



JOHN A. LOGAN COLLEGE

Regular Meeting of the Board of Trustees *ACTION ITEMS*

The following items were presented to the Board of Trustees at their regular meeting on March 22, 2022. The Board approved the Consent Agenda and Revisions to Board Policy presented in Items 8 and 9 below. Board Policy revisions presented for first reading are listed in Item 10.

7. INFORMATIONAL ITEMS

- A. Resignations and Retirements

8. CONSENT AGENDA (Roll Call Vote)

- A. Resolution for Delta Regional Authority Funding
- B. Postage Machine Lease
- C. Student Trustee Election Results
- D. Digital Media Technology AAS Program
- E. Ionization Project for Carterville Campus
- F. Personnel Action Items
- G. Expenditure Report for the period ending February 28, 2022
- H. Treasurer's and Financial Report for the period ending January 31, 2022
- I. Minutes of February 22, 2022, Regular Meeting

9. OLD BUSINESS (Roll Call Vote)

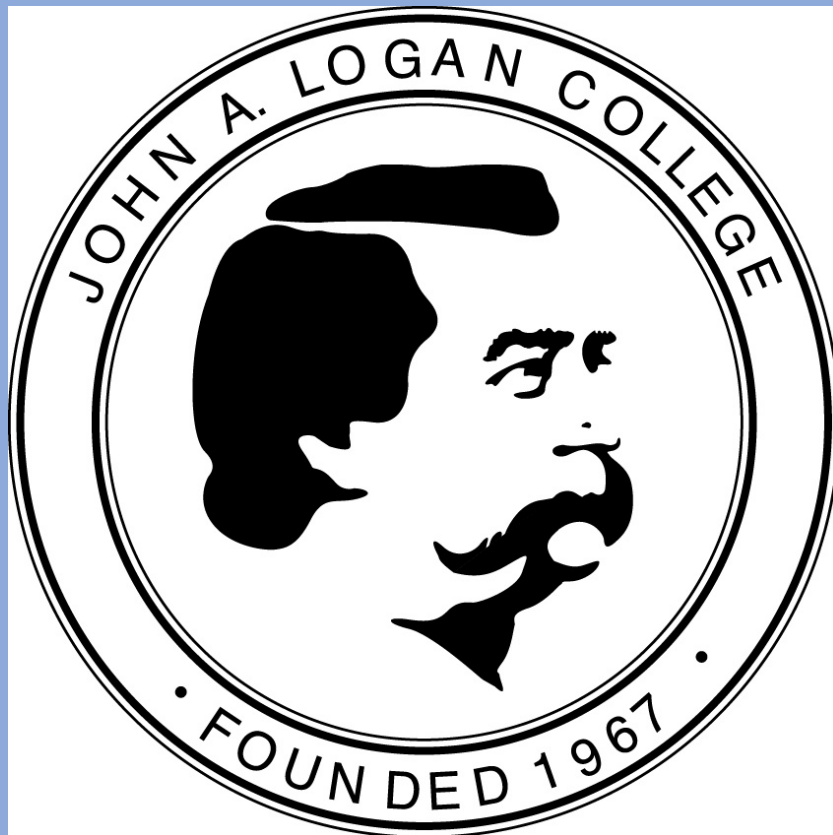
- A. Board Policy Revisions for Final Action

10. NEW BUSINESS (No Action)

- A. Board Policy Revisions for First Reading

INFORMATIONAL ITEM 7.A

Personnel



**JOHN A. LOGAN COLLEGE
INFORMATIONAL ITEMS**

7.A – Personnel

President Overstreet accepted the following resignations and retirements:

1. RESIGNATIONS

- A. Kara Starkweather, Biology Instructor, effective May 31, 2022.
- B. Tina L. Griffiths, Veterans Coordinator, effective March 15, 2022.
- C. Sue Zamora, Director of Purchasing and Auxiliary Services, effective March 15, 2022.
- D. Caitlin Reyes, Literacy Counselor, effective February 11, 2022.
- E. Jessica Whitehead, Assistant Volleyball Coach, effective June 30, 2022.

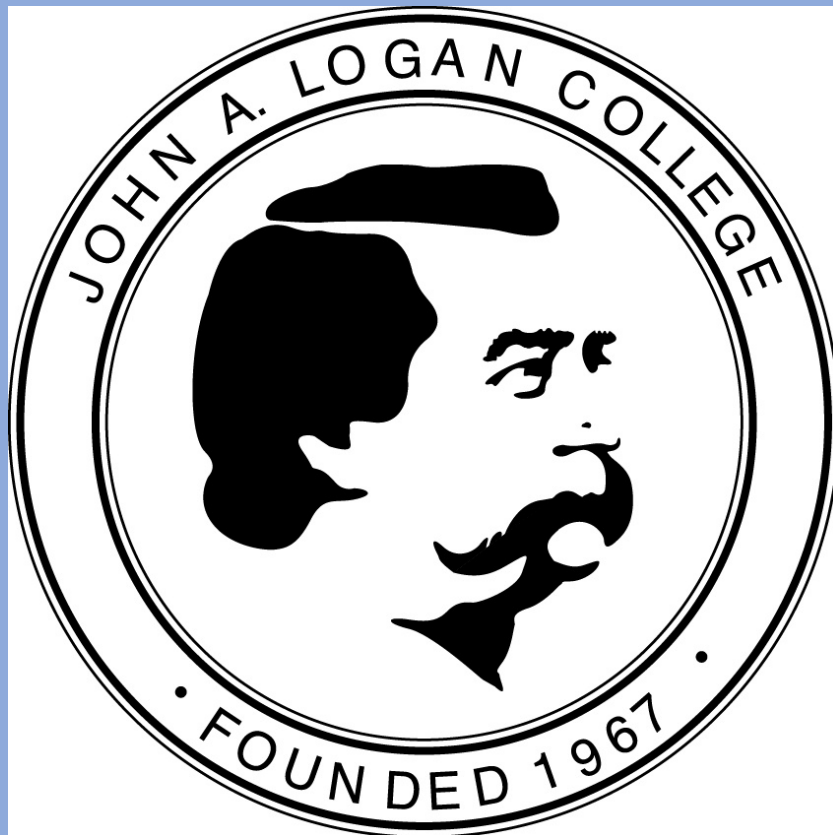
2. RETIREMENTS

- A. William Connell, Assistant Professor of Massage Therapy, effective August 1, 2022.

Staff Contact: President Kirk Overstreet

CONSENT AGENDA ITEM 8.A

Resolution for Delta Regional Authority Funding



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.A – Resolution for Delta Regional Authority Funding

1. **REASON FOR CONSIDERATION** – The Resolution for the Delta Regional Authority Grant, Project IL-54451, must be adopted and approved by the Board of Trustees before Delta Regional Authority funds can be released.
2. **BACKGROUND INFORMATION** – The southern Illinois region has an immense shortage of EMT/EMS personnel, and this funding addresses the barriers that create this shortage. The funding from the Delta Regional Authority (DRA) is to assist John A. Logan College in expanding the EMT/EMS training in our area. This is federal funding that is passed through the DRA for eligible projects.
3. **RECOMMENDATION** – That the Board of Trustees approve the Resolution for the Delta Regional Authority Project IL-54451, which will allow for the funding to be released to John A. Logan College for expanded EMT/EMS training.

Staff Contact: Tammy Gwaltney, Associate Director of Grants and Program Initiatives

RESOLUTION NO. _____

WHEREAS, the Delta Regional Authority (hereinafter "DRA") was created by Congress by the Delta Regional Authority Act of 2000, as amended, as a federal/state partnership now comprised of 252 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee in order to remedy severe and chronic economic distress by stimulating economic development and fostering partnerships that will have a positive impact on the Delta Region's economy;

WHEREAS, John A. Logan College by and through its Board proposes to apply for an award with DRA,

WHEREAS, DRA requires that a person be designated, appointed, and given the authority to perform certain duties and administration of said award for and on behalf of the Awardee;

WHEREAS, DRA requires that \$33,721.00 additional funds be provided for the project;

WHEREAS, the Board of Directors met in a regular session on March 22, 2022, whereby a quorum was present.

NOW, THEREFORE, *BE IT RESOLVED THAT*, by the Board of John A. Logan College:

THAT, Dr. Kirk Overstreet, President, be and is hereby designated and appointed to perform on behalf of the John A. Logan College and has the authority to make those acts and assume any and all duties in dealing with the award with DRA for the Fiscal Year 2021 federal award program cycle;

THAT, Dr. Kirk Overstreet, President, is hereby authorized to execute and submit any and all documents including, but not limited to, applications, award closing documents, request for funds, status reports to DRA for the Fiscal Year 2021;

THAT, the Awardee agrees to provide additional funds in the amount of \$33,721.00 to said award;

THAT, in the event of an administration change, the new President shall continue to have such authority under this Resolution.

READ AND ADOPTED, this 22nd day of March, 2022.

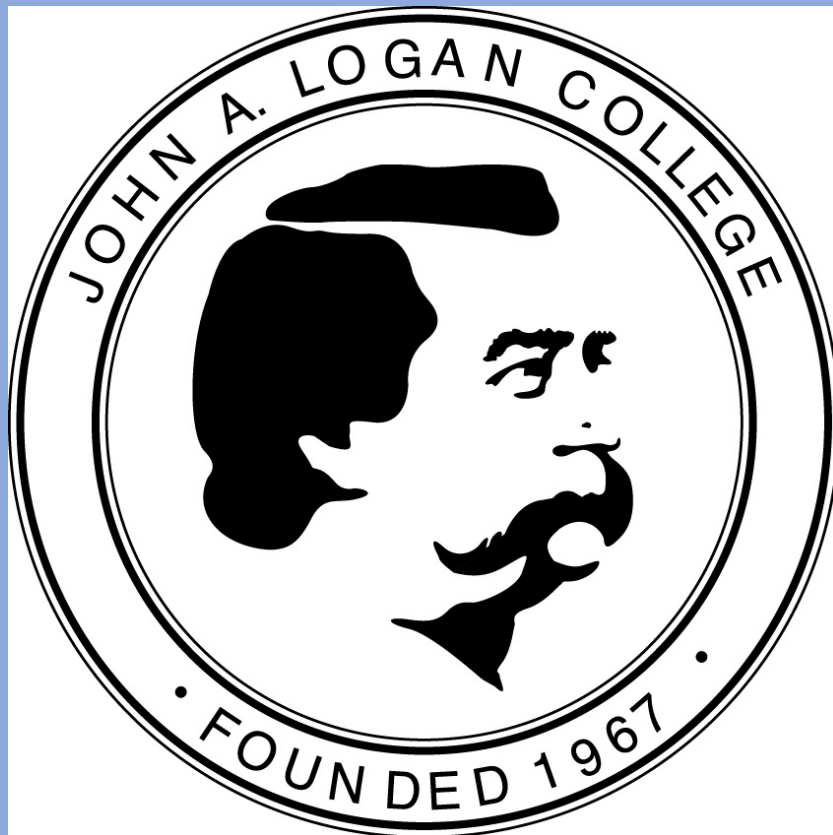
JOHN A. LOGAN COLLEGE

William J. Kilquist, Board Chairman

ATTEST
Jacob "Jake" Rendleman, Board Secretary

CONSENT AGENDA ITEM 8.B

Postage Equipment Lease



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.B – Postage Equipment Lease

1. REASON FOR CONSIDERATION

The current lease with Pitney Bowes for mailroom postage equipment ends June 2022.

2. BACKGROUND INFORMATION

The Pitney Bowes SendPro P Series equipment consists of a main postage meter, scales, and label printers to process outgoing mail. A ValuePoint FMV lease agreement was secured through the National Association of State Procurement Officials (NASPO) purchasing consortium.

The equipment was downsized in speed and the number of accounts it accommodates, which will reduce the quarterly lease cost from \$1,762.50 to \$1,319.64. The total cost of the 60-month lease is \$26,392.80.

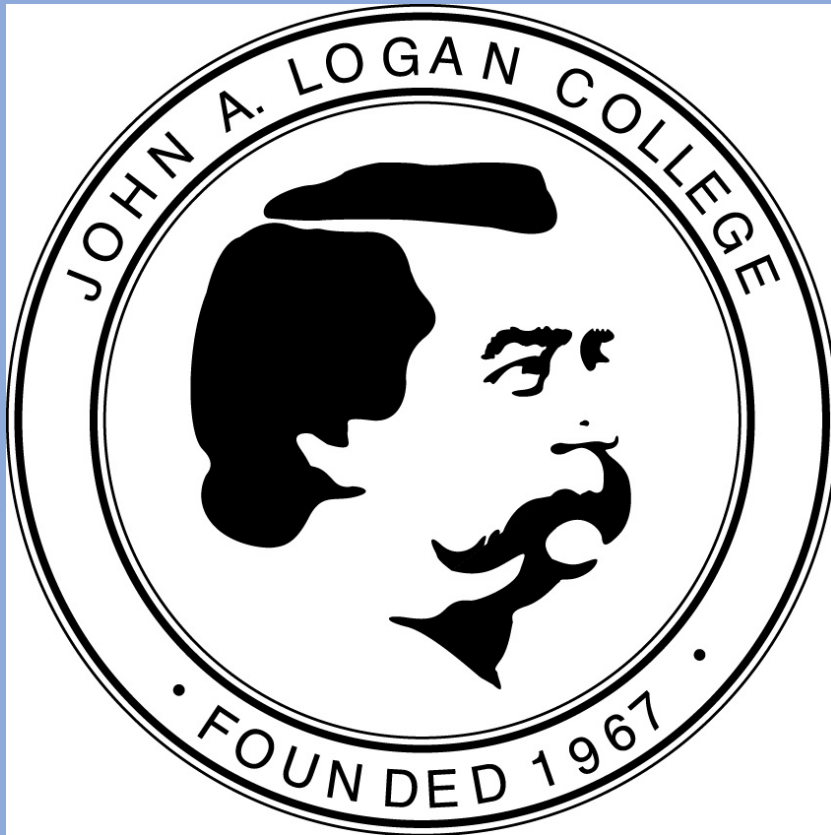
3. RECOMMENDATION

That the Board of Trustees approve the 60-month lease for postage equipment with Pitney Bowes at a total cost of \$26,392.80.

Staff Contact: Stacy Buckingham

CONSENT AGENDA ITEM 8.C

Student Trustee Election Results



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.C – Student Trustee Election Results

1. REASON FOR CONSIDERATION

In accordance with Illinois law, a student trustee election was held on March 2, 2022, to select a student member to the Board of Trustees for a one-year term.

2. BACKGROUND INFORMATION

Board Policy 2380 states that the John A. Logan College Board of Trustees shall have one member who is a student enrolled at the College. The student member shall be selected by a campus-wide student referendum for a one-year term beginning on April 15 of each year.

Three candidates filed the necessary papers to run for student trustee and there were five write-in candidates. The results of the election were as follows:

<u>Candidates</u>	<u>Number of Votes</u>
Jeremiah Merlot Brown	36
Sara Jo Powell	33
Adam L. Smith	21
Write-In Candidates:	
Michael C. Hunt	1
Enoch Hubbell	1
Eric Harbour	3
Daniel Rolle	3
Emmalee Tolbert	2
Total Votes Cast	100

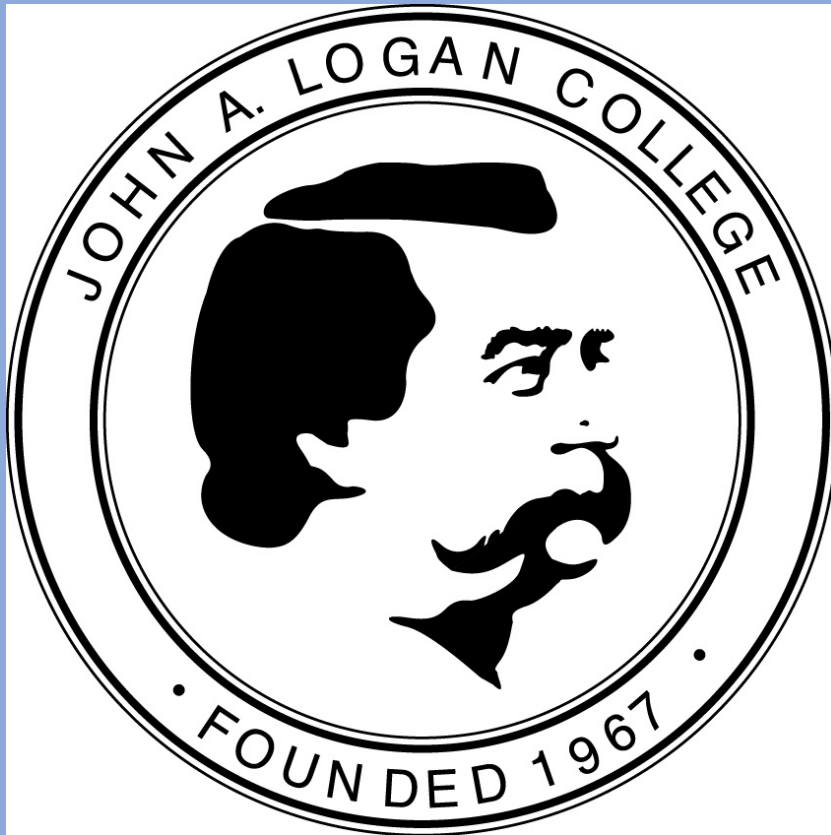
3. RECOMMENDATION

That the Board of Trustees officially approve the results of the March 2, 2022, Student Trustee Election for 2022-2023; declare Jeremiah Brown the winner of the election; and authorize the seating of Mr. Brown for a one-year term effective April 15, 2022.

Staff Contact: Adrienne Barkley-Giffin, Susan May

CONSENT AGENDA ITEM 8.D

Digital Media Technology AAS Program



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.D – Digital Media Technology AAS Program

1. REASON FOR CONSIDERATION

The Associate in Applied Science degree program in Digital Media Technology focuses on the application of computer technology in digital publishing media. This provides core skills in the areas of typography, layout, graphic design, animation, videography, and multimedia production. Students will be prepared to seek employment in the commercial printing, multimedia publishing, social media marketing, and web design. Industry standard software and hardware will be applied in this program.

2. BACKGROUND INFORMATION

The College currently offers an Associate in Applied Science degree and one-year certificate in Graphic Design. This program will be taught out, and the new Digital Media Technology program will be offered in its place. The new program better reflects current industry standards and needs.

3. RECOMMENDATION

That the Board of Trustees approve the Digital Medical Technology Associate in Applied Science Degree, effective Fall 2023.

Staff Contact: Dr. Stephanie Chaney Hartford, Assistant Provost for Academic Affairs

JALC

NEW PROGRAM GUIDE FORM

PROGRAM TITLE: Digital Media Technology A.A.S.

First Year

FALL SEMESTER		Credit Hours
ORI 100	College 101	1
ART 101	Two Dimensional Design	3
ART 180	Drawing I	3
ENG 101	English Comp I OR	3
	ENG 113 Tech Writing	
DMT 105	Symbolism & Logo Design	3
DMT 115	Layout Design	3
	TOTAL HOURS	16

Second Year

FALL SEMESTER		Credit Hours
ART 296	Photography I	3
DMT 205	Digital Imaging Tech.	3
DMT 250	Intro to Web Design	3
DMT 260	Interactive Design	3
DMT 265	Branding & Multimedia Design	3
	TOTAL HOURS	15

SPRING SEMESTER		Credit Hours
DMT 160	Typography	3
DMT 185	Production Design Tech.	3
DMT 240	Packaging Design	3
DMT 170	Intro to Video Game Ind.&Des	3
COM 115	OR COM 116	3
	TOTAL HOURS	15

SPRING SEMESTER		Credit Hours
ART 293	Art Prep. & Portfolio	1
	Elective (ART, BUS)	3
DMT 220	Animation I	3
DMT 230	Video Production I	3
DMT 280	Advanced Layout Design	3
MKT 224	Advertising	3
	TOTAL HOURS	16

Electives:

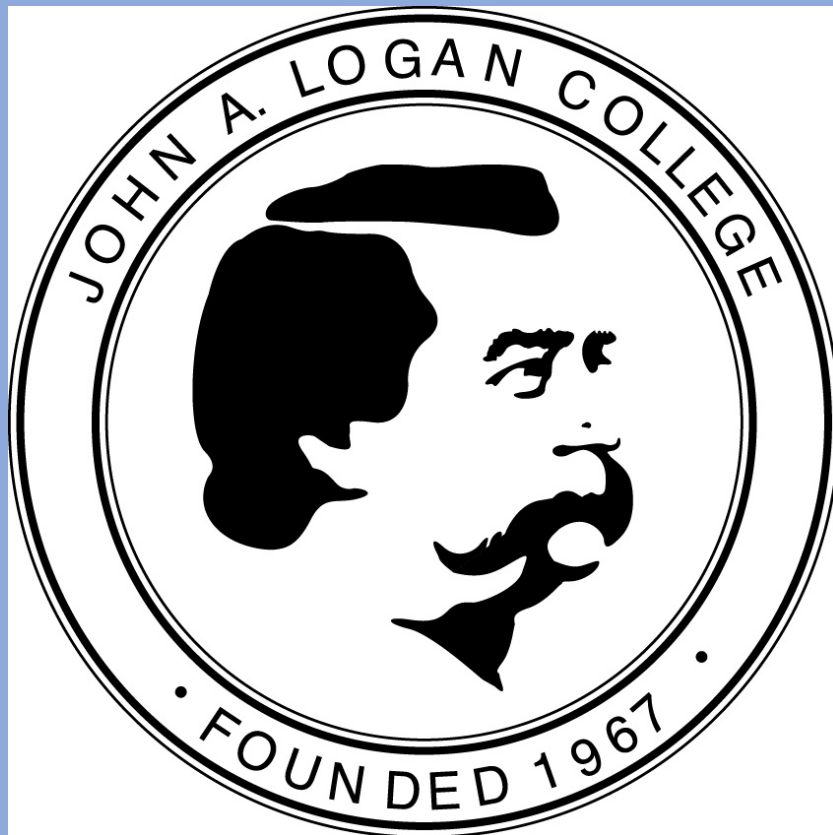
ART 256 - Drawing II
 ART 297 - Photography II
 BUS 110 - Intro to Business
 BUS 222 - Legal/Social Environment of Business

Important Information:

- AAS degrees are required to have 15 hours of general education courses. Pick your general education courses from the AA/AS list.
- One-year certificates are 30 hours plus
- Less-than-one-year certificates are 29 hours or less
- AAS degrees are 60-72 hours

CONSENT AGENDA ITEM 8.E

Ionization Project



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.E – Ionization Project for Carterville Campus

1. REASON FOR CONSIDERATION

Installation of HVAC air cleaning devices obtained directly by the College. This project was previously approved at the November 23, 2021 Board meeting.

