

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 November 26, 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	--	present
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.

MINUTES OF THE OCTOBER BOARD MEETING

The minutes of the October 22, 2013 regular board meeting were previously distributed.

Jackie Hancock and Bill Kilquist moved and seconded approval of the minutes of the October 22, 2013 regular board meeting.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2962)

TREASURER'S AND FINANCIAL REPORT (Appendix I)

The treasurer's and financial report for the period ending September 30, 2013 was previously mailed.

Cheryl Graff and Mike Hopkins moved and seconded approval of the treasurer's and financial report for the period ending September 30, 2013.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2963)

EXPENDITURE LIST (Appendix II)

The expenditure list for the period ending October 31, 2013 was previously mailed.

Don Brewer and Mike Hopkins moved and seconded approval of the expenditure list for the period ending October 31, 2013.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2964)

RECOGNITION OF GUESTS

None.

OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

None.

BOARD OF TRUSTEES REPORTS

A. Comments by Board Chair

No comments.

B. Illinois Community College Trustees Association (ICCTA)

Trustee Jackie Hancock reported on the recent ICCTA meeting in Schaumburg, stating sessions were held on board and foundation relationships and trustee professional development. Updates were given on pension reform, community college retiree health insurance, concealed carry, implementation of return to work restrictions, and extension of the temporary tax increase. She reported on a student film competition coming up and said she hopes our students will enter. Ms. Hancock said the next ICCTA meeting will be held at the ACCT Legislative Summit in Washington, DC in February.

C. Southeast Region Trustees (SERT)

Trustee Cheryl Graff reported John A. Logan College hosted the Southeast Region Trustees meeting on October 30. Dr. Glenn Poshard was the guest speaker and addressed ways SIU could better work with community colleges.

D. John A. Logan College Foundation

Jackie Hancock reported on the recent JALC Foundation annual meeting, saying it was energizing. She said President Dreith and Foundation President Elaine Melby made excellent speeches. A former scholarship winner also spoke at that meeting, underscoring the importance of the Foundation scholarships.

E. Association of Community College Trustees (ACCT)

The ACCT Annual Legislative Summit will be held in Washington, DC on February 10-13, and Board Chair Jake Rendleman said he and President Mike Dreith plan to attend. Mr. Rendleman stressed the importance of attending these meetings.

F. Hiring Committee

No report.

G. Human Resources Committee

No report.

H. Athletic Advisory Committee

Trustee and Athletic Advisory Committee member Don Brewer reported the Athletic Advisory Committee had met and followed up on Title IX concerns. He expressed his appreciation to Vice-President Tim Daugherty for an outstanding job providing the committee with information. Mr. Brewer said it was suggested that Charlotte West, a knowledgeable retired athletic administrator from SIU, be used as a source of information. The administration met with her and then formed a plan which was presented to the committee to correct some of the Title IX deficiencies. Mr. Brewer explained there are three major areas looked at to determine if a college is in compliance, and according to Title IX guidelines and Dr. West, if an institution is in compliance with one area it is considered compliant with Title IX. He reported that JALC was compliant in two of the three areas; however, some problems were identified in the other section and he briefly summarized those. At this point, Dr. West has not yet seen the recommendations in the plan presented to the committee. If, after reviewing, she approves the recommendations, Mr. Brewer felt the Athletic Advisory Committee would not have a problem with the plan. He did express his concerns with the problems identified in the one major area, and mentioned some inequities between baseball and softball as an example of something he would like to see corrected right away.

