



JOHN A. LOGAN COLLEGE

Board of Trustees

BOARD OF TRUSTEE ACTION ITEMS

The Board of Trustees approved the following items at their regular meeting on May 24, 2022:

CONSENT AGENDA (*Roll Call Vote*)

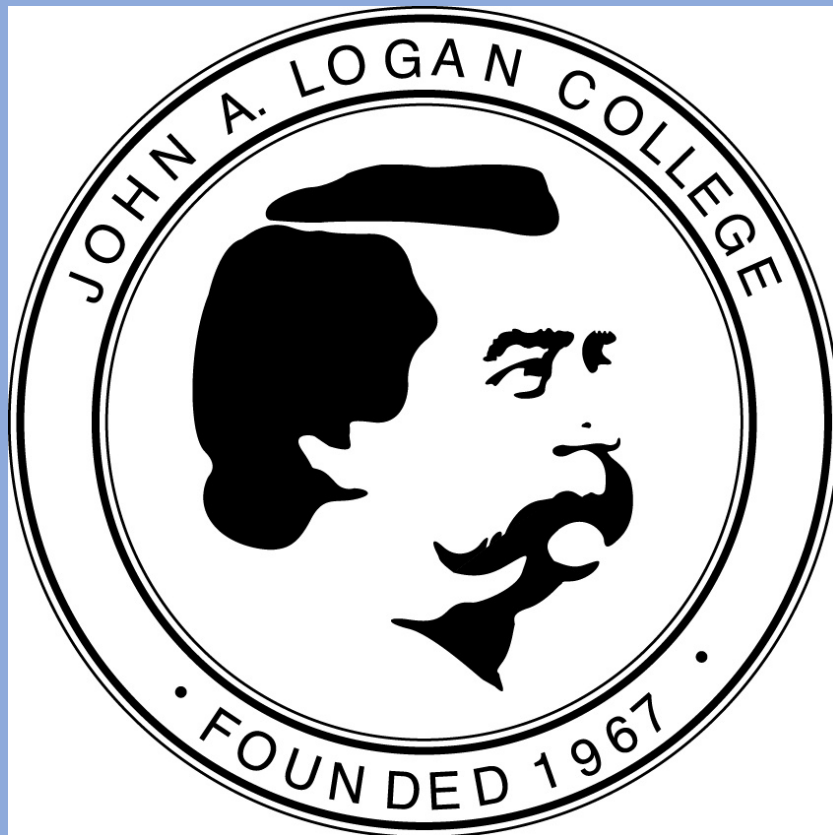
- A. 2023-2024 Academic Calendar
- B. FY 2023 Annual Salary Increase for Professional and Executive Support Staff
- C. Extension of Employment Contracts
- D. Personnel Action Items
- E. Expenditure Report for the period ending April 30, 2022
- F. Treasurer's and Financial Report for the period ending March 31, 2022
- G. Minutes of April 26, 2022, Regular Meeting
- H. Collective Bargaining Agreement with Fraternal Order of Police

NEW BUSINESS

- A. Athletic Department Housing Scholarships
- B. Tentative Budget for FY 2023
- C. Board Policy Revisions for First Reading (*No Action*)

Consent Agenda Item 8.A

2023-2024 Academic Calendar



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

8.A – 2023-2024 Academic Calendar

1. REASON FOR CONSIDERATION

Proposed 2023-2024 Academic Calendar.

2. BACKGROUND INFORMATION

The proposed 2023-2024 Academic Calendar was approved by the Curriculum & Instruction Committee on April 7, 2022, and College Council on April 27, 2022.

3. RECOMMENDATION

That the Board of Trustees approve the 2023-2024 Academic Calendar as presented.

Staff Contact: Dr. Stephanie Chaney Hartford

Academic Calendar 2023-2024

Fall Session - 2023

Date	Event
Monday & Tuesday, August 14-15	In-Service Days
Wednesday, August 16	16-Week and First 8-Week Classes Begin
Monday, September 4	Holiday (Labor Day) No Classes
Monday, September 11	12-Week Classes Begin
Thursday, October 5	Faculty & Staff Engagement Day No Classes
Monday, October 9	End of First 8-Week Classes
Tuesday, October 10	Second 8-Week Classes Begin
Friday, November 10	Holiday (Veteran's Day) No Classes
Monday to Saturday, November 20-25	Holiday (Thanksgiving) No Classes
Monday, December 11	End of 2 nd 8-Week, 12-Week, and 16-Week Classes
Tuesday to Friday, December 12-15	Final Exams

Winter Session 2023 – 2024

Date	Event
Monday December 18, 2023 – Friday January 5, 2024	Winter Session (3 weeks)

Spring Session - 2024

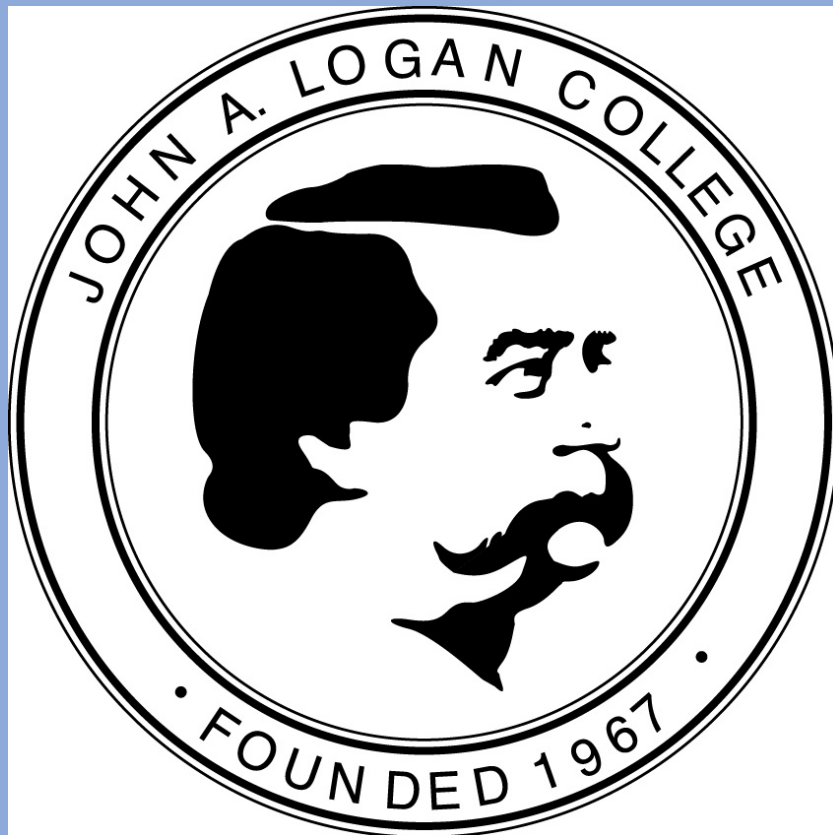
Date	Event
Thursday & Friday, January 11-12	In-Service Days
Monday, January 15	Holiday (M.L. King's Birthday) No Classes
Tuesday, January 16	16-Week and First 8-Week Classes Begin
Monday, February 5	12-Week Classes Begin
Monday, February 19	Holiday (President's Day) No Classes
Friday, March 8	End of First 8-Week Classes
Monday to Saturday, March 11-16	Spring Break No Classes
Monday, March 18	Second 8-Week Classes Begin
Thursday, March 28	Faculty & Staff Engagement Day No Classes
Friday, March 29	Holiday (Good Friday) No Classes
Friday, May 10	End of 2 nd 8-Week, 12-Week, and 16-Week Classes
Monday to Thursday, May 13-16	Final Exams
Friday, May 17	Commencement