2. BACKGROUND INFORMATION

The College purchased bi-polar, ionization, HVAC air cleaning devices through the state bulk purchasing agreement. The awarded contractor shall install these owner-provided devices. Bids were received and opened at 2:00 p.m. on March 11, 2022. Heartland Mechanical Contractors, Inc. is registered with SAM.GOV as required with the use of federal funds.

Heartland Mechanical	\$135,000.00
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3. RECOMMENDATION

That the Board of Trustees approve award of the project to Heartland Mechanical who submitted the low and only bid of \$135,000 to be funded with Higher Education Emergency Relief Funds.

Staff Contact: Stacy Buckingham and Jeremy Sargent

ARCHITECTHNIQUES LIMITED



BID TABULATION SHEET

Project name:	JALC- Ionization Bar Project	Date:	3/11/2022
Project No.:	21-927	Time:	2:00 PM
Owner:	JALC		
Estimate:			
Contractor:	Base Bid:	Bid Bond	JALC Forms
HEARTLAND MECH.	135,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>
		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<u>3-11-22</u> date	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



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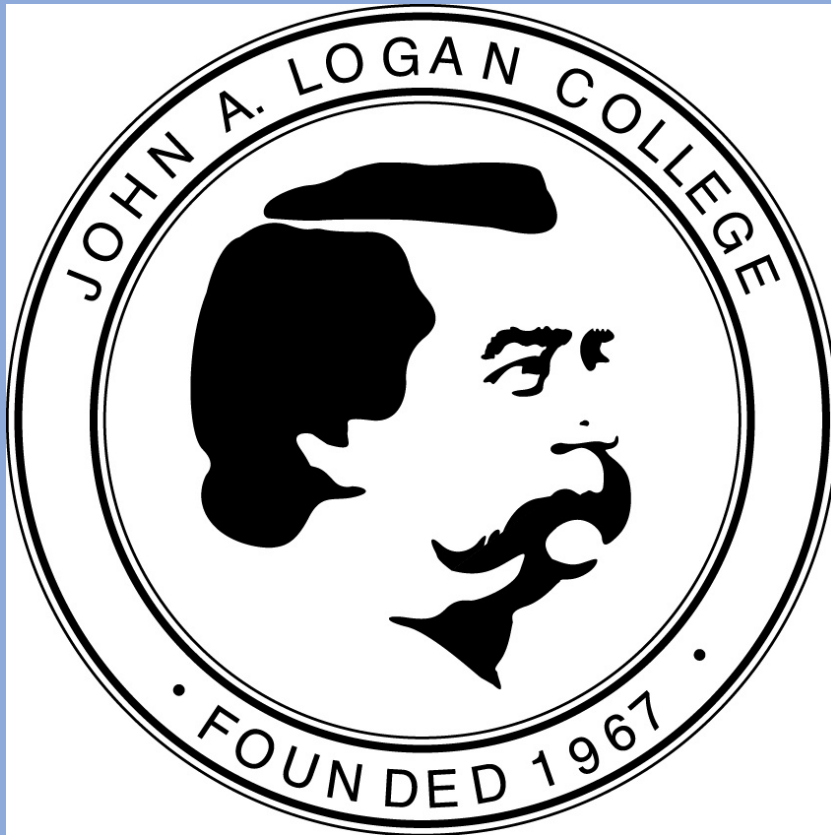
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CONSENT AGENDA ITEM 8.F

Personnel Action Items



**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL**

8.F - PERSONNEL ACTION ITEMS

1. **REASON FOR CONSIDERATION:** In accordance with Board Policy 5110, Board action is required for the employment and ratification of personnel upon recommendation by the President.

Recommendations by President Overstreet for the employment and ratification of personnel are listed below:

A. Operational Staff		
Name	Position	Effective Date
Riley Siebert	Part-Time Fitness Desk Attendant	01/25/22
Mackenzie Taylor	Full-Time Learning Lab Specialist	03/28/22

B. Non-Teaching Professional Staff		
Name	Position	Effective Date
Jason Snider	Full-Time Bursar	04/01/22

C. Adjunct Faculty		
Name	Position	Effective Date
Laurie Allen	Nursing Instructor	03/16/22
Cynthia David	Nursing Instructor	01/10/22
JoAnne Philpot	Nursing Instructor	01/11/22

D. Community Education/Workforce Development Instructors		
Name	Position	Effective Date
Elesa Hefner	Community Education	02/15/22

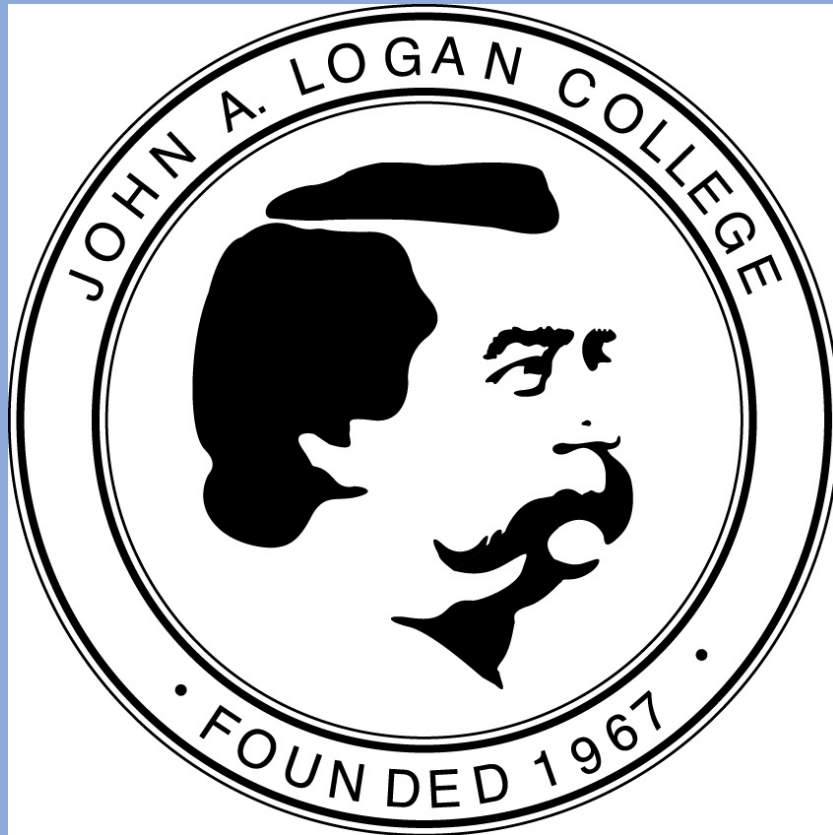
E. Grant Non-Teaching Professionals		
Name	Position	Effective Date
Kathleen Riggs	Full-Time Higher Education Navigator (CCR&R)	04/01/22
Michael Montgomery	Full-Time Highway Construction Careers Training Program (HCCTP) Coordinator	03/07/22
Tisha Kosco	Part-Time (Temp) Outreach Coordinator	02/23/22

RECOMMENDATION:

That the Board of Trustees approve/ratify personnel items A – E, as recommended by President Kirk Overstreet.

CONSENT AGENDA ITEM 8.G

Expenditure List



John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/18/22	545215	39 Design	Screen Printing on Staff Apparel	76.00	
02/25/22	545326	Absher Arnold Motors LLC	Kubota Repair	545.38	
02/11/22	545138	ACT	Scoring Service	144.00	
02/07/22	545120	Adeline Josephine Wilson	Health Insurance February	49.21	
02/07/22	545114	Alphonse M Stadler	Health Insurance February	216.64	
02/18/22	545216	Amalgamated Bank of Chicago	Administrative Fees 2/1/22-1/31/23	475.00	
02/25/22	545327	Amazon	Books	3,312.71	
02/25/22	545328	Amazon	Books	40.98	
02/04/22	2547	Ameren Illinois	Electric Service - DQ Ext 12/16-1/19/22 Electric Service - DQ Ext 12/16-1/19/22	535.13	
02/07/22	2548	Ameren Illinois	Electric & Gas Service - WF Ext Electric & Gas Service - DQ Ext	1,735.28	
02/08/22	2550	Ameren Illinois	Gas Service - DQ Ext - 11/4-12/6/22	69.98	
02/22/22	2557	Ameren Illinois	Gas Service - Annex 11/17-12/17/21	500.88	
02/28/22	2559	Ameren Illinois	Electric Service - Main Campus	9,222.88	
02/28/22	545415	American Boat & Yacht Council Inc	Marine Technology Curriculum Package	7,672.15	
02/11/22	545140	American Council on Education	Membership Dues 10/1/21-9/30/22	2,472.00	
02/08/22	545121	American Family Life Assurance	AFLAC Deduction/January	823.43	
02/11/22	545141	American Heart Association	Instructional Supplies - Ecards Instructional Supplies	3,850.18	
02/18/22	545217	American Heart Association	Course Cards	1,700.00	
02/04/22	544993	American Massage Therapy Association	2022 Membership Dues	299.00	
02/25/22	545364	Antoinette Martie	Logan Fitness Refund - Class	49.50	
02/18/22	545218	Ascend Learning Holdings LLC	Credit - Refund Assessment Programs Nursing Assessments	6,299.00	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/18/22	545218	Ascend Learning Holdings LLC	Nursing Assessments & Books	6,299.00	
02/04/22	544994	Atlas Business Solutions Inc	Scheduling License 1/28-2/27/22	50.00	
02/07/22	545046	Audrey M Calhoun	Health Insurance February	46.47	
02/11/22	545142	Auto Tire & Parts Co Inc	Auto Parts for Resale	169.03	
02/18/22	545219	Auto Tire & Parts Co Inc	Grounds Supplies Auto Parts for Resale	121.29	
02/12/22	2562	Bank of Montreal MC	January P-Card Charges - N Arnett	342.24	
02/12/22	2563	Bank of Montreal MC	January P-Card Charges - A Bafford	68.65	
02/12/22	2564	Bank of Montreal MC	January P-Card Charges - AB Giffin	3,071.21	
02/12/22	2565	Bank of Montreal MC	January P-Card Charges - C Batteau	1,312.15	
02/12/22	2566	Bank of Montreal MC	January P-Card Charges - K Bevis	62.87	
02/12/22	2567	Bank of Montreal MC	January P-Card Charges - A Biley	245.52	
02/12/22	2568	Bank of Montreal MC	January P-Card Charges - N Brooks	535.27	
02/12/22	2569	Bank of Montreal MC	January P-Card Charges - M Brown	1,930.58	
02/12/22	2570	Bank of Montreal MC	January P-Card Charges - S Buckingham	1,472.44	
02/12/22	2571	Bank of Montreal MC	January P-Card Charges - B Burnside	3,081.79	
02/12/22	2572	Bank of Montreal MC	January P-Card Charges - JALC Clubs	45.56	
02/12/22	2573	Bank of Montreal MC	January P-Card Charges - R Craig	526.28	
02/12/22	2574	Bank of Montreal MC	January P-Card Charges - J Dethrow	271.75	
02/12/22	2575	Bank of Montreal MC	January P-Card Charges - J Dick	72.00	
02/12/22	2576	Bank of Montreal MC	January P-Card Charges - M Dinkins	2,921.93	
02/12/22	2577	Bank of Montreal MC	January P-Card Charges - S Elliott	599.02	
02/12/22	2578	Bank of Montreal MC	January P-Card Credits - T Ferris January P-Card Charges - T Ferris	140.98	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/12/22	2579	Bank of Montreal MC	January P-Card Charges - T Fox	723.76	
02/12/22	2580	Bank of Montreal MC	January P-Card Charges - CS Fuel	471.85	
02/12/22	2581	Bank of Montreal MC	January P-Card Charges - Custodial Fuel	350.70	
02/12/22	2582	Bank of Montreal MC	January P-Card Charges - Grounds Fuel	433.03	
02/12/22	2583	Bank of Montreal MC	January P-Card Charges - T Geske	982.99	
02/12/22	2584	Bank of Montreal MC	January P-Card Charges - B Griffith	1,940.72	
02/12/22	2585	Bank of Montreal MC	January P-Card Charges - M Guy	232.26	
02/12/22	2586	Bank of Montreal MC	January P-Card Charges - M Hamilton	15.83	
02/12/22	2587	Bank of Montreal MC	January P-Card Charges - S Hartford	1,319.32	
02/12/22	2588	Bank of Montreal MC	January P-Card Charges - J Herren	471.26	
02/12/22	2589	Bank of Montreal MC	January P-Card Charges - S Holloway	516.00	
02/12/22	2590	Bank of Montreal MC	January P-Card Charges - C Hosselton	170.60	
02/12/22	2591	Bank of Montreal MC	January P-Card Charges - R Jeter	10.17	
02/12/22	2592	Bank of Montreal MC	January P-Card Charges - K Jones	548.63	
02/12/22	2593	Bank of Montreal MC	January P-Card Charges - P Karns	444.81	
02/12/22	2594	Bank of Montreal MC	January P-Card Charges - A Martinez	200.62	
02/12/22	2595	Bank of Montreal MC	January P-Card Charges - S May January P-Card Credits - S May	2,385.57	
02/12/22	2596	Bank of Montreal MC	January P-Card Charges - C McBride	13.78	
02/12/22	2597	Bank of Montreal MC	January P-Card Charges - J Mueller	1,367.85	
02/12/22	2598	Bank of Montreal MC	January P-Card Charges - C Mulholland	277.63	
02/12/22	2599	Bank of Montreal MC	January P-Card Charges - A Myers	28.62	
02/12/22	2600	Bank of Montreal MC	January P-Card Charges - S O'Keefe	109.53	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/12/22	2601	Bank of Montreal MC	January P-Card Charges - K Overstreet	2,455.32	
02/12/22	2602	Bank of Montreal MC	January P-Card Charges - M Pecord	3,043.00	
02/12/22	2603	Bank of Montreal MC	January P-Card Charges - J Sargent	48.72	
02/12/22	2604	Bank of Montreal MC	January P-Card Charges - S Shafer January P-Card Credits - S Shafer	743.03	
02/12/22	2605	Bank of Montreal MC	January P-Card Charges - A Shelby	2,987.17	
02/12/22	2606	Bank of Montreal MC	January P-Card Charges - T Siefert	731.35	
02/12/22	2607	Bank of Montreal MC	January P-Card Charges - J Snider	509.57	
02/12/22	2608	Bank of Montreal MC	January P-Card Charges - G Starrick	1,175.02	
02/12/22	2609	Bank of Montreal MC	January P-Card Credits - K Surprenant January P-Card Charges - K Surprenant	2,920.57	
02/12/22	2610	Bank of Montreal MC	January P-Card Charges - RS Webb	515.00	
02/12/22	2611	Bank of Montreal MC	January P-Card Charges - K Tabing	84.10	
02/12/22	2612	Bank of Montreal MC	January P-Card Charges - C Thomas	245.43	
02/12/22	2613	Bank of Montreal MC	January P-Card Charges - M Wece	63.42	
02/12/22	2614	Bank of Montreal MC	January P-Card Charges - S Wernsman	1,582.75	
02/12/22	2615	Bank of Montreal MC	January P-Card Charges - K Williams	200.00	
02/12/22	2616	Bank of Montreal MC	January P-Card Charges - A Willmore	100.00	
02/12/22	2617	Bank of Montreal MC	January P-Card Charges - K Yosanovich	2,063.01	
02/12/22	2622	Bank of Montreal MC	January P-Card Credits - K Smithpeters January P-Card Charges - K Smithpeters	1,774.41	
02/07/22	545078	Barbara A James	Health Insurance February	46.47	
02/07/22	545068	Barbara J Harris	Health Insurance February	46.47	
02/18/22	545312	Barbara J Summers	Logan Fitness Refund - Class	55.00	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545116	Barbara Throgmorton	Health Insurance February	46.38	
02/07/22	545066	Barry Ray Hancock	Health Insurance February	1,083.23	
02/18/22	545220	BEST Engineered Systems Technology Group	Emergency Notification Syst Improvements	34,490.00	Y
02/18/22	545322	Beverly Ann McCabe	Health Ins-February	46.47	
02/07/22	545111	Billy Rae Smillie	Health Insurance February	216.64	
02/28/22	545416	Black Diamond Harley-Davidson	Motorcycle Repair Class Equipment	3,719.02	
02/25/22	545337	Boyd Copeland	Game Official 2/14/22 7:00pm	185.00	
02/25/22	545365	Bradley James McCoy	Game Official 2/12/22 1:00pm	185.00	
02/18/22	545247	Bradley S Griffith	Reimburse Advertising on Personal Card	186.36	
02/04/22	544995	BSN Sports LLC	Baseball Materials Baseball Supplies	1,890.00	
02/11/22	545144	BSN Sports LLC	Athletic Supplies	518.46	
02/18/22	545222	BSN Sports LLC	Athletic Apparel	4,802.50	
02/25/22	545330	BSN Sports LLC	Athletic Apparel	1,514.50	
02/11/22	545145	Burghof Group LLC	Pole Barn Rent - HCCTP - February	300.00	
02/25/22	545331	Burkdell Mulch LLC	Grounds Supplies	970.00	
02/18/22	545323	Burkhart Dental Supply Company	Dental Supplies - Perkins Instructional Supplies	810.51	
02/18/22	545295	Caitlin Reyes	Travel 1/21/22	15.80	
02/08/22	545122	California State DisbursementUnit	CHILD SUPPORT	524.41	
02/15/22	545188	Cameron Nelson Alford	Meal Allowance 2/15/22	125.00	
02/28/22	545394	Cameron Nelson Alford	Meal Allowance 2/28/2022	125.00	
02/18/22	545223	Campusworks Inc	Consultant Travel Expenses - Dec Consulting Services	30,781.40	Y

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/25/22	545332	Campusworks Inc	Travel Expenses for S Sweeney- Jan	1,009.57	
02/18/22	545224	Capitol Strategies Consulting Inc	Consulting Service 1/16-1/31/22	3,050.25	
02/07/22	545050	Carl D Cottingham	Health Insurance February	216.64	
02/07/22	545062	Carla G Haas	Health Insurance February	816.10	
02/07/22	545043	Carla Jo Bradley	Health Insurance February	941.17	
02/07/22	545093	Carol A Mitchell	Health Insurance February	216.64	
02/11/22	545146	Carolina Biological Supply Company	Instructional Supplies	63.28	
02/25/22	545333	Carolina Biological Supply Company	Instructional Supplies	101.90	
02/22/22	2558	Carterville Water and Sewer Dept	Water Service - Main Campus - January Water Service - Pool - January Water Service - SB Sprinklers - January Water Service - Annex - January Water Service - BB Sprinklers - January	2,719.36	
02/11/22	545147	Carterville Winair Co	Instructional Supplies	234.88	
02/18/22	545225	Carterville Winair Co	Instructional Supplies	136.85	
02/18/22	545226	Carterville Winlectric Co	Maintenance Repair Supplies	177.50	
02/04/22	544996	Carterville Winsupply	Maintenance Repair Supplies	715.00	
02/04/22	544997	CDW Government	Stockroom Supplies	945.19	
02/18/22	545227	CDW Government	Azure Overage 11/1-11/30/21 HYCU Software Renewal	2,837.99	
02/07/22	545059	Cecilia Kay Fleming	Health Insurance February	5.28	
02/15/22	2545	Central States Funds H&W Fund	Health Premium - January	373,850.10	Y
02/07/22	545055	Charles R Ellett	Health Insurance February	730.36	
02/25/22	545334	Charlie's Air Conditioning and Heating	Ice Machine Rent - January	280.00	
02/07/22	545073	Charmaine A Horn	Health Insurance February	5.28	

