

**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 September 23, 2008, commencing at 7:00 p.m.

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

The chair directed the recording secretary to call the roll:

Michael Hopkins	–	present
John Sanders	–	absent for roll call
Jake Rendleman	–	present
David Hancock	–	present
John O’Keefe	–	present
Jim Snider	–	present
Rachel Grasher	–	present
Bill Kilquist	–	absent

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

**MINUTES OF THE BOARD RETREAT AND REGULAR BOARD MEETING**

The minutes of the August 19, 2008, Board Retreat and the regular Board meeting held on August 26, 2008, were previously distributed.

Jake Rendleman and Jim Snider moved and seconded the approval of the minutes of the Board Retreat of August 19, 2008 and the regular Board meeting of August 26, 2008.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2227)

**FINANCIAL REPORT (No Action)**

The financial report for the period ending July 31, 2008, will be available in October as a year-end audited statement in conjunction with the annual financial audit of the College. Vice-President for Business Services and College Facilities Brad McCormick stated that in future years, financial reports will be provided each month regardless of when the audit is presented. He also noted that it is desirable to present the College’s audit to the Board in the month of October instead of September. There was no opposition from the Board.

**ACCOUNTS PAYABLE (Appendix I)**

The list of accounts payable for the period ending August 31, 2008, was previously mailed.

John O’Keefe and Mike Hopkins moved and seconded the approval of the list of accounts payable for the period ending August 31, 2008.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2228)

### **RECOGNITION OF GUESTS**

None.

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

None.

### **BOARD OF TRUSTEES REPORTS**

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

Trustee John O’Keefe reported that the ICCTA held a seminar in Springfield on September 12 and 13, noting that it was one of the best-attended September meetings in the organization’s history. He reported on a session regarding the roles of the CEO and board officers.

Trustee Rendleman stated that the Illinois Community College Board held a public hearing on the John A. Logan College campus on September 18, and noted there was an excellent turnout. He thanked all those who gave testimonies at the hearing. Trustee David Hancock also commented favorably on the hearing. President Mees commented on the excellence of the testimonies, and distributed a hard copy of comments from public school superintendent Tim Bleyer. He noted that a total of 14 people testified – the largest number of any of the state hearings. Dr. Mees spoke to the importance of these hearings in the effort to improve the state funding situation. Trustee O’Keefe suggested getting pins to wear that advertise the seriousness of the funding crisis.

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

Trustee O’Keefe reported the next meeting of the Southeast Region Trustees will be held at Southeastern Illinois College on Thursday, October 9, and will feature a presentation on campus security.

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

Trustee Hancock reported that the Foundation’s One Box Shoot will be held October 11, adding that a record number of teams are signed up. Trustee Rendleman announced that the Foundation Annual Meeting will be on October 28 at 5:30 p.m.

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

No report.

#### **E. Hiring Committee**

Trustee Hancock reported that the Hiring Committee will meet on October 10. Mr. Hancock also commented that he has been involved with the Diversity Committee, both on campus and at the ICCTA. He stated that he was very pleased to find out at the ICCTA meeting that John A. Logan

College is one of very few colleges in the state to have a full-time staff person devoted to diversity issues. Mr. Hancock thanked Dr. Julia Schroeder, Dr. Deborah Payne, and Toyin Fox for their efforts and foresight.

Trustee Hancock expressed the Board's appreciation to the non-teaching professional staff members at the College for their patience while negotiations with other groups are being conducted.

**F. Developmental Education Committee**

Trustee John O'Keefe reported that he met with some people from Parkland College at the recent ICCTA seminar on the issue of developmental education. He stated that a committee meeting has not been possible yet, but will take place soon. Vice-President for Instruction Julia Schroeder suggested that perhaps the committee could meet on October 15 in connection with Pat Quinn's visit to campus. Dr. Schroeder also reported on a College and Career Readiness meeting held prior to the Board meeting, expressing that many good things are happening with area high schools in this effort. President Mees stressed that we must be persistent in this effort.

**G. Student Trustee**

Student Trustee Rachel Grasher reported that the Student Senate will be sponsoring a voter registration drive; that fall club day will be October 8; and a student leadership program, *Discovering Your Strengths*, will be held October 16. Ms. Grasher stated that the Student Senate has suggested holding group discussions regarding student issues of concern instead of conducting another survey. President Mees commented positively on the *Meet Your Leaders* forum held recently.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

No report.

