

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 October 23, 2012, commencing at 6:30 p.m.

The meeting was called to order by Board Chair Mike Hopkins.

The chair directed the recording secretary to call the roll:

Donald L. Brewer	--	absent for roll call
John O'Keefe	--	present
Jake Rendleman	--	present
Jim Snider	--	present
Jackie Hancock	--	present
John Sanders	--	absent for roll call
Joe Venable	--	present
Michael Hopkins	--	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; John Huffman, College Legal Counsel; Steve O'Keefe, Director of Community Relations and Marketing; Donna Glodjo, Recording Secretary to the Board of Trustees; and other College personnel.

Board Chair Mike Hopkins led the Pledge of Allegiance to the Flag.

INTERACTIVE SESSION WITH THE JOHN A. LOGAN COLLEGE STUDENT SENATE

Student Trustee Joe Venable thanked the board for taking time to meet with the student senate and introductions of the senate members and the board of trustees were made. Adrienne Barkley Giffin, director of student activities and cultural events and sponsor of the student senate, was also present. Copies of the latest student senate surveys had been previously distributed along with a list of topic the group wanted to address. Ms. Barkley Giffin said the responses to the surveys were the best ever with 490 students participating. The group shared positive comments from the surveys which included affordability, caring faculty, nice and friendly place to learn, and clean and beautiful campus. The group summarized the main topics students would like to see improved which included more free recreational activities available on campus; increased school spirit and participation at student-centered events; and improvement in the user-friendliness of online courses, Weblink and other online and technology services. Student Trustee Venable reported on a committee – now called the Marketing Committee – which was formed to help make students more aware of the student senate. This committee has distributed Final Exam Survival Kits at the end of the semester and Welcome Week Kits for new students at the beginning of school.

Trustee O'Keefe asked the group if they have prioritized their issues. Ms. Barkley Giffin said a committee has been formed for each issue, and the issues are prioritized as listed on the handout. Dr. O'Keefe suggested the group focus on one issue at a time, then move on to the next after the first has

been accomplished. Trustee Rendleman commented on how successful these efforts have been in the past. Vice-President Payne advised the group there is a committee working on choosing either Blackboard or Moodle learning system, so there is only one system for students to learn. There was a brief discussion on the Blackboard/Moodle issue. Vice-President Brad McCormick reported the College is working on getting a single sign-on system for students, so they do not have to use multiple passwords. There was some discussion on the possibilities of having more accessibility to printers.

Trustee Don Brewer arrived at 6:50 p.m.

The student senate committees plan to meet with the identified College personnel for each of the issues and give the board feedback. The group will meet with the Board of Trustees again in the spring. Dr. O'Keefe encouraged the students to come to the board if they need help. Trustee Hancock complimented the group on the quality of their work. Ms. Barkley Giffin said employees in various areas of campus were contacted prior to the student survey and asked to suggest questions they believed would be helpful both to the students and the various departments.

PRESENTATION OF PRESIDENTIAL SCHOLARS

President Mike Dreith and Board Chair Mike Hopkins presented a plaque and a \$300 scholarship to each student meeting the criteria for Presidential Scholars. 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. Those receiving awards were: Kara Baker, Du Quoin; Christina Boyce, Makanda; Kalinda Dunning, Marion; Roger Dale Howell, Hurst; Jennifer Mueller, Carbondale; Luke Schroeder, Carbondale; Ann Wheeler, Carbondale; and Ran Zhuo, Murphysboro.

MINUTES OF THE SEPTEMBER BOARD RETREAT AND REGULAR BOARD MEETING

The minutes of the September 19, 2012 board retreat and the September 25, 2012 regular board meeting were previously distributed.

Jake Rendleman and John O'Keefe moved and seconded approval of the minutes of the September 19, 2012, board retreat and the September 25, 2012, regular board meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2819)

FINANCIAL REPORTS (Appendix I)

The financial report for the period ending August 31, 2012 was previously mailed.

Jim Snider and John O'Keefe moved and seconded the approval of the financial report for the period ending August 31, 2012.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2820)

ACCOUNTS PAYABLE (Appendix II)

The list of accounts payable for the period ending September 30, 2012, was previously mailed.