Summer Session – 2024

Date	Event
Monday, May 27	Holiday (Memorial Day) No Classes
Tuesday, May 28	5-Week Mini Session I Begins
Monday, June 3	8-Week Classes Begin
Wednesday, June 19	Holiday (Juneteenth) No Classes
Wednesday, June 26	End of First 5-Week Classes
Thursday, June 27	Final Exams First 5-Week Classes
Monday, July 1	5-Week Mini Session II Begins
Thursday, July 4	Holiday (Independence Day) No Classes
Tuesday, July 30	End of Second 5-Week Classes
Wednesday, July 31	Final Exams Second 5-Week Classes
Wednesday, July 31	End of 8-Week Classes
Thursday, August 1	Final Exams 8-Week Classes

Consent Agenda Item 8.B

FY23 Annual Salary Increase Professional and Executive Support Staff



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

8.B – FY 2023 Annual Salary Increase for Professional and Executive Support Staff

1. REASON FOR CONSIDERATION

In accordance with Board Policy 5220A and 5221A, annual increases for professional and executive support staff are approved by the Board of Trustees.

2. BACKGROUND INFORMATION

N/A

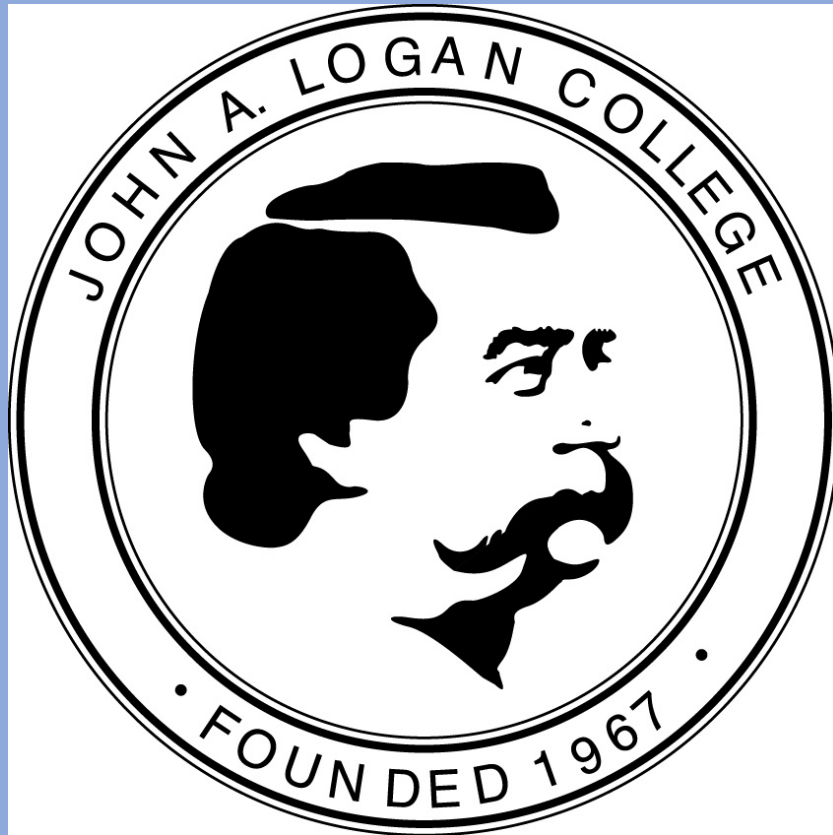
3. RECOMMENDATION

That the Board of Trustees approve an annual salary increase of 3.0% for professional and executive support staff under contract for FY 2023 as determined by Board Policy 5220A and 5221A.

Staff Contact: President Kirk Overstreet

Consent Agenda Item 8.C

Extension of Employment Contracts



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

8.C – Employment Contract Extensions

1. **REASON FOR CONSIDERATION:** In accordance with Board Policy 5227, Non-Teaching Professional Employment Contract Extension, President Overstreet recommends the employment contract extensions listed below for professional staff, grant personnel and stipend positions.
2. **RECOMMENDATION:** That the Board of Trustees approve President Overstreet's recommendation for employment contract extensions as presented.

INSTRUCTIONAL DIVISION ACADEMIC AFFAIRS		
Name	Full-Time Start Date	Change
ONE-YEAR Contracts through June 30, 2023		
Rick Burkett	08/16/07	
Jo Ann Dick	08/16/21	
Emily Monti	12/16/13	08/10/20
Jenifer Rongey	05/28/08	11/01/21
J. Adam Rubin	08/23/00	08/01/18
Kristin Yosanovich	08/16/17	08/01/21
TWO-YEAR Contracts through June 30, 2024		
Nathan Arnett	08/15/02	11/01/17
Stephanie Hartford	11/18/98	07/28/16
Paul Crawford	08/01/14	
Krystal Reagan	01/02/13	
Scott Wernsman	08/01/12	07/01/16
THREE-YEAR Contracts through June 30, 2025		
Susan Phillips	02/03/97	10/01/03
Rose Ann Stewart	08/11/05	
Name	Retirement Date	
Contract through Retirement Date		
Michelle Hamilton	05/01/23	

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

8.C – Employment Contract Extensions

INSTRUCTIONAL DIVISION STUDENT SERVICES		
Name	Full-Time Start Date	Change
<i>ONE-YEAR Full-Time Contracts through June 30, 2023</i> <i>(subject to successful completion of probationary period)</i>		
Hilary Johnson	04/01/22	
Nicole Rains	04/01/22	
<i>ONE-YEAR Full-Time Contracts through June 30, 2023</i>		
Kendra Barnes	02/01/19	12/02/19
Ariella Gomez	02/11/19	02/01/20
Janelle Noldin	12/15/20	
Abigail Porter	02/18/20	
Manar Qasem	09/26/12	07/22/19
Kaylee Smith	07/16/19	
Rachel Sveda-Webb	01/16/18	11/01/18
Michelle VanZandt	08/16/21	
Donald Winget	12/16/20	
<i>TWO-YEAR Full-Time Contracts through June 30, 2024</i>		
Nikki Brooks	11/01/03	10/01/15
Jordan Hicks	11/13/17	
April Martinez	12/01/14	
Christy Stewart	06/23/14	
<i>THREE-YEAR Full-Time Contracts through June 30, 2025</i>		
Adrienne Barkley-Giffin	04/01/00	
Teri Campbell	11/01/96	
Alisha Craddock	03/26/09	11/01/12
Eunice Toyin Fox	01/02/08	
Christy McBride	07/01/97	
Beth Stephens	01/21/97	04/17/06

