

**J O H N   A .   L O G A N   C O L L E G E**  
**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 October 22, 2013, commencing at 7:00 p.m.

The meeting was called to order by Board Chair Jake Rendleman.

The chair directed the recording secretary to call the roll:

Donald L. Brewer	--	absent
Mike Hopkins	--	present
Bill Kilquist	--	present
Jackie Hancock	--	present
Cheryl Graff	--	present
John Sanders	--	present
Kayla Malone	--	present
Jake Rendleman	--	present

Also present were: Mike Dreith, President; Brad McCormick, Vice-President for Business Services and College Facilities; Tim Daugherty, Vice-President for Administration; Deborah Payne, Vice-President for Instruction; Don Prosser, College Legal Counsel; Steve O'Keefe, Director of College Relations; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair Rendleman led the Pledge of Allegiance.

**INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE**

Board Chair Rendleman welcomed the John A. Logan College Student Senate for its fall semester interactive session with the board. Following introductions, Student Senate Sponsor Adrienne Barkley Giffin thanked the Board of Trustees for meeting with the Senate and thanked President Dreith for regularly attending Student Senate meetings. A list of talking points had been distributed and Student Senate officers spoke briefly on these topics. The Student Voice Committee is addressing concerns with food prices and course resources. They are meeting with Chartwells to learn about price structure and explore meal plan idea. Committee members are also meeting with Instructional Services staff to discuss creating online faculty profiles (including information about individual teaching styles) and discuss concerns regarding students having to purchase course materials they do not actually need. The committee in charge of service projects announced the upcoming Thanksgiving Food Drive and the Angel Tree Gift Drive. The committee charged with improving student involvement on campus reported on the placement of event signs inside each main entrance and the creation of signs encouraging students to attend athletic events. Student Trustee Kayla Malone reported on behalf of the Student Senate Marketing Committee, sharing information about a video being created to promote Student Senate. That committee will also work on final exam "survival kits." Board Chair Rendleman commended the group for its efforts and asked them to report progress on these projects at the spring interactive session with the board. He stressed the board and administration's willingness to support in

any way they can. President Dreith expressed his appreciation to the Senate members for their open communication with him at Student Senate meetings.

### **PRESENTATION OF PRESIDENTIAL SCHOLARS**

President Mike Dreith and Board Chair Rendleman presented 201 Presidential Scholars with plaque and \$30 monetary award. Presidential scholars must have a perfect 4.0 grade point average for 31 semester hours or more as a full-time student, must have attained sophomore standing, and must currently be enrolled as a full-time student. 2013 Presidential Scholars are: Shane Bonney, Johnston City; Dustin Brown, De Soto; Jenna Doerr, Du Quoin; Bryar Endrizzi, Johnston City; Chace Epplin, Du Quoin; Steven Hampton, Carterville; Megan McAnelly, Murphysboro; Donald Murphy, West Frankfort; Teak Jung Oh, Carbondale; Tetiana Osnach, Murphysboro; Sara Petrowske, Percy; Siegfried Schroth, Carbondale; and Terri Shea, Marion.

### **MINUTES OF THE SEPTEMBER BOARD MEETING AND BUDGET HEARING**

The minutes of the September 24, 201 regular board meeting and budget hearing were previously distributed.

Jackie Hancock and Bill Kilquist moved and seconded approval of the minutes of the September 24, 2013 regular board meeting and budget hearing.

voice vote showed all in favor. Motion carried.  
(Resolution #16-2948)

### **TREASURER'S AND FINANCIAL REPORT (Appendix I)**

The treasurer's and financial report for the period ending August 31, 201 was previously mailed.

Mike Hopkins and Bill Kilquist moved and seconded approval of the treasurer's and financial report for

voice vote showed all in favor. Motion carried.  
(Resolution #16-2949)

### **EXPENDITURE LIST (Appendix II)**

The expenditure list for the period ending September 30, 2013 was previously mailed.

