulting with legal counsel regarding the method of distributing the scholarship.

**R. Hunter Cabin Ribbon Cutting/Dedication**

President Mees reported that the ribbon cutting/dedication of the Hunter Cabin will take place on October 17 at 1:30 p.m. Dr. Mees stated that the cabin is the second part of a historical complex on campus, and funding is being sought to further expand the area.

**S. Award from U. S. Probation Office**

President Mees reported that the College has received an award from the United States Probation Office in Benton acknowledging the superb job that Darren Pulley and the Center for Business and Industry staff have done in providing them with excellent training.

**T. Complimentary Letter**

President Mees distributed copies of a complimentary letter received from a student, particularly acknowledging the efforts of Mark Rogers and Terri Rentfro.

**U. Crawford Open House**

Dr. Mees announced that John Crawford will be holding an open house at his place of business in Carterville on September 7, celebrating 35 years in business and his 65<sup>th</sup> birthday. He noted that Mr. Crawford has been the civil engineer for most of the College's projects, and invited the Board to attend.

**V. Shawnee Community College 40<sup>th</sup> Anniversary**

Dr. Mees reported that Shawnee Community College will be celebrating their 40<sup>th</sup> Anniversary on Friday, September 21, from 11:00 a.m. to 2:00 p.m. The Board is invited to attend.

**W. Phi Theta Kappa**

President Mees announced that Phi Theta Kappa has been recognized as a five-star chapter, and Linda Graves is the new sponsor.

**X. Court Reporting Captioning Grant**

President Mees stated that he is very disappointed to report that the court reporting captioning grant did not receive funding. He said it was an outstanding grant application, and complimented Dr. Brenda Erickson for an excellent job. He reported that only 23 grants were funded nation wide – 15 universities and eight community colleges. None were in Illinois. The College is being encouraged to apply again next year.

Trustee Rendleman asked if the College is working on dual credit national accreditation. Dr. Mees said the College is looking into this. Dr. Schroeder has put together a team that will be going to a conference in October which is the first step.

Trustee Rendleman reported that Ann McCollum, wife of former Trustee Les McCollum, had passed away.

Trustee Rendleman thanked Dr. Larry Peterson and his wife, Terri, for the outstanding reception honoring community colleges at the Du Quoin Fair.

**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 an amount of \$10,295 for rental of several tents to be used during Hunting and Fishing Days, and that the administration be authorized to accept this bid.

**B. Surplus Property (Appendix IV)**

President Mees recommended that the Board of Trustees authorize the administration to advertise for bids on surplus property items consisting of a Xerox Reading Edge machine and two StarTrac treadmill machines as listed in Appendix IV.

**C. Payment of Blackboard Fees for FY2008**

President Mees recommended that the Board of Trustees authorize the administration to make payment for Blackboard courseware license and hosting fees totaling \$84,000 for FY2008 (license fee is annual charge of \$38,200, and hosting fee is \$45,800, payable in monthly installments of \$3,816.67.)

**D. Interdistrict Cooperative Agreement Addendum (Appendix V)**

President Mees recommended that the Board of Trustees approve an addendum to the Interdistrict Cooperative Agreement between John A. Logan College, Rend Lake College, Shawnee College, and Southeastern Illinois College, stating that John A. Logan College will accept students from these college districts for CCT 100 – Quality Environments in Family Care, effective fall 2007.

**E. Revision to 2007-2008 College Calendar (Appendix VI)**

President Mees recommended that the Board of Trustees approve a revision to the 2007-2008 College Instructional Calendar changing the date for Commencement from May 9, 2008, to May 16, 2008.

David Hancock 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 #16-2084)

**NEW BUSINESS**

**A. Procurement Card Implementation (Appendices VII and VIII)**

Vice-President Brad McCormick stated that new information he had received indicates that 11 Illinois community colleges currently use a procurement card system. Three of those are using the system he is proposing. He expressed his belief that this system will greatly improve efficiency. Vice-President McCormick's presentation to the Board is included in its entirety below:

As I mentioned at the Board retreat earlier this summer, I have been impressed with the accountability measures I have seen at John A. Logan College since I began just four (4) months ago. The College has effective purchasing policies, but our internal implementation of those can be improved in ways that increase our efficiency. (See Appendix VII.)

