

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, March 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 Chairman Bill Kilquist.

The Chairman directed the recording secretary to call the roll.

Rebecca Borgsmiller	-- present
Brent Clark	-- present
Bill Kilquist	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- not 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.

Chairman Kilquist led the Board in the Pledge of Allegiance.

OPPORTUNITY FOR PUBLIC COMMENTS

There were no public comments.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report

Chairman Kilquist commented that he would like to move the location of the regular meetings back to the Board Room in the Administration Building.

B. Athletic Advisory Committee

No report.

C. Building, Grounds, and Safety Committee

Chairman Bill Kilquist reported on the progress of construction projects. The Bike Path is near completion, and striping will occur in April. The installation of new lighting fixtures for the corridors and gymnasium should begin next week. New classroom furniture continues to be installed throughout campus, and the Outdoor Fabric Shade project should be ready for use this summer.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that the proposed Board Policy revisions included consolidating information and updating title changes.

E. Budget and Finance Committee

No report.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the Committee discussed updates to classroom technology, using funds allocated from student technology fees to address wireless connectivity and install HDMI connections. The Committee received a report from the Office of Institutional Effectiveness regarding new surveys and data platforms. There was discussion about Logan Fitness and Community Education sharing the same software platform to help with registration and reporting procedures. The Committee suggested that training for new platforms and integrations be included during professional development days.

G. Illinois Community College Trustees Association (ICCT)

Trustee Aaron Smith encouraged members to attend the ICCTA Annual Convention in Chicago on June 10, 2022.

H. John A. Logan College Foundation

No report.

I. Student Trustee

Student Trustee Victor Frankel reported that 175 students attended SpringFest held on March 2. Other events held this month included Lunch with Leaders sponsored by Phi Theta Kappa and the Women's History Month Commemoration.

ASSOCIATION REPORTS

A. Faculty Association

No report.

B. Adjunct Faculty Association

No report.

C. Logan Operational Staff Association

No report.

EXECUTIVE ADMINISTRATORS' REPORTS

A. FY22 State Payments

Vice-President Stacy Buckingham reported that the College had received nine base operating payments, totaling \$2,295,030, and nine equalization payments totaling \$4.9 million.

B. Property Tax Payments

Additional property tax funds received from Franklin County brought the 2020 tax levy total to \$15,152,191, or 99.7 percent collected.

C. Tuition Revenue

Tuition revenue is down approximately \$400,000, or 4.6 percent, compared to the prior period.

D. FY23 Budget

The budget development process is underway for FY23. Vice-President Buckingham has conducted budget training with each budget officer. This year, Jeremy Sargent developed a new project initiation form for budget requests related to renovation and maintenance projects and furnishing requests.

E. Recruitment Activities

Provost Melanie Pecord reported that two \$500 scholarships will be awarded to students attending High School Orientation Days. Over 130 students participated in the Applied Tech Tour Day, and 110 students from eight high schools participated in the Healthcare and Public Service Showcase.

F. Alliance for Innovation and Transformation (AFIT)

President Overstreet attended the AFIT Conference in Nashville with Stephanie Hartford and Johnna Herren. Happiness in the Workplace was the conference theme, and the College will take a team back to Nashville in July for the Summer Institute. Information received at these workshops will become the core curriculum for the next Leadership Academy in the fall.

G. Strategic Long-Range Planning

The Strategic Long-Range Steering Committee, including external and internal constituents, held its first meeting on March 15. Additional information will be gathered through surveys from the campus community and shared with the Strategic Long-Range Plan Task Force to develop the new five-year plan.

H. Summer Schedule

President Overstreet sent the summer schedule to employees this month and plans to incorporate the summer and holiday schedules into Administrative Procedures in July.

I. Graduation

The Commencement ceremony will be held at The Marion Pavilion on Wednesday, May 11, at 7:00 p.m. This event will be streamed on the College's YouTube channel.

PRESIDENT'S CABINET REPORTS – No report.

RECOGNITION OF STUDENT TRUSTEE VICTOR FRANKEL

Chairman Kilquist read a resolution of appreciation for Student Trustee Victor Frankel affirming the Board's appreciation for his commitment and service as a student trustee.

INFORMATIONAL ITEMS

A. Resignations and Retirements

President Overstreet informed the Board of the retirement request approved for William Connell, assistant professor of Massage Therapy, effective August 1, 2022.

Resignations reported included Kara Starkweather, Biology Instructor; Tina Griffith, Veteran's Coordinator; Sue Zamora, Director of Purchasing and Auxiliary Services; Caitlin Reyes, Literacy Counselor; and Jessica Whitehead, Assistant Volleyball Coach.

CONSENT AGENDA

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

A. Resolution for Delta Regional Authority Funding

Adoption of a resolution for the Delta Regional Authority Project IL-54451 for expanded EMT/EMS training at John A. Logan College.

B. Postage Equipment Lease

Approval of a 60-month lease with Pitney Bowes for postage equipment at the cost of \$26,392.80, effective July 1, 2022.

C. Student Trustee Election Results

Approval of the March 2, 2022, Student Trustee Election results declaring Jeremiah Brown the winner of the election; and authorized the seating of Mr. Brown for a one-year term effective April 15, 2022.

D. Digital Media Technology AAS Program

Approval of an Associate in Applied Science degree program in Digital Media Technology, effective Fall 2023.

E. Ionization Project for Carterville Campus

Bid award for installing HVAC air-cleaning devices to the single low bidder, Heartland Mechanical, in the amount of \$135,000, funded with Higher Education Emergency Relief Funds.

F. Personnel Action Items (Attachment A)

Employment and ratification of personnel as recommended by President Overstreet.

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

Brent Clark and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda Items A – I as presented.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4257)

OLD BUSINESS

A. Board Policy Revisions for Final Action

Revisions to the following policies were presented to the Board in February for first reading and were made available to College employees for input.

- BP 3512 – Discrimination/Equal Opportunity Grievance for JALC Students (*policy deleted*)
- BP 4120 – Organization of the College
- BP 5110 – General Hiring Policy
- BP 5112 – Tenure Definitions
- BP 5120 – Employment During Sabbatical Leave (*policy deleted*)
- BP 5130 – Holidays
- BP 5210 – Hiring Policy for Executive Administrators
- BP 5220 – Professional Staff Position Guidelines
- BP 5220D – Vice-Presidents (*policy deleted*)
- BP 5274 – Sabbatical Leave (*policy deleted*)
- BP 8151 – Satisfactory Academic Progress, Probation, & Suspension
- BP 8231 – Grading System
- BP 8314 – Withdrawal from Class (*policy deleted*)
- BP 8316 – Student Complaints

Rebecca Borgsmiller and Brent Clark moved and seconded that the Board of Trustees approve the Board Policy revisions presented by the Board Policy Committee.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4258)

NEW BUSINESS

A. Board Policy Revisions for First Reading (No Action)

Revisions to Board Policies as recommended by the Board Policy Committee were presented for the first reading. Revisions will be made available to College employees for input and presented for final action in April.

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

ANNOUNCEMENTS – None.

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 #16-4259)

The meeting was duly adjourned at 6:36 p.m.

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

A handwritten signature in cursive script that reads "William J. Kilquist". The letters are fluid and connected, with a prominent loop at the end of the last name.

William J. Kilquist, Chairman

A handwritten signature in cursive script that reads "Jacob Rendleman". The signature is highly stylized, with large loops and a long horizontal tail at the end.

Jacob "Jake" Rendleman, Secretary

APPENDIX A

Recommendations by President Overstreet for the employment and ratification of personnel approved by the Board of Trustees:

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