

JOHN A. LOGAN COLLEGE
Carterville, Illinois

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 in the Hancock Conference Center at Carterville, Illinois, on Tuesday, January 25, 2022, commencing at 6:00 p.m. The meeting was open to the public and available via Zoom.

The meeting was called to order by Vice-Chairman Aaron Smith.

The Vice-Chairman directed the recording secretary to call the roll.

Rebecca Borgsmiller	-- present
Brent Clark	-- present
Bill Kilquist	-- present remotely
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Aaron R. Smith	-- present
Victor Frankel	-- present

Also present were President Kirk Overstreet, Legal Counsel Rhett Barke, Provost Melanie Pecord, Vice President Stacy Buckingham, Recording Secretary Susan May, and other College personnel.

Trustee Smith led the Board in the Pledge of Allegiance.

OPPORTUNITY FOR PUBLIC COMMENTS

There were no public comments.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report

No report.

B. Athletic Advisory Committee

Trustee Brent Clark reported that this past fall, 47 of the 104 student-athletes received a GPA of 3.5 or higher, with 19 earning a 4.0 GPA. The Women's Basketball team has an overall record of 8-8 and 5-1 at home, and athlete Jeniah Thompson of Carterville is the #2 scorer in the country. Men's Basketball has been ranked as high as #2 in the country and has four consecutive Great Rivers Athletic Conference (GRAC) titles. Their current record is 17-2, and they are seeking to be the first team in conference history to win five GRAC titles in a row. Logan Baseball opens play in February and is ranked in the top 20 teams in the country. The softball team is anxious to get started and make another run at the National Tournament, and men and women golf teams are gearing up for the spring season.

Daily usage at the Logan Fitness Center is averaging 375 patrons. Membership sales and revenues have climbed back to 80 percent of where they were pre-covid.

C. Building, Grounds, and Safety Committee

Trustee Jake Rendleman reported that the Committee had not met but provided updates on the following projects:

Bike Path: The Bike Path is nearly complete, and final dressing and seeding will occur in the spring. Railing on the bridge is expected to be installed within the next few months.

Baseball/Softball Fields: The baseball field turf project is wrapping up this week, and outfield fencing should be complete within the next few weeks. Softball should be ready for turf within the next two weeks.

Lighting Upgrades: This project is funded through an IGEN grant and will add LED energy-efficient lighting in the gymnasium and the first and second floors of the C & E wing instructional corridors. Installation of these new fixtures will occur over the next few months.

New Classroom Furniture: Two thousand new classroom desks and chairs were purchased with Higher Education Emergency Relief Funds (HEERF). Four hundred desks have been installed within the C & E instructional corridors.

Outdoor Fabric Shade: The Outdoor Fabric Shade project, also funded with Higher Education Emergency Relief Funds, features a large rectangular fabric shade stretched between four columns to provide shade for outdoor dining at the central patio of the Waterfall Courtyard. The columns have arrived on campus and will be installed in the next few months. The project should be ready for use in late spring or early summer.

Pedestrian Pathway Project: The College received authorization from the Capital Development Board to proceed with the bidding process for the Pedestrian Pathway project. The pre-bid date is set for February 8, and it is anticipated that construction will occur through the fall.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that the Committee received correspondence from Dr. Overstreet regarding a Federally-mandated Covid-19 Vaccination, Testing, and Face-Covering Policy that the College had adopted as Administrative Procedure. President Overstreet responded that the policy was put into abeyance and is currently under review. He will inform the Board if there are any changes.

E. Budget and Finance Committee

No report.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported on information discussed at the December meeting. Updates were made to the Jenzabar One Implementation Plan, and members will review the Information Safety Program and update the Architectural Plan. Computers are currently being updated in computer labs and office settings on campus.

G. Illinois Community College Trustees Association (ICCT)

Trustee Aaron Smith reported that he and Trustee Little will attend the ACCT Legislative Congress in Washington, D.C.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation awarded \$343,429 in scholarships for the Fall 2021 semester, an increase of 167 percent over Fall 2020 scholarships. In addition, the Foundation administered nearly \$3 million in tuition waivers and external and internal scholarships in the last calendar year. The Finance Committee will meet tomorrow to review the audit, and the Campus Grant Committee will meet on February 16 to award campus grants. The next quarterly meeting of the Foundation Board is February 24.

I. Student Trustee

Student Trustee Victor Frankel reported that clubs were rebuilding their memberships this semester, and the Student Senate is working on their projects for this semester. Trustee Frankel expressed his appreciation to the Covid Taskforce for their efforts to provide a safe environment for in-person classes for students.

ASSOCIATION REPORTS

A. Faculty Association

Association President Robert McKenzie reported that the Association met on January 7, and he would present his report in February.

B. Adjunct Faculty Association

No report.

C. Logan Operational Staff Association

No report.