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

8.C – Employment Contract Extensions

Name	Retirement Date
Contracts through Retirement Dates	
Beth Porritt	05/01/23
Stacy Holloway	09/01/23
Pat Jackson	09/01/23

BUSINESS SERVICES DIVISION		
Name	Full-Time Start Date	Change
Contract through June 30, 2023 (subject to successful completion of probationary period)		
Shannon Newman	05/02/22	
ONE-YEAR Full-Time Contracts through June 30, 2023		
Kara Bevis	08/24/18	
Dustin Myers	07/23/18	07/01/19
Brian Sickinger	09/02/14	07/01/19
Zachary Stacy	03/16/18	
Scott Ward	09/26/18	
TWO-YEAR Full-Time Contracts through June 30, 2024		
Amy Bafford	05/02/11	08/01/14
Scott Elliott	08/20/98	06/01/16
Travis Geske	09/16/13	
THREE-YEAR Full-Time Contracts through June 30, 2025		
W. Craig Batteau	09/12/94	07/23/97
Melvin Cripps	08/27/97	12/01/99
Christy Marrs	09/07/94	10/18/99
Chris Naegele	07/02/07	
Jason Snider	10/18/99	
Richard Sussman	07/19/04	

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

8.C – Employment Contract Extensions

PRESIDENT’S DIVISION		
Name	Part-Time Start Date	Change
<i>ONE-YEAR Part-Time Contract through June 30, 2023</i>		
Charlie Jones	4/1/19	7/7/21
Name	Full-Time Start Date	Change
<i>ONE-YEAR Full-Time Contracts through June 30, 2023</i>		
James Anderson	02/01/22	
William Burnside	07/01/08	
Justin Burton	02/01/22	
Sarah Carter	02/01/22	
Michael Dinkins	03/16/21	
Tammy Gwaltney	08/14/18	
Kassandra Jones	08/16/21	
Jordan Mays	02/16/22	
Jeremy Mueller	11/01/19	
Chad Mulholland	04/01/19	
Jeremy Sargent	11/16/20	
Amanda Shelby	08/01/07	
Taylor Siefert	08/16/16	
Greg Starrick	03/01/18	
Kyle Surprenant	08/15/12	
JaDean Towle	08/01/21	
M. Allan Willmore	05/17/21	

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

8.C – Employment Contract Extensions

PRESIDENT’S DIVISION <i>(continued)</i>		
Name	Full-Time Start Date	Change
<i>TWO-YEAR Full-Time Contracts through June 30, 2024</i>		
Bradley Griffith	10/01/14	
Megan Moseley	04/28/14	09/01/15
<i>THREE-YEAR Full-Time Contracts through June 30, 2025</i>		
Phillip Lane	12/01/05	
Susan May	01/07/02	11/16/12
Steve O’Keefe	07/01/97	
Staci Shafer	04/16/10	
Gary Tendick	08/16/95	

STIPEND CONTRACTS THROUGH JUNE 30, 2023 <i>(as special services are required)</i>	
Name	Title
Michael Bush	Head Women’s Golf Coach
Matthew Crain	Assistant Women’s Basketball Coach
Thomas Ferris	Head Men’s Golf Coach
Charlie Jones	Associate Men’s Basketball Coach
A. Page Kirkpatrick	Assistant Baseball Recruiting Coach
J. Patrick Morey	Assistant Baseball Coach
Taylor Rogers	Assistant Softball Coach
Tyler Smithpeters	Sports Performance Coach

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

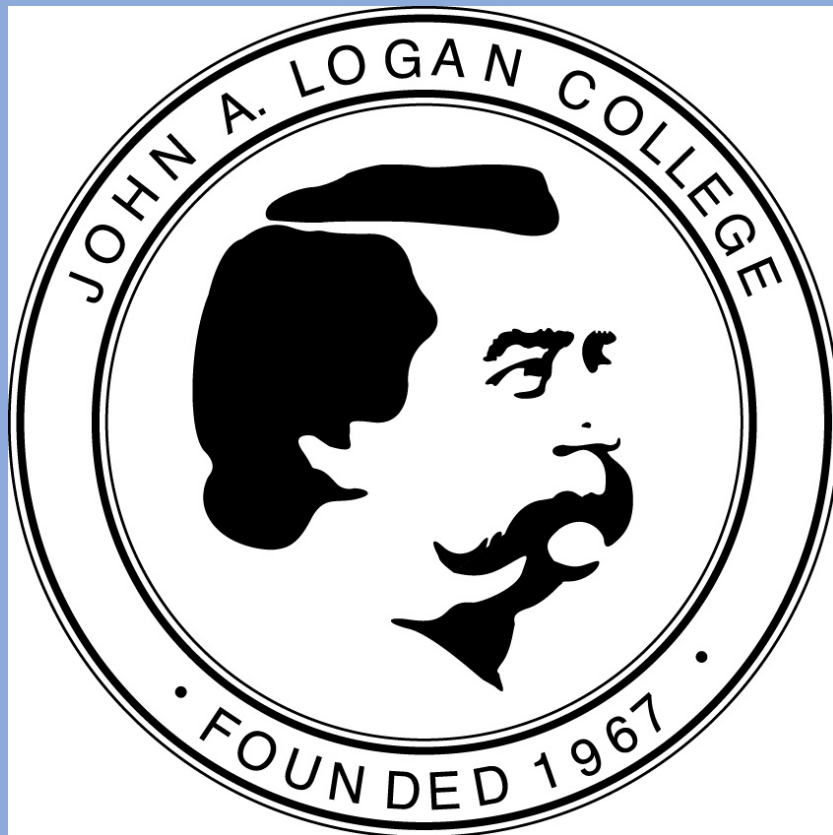
8.C – Employment Contract Extensions

**PROFESSIONAL GRANT STAFF
ONE-YEAR CONTRACTS THROUGH JUNE 30, 2023**
(contingent upon available grant funding)

Name	Full-Time Start Date	Change
Wayne Aydt	12/14/20	
Amy Biley	08/16/01	
Melissa Brown	09/10/13	
Carla Campbell	02/17/93	
Chrissy Confer	07/29/21	
Ashleigh Couty	07/12/21	
Jil Deaton	06/03/96	07/01/00
Allexis Edwards	01/18/22	
Tracie Griffith	08/14/18	11/01/21
Michelle Guy	11/01/16	
Angela Harper	01/18/22	
Cathrine Hoekstra	08/17/16	03/16/20
Crystal Hosselton	12/01/10	11/01/11
Genea Lowe	07/16/07	07/01/18
Melissa Luttenbacher	03/16/21	
Jackie Massie	03/25/98	
Faith Matzker	07/19/21	
Dinah Meacham	03/06/95	
Hannah Mitchell	09/16/21	
Francie Morhet	08/16/11	
Gina Simpkins	10/01/13	
Karla Tabing	08/29/91	
Nina Wargel	09/16/96	
Abigail Wheetley	07/25/19	
ONE-YEAR Contract through June 30, 2023 <i>(subject to successful completion of probationary period)</i>		
Kathleen Riggs	04/01/22	