John O’Keefe and Jim Snider moved and seconded approval of the list of accounts payable for the period ending September 30, 2012.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2821)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Illinois Community College Trustees Association (ICCTA)

Trustee Jake Rendleman noted the Illinois trustees had a great turnout at the ACCT Leadership Congress in Boston. Trustee John Sanders had submitted a written report stating ICCTA hosted one of the most well-attended receptions at the conference. The next ICCTA meeting will be in Chicago on November 9 and 10.

B. Southeast Region Trustees (SERT)

Trustee John O’Keefe reported the Southeast Region Trustees will meet on November 1 at Connie’s Restaurant at the Gambit Golf Course in Vienna.

C. John A. Logan College Foundation

Trustee Jake Rendleman reported the JALC Foundation will participate in the “Dancing with ArtStarts” fundraiser this year for the first time on November 17. Dr. Dreith and his wife Carol and Brad McCormick and his wife Sherie and family will be dancing at the fundraiser, representing the Foundation. A total of ten charities will participate in the event and guests vote with dollars for their favorite dancing couples. He said tickets are \$25 and are on sale in the Foundation office. Mr. Rendleman reported the Foundation is working with the Athletic Department to plan the 2012 Hall of Fame Banquet. The Foundation is also planning an event to reach out to those who utilize the CHEC building and ask for their financial support.

D. Association of Community College Trustees (ACCT)

Trustee John Sanders had presented the board with a written report on the ACCT Annual Leadership Congress in Boston on October 10-13. He stated that student success was the underlining theme of the conference, and shared information about the various keynote speakers and the pre-congress

institute he attended on student success. Mr. Sanders was elected to another three-year term on the ACCT Board of Directors and was elected by the ACCT board to serve as this year's chair elect.

E. Hiring Committee

The Board Hiring Committee is scheduled to meet on Thursday, October 25, at 2:00 p.m.

F. Human Resources Committee

No report.

G. Athletic Advisory Committee

Trustee Jake Rendleman gave the board an update on fall sports, noting the women's basketball season will open on November 3, and men's basketball will begin on November 2. The softball team finished fall scrimmages with a 504 record and baseball finished fall scrimmage season 8-0-1. Women's golf finished fall exhibition match play, winning one out of four tournaments, and the men's golf team finished fall exhibition match play, winning 2 of 5 tournaments. The volleyball team has a current record of 13-16 overall and is in 2nd place in the GRAC. Mr. Rendleman announced the softball team will be holding its annual Bocce Ball Tournament on October 17, and preliminary discussions have begun to bring back the Athletic Hall of Fame which has been inactive since 2001. President Dreith said he feels the College has a wonderful athletic history and a committee has been put together including Marketing, Athletics, and the Foundation to reactivate the Hall of Fame. He said lack of finances to find appropriate speakers for the event was one of the reasons it had been inactive the past few years, and Foundation Executive Director Staci Bynum is working to find a speaker and sponsors to make it financially feasible. Vice-President Tim Daugherty stated that Volunteer games are now available for viewing on the internet via the College's web page.

H. Developmental Education Committee

No report.

I. Nursing Committee

No report.

J. Diversity Committee

No report.

H. Student Trustee Report

Student Trustee Joe Venable reported the Student Senate sponsored a voter registration drive in September resulting in 83 new voters registered. He also reported on a successful fundraiser held by the Cosmetology Club for one of their instructors diagnosed with cancer. He gave an overview of upcoming events including an election night party sponsored by the Political Science Club, the Thanksgiving Food Drive for needy JALC students, Phi Theta Kappa induction ceremony on

November 15, and the Performance Series event *Wild Oats* on November 16 and 17. Mr. Venable reported the Angel Tree gift drive will be coming up in December.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

Faculty Association representative Melanie Pecord said the English Department has reported that Matt Garrison has been appointed director of The Write Place, and will share that duty with Cheri Barrall. She reported on the location and hours of the Write Place, and stated that data will be collected to see where students are coming from and how they are supporting them. Each full-time English faculty member is volunteering one to two hours per week in The Write Place. Ms. Pecord reported dual credit workshops are taking place in all departments.