After resolution to the Title IX issues, Mr. Brewer said the committee plans to address the issue of out-of-district and international scholarships to athletes, noting that this will be controversial. The committee will discuss the pros and cons and may have a recommendation to make to the board at some point. Trustee and Athletic Advisory Committee member Mike Hopkins said these issues will require a great deal of conversation with the committee and hopefully some recommendations can be made. John Sanders asked if some of the information can be shared with the board. Dr. Daugherty said everything is still in draft form at this point, and a full report will be given to the board when it is complete. Trustee Kilquist reiterated his concerns about out-of-district athletes and shared some statistics. He felt the board should be proactive in addressing this, and said he had considered recommending that 50% of our athletics be in-district, but feels a more realistic compromise might be that 33% of JALC athletes must be in-district. Mr. Kilquist said he was prepared to make a motion that the board give the Athletic Advisory Committee direction to require 33% of JALC athletes be in-district on each team. Trustee John Sanders said he didn't feel this needed to be in the form of a motion at this time since it was not on the agenda. He noted – with affirmation from Mr. Brewer – that the Athletic Advisory Committee is open and willing to hear recommendations from individual board members. Mr. Kilquist said he hopes all the trustees will talk to the committee and encourage them to consider implementing a requirement for recruitment

of in-district athletes. Board Chair Rendleman noted that the trustees will have differing points of view on the issue, and feels they should give the committee time to come up with a recommendation. He suggested some of the trustees and the committee have a conversation with Jerry Bechtel, who was involved in athletics when the College began, and hear his insights. Trustee Jackie Hancock said she would appreciate receiving information on what other community colleges are doing. Board Chair Rendleman expressed his appreciation to Mr. Brewer, Mr. Hopkins, and Dr. Daugherty for their excellent work.

I. Developmental Education Committee

No report.

J. Nursing Committee

No report.

K. Diversity Committee

Trustee Sanders reported the Diversity Committee recently had a very productive meeting. A recommendation has been made to send a statement on diversity and inclusion to the Board Policy Committee for consideration. Trustee Hancock reported the attendees heard a report on the recent program dealing with the deaf and a report from Dr. Sue Trammell on International Education events. Board Chair Rendleman stressed the importance of diversity in fulfilling the College's mission. He thanked Trustees Sanders and Hancock for their work with this committee.

L. Board Building Committee

No report.

M. Board Policy Committee

John Sanders said the Board Policy Committee had not met since the last Board of Trustees meeting, but the policies given to the board for first reading last month would appear later on the agenda for final action.

N. Board Finance Committee

No report.

O. Campus Safety Committee

Trustee Bill Kilquist reported the Campus Safety Committee had met on November 21 and discussed current staffing of the College Police Department and the formation of a concealed carry policy. He briefly discussed some of the many considerations in forming such a policy, and stated that with the help of legal counsel, he expects a good policy will be presented to the Board Policy Committee and ultimately to the board. Mr. Kilquist said Don Priddy had provided the committee an update on a computerized button system which would be placed throughout campus. This would be used by campus police to document the time and date an officer makes rounds and checks an area. Mr. Priddy had also provided the committee an overview of a new cloud-based software system the

police department is looking into to document activities and file police reports while in the field. The safety committee also discussed budgeting for new cameras in the Communication Wing and the newly relocated Police Department. There was discussion on putting together a project to replace cameras College-wide, and Mr. Kilquist noted he is very much in favor of this. The committee also took a tour of the newly relocated Police Department space near the E-wing entrance. The space is expected to be ready for occupancy by the first of the year.

P. Awards and Naming Facilities Committee

Trustee Mike Hopkins noted there is an action items later on the agenda regarding the naming of the dental area in honor of former trustee John O'Keefe.

Q. Student Trustee

Student Trustee Kayla Malone reported she attended the recent ICCB Student Advisory Committee in Schaumburg, and brought back a great deal of good information. She shared information on the REEL video project, and reported the JALC Student Senate is working on a video to submit. The SAC service project will be "The Day of Change" which will be March 1, and more details on that will be forthcoming. Ms. Malone reported there will be a blood drive on December 5; the JALC Choir's presentation of *A Country Christmas* will be December 6 and 7; the Yoda Computer Club will be doing a computer checkup on December 7; and Angel Tree deadline is December 12. She reported the Thanksgiving Food Drive helped 13 students with 10 bags of food each. She also reported the band, orchestra and choir concert will be December 15 at the Carbondale mall and the band will give a concert at the Du Quoin Fair Grounds on December 14. PTK and the Yoda Club are doing Christmas cards for veterans which will be delivered to the VA Hospital in Marion.