John A. Logan College

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545040	Cheryl L Bernhardt	Health Insurance February	158.42	
02/04/22	544999	Chrissy L Confer	Travel 1/27/22 Travel 1/24/22	72.56	
02/11/22	545150	Chrissy L Confer	Travel 1/16-1/20/22	9.18	
02/18/22	545232	Chrissy L Confer	Travel 2/9/22	8.78	
02/25/22	545336	Chrissy L Confer	Travel 2/10/22	8.78	
02/07/22	545118	Christie A Williams	Health Insurance February	46.47	
02/07/22	545039	Christopher B Bell	Health Insurance February	941.17	
02/07/22	545079	Cindy D Johnson	Health Insurance February	941.17	
02/18/22	545229	Cintas Fire Protection	Alarm Repairs Alarm Inspection Alarm Repair	5,402.96	
02/25/22	545335	Cintas Fire Protection	Annual Alarm Inspection	8,556.64	
02/07/22	545044	Clay Brewer	Health Insurance February	444.65	
02/18/22	545230	Clean As A Whistle LLC	Cleaning Service - DQ Ext Cleaning Service WF Ext	2,936.35	
02/04/22	544998	Cleared4 Inc	Texting Services	204.19	
02/11/22	545148	Cleared4 Inc	User Fees 11/12/21-11/11/22	12,000.00	Y
02/01/22	2546	Clearwave Communications	Phone Service - DQ Ext - 2/4-3/3/22 Phone Service - Main Campus 2/4-3/3/22 Phone Service - WF Ext - 2/4-3/3/22	5,183.11	
02/11/22	545149	Coastal Alabama Community College	Tournament Fee 2/18-2/19	450.00	
02/15/22	545189	Cobie Logan Barnes	Meal Allowance 2/15/22	125.00	
02/28/22	545395	Cobie Logan Barnes	Meal Allowance 2/28/2022	125.00	
02/11/22	545143	Cody M Blumenstock	Reimburse - LifeVac Travel Kit/CPR	59.46	
02/18/22	545231	Cold Blooded Coffee & Roastery	Meeting & Event Setup 1/24-1/31/22	405.00	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545072	Connie S Hensley	Health Insurance February	46.47	
02/11/22	545171	Connie S Robinson	Instructional Supplies Reimburse Instructional Supplies	234.16	
02/25/22	545378	Connie S Robinson	Reimburse Instructional Supplies	85.34	
02/18/22	2555	Constellation NewEnergy Inc	Electric Service - Main Campus	13,333.23	Y
02/18/22	545233	Crescent Parts and Equip	Instructional Supplies	81.59	
02/15/22	2553	CSI Software LLC	Software Fee	930.00	
02/25/22	545340	Cummins Sales and Service	Generator Maintenance Generator Inspection	2,179.58	
02/18/22	545234	D J Minerals Inc	Instructional Materials	849.28	
02/18/22	545235	D.A.R.T. Design Inc.	Architectural Fees	360.00	
02/11/22	545152	Darrel E. Dexter	Guest Speaker 2/9/22	500.00	
02/18/22	545298	David A Sands	Game Official 2/9/22 5:00pm	185.00	
02/07/22	545106	Debra Richison	Health Insurance February	47.46	
02/18/22	545236	Dell Marketing LP	Credit - Returned Hard Drives Dell Monitors & State Drives	6,833.70	
02/18/22	545237	Demco	Library Supplies	240.39	
02/25/22	545341	Dental Assisting National Board Inc	Student Certification Exams	2,250.00	
02/18/22	545282	DeSande R Levy	Art Display - Black History Month	300.00	
02/15/22	545201	Detrick Reeves Jr	Meal Allowance 2/15/22	125.00	
02/28/22	545403	Detrick Reeves Jr	Meal Allowance 2/28/2022	125.00	
02/18/22	545245	Dewayne R Fowler	Consulting Service 12/15-12/30/21	500.00	
02/16/22	545212	Direct Energy Business Marketing LLC	Gas Service - Main Campus - January	15,257.76	Y
02/18/22	545239	Disability Support Services SIUC	Interpreting Services 2/1/22 Interpreting Services 1/7/22	240.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/25/22	545342	Disability Support Services SIUC	Interpreting Services 2/14/22 Interpreting Services 1/10-1/31/22	735.00	
02/07/22	545105	Don A Rich	Health Insurance February	216.64	
02/07/22	545092	Don Middleton	Health Insurance February	216.64	
02/07/22	545058	Donna B Fell	Health Insurance February	46.47	
02/07/22	545060	Donna Ford	Health Insurance February	5.28	
02/25/22	545344	EAN Services LLC	Car Rental - T Smithpeters Car Rental - A Shelby Car Rental - M Crain Car Rental - C Jones Car Rental - K Smithpeters	1,323.20	
02/04/22	545000	Eastbay, Inc	Staff LF Apparel	2,195.00	
02/18/22	545241	Eastbay, Inc	Athletic Apparel	210.00	
02/07/22	2541	EFTPS	Federal Tax Deposit 2/7/22	112,470.01	Y
02/22/22	2560	EFTPS	Federal Tax Deposit 2/22/22	57,394.18	Y
02/16/22	545213	Egyptian Electric Coop Association	Electric Service - SB Scoreboard Electric Service - Sign 1/1-2/1/22 Electric Service - Annex 1/1-2/1/22 Electric Service - Logan Fitness	9,037.89	
02/11/22	545170	Elizabeth Priller	Consulting Service	750.00	
02/04/22	545001	Empire Managed Solutions	Maint Supplies	690.00	
02/04/22	545002	Enviro-Tech Termite and Pest Control	Pest Control-DQ Ext-January	50.00	
02/18/22	545243	Enviro-Tech Termite and Pest Control	Pest Control - WF Ext - January	40.00	
02/25/22	545345	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext 2/14/22 Pest Control - Main Campus 2/8/22	550.00	
02/07/22	545053	Eric George Ebersohl	Health Insurance February	1,083.23	
02/18/22	545288	Erin A Mileur	Logan Fitness Refund - Class	55.00	
02/07/22	545086	Eunice A Lantagne	Health Insurance February	142.29	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545095	Evelyn P Morrison	Health Insurance February	46.47	
02/07/22	545104	Faelene S Ragan	Health Insurance February	49.21	
02/15/22	545199	Faith R Halliday	Meal Allowance 2/15/22	125.00	
02/28/22	545401	Faith R Halliday	Meal Allowance 2/28/2022	125.00	
02/11/22	545153	Fed Ex	Shipping	41.85	
02/25/22	545346	Fisher Scientific Education	Instructional Supplies	48.86	
02/25/22	545347	Floorscapes	Shades & Installation	43,875.00	Y
02/18/22	545221	Ford W Branch	Game Official 2/9/22 7:00pm	185.00	
02/18/22	545244	Forestry Suppliers	Instructional Supplies	747.27	
02/07/22	545049	Frances B Cobb	Health Insurance February	47.46	
02/07/22	2549	Frontier	Phone Service - CCRR 1/13-2/12/22	572.70	
02/09/22	2551	Frontier	Phone Service - LF Elevator 1/16-2/15/22	75.72	
02/14/22	2552	Frontier	Phone Service - Emergency Loop	93.33	
02/15/22	2554	Frontier	Phone Service - WF Ext 1/22-2/21/22	86.62	
02/18/22	2556	Frontier	Phone Service - Main Campus Fire Alarm Phone Service - TTY Line 1/25-2/24/22	203.70	
02/28/22	2621	Frontier	Phone Service - Elevator 2/4-3/3/22	374.42	
02/07/22	545112	Gary Smith	Health Insurance February	5.28	
02/07/22	545045	Gary W Caldwell	Health Insurance February	1,248.37	
02/07/22	545081	Glenda L Knight	Health Insurance February	216.64	
02/04/22	545003	Hale's Automotive Inc	Vehicle Repair	129.95	
02/09/22	545135	Hampton Inn Ft Walton Beach	Hotel Stay - Baseball Tournament	2,533.44	
02/18/22	545252	Henry Schein Inc	Instructional Supplies	450.04	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/18/22	545253	Higher Ed Jobs	Advertising	2,850.00	
02/11/22	545156	HR Performance Solutions	Compease Renewal 3/1/22-2/28/23	3,705.50	
02/25/22	545351	HSG Mechanical Contractors Inc	Equipment Maintenance	230.00	
02/18/22	545255	Huelsmann Distributing Company Inc	Instructional Supplies	172.85	
02/25/22	545352	Huelsmann Distributing Company Inc	Instructional Supplies	62.05	
02/04/22	545006	ICCCSSO	Membership Dues	300.00	
02/04/22	545007	IEMA - Illinois Emergency Mgmt Agency	Instructional Supplies	350.00	
02/08/22	2543	Illinois Dept of Revenue	State Tax Deposit 2/8/22	43,758.91	Y
02/22/22	2619	Illinois Dept of Revenue	State Tax Deposit 2/22/22	22,930.97	Y
02/08/22	545123	Illinois FOP Labor Council	Union dues (LU) January	600.00	
02/08/22	545124	Illinois State Disbursement Unit	CHILD SUPPORT	206.00	
02/22/22	545324	Illinois State Disbursement Unit	CHILD SUPPORT	206.00	
02/04/22	545008	ILMO Products Company	Instructional Supplies	167.25	
02/11/22	545157	ILMO Products Company	Instructional Supplies - Welding	1,062.06	
02/18/22	545256	ILMO Products Company	Instructional Supplies	2,223.67	
02/25/22	545353	ILMO Products Company	Instructional Supplies	206.96	
02/11/22	545158	Interstate Billing Service Inc	Rental Equipment - F Wing - PO 3915	744.00	
02/11/22	545186	Jack Smothers	Health Ins-February	216.64	
02/04/22	545009	Jackson County Ambulance Service	Teaching Supplies	200.00	
02/25/22	545354	Jackson County Mass Transit	Refund - BLS Instructor Class	100.00	
02/18/22	545311	Jackson Strong	Game Official 2/7/22 7:00pm	185.00	
02/25/22	545385	Jackson Strong	Game Official 2/14/22 7:00pm	185.00	
02/11/22	545154	Jacob W Griffith	Instructional Supplies	229.35	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/04/22	545029	Jacqueline Watkins	Reissue Refund - Autumnfest Booth	130.00	
02/08/22	545125	JALC - IEA/NEA Chapter	IAHE Dues Ded/January	4,986.43	
02/08/22	545126	JALC Foundation	Foundation Ded (LF) January	530.00	
02/11/22	545159	JALC Foundation	Clearing Account	65.76	
02/18/22	545257	JALC Foundation	Clearing Account	25.00	
02/25/22	545355	JALC Foundation	Clearing Account	1,250.00	
02/04/22	545010	JALC Foundation - Scholarships	Clearing Account	4,000.00	
02/11/22	545160	JALC Foundation - Scholarships	Clearing Account	6,721.77	
02/18/22	545258	JALC Foundation - Scholarships	Clearing Account	1,650.00	
02/07/22	545069	James W Harris	Health Insurance February	46.47	
02/07/22	545110	Janada Schaubert	Health Insurance February	47.46	
02/07/22	545074	Jane A House	Health Insurance February	46.47	
02/11/22	545167	Janet Miller	Higher Reach Refund	37.50	
02/07/22	545099	Janice R Palese	Health Insurance February	46.47	
02/18/22	545238	JaRon L Dent	Game Official 2/9/22 5:00pm	185.00	
02/15/22	545207	Jeniah Thompson	Meal Allowance 2/15/22	125.00	
02/28/22	545406	Jeniah Thompson	Meal Allowance 2/28/2022	125.00	
02/25/22	545356	Jenzabar Inc	Infomaker & Izenda Reporting Kit Credit - Izenda Reporting Kit	4,425.00	
02/11/22	545139	Jeremy Allen	Guest Speaker - 2/9/22	200.00	
02/07/22	545064	Jerry D Halstead	Health Insurance February	941.17	
02/07/22	545037	Jim R Bales	Health Insurance February	216.64	
02/11/22	545161	John A Logan College Bookstore #1140	Digital Book for Perkins Loan Library Geers 2 Grant SP22	1,400.62	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/18/22	545273	John A Logan College Bookstore #1140	Books - Athletics	1,123.04	
02/25/22	545357	John A Logan College Bookstore #1140	Books - Softball Instructional Supplies Books - Men's Golf	4,765.51	
02/07/22	545108	John C Sala	Health Insurance February	46.47	
02/07/22	545101	John J Profilet	Health Insurance February	139.15	
02/07/22	545084	John L Kuruc	Health Insurance February	46.47	
02/04/22	545011	Johnson Controls Inc	Service Agreement 01/22-03/22	8,190.00	
02/04/22	545012	Johnstone Supply	Repair Supplies HVAC Supplies	537.37	
02/11/22	545162	Johnstone Supply	Instructional Supplies	532.48	
02/18/22	545274	Johnstone Supply	Maintenance Repair Supplies	207.00	
02/07/22	545107	Jon Rivers	Health Insurance February	46.47	
02/18/22	545281	Jonathan Leblond	Broadcasting Service - WBB - January Broadcasting Service - MBB - January	1,380.00	
02/07/22	545067	Joseph R Hancock	Health Insurance February	46.47	
02/15/22	545196	Joshua Andrew Dima	Meal Allowance 2/15/22	400.00	
02/07/22	545082	Judith C Korando	Health Insurance February	216.64	
02/07/22	545117	Jula L Treece	Health Insurance February	216.64	
02/11/22	545163	JW Pepper & Son Inc	Folders for Concerts	676.49	
02/07/22	545109	Karen Sala	Health Insurance February	46.47	
02/18/22	545280	Kathy Lanter	Game Official 2/9/22 5:00pm	185.00	
02/15/22	545208	Kayla D Walker	Meal Allowance 2/15/22	75.00	
02/28/22	545407	Kayla D Walker	Meal Allowance 2/28/2022	75.00	
02/18/22	545275	KB's Outdoor Power Inc.	Grounds Supplies	1,004.41	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545083	Keith Alan Krapf	Health Insurance February	941.17	
02/07/22	545080	Keith D Kendrick	Health Insurance February	142.29	
02/18/22	545276	Kemper CPA Group LLP	Progress Billing on June 30th Audit	10,000.00	Y
02/15/22	545195	Kendall Lamaan Debrick II	Meal Allowance 2/15/22	125.00	
02/28/22	545399	Kendall Lamaan Debrick II	Meal Allowance 2/28/2022	125.00	
02/18/22	545240	Kevin C Driver	Game Official 2/9/22 7:00pm	185.00	
02/25/22	545343	Kevin C Driver	Game Official 2/14/22 7:00pm	185.00	
02/25/22	545349	Kimberly Heibner	Interpreting Services 1/7/22	140.00	
02/04/22	545014	King's Food Service	Christmas and Awards Event	3,490.00	
02/18/22	545293	Kirk E Overstreet	Travel 1/20-1/21/22	271.82	
02/25/22	545359	Konica Minolta Business Solutions Usa Inc	Copies 1/31/22 Copier Lease 1/24-1/31/22 Copies 2/1-2/28/22	410.30	
02/11/22	545176	Kyle Smithpeters	Reimburse Team Travel	272.64	
02/09/22	545137	Kyle Surprenant	Travel Advance 2/11-2/20/22	6,132.05	
02/07/22	545089	L Dale Marrs	Health Insurance February	47.46	
02/18/22	545278	Laerdal Medical Corporation	Instructional Materials - Perkins	248.72	
02/11/22	545164	Lake Land College	Officals/Score Table Workers	620.00	
02/11/22	545165	Lakeshore Learning Materials	CCRR Supplies	172.46	
02/18/22	545279	Lakeshore Learning Materials	CCRR Supplies	112.71	
02/25/22	545360	Lakeshore Learning Materials	CCRR Supplies	47.49	
02/07/22	545098	Larry Maurice Page	Health Insurance February	47.46	
02/18/22	545228	Laura C Chandler	Logan Fitness Refund - Membership	59.03	
02/07/22	545076	Laura R Irvin	Health Insurance February	46.47	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545048	Lauralyn Cima	Health Insurance February	5.28	
02/08/22	545133	Leila Jo Hart	Health Ins-February	1,083.23	
02/07/22	545038	Linwood G Bechtel	Health Insurance February	216.64	
02/07/22	545075	Lisa A Hudgens	Health Insurance February	142.29	
02/08/22	545127	Logan Operational Staff Association	LOSA Dues/January	801.94	
02/22/22	545325	Logan Operational Staff Association	LOSA Dues/February	818.44	
02/18/22	545283	Logan Solar LLC	Solar Production 1/1-1/31/22	7,129.81	
02/18/22	545285	Lowe's of Illinois Inc	Maintenance Repair Supplies	14.60	
02/15/22	545193	Madison Lane Calvin	Meal Allowance 2/15/22	125.00	
02/28/22	545398	Madison Lane Calvin	Meal Allowance 2/28/2022	125.00	
02/15/22	545190	Madisyn Nicole Blankenship	Meal Allowance 2/15/22	75.00	
02/28/22	545396	Madisyn Nicole Blankenship	Meal Allowance 2/28/2022	75.00	
02/04/22	545016	Management, Training and Consulting Corp	Infrastructure/Shared Delivery Cost	738.99	
02/25/22	545362	Mandy J Little	Travel 2/6-2/9/22 Washington DC	55.39	
02/08/22	545134	Mark Allan Imhoff	Health Ins-December Health Ins-September Health Ins-October Health Ins-August Health Ins-November	246.05	
02/18/22	545250	Mark Halsell	Game Official 2/7/22 7:00pm	185.00	
02/11/22	545168	Martha K Peebles	Reimburse - Microwave	76.34	
02/25/22	545338	Mary Corss	Logan Fitness Refund - Class	157.50	
02/07/22	545052	Mary DeHoff	Health Insurance February	46.47	
02/07/22	545034	Mary E Abell	Health Insurance February	46.47	
02/07/22	545085	Mary H Landes	Health Insurance February	46.47	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545097	Mary O'Hara	Health Insurance February	216.64	
02/18/22	545318	Matthew Varney	Broadcasting Service 1/12-1/31/22	300.00	
02/18/22	545286	MBI Worldwide Background Checks and Drug Screening	Background Checks 1/16-2/1/22	247.80	
02/04/22	545015	Melissa E Luttenbacher	Travel 1/20/22	28.44	
02/25/22	545363	Melissa E Luttenbacher	Travel 2/17/22 Travel 2/15/22	42.36	
02/11/22	545166	Menards	Instructional Supplies - HCCTP	59.88	
02/18/22	545287	Menards	Maintenance Repair Supplies	405.12	
02/25/22	545366	Menards	Maintenance Repair Supplies	177.40	
02/07/22	545096	Merian Norris	Health Insurance February	49.21	
02/11/22	545172	Michael A Rude	Higher Reach Refund	50.00	
02/07/22	545077	Michael Kevin Jakubco	Health Insurance February	139.15	
02/07/22	545094	Michael Morgan	Health Insurance February	1,676.64	
02/18/22	545242	Michael P Ellet	Logan Fitness Refund - Class	117.00	
02/18/22	545317	Michelle D Vanzandt	Travel Advance 2/22-2/24/22	541.54	
02/18/22	545248	Michelle L Guy	Travel 1/5-1/25/22	78.39	
02/04/22	545017	Midland Paper	Copy Paper	2,352.80	
02/07/22	545088	Mike C Maeser	Health Insurance February	941.17	
02/25/22	545369	Mike Wayne Murphy	Broadcasting Service 1/4-1/24/22	300.00	
02/18/22	545277	Mikeal A Kos	Reimburse - Clinic Project Supplies	28.32	
02/07/22	545103	Mildred Maxine Pyle	Health Insurance February	46.47	
02/18/22	545289	Mississippi River Radio LLC	Advertising - WOOZ FM Advertising - WCIL FM Advertising - WJPF & WCIL AM Advertising	8,957.00	