B. Term Faculty Association

Term Faculty Association representative Tim Baker reported that Ken Gilbert, aka Jacob Erin Cilberto, will be joining another poet in an online radio broadcast, *A Way With Words*, which will be aired live from New York on November 1 at 6:00 p.m. He said the link to the broadcast will be posted in an “announce” email.

C. Logan Operational Staff Association

LOSA representative Frances Cobb reported on the group’s fall humanitarian project which is a Cold Weather Clothing Drive. The project collects new or gently used coats, hats, gloves, blankets and pajamas for distribution to agencies in four of the counties the College serves – Franklin, Williamson, Perry, and Jackson.

OFFICERS’ REPORTS

A. Board Finance Committee

Vice-President for Business Services and College Facilities Brad McCormick reported the Board Finance Committee met with the auditors on October 16. The auditors will be doing a presentation to the full board at the November board meeting.

B. Board Building Committee

Vice-President McCormick reported the Board Building Committee met prior to the board meeting and discussed architect submission of proposals and PHS projects which will appear later on the agenda.

C. Civil War Days

Vice-President Tim Daugherty reported the College hosted the annual Civil War Days on October 10. It was attended by 495 students from eight area schools. There were 19 different enactors, including a John A. Logan impersonator who was excellent. Dr. Daugherty recognized Dr. Barry Hancock for his work in maintaining that program.

D. Assistance to BRP (Bombardier Recreational Products) Displaced Workers

Vice-President for Administration Tim Daugherty reported that over 50 recently laid-off workers from Bombardier Recreational Products attended an event organized by the College to offer assistance. The event included presentations by College personnel on opportunities for education and training at JALC. Dr. Daugherty said he feels we will see a number of these people registering for retraining in the spring. He recognized Steve O'Keefe for his efforts in planning the event.

E. Illinois Green Economy Network

Vice-President for Instruction Deborah Payne reported that IGEN was featured in a League for Innovation Leadership Abstract that came out nationwide the past week. She said this is the grant JALC is participating in with 17 other community colleges to prepare students for green jobs. JALC is focusing on geothermal HVAC weatherization and sustainable energy. Dr. Payne said the latest IGEN newsletter features an article on the College's rainwater harvesting project and a picture of Dwight Hoffard and staff.

F. Academic Assessment and HLC Accreditation Training Update

Dr. Payne reported four people – Kristin Shelby, Keith Krapf, Charles Coelho, and Dr. Payne – recently attended training on assessment of student learning outcomes and on the Open Pathways accreditation model.

Dr. Payne distributed a copy of the summary of the yearly ICCB Program Review, and briefly explained what the recommendations meant.

G. National Institute of Health Grant

Vice-President Payne reported she and Keith Krapf met with a representative from SIU Carbondale to work on a National Institute of Health Grant which will provide funding for remodeling of biology labs if it should be received. It would also provide funds for seminars for faculty and students to build research capabilities in the undergrad science courses at JALC, so that our transfer students will have the equal opportunities for paid internships.

H. Strategic Planning Process Update

President Mike Dreith reported the survey portion of the strategic planning process has come to an end. The responses were great with over 1,066 students participating (17%); 318 responding from the faculty and non-teaching professional group (71%); and 141 out of 148 responding from the "staff and other" category. Interviews will continue through October and focus groups will begin in November.

I. President's Cabinet

Dr. Dreith announced the formation of a President's Cabinet – a group of 12-15 administrators on campus who will meet with him on a bi-monthly basis to discuss campus issues. He said this is an effort to create some cross-organizational teams and get people out of "silos" and working together.

CONSENT AGENDA

A. Approval of Protection, Health and Safety (PHS) Projects (Appendix III)

President Dreith recommended that the Board of Trustees approve two PHS project applications as described in the resolution included as Appendix III. One of the projects will complete a remaining section of building “E” roof by replacing the ballasted EPDM roof system with a new flat rigid insulation and single-ply roof system with associated flashings and sheet metal. The estimated cost of this project is \$99,200 and will be paid from remaining PHS proceeds from prior year projects. The second project estimated at \$795,000 is focused on energy reduction and comfort improvements in the Workforce Development (Building H) Building, the OFC Building and the Vocational Building (VOC), the latter of which are the earliest buildings on campus.