During FY2007, there were 6,065 checks written in amounts less than \$500, which totaled \$1,043,505 of spending. The table below represents the potential check writing reduction if the College could move a portion of those purchases to a procurement card system.



	<u><i>Checks Written</i></u>	<u><i>Total Spending</i></u>
FY2007	6,065	\$1,043,505
<u><i>% of Purchases By Card</i></u>	<u><i>Checks Eliminated</i></u>	<u><i>Purchase Volume Moved to Card</i></u>
20%	1,213	\$208,701
40%	2,426	\$417,402
60%	3,639	\$626,103
80%	4,852	\$834,804

According to the table, if the College captures 40% of these purchases with the procurement card system, 2,426 fewer checks would be written.

### **Procurement Card Benefits**

1. Budget officers at the College would receive materials faster with less paperwork required.
2. Business Office staff could devote more time to value-added activities, such as working on direct deposit implementation and more internal auditing.
3. Increased accountability by decreasing the use of open purchase orders and monthly review of aggregated small purchases by the appropriate supervisor.
4. Employees would no longer have to carry college-related travel expenditures on personal credit cards while waiting for reimbursement.
5. Vendors would receive payment faster.
6. The College would eventually receive as much as \$4,000 back annually in cash back refunds.

Based upon studies in two (2) school districts, 58% of all purchasing is at transaction levels below \$1,000. The transactions I propose to move to the card system are those transactions which are below the levels authorized in Board Policy No. 7153, Expenditure Authorization. The precise expenditure limit would be determined by supervisory level, i.e. dean, department chair, etc.

I propose the “rollout” of the program be a phased approach with the first phase directed toward Building/Grounds, Information Technology, the vice presidents and the president. No additional cards will be issued until a report is made to the Board of Trustees after approximately six (6) months of active participation in the program. At that time, the Board can choose to modify, discontinue, or expand the program further.

### **Possible Points of Concern**

There are three (3) potential concerns I would like to address:

1. Loss of Accountability - Actually, I believe this program will increase accountability for three (3) reasons.
  - A. Presently hundreds of open purchase orders (POs) are processed at the beginning of the fiscal year in varying amounts. At the time of approval, these open POs lack any detail of specific items to be purchased. The reason for the open POs is the large

amount of paperwork required through the normal requisition process when the dollar amounts of the individual purchases are relatively low and the purchases are sometimes urgent. With the monthly statement review, supervisors will see all transactions and can provide feedback to the supervisors affecting future purchasing behaviors.

- B. For small purchases under the approval limits expressed in Board policy, there is very little supervisory review. Because purchases made with the cards are aggregated on the monthly statement and the total will likely exceed the purchase limits in the Board policy, the purchaser will be required to get supervisor approval for payment. Yes, the approval will be after-the-fact. However, presently there is no approval required at all.
  - C. Finally, monthly reports are available through the procurement card system that detail every purchase and sorts them by purchases. As long as the Board desires, that report can be provided in the monthly Board packet. Card holders will be told that purchasing detail will be available to the Board for scrutiny and will be displayed with the cardholder's name. That fact is perhaps the largest deterrent to abuse. Suspension or termination of the card is done through an electronic interface and is immediate.
- 2. Overspending - It is commonly known that the use of "plastic" results in more spending than with cash or even checks. Though I do not believe the same consumer response exists when dealing with institutional resources, I would agree that slow, deliberate purchases do provide for more reflection. The cardholder agreement, which is required to be read and signed by the cardholder, will state the purchaser is responsible for ensuring the availability of budgeted resources and that the cardholder is personally responsible for purchases made that are not in accordance with Board policy or the department budget. This concern will need to be monitored with frequent checks on the budget.
  - 3. Not Using Local Bank - The bank chosen through an RFP process was the Bank of Montreal, Canada, which has a branch in Chicago. The ease of use and control available through the IASBO program are simply not present with local bank card programs. Because the program is sponsored by IASBO, there are periodic training opportunities for the staff administering the program and a liaison is present through IASBO for assistance with problems. In addition, the rebate program is stronger because of the volume that goes along with statewide participation.

In summary, I believe the procurement card system proposed will be widely appreciated by those afforded the opportunity to use it. At the same time, it will increase our operational efficiency and improve our internal accountability for purchases.