Mike Hopkins and Cheryl Graff moved and seconded approval of the expenditure list for the period ending September 30, 2013.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2950)

## **RECOGNITION OF GUESTS**

Vice-President for Instruction Deborah Payne introduced Yvonne Greeven, an exchange instructor/administrator she is hosting from ID College in the Netherlands.

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

None.

## **BOARD OF TRUSTEES REPORTS**

### **A. Comments by Board Chair**

Board Chair Jake Rendleman thanked all the employees and volunteers who made the following fall events success: Hunting and Fishing Days, Civil War Days, Media Day, and Professional Development Day. He reported Chris Georgantas will present awards for participants in the General Logan Fitness program on October 31.

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

Trustee Jackie Hancock reported ICCTA will hold seminar and meetings in Schaumburg, Illinois on November 8 and 9. She plans to attend, along with Board Chair Rendleman and Student Trustee Kayla Malone.

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

Trustee Cheryl Graff reported the Southeast Region Trustees meeting will be held at the Robert L. Mees Village Centre on October 30. ICCTA Executive Director Mike Monaghan and SIU President Glenn Poshard will speak at the meeting.

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

Jackie Hancock reported the John A. Logan College Foundation will hold its annual meeting on October 29. Retiring member Ken Crews will be honored and there will be scholarship participant presentations.

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

Trustee Mike Hopkins reported on the ACCT Annual Leadership Congress he recently attended in Seattle, Washington. He reported it was an excellent conference, with approximately 2,000 attendees. The central theme was student success and Bill Gates was keynote speaker. Mr. Hopkins distributed a copy of a summary of Mr. Gates comments, along with summaries of information gathered from various other sessions he attended. He noted the value of ideas gained from these conferences.

### **F. Hiring Committee**

No report.

**G. Human Resources Committee**

No report.

**H. Athletic Advisory Committee**

Mike Hopkins stated the Athletic Advisory Committee had not met, but reported Dr. Daugherty had furnished the committee excellent information to peruse and discuss at its next meeting.

**I. Developmental Education Committee**

No report.

**J. Nursing Committee**

No report.

**K. Diversity Committee**

Jackie Hancock reported the next event sponsored by the Diversity Committee will be a presentation on deaf studies. The next Diversity Advisory Committee meeting will be November 20.

**L. Board Building Committee**

Mr. Rendleman reported the Board Building Committee had met on October 14, reviewed bids for the police department relocation/renovation project, and recommended the project be awarded to the lowest bidder -- WF Stiff, Inc. A list of potential PHS projects were reviewed and some will be recommended later on the board agenda. The committee heard updates on the cosmetology and dental projects and the LED lighting project. An internal review of the Facility Master Plan will take place in early 2014 and recommendations will be presented to the committee for consideration. Ms. Rendleman requested the facility staff investigate additional lighting at the west entrance to the building. The Board Building Committee will hold its next meeting after the CHEC Building 2<sup>nd</sup> story project is ready for review.

**M. Board Policy Committee**

Trustee John Sanders reported the Board Policy Committee met October 9 and had a lengthy session. He said several of the policies discussed appear later on the agenda for first reading by the board. Mr. Sanders expressed his appreciation to Trustee Jackie Hancock who filled in for committee member Don Brewer at the October 9 meeting. He briefly explained the recommended additions and changes. Board Chair Rendleman commented that the suggested revisions to Board Policy 5220A came out of the Human Resources Committee, and he feels this proposed change will be a benefit to the morale and leadership of long-term employees.

**N. Board Finance Committee**

Mike Hopkins reported the committee had met with the auditors regarding the annual audit which appears later on the agenda.

**O. Campus Safety Committee**

Trustee Bill Kilquist stated the Campus Safety Committee had not met during the past month, but a meeting will be held next month to formulate a recommendation to the Board Policy Committee regarding the Concealed Carry law and how it pertains to the College. John Sanders said this is an issue that probably needs to be discussed with the entire board rather than the Board Policy Committee.

**P. Awards and Naming Facilities Committee**

Trustee Mike Hopkins reported that he and Don Brewer had met and will be bringing forth a recommendation to name a room for a trustee who served over 20 years at the next board meeting. He said the committee felt it appropriate to name the new dental area in honor of former trustee Dr. John O'Keefe. Mr. Hopkins said there may be another naming recommendation presented for consideration in the future.