**B. Term Faculty Association Report**

Term Faculty Association Representative DeSande R thanked the Board of Trustees and administration for the successful outcome of that group's negotiations.

**C. Logan Operational Staff Association Report**

LOSA Representative Deana Smith reported that the group will participate in another community service project this fall. They will collect donations for the Franklin-Williamson Child Advocacy Santa House project.

**OFFICERS REPORTS**

**A. Complimentary Letter**

Vice-President for Business Services and College Facilities Brad McCormick distributed a letter from Professor Harry Mosely complimenting the Word Processing Center staff for their efforts above and beyond the call of duty.

**B. DuQuoin Request for Green Space**

Vice-President McCormick stated that Mayor Rednour of Du Quoin has requested that the College assist the city in building a green space southwest of the College's extension center. The request was for an initial contribution of \$1,000 with a \$500 per year ongoing contribution. Mr. McCormick said that there must be an exchange of service for the College to be able to do this, perhaps in the form of an agreement insuring use of the space for JALC employees and students, and possibly public College events. He said no commitments have been made and discussions will continue.

**C. Building Committee**

Vice-President McCormick reported that the automotive addition is nearing completion. The Community Health Education Complex addition is progressing very well. He reported that a shut-down of the complex is scheduled for September 28 through October 2 to erect a separating wall between the existing building and the new area. Roofing installation will begin next week, and the asphalt is essentially complete. Mr. McCormick reported that dirt work is almost finished on the new parking lot across from the Communication Wing. He reported that sidewalks must be installed before construction on the Communication Building starts.

**D. Board Policy Committee**

Vice-President McCormick reported that the Board Policy Committee is still meeting and briefly discussed the policy revisions on tonight's agenda. He stated that legislation currently on the Governor's desk will raise the threshold for purchases that do not require Board approval, noting that a revision to our Board policy to make it match the legislation is being presented for the first reading tonight. If the Governor signs the legislation, the policy will then be ready for final approval at the October Board meeting. Mr. McCormick also noted that the Audit Committee (consisting of Trustees Jim Snider and Mike Hopkins) will meet soon, and will fulfill the new audit policy requirement. McCormick said he will be present for a portion of that meeting, but will excuse himself at some point so the auditor and committee can speak freely. He also stated that the process will soon begin for selection criteria for a new auditing firm in accordance with the Board policy. Mr. McCormick suggested that the Foundation be given a voice on the committee for the selection of the next auditing firm.

**E. Annual Default Rate**

Vice-President for Administration Tim Daugherty distributed a letter from the Department of Education notifying the College that the annual FY2006 Cohort Default Rate is 20.8 percent for the federal loan program. Dr. Daugherty explained that any college exceeding a 25 percent default rate for three consecutive years jeopardizes its federal funding. He stressed that while the College is certainly not at this level, the current rate does merit significant attention. He said a default management policy is in place and seems to be working.

**F. Planning Council**

Vice-President Daugherty reported that the Planning Council met September 12 where it established a calendar – in conjunction with the Business Office – for the planning and budgeting cycle. He noted that the planning cycle has been moved up a semester in order to have planning complete by the end of fall semester and ready to bring to the January 2009 Board of Trustee meeting. This will have the plan in place very early in the budgeting process, which will be a definite asset. Dr. Daugherty distributed copies of the calendar to the Board.

**G. Higher Learning Commission Steering Committee**

Vice-President Daugherty reported that the Higher Learning Commission Steering Committee held its organizational meeting on September 15. At that meeting, discussions were held regarding the survey that must be completed in February. Dr. Daugherty said that he and Dr. Payne had created a tentative survey based on the original 2005 survey which was distributed to the committee for their response. He said the committee will bring a tentative survey to the Board at the November meeting.

**H. Correction to Amount of Contract for Lake Logan Apartments**

Vice-President Daugherty stated that the Board had approved a contract for the Lake Logan Apartments for the volleyball team in the amount of \$9,300 at the August Board meeting. It was discovered that an addition mistake was made in the figure, and the actual amount should have been \$9,800. He asked what the pleasure of the Board would be to handle correction of this error.

John O'Keefe and John Sanders moved and seconded that the amount of the contract established with the Lake Logan Apartments for housing for the John A. Logan College volleyball team for fall semester 2008 and spring semester 2009 be amended from \$9,300 to \$9,800.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2229)

**I. Civil War Lecture Series**

Vice-President Daugherty distributed a flyer containing details of the Fourth Annual Civil War Lecture Series to be held October 23. He reported that historian Gary Ecelberger will be the keynote speaker, and invited the Board to attend.