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2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/25/22	545367	Mississippi River Radio LLC	Advertising	700.00	
02/04/22	545018	Mountain Valley Water of Carbondale	Water-CCRR	57.50	
02/25/22	545368	Mountain Valley Water of Carbondale	Water - CCRR	46.00	
02/18/22	545290	Murdale Ace Hardware	Tools	134.97	
02/15/22	545204	Mykayla N Spires	Meal Allowance 2/15/22	125.00	
02/28/22	545405	Mykayla N Spires	Meal Allowance 2/28/2022	125.00	
02/07/22	545087	Nancy C Lawson	Health Insurance February	46.47	
02/25/22	545370	Naomi Ariel Catering LLC	Catering Service 2/9/22	420.00	
02/18/22	545291	NASCO Education	Instructional Supplies	95.02	
02/25/22	545329	Nathan Arnett	Travel 2/12-2/15/22 - Orlando, FL	138.00	
02/15/22	545194	Nathan Ross Chester	Meal Allowance 2/15/22	250.00	
02/15/22	545206	Nathaniel Lee Thomas	Meal Allowance 2/15/22	150.00	
02/25/22	545411	Nevco Sports LLC	Scoreboard Equipment	13,994.58	Y
02/15/22	545198	Nicholas Elkins	Meal Allowance 2/15/22	150.00	
02/04/22	545028	Nina L Wargel	Travel 1/24/22	37.44	
02/04/22	545019	Office Depot Inc	Office Supplies	55.97	
02/18/22	545292	Office Depot Inc	Office Supplies	168.50	
02/25/22	545372	Office Depot Inc	Office Supplies	95.08	
02/25/22	545373	Omnilert LLC	Annual User Fees 11/1/21-10/31/22	4,200.00	
02/25/22	545374	Orthotech Sports Medical Equipment Inc	Equipment Maintenance - Logan Fitness	145.00	
02/07/22	545070	Pamala Kay Hays	Health Insurance February	158.42	
02/04/22	545013	Pamela R Karns	DNA Instructional Supplies	19.44	
02/25/22	545339	Paul T Crawford	Travel 1/3-1/27/22	174.35	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/04/22	545020	Platinum Educational Group	Platinum student access for EMS testing	300.00	
02/18/22	545294	PlumbMaster Inc	Credit - Maintenance Repair Supplies Maintenance Repair Supplies	584.70	
02/25/22	545375	PlumbMaster Inc	Maintenance Supplies - Kitchen	406.25	
02/11/22	545169	Prescient National Insurance Services	Work Comp Insurance Premium	85,108.00	Y
02/07/22	545061	Priscilla L Gray	Health Insurance February	46.47	
02/09/22	545136	Quality Inn	Hotel Stay - Baseball Tournament	3,640.00	
02/04/22	545026	Rachel Sveda-Webb	Travel Advance 2/12-2/15/22	138.00	
02/04/22	545005	Randi R Hof	Consulting Service 1/4/22-1/18/22	400.00	
02/18/22	545254	Randi R Hof	Consulting Service 1/19-1/31/22	400.00	
02/25/22	545350	Randi R Hof	Consulting Services 2/1-2/11/22	400.00	
02/07/22	545042	Rebecca G Borgsmiller	Health Insurance February	941.17	
02/25/22	545376	Record-A-Hit Entertainment	Contractual Services - Springfest	2,580.00	
02/08/22	545128	Reliance Standard Life Insurance Company	VLTD February	951.77	
02/04/22	545021	Republic Services #732	Waste Disposal-Main Campus Waste Disposal-DQ Ext-January Waste Removal W.F	1,174.12	
02/25/22	545377	Ricky T Ricci	Broadcasting Service 1/4-1/31/22	360.00	
02/07/22	545056	Robert D English	Health Insurance February	444.65	
02/25/22	545348	Robert Franklin	Game Official 2/12/22 1:00pm	185.00	
02/18/22	545246	Robert L Frazier Jr	Game Official 2/9/22 7:00pm	185.00	
02/07/22	545090	Robert L Mees	Health Insurance February	216.64	
02/07/22	545054	Roberta Egelston	Health Insurance February	941.17	
02/07/22	545100	Robin Pauls	Health Insurance February	730.36	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	545063	Ronald D Hall	Health Insurance February	730.36	
02/18/22	545296	Roth Restaurant Supply	Natural Gas Fryer for Kitchen	1,220.00	
02/15/22	545203	Rozlynn Marie Schrader	Meal Allowance 2/15/22	250.00	
02/11/22	545173	Rural King	Instructional Supplies - IDOT HCCTP	173.92	
02/18/22	545297	Rural King	Instructional Supplies - HCCTP	274.95	
02/25/22	545379	Rural King	Work Boots for HCCTP Students	154.98	
02/08/22	545129	Russell C Simon	WAGE GARNISHMENT BK19-40639	500.00	
02/15/22	545200	Sarion JI McGee	Meal Allowance 2/15/22	125.00	
02/28/22	545402	Sarion JI McGee	Meal Allowance 2/28/2022	125.00	
02/15/22	545197	Sean L East	Meal Allowance 2/15/22	125.00	
02/28/22	545400	Sean L East	Meal Allowance 2/28/2022	125.00	
02/15/22	545211	Shakyr Nicole Wright	Meal Allowance 2/15/22	125.00	
02/28/22	545410	Shakyr Nicole Wright	Meal Allowance 2/28/2022	125.00	
02/07/22	545091	Sharyl Melvin	Health Insurance February	5.28	
02/18/22	545313	Shawn J Talluto	Reimburse Clothing Allowance	48.34	
02/04/22	545022	Sherwin-Williams Company	Maintenance Repair Supplies	127.25	
02/18/22	545299	Sherwin-Williams Company	Maintenance Repair Supplies	124.20	
02/07/22	545041	Sheryl A Bleyer	Health Insurance February	5.28	
02/07/22	545047	Shirley Calhoun	Health Insurance February	46.47	
02/07/22	545057	Shirley Everingham	Health Insurance February	46.47	
02/07/22	545071	Shirley Hays	Health Insurance February	46.38	
02/18/22	545284	Shirley Lowery	Logan Fitness Refund - Class	18.00	
02/04/22	545023	Silkworm Inc	Recruiting Supplies	3,051.36	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/04/22	545023	Silkworm Inc	Stylus pens with CCRR Logo	3,051.36	
02/11/22	545175	Silkworm Inc	Recruitment TShirts	1,719.00	
02/18/22	545300	Silkworm Inc	Masks	1,158.00	
02/18/22	545301	SiteOne Landscape Supply, LLC	Grounds Supplies	1,250.00	
02/18/22	545302	Smartsheet Inc	Software - Business Pro Plus Support	1,188.00	
02/18/22	545303	Southern Illinois Coalition for Children & Fam	Consulting Service 9/30-12/31/21	2,500.00	
02/18/22	545304	Southern Illinois LOCAL Media Group LLC	Advertising	250.00	
02/11/22	545177	Southern Illinois LOCAL MediaGroup	Advertising - HFD	500.00	
02/18/22	545305	Southern Illinois Piping Contractors, Inc.	Plumbing Fixture Upgrades	34,800.00	Y
02/18/22	545306	Southern Illinois Spine & Joint Center	Preliminary Drug Screening - HCCTP	35.00	
02/04/22	545024	Southern Illinoisan	Job Advertisements	2,515.25	
02/18/22	545307	Southern Illinoisan	Advertising	1,713.00	
02/25/22	545381	Southwestern Illinois Bus Company LLC II	Bus Trip - Olney Central College	1,425.00	
02/25/22	545382	Sportscon LLC	Modular Pro Wall - Final Billing	85,038.00	Y
02/11/22	545178	Staples Business Credit	Office Supplies	54.99	
02/18/22	545308	Staples Business Credit	Steel Suggestion Box	38.61	
02/18/22	545309	Staples Credit Plan	Office Supplies	303.65	
02/25/22	545383	Staples Credit Plan	Instructional Supplies Office Supplies	53.03	
02/11/22	545179	State Beauty Supply	Instructional Supplies	193.49	
02/02/22	545033	State Universities RetirementSystem	Employer# 63 Member ID# 51779	10,094.32	Y
02/14/22	2544	State Universities RetirementSystem	SURS 1/31/22 PR	101,408.59	Y
02/18/22	545310	State Universities RetirementSystem	SURS Billing - Employer ID# 63	6,722.09	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/23/22	2620	State Universities Retirement System	SURS 2/15/22 PR	56,369.63	Y
02/04/22	545004	Stephanie Hartford	Travel Advance 2/12-2/15/22	138.00	
02/04/22	545025	Stericycle, Inc.	Waste Disposal-Main Campus	194.00	
02/25/22	545384	Stericycle, Inc.	Waste Disposal 2/1/22	194.00	
02/15/22	545202	Summer Leilani Sanders	Meal Allowance 2/15/22	75.00	
02/28/22	545404	Summer Leilani Sanders	Meal Allowance 2/28/2022	75.00	
02/11/22	545180	Swinford Publications LLC	Advertising	1,000.00	
02/08/22	545130	Symetra Life Insurance Company	Life Ins/February	7,490.16	
02/11/22	545181	T&T Recycling Inc	Instructional Supplies	2,301.36	
02/18/22	545249	Tammy Bea Gwaltney	Office Supplies	71.98	
02/15/22	545191	Taqueia Renee Brown	Meal Allowance 2/15/22	125.00	
02/28/22	545397	Taqueia Renee Brown	Meal Allowance 2/28/2022	125.00	
02/25/22	545361	Taylor Lehman	QIF Training Stipend	405.00	
02/11/22	545174	Taylor M Siefert	Travel Advance 2/17-2/25/22	3,000.00	
02/25/22	545380	Taylor M Siefert	Reimburse Fuel	110.00	
02/08/22	545131	Teamsters Local 50	Union Dues (TU) January	2,207.00	
02/25/22	545358	Ted Allan Knapp	Game Official 2/12/22 1:00pm	185.00	
02/07/22	545051	Terry A Crain	Health Insurance February	730.36	
02/15/22	545192	Terry Earl Busse Jr	Meal Allowance 2/15/22	400.00	
02/07/22	545115	Terry J Stanley	Health Insurance February	216.64	
02/25/22	545386	The Great Boars of Fire	Catering Service 2/9/22	640.00	
02/11/22	545182	The Hanover Insurance Group	Insurance Premiums 8/15/21-8/15/22	109,735.00	Y
02/11/22	545183	The Home Depot Pro	Custodial Supplies	83.46	

John A. Logan College

Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/18/22	545314	The Home Depot Pro	Custodial Supplies	637.56	
02/18/22	545315	The Home Depot Pro	Custodial Supplies	773.82	
02/25/22	545387	The Home Depot Pro	Custodial Supplies	819.06	
02/08/22	545132	The Poshard Foundation	Foundation Ded (PF) January	20.00	
02/18/22	545316	TimeClock Plus LLC	Timeclock Hardware Support & Maintenance	605.66	
02/07/22	545119	Timothy Allen Williams	Health Insurance February	941.17	
02/07/22	545036	Timothy B Baker	Health Insurance February	1,083.23	
02/11/22	545155	Timothy Hostert	Instructional Supplies	252.00	
02/07/22	545065	Tom C Hamlin	Health Insurance February	1,166.83	
02/25/22	545388	Touchtone Communications	Phone Service - Main Campus 2/1-2/28 Phone Service - CCRR	187.84	
02/11/22	545187	Treasurer, State of Illinois	Reimburse Multi Use Path Const.Cost	83,903.51	Y
02/15/22	545209	Tujautae Jarbri Williams	Meal Allowance 2/15/22	125.00	
02/28/22	545408	Tujautae Jarbri Williams	Meal Allowance 2/28/2022	125.00	
02/15/22	545210	Tylei Adriana Wofford-Byrd	Meal Allowance 2/15/22	125.00	
02/28/22	545409	Tylei Adriana Wofford-Byrd	Meal Allowance 2/28/2022	125.00	
02/25/22	545389	United Parcel Service	Shipping	53.39	
02/25/22	545390	USA Clean by Jon-Don	Custodial Repair Supplies	1,537.02	
02/13/22	2618	Verizon Wireless	Hotspot - K Tabing Hotspots 1/22-2/21/22	353.13	
02/18/22	545319	Verizon Wireless	Campus Safety Towers 12/28-1/27/22	120.46	
02/07/22	545035	Vicki Autry	Health Insurance February	46.47	
02/07/22	545102	Victoria Protsman	Health Insurance February	91.39	
02/25/22	545391	Vincennes University	VB Match Fee 10/9/21	120.00	

John A. Logan College

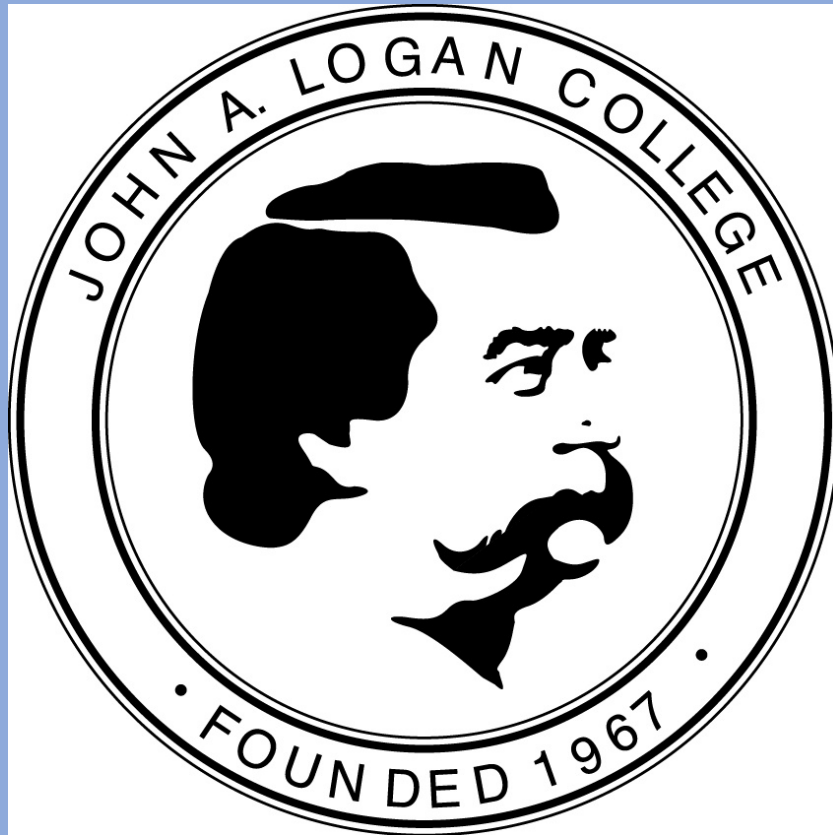
Monthly Expenditure List

2/1/2022 - 2/28/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
02/07/22	2542	VOYA Institutional Trust Company	Annuities 1/31/22 PR	9,111.00	
02/22/22	2561	VOYA Institutional Trust Company	Annuities 2/15/22 PR	4,733.00	
02/04/22	545027	VWR International LLC	Teaching Supplies Instructional Supplies	789.13	
02/11/22	545184	VWR International LLC	Instructional Supplies	112.29	
02/18/22	545320	VWR International LLC	Instructional Supplies	25.39	
02/16/22	545214	Wells Fargo Vendor Financial Services LLC	Grounds Equipment Rental 2/1-2/28/22	1,420.63	
02/07/22	545113	Wendelyn Ann Spencer	Health Insurance February	47.46	
02/18/22	545251	Wesley Harper	Game Official 2/7/22 7:00pm	185.00	
02/11/22	545151	William G Connell	Instructional Supplies	26.99	
02/04/22	545030	Windsor Storm Memorial Public Library	Replacement cost for Lost Book	15.99	
02/18/22	545321	Withers Broadcasting of Southern Illinois LLC	Advertising	430.00	
02/25/22	545392	Withers Broadcasting of Southern Illinois LLC	Advertising	817.00	
02/25/22	545393	WQRL-FM	Advertising	258.00	
02/04/22	545031	WRF Engineers LLC	PA System repair Data Cabling Project -C Wing	3,480.00	
02/04/22	545032	WSIU Public Broadcasting	Underwriting Agreement	1,000.00	
02/11/22	545185	Zogics	Wellness Center Supplies	1,163.60	
Grand Total				<u>1,750,137.00</u>	

CONSENT AGENDA ITEM 8.H

Treasurer's & Financial Report



JOHN A. LOGAN COLLEGE

TREASURER'S REPORT

&

FINANCIAL REPORT

SEVEN MONTHS ENDED

JANUARY 31, 2022

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JOHN A. LOGAN COLLEGE

TREASURER'S REPORT
JANUARY 31, 2022

	First Mid-Illinois Accounts	Bank of Herrin Trust Accounts	Banterra Accounts & Investments	Illinois Funds Investments	Total
BANK STATEMENT BALANCE	130,532.46	2,147,961.39	18,853,782.14	15,453,314.00	36,585,589.99
O/S Deposits/(Deductions)	680,079.87	-	(226,147.39)	6,243.06	460,175.54
	810,612.33	2,147,961.39	18,627,634.75	15,459,557.06	37,045,765.53
Less O/S Checks	-	-	290,604.42	-	290,604.42
	810,612.33	2,147,961.39	18,337,030.33	15,459,557.06	36,755,161.11
Plus Cash on Hand	1,435.00	-	-	-	1,435.00
BANK BALANCE PER BOOKS	812,047.33	2,147,961.39	18,337,030.33	15,459,557.06	36,756,596.11
% of Invested Cash Balances	0.4%	5.9%	51.5%	42.200%	

All Cash	\$	8,856,090.20
All Investments		27,900,505.91
	\$	36,756,596.11

RESPECTFULLY SUBMITTED,



STACY BUCKINGHAM, VP FOR BUSINESS SERVICES AND CFO

**JOHN A. LOGAN COLLEGE
SCHEDULE OF INVESTMENTS
JANUARY 31, 2022**

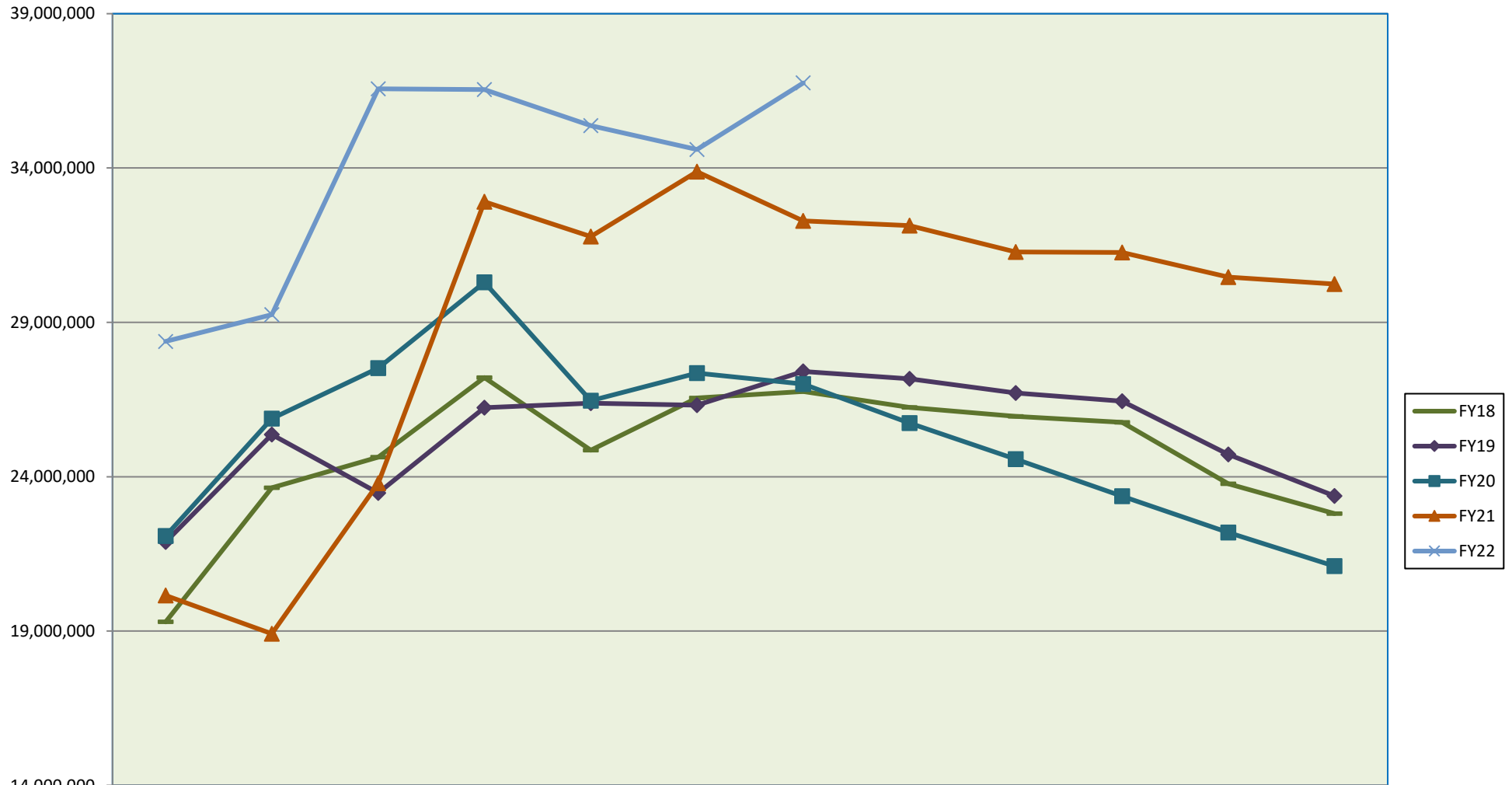
INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	0.076%	On Demand	\$ 6,375,451.59
	Higher Reach E-Pay	0.076%	On Demand	35,541.72
	Business Office E-Pay	0.076%	On Demand	92,657.64
	Student Activities E-Pay	0.076%	On Demand	26,008.90
	Banterra ICS	0.300%	On Demand	3,055,545.47
Building	Illinois Funds	0.076%	On Demand	389,879.66
	Business Office E-Pay	0.076%	On Demand	90.00
	Banterra ICS	0.300%	On Demand	137,691.90
Building-Restricted	Illinois Funds	0.076%	On Demand	4,425,496.00
	Banterra ICS	0.300%	On Demand	4,524,292.46
Bond & Interest	Illinois Funds	0.076%	On Demand	-
	Banterra ICS	0.300%	On Demand	681,864.87
Auxiliary Fund	Illinois Funds	0.076%	On Demand	-
	Banterra ICS	0.300%	On Demand	-
Restricted Purposes	Illinois Funds	0.076%	On Demand	396,713.16
	Higher Reach E-Pay	0.076%	On Demand	-
	Business Office E-Pay	0.076%	On Demand	-
	Banterra ICS	0.300%	On Demand	2,344,867.82
Working Cash	Illinois Funds	0.076%	On Demand	3,717,134.39
	Banterra ICS	0.300%	On Demand	600,770.63
Trust & Agency	Illinois Funds	0.076%	On Demand	-
	Student Activities E-Pay	0.076%	On Demand	584.00
Audit Fund	Illinois Funds	0.076%	On Demand	-
	Banterra ICS	0.300%	On Demand	24,990.03
Liability Protection & Settlement Fund	Illinois Funds	0.076%	On Demand	-
	Banterra ICS	0.300%	On Demand	1,070,925.67
				<u><u>\$ 27,900,505.91</u></u>
Weighted Average Rate		0.176%		
3 Month Treasury Bill Rate 01/31/2022		0.24%		
Target Federal Funds Rate 01/31/2022		0.00%- 0.25%		

*Interest/dividend rates are the average Illinois Funds and Banterra rates for January.