In discussion, it was stressed that this is a pilot program. Dr. Mees expressed his support for the pilot.

President Mees recommended and John Sanders and Jake Rendleman moved and seconded that the Board of Trustees approve the Resolution Authorizing Issuance of Individual Procurement Cards as contained in Appendix VIII, and authorize the Vice President for Business Services and College Facilities to implement the procurement card system for a six (6) month trial basis at John A. Logan College beginning January 1, 2008.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2085)

## **B. Change of Date of September Board Meeting**

Due to a schedule conflict with several trustees planning to attend the Association of Community College Trustees Annual Leadership Summit in San Diego, it was desirable to change the date of the regular September meeting of the Board of Trustees from Tuesday, September 25, to a more desirable date.

John O'Keefe and David Hancock moved and seconded that the Board of Trustees change the date of its regular September meeting from Tuesday, September 25, to Thursday, September 20, at 7:00 p.m., in the Board Room of the Administration Building on the College's Carterville campus.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2086)

## **CLOSED SESSION**

Board Chair Bill Kilquist stated that it is desirable to hold a closed session at this time 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 O'Keefe and David Hancock 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 #16-2087)

The meeting was declared in closed session at 8:15 p.m.

The meeting was declared back in regular session at 11:35 p.m.

## **CLOSED SESSION MINUTES**

Jim Snider and David Hancock moved and seconded that the Board of Trustees approve the content of the closed session minutes of the special and regular meetings of July 24, 2007, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2088)

## **PERSONNEL**

### **Operational Staff**

President Mees recommended that Beth Hanner be employed as a full-time, grade III, secretary III (community education) effective September 11, 2007.

President Mees recommended that Tammy Smith be employed as a full-time, grade III, word processing operator III effective September 24, 2007.

President Mees recommended that Cecilia Porter be ratified as a full-time, grade III, secretary III (LRC) at John A. Logan College effective July 30, 2007.

President Mees recommended that Rosemarie May be ratified as a full-time, grade III, word processing operator III at John A. Logan College effective August 9, 2007.

### **Campus Safety Staff**

President Mees recommended that Kenneth Frick be employed as a part-time, grade I, campus safety officer at John A. Logan College.

President Mees recommended that Justin Gibbs be employed as a part-time, grade I, campus safety officer at John A. Logan College effective September 1, 2007.

President Mees recommended the termination of campus safety officer Daniel Bishop effective August 30, 2007.

### **Full-Time Faculty**

President Mees recommended that Sam Arnone be ratified as a full-time, tenure track instructor of machine, robotics, and tool & die at John A. Logan College effective August 15, 2007.

President Mees recommended that Heather Hampson be ratified as a full-time, tenure track clinical nursing assistant instructor at John A. Logan College effective August 15, 2007.

President Mees recommended that Helen Moncrief be ratified as a full-time, tenure track instructor of associate degree/practical nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Denise Orrill be ratified as a full-time, tenure track instructor of associate degree/practical nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Jason Stutes be ratified as a full-time, tenure track instructor of heating and air conditioning at John A. Logan College effective August 15, 2007.

President Mees recommended the academic rank of professor for psychology instructor Dr. Lloyd Burtch.

President Mees recommended the academic rank of associate professor for dental hygiene instructor Pamela Karns.

### **Term Faculty**

President Mees recommended that David Allen be ratified as a part-time instructor of mathematics at John A. Logan College effective August 16, 2007.

President Mees recommended that Maureen Bidwell be ratified as a part-time instructor of nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Julie Ann Dickman be ratified as a part-time instructor of nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Monique Galvin be ratified as a part-time instructor of psychology at John A. Logan College effective August 16, 2007.

President Mees recommended that Melaina Hammond be ratified as a part-time instructor of nutrition at John A. Logan College effective August 16, 2007.

President Mees recommended that Mike Jostedt be ratified as a part-time instructor of philosophy at John A. Logan College effective August 16, 2007.

President Mees recommended that Joyce Kilmer be ratified as a part-time medical assistant instructor at John A. Logan College effective August 16, 2007.

President Mees recommended that Vicki Ladd be ratified as a part-time instructor of mathematics at John A. Logan College effective August 16, 2007.

President Mees recommended that Jammi Likes be ratified as a part-time instructor of practical nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Paula Vineyard Most be ratified as a part-time instructor of health at John A. Logan College effective August 16, 2007.