GROUP/ASSOCIATION REPORTS

A. Faculty Association Report

The Faculty Association reported on the following activities in the Humanities Department:

- The Music Department recently received a donation of a 7-foot Yamaha baby grand piano. The choir has been giving multiple performances on and off campus and will be presenting *A Country Christmas* on December 6 and 7. The choir has also been asked to perform on a cruise to Alaska over the summer, and will be doing some fund raisers for that trip.
- The Art Department is exhibiting some of faculty and students' original work and the art faculty will be working with Student Activities to exhibit work created by inmates at the U. S. Penitentiary in January and February. The Science Center in Carbondale has requested the Art Department create a new logo for them, and a savings bond will be given to the student whose logo is chosen. The Science Center has also asked the Art Department to create a mural in their facility, and Instructor Drew Tucker and his students will do this. The Devil's Breath Chili Company has asked the Art Department to create a small, animated video to advertise on their website for their beef jerky.
- Mike Seagle has created a new Play Readers' Club which is open to all students and community members interested in informal theater reading and sharing in discussions about plays. Faculty Emeritus Steve Falcone just directed *Oh, Gastromony*.
- The Humanities Department, along with many other departments on campus, has completed their dual credit workshop with feeder high schools.

B. Term Faculty Association Report

Term Faculty Representative Charles Rudolph said discussions had been held on extending the term faculty's contract another year, but the membership is opposed at this time.

C. Logan Operational Staff Association Report

LOSA Representative Frances Cobb thanked all who donated to the recent humanitarian project, noting that \$2,136.00 was collected to help an employee.

OFFICERS' REPORTS

A. Update on Fall Semester Enrollment

Vice-President for Administration Tim Daugherty distributed information on fall semester 2013 enrollment, and noted as of week 15, the College has enrolled 13,220 students – up 9.3% over last year at the same time. This includes baccalaureate, career, continuing education, GED, ASE, and business and industry.

B. Center for Business and Industry

Vice-President Daugherty reported that in June of 2013, the College's Center for Business and Industry became the first in the state to reach the quarter of a million served mark. Over the past 21 years, the center has served over 250,000 individuals. The JALC center has been number one in providing customized training in the state of Illinois for every year but one since 1999. He congratulated Darren Pulley and his staff for their outstanding work. The Board applauded Mr. Pulley and his staff.

C. New College Web Site

Director of College Relations Steve O'Keefe gave the board a presentation on the College's new web site, noting that it is still a work in progress. Dr. O'Keefe stated the College's new web page is geared toward marketing and recruiting students as well as getting information out. His office has put forth a new branding effort over the past year, and the web design is a part of that. He explained that due to the implementation of SharePoint by the IT department, the web page will not have to be used for a number of the functions (i.e., the intranet) it was used for in the past. He gave the board a visual tour of the new web page design. Dr. O'Keefe said he is happy with the design and the improved functionality, and thanked the board and the staff who made this possible.

D. New CIS Program – Computer Forensics

Vice-President for Instruction Deb Payne gave the board an overview of the College's new computer forensics program, stating there is a variety of opportunities for students completing this program to enter the job market – i.e. crime scene investigation, evidence management, forensic biology, dealing with legal and ethical issues, and preservation of evidence from all kinds of digital devices. Dr. Payne introduced the instructor of the program, Mark Rogers, and his student, Kylee Williams, who give the board a demonstration of a program developed by Ms. Williams showing how files could be accessed. Mr. Rogers commented that Ms. Williams is an exceptional student and will be

doing some intern work for the College's IT department in the near future. He distributed a handout showing things to do to keep your computer safe, and announced that the Yoda Club will be doing a free computer check on December 7. Mr. Rogers commented that the days of having bachelor's degrees to work in IT are just about over – he feels students will get associate degrees and specialized certificates instead and enter the workforce making good money. Mr. Rogers briefly discussed some of the dangers everyone is subject to when shopping and using credit cards. The board applauded Mr. Rogers and Kylee.