EXECUTIVE ADMINISTRATORS' REPORTS

A. State Payments

Vice-President Stacy Buckingham reported that the College had received consistent state payments for FY22, including seven base operating payments totaling \$1,978,847 and seven Equalization payments totaling \$3,816,376.

B. Property Tax Payments

Vice-President Buckingham reported that the College received additional property tax funds, bringing the 2020 levy total to \$15,074,826 or 99.19% collected.

C. Tuition Revenue

Vice-President Buckingham reported that as of December 31, tuition was 6.4% down compared to the prior period, which is a reduction of \$303,650 from this time last year.

D. Cafeteria Food Service

Vice-President Buckingham reported that Cold Blooded Coffee has committed to a twelve-month agreement to provide cafeteria serving line operations for breakfast and lunch. Café operations shall be Monday through Thursday from 7:30 a.m. to 2:00 p.m.

E. Summer Kids Camp

Provost Melanie Pecord reported that the Community Education Department has partnered with the SIU-C to share resources for marketing Summer Kids Camps. The long-term goal is to provide opportunities for children to attend a camp at John A. Logan College and then move to SIU-C for a more advanced camp.

F. Highway Construction Careers Training Program (HCCTP)

Provost Pecord reported that the College is collaborating with Shawnee Community College to expand the Highway Construction Careers Training Program to support the Cairo River Port Project.

G. Marine and Motorcycle Technician Programs

Provost Pecord reported that the Workforce Education Department would launch a new Marine Technician and Motorcycle Technician program this summer and next fall. The goal is to transition these programs to a Career and Technical Education certificate.

H. SIU Ag Tour

Provost Pecord reported that Trustee Rendleman and administrators of the College took a tour of the SIU Agriculture Program and will be looking for more ways to collaborate with that department for our current programs.

I. Student Recruitment

Provost Pecord reported that the College is planning recruitment events for the spring, including the April Sign-Up Day for in-district high schools. The Saturday Sign-Up event held in January had approximately 20 walk-ins and eight pre-registered students. Students attending this event could purchase supplies at the Bookstore and get information regarding Financial Aid and Scholarships. Trustee Clark commented that the Board is very supportive and willing

to assist in recruitment efforts. Dr. Pecord noted that a Student Enrollment Management Plan is in place. They are also looking for outreach grants to support a Success Coach/Navigator model to enhance student success.

J. Strategic Long-Range Planning

President Kirk Overstreet reported that work is underway to create a Strategic Long Range Plan that will include five pillars. One of the pillars will focus on enrollment management, encompassing student retention and student engagement.

K. Data Collection

President Kirk Overstreet stated that the College is rebuilding the Office of Institutional Research by adding an Assistant Vice-President of Institutional Effectiveness and Research Analyst. These positions are vital as we begin to look at data. Trustee Poshard inquired about developing a dashboard to disseminate information to the Board. President Overstreet responded that the new Assistant Vice-President position would provide new abilities within the Office of Institutional Research that would allow for the development of a dashboard in the near future.

L. CLEARED4

President Overstreet thanked Scott Elliott, the COVID Task Force, and Incident Team for their efforts in implementing the CLEARED4 software for campus entry. President Overstreet also thanked Campus Police and the individuals that work at the entrance buildings checking in staff and students each day. They have done a great job and endured the weather with a smile. Trustee Mandy Little inquired why the College transitioned from the Fast Pass to CLEARED4. President Overstreet responded that CLEARED4 provided an electronic record of individuals on campus vaccinated or testing that the College can use to report on as required.

M. President's Council Meeting

President Overstreet reported that he attended the President's Council meeting at Parkland Community College that included a presentation regarding cyber breaches at three community colleges in the state. John A. Logan College currently has 98.9 percent of the strategies discussed already in place to guard against a cyber breach. Another topic of discussion was the use of space at community colleges. President Overstreet commented that as we move forward, we want to ensure we have very inclusive and open spaces within the College to enhance student engagement and retention.

PRESIDENT'S CABINET REPORTS

A. Facility Updates

Jeremy Sargent reported that touchless plumbing fixtures, including water faucets, flushometers, and bottle filling stations, are being installed across the campus. In addition, the new classroom desk and chair were on display for the Board.

PRESENTATIONS

None.

INFORMATIONAL ITEMS

A. Change in Course Fees for Fall 2022

President Overstreet informed the Board of course fee changes in Chemistry, Cosmetology, and Welding, effective Fall 2022. Adjustments were made to help with the rise in material costs.

B. Resignations and Retirements

President Overstreet informed the Board of the retirement of Johnnie Blades, effective November 1, 2022.

Resignations reported included Hailly Fulk-Williams, December 31, 2021; Deanna Veteto, December 10, 2021; Meredith McDonough, December 12, 2021; Dannielle Lueker, January 14, 2022; and Aimee Lemrise, January 20, 2022.