**J. Dates of Interest from Vice-President Schroeder**

Vice-President for Instruction Julia Schroeder reported the Political Science Club will be hosting a Meet the Candidates forum on September 29. Dr. Schroeder stated that Pat Quinn will be on campus in October to speak about sustainability initiatives and green projects.

Trustee John Sanders arrived at 7:40 p.m.

**K. Update on MAN-TRA-CON/Phi Theta Kappa Induction**

Vice-President Schroeder drew the Board's attention to an article by Steve O'Keefe on the recent Phi Theta Kappa induction. She recognized Mark Rogers who is now the faculty sponsor for PTK. Dr. Schroeder stated there were many firsts in the group of inductees, which included MAN-TRA-CON students who had lost their jobs at Maytag and TUMS, high school dual-credit students, and a number of students taking online classes. Dr. Schroeder complimented Mr. O'Keefe on the article. She also distributed a copy of the latest newsletter from the Teaching and Learning Center which speaks of the growth of online classes. Dr. Schroeder complimented Mark Rogers on the excellent job he and his student officers did on the PTK induction ceremony.

**L. The Write Place**

Vice-President Schroeder stated that in conjunction with the growth in online courses, many students are needing tutorial assistance online. She had asked Professor Harry Mosely to put together an

online tutorial. Mr. Mosely was present at the meeting and gave a presentation to the Board on the writing tutorial he had created. He demonstrated how students can access the tutorial, and briefly summarized the contents of the site. Mr. Mosely expressed his appreciation to Dr. Schroeder, the word processing staff, and Webmaster Phillip Lane for their assistance and support. He stated that he has received several positive responses on the tutorial.

**M. Presidents' Council**

President Mees reported that a Presidents' Council meeting was held in Springfield recently and had a record turnout of presidents. Dr. Mees stated that approximately one third of the community college presidents in the state are new or interim. He said the Presidents' Council's main focus for the year will be the FY2010 budget. They will be using a public relations program this year to get the word out to the public regarding the budget crisis. Dr. Mees said the Presidents' Council retreat will be held at Rend Lake Resort October 16-17, and a record number is already registered. He also reported that committees of the Council are being restructured this year. He reported on the IBHE Public Agenda Initiative and spoke of the importance of this committee to community colleges.

**N. ICCB Meeting**

President Mees stated that the Illinois Community College Board meeting at Rend Lake College went very well, with much discussion centering on the public hearings held at John A. Logan College the day before.

**O. National Governors' Association Policy Academy**

Dr. Mees reported that he will be traveling to Annapolis, Maryland the next day to attend a team meeting of the National Governors' Association Policy Academy. He said that once policies are developed, he feels significant funding will become available to deliver programs to senior citizens. Dr. Mees said the policy academy will focus on volunteerism, employment opportunities, and lifelong learning for senior citizens. He commented on the success of the Aging is An Asset program at JALC, and the tremendous use of the Community Health Education Complex by senior citizens.

**P. National Council for Marketing and Public Relations (NCMPR)**

President Mees reported that he has been notified by the National Council for Marketing and Public Relations (NCMPR) that John A. Logan College will receive Medallion Awards in its District 3 competition in three different categories – brochure/flyer; news photography; and promotional video. He congratulated Steve O'Keefe, Robin Egelston, and Shannon Woodworth for their excellent work.

**Q. Hunting and Fishing Days**

Trustee David Hancock reported that Hunting and Fishing Days will be held on the JALC campus on September 27 and 28. He said that over 105 vendors have agreed to participate as of this date. Mr. Hancock reported that an additional tram has been added this year, and gave a summary of the events being offered. Tom Horn gave additional information on the scheduled events. Mr. Hancock complimented Steve O'Keefe for doing an excellent job on the advertising. He noted that the chief sponsor for this year's event is the U. S. Fish and Wildlife Service Crab Orchard Refuge. Others include the Illinois Conservation Foundation, McDonalds, Williamson County Tourism Board, Marion Toyota, Dicks Sporting Goods, and Southern Illinois Bow Hunters. Trustee Rendleman noted that a special section on Hunting and Fishing Days will appear in the *Southern Illinoisan* the next day.

## **CONSENT AGENDA**

### **A. Approval of Blackboard Fee Increase for ASP Storage**

President Mees recommended that the Board of Trustees approve payment in the amount of \$24,300 to Blackboard for additional ASP storage for FY09.