E. Diversity Update

President Mike Dreith reported the Diversity Committee has been working on a diversity statement in conjunction with the strategic plan. He said the statement has gone through a number of re-writes, through several campus committees for input, through first reading at College Council, and will go to the President's Cabinet and the Strategic Plan Steering Committee. The statement will then be presented to the Board Policy Committee for a recommendation to the Board of Trustees.

CONSENT AGENDA

A. Revision of General Education Goals: Aligned with Strategic Plan Project on Student Assessment (Appendix III)

President Dreith recommended that the Board of Trustees approve revision of the College's General Education Goals (now Student Learning Outcomes) as included in Attachment III.

B. Request to Purchase Smart Grid Trainers (Appendix IV)

President Dreith recommended that the Board of Trustees approve purchase of a Smart Grid Training System for the electronics program (which will be part of the IGEN Smart Grid Classroom Project) at a cost not to exceed \$58,500 from JBH Technologies, Inc., in consideration that such purchase meets the exception to bidding requirements in Board Policy 7154.

C. Request to Purchase Backup Equipment for the Information Technology Department

President Dreith recommended that the Board of Trustees approve the purchase of Dell servers and additional storage to upgrade the College's technology infrastructure from the IT Outlet, Inc. at a total cost of \$73,779.04 as meeting the exception in Board Policy 7154.

D. CHEC Second Story Project – Request for Additional Budget Not to Exceed \$150,000 (Appendix V)

President Dreith recommended that the Board of Trustees approve the allocation of up to \$150,000 total College funds to the completion of the CHEC second floor construction project from the College Auxiliary fund.

Mike Hopkins and Bill Kilquist 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 #16-2965)

OLD BUSINESS

A. Proposed Board Policy Additions/Revisions (Appendix VI)

The Board Policy Committee had presented the following board policy revisions/additions to the Board of Trustees for first reading at the October 22 board meeting and the policies were brought back to the board for final action:

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

President Dreith recommended and Jackie Hancock and Bill Kilquist moved and seconded that the Board of Trustees approve revisions/additions to the above listed board policies as contained in Appendix VI, and that the administration be authorized to implement these policies.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2966)

NEW BUSINESS

A. Adoption of 2013 Tax Levy (Appendix VII)

The following resolution certifying the College's tax levy was presented to the Board of Trustees for action:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That **\$5,502,000** be levied as a tax for educational purposes; that **\$917,000** be levied as a tax for operations and maintenance purposes; that **\$1,280,000** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$280,000** be levied as a special tax for Social Security and Medicare insurance purposes; that **\$40,000** be levied as a special tax for audit purposes; and that **\$806,800** be levied as a special tax for protection, health, and safety purposes, for a total of **\$8,825,800** on an equalized assessed valuation of **the taxable properties of said District for the year 2013 to be collected in the year 2014; and that the levy for the year 2013 be allocated 50% for Fiscal Year 2014 and 50% for Fiscal Year 2015.**

The estimated property taxes to be levied for debt service and public building commission leases **for 2013 are \$1,413,175.** The estimated total property taxes to be levied **for 2013 are \$10,238,975.** This represents a **4.61% increase** over the prior year. Due to the proposal being

less than a 5.00% aggregate increase, a public hearing was not necessary to approve the proposed tax levy.

BE IT FURTHER RESOLVED that the secretary or his designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

President Dreith recommended and Cheryl Graff and Don Brewer moved and seconded that the Board of Trustees adopt the above resolution certifying the tax levy for Community College District No. 530, and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks.

Upon roll call, all members voted yes. Motion carried.
(Resolution #16-2967)

B. Award of Alternate #1 (Messaging Center) for Baseball Scoreboard OR Approval of Sign Board (Appendix VIII)

It was noted that Appendix VIII from Architechniques, Ltd. showed the bid from Nevco, Inc. for a messaging center on the baseball scoreboard at a price of \$27,184. Previously, the board awarded the scoreboard bid, without alternates to Nevco, Inc. as the lowest responsible bidder. At the request of the board chairman, alternate #1 was presented to the board again for its consideration. If the board chose not to approve Alternate #1 – Messaging Center, it was explained that authorization would be required to purchase a \$4,200 sign board to fill the space that would have otherwise been filled by the message center. The Board Chair asked for the pleasure of the board.

