

To: The College Community

From: Gena Proulx, Ph.D  
President

Date: August 12, 2009

Re: Board of Trustees Meeting August 11, 2009: Summary of Action Items

The Board approved or accepted recommendations regarding the:

1. approval of minutes from the regular monthly meeting held on July 14, and special meeting on June 30, 2009;
2. regretfully accepted the resignation of Dr. Dennis Haynes, vice president, academic affairs;
3. approval of appointment of temporary assistant professor, social and behavioral sciences, James Heniff;
4. approval of appointment of temporary assistant professor, nursing education and allied health, Laurel Bergren;
5. approval of appointment of associate professor, nursing education and allied health, Lynn Noell;
6. approval of appointment of temporary assistant professor, English and World languages, Mary Mutz;
7. acceptance of the report on replacement of full- and part-time classified employees, as presented;
8. approval to pay the listing of bills for the period ending July 31, 2009, as presented;
9. approval of bids as follows:
  - a. Printing Class Schedules – Spring 2010 - \$30,750.00 - \$35,150.00
    - i. Blue Island Newspaper Printing, Harvey, IL
10. treasurer's report;
11. financial report;
12. approval of Board Policy 8.10 – Sale/Disposal of College Property;
13. approval of Board Policy 2.2.4 – Discipline Policy (Non-Union Employees);
14. approval of Board Policy 2.2.5 – Whistle-Blower Protection Policy.

The president informed the Board of the following:

1. The National League for Nursing Accrediting Commission, Inc. (NLNAC) has notified the college that its Board of Commissioners approved the continuing accreditation of the

nursing program. The Board of Commissioners granted the associate nursing program continuing accreditation with the condition that the program submit a Follow-Up Report in two years. If the Follow-Up Report is accepted by the Commission, the next evaluation visit will be scheduled for Spring 2017. Congratulations to the department under the leadership of department chair **Mary Beth Luna**. And, thank you to **Mary Magruder**, Assistant Professor, Nursing, for the leadership role she played in preparing the department's self-study report. Chair Luna presented the final Site Visitors' Report, as required by NLNAC.

2. **Marlene Kircher**, administrative assistant, CIOS, and **Sharon A. Medek**, administrative assistant, JJC Foundation, have been awarded the Certified Administrative Professional (CAP) rating by the Association of Administrative Professions by completing the Certified Administrative Professional examination and have been presented with certificates and pins. The CAP rating is the top rating for administrative professionals. Approximately 5,700 individuals nationally have attained the prestigious CAP rating and Marlene and Sharon are JJC's first. Every five years they will have to keep current through a recertification program that will keep them on the cutting edge of new technologies and office procedures and fulfill their commitment to ongoing education. To attain the 90 points required for recertification, they can attend conferences, earn college credit and demonstrate leadership.
3. Student **Amber Corbett**, member of the JJC floral team, placed first in the nation at the floral competition held in July in Kansas City. Five JJC students competed and attended the symposium but this is the first time that one of our students has placed. Kudos to Donna Theimer, professor of horticulture, and her faculty for this proud teacher moment.
4. May 2009 graduate **Chelsea Crawford** was recognized in the National Junior College Athletic Association's *Review* as one of 123 student athletes nationally who attained a 4.0 GPA for 2009. Chelsea played basketball and is transferring to IUPUI in Indiana. Kudos and thanks to Coach **Shaun Sanderson** for his academic support.
5. A FIPSE application was submitted to the Department of Education on August 3. JJC is partnering with the University of St. Francis, Governors State, and the Workforce Investment Board of Will County to provide a health care bridge program infused with an English Academic Proficiency curriculum to adult students and displaced workers. Northern Illinois University is collaborating with the college to provide the assessment for the program. Dr. Phyllis Kuehn, a professor in California, has written three successful FIPSE proposals and will serve on our advisory board if this grant is awarded.
6. New on-line admissions application. In July, our new online admissions application went "live" on the Admissions website and became available for new students applying to the college. The new online application brings updates to the efficiency and ease of applying to JJC. It was specially designed for our students. The new features of the online application are:
  - Accessibility and inset web design
  - Automatic upload into the Datatel Colleague system
  - Due to new U.S. Department of Education Race and Ethnicity standards our data collection and reporting methods had to be changed; a new question was created to meet this standard.

Thanks to the Enrollment Management Committee, the web design and Colleague staff, Admissions Office staff, Institutional Research office, and the Extended campus staff.

7. South Metropolitan Higher Education Consortium (SMHEC) Mutual Aid Agreement.  
The SMHEC presidents set a goal for the Crisis Management Task Force to create a plan to use the collective resources of member campuses to assist a campus in need as part of the National Incident Management All Hazards Emergency Response Plan. Ed Vasil, Environmental Health/Safety manager, facility services, is JJC's representative to the task force. A mutual aid agreement was developed for co-operation should an emergency response be required. The SMHEC presidents (DeVry, GSU, IIT, JJC, KCC, Lewis, MVCC, Northwestern College, Prairie State, South Suburban, St. Xavier, Trinity Christian and USF have adopted and approved the agreement effective immediately.

This meeting was recorded to be video streamed on the JJC Web site at a later date. For more information, visit [www.jjc.edu/info/board-of-trustees](http://www.jjc.edu/info/board-of-trustees).

The minutes for the Board of Trustees meetings are approved at the next meeting. To view approved minutes, visit [www.jjc.edu/info/board-of-trustees](http://www.jjc.edu/info/board-of-trustees).