**JOHN A. LOGAN COLLEGE
CASH IN BANK SUMMARY
MONTH OF JANUARY 2022**

Fund Name	Beginning Balance	Months Activity	Ending Balance
First Mid-Illinois Bank - Depository & Logan Fitness			
Education Fund	\$ 15,815.72	\$ 94,573.41	\$ 110,389.13
Operations & Maintenance Fund	-	1,566.13	1,566.13
Oper Bldg & Maint-Rest Fund	-	1,052.83	1,052.83
Bond & Interest Fund	-	-	-
Auxiliary Enterprises Fund	15,924.66	2,950.70	18,875.36
Restricted Purposes Fund	150.00	629,415.76	629,565.76
Trust & Agency Fund	-	49,163.12	49,163.12
Audit Fund	-	-	-
Liability Protection & Settle Fund	-	-	-
Subtotals	\$ 31,890.38	\$ 778,721.95	\$ 810,612.33
Bank of Herrin - CDB Trust Accounts			
Oper Bldg & Maint-Rest Fund	\$ 2,147,961.39	\$ -	\$ 2,147,961.39
Subtotals	\$ 2,147,961.39	\$ -	\$ 2,147,961.39
Banterra Bank - Operating & Payroll			
Education Fund	\$ 1,004,021.58	\$ (104,769.82)	\$ 899,251.76
Operations & Maintenance Fund	1,044,520.26	280.13	1,044,800.39
Oper Bldg & Maint-Rest Fund	994,905.64	(7,676.04)	987,229.60
Bond & Interest Fund	(303,090.45)	176,915.49	(126,174.96)
Auxiliary Enterprises Fund	278,344.57	71,632.81	349,977.38
Restricted Purposes Fund	1,155,952.46	(193,552.37)	962,400.09
Working Cash Fund	1,027,717.21	(427,396.50)	600,320.71
Trust & Agency Fund	150,806.26	(31,700.77)	119,105.49
Audit Fund	76,259.43	148.60	76,408.03
Liability Protection & Settle Fund	786,978.71	195,784.28	982,762.99
Subtotals	\$ 6,216,415.67	\$ (320,334.19)	\$ 5,896,081.48
Grand Totals All Bank Accounts			
Education Fund	\$ 1,019,837.30	\$ (10,196.41)	\$ 1,009,640.89
Operations & Maintenance Fund	1,044,520.26	1,846.26	1,046,366.52
Oper Bldg & Maint-Rest Fund	3,142,867.03	(6,623.21)	3,136,243.82
Bond & Interest Fund	(303,090.45)	176,915.49	(126,174.96)
Auxiliary Enterprises Fund	294,269.23	74,583.51	368,852.74
Restricted Purposes Fund	1,156,102.46	435,863.39	1,591,965.85
Working Cash Fund	1,027,717.21	(427,396.50)	600,320.71
Trust & Agency Fund	150,806.26	17,462.35	168,268.61
Audit Fund	76,259.43	148.60	76,408.03
Liability Protection & Settle Fund	786,978.71	195,784.28	982,762.99
Cash in Bank Totals	\$ 8,396,267.44	\$ 458,387.76	\$ 8,854,655.20
Plus Cash on Hand	1,435.00	-	1,435.00
Grand Totals	\$ 8,397,702.44	\$ 458,387.76	\$ 8,856,090.20

ALL CASH AND INVESTMENTS BY MONTH



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY18	19,295,316	23,638,241	24,629,618	27,212,404	24,855,735	26,548,096	26,762,327	26,248,567	25,953,656	25,758,845	23,773,704	22,806,565
FY19	21,884,047	25,368,403	23,473,481	26,238,673	26,385,075	26,314,311	27,409,285	27,170,237	26,710,036	26,448,954	24,723,891	23,378,179
FY20	22,080,064	25,884,959	27,517,929	30,296,202	26,465,515	27,358,310	26,998,800	25,734,074	24,568,393	23,372,036	22,194,329	21,101,134
FY21	20,153,279	18,912,819	23,784,498	32,905,686	31,782,511	33,881,082	32,291,614	32,131,805	31,278,202	31,260,445	30,463,412	30,244,842
FY22	28,383,406	29,246,792	36,566,086	36,539,171	35,374,458	34,598,805	36,756,596					

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
JANUARY 31, 2022
58% FISCAL YEAR COMPLETE

REVENUE BY SOURCE	Original FY 2022 Budget	Current Month	Y-T-D FY22 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
LOCAL GOVERNMENT						
CURRENT TAXES	\$ 6,940,000.00	\$ 985,628.04	\$ 7,045,445.68	101.5%	\$ 6,603,782.57	6.7%
CORP PERSONAL PROP REPLACE	600,000.00	222,922.48	598,755.08	99.8%	295,194.10	102.8%
TOTAL LOCAL GOVERNMENT SOURCES	7,540,000.00	1,208,550.52	7,644,200.76	101.4%	6,898,976.67	10.8%
STATE GOVERNMENT						
ICCB STATE BASE OPERATING GRANT	3,060,040.00	448,827.48	1,978,847.48	64.7%	1,920,711.52	3.0%
ICCB STATE EQUALIZATION GRANT	6,542,360.00	545,196.67	3,816,376.69	58.3%	3,558,634.95	7.2%
ICCB STATE PERFORMANCE ALLOCATION	10,000.00	-	-	0.0%	-	N/A
ICCB VETERANS GRANT	92,000.00	-	-	0.0%	-	N/A
ICCB CTE FORUMULA GRANT	381,239.00	-	190,620.00	50.0%	209,280.50	-8.9%
OTHER STATE GOVERNMENT	-	-	1,448.23	N/A	-	N/A
TOTAL STATE GOVERNMENT SOURCES	10,085,639.00	994,024.15	5,987,292.40	59.4%	5,688,626.97	5.3%
FEDERAL GOVERNMENT						
DEPARTMENT OF EDUCATION	1,600,000.00	5,924.18	12,603.75	0.8%	-	N/A
DEPARTMENT OF HEALTH & HUMAN SERVICES	80,000.00	24,094.59	144,649.72	180.8%	-	N/A
TOTAL FEDERAL GOVERNMENT SOURCES	1,680,000.00	30,018.77	157,253.47	9.4%	-	N/A
STUDENT TUITION & FEES						
TUITION	9,500,000.00	(2,209.00)	4,442,088.25	46.8%	8,716,125.25	-49.0%
FEES	816,500.00	18,563.50	353,740.90	43.3%	720,859.20	-50.9%
TOTAL STUDENT TUITION & FEES	10,316,500.00	16,354.50	4,795,829.15	46.5%	9,436,984.45	-49.2%
OTHER SOURCES						
SALES AND SERVICE FEES	28,500.00	2,563.55	16,762.55	58.8%	18,719.35	-10.5%
FACILITIES REVENUE	36,980.00	1,505.00	28,825.00	77.9%	22,740.00	26.8%
INTEREST ON INVESTMENTS	37,500.00	1,642.77	10,389.03	27.7%	16,795.31	-38.1%
OTHER NONGOV'T REVENUE	34,500.00	516.48	9,461.26	27.4%	11,113.28	-14.9%
TOTAL OTHER SOURCES	137,480.00	6,227.80	65,437.84	47.6%	69,367.94	-5.7%
TOTAL BUDGETED REVENUES	\$ 29,759,619.00	\$ 2,255,175.74	\$ 18,650,013.62	62.7%	\$ 22,093,956.03	-15.6%

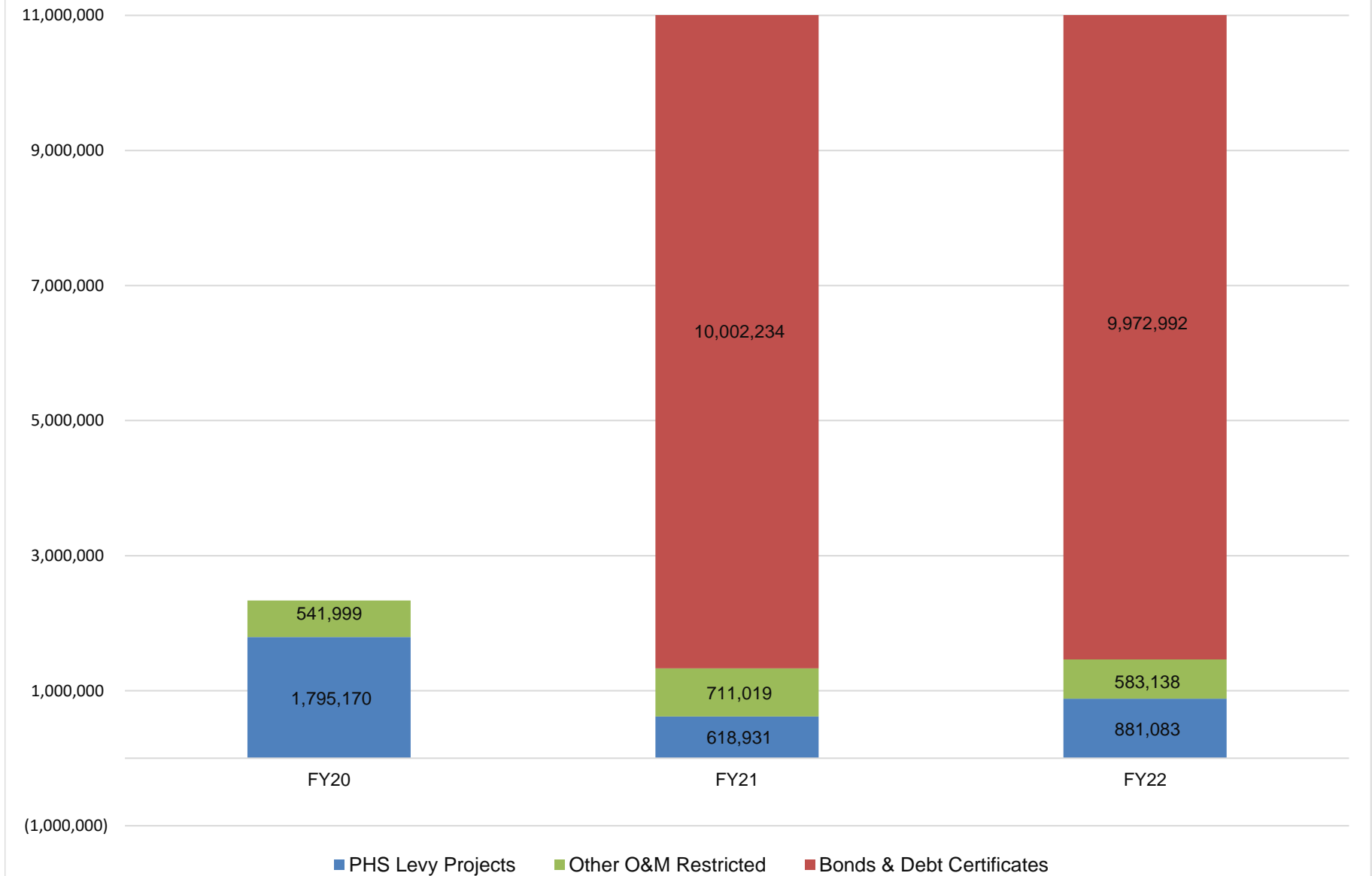
* Operating funds consist of Education fund plus Operating and Maintenance fund.

**JOHN A. LOGAN COLLEGE
OPERATING FUNDS
JANUARY 31, 2022
58% FISCAL YEAR COMPLETE**

	Original FY 2022 Budget	Current Month	Y-T-D FY22 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<u>EXPENSE BY PROGRAM</u>						
INSTRUCTION	\$ 10,443,579.00	\$ 609,132.48	\$ 4,708,471.90	45.1%	\$ 5,194,269.20	-9.4%
ACADEMIC SUPPORT	2,422,667.00	199,221.35	1,409,797.36	58.2%	1,410,230.67	0.0%
STUDENT SERVICES	2,777,876.00	245,662.96	1,744,048.12	62.8%	1,459,852.14	19.5%
PUBLIC SERVICES/CONTINUING EDUCATION	728,630.00	57,687.28	372,285.43	51.1%	444,051.13	-16.2%
OPERATION & MAINTENANCE OF PLANT	4,303,859.00	302,827.93	2,161,874.57	50.2%	2,025,817.02	6.7%
INSTITUTIONAL SUPPORT	7,008,416.00	371,513.54	3,626,475.21	51.7%	3,529,109.44	2.8%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	3,021,225.00	(2,004.00)	1,055,527.50	34.9%	1,971,801.00	-46.5%
TRANSFERS OUT	1,736,875.00	124,000.00	950,500.00	54.7%	1,029,372.50	-7.7%
TOTAL BUDGETED EXPENDITURES	\$ 32,443,127.00	\$ 1,908,041.54	\$ 16,028,980.09	49.4%	\$ 17,064,503.10	-6.1%
<u>EXPENSE BY OBJECT</u>						
SALARIES & WAGES	\$ 19,112,518.00	\$ 1,314,282.55	\$ 9,606,921.25	50.3%	\$ 10,073,871.08	-4.6%
EMPLOYEE BENEFITS	2,436,379.00	171,299.95	1,285,177.01	52.7%	1,276,824.51	0.7%
CONTRACTUAL SERVICES	2,281,350.00	160,177.33	1,475,401.34	64.7%	1,090,152.61	35.3%
GENERAL MATERIALS & SUPPLIES	1,818,840.00	67,606.15	729,337.25	40.1%	761,758.70	-4.3%
CONFERENCE & MEETING EXPENSE	458,965.00	6,825.74	54,679.67	11.9%	10,808.06	405.9%
FIXED CHARGES	38,995.00	3,556.86	35,632.57	91.4%	14,893.65	139.2%
UTILITIES	785,810.00	61,341.96	360,342.05	45.9%	321,019.28	12.2%
CAPITAL OUTLAY	165,016.00	-	179,795.79	109.0%	142,620.83	26.1%
OTHER	3,458,379.00	(1,049.00)	1,351,193.16	39.1%	2,343,181.88	-42.3%
CONTINGENCY	150,000.00	-	-	0.0%	-	N/A
TRANSFERS OUT	1,736,875.00	124,000.00	950,500.00	54.7%	1,029,372.50	-7.7%
TOTAL BUDGETED EXPENDITURES	\$ 32,443,127.00	\$ 1,908,041.54	\$ 16,028,980.09	49.4%	\$ 17,064,503.10	-6.1%

* Operating funds consist of Education fund plus Operating and Maintenance fund.

Operations & Maintenance Restricted Fund Balances as of January



**JOHN A. LOGAN COLLEGE
AUXILIARY FUND
JANUARY 31, 2022
58% FISCAL YEAR COMPLETE**

	Original FY 2022 Budget	Current Month	Y-T-D FY22 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
REVENUE BY SOURCE						
FEDERAL GOVERNMENT						
DEPARTMENT OF EDUCATION	\$ 200,000.00	\$ -	\$ -	0.0%	\$ 157,600.00	-100.0%
TOTAL FEDERAL GOVERNMENT SOURCES	200,000.00	-	-	0.0%	157,600.00	-100.0%
STUDENT FEES						
STUDENT ACTIVITY FEES	335,000.00	(40.00)	129,630.00	38.7%	262,244.62	-50.6%
TOTAL STUDENT FEES	335,000.00	(40.00)	129,630.00	38.7%	262,244.62	-50.6%
OTHER SOURCES						
PUBLIC SERVICE FEES	77,000.00	18,074.00	77,545.97	100.7%	33,236.50	133.3%
SALES AND SERVICE FEES	520,860.00	84,364.64	457,075.02	87.8%	252,297.84	81.2%
FACILITIES REVENUE	60,000.00	5,000.00	35,000.00	58.3%	35,000.00	0.0%
OTHER NONGOVT REVENUE	100.00	10.00	36.00	36.0%	13,055.00	-99.7%
TOTAL OTHER SOURCES	657,960.00	107,448.64	569,656.99	86.6%	333,589.34	70.8%
TRANSFERS IN	1,239,875.00	124,000.00	724,000.00	58.4%	725,960.00	-0.3%
TOTAL BUDGETED REVENUES	\$ 2,432,835.00	\$ 231,408.64	\$ 1,423,286.99	58.5%	\$ 1,479,393.96	-3.8%
EXPENSE BY OBJECT						
PUBLIC SERVICES						
SALARIES & WAGES	\$ 503,102.00	\$ 33,182.53	\$ 263,083.73	52.3%	\$ 208,498.55	26.2%
BENEFITS	78,765.00	11,192.06	54,012.34	68.6%	53,777.87	0.4%
CONTRACTUAL SERVICES	28,470.00	2,839.87	15,836.39	55.6%	13,071.93	21.1%
GENERAL MATERIALS & SUPPLIES	73,900.00	5,361.17	24,251.74	32.8%	12,794.67	89.5%
CONFERENCE & MEETING EXPENSE	5,550.00	112.95	2,745.36	49.5%	-	N/A
UTILITIES	95,000.00	8,015.24	49,881.86	52.5%	53,100.69	-6.1%
CAPITAL OUTLAY	24,000.00	-	-	0.0%	-	N/A
OTHER	35,000.00	2,633.80	11,316.60	32.3%	3,433.50	229.6%
TOTAL PUBLIC SERVICES	843,787.00	63,337.62	421,128.02	49.9%	344,677.21	22.2%
INDEPENDENT OPERATIONS						
SALARIES & WAGES	558,372.00	47,011.95	309,683.71	55.5%	290,513.54	6.6%
EMPLOYEE BENEFITS	70,925.00	5,732.62	40,123.26	56.6%	33,164.39	21.0%
CONTRACTUAL SERVICES	176,787.00	7,903.97	88,299.24	49.9%	12,403.64	611.9%
GENERAL MATERIALS & SUPPLIES	155,671.00	20,435.74	112,033.97	72.0%	64,122.23	74.7%
CONFERENCE & MEETING EXPENSE	139,149.00	9,539.52	66,072.08	47.5%	6,173.49	970.3%
FIXED CHARGES	159,242.00	280.00	131,510.93	82.6%	67,975.26	93.5%
SCHOLARSHIPS AND OTHER	122,100.00	6,829.51	52,038.24	42.6%	51,715.04	0.6%
TOTAL INDEPENDENT OPERATIONS	1,382,246.00	97,733.31	799,761.43	57.9%	526,067.59	52.0%
OPERATIONS & MAINTENANCE OF PLANT						
CONTRACTUAL SERVICES	-	-	2,475.00	N/A	-	N/A
GENERAL MATERIALS & SUPPLIES	-	-	23,459.01	N/A	-	N/A
TOTAL OPERATIONS & MAINTENANCE OF PLANT	-	-	25,934.01	N/A	-	N/A
INSTITUTIONAL SUPPORT						
GENERAL MATERIALS & SUPPLIES	50,000.00	2,520.70	19,577.94	39.2%	12,900.46	51.8%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	75,000.00	2,520.70	19,577.94	26.1%	12,900.46	51.8%
SCHOLARSHIPS, STUDENT GRANTS, WAIVERS						
OTHER - WAIVERS	440,000.00	1,059.00	212,253.00	48.2%	349,555.00	-39.3%
TOTAL SCHOLARSHIPS, GRANTS, WAIVERS	440,000.00	1,059.00	212,253.00	48.2%	349,555.00	-39.3%
TOTAL BUDGETED EXPENDITURES	\$ 2,741,033.00	\$ 164,650.63	\$ 1,478,654.40	53.9%	\$ 1,233,200.26	19.9%