President Mees recommended that William Otterson be ratified as a part-time instructor of computer information systems at John A. Logan College effective August 16, 2007.

President Mees recommended that Dana Penrose be ratified as a part-time instructor of nursing at John A. Logan College effective August 15, 2007.

President Mees recommended that Jason Rickman be ratified as a part-time instructor of philosophy at John A. Logan College effective August 16, 2007.

President Mees recommended that Danette Sartin be ratified as a part-time instructor of nursing at John A. Logan College effective August 16, 2007.

President Mees recommended that Amanda Throgmorton be ratified as a part-time clinical nursing assistant instructor at John A. Logan College effective August 15, 2007.

President Mees recommended that Heather Wilburn be ratified as a part-time instructor of philosophy at John A. Logan College effective August 16, 2007.

President Mees recommended that Liza Ortiz be employed as a part-time instructor of nutrition at John A. Logan College effective September 4, 2007.

### **Continuing Education Staff**

President Mees recommended that Rhonda Bean be employed as a scrapbooking instructor at John A. Logan College effective September 12, 2007.

President Mees recommended that Kyle Brooks be employed as a theatre for beginners instructor at John A. Logan College effective September 12, 2007.

President Mees recommended that Ken Burgard be employed as a chess for kids instructor at John A. Logan College effective September 12, 2007.

President Mees recommended that Kelley Connell be employed as a super sitters instructor at John A. Logan College effective September 10, 2007.

President Mees recommended that Marty Davis be employed as a blues guitar instructor at John A. Logan College effective September 13, 2007.

President Mees recommended that Andrew Darnell be employed as an investing basics instructor at John A. Logan College effective September 27, 2007.

President Mees recommended that Daniel Edwards be employed as a civil war history instructor at John A. Logan College effective September 10, 2007.

President Mees recommended that Debbie Glodo be employed as an Internet for beginners instructor at John A. Logan College effective September 19, 2007.

President Mees recommended that Tammy Head be employed as a home-based business knowledge instructor at John A. Logan College effective September 10, 2007.

President Mees recommended that Don Laur be employed as a webpage design instructor at John A. Logan College effective September 13, 2007.

President Mees recommended that Sara Mays be employed as an eBay: tricks of the trade instructor at John A. Logan College effective September 11, 2007.

President Mees recommended that Pennie Nelson be employed as an aerobics instructor at John A. Logan College effective September 11, 2007.

President Mees recommended that Tyler Porritt be employed as a street magic instructor at John A. Logan College effective September 11, 2007.

President Mees recommended that Dorcy Prosser be employed as a aerobics-flexing and toning instructor at John A. Logan College effective September 10, 2007.

President Mees recommended that Talia Tedrow be employed as a super sitters instructor at John A. Logan College effective September 13, 2007.

### **Grant Personnel**

President Mees recommended that Jackie McFadden be employed as a full-time, 75% time, grade III, secretary III (literacy) effective September 6, 2007.

President Mees recommended that Malina Bonifield be employed as a part-time, grade III, temporary, secretary III (adult education) at John A. Logan College effective September 4, 2007.

President Mees recommended that Lyndsay Hughes be employed as a full-time, grade IV, coordinator of procurement technical assistance center effective September 4, 2007.

President Mees recommended that Shelley Meacham be employed as a full-time, grade IV, temporary, adult education transition counselor effective September 4, 2007.

President Mees noted that one item listed on the original agenda – the employment of Veronica Whittington as a part-time, grade IV, stipend, assistant volleyball coach – had been removed from the agenda due to Ms. Whittington removing her application and declining the position.

Jake Rendleman and John Sanders moved and seconded that all personnel items be approved as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2089)

John Sanders and Jake Rendleman moved and seconded that the Board of Trustees extend President Mees' contract for three years (through 2011) with a three percent raise each year.

A voice vote showed a majority in favor, with trustees Kilquist and Hancock voting no. Motion carried.  
(Resolution #16-2090)

### **ANNOUNCEMENTS**

None.

### **ADJOURNMENT**

John Sanders and Jim Snider 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 #16-2091)

The meeting was duly adjourned.

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

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William J. Kilquist, Chair

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John O'Keefe, Secretary