CONSENT AGENDA

Vice-Chairman Smith asked if there were any Consent Agenda items the Board would like to pull and vote on separately. Hearing none, Consent Agenda items A - K were presented to the Board for approval:

A. New Certificate for Emergency Medical Technician

A new Emergency Medical Technician certificate, effective Summer 2022 semester.

B. Semi-Annual Review of Closed Session Minutes

In accordance with 5 ILCS 120/22.06(d), legal counsel reviewed closed session minutes and recommended that minutes from September 20, 2007, August 25, 2009, April 28, 2015, July 28, 2015, March 2, 2016, November 22, 2016, and January 24, 2017, be made available for public inspection at this time.

C. Award of Bid for Lighting Upgrade

Award of bid for the upgrade to existing lighting in the Gymnasium, C-Wing Corridor, and E-Wing Corridor, to W. J. Burke Electric Co., who submitted the low bid of \$62,000.00. This project is funded by IGEN grant funds.

D. Appointment of Interim Executive Director of Human Resources

The appointment of Johnna Herren as Interim Executive Director of Human Resources, effective January 26, 2022, to June 30, 2022.

E. Appointment of Interim Associate Director of Revenue

The appointment of Jason Snider as Interim Associate Director of Revenue, effective January 1, 2022, to March 31, 2022.

F. Personnel Action Items (Attachment A)

The employment and ratification of personnel as recommended by President Overstreet.

G. Expenditure Report for the period ending November 30, 2021

H. Expenditure Report for the period ending December 31, 2021

I. Treasurer's and Financial Report for the period ending October 31, 2021

J. Treasurer's and Financial Report for the period ending November 30, 2021

K. Minutes of November 23, 2021, Regular Meeting

Jake Rendleman and Glenn Poshard moved and seconded that the Board of Trustees approve Consent Agenda Items A – K as presented.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4251)

ANNOUNCEMENTS

Vice-Chairman Smith commented that the Board is very interested in improving enrollment at John A. Logan College.

The Board observed a moment of silence for Mr. John Huffman, who served as John A. Logan College's legal counsel for 38 years.

ADJOURNMENT

Jake Rendleman and Brent Clark moved and seconded that the regular meeting of the Board of Trustees be adjourned.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4252)

The meeting was duly adjourned at 6:56 p.m.

Respectfully submitted by: Susan May, Recording Secretary for the Board of Trustees

A handwritten signature in cursive script that reads "William J. Kilquist".

William J. Kilquist, Chairman

A handwritten signature in cursive script that reads "Jacob Rendleman".

Jacob "Jake" Rendleman, Secretary

PERSONNEL RECOMMENDATIONS

The Board of Trustees approved the following recommendations by President Overstreet for the employment and ratification of personnel:

A. OPERATIONAL STAFF			
Name	Position	Type	Effective Date
Gloria Williams	Admin. Assistant IV (Associate Dean of CTE)	Full-Time	01/03/22
Drew Middleton	Admin. Assistant IV (Construction, Planning, & Facilities Management and Grant Development)	Full-Time	12/08/21
Heather Marks	Testing Specialist	Full-Time	01/01/22
Sarah Carter	Fitness Desk Attendant	Part-Time	01/04/22
Noah Zarn	Fitness Desk Attendant	Part-Time	01/05/22
B. NON-TEACHING PROFESSIONALS			
Name	Position	Type	Effective Date
Jeremy Sargent	Assistant Vice-President of Construction, Planning, and Facilities Management	Full-Time	01/26/22
Steve O'Keefe	Assistant Vice-President of Marketing, Communications, and Public Relations	Full-Time	12/16/21
Kara Bevis	Controller	Full-Time	01/01/22
Justin Burton	Human Resources Analyst	Full-Time	02/01/22
James Anderson	Institutional Research Associate	Full-Time	02/01/22
Jordan Mays	Assistant Vice-President of Institutional Effectiveness and Research	Full-Time	02/16/22

C. ADJUNCT FACULTY

Name	Position	Effective Date
Ireland Dillard	English Instructor	01/10/22
Laura Ray	Nursing Instructor	03/15/22
Zachary Garrett	Orientation Instructor	01/10/22
Faith Matzker	Orientation Instructor	01/10/22
Michelle VanZandt	Orientation Instructor	01/10/22
Matthew Lees	Sociology Instructor	01/10/22

D. COMMUNITY EDUCATION/WORKFORCE DEVELOPMENT INSTRUCTORS

Name	Position Type	Effective Date
Shannon Griffin	Community Education	01/20/22
Kathleen Krones	Community Education	12/16/21

E. GRANT – NON-TEACHING PROFESSIONALS

Name	Position	Type	Effective Date
Allexis Edwards	CCAP Case Manager	Full-Time	01/18/22
Angela Harper	CCAP Case Manager	Full-Time	01/18/22

F. VOLUNTEERS

Name	Position	Effective Date
Craig Hansen	Literacy Volunteer	11/01/21
Martha Jane Whalen	Literacy Volunteer	11/01/21