JOHN A. LOGAN COLLEGE
LIABILITY, PROTECTION, & SETTLEMENT FUND
JANUARY 31, 2022
58% FISCAL YEAR COMPLETE

	Original FY 2022 Budget	Current Month	Y-T-D FY22 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<u>REVENUE BY SOURCE</u>						
LOCAL GOVERNMENT						
CURRENT TAXES	\$ 2,079,000.00	\$ 297,695.28	\$ 2,103,687.14	101.2%	\$ 1,823,195.70	15.4%
TOTAL LOCAL GOVERNMENT SOURCES	2,079,000.00	297,695.28	2,103,687.14	101.2%	1,823,195.70	15.4%
OTHER SOURCES						
INTEREST ON INVESTMENTS	2,500.00	401.45	1,596.37	63.9%	2,248.25	-29.0%
OTHER NONGOVT REVENUE	-	-	-	N/A	1,225.00	-100.0%
TOTAL OTHER SOURCES	2,500.00	401.45	1,596.37	63.9%	3,473.25	-54.0%
TOTAL BUDGETED REVENUES	\$ 2,081,500.00	\$ 298,096.73	\$ 2,105,283.51	101.1%	\$ 1,826,668.95	15.3%
<u>EXPENSE BY OBJECT</u>						
OPERATIONS AND MAINTENANCE OF PLANT						
SALARIES & WAGES	\$ 779,393.00	\$ 45,547.25	\$ 332,572.67	42.7%	\$ 399,937.91	-16.8%
EMPLOYEE BENEFITS	95,869.00	7,288.80	46,990.49	49.0%	38,993.31	20.5%
CONTRACTUAL SERVICES	21,900.00	430.00	8,080.70	36.9%	17,101.07	-52.7%
GENERAL MATERIALS & SUPPLIES	66,147.00	681.11	11,495.05	17.4%	19,444.86	-40.9%
CONFERENCE & MEETING EXPENSE	17,450.00	-	60.60	0.3%	6,165.91	-99.0%
CAPITAL OUTLAY	42,000.00	-	-	0.0%	-	N/A
OTHER	-	-	-	N/A	-	N/A
TOTAL OPERATIONS AND MAINT OF PLANT	1,022,759.00	53,947.16	399,199.51	39.0%	481,643.06	-17.1%
INSTITUTIONAL SUPPORT						
SALARIES & WAGES	82,971.00	3,890.62	30,449.94	36.7%	46,827.47	-35.0%
EMPLOYEE BENEFITS	652,971.00	45,904.07	325,077.22	49.8%	295,529.42	10.0%
CONTRACTUAL SERVICES	75,600.00	22,978.65	50,399.95	66.7%	57,583.65	-12.5%
GENERAL MATERIALS & SUPPLIES	10,000.00	-	848.22	8.5%	14,722.42	-94.2%
FIXED CHARGES	405,000.00	(139.00)	273,617.61	67.6%	2,054,649.33	-86.7%
CAPITAL OUTLAY	125,000.00	2,160.00	6,744.00	5.4%	-	N/A
OTHER	-	1,569.06	1,569.06	N/A	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	1,376,542.00	76,363.40	688,706.00	50.0%	2,469,312.29	-72.1%
TOTAL BUDGETED EXPENDITURES	\$ 2,399,301.00	\$ 130,310.56	\$ 1,087,905.51	45.3%	\$ 2,950,955.35	-63.1%

FUND DESCRIPTIONS

John A. Logan College has two Operating funds: the Education Fund and the Operations and Maintenance Fund. The Education fund works in combination with the Operations and Maintenance fund to make up the College's General Fund.

EDUCATION FUND

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational programs of the college.

OPERATIONS AND MAINTENANCE FUND

This fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures; rental of buildings and property for community college purposes; payment of all premiums for insurance upon buildings and building fixtures. If approved by resolution of the local board, the payment of salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, custodial supplies, and equipment; and professional surveys of the condition of college buildings are allowed.

OPERATIONS AND MAINTENANCE (Restricted)

This fund is utilized to account for monies restricted for building purposes and site acquisition. This fund primarily will be expending bond proceeds acquired for the new building project, protection, health and safety levies, plus transfers from operating funds and interest earnings. Funds are provided in the Operation and Maintenance (Restricted) for completion of approved protection, health, safety projects.

AUXILIARY ENTERPRISES FUND

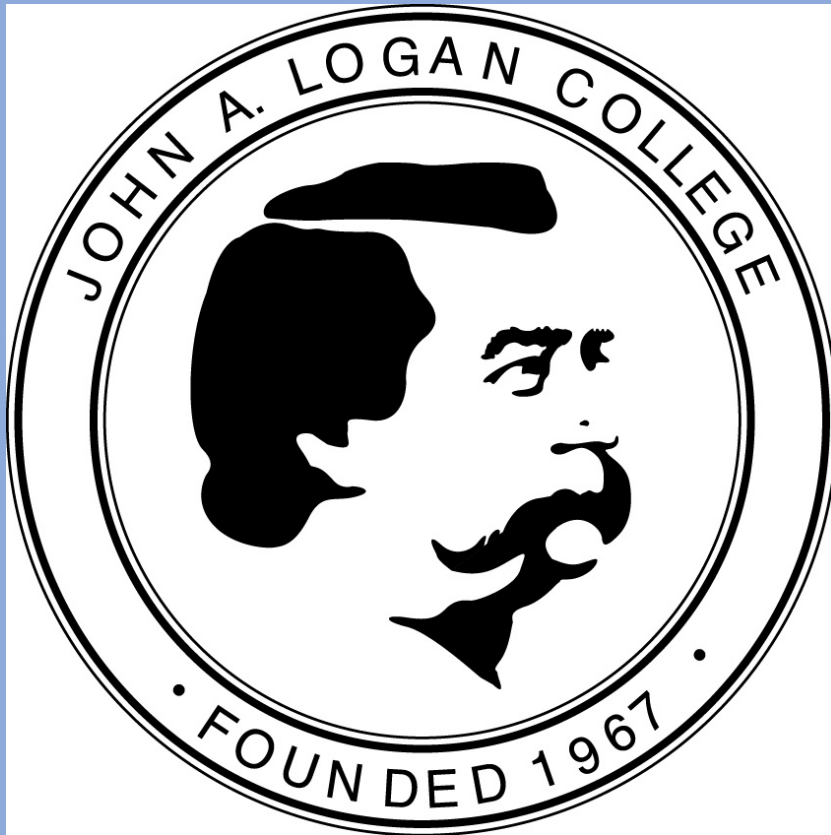
The Auxiliary Enterprises Fund accounts for college services where a fee is charged to students/staff and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, bookstore, copy/supply center, and intercollegiate athletics. Subsidies for Auxiliary Services by the Education Fund should be shown as transfers to the appropriate account.

LIABILITY, PROTECTION AND SETTLEMENT FUND

This fund accepts special levies for tort liability, property insurance, Medicare insurance, FICA taxes and workers' compensation. The monies in this fund should be used only for the payment of tort liability, property, unemployment or workers compensation insurance or claims, and the cost of participation in the Federal Medicare program. Expenditures in this fund include insurance costs for property and casualty, and the cost of maintaining and expanding the Campus Safety operations. The College will include attorney fees pertaining to liability protection plus a portion of staff members' time that are active in the functions of this fund.

CONSENT AGENDA ITEM 8.I

Minutes for February 22, 2022



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, February 22, 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 Board observed a moment of silence in honor of Dr. Clay Brewer, former Vice-President for Administration.

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

Rebecca Borgsmiller	-- present
Brent Clark	-- present
Bill Kilquist	-- not present
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.

Vice-Chairman Smith led the Board in the Pledge of Allegiance.

OPPORTUNITY FOR PUBLIC COMMENTS

Mark Rogers reported that the Logan Defenders finished second place at the Illinois State Collegiate Cyber Defense Competition and will move on to the Midwest Wildcard Tournament on March 5. He thanked the Board of Trustees and the administration for their support.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report

No report.

B. Athletics Advisory Committee

No report.

C. Building, Grounds, and Safety Committee

Trustee Jake Rendleman reported on the progress of the current construction projects, including the Bike Path, Baseball, Softball Turf, Corridor and Gym LED lighting, new classroom furniture, outdoor fabric shade, and Pedestrian Pathway project.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that the Board Policy Committee had reviewed the revisions presented for the first reading, which mainly include updates in language to be more consistent with procedures currently followed.

E. Budget and Finance Committee

No report.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the Committee discussed a new log-in software for the Logan Fitness Center presented by Logan Fitness Director Bradley Griffith. The software under review is explicitly made for recreation centers at higher education institutions and is much more compatible and user-friendly than the current software.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Aaron Smith reported that he and Trustee Little attended the ACCT National Legislative Congress in Washington, DC, and participated in several meetings, including a meeting with Congressman Mike Bost. The ICCTA also met virtually with Senators Duckworth and Durbin to advocate for legislation beneficial to the community college system.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation Campus Grants Committee awarded \$40,431 in campus grants. Grants awarded included seating for the upper C-wing corridor, furniture for the student game area, funding for Logan Fitness Fun Day and Civic Leadership Academies, Student Snack Locker, and new physical science textbooks for Mary Logan High School. In addition, the Foundation Executive Committee met last week and appointed Deb Payne as the second vice-president of the Foundation.

I. Student Trustee

Student Trustee Victor Frankel reported that three candidates are on the ballot for the Student Trustee Election scheduled for March 2. Civic Leadership Academies sponsored by the Political Science Club have been very engaging and informative. The Diversity Challenge concluded with an event featuring a discussion about the history of slavery in our region, followed by sessions focusing on equity and diversity. Student Senate and the Black Student Association hosted Coffee with a Cop with Chief Allan Willmore to provide students and community members an opportunity to get to know the new police chief and create a dialogue regarding the role of policing in our society. The Student Voice Survey sponsored by the Student Senate will highlight accessibility to Student Services, environmental sustainability, and the learning process experience with online classes. Victor welcomed the Board's input regarding topics of interest for the Student Voice Survey.

FACULTY ASSOCIATION REPORTS

A. Faculty Association Report

Association President Robert McKenzie reported the Executive Committee met with President Overstreet and the administration to discuss concerns regarding the rigor of dual credit courses. President Overstreet commented that the College would work as a team to create solutions for our

region to increase faculty involvement as liaisons to ensure the curriculum continues to be rigorous. Trustee Brent Clark affirmed that dual credit is of tremendous value to students, but it needs to come with rigor and quality. President Overstreet is working with Cecil Smith and Chancellor Lane at SIU-C to develop training programs for high school faculty to gain credentials for teaching dual credit.

Mr. McKenzie reported that this would be his last term as Association President and stated that it had been an honor reporting to this Board and serving the College in this manner.

B. Adjunct Faculty Association Report

No report.

C. Logan Operational Staff Association Report

No report.

EXECUTIVE LEADERSHIP REPORTS

A. State Payments

Vice-President Stacy Buckingham reported that the College had received eight Base Operating payments totaling \$2,136,938 and eight Equalization payments totaling \$4,361,573 for FY22. The College has also received 50 percent of the CTE Vocational Grant allocation totaling \$190,620.

B. Tax Payments

The College has received additional property tax funds from Perry County, bringing the 2020 levy total to \$15,115,070, or 99.5 percent collected.

C. Tuition

At the end of December, tuition was down 6.4 percent compared to the prior period. This is a reduction of just over \$300,000 from the same time last year.

D. Lease Information

The College renewed a 12-month lease with the Nature Conservancy for office and storage space. Production equipment from the new copier lease with Konica Minolta has been installed, and Campus Support staff have received training. Individual copiers are expected to be replaced in March.

E. Center of Academic Excellence in Cybersecurity (CAE)

Provost Melanie Pecord reported that the College received its CAE recertification through 2027 by the Center for Academic Excellence in Cybersecurity.

F. Delta Regional Authority Grant

The College was awarded \$338,000 by the Delta Regional Authority to enhance EMT/EMS training in rural communities. This grant also allowed for the purchase of a SIM cadaver for biology classes.

G. JALC ViewBook

The Office of College Readiness and Marketing Department have created an online ViewBook in time for recruitment activities this spring.

H. Recommendation for Tenure

Provost Pecord provided a slideshow highlighting faculty recommended for tenure, including Dr. Miran Byun, mathematics; Leslie Harmon-McKenzie, emergency medical services; David Ing, biology; Roger Jeter, computer information systems; Karen Kasben, diagnostic medical services; Grover Mays, welding; and Brian Stanfield, philosophy.

I. Introduction of New Employees

President Overstreet introduced Jordan Mays, the new Assistant Vice-President for Institutional Effectiveness and Research, and Christy Stewart, the new Assistant Provost for Student Affairs.

J. NIMS Training

President Overstreet reported that several administrators recently completed 400-level NIMS training, and he thanked Dr. Bradley Griffith for coordinating this training.

K. COVID Task Force

President Overstreet announced that the COVID Task Force would be meeting to discuss how the College will handle the mask mandate that is expected to be lifted by Governor Pritzker on February 28.

L. Second Quarter Report of the One-Year Strategic Plan

President Overstreet distributed a second-quarter report of the One-Year Strategic Plan. This report included the percent of completion of goals and tactics identified in the plan and aligned the goals with the Higher Learning Commission Criterion. He thanked Dr. Zach Garrett for his work in putting the report together. Dr. Overstreet noted that this plan provided the foundation to elevate the long-range strategic planning, which will focus on enrollment and retention. Trustee Poshard expressed his appreciation for the report and asked if the College had determined the level of completion that constituted success. President Overstreet responded that 75 to 90 percent completion levels would be considered successful, and he is looking to create some attainable key performance indicators in the long-range plan.

PRESENTATIONS**A. CTE Career Education Pathway Grant**

Dr. Stephanie Hartford, Assistant Provost for Academic Affairs, and Grant Coordinator Brooke May presented the accomplishments of the Career Education Pathways grant used to address the teacher shortage in southern Illinois. Dr. Hartford reported that the College initially received a \$14,000 Scaling Education Pathways Initiative in Illinois to cultivate Educators Rising Clubs at seven district high schools.

In FY21, the College was awarded \$996,000 through a College & Career Pathway Grant from the Illinois State Board of Education. Brooke May shared accomplishments within Johnston City, Carterville, and West Frankfort high schools and noted that 55 students are currently enrolled in dual credit courses for education.

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 - D were presented to the Board for approval:

- A. Personnel Action Items (Appendix A)
- B. Expenditure Report for the period ending January 31, 2022
- C. Treasurer's and Financial Report for the period ending December 31, 2021
- D. Minutes of January 25, 2022, Regular Meeting

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda items A – D as presented.

Upon roll call, all members presented voted yes. Motion carried.
(Resolution #16-4253)

NEW BUSINESS

Board Policy revisions presented for the first reading will be shared with College employees for input and presented for final approval at the March 22, 2022, regular meeting.

ADJOURNMENT

Mandy Little and Victor Frankel 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 #16-4254)

The meeting was duly adjourned at 7:40 p.m.

Respectfully submitted by Susan May, recording secretary of the Board of Trustees

William J. Kilquist, Chairman

Jacob "Jake" Rendleman, Secretary

Appendix A - Personnel

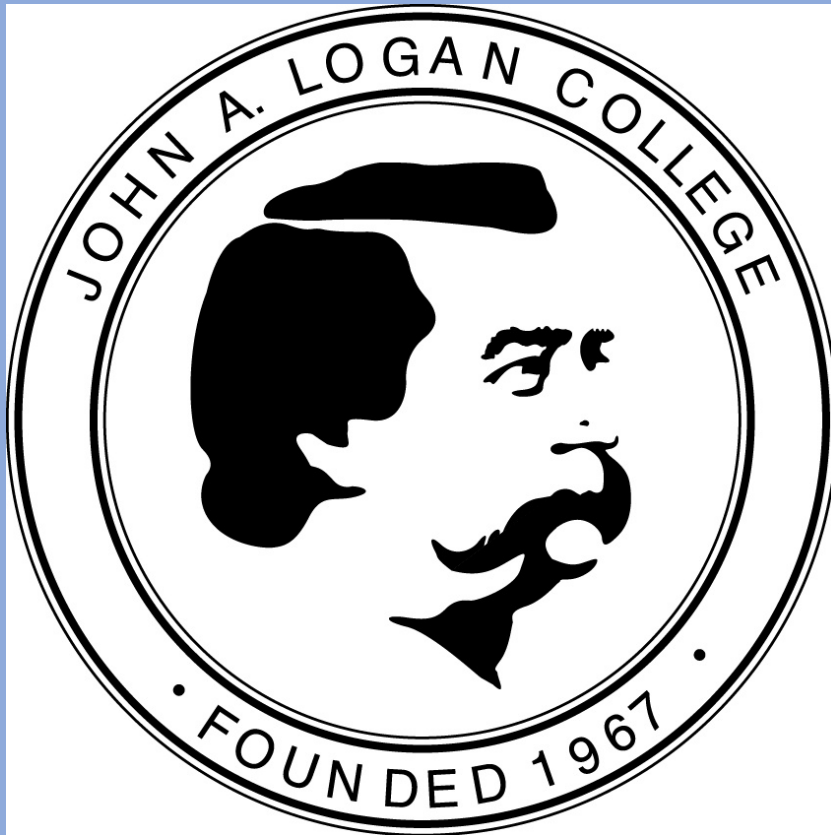
A. Maintenance/Building Staff		
Name	Position	Effective Date
Christopher Maynor	Full-Time Building Maintenance	02/28/22
Wipawan Jina	Full-Time Custodian	03/04/22
B. Security Staff		
Name	Position	Effective Date
Dallas Falmier	Full-Time Campus Safety Officer	02/14/22
C. Non-Teaching Professional Staff		
Name	Position	Effective Date
Sarah Carter	Full-Time Aquatic Coordinator	02/01/22
Christy Stewart	Assistant Provost of Student Affairs	03/01/22
D. Full-Time Tenured Faculty – Award of Academic Contract for FY 2023		
Name	Full-Time Start Date	Department
Molly Alter	08/16/12	Communications, Humanities & Social Science
Cheryl Barrall	08/14/03	Communications, Humanities & Social Science
Jane Beyler	08/14/08	Communications, Humanities & Social Science
Nicole Borrenpohl	08/20/09	Communications, Humanities & Social Science
Esmarie Boyles	08/15/18	Life and Physical Science
George Bricker	08/19/15	Applied Technologies
Jane Bryant	08/19/04	Communications, Humanities & Social Science
Andrew Carr	08/15/18	Business, Computer Science, & Mathematics
Aaron Carter	08/15/18	Applied Technologies
Thomas Chandler	08/14/08	Communications, Humanities & Social Science
David Cochran	08/16/01	Communications, Humanities & Social Science
William Connell	01/12/09	Allied Health and Public Service
Sheri Cook	08/16/07	Allied Health and Public Service
Rebecca Corbit	08/15/18	Life and Physical Science
Robert Craig	08/18/14	Applied Technologies
Joseph Dethrow	08/18/05	Business, Computer Science, & Mathematics
James Elliott	08/18/05	Life and Physical Science
David Evans	08/14/08	Communications, Humanities, & Social Science
Jo Forer	08/18/94	Life and Physical Science
Matt Garrison	08/18/05	Communications, Humanities, & Social Science

D. Full-Time Tenured Faculty – Award of Academic Contract for FY 2023 (continued)		
Name	Full-Time Start Date	Department
Carey Gerber	08/16/17	Allied Health & Public Service
Wayne Griffith	08/15/18	Applied Technologies
Heather Hampson	08/16/07	Allied Health & Public Service
Lora Hines	08/18/94	Business, Computer Science, & Mathematics
Jennifer Jeter	08/16/07	Business, Computer Science, & Mathematics
Pamela Karns	02/01/00	Allied Health & Public Service
Kathi Kibler	08/19/99	Communications, Humanities, & Social Science
Mikeal Kos	08/20/09	Allied Health & Public Service
Jason McFarland	08/18/14	Applied Technologies
Erin McGuire	08/19/15	Allied Health & Public Service
Robert McKenzie	08/17/16	Life and Physical Science
Denise Orrill	08/16/07	Allied Health & Public Service
Prachi Parashar	08/15/18	Life and Physical Science
Martha Peebles	08/15/13	Allied Health & Public Service
Kemberly Pinto	08/20/09	Communications, Humanities, & Social Science
Bart Pulliam	08/16/17	Applied Technologies
Joseph Roach	08/16/07	Applied Technologies
Debra Russell	08/14/08	Allied Health & Public Service
Valarie Shaw	08/18/14	Allied Health & Public Service
Robyn Stevens	08/19/04	Communications, Humanities, & Social Science
Brennan Stover	08/16/17	Applied Technologies
Jason Stutes	08/16/07	Applied Technologies
Jason Tanner	08/16/07	Business, Computer Science, & Mathematics
Cheryl Thomas	08/17/06	Life and Physical Science
Marilyn Toliver	08/20/92	Allied Health & Public Service
Jennifer Watkins	08/14/08	Business, Computer Science, & Mathematics
Kylee Williams	01/12/16	Business, Computer Science, & Mathematics
Crystal Young	08/16/17	Allied Health & Public Service
E. Full-Time, Non-Tenured Faculty – Award of Academic Contract for FY 2023		
Name	Full-Time Start Date	Department
Katherine Burnett	01/10/22	Allied Health & Public Service
Ryan “Wade” Dover	08/11/21	Applied Technology
Hannah Henson	08/11/21	Life and Physical Science