**Q. Student Trustee**

Student Trustee Kayla Malone introduced Phi Theta Kappa members who reported on the upcoming Mix-It-Up Day planned for October 30, noting the mission of the event is to break down social barriers between students, teachers, clubs, and faculty, and improve lines of communication. Ms. Malone reported the PTK new member induction ceremony will be held on October 28. She stated the Political Science Club is hosting Model Illinois Government pre-simulation on October 26; the *Expressions* spoken word event will be held October 29; Student Senate will attend a Leadership Conference on November 1 and 2; and ICCB Student Advisory Committee meetings will be held on November 8 and 9. She reminded the board of the Thanksgiving Food Drive and the Angel Tree Gift Drive. Ms. Malone reported the JALC Band concert will be October 27, and the musical *Jesus Christ, Superstar* will be presented November 15 and 16.

**GROUP/ASSOCIATION REPORTS**

**A. Faculty Association Report**

No report.

**B. Term Faculty Association Report**

No report.

**C. Logan Operational Staff Association Report**

The Logan Operational Staff Association had no report, but had distributed information regarding a fund raising project they are conducting to help a fellow employee.

## **OFFICERS' REPORTS**

### **A. Residency Audit (Appendix III)**

Vice-President for Business Services and College Facilities Brad McCormick had included a copy of a residency audit with the board packets. The internal audit was conducted as a result of some issues with student residency addressed in last year's annual College auditing process. He noted of the 132 students from various categories selected for the audit, there were only four exceptions. He commended the staff involved in working to improve procedures over the past year.

### **B. JALC Named Military Friendly School**

Vice-President for Administration Tim Daugherty reported John A. Logan College has been named a "Military Friendly School" for the third year in a row.

### **C. Items of Interest – Administrative Services Division**

Vice-President Daugherty distributed a listing of recent items of interest from his area, including three entries from the Office of College relations receiving NCMPR District 3 awards; Purdy School Days; a successful electronic recycling event; Civil War Days, and the IDES Job Fair. He reported the fall MAP grant was received early (\$198,043). The College has also received \$54,900 for veteran's grant due to a legislative add-on. Dr. Daugherty announced some upcoming events including "Hoopin' with the Vols"; a drug take-back event; veteran's thank-you reception; and the 38<sup>th</sup> Annual Autumnfest.

Vice-President Daugherty made clarification regarding some statistics given regarding in-district athletes by Trustee Bill Kilquist at the last board meeting. Dr. Daugherty stated that he had done some research and verified those figures were indeed correct.

Trustee Kilquist asked the board members to look at the John A. Logan College website regarding the statistics on in-district vs. out-of-district athletes. He said he will be making a motion at the next meeting to address the issue. Mr. Rendleman said the Athletic Advisory Committee is currently studying this. Mr. Kilquist asked that the Athletic Advisory Committee look at the March 27, 2007 report of that committee.

### **D. Student Success**

Vice-President for Instruction Deb Payne reported the Student Success Initiative Team met in late September to discuss a plan to get started on the strategic initiative for the strategic plan. A timeline has been established to identify performance indicators for learning outcomes on campus. As those performance indicators are identified, data must be captured, analyzed and used for program improvement. She also reported on efforts being made toward developing a one-semester accelerated remedial math course to help remove the remediation barrier for students. Work is also underway to identify a specific list of indicators that will enable us to report on an annual or quarterly basis how students are progressing and what we are doing for program improvement.

#### **E. Renewal of Agreement with Gallaudet University**

Vice-President Payne reported on the renewal of the College's agreement with Gallaudet University, and noted that the award for Gallaudet University's center on campus has been reduced by 25 percent which will affect staffing at the end of December.

#### **F. Heart Walk on JALC Campus**

President Mike Dreith reported the American Heart Association Heart Walk held recently on the JALC campus resulted in \$218,000 being raised – new record. John A. Logan College was a large part of the success, contributing \$1,000 toward sponsorship; \$12,213 in team donations; plus in-kind contributions.