Consent Agenda Item 8.D

Personnel Action Items



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

8.D - 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	Type	Effective Date
Heather Chandler	Administrative Assistant V (Assistant Provost for Student Affairs)	Full-time	06/01/22
Jamie Sims	Administrative Assistant IV (Curriculum & Instruction)	Full-time	06/01/22
Elizabeth Dennison	Fitness Desk Attendant	Part-time	04/18/22
Conrad Keene	Head Lifeguard	Part-time	05/01/22

B. SECURITY STAFF

Name	Position	Type	Effective Date
Jaime Garcia	Campus Safety Officer	Full-Time	05/16/22

C. PROFESSIONAL STAFF

Name	Position	Type	Effective Date
Kori Grodzicki	Technology Support Technician (Temporary)	Part-time, Temporary	05/16/22
Jodie Hines	Veteran's Coordinator	Full-time	05/02/22

D. FULL-TIME FACULTY

Name	Position	Type	Effective Date
John "Chris" Thorton	Music Instructor	Full-Time	Fall 2022

**JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL
8.D - PERSONNEL ACTION ITEMS**

E. ADJUNCT FACULTY

Name	Position	Effective Date
Richard LaSalle	Biology Instructor	06/06/22
Tenley Dailey	Dental Assisting Substitute Instructor	Summer 2022

F. COMMUNITY EDUCATION/WORKFORCE DEVELOPMENT INSTRUCTORS

Name	Type	Effective Date
Cathy Small	Community Education	06/15/22
Brenda Teaney	Community Education	01/11/22
Kelsey Tripp	Community Education	01/11/22
Emily Bertman	Workforce Development	04/30/22

G. GRANT – PART-TIME NON-TEACHING PROFESSIONAL STAFF

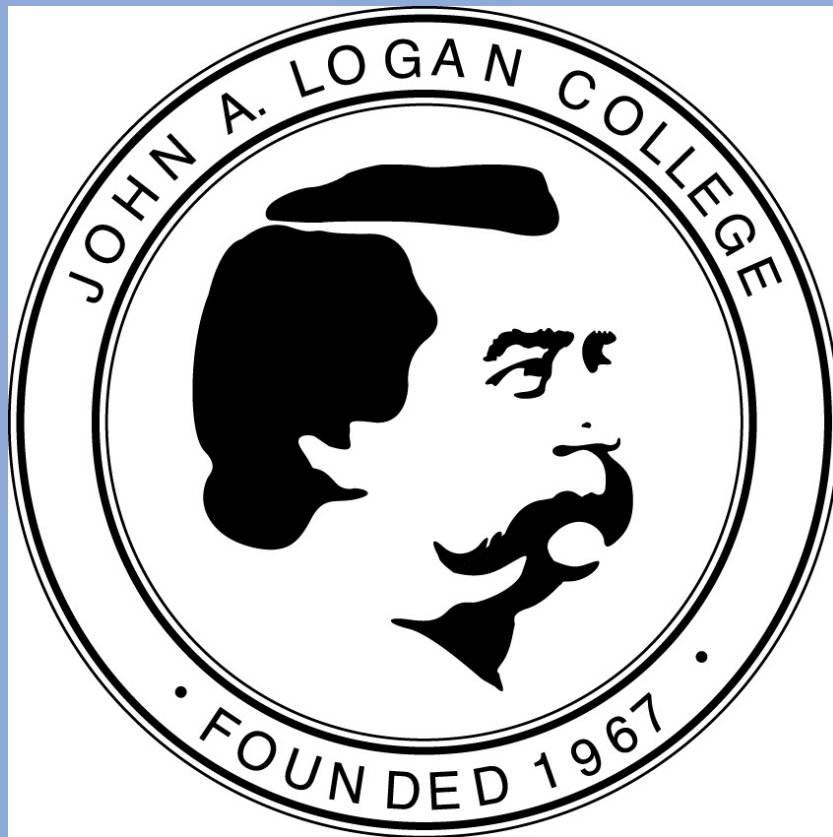
Name	Position	Effective Date
Bruce Leonard	Logan Academy Literacy Counselor	05/16/22

2. RECOMMENDATION:

That the Board of Trustees approve/ratify the personnel recommendations of President Kirk Overstreet.