John Sanders and Bill Kilquist moved and seconded that the Board of Trustees reject Alternate #1 for the messaging center for the baseball scoreboard, and authorize the purchase of a sign board from Nevco, Inc. in the amount of \$4,200 to fill the space that would have otherwise been filled by the message center.

There was a brief discussion on the details of the sign board. Board Chair Rendleman noted that if the messaging center was approved, ads would be sold to area businesses which would defray some of the cost. Approximately 30 businesses had ads on the old message sign.

Upon roll call, members voted as follows: Bill Kilquist – yes; Jackie Hancock – yes; Cheryl Graff – yes; John Sanders – yes; Don Brewer – yes; Mike Hopkins – no; Kayla Malone – yes; and Jake Rendleman – no. Motion carried.
(Resolution #16-2968)

C. Naming of Facilities

The Awards and Naming Facilities Committee consisting of Trustees Mike Hopkins and Don Brewer recommended to the Board of Trustees that the newly remodeled dental clinic be named in honor of long-serving trustee Dr. John O'Keefe. Dr. O'Keefe gave many years of dedicated service to John A. Logan College (1993-2013). He was active in the statewide trustees association (ICCTA), served as

a board officer, and as an active member of several board committees. Dr. O’Keefe, a Marion dentist, shared his valuable expertise in his field through his participation on the advisory committee for the College’s dental programs. The naming committee felt it most appropriate that the new dental area bear his name.

Don Brewer and Bill Kilquist moved and seconded that the Board of Trustees approve naming of the College’s newly remodeled dental clinic in honor of former trustee Dr. John O’Keefe (1993-2013) for his many years of dedicated service to the College and the dental program.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2969)

CLOSED SESSION

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

Don Brewer 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 #16-2970)

The meeting was declared in closed session at 8:20 p.m.

The meeting was declared back in regular session at 9:20 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 October 22, 2013, but that these minutes not be made available for public inspection at this time.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2971)

PERSONNEL

Operational Staff

President Dreith recommended that Emily Adams be employed as a full-time, grade III, secretary III (associate dean for corporate education) effective December 16, 2013.

President Dreith recommended that Zackary Essex be ratified as a part-time, head lifeguard substitute effective October 23, 2013.

Maintenance/Building Staff

President Dreith recommended that Roger Banovz be ratified as a part-time, custodian at John A. Logan College effective November 21, 2013.

President Dreith recommended that Janet Clemons be employed as a full-time, temporary custodian at John A. Logan College effective December 2, 2013.

President Dreith recommended that Mark Martin be ratified as a part-time, custodian at John A. Logan College effective October 24, 2013.

President Dreith recommended that Danny Steinmetz be ratified as a full-time, temporary, custodian at John A. Logan College effective November 4, 2013.

President Dreith recommended consideration of the retirement request of Maxine Taylor effective July 1, 2014.

Full-Time Faculty

President Dreith recommended that Eric Heiple be employed as a full-time, tenure track faculty, criminal justice instructor for spring 2014.

Term Faculty

President Dreith recommended that Susan Harmon be employed as a part-time instructor of nursing at John A. Logan College effective February 19, 2014.

Continuing Education Staff

President Dreith recommended that Jenna Griffith be ratified as a Couch Potato to 5K instructor at John A. Logan College effective September 9, 2013.

President Dreith recommended that Gary Allen Little be employed as a CPR instructor at John A. Logan College effective December 2, 2013.

President Dreith recommended that Susan Whiting be ratified as a Manual Communications (Sign Language) instructor at John A. Logan College effective September 9, 2013.

Volunteer Personnel

President Dreith recommended the appointment of volunteer Dustin Myers for Theatre.

John Sanders and Don Brewer moved and seconded that the Board of Trustees approve all personnel items as recommended.

A voice vote showed all in favor. Motion carried.
(Resolution #16-2972)

ANNOUNCEMENTS

None.

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 #16-2973)

The meeting was duly adjourned.

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

Jake Rendleman, Chair

Cheryl Graff, Secretary