### **B. Approval of Library Database Purchase Through CARLI**

President Mees recommended that the Board of Trustees approve payment in the amount of \$10,838 to the Consortium of Academic and Research Libraries in Illinois (CARLI) for the purchase of databases needed for the library for FY09.

### **C. Payment to Condensed Curriculum International, Inc.**

President Mees recommended that the Board of Trustees approve payment of \$12,337.65 to Condensed Curriculum International, Inc. (CCI) for providing advertising, qualified instructors, course curriculum, textbooks, materials, and placement services for the College's Pharmacy Technician Certification training program.

### **D. Purdy School Volunteers**

President Mees recommended that the Board of Trustees approve the people listed below as volunteer teachers at Purdy School for fall 2008 and spring 2009, with the understanding that they will receive a modest honorarium for their services.

Carol Cross	Betty Neely
Sarah Geisleman	Jane Rees
Shirley Hays	Carolyn Rushing
Robert Jackson	Gene Snider
Jean Jones	Maxine Snider
Rosemary Mathis	

### **E. Bid – Five Rotary Automotive Lifts (Appendix II)**

President Mees recommended that the Board of Trustees approve the low bid meeting specifications for the purchase of five rotary automotive lifts in the amount of \$19,473.39 from Dust & Son Auto Supply from Marion, Illinois, and that the administration be authorized to make this purchase.

### **F. Network Equipment [Storage Area Network (SAN), Uninterruptible Power Supplies (UPS)]**

President Mees recommended that the Board of Trustees approve the quote for the purchase of a Storage Area Network and three Uninterruptible Power Supplies from 710 Bookstore, Carbondale, Illinois, for the amount of \$57,343.95 for Information Technology, and that the administration be authorized to purchase this equipment.

### **G. Purchase of Office Computers**

President Mees recommended that the Board of Trustees approve the quote of \$120,640 for the purchase of 100 computers for faculty and staff from 710 Bookstore, of Carbondale, Illinois, and that the administration be authorized to purchase this equipment as part of the four-year replacement cycle.

## **H. Surplus Property (Appendix III)**

President Mees recommended that the Board of Trustees declare the items listed in Attachment III as surplus property, and authorize the administration to advertise for bids.

Jake Rendleman and Mike Hopkins moved and seconded that the Board of Trustees approve all items on the Consent Agenda as listed.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2230)

## **OLD BUSINESS**

### **A. Revision of Board Policies (Appendix IV )**

Proposed revisions to the following Board Policies were presented for perusal at the August 26 Board meeting:

Board Policy 5260	–	Vacation
Board Policy 5272	–	Sick Leave
Board Policy 7130	–	Audit of College Accounts
Board Policy 7191	–	Compensation Deferrals (formerly “Payroll Deductions”)
Board Policy 7192	–	Payroll Deductions (formerly “Other Insurance”)

Vice-President McCormick stated that these suggested revisions have also been made available to College employees for input.

President Mees recommended and Jim Snider and John O’Keefe moved and seconded that the Board of Trustees approve the proposed Board Policy Revisions as contained in Appendix IV, and that the administration be authorized to implement these revisions.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2231)

## **NEW BUSINESS**

### **A. Revision of Board Policies (No Action) (Appendix V)**

President Mees stated that the Board Policy Committee is submitting suggested revisions for the following Board Policies:

Board Policy 5220	–	Non-Teaching Professional Staff Position Guidelines
Board Policy 5221	–	Non-Union Operational Staff Position Guidelines
Board Policy 5221B	–	Non-Union Operational Salary Grades & Positions (College and Grant)
Board Policy 7152	–	Business Contracts
Board Policy 7153	–	Expenditure Authorization
Board Policy 7154	–	Purchasing
Board Policy 7155	–	Disbursements

Copies of the proposed revisions may be found in Appendix V. Trustee John Sanders and Vice-President McCormick briefly explained some of the suggested revisions. It was noted that these revisions are being presented for a first reading by the Board at this time, and will be presented for final action at the October 21 Board meeting.

**B. Appointment of Voting Delegate to the ACCT Community College Leadership Congress**

President Mees announced that John A. Logan College is entitled to one (1) vote during the ACCT Annual Community College Leadership Congress, October 28 - November 1, 2008 at the Marriott Marquis Hotel in New York City. The Board of Trustees may select one trustee to serve as its voting delegate and also appoint an alternate delegate.