Consent Agenda Item 8.E

Expenditure Report



John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/22/22	546206	39 Design	Screen Printing - LF Apparel	136.00	
04/01/22	545840	Aaron S Ashlock	Game Official 3/10/22 12:00 & 3:00 pm Game Official 3/13/22 12:00 & 3:00 pm	440.00	
04/22/22	546254	Abby Porter	Travel Advance - 4/28-4/29/22	23.00	
04/22/22	546282	Abby Porter	Travel 3/28-3/31/22 Travel 3/4-4/1/22 Travel 3/23-3/24/22	211.60	
04/22/22	546207	ACT	Scoring Service	180.00	
04/29/22	546283	ACT	Scoring Service	168.00	
04/01/22	545841	Adrienne Barkley-Giffin	Travel Advance 4/6-4/10/22 Aurora, CO	230.00	
04/22/22	546209	Adrienne Barkley-Giffin	Travel Advance 4/28/22	23.00	
04/14/22	546097	AHEAD	Conference Registration - J Noldin	695.00	
04/05/22	545990	Alphonse M Stadler	Health Insurance April	216.64	
04/14/22	546098	Amalgamated Bank of Chicago	Admin Fee - 2017B Bond Admin Fee - 2017A Bond	950.00	
04/29/22	546333	Amanda R Shelby	Reimburse - Team Expenses	1,092.21	
04/08/22	545996	Amazon	Audio/Visual Materials Credit - Returned Book	19.47	
04/04/22	2716	Ameren Illinois	Gas Service - Main Campus 1/1-2/1/22 Electric Service - DQ Ext 2/17-3/20/22	3,793.76	
04/07/22	2718	Ameren Illinois	Electric & Gas Service - DQ Ext	535.88	
04/11/22	2719	Ameren Illinois	Electric & Gas Service - WF Ext	1,360.75	
04/12/22	2721	Ameren Illinois	Gas Service - DQ Ext 1/11-2/9/22	129.22	
04/25/22	2728	Ameren Illinois	Gas Service - Annex 1/20-2/18/22	1,223.73	
04/29/22	2730	Ameren Illinois	Electric Service - Main Campus 1/20-2/18	11,598.92	Y
04/01/22	545837	American Dental Association	Commission on Dental Accreditation Fees	4,125.00	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/08/22	546060	American Family Life Assurance	AFLAC Deduction/MARCH	823.43	
04/01/22	545838	American Heart Association	First Aid & CPR Course Cards	3,332.00	
04/08/22	545997	American Heart Association	Course Cards - First Aid/CPR/AED	884.00	
04/01/22	545881	Andrew B Oxford	Game Official 3/17/22 3:00 pm Game Official 3/15/22 3:00 pm	300.00	
04/08/22	546036	Andrew B Oxford	Game Official 3/23/22 2:00 pm	150.00	
04/14/22	546156	Andrew B Oxford	Game Official 4/6/22 1:00 & 3:30 pm	220.00	
04/22/22	546250	Angel Antonio Najar	Travel 4/28/22	23.00	
04/01/22	545875	April A Martinez	Travel Advance 4/2-4/5/22 Chicago, IL	184.00	
04/29/22	546286	Architechniques Ltd	Consulting Services - Ionization	7,977.50	
04/01/22	545839	Ascend Learning Holdings LLC	Nursing Assessment - Civility Module	500.00	
04/08/22	545998	Ascend Learning Holdings LLC	Nursing Assessments - ADN Hybrid	2,700.00	
04/08/22	545999	Atlas Business Solutions Inc	Scheduling License	62.50	
04/05/22	545917	Audrey M Calhoun	Health Insurance April	46.47	
04/08/22	546000	Auto Tire & Parts Co Inc	Supplies for Resale	52.00	
04/14/22	546099	Auto Tire & Parts Co Inc	Instructional Supplies	262.72	
04/29/22	546287	Auto Tire & Parts Co Inc	Instructional Supplies	1,223.09	
04/12/22	2735	Bank of Montreal MC	March P-Card Charges - N Arnett	119.39	
04/12/22	2736	Bank of Montreal MC	March P-Card Charges - A Bafford	148.00	
04/12/22	2737	Bank of Montreal MC	March P-Card Charges - A B Giffin	166.20	
04/12/22	2738	Bank of Montreal MC	March P-Card Charges - C Batteau	1,479.57	
04/12/22	2739	Bank of Montreal MC	March P-Card Charges - A Biley	341.92	
04/12/22	2740	Bank of Montreal MC	March P-Card Charges - N Brooks	1,221.52	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/12/22	2741	Bank of Montreal MC	March P-Card Charges - M Brown March P-Card Credits - M Brown	3,282.14	
04/12/22	2742	Bank of Montreal MC	March P-Card Charges - S Buckingham	1,940.00	
04/12/22	2743	Bank of Montreal MC	March P-Card Charges - B Burnside	222.69	
04/12/22	2744	Bank of Montreal MC	March P-Card Charges - M Bush	1,171.58	
04/12/22	2745	Bank of Montreal MC	March P-Card Charges - S Carter	35.97	
04/12/22	2746	Bank of Montreal MC	March P-Card Charges - JALC Clubs	898.77	
04/12/22	2747	Bank of Montreal MC	March P-Card Charges - R Craig	560.90	
04/12/22	2748	Bank of Montreal MC	March P-Card Charges - J Dethrow	1,186.35	
04/12/22	2749	Bank of Montreal MC	March P-Card Charges - J Dick	305.34	
04/12/22	2750	Bank of Montreal MC	March P-Card Charges - M Dinkins	1,088.38	
04/12/22	2751	Bank of Montreal MC	March P-Card Charges - S Elliott	6,989.00	
04/12/22	2752	Bank of Montreal MC	March P-Card Charges - T Ferris	3,295.17	
04/12/22	2753	Bank of Montreal MC	March P-Card Charges - T Fox	460.32	
04/12/22	2754	Bank of Montreal MC	March P-Card Charges - CS Fuel	491.94	
04/12/22	2755	Bank of Montreal MC	March P-Card Charges - Custodial Fuel	501.20	
04/12/22	2756	Bank of Montreal MC	March P-Card Charges - Grounds Fuel	751.41	
04/12/22	2757	Bank of Montreal MC	March P-Card Charges - M Garrison	64.98	
04/12/22	2758	Bank of Montreal MC	March P-Card Charges - T Geske	1,546.46	
04/12/22	2759	Bank of Montreal MC	March P-Card Charges - B Griffith	1,941.61	
04/12/22	2760	Bank of Montreal MC	March P-Card Charges - M Hamilton	589.82	
04/12/22	2761	Bank of Montreal MC	March P-Card Credits - S Hartford March P-Card Charges - S Hartford	4,856.66	
04/12/22	2762	Bank of Montreal MC	March P-Card Charges - J Herren	1,487.38	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/12/22	2763	Bank of Montreal MC	March P-Card Charges - S Holloway	229.35	
04/12/22	2764	Bank of Montreal MC	March P-Card Charges - C Hosselton	542.21	
04/12/22	2765	Bank of Montreal MC	March P-Card Charges - R Jeter	300.00	
04/12/22	2766	Bank of Montreal MC	March P-Card Charges - P Karns March P-Card Credits - P Karns March P-Card Charges - K Jones	1,007.04	
04/12/22	2767	Bank of Montreal MC	March P-Card Charges - A Martinez	439.72	