#### **ITEMS PULLED FROM CONSENT AGENDA**

Student Trustee Kayla Malone requested that Item A: Approval of Revised Instructional Calendar, be pulled from the Consent Agenda and voted on separately. The Board chair allowed.

#### **Approval of Revised Instructional Calendar (Appendix IV)**

Approval was requested for the revised 2014/2015 instructional calendar. It was noted the new version would include starting classes on Monday, (August 18, 2014); no fall break; and Thanksgiving break from Wednesday through Saturday, with classes in session on the Monday and Tuesday of Thanksgiving week.

President Dreith recommended that the Board of Trustees approve the revised 2014/2015 instructional calendar as contained in Appendix IV.

Student Trustee Kayla Malone distributed a survey done by the Student Senate regarding the calendar revision. She reported 375 students responded to the survey, and she shared the results and some of the student comments. Approximately 78% of the students surveyed did not want the revised calendar. In answer to questions from Trustee Sanders, President Dreith said the reason for the proposed revision was to align John A. Logan College's calendar with SIU-C since we share over 300 students. Currently JALC starts classes two days prior to SIU which creates problems with closed class cards. Dr. Payne said the revised schedule is more conducive for instruction since students aren't having a nine-day break just prior to final exams. Vice-President Daugherty spoke of the enrollment problems with SIU students often arriving to JALC classes several days late. Dr. Dreith stated that there is no disrespect intended toward students (noting he was not aware this survey had been done), but he feels it makes common sense that the two major higher education institutions within seven miles of each would have mirrored schedules. This was the opinion taken to College Council and approved. Trustee Kilquist asked if this changes anything at the end of the school year, and was answered that it did not. Mr. Kilquist asked if this would affect any union contracts, and it did not. There was a lengthy discussion on the issues of how students would be affected by having classes on the Monday and Tuesday of Thanksgiving week. Ms. Malone said many of the students she spoke with had indicated they would just not attend classes on those days. Trustee Sanders asked if there is a chance we may be losing some SIU students by starting earlier than SIU. Dr. Daugherty said he doesn't have hard data, but he feels we do lose enrollment because of this. He noted that our Student Success retention efforts include trying to solve this problem. Ms. Malone said starting the semester on Thursday and Friday gives students the weekend to get the supplies necessary for their success over the weekend. There was more discussion

o the issue of changing the starting date of the semester. Board Chair Rendleman stated that he is torn between the wishes of the students and the recommendation of the administration. Trustee John Sanders said it makes sense to be in sync with SIU, and while he very much appreciates the student survey, he is in favor of the new schedule.

John Sanders and Cheryl Graff moved and seconded that the Board of Trustees approve the revised 2014/2015 instructional calendar as contained in Appendix IV.

roll call vote was requested, and upon roll call, members voted as follows: Mike Hopkins – no; Bill Kilquist – no; Jackie Hancock – yes; Cheryl Graff – yes; John Sanders – yes; Kayla Malone – no; Jake Rendleman – yes. Motion carried.  
(Resolution #16-2951)

Vice-President Brad McCormick requested that Item D: Protection, Health & Safety (PHS) Projects Approval - be removed from the Consent Agenda and voted on separately. The Board chair allowed.

#### **Protection, Health & Safety (PHS) Projects Approval (Appendix V)**

On the original version of the agenda, four (4) PHS projects were listed for approval. Vice-President Brad McCormick stated that for budgetary reasons and project management reasons, three of the project applications – Chiller Replacement Projects & F Building; Cooling Tower Replacement G Building; and Aquatic Center Mechanical Systems Replacement need to be combined because they are all mechanical systems projects. The roof replacement project application originally listed has been removed because there is not enough tax levy money. These three projects, in addition to the previously approved Police Department Relocation project, will be summed to equal the 2013 PHS tax levy to be presented at the November 2013 board meeting. The revised associated ICCB project application and board resolution are included as Appendix V.

The estimated budget for the project is \$617,952.05.