It was noted that this project will not complete the work in OFC due to insufficient tax levy to do the project in a single year. Vice-President McCormick said a future project will be necessary to complete the Vocational building mechanical improvements. At a future board meeting, an agreement for a performance contract with CTS Group, the College’s selected performance contractor, will be presented for board approval.

B. Approval of CDB Project to Correct Aquatic Center Roof Problems

President Dreith recommended that the Board of Trustees authorize the administration to commit to fund the difference between \$400,000 from Capital Development Board and the project size for repair of defects in the aquatic center roof system, not to exceed \$600,000, to be paid from Fund 03, Restricted Building Fund.

C. Approval of Closed Session Minutes for Availability for Public Inspection

President Dreith recommended that the Board of Trustees approve the following closed session minutes to be made available for public inspection: November 27, 2007; August 23, 2011; March 27, 2012; April 16, 2012; April 27, 2012; May 22, 2012; and June 26, 2012.

D. Destruction of Verbatim Recordings of Closed Session

President Dreith recommended that the Board of Trustees approve destruction of the verbatim recordings of the closed session meetings through and including April 28, 2011.

E. Setting Time and Place for Board Retreat

It was recommended that the Board of Trustees hold a retreat for the purpose of future planning on Monday, October 29, 2012, at 6:00 p.m. at the Robert L. Mees Village Centre on the John A. Logan College campus.

Jim Snider and Don Brewer 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 #16-2822)

OLD BUSINESS

A. Revisions to Board Policies (Appendix IV)

At the September 25, 2012 meeting of the Board of Trustees, the Board Policy Committee presented recommendations for revisions to the following policies to the board for first reading, and they were brought back to the board for final action:

New Board Policy #3620 – Workplace Health and Safety Policy
Board Policy #5141 – Retirement Benefits
Board Policy #5271 – Disability
Board Policy #5280 – Health Insurance

These board policies were also made available to College employees for review and input. Due to comments received in that feedback process, the language in the final paragraph of Policy # 5141 was slightly modified only to clarify the meaning – the revised language representing no change in the intent of the policy from what was presented in first reading.

President Dreith recommended and Jim Snider and Jackie Hancock moved and seconded that the Board of Trustees approve new Board Policy #3620-Workplace Health and Safety; and revisions to Board Policy #5141 – Retirement Benefits, Board Policy #5271 – Disability, and Board Policy #5280 – Health Insurance as contained in Appendix IV.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2823)

NEW BUSINESS

A. Selection of CampusWorks, Inc. to Lead Administrative System Selection Process and Implementation of Software (Appendix V)

The original board agenda presented a recommendation from the administration for the College to employ CampusWorks, Inc. to assist in the selection of administrative software and to continue on with the College through negotiations with a selected vendor. Their services would include business process reviews throughout the implementation process. This process would ensue over the course of approximately 30 months. The total cost to the College would be \$1,321,320 divided into monthly payments through the life of the agreement. An option B was presented which included the provision of the Chief Information Technology Officer if the College wished them to provide the leadership in that role. Option B is a total cost of \$1,887,600. If approved, the recommendation called for the expenditures for the services of CampusWorks to be paid from College contingency in fund 01 until such time the 2014 budget is developed, at which time the costs would be included in the general operating fund budget. Appendix V contains a copy of the agreement with a complete description of the services proposed.

Vice-President McCormick said the financial aspect of this project was discussed in the Board Finance Committee meeting, and he asked if he could provide an overall financial overview to the board at the October 29 retreat due to the fact such a presentation will take a full 30-45 minutes. He said when the president had met with the board chair and vice-chair on the board agenda, there

was only one application received for the chief information technology officer, which led to a discussion on the possibility of having to offer more money for this position in order to get an applicant pool – this was part of the reasoning for Option B. Since that time, Mr. McCormick reported that we have now received 15 applicants which may make Option B less important.