E. Full-Time, Non-Tenured Faculty – Award of Academic Contract for FY 2023 (continued)		
Name	Full-Time Start Date	Department
Patrick Idzik	08/11/21	Communications, Humanities, & Social Science
Sumar Kane	08/11/21	Allied Health & Public Service
Todd Moe	08/12/20	Business, Computer Science, & Mathematics
Laura O'Connell	08/12/20	Life and Physical Science
Connie Robinson	08/11/21	Allied Health & Public Service
Tammy Valette	08/12/20	Allied Health & Public Service
F. Full-Time, Non-Tenured Faculty – Award of Tenure and Academic Contract for FY 2023		
Name	Full-Time Start Date	Department
Miran Byun	08/14/19	Mathematics
Leslie Harmon-McKenzie	01/14/19	Emergency Medical Services
David Ing	08/14/19	Biology
Roger Jeter	08/14/19	Computer Information Systems
Karen Kasban	08/14/19	Diagnostic Medical Sonography
Grover Mays	08/14/19	Welding
Brian Stanfield	08/14/19	Philosophy
G. Adjunct Faculty		
Name	Position	Effective Date
Shadi Frick	Applied Lessons Instructor	09/07/21
Martha Briana	Art Instructor	01/31/22
William Sieber	Art Instructor	01/31/22
Pamala Hays	Nursing Instructor	01/10/22
Julie Horecker	Nursing Instructor	01/10/22
H. Community Education/Workforce Development Instructors		
Name	Position	Effective Date
Ann Bowsher	Community Education	01/11/22
Christopher Johnston	Workforce Development	09/01/21
Diane King	Workforce Development	01/12/22
Debra Mevert	Workforce Development	01/29/22
Halal Smith	Community Education	01/17/22
I. Volunteers		
Name	Position	Effective Date
Steven Douglas	Literacy Volunteer	01/25/22
Tamara Samples	Literacy Volunteer	01/18/22

OLD BUSINESS ITEM 9.A

Board Policy Revisions for Final Action



JOHN A. LOGAN COLLEGE
OLD BUSINESS

9.A Board Policy Revisions for Final Action

1. **REASON FOR CONSIDERATION**

Revisions to Board Policy were presented for first reading to the Board of Trustees and made available to College employees for input. A professional position defined in Board Policy 5220 was updated from Academic Professionals to **Non-Teaching Professionals**. There were no other comments or updates to the proposed revisions.

2. **BACKGROUND INFORMATION**

Policy revisions presented on February 22, 2022, are ready for final action:

- 3512 – Discrimination/Equal Opportunity Grievance/Complaint for JALC Students
- 4120 – Organization of the College
- 5110 – General Hiring Policy
- 5112 – Tenure Definitions
- 5120 – Employment During Sabbatical Leave
- 5130 – Holidays
- 5210 – Hiring Policy for NTP Staff
- 5220 – Non-Teaching Professional Staff Position Guidelines
- 5220D – Vice-Presidents
- 5274 – Sabbatical Leave
- 8151 – Satisfactory Academic Progress, Probation, and Suspension
- 8231 – Grading System
- 8314 – Withdrawal from Class
- 8316 – Student Grievances/Complaints

3. **RECOMMENDATION**

That the Board of Trustees approve the revisions to the Board Policies as presented by the Board Policy Committee.

Staff Contact: President Kirk Overstreet

Summary of Proposed Revisions to Board Policy *presented to the Board of Trustees*

February 22, 2022 (First Reading)

March 22, 2022 (Final Action)

Policy #	Policy Title	Comments
3512	Discrimination/Equal Opportunity Grievance/Complaints for JALC Students	Policy to be deleted - details will be moved to Admin. Procedure.
4120	Organization of the College	Updated language to reflect the current organizational structure.
5110	General Hiring Policy	Update item #3 to reflect current practice.
5112	Tenure Definitions	Update to a general statement referencing 110 ILCS and remove outdated language.
5120	Employment During Sabbatical Leave	Policy to be deleted.
5130	Holidays	Update policy to recognize Juneteenth holiday in the same fashion as other holidays.
5210	Hiring Policy for NTP Staff	Update title to Executive Administrators along with additional changes.
5220	Non-Teaching Professional Staff Position Guidelines	Update language to reflect organizational structure for professional employees.
5220D	Vice-Presidents	Policy to be deleted. Language will be merged to BP 5210.
5274	Sabbatical Leave	Policy to be deleted.
8151	Satisfactory Academic Progress, Probation, & Suspension	Retain general statement and assign details to Admin. Procedure.
8231	Grading System	Update term definition.
8314	Withdrawal from Class	Policy to be deleted.
8316	Student Grievances/Complaints	Update to a general statement and assign details to Admin. Procedure.

***Discrimination/Equal Opportunity Grievance/Complaint
Policy for John A. Logan College Students***

3512

STATEMENT

As stated in Board Policy 3510, John A. Logan College is committed to equal access and equal opportunity for all students.

The College has established grievance/complaint procedures for the prompt and equitable resolution of student grievances/complaints. Students who believe that they have been a subject of discriminatory conduct by the College or one of its employees are encouraged to use the grievance/complaint procedure established below. These procedures also apply to Title IX (gender equity), Title VI (minorities), and Section 504 (disabilities) grievances/complaints. A student who believes he or she has been discriminated against because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability unrelated to the essential job functions, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics is also entitled to file a with one or more of the following:

Human Rights Commission	IL Depart. of Human Rights	EEOC Chicago District Office
William Stratton Bldg., Suite 802	222 S. College, Room 101-A	500 W. Madison St., Suite 2000
Springfield, Illinois 62706	Springfield, IL 62704	Chicago, Illinois 60661
Tel: (217) 785 - 4350	Tel: (217) 785-5100	Tel: (800) 669-4000
TDD: (217) 557 - 1500	TTY: (866) 740-3953	Fax: (312) 869-8220
Fax: (217) 524 - 4877	Fax: (217) 785-5106	TTY: (312) 869-8001

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Tel: (312) 730-1560
Fax: (312) 730-1576

GRIEVANCE/COMPLAINT PROCEDURE REGARDING STUDENT BEHAVIOR

Any student who believes that he or she has been a victim of illegal discrimination or sexual harassment by a student should contact the **Provost**. She or he will weigh the allegation in terms of the nature of the grievance/complaint and standards set forth in Rights and Responsibilities: A Student Code of Conduct and shall attempt to settle the matter.

If attempts to settle the matter informally are unsuccessful, the **Provost** will initiate hearing procedures as described in Article II, Section 5.C.5, of Rights and Responsibilities: A Student Code of Conduct.

GRIEVANCE/COMPLAINT PROCEDURE REGARDING EMPLOYEE BEHAVIOR

Any student who believes that she or he has been a victim of illegal discrimination or sexual harassment by an employee is encouraged to report such conduct directly to the **Provost**. The **Provost** will confer with the student in reference to any additional and appropriate steps that need to be accomplished in order to alleviate any alleged conduct and to take appropriate disciplinary action.

The following grievance/complaint procedure is designed to provide a student with a prompt and equitable resolution of a grievance/complaint involving discrimination or sexual harassment. This grievance/complaint procedure shall be available to any applicant, as well as any full-time or part-time student who believes that he or she has been a subject of prohibitive discriminatory or harassing conduct by an employee of the College.

Informal Grievance/Complaint against an Employee

Prior to filing a formal written grievance/complaint, students who believe that they have been the victim of discriminatory or harassing conduct by a College employee should when feasible, first seek to clarify or resolve the matter informally with the John A. Logan College employee. If the student does not wish to meet with the John A. Logan College employee, he or she shall have the option to meet with the employee's immediate supervisor. At this time, all efforts will be made by the student, faculty, or staff member and the immediate supervisor to resolve the issue.

Should the student grievance/complaint not be resolved through the informal grievance/complaint procedures specified above, the student may then file a formal grievance/complaint in accordance with the procedures established below.

Formal Grievance/Complaint

1. If the informal process has not resolved the issue, the aggrieved student may, within ten (10) calendar days after the conclusion of the informal process, file a Formal Student Grievance/Complaint Form with the **Provost/Vice-President** to whom the John A. Logan College employee cited in the grievance/complaint reports.
2. The formal grievance/complaint shall be in writing and must include the following:
 - a. name, address, student identification number, and telephone number of the aggrieved student;
 - b. name and employment position held by the John A. Logan College employee the grievance/complaint is filed against;
 - c. date(s) of the alleged incident(s) involving the College employee;
 - d. a brief written description of the alleged improper conduct, along with any supporting documents or statements;
 - e. names of persons who are witnesses to the conduct, or names of persons who have evidence to support the student's grievance/complaint; and

- f. remedy sought;
- g. date submitted; and
- h. complainant's signature.

3. The **Provost/Vice-President** shall, upon receipt of the grievance/complaint:

- a. Provide a copy of the formal grievance/complaint to the John A. Logan College employee who is mentioned in the grievance/complaint, and direct him or her to file a written response to the same within ten (10) calendar days. Upon receipt of a response to the grievance/complaint, the **Provost/Vice-President** shall provide a copy of the same to the student.
- b. Conduct an impartial investigation of the grievance/complaint.
- c. Convene an impartial committee appointed by the appropriate vice-president for the purpose of considering the student grievance/complaint.
- d. Establish a date for the Grievance/Complaint Committee to hear the evidence on the grievance/complaint.

4. The chairperson of the College's Grievance/Complaint Committee shall act as the hearing officer on the formal grievance/complaint.

5. The following hearing procedures will normally be used:

- a. In order for the College to comply with Title IX standards, the College will use a preponderance of evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred) when resolving grievances/complaints.
- b. The hearing shall be closed to the public or general student body.
- c. The student and the John A. Logan College employee shall both be allowed to be present throughout the taking of evidence and shall be entitled to have an advisor or representative present throughout the same.
- d. The hearing officer and the Grievance/Complaint Committee shall accept all relevant evidence, including testimony and/or documents, presented first by the student and then by the John A. Logan College employee.
- e. Formal rules of evidence shall not be used.
- f. Witnesses by either party shall be excluded from the hearing except when called to present evidence.
- g. The hearing officer may have the College's attorney present throughout the hearing.
- h. Conduct disruption to the hearing process will not be tolerated. The hearing officer may terminate or recess any hearing that becomes disruptive to the process.

The hearing officer and the Grievance/Complaint Committee, after receipt of all relevant evidence, shall close the hearing, and render a recommendation in writing to the appropriate vice-president/provost within five (5) calendar days. The recommendation shall include the reason(s) for the committee's recommendation and any corrective action to be implemented.

***Discrimination/Equal Opportunity Grievance/Complaint
Policy for John A. Logan College Students***

3512

6. The **Provost/Vice-President** will render a decision in writing to the student and to the John A. Logan College employee within five (5) calendar days after receiving the recommendation from the John A. Logan College Grievance/Complaint Committee.
7. Either the student or the John A. Logan College employee shall have the right to appeal any decision to the President of the College, in writing, within ten (10) calendar days of the receipt of the decision.
8. The President's decision shall be final and binding and shall be based upon the record from the previous decision appealed, and not based upon the taking of additional evidence, unless he or she determines that additional evidence is necessary. Unless otherwise agreed upon, or unless the president determines additional evidence is necessary, he/she shall render a decision, in writing, to the parties within thirty (30) calendar days of the receipt of the appeal.
9. No student shall be adversely affected by filing a grievance/complaint. Any student who feels he or she has experienced retribution resulting from a grievance/complaint should contact the **Provost**.

ADOPTED: APRIL 9, 1990

AMENDED: OCTOBER 8, 1990; NOVEMBER 14, 1995; JUNE 23, 1998; AUGUST 31, 1999; APRIL 25, 2000;
AUGUST 23, 2011; NOVEMBER 26, 2013; MAY 27, 2014; NOVEMBER 22, 2016;
FEBRUARY 28, 2017; **OCTOBER 1, 2021 (TITLES)**

REVIEWED: SEPTEMBER 21, 2016; FEBRUARY 17, 2017

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3510; 8310; 8312; 8316
ADMINISTRATIVE PROCEDURE 807

Organization of the College

4120

John A. Logan College has a clearly defined organizational structure consisting of the President and Executive Administrators who sit on the President's Executive Council. The President is the Chief Executive Officer directly responsible to the Board of Trustees and serves as the College's chief representative in the community.

In accordance with the Illinois Public Community College Act and Board Policy 4110, the President executes directly or by delegation all executive and administrative duties necessary for the efficient operation of the College. Each position necessary to implement the mission and policies of the Board is described in an approved job description on file in the College's Office of Human Resources.

The College's organizational chart presents a detailed outline of reporting structures beginning with the Board of Trustees and President and continuing through all the divisions of the College. The most current version of the organizational chart shall be maintained in the College's Administrative Procedures Manual on the College's website.

ADOPTED: APRIL 1, 1980
AMENDED: JANUARY 8, 1982; MARCH 11, 1985; JANUARY 27, 2004; NOVEMBER 24, 2015; APRIL 27, 2021; MARCH 22, 2022 (**TENTATIVE**)
REVIEWED: OCTOBER 12, 2015; MARCH 11, 2021; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 401, ORGANIZATIONAL CHART
(**ADMIN. PROCEDURES 402-404 MOVED FROM ADMIN. PROCEDURE TO SPECIFIC JOB DESCRIPTIONS MAINTAINED IN THE OFFICE OF HUMAN RESOURCES.**)

General Hiring**5110**

The provisions of this policy will prevail for all employees except where a difference is noted in the hiring policy for a specific category of employees.

1. All full-time and part-time positions and salaries at the College may be established by the President within the approved budget and ratified by the Board of Trustees.
2. After a position has been created, the Office of Human Resources will be responsible for conducting a search.
3. **The President may offer employment to candidates for full-time and part-time positions contingent upon ratification by the Board of Trustees. The President will recommend the employment for ratification at the next regular meeting.**
4. The Board of Trustees will take action upon the President's recommendation.
5. John A. Logan College is an Equal Opportunity/Affirmative Action institution in its hiring and promotion policies and procedures. Job announcements will comply with the College Equal Opportunity Requirements.
6. The State Universities Retirement System law has been amended effective August 1, 2013, requiring mandatory contribution for employers that employ "affected annuitants." John A. Logan College's policy is to be fiscally responsible in hiring "affected annuitants." The Board of Trustees delegates the responsibility for establishing guidelines and procedures consistent with the law (40 ILCS 5/15-139.5) for enforcing this policy.
7. If a need arises to meet staffing needs, the President is authorized to hire personnel on an interim basis by hiring or reassigning staff at the prevailing rate of pay. The President will bring such action to the Board for approval at the next regular Board meeting. Such interim positions shall only be valid for a period of one year or less. Interim positions will be posted through the regular hiring process before becoming permanent.
8. The President may employ substitutes needed to replace professional staff on a temporary basis at the prevailing rate of pay.
9. The President may employ needed staff for short-term training programs requested by local businesses and industry. This includes employment for short-term courses, workshops, and seminars. Short-term is defined as less than one academic semester. Compensation and workload will be established prior to the approval of the contract to provide this service.

10. Members of the same family or household are eligible for employment at John A. Logan College. Neither individual Board members nor employees of John A. Logan College shall participate in the selection, hiring, supervision, or performance review of any person who is a member of the employee's family or household and who is an applicant for employment with, or employed by, the College.

For the purpose of this policy, "family" is defined to mean the husband, wife, child or child's spouse, parent or parent's spouse, brother or brother's spouse, sister or sister's spouse, domestic partner, and individuals in the same household. "Family" also includes an employee or board member's spouse's child, parent, brother, or sister.

This policy shall not be retroactive to affect any existing employees as of the effective date of this policy *or* to individuals employed prior to a nepotism conflict arising under this policy.

11. Any person (employee or board member) who participates in an employee selection process must disclose any personal or professional relationship (if known) he or she has (or had) with any candidate. Employees shall give such notification to the Office of Human Resources. Vice-Presidents must report personal or professional relationships (if known) with a candidate to the President. The President must report personal or professional relationship (if known) with a candidate to the chairman of the Board of Trustees. When a candidate is presented for consideration to the Board of Trustees, trustees must disclose any personal or professional relationship (if known) with the candidate to the other members of the Board of Trustees.

ADOPTED: APRIL 2, 1974

AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 17, 1986; NOVEMBER 11, 1991; AUGUST 22, 2006; APRIL 30, 2009; NOVEMBER 26, 2013; AUGUST 28, 2018; SEPTEMBER 24, 2019; APRIL 27, 2021; OCTOBER 26, 2021; **MARCH 22, 2022 (TENTATIVE)**

REVIEWED: JULY 18, 2018; AUGUST 2, 2019; MARCH 11, 2021; SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**

LEGAL REF.: 110 ILCS 805/3-42

CROSS REF.: BOARD POLICY 3510; 5113

Tenure Definitions

5112

John A. Logan College recognizes the tenure definitions outlined in the Illinois Public Community College Act, 110 ILCS 805, Paragraphs 103B-1 through 103B-6.

ADOPTED: AUGUST 5, 1980
AMENDED: NOVEMBER 20, 2001, MARCH 22, 2016; SEPTEMBER 30, 2016 (TITLES); **MARCH 22, 2022 (TENTATIVE)**
REVIEWED: NOVEMBER 10, 2015; **FEBRUARY 10, 2022**
LEGAL REF.: 110 ILCS 805; PARAGRAPHS 103B-1 – 103B-6
CROSS REF.: ADMINISTRATIVE PROCEDURE 504

Employment During Sabbatical Leave

5120

No employee of John A. Logan College shall be allowed to work part-time for the College while on sabbatical leave.

ADOPTED: MARCH 1, 1977
AMENDED: **POLICY DELETED MARCH 22, 2022 (TENTATIVE)**
REVIEWED: **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICY 5274

Holidays**5130**

The established holidays of the College are:

New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Juneteenth National Freedom Day (June 19)
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

When the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When the holiday falls on a Sunday, the following Monday shall be observed as a holiday.

ADOPTED: JUNE 4, 1968
AMENDED: MARCH 11, 1985; FEBRUARY 11, 1992; JULY 26, 2005; OCTOBER 26, 2021; **MARCH 22, 2022**
REVIEWED: SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: **5 ILCS 140 / 63**

Hiring Policy for Executive Administrators

5210

The organizational structure of John A. Logan College will be in accordance with Board Policy 4120, Organization of the College.

Executive Administrator positions, including but not limited to Vice-President(s) and the Provost, shall be hired according to the General Hiring Policy.

The only exception to this policy is:

The President will be responsible for conducting the search and recommending his/her candidate(s) to the Board for approval. The Board, at its discretion, may elect to interview the candidate(s) prior to their approval.

MINIMUM REQUIREMENTS

An earned doctorate is required, plus five years of full-time work experience in a major administrative position. An appropriate terminal degree may be substituted for a doctorate at the vice-president level. All requirements will be defined in the job descriptions provided and maintained in the Office of Human Resources.

SALARY

Compensation for **Executive Administrators** will be determined by the President and the Board of Trustees.

ADOPTED: APRIL 2, 1974
AMENDED: APRIL 1, 1980; MARCH 11, 1985; **MARCH 22, 2022 (MERGED LANGUAGE FROM 5220D, VICE-PRESIDENTS)**
REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2021; **FEBRUARY 10, 2022**
LEGAL REF: 110 ILCS 805/3-42 (1992)
CROSS REF: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 501

Professional Staff Position Guidelines

5220

Professional positions are defined in the following categories: Senior Administrators, Administrators, Managers, and Non-Teaching Professionals and require at least a bachelor's degree or the equivalent in work experience or training for unique and high-demand occupational fields.

A full-time position shall be defined as one that is created for 30 or more hours per week, and the employee will be regularly employed for a continuous period of nine (9) or more months per year.

A part-time position shall be defined as one that is created for less than 30 hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Employees will be considered to be employed on a probationary basis during the first three (3) consecutive months of service. After three (3) consecutive months of employment, they will be considered to be regular employees unless the probationary period is extended.