President Dreith recommended and John Sanders and Bill Kilquist moved and seconded that the Board of Trustees authorize the administration to proceed with the necessary planning for the mechanical system upgrades for the above listed buildings; that the Protection, Health and Safety project be approved, including submitting the required application to the Illinois Community College Board; and that Architechniques, Ltd., begin the preparation of plans and specifications.

voice vote showed all in favor. Motion carried.  
(Resolution #16-2952)

#### **CONSENT AGENDA**

##### **A. (Was Item B on the agenda) Bid—Campus Police Renovation and Relocation**

President Dreith recommended that the Board of Trustees award the construction contract for the renovation and relocation of the Campus Police project to W. F. Stift, Inc. in the amount of \$177,800.



**B. (Was Item C on the agenda) Purchase of Office Computers**

President Dreith recommended that the Board of Trustees approve the quote of \$56,444.50 for the purchase of 67 computers for faculty and staff from Dell Computers, and that the administration be authorized to purchase this equipment.

John Sanders and Jackie Hancock moved and seconded that the Board of Trustees approve the remaining items on the Consent Agenda (originally Items B and C) as recommended.

voice vote showed all in favor. Motion carried.  
(Resolution #16-2953)

**NEW BUSINESS**

**A. Annual College Audit (Attachment VI)**

President Dreith reported the annual audit for John A. Logan College for FY 2013 (2012-2013) has been completed by Kemper CPA Group LLP. In addition, Kimberly Walker and Kara Bevis of Kemper CPA along with Brad McCormick, Stacy Buckingham, and President Dreith met with the College Audit Committee (consisting of Trustees Mike Hopkins and Cheryl Graff). Mike Hopkins reported the committee discussed the audit in detail, with and without college administration present, and the auditors reported they saw nothing to indicate the College was out of compliance and that everyone at the College was extremely helpful. Mr. Hopkins read some confirming statements from the audit letter. Ms. Walker and Ms. Bevis were present at the Board meeting and stated they had issued an unmodified, clean report with no findings. Item from last year's audit had been corrected. Ms. Walker said there were minor items mentioned in the management letter that were reviewed with the audit committee. She said there were no recommendations made that management did not accept.

President Dreith recommended and Jackie Hancock and Bill Kilquist moved and seconded that the annual audit for John A. Logan College for FY 2013 (2012-2013) as presented by Kemper CPA Group LLP be accepted by the Board of Trustees.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2954)

**B. Bid--Baseball Scoreboard, Illuminated Signs, and Messaging Center**

Action on this item was delayed until after the closed session.

**C. First Reading of Proposed Board Policy Additions/Revisions (Appendix VII) (NO ACTION)**

The Board Policy Committee presented the following board policy revisions/additions to the Board of Trustees for first reading:

- Board Policy #3365 – Electronic Use
- Board Policy #5113 – Retiree Return to Work (NEW POLICY)
- Board Policy #5110 – General Hiring

Board Policy #5225 -- Dismissal or Suspension  
Board Policy #5220A -- Non-Teaching Professional Staff Compensation  
Board Policy #3512 -- Discrimination/Equal Opportunity Grievance Policy for JALC Students  
Board Policy #3220 -- Advisory Committees  
Board Policy #8312 -- Sexual Harassment of Students

Draft copies of these policies were presented in Appendix VII. These policies will be brought back to the board for final approval at the November 26, 2013 board meeting.

### **CLOSED SESSION**

Board Chair Rendleman 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 roll call vote to that effect.

Mike Hopkins and Bill Kilquist moved and seconded that the regular meeting of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2955)

The meeting was declared in closed session at 8:25 p.m.

The meeting was declared back in regular session at 9:00 p.m.