04/12/22	2768	Bank of Montreal MC	March P-Card Charges - F Matzker	141.32	
04/12/22	2769	Bank of Montreal MC	March P-Card Charges - S May	895.29	
04/12/22	2770	Bank of Montreal MC	March P-Card Charges - J Mays	9.25	
04/12/22	2771	Bank of Montreal MC	March P-Card Charges - C McBride	337.03	
04/12/22	2772	Bank of Montreal MC	March P-Card Charges - E Monti	229.35	
04/12/22	2773	Bank of Montreal MC	March P-Card Charges - F Morhet	55.02	
04/12/22	2774	Bank of Montreal MC	March P-Card Charges - J Mueller	2,151.20	
04/12/22	2775	Bank of Montreal MC	March P-Card Charges - C Mulholland March P-Card Credits - C Mulholland	1,785.70	
04/12/22	2776	Bank of Montreal MC	March P-Card Charges - C Naegele	82.47	
04/12/22	2777	Bank of Montreal MC	March P-Card Charges - S O'Keefe	79.95	
04/12/22	2778	Bank of Montreal MC	March P-Card Charges - K Overstreet	1,108.97	
04/12/22	2779	Bank of Montreal MC	March P-Card Charges - M Pecord	5,282.82	
04/12/22	2780	Bank of Montreal MC	March P-Card Charges - A Porter	13.56	
04/12/22	2781	Bank of Montreal MC	March P-Card Charges - K Reagan	295.00	
04/12/22	2782	Bank of Montreal MC	March P-Card Charges - M Rogers	458.33	
04/12/22	2783	Bank of Montreal MC	March P-Card Charges - S Shafer	391.13	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/12/22	2784	Bank of Montreal MC	March P-Card Charges - A Shelby	1,076.13	
04/12/22	2785	Bank of Montreal MC	March P-Card Credits - T Siefert March P-Card Charges - T Siefert	2,240.07	
04/12/22	2786	Bank of Montreal MC	March P-Card Charges - K Smithpeters	1,833.76	
04/12/22	2787	Bank of Montreal MC	March P-Card Charges - J Snider	229.35	
04/12/22	2788	Bank of Montreal MC	March P-Card Charges - G Starrick	4,282.03	
04/12/22	2789	Bank of Montreal MC	March P-Card Charges - B Stephens	1,325.23	
04/12/22	2790	Bank of Montreal MC	March P-Card Charges - C Stewart	4,942.61	
04/12/22	2791	Bank of Montreal MC	March P-Card Charges - K Surprenant	2,105.72	
04/12/22	2792	Bank of Montreal MC	March P-Card Charges - R Sveda-Webb March P-Card Credits - R Sveda-Webb	581.39	
04/12/22	2793	Bank of Montreal MC	March P-Card Charges - K Tabing	1,862.21	
04/12/22	2794	Bank of Montreal MC	March P-Card Charges - C Thomas	302.95	
04/12/22	2795	Bank of Montreal MC	March P-Card Charges - S Wernsman	1,587.18	
04/12/22	2796	Bank of Montreal MC	March P-Card Charges - D White	1,409.03	
04/12/22	2797	Bank of Montreal MC	March P-Card Charges - K Williams	676.77	
04/12/22	2798	Bank of Montreal MC	March P-Card Charges - M Willmore	1,465.15	
04/12/22	2799	Bank of Montreal MC	March P-Card Charges - K Yosanovich	1,758.98	
04/05/22	545951	Barbara A James	Health Insurance April	46.47	
04/05/22	545939	Barbara J Harris	Health Insurance April	46.47	
04/05/22	545992	Barbara Throgmorton	Health Insurance April	46.38	
04/05/22	545937	Barry Ray Hancock	Health Insurance April	1,083.23	
04/08/22	546001	BEST Engineered Systems Technology Group	Camera Installation in VOC Building	368.00	
04/05/22	545963	Beverly Ann McCabe	Health Insurance April	46.47	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/05/22	545986	Billy Rae Smillie	Health Insurance April	216.64	
04/01/22	545903	Brad Wilson	Game Official 3/14/22 3:00 pm	150.00	
04/08/22	546058	Brad Wilson	Game Official 3/23/22 2:00 pm	150.00	
04/22/22	546231	Bradley S Griffith	Travel 3/30-4/2/22 Travel 4/7-4/8/22	237.24	
04/01/22	545852	Brendon Patrick Corbett	Game Official 3/17/22 3:00 pm	150.00	
04/08/22	546044	Brian Rogers	Scouting Service Dec 2021-Dec 2022	250.00	
04/14/22	546158	Brian S Pennington	Game Official 4/2/22 12:00 & 2:00 pm	175.00	
04/08/22	546002	BSN Sports LLC	Athletic Apparel Athletic Supplies Credit Memo - Returned Athletic Apparel	10,673.56	Y
04/14/22	546100	Burghof Group LLC	Pole Barn Rent - HCCTP - April	300.00	
04/14/22	546101	Burkdell Mulch LLC	Grounds Supplies	921.00	
04/29/22	546305	Caleb George	Game Official 4/14/22 1:00 pm	150.00	
04/08/22	546061	California State Disbursement Unit	Child Support	524.44	
04/14/22	546072	Cameron Nelson Alford	Meal Allowance 4/15/2022	125.00	
04/29/22	546360	Cameron Nelson Alford	Meal Allowance 4/29/2022	125.00	
04/29/22	546289	Campus Works Inc	Consultant Expenses 2/18-3/27/22	1,474.53	
04/29/22	546376	Campus Works Inc	Consultant Expenses 2/18-3/27/22	10.76	
04/14/22	546102	Campusworks Inc	Consulting Services	29,750.00	Y
04/22/22	546243	Candace Lewis	QIF - Accreditation Assistance QIF Grant Award	3,539.00	
04/29/22	546323	Candace Lewis	QIF Grant Award - Final	1,033.00	
04/08/22	546003	Capitol Strategies Consulting Inc	Consulting Services 3/1-3/15/22	3,361.50	
04/22/22	546213	Capitol Strategies Consulting Inc	Consulting Services 3/16-3/31/22	3,403.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546290	Capitol Strategies Consulting Inc	Consulting Services 4/1-4/15/22	1,888.25	
04/29/22	546291	Carbondale Elementary School District #95	Facility Rent 1/18-3/10/22	145.00	
04/05/22	545921	Carl D Cottingham	Health Insurance April	216.64	
04/05/22	545915	Carla Jo Bradley	Health Insurance April	941.17	
04/05/22	545967	Carol A Mitchell	Health Insurance April	216.64	
04/01/22	545844	Carolina Biological Supply Company	Instructional Supplies	441.59	
04/08/22	546004	Carolina Biological Supply Company	Instructional Supplies	242.64	
04/14/22	546103	Carolina Biological Supply Company	Instructional Supplies	21.25	
04/22/22	546214	Carolina Biological Supply Company	Instructional Supplies	527.74	
04/29/22	546292	Carolina Biological Supply Company	Instructional Materials Instructional Supplies	2,470.45	