Jim Snider and Mike Hopkins moved and seconded that the Board of Trustees appoint Jake Rendleman to serve as John A. Logan College's voting delegate to the ACCT Community College Leadership Congress in New York City October 28 - November 1, 2008, and that John O'Keefe be appointed as the alternate voting delegate.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2232)

**C. Change of Date of October Board Meeting**

President Mees noted that the regularly scheduled date for the October Board meeting would be October 28, 2008. However, President Mees and most of the trustees plan to attend the 2008 ACCT Leadership Congress in New York City, which presents a traveling conflict with this date.

President Mees recommended and John Sanders and John O'Keefe moved and seconded that the Board of Trustees approve changing the date of the October Board meeting from October 28, 2008, to Tuesday, October 21, 2008, 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 #16-2233)

**D. Establish Date for Board/Administration Workshop**

President Mees stated that in order to comply with Higher Learning Commission recommendations, a date needs to be established for a Board/Administration Workshop facilitated by Dr. Gary Davis.

President Mees recommended and Mike Hopkins and John O'Keefe moved and seconded that the Board of Trustees establish the date for a Board/Administration Workshop as Tuesday, September 30, 2008, at 5:30 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 #16-2234)

**E. Authorization to Bid Pool Maintenance Project**

Vice-President McCormick requested authorization from the Board to publicly bid a pool maintenance project. The project would include, but not be limited to repairing and replacing the floor covering in the aquatic center and locker rooms, repairs to shower areas, removal of rust, re-

coating of pool walls, removal of ceiling stains, and plumbing work that will minimize future shutdown times. Mr. McCormick noted that the project will be paid from existing restricted operation and maintenance fund balances. He said that cost estimates do not appear to be at a level that would not allow us to proceed. This project will be conducted during the time in which the Community Health Education Center is closed for final connection to the new facilities (December 15 - January 9). If approved by the Board, bids will be available for contract award at the October Board meeting.

President Mees recommended and Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees authorize the administration to publicly bid a pool maintenance project for the Community Health Education Complex.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2235)

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

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

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-2236)

The meeting was declared in closed session at 8:22 p.m.

The meeting was declared back in regular session at 9:46 p.m.

### **CLOSED SESSION MINUTES**

Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees approve the content of the closed session minutes of August 19 and August 26, 2008, but that the content of these minutes not be released for public inspection at this time.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2237)

### **PERSONNEL**

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

President Mees recommended that Mike Lukens be ratified as a full-time, Teamsters, grounds maintenance staff person effective September 16, 2008.

#### **Campus Safety Staff**

President Mees recommended that Jamie Vanfossen be employed as a full-time, campus safety law enforcement officer effective October 1, 2008.

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

President Mees recommended the appointment of volunteers Kurtis Clausen, Tracie Cochran, Anthony Kulis, Eloise Schleck, Kathy Staffey for Literacy.

### **Full-Time Faculty**

President Mees recommended that the Board of Trustees consider the retirement request of Harris Mosely effective August 1, 2009.

### **Term Faculty**

President Mees recommended that Tara Freebourn be ratified as a substitute and term instructor of dental hygiene effective September 12, 2008.

President Mees recommended that Tracy Phillips Matthews be ratified as a part-time instructor of history effective August 14, 2008.

President Mees recommended that David Miller be employed as a substitute instructor of criminal justice effective October 1, 2008.

President Mees recommended that Eugenia Sauerbrunn be ratified as a part-time instructor of Spanish effective August 14, 2008.

### **Continuing Education Staff**

President Mees recommended that Clay Lenzo be employed as a CPR instructor at John A. Logan College effective September 30, 2008.

President Mees recommended that Michaelann Stanley be ratified as an Italian-intermediate instructor at John A. Logan College effective September 9, 2008.

### **Grant Personnel**

President Mees recommended that Brian Adams be employed as a part-time adult secondary education instructor at John A. Logan College effective October 1, 2008.

President Mees recommended that Alicia Oakley be employed as a part-time adult secondary education instructor at John A. Logan College effective October 1, 2008.

Jim Snider and John Sanders moved and seconded that the Board of Trustees approve all personnel items on the agenda as recommended.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-2238)

### **ANNOUNCEMENTS**

None.

## **ADJOURNMENT**

John Sanders and John O'Keefe 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 #16-2239)

The meeting was duly adjourned.

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

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Bill Kilquist, Chair

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John O'Keefe, Secretary