CRITERIA FOR CREATING A POSITION

The basic principles behind the formulation of these criteria are to determine what the College can afford to pay to have particular tasks accomplished and to provide equity among the various positions within the College based upon the contribution made by that position.

Each position shall be classified according to its responsibilities, duties, and required qualifications. All job titles shall correspond with a classification on the salary schedule. A salary schedule for professional employees shall be established by the Board of Trustees.

The basic minimum qualifications needed to perform the functions should be established when the position is created. **The College expects all candidates who are hired for professional positions to have credentials that exhibit their ability to perform the duties required.**

The level at which a position is started is determined by well-defined, written duties, as well as essential job functions **and credentials.**

After assigning a position to a level, factors that should be considered in determining the individual's salary are outlined in Board Policy 5220A – Professional Staff Compensation. The assignment of positions to a classification **level** in Administrative Procedure 522 – Non-Teaching Professional Salary Schedule must be approved by the appropriate Vice-President, **Provost**, and the President.

PROMOTIONS

The College is committed to the concept of advancing its employees in a fair and equitable manner. A promotion from one position to another shall be based on education, past work performance, references, and the results of a job interview. In addition, supervisors are charged with the responsibility of properly evaluating the candidates in an effort to hire qualified employees who provide the best match for the job. If candidates are rated evenly, seniority at the College may be used in the decision-making process.

RECLASSIFICATIONS

Under some circumstances, positions may be reclassified or upgraded to meet the changing needs of the College. Positions may be considered for reclassification if employees are asked to assume substantial additional duties and responsibilities on a permanent basis, including supervision and evaluation of personnel. Proposals for reclassification must be justified, well documented, and submitted through the proper channels for approval.

TEMPORARY STATUS CHANGES

College employees may be temporarily transferred to another position or promoted to a higher grade to maintain essential services considered to be in the best interests of the College. Temporary appointments shall be made for a period of time not to exceed one calendar year. Recommendations to fill a temporary vacancy must be made through the proper channels. Employees temporarily assigned to a higher-level position will be compensated in accordance with Board Policy 5220A. Employees asked to temporarily fill a position of a lower grade will maintain their current salary.

LATERAL POSITIONS

Supervisors may assign employees to lateral positions within the departments to meet the needs of a particular section or office or to accommodate requests from individual employees. Employees making lateral moves will not be eligible for additional compensation. Those seeking a lateral move in another department must follow the normal college hiring procedures. Recommendations for lateral moves must be submitted through the proper channels.

ADOPTED: MARCH 8, 1976
AMENDED: JUNE 8, 1982; SEPTEMBER 14, 1987; MARCH 13, 1989; OCTOBER 19, 1993; JANUARY 24, 1995;
OCTOBER 21, 2008; OCTOBER 25, 2011; FEBRUARY 28, 2012; **MARCH 22, 2022 (TENTATIVE)**
REVIEWED: **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICIES 5110, 5220A, 5220B, 5224
ADMINISTRATIVE PROCEDURES 507, 522, 522A, 602

Vice-Presidents***5220D***

The organizational structure of John A. Logan College will be in accordance with Board Policy 4120, Organization of the College.

MINIMUM REQUIREMENTS

An earned doctorate is required, plus five years of full-time work experience in a major administrative position. An appropriate master's degree may be substituted for the doctorate for the vice-president for business services.

SALARY

Compensation for vice-presidents and the provost will be determined by the President and the Board of Trustees.

ADOPTED: JUNE 25, 2002
AMENDED: MAY 27, 2008; MAY 27, 2014; JULY 18, 2016; APRIL 27, 2021; **MARCH 22, 2022**
(LANGUAGE MERGED INTO BP 5210, AND POLICY DELETED)
REVIEWED: MARCH 11, 2021; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICY 4120, ORGANIZATION OF THE COLLEGE

Sabbatical Leave**5274**

A sabbatical leave for study and research may be granted by the Board of Trustees upon the recommendation of the President. Sabbatical leave shall be granted in recognition of significant service to the College after a professional staff employee has completed seven (7) years continuous service at the College.

The sabbatical leave may be granted for six (6) months at full salary or for twelve (12) months at half salary.

In addition, a professional staff employee may apply for a mini-sabbatical after three (3) years of continuous service at the College. A mini-sabbatical is a short leave for study or research lasting less than one (1) semester. Upon recommendation of the president, a mini-sabbatical may be granted by the Board of Trustees. A mini-sabbatical will not be granted more than once every two (2) years.

A mini-sabbatical may not be granted to a person who has received a full sabbatical until two years have lapsed since the return time from the full sabbatical.

ADOPTED: AUGUST 5, 1968
AMENDED: APRIL 1, 1980; MARCH 11, 1985; **POLICY DELETED MARCH 22, 2022 (TENTATIVE)**
REVIEWED: **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICY 5120

***Satisfactory Academic Progress,
Probation and Suspension***

8151

The College shall establish Administrative Procedures defining Satisfactory Academic Progress and the conditions under which academic or financial aid sanctions may be applied. These procedures shall comply with any requirements imposed by accreditation bodies and/or federal or state statutes, rules, or regulations. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

ADOPTED: MARCH 12, 1984

AMENDED: SEPTEMBER 24, 1996; MAY 26, 2009; NOVEMBER 24, 2009; MAY 27, 2014 SEPTEMBER 30, 2016;
JANUARY 24, 2017; **MARCH 22, 2022 (TENTATIVE)**

REVIEWED: NOVEMBER 7, 2016; **FEBRUARY 10, 2022**

LEGAL REF.:

CROSS REF.:

Grading System**8231**

The academic year is divided into two semesters. The College also has a shortened summer term **and intersession terms**. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog*. For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term), a student must have permission from the **Assistant Provost for Student Services**.

GRADING SYSTEM

A	Excellent.....	4 grade points
B	Good.....	3 grade points
C	Average.....	2 grade points
D	Poor.....	1 grade point
F	Failing.....	0 grade points

INC	Incomplete. It may be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding the summer semester.
W	Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.
AU	Audit. No credit.
R	Denotes repeat course.
P	Pass (credit but no grade points).
CR	Denotes credit earned but no grade points awarded.

COURSE REPEAT POLICY

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

ADOPTED: MAY 22, 2012

AMENDED: MAY 27, 2014; SEPTEMBER 30, 2016; FEBRUARY 28, 2017; SEPTEMBER 26, 2017; AUGUST 28, 2018
MARCH 22, 2022 (TENTATIVE)

REVIEWED: FEBRUARY 17, 2017; JULY 24, 2017; JULY 18, 2018; **FEBRUARY 10, 2022**

LEGAL REF.:

Withdrawal from Class

8314

Procedures for withdrawing from classes are set forth in the College Catalog and outlined in Administrative Procedure.

Policy Deleted

ADOPTED: MAY 22, 2012
AMENDED: MARCH 22, 2016; JANUARY 11, 2017; **POLICY DELETED MARCH 22, 2022 (*Tentative*)**
REVIEWED: JANUARY 29, 2016; **FEBRUARY 10, 2022**
LEGAL REF.:
CROSS REF.: ADMINISTRATIVE PROCEDURE 821

Student Complaints**8316**

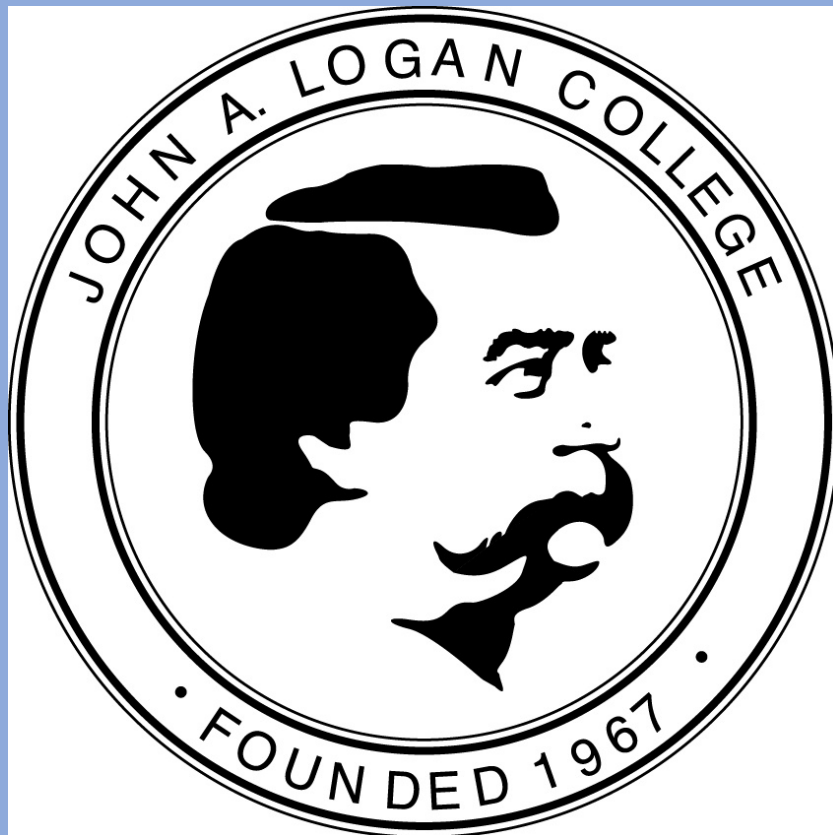
The College shall establish Administrative Procedures for the fast and fair resolution of student complaints, including academic complaints, non-academic complaints, and complaints containing allegations of sexual harassment, sexual violence, dating violence, stalking, or other Title IX-related actions. These procedures shall be published in the *College Catalog* and the *Student Guidebook*.

The final step of the established Administrative Procedures shall provide for an appeal of a complaint decision to the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a complaint decision reached through an established complaint procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.

ADOPTED: NOVEMBER 22, 2016
 AMENDED: FEBRUARY 28, 2017; **MARCH 22, 2022 (TENTATIVE)**
 REVIEWED: SEPTEMBER 21, 2016; FEBRUARY 17, 2017; **FEBRUARY 10, 2022**
 LEGAL REF.:
 CROSS REF.: BOARD POLICIES 3372, 3510, 3512, 8312, 8317
 ADMINISTRATIVE PROCEDURES 832, 807
RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT

NEW BUSINESS ITEM 10.A

Board Policy Revisions for First Reading



**JOHN A. LOGAN COLLEGE
NEW BUSINESS**

10.A Board Policy Revisions for First Reading

1. REASON FOR CONSIDERATION

The Board Policy Committee reviewed revisions to Board Policies on March 7, 2022, as presented by the administration. Revisions are presented for first reading to the Board of Trustees and will also be made available to College employees for input.

2. BACKGROUND INFORMATION

Revisions to the following policies were reviewed by the Board Policy Committee:

3350 – Official Publications
8310 – Student Rights & Responsibilities Handbook
8313 – Academic Honor Code
8315 – Student Disciplinary Action

3. RECOMMENDATION

No Action necessary. Revisions will be presented to the Board for final action in April.

Staff Contact: President Kirk Overstreet

Summary of Proposed Revisions to Board Policy *presented to the Board of Trustees*

March 22, 2022 (First Reading)

April 26, 2022 (Final Action)

Policy #	Policy Title	Comments
3350	Official Publications	Propose updating title to <i>Student Guidebook</i> .
8310	Student Rights & Responsibilities Handbook	Propose updating title to <i>Student Guidebook</i> .
8313	Academic Honor Code	Update to a general statement and move offenses to Admin. Procedure, <i>College Catalog</i> , and <i>Student Guidebook</i> .
8315	Student Disciplinary Action	Update and move penalties and sanctions to Admin. Procedure, <i>College Catalog</i> , and <i>Student Guidebook</i> .

Official Publications**3350**

The ***Student Guidebook*** ~~student handbook~~ ~~Rights and Responsibilities: A Student Code of Conduct~~ and the *College Catalog* are recognized as official publications of John A. Logan College. When approved by the officers of the College, other publications, flyers, and brochures may be used for specific purposes.

ADOPTED: SEPTEMBER 3, 1974
AMENDED: NOVEMBER 17, 1986; **JANUARY 26, 2016**
REVIEWED: NOVEMBER 10, 2015; **MARCH 7, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICY 8310

Student Guidebook

Student Rights and Responsibilities Handbook

8310

The student policies of the John A. Logan College Board of Trustees' ~~policy on student rights and responsibilities is embodied~~ **are published** in the latest edition of the Student Guidebook. ~~Rights & Responsibilities: A Student Code of Conduct~~. Each edition of the Student Guidebook ~~Rights & Responsibilities: A Student Code of Conduct~~ is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must **comply** ~~be in compliance~~ with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures.

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 9, 1992; SEPTEMBER 24, 1996; SEPTEMBER 22, 2009; **JUNE 24, 2014**
REVIEWED: **MARCH 7, 2022**
LEGAL REF.:
CROSS REF.: BOARD POLICIES 3350, 3372, 8315, 8560; ADMINISTRATIVE PROCEDURE 832

Academic Honor Code***8313***

John A. Logan College is committed to the academic, ethical, and social development of our students. We strive to uphold the College's core values of service, responsibility, integrity, respect, and compassion.

The College shall establish Administrative Procedures defining and instituting sanctions for acts of academic dishonesty to express the College's commitment to high academic and ethical standards. These procedures shall be published in the College Catalog and the Student Guidebook.

Recommend moving the information shaded below into Admin. Procedure:

In addition, we strive to foster a learning environment that is both challenging and supportive of all our students. In an effort to accomplish this task, we hereby establish this Honor Code.

I. OFFENSES UNDER THE ACADEMIC HONOR CODE:

ACADEMIC DISHONESTY: It is the responsibility of every student enrolled at John A. Logan College to avoid all forms of academic dishonesty including, but not limited to, the following:

1. **PLAGIARISM:** The intentional or unintentional use of another source of written words or ideas as one's own. Please see Appendix C for definitions of intentional and unintentional plagiarism.
2. **CHEATING:** Any act or attempt to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has done so.
3. **FALSIFICATION, FABRICATION or MISREPRESENTATION:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.
4. **COPYRIGHT INFRINGEMENT:** The unauthorized use of copyrighted work. Such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. For more information, please see Board Policy 3361 – Copyright Policy.
5. **LYING:** Intentionally making false or misleading statements in verbal, written, visual, electronic, or other forms.
6. **COMPLICITY IN or AID OF ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to *assist* another person in activities such as: allowing other students to copy from one's works, assisting in cheating, sharing test questions/answers, taking an examination for another student, selling/offering course materials such as term papers, essays, projects, etc., and any other act that would assist another student in engaging in academic dishonesty.
7. **SUBMISSION OF PAPER OR ACADEMIC WORK PURCHASED OR OBTAINED FROM AN OUTSIDE SOURCE:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source. An outside source includes (but is not limited to) a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submits it.
8. **BRIBERY:** Providing or offering favor or reward, in exchange for a grade, credit, or other item of academic value.
9. **HARRASSMENT:** To create an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal, electronic, or physical conduct.
10. **THREATS:** to express the intention to inflict evil, injury, or damage to someone or something.
11. Any other behavior which disrupts the educational process within the classroom.

II. RESOLUTION

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the *Notification of Academic Dishonesty* form. The instructor shall determine the appropriate sanction(s) for the particular offense.

The following three sanctions, alone or in combination, may be imposed by the instructor for offenses or violations of the Academic Honor Code:

1. Reprimand/Warning
2. Rewriting/Redoing the assignment
3. Failing Grade. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

More serious sanctions may be recommended by the instructor; these include:

4. Probation
5. Suspension from online, hybrid or face-to-face classes
6. Suspension from the College
7. Expulsion

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions (items 1 – 3), the matter shall be resolved and documentation of the incident will be forwarded to the Dean of Student Services for record keeping.

If the student chooses to appeal the instructor's determination, the student should meet with the instructor's department chair to discuss the matter. If the student disagrees with the decision of the department chair, he/she can appeal the matter according to *Article V – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions*.

If one or more of sanctions 4 – 7 is recommended by the instructor, the student should refer to *Rights and Responsibilities: A Student Code of Conduct - Regulations Concerning Student Behavior, Penalties & Sanctions*.

ADOPTED: JANUARY 24, 2012

AMENDED: **JANUARY 11, 2017**

REVIEWED: JANUARY 11, 2017; **MARCH 7, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICY 8310; RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT

Student Disciplinary Action**8315**

The College shall establish Administrative Procedures providing fair, consistent, and proportionate disciplinary proceedings for violations of College rules and policies published in the Board Policy Manual, Administrative Procedures, Student Guidebook, College Catalog, specific program handbooks, campus signage, or in course syllabi. These offenses and procedures for disciplinary proceedings shall be published in the College Catalog and the Student Guidebook.

AUTHORITY OF THE PROVOST TO IMPOSE PENALTIES AND SANCTIONS

Formal disciplinary action shall be instituted against a student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by, or in the name of, John A. Logan College only as stipulated by this code.

1. Temporary Suspensions from Classes. The **Provost** may temporarily suspend a student from a class for a period not to exceed three (3) consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in the Student Guidebook. Rights and Responsibilities: A Student Code of Conduct. Such temporary suspensions may be a prelude to the imposition of formal penalties or sanctions as indicated below. The **Provost** may take this action with or without the opportunity for the student to make up missed class work and assignments.
2. Formal Penalties and Sanctions. The **Provost** may impose the following penalties and sanctions: expulsion, suspension, probation, or reprimand as outlined in Administrative Procedure. ~~“Penalties and Sanctions” section of this policy.~~

PRESIDENT’S AUTHORITY TO IMPOSE INTERIM SUSPENSION FROM THE COLLEGE

If the presence of any person is an immediate and serious threat to the persons or property lawfully on John A. Logan College campus, the President of John A. Logan College or his designees may impose an interim suspension from the College against any person in cases in which there is reasonable cause to believe that such person has created an act that is in violation of the code of student conduct contained in the Student Guidebook Rights and Responsibilities: A Student Code of Conduct. A person placed on interim suspension shall be given a prompt notice of charges and a hearing before the Disciplinary Hearing Committee within ten (10) calendar days after the imposition of the interim suspension. During the period of the interim suspension, the person shall not, without prior written permission of the President or his/her designated representative, enter or remain upon the campus of John A. Logan College other than to attend his or her hearing. Violation of any condition of the interim suspension shall be grounds for dismissal from John A. Logan College.

APPEALS

Students and student organizations have the right to appeal decisions in all disciplinary cases. Processes for student appeals are outlined in Administrative Procedure 832.

The final step of the established Administrative Procedures shall provide for an appeal of a disciplinary decision to the Board of Trustees. The Board of Trustees shall never be obligated to act upon an appeal petition. If the Board of Trustees does not initiate action upon an appeal of a disciplinary decision reached through an established disciplinary procedure at the next regular meeting after a written statement of appeal is delivered to the Chair of the Board of Trustees (or the subsequent meeting, if the statement of appeal is delivered within 72 hours of the next regular meeting), the appealed decision shall be considered final.

Propose removing the shaded language below from policy and into Administrative Procedure, College Catalog, and Student Guidebook.

The primary responsibility for the administration and supervision of student conduct at John A. Logan College has been designated to the office of the vice-president for instructional services. This office will establish such procedures as may be necessary to fulfill and enforce regulations concerning student behavior.

Offenses or violations which may result in expulsion, suspension, probation or reprimand are listed in the current publication of *Rights and Responsibilities: A Student Code of Conduct*. Any observed violation of this code of conduct should be reported to the vice-president for student affairs and community education.

PENALTIES AND SANCTIONS

A. Penalties and Sanctions that Require Automatic Hearings

1. Expulsion. This sanction is one of involuntary separation of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned the grades which would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty, which carry a failing grade as part of the disciplinary action. Students dismissed under this code can be reinstated only upon the favorable action on a petition for reinstatement by the president or his or her designee. The president of John A. Logan College and/or his or her designee shall establish the necessary administrative procedures to affect this.
2. Suspension. This sanction is one of involuntary separation of the student from John A. Logan College for a definite period of time, after which the student is eligible to return. Students suspended shall be assigned the grades which would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty which carry a failing grade as a part of the disciplinary action. The Disciplinary Hearing Committee may establish additional requirements in individual cases, and these requirements must be fulfilled to the committee's satisfaction or its designee prior to reinstatement.

B. Penalties and Sanctions That Do Not Require Automatic Hearings, but Which May be Appealed to the Disciplinary Hearing Committee

1. Probation. This is a sanction that precludes the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office, and it may include loss of privileges. It is invoked for a specific period of time, which shall be not less than three (3) months nor for more than one (1) calendar year. A student is liable to dismissal or suspension if involved in any act of misconduct, including violation of the terms of probation, while on this probation.
2. Reprimand. This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year. A reprimand may include the loss of such privileges as may be consistent with the offense committed. The violation of the terms of a reprimand while under a reprimand may lead to the student being placed on probation.

ADOPTED: JUNE 24, 2014

AMENDED: SEPTEMBER 30, 2016

REVIEWED: **MARCH 7, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3372, 8310; ADMINISTRATIVE PROCEDURES 361, 832