04/20/22	2726	Carterville Water and Sewer Dept	Water Service - Annex - March Water Service - SB Sprinklers - March Water Service - BB Sprinklers - March Water Service - Logan Fitness - March Water Service - Main Campus - March	2,605.11	
04/14/22	546104	Carterville Winair Co	Instructional Supplies Credit - Instructional Supplies	383.69	
04/22/22	546215	Carterville Winlectric Co	Maintenance Repair Supplies	1.29	
04/29/22	546294	Cavco Printers	Catalogues - CCRR Envelopes - CCRR	1,416.74	
04/01/22	545845	CDW Government	Instructional Equipment	5,119.59	
04/08/22	546005	CDW Government	Computer Equipment Document Cameras	1,269.49	
04/14/22	546105	CDW Government	Azure Overage - February Aruba Clearpass License Stockroom Supplies	2,019.29	
04/22/22	546216	CDW Government	Stockroom Supplies View Board - TRIO	5,312.81	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/22/22	546216	CDW Government	Computer Equipment	5,312.81	
04/29/22	546295	CDW Government	Network Maintenance Services Notebook Carrying Cases	4,866.42	
04/05/22	545931	Cecilia Kay Fleming	Health Insurance April	5.28	
04/19/22	2732	Central States Funds H&W Fund	Health Premium - March	302,384.20	Y
04/22/22	546238	Charles E Jarrell CO	Equipment Maintenance (J Bldg)	1,175.00	
04/05/22	545926	Charles R Ellett	Health Insurance April	730.36	
04/29/22	546316	Charlie L Jones	Reimburse Post Season Play Expenses	222.73	
04/01/22	545846	Charlie's Air Conditioning and Heating	Ice Machine Rent - January - March	210.00	
04/14/22	546106	Charlie's Air Conditioning and Heating	Ice Machine Rent - March	280.00	
04/05/22	545945	Charmaine A Horn	Health Insurance April	5.28	
04/01/22	545813	Chasytie Monae Harris	HCCTP Student Stipend	800.00	
04/14/22	546198	Chasytie Monae Harris	HCCTP Student Stipend	800.00	
04/29/22	546355	Chasytie Monae Harris	HCCTP Student Stipend	720.00	
04/05/22	545912	Cheryl L Bernhardt	Health Insurance April	158.42	
04/01/22	545848	Chris Diechman	Game Official 3/9/22 1:00 & 4:00 pm	250.00	
04/01/22	545850	Chrissy L Confer	Travel 3/21/22	21.76	
04/14/22	546109	Chrissy L Confer	Travel 3/31-4/1/22	228.16	
04/05/22	545994	Christie A Williams	Health Insurance April	46.47	
04/08/22	546051	Christine Ann Stewart	Travel 3/9-3/10/22	46.00	
04/29/22	546340	Christine Ann Stewart	Travel 4/2-4/4/22	92.00	
04/05/22	545911	Christopher B Bell	Health Insurance April	941.17	
04/05/22	545952	Cindy D Johnson	Health Insurance April	941.17	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546107	Cintas Fire Protection	Fire Extinguisher Training & Recharging	767.67	
04/01/22	545849	City of Du Quoin	Water Service - DQ Ext 2/8-3/8/22 Water Service 2/8-3/8/22	55.40	
04/29/22	546297	City of Du Quoin	Water Service - DQ Ext 3/8-4/8/22	61.82	
04/08/22	546006	Cleared4 Inc	Reissue Ck#544998 - Screener Texting	204.19	
04/01/22	2715	Clearwave Communications	Phone Service - WF Ext - 4/4-5/3/22 Phone Service - DQ Ext 4/4-5/3/22 Phone Service - Main Campus 4/4-5/3/22	5,183.11	
04/14/22	546073	Cobie Logan Barnes	Meal Allowance 4/15/2022	125.00	
04/29/22	546361	Cobie Logan Barnes	Meal Allowance 4/29/2022	125.00	
04/08/22	546027	Cody Koester	Game Official 3/25/22 12:00 & 3:00 pm	220.00	
04/08/22	546007	Cold Blooded Coffee & Roastery	Meal Discounts at Cafeteria 3/17/22	225.00	
04/22/22	546218	Cold Blooded Coffee & Roastery	Refreshments - Womens History Month Room Setups - March Coffee for Students @ Job Fair	1,962.00	
04/29/22	546298	Cold Blooded Coffee & Roastery	Food Service - World Food & Music Day	216.00	
04/29/22	546325	Colleen McLaughlin	Presenter 3/29/22	150.00	
04/29/22	546337	Colleen Springer Lopez	Performer - World Food & Music Day 4/13	100.00	
04/14/22	546108	Concrete Consulting Engineers PLLC	Student Exams Field Test	1,560.00	
04/05/22	545944	Connie S Hensley	Health Insurance April	46.47	
04/08/22	546043	Connie S Robinson	Reimburse - Princess Makeover Tickets	8.40	
04/22/22	546259	Connie S Robinson	Reimburse - Instructional Supplies Reimburse Instructional Supplies	151.64	
04/29/22	546331	Connie S Robinson	Reimburse - Princess Makeover Supplies	99.12	
04/20/22	2727	Constellation NewEnergy Inc	Electric Service - Main Campus 2/18-3/19	8,178.32	
04/01/22	545859	Cornelius C Fair	Travel 1/10-2/16/22	174.93	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/01/22	545859	Cornelius C Fair	Travel 12/6/21	174.93	
04/08/22	546059	Crystal N Young	Reimburse - Subscription	151.00	
04/14/22	546193	Crystal N Young	Reimburse - Membership Dues	22.00	
04/29/22	546350	Crystal N Young	Reimburse - Bunny Fund Supplies	200.00	
04/15/22	2723	CSI Software LLC	Software Fee	930.00	
04/29/22	546351	Curt Youngblood	Game Official 4/7/22 3:00 pm Game Official 4/12/22 1:00 pm	300.00	
04/01/22	545842	Cynthia Bunch	Logan Fitness Refund - Class	49.50	
04/14/22	546189	Cynthia Winters	Refresh Grant	250.00	
04/22/22	546219	D.A.R.T. Design Inc.	Architect Services - 22-019 Grants	3,375.00	
04/29/22	546285	David Alonso-Otero	Performer - World Food & Music Day 4/13	300.00	
04/05/22	545927	David O England	Health Insurance April	142.29	
04/29/22	546332	David Roof	Game Official 4/10/22 12:00 & 2:00 pm	175.00	
04/29/22	546302	Dawn S Ellermeyer	Travel 4/14-4/19/22	53.82	
04/14/22	546139	Deanna R Loucks	Refresh Grant	250.00	
04/05/22	545981	Debra Richison	Health Insurance April	47.46	
04/14/22	546111	Dell Marketing LP	Computer Equipment	273.79	
04/22/22	546220	Dell Marketing LP	Computer Supplies	766.35	
04/14/22	546085	Detrick Reeves Jr	Meal Allowance 4/15/2022	125.00	
04/29/22	546369	Detrick Reeves Jr	Meal Allowance 4/29/2022	125.00	
04/22/22	546221	Direct Energy Business Marketing LLC	Gas Service - Main Campus 3/-3/31/22	9,077.62	
04/01/22	545853	Disability Support Services SIUC	Interpreting Service 3/21/22	120.00	