Vice-President McCormick said there was also a question as to the appropriateness of taking this action prior to the board having seen the full picture of the College's finances. He said that because of the size of this transaction, he would request the board table the item and allow placement on the October 29 agenda so that action can be taken in the context of the larger financial picture.

Jim Snider and Jackie Hancock moved and seconded that the Board of Trustees table this item and place on the agenda for the October 29 board retreat.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2824)

Vice-President McCormick said another item which would need to be placed on the October 29 agenda is the energy project for lighting in Building C. In order to receive the rebate on this item, the project must be complete by February 14, making it necessary to get board approval right away.

CLOSED SESSION

Board Chair Mike Hopkins stated it was desirable to hold a closed session to discuss the appointment, employment, and compensation of specific individuals and pending litigation, and that he would appreciate board action and a roll call vote to that effect.

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

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2825)

The meeting was declared in closed session at 7:35 p.m.

Trustee John Sanders arrived during closed session.

The meeting was declared back in regular session at 8:30 p.m.

CLOSED SESSION MINUTES

Jim Snider and Don Brewer moved and seconded that the Board of Trustees approve the content of the closed session minutes of September 19, 2012 and September 25, 2012, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2826)

PERSONNEL

Operational Staff

President Dreith recommended that Craig Addison be employed as a full-time, temporary, grade V, desktop technology technician V effective November 1, 2012.

President Dreith recommended that John Boyer be employed as a full-time, grade V, help desk technician V effective November 1, 2012.

President Dreith recommended that Brenda Cutler be employed as a full-time, grade III, secretary III (director of student activities and cultural events) effective October 29, 2012.

Maintenance/Building Staff

President Dreith recommended that Terry Davis be ratified as a full-time, custodian effective October 1, 2012.

President Dreith recommended that Andrew Goffinet be ratified as a part-time, custodian effective October 10, 2012.

President Dreith recommended that David McCroy be ratified as a part-time, custodian effective October 8, 2012.

President Dreith recommended that David Lee Norris be ratified as a full-time, temporary, custodian effective October 2, 2012.

Campus Safety

President Dreith recommended that Randall Hall be terminated as a part-time, campus safety law enforcement officer effective September 26, 2012.

Non-Teaching Professional Staff

President Dreith recommended that Alisha Craddock be employed as a full-time, grade 4, coordinator of testing services effective November 1, 2012.

President Dreith recommended that Angela Turini be employed as a full-time, grade 4, coordinator of testing services effective November 1, 2012.

President Dreith recommended that Susan May be employed as a full-time, grade 4, associate director of payroll services effective November 16, 2012.

President Dreith recommended that Carolyn Gallegley be employed as a full-time, grade 7, director of student success effective November 16, 2012.

Full-Time Faculty

President Dreith recommended the Board of Trustees consider the retirement request of business professor Cindy Minor effective July 31, 2014.

Term Faculty

President Dreith recommended that Rachel Parish be ratified as a part-time instructor of English at John A. Logan College effective September 18, 2012.

President Dreith recommended that Laura West be ratified as a part-time substitute instructor of cosmetology at John A. Logan College effective October 15, 2012.

Continuing Education Staff

President Dreith recommended that Robert Swayze be employed as a CPR instructor at John A. Logan College effective October 31, 2012.

Volunteer Personnel

President Dreith recommended the appointment of volunteers Vicki Blair, Ron Bordner, Rebecca Bostian, Donald Brandon, Marilyn DeTomasi, Art Fitzgerald, Carl Goodwin, Phyllis Cookie Goodwin, Richard Hunter, Barbara Jacobs, Lisa Mandrell, Rosemary Mathis, Gail Reed, Marie Samuel, and Phillip Stucker for docents for the Historical Village.

President Dreith recommended the appointment of volunteer Ting Ting Liu for Literacy.

Jake Rendleman and John O'Keefe moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2827)

ANNOUNCEMENTS

Steve O'Keefe reported on progress toward setting a date for the dedication of the Les McCollum Room.

ADJOURNMENT

John Sanders and Jackie Hancock 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 #16-2828)

The meeting was duly adjourned.

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

Mike Hopkins, Chair

Jackie Hancock, Secretary