### **CLOSED SESSION MINUTES**

Jackie Hancock and Mike Hopkins moved and seconded that the Board of Trustees approve the content of the closed session minutes of September 24, 2013, but that these minutes not be made available for public inspection at this time.

voice vote showed all in favor. Motion carried.  
(Resolution #16-2956)

### **PERSONNEL**

#### **Reference Librarian Position (Non-Teaching Professional)**

President Dreith recommended and Cheryl Graff and Bill Kilquist moved and seconded that the recommendation to employ a part-time, grade 3, reference librarian be tabled.

voice vote showed all in favor. Motion carried.  
(Resolution #16-2957)

### **Operational Staff**

President Dreith recommended that Laura Davis be employed as a full-time, grade III, secretary III (Continuing Education) effective November 1, 2013.

### **Maintenance/Building Staff**

President Dreith recommended that Terry Davis be ratified as a full-time, custodian at John A. Logan College effective October 21, 2013.

President Dreith recommended that Ramon Campos be ratified as a full-time, custodian at John A. Logan College effective October 14, 2013.

### **Term Faculty**

President Dreith recommended that Zachary Essex be ratified as a substitute instructor of aquatics at John A. Logan College effective September 4, 2013.

President Dreith recommended that Devin Haub be employed as a part-time instructor of nursing at John A. Logan College effective January 13, 2014.

President Dreith recommended that Debbie Kirk be employed as a part-time instructor of nursing at John A. Logan College effective January 13, 2014.

### **Continuing Education Staff**

President Dreith recommended that Daniel Campbell be ratified as a Video Game Development – An Introduction instructor at John A. Logan College effective June 10, 2013.

President Dreith recommended that L’Erin Ragon be ratified as a Paranormal Research and Investigation instructor at John A. Logan College effective September 10, 2013.

President Dreith recommended that L’Erin Ragon be ratified as a Southern Illinois Dark History instructor at John A. Logan College effective September 11, 2013.

President Dreith recommended that Francine Snider be ratified as a Sewing for Kids/Basic Needle Repair (grades 3-5) instructor at John A. Logan College effective September 16, 2013.

John Sanders and Jackie Hancock moved and seconded that all personnel items be approved as recommended.

voice vote showed all in favor. Motion carried.  
(Resolution #16-2958)

**(Item B from New Business):**

**Bid--Baseball Scoreboard, Illuminated Signs, and Messaging Center**

Vice-President McCormick reported bid specifications were prepared in accordance with the direction of the board at the September meeting which make the baseball scoreboard and associated communication devices the base bid. Alternates were established to itemize the illuminated signs at each end and for the digital messaging system. Bids were publicly opened on Friday, October 18. Mr. McCormick distributed a copy of the bid results to the board and briefly explained. He noted the bid from Daktronics did not meet specifications. He said there had not been time for either the Board Building and Remodeling or Athletic Advisory Committees to develop recommendations, and the item was open to discussion from the board. There was a lengthy discussion on the benefits of the message board. At the request of Trustee Rendleman, Athletic Director Jerry Halstead reported on how the message board has been used over the years. Trustee John Sanders asked that the base bid and the alternate be voted on separately.

John Sanders and Jackie Hancock moved and seconded that the Board of Trustees accept the lowest responsible base bid of Nevco in the amount of \$28,302.20 for the scoreboard for the baseball field.

Upon roll call, all members voted yes. Motion carried.  
(Resolution #16-2959)

Mike Hopkins and Jake Rendleman moved and seconded that the Board of Trustees accept the lowest responsible Alternate 1 bid of Nevco in the amount of \$7,361.80 for a digital messaging system for the baseball scoreboard.

Upon roll call, members voted as follows. Mike Hopkins – yes; Bill Kilquist – no; Jackie Hancock – no; Cheryl Graff – yes; John Sanders – no; Kayla Malone (advisory) – no; and Jake Rendleman – yes. The vote was tied, and motion did not pass.  
(Resolution #16-2960)

Trustee Mike Hopkins asked that the digital messaging system be brought up again at a future meeting.

**ANNOUNCEMENTS**

Board Chair Rendleman said the board needs to decide on a final date for the annual Christmas dinner. There was agreement that December 1 would be the best date.

**ADJOURNMENT**

John Sanders and Bill Kilquist 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 #16-2961)

The meeting was duly adjourned.

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

Jake Rendleman, Chair

Cheryl Graff, Secretary