04/22/22	546222	Disability Support Services SIUC	Interpreting Services - February 2022	2,100.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546299	Disability Support Services SIUC	Interpreting Services 4/14/22	780.00	
04/01/22	545854	Dish Network	Satellite Service 3/27-4/26/22	145.07	
04/29/22	546300	Dish Network	Satellite Service 4/27-5/26/22	145.07	
04/05/22	545980	Don A Rich	Health Insurance April	216.64	
04/05/22	545966	Don Middleton	Health Insurance April	216.64	
04/05/22	545930	Donna B Fell	Health Insurance April	46.47	
04/05/22	545932	Donna Ford	Health Insurance April	5.28	
04/01/22	545895	Donna J Stull	Logan Fitness Refund - Class	67.50	
04/01/22	545864	Doug Halterman	Game Official 2:00 & 4:00 pm Game Official 3/15/22 1:30 & 3:30 pm	350.00	
04/14/22	546126	Doug Halterman	Game Official 4/1/22 2:00 & 4:00 pm	175.00	
04/29/22	546307	Doug Halterman	Game Official 4/12/22 2:00 & 4:00 pm	175.00	
04/14/22	546113	Du Quoin Chamber of Commerce	Annual Banquet	240.00	
04/01/22	545857	EAN Services LLC	Car Rental - T Siefert Car Rental - R Orsburn Car Rental - T Smithpeters	2,528.88	
04/08/22	546009	EAN Services LLC	Car Rental - M Crain Car Rental - A Shelby	1,277.80	
04/14/22	546115	EAN Services LLC	Car Rental - K Smithpeters Car Rental - A Shelby Car Rental - T Ferris Car Rental - T Siefert Car Rental - T Rogers	2,379.75	
04/22/22	546223	EAN Services LLC	Car Rental - A Biley Car Rental - K Williams	512.05	
04/08/22	546010	Eastbay, Inc	Athletic Apparel	1,910.00	
04/14/22	546116	Eastbay, Inc	Athletic Apparel	2,666.00	
04/14/22	546118	Edvotek Inc	Instructional Supplies	729.27	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546301	Edvotek Inc	Instructional Supplies	693.75	
04/21/22	546278	Effingham Country Club	Women's Golf Entry Fee - 4/25-4/26/22	577.50	
04/07/22	2712	EFTPS	Federal Tax Deposit 4/7/22	126,881.69	Y
04/22/22	2733	EFTPS	Federal Tax Deposit 4/22/22	56,553.21	Y
04/22/22	546224	Egyptian Electric Coop Association	Electric Service - Logan Fitness Electric Service - Sign Electric Service - Softball Scoreboard Electric Service - Annex	9,008.78	
04/01/22	545858	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext 3/14/22 Pest Control - WF Ext 3/22/22	90.00	
04/14/22	546119	Enviro-Tech Termite and Pest Control	Pest Control - Annex - 4/4/22 Pest Control 4/1/22	575.00	
04/29/22	546303	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext - 4/11/22 Pest Control - WF Ext - 4/13/22	550.00	
04/05/22	545924	Eric George Ebersohl	Health Insurance April	1,083.23	
04/14/22	546175	Eric Swift	Game Official 4/6/22 1:00 & 3:30 pm Game Official 3/25/22 12:00 & 3:00 pm	440.00	
04/22/22	546247	Erin B McGuire	Reimburse - Eggstravaganza Supplies	188.13	
04/05/22	545959	Eunice A Lantagne	Health Insurance April	142.29	
04/22/22	546230	Eunice Olutoyin Fox	Travel Advance - 4/29-5/10/22	355.00	
04/05/22	545969	Evelyn P Morrison	Health Insurance April	46.47	
04/05/22	545979	Faelene S Ragan	Health Insurance April	49.21	
04/14/22	546083	Faith R Halliday	Meal Allowance 4/15/2022	125.00	
04/29/22	546367	Faith R Halliday	Meal Allowance 4/29/2022	125.00	
04/08/22	546011	Fed Ex	Shipping	63.32	
04/14/22	546121	First Presbyterian Child Development Center	Refresh Grant	250.00	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546122	First Presbyterian Child Development Center	Partial Reimbursement - Registration Fee	40.00	
04/22/22	546226	First Presbyterian Child Development Center	QIF Grant Award - Final	750.00	
04/08/22	546012	Fishback Media Inc	Advertising	100.00	
04/22/22	546227	Fishback Media Inc	Advertising	50.00	
04/08/22	546013	Fisher Scientific Education	Instructional Supplies	36.27	
04/22/22	546228	Fisher Scientific Education	Instructional Supplies	342.25	
04/22/22	546229	Forestry Suppliers	Instructional Supplies	237.79	
04/05/22	545920	Frances B Cobb	Health Insurance April	47.46	
04/08/22	546014	French Studio Ltd	Color Prints of Nursing Staff	62.00	
04/06/22	2717	Frontier	Phone Service - CCRR 3/13-4/12/22	572.70	
04/11/22	2720	Frontier	Phone Service - LF Elevator 3/16-4/15/22	75.72	
04/12/22	2722	Frontier	Phone Service - Fire Loop 3/19-4/18/22	93.33	
04/13/22	546204	Frontier	Labor - Office Moves	206.30	
04/15/22	2725	Frontier	Phone Service - WF Ext 3/22-4/21/22	86.62	
04/28/22	2729	Frontier	Phone Service - Elevator 4/4-5/3/22	372.69	
04/01/22	545861	Galls LLC	Campus Safety Apparel Campus Safety Supplies	202.34	
04/05/22	545909	Gary L Barton	Health Insurance April	216.64	
04/05/22	545987	Gary Smith	Health Insurance April	5.28	
04/05/22	545916	Gary W Caldwell	Health Insurance April	1,248.37	
04/01/22	545836	Gene A Adams	Game Official 3/15/22 1:30 & 3:30 pm	175.00	
04/14/22	546095	Gene A Adams	Game Official 4/1/22 2:00 & 4:00 pm	175.00	
04/22/22	546208	Gene A Adams	Game Official 4/7/22 2:00 & 4:00 pm	175.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546284	Gene A Adams	Game Official 4/12/22 2:00 & 4:00 pm	175.00	
04/08/22	546040	George A Reed	Reimburse Clothing Allowance	269.30	
04/22/22	546211	George R Bricker	Reimburse - IEEE Membership Fee	104.00	
04/29/22	546288	George R Bricker	Reimburse - Membership Dues	100.00	
04/14/22	546123	Gilbert Huffman Prosser Hewson and Barke Ltd	Professional Services 1/1-2/28/22	15,299.88	Y
04/14/22	546127	Ginger L Harp	Refresh Grant	250.00	
04/05/22	545954	Glenda L Knight	Health Insurance April	216.64	
04/29/22	546339	Greg Starrick	Travel 3/14-3/17/22	698.37	
04/14/22	546124	Growing Media LLC	Advertising Production Service	7,950.00	
04/14/22	546125	Hale's Automotive Inc	Vehicle Repair - 2021 Dodge Ram	1,133.25	
04/29/22	546347	Harry Williams	Performer - World Food & Music Day 4/13	100.00	
04/29/22	546308	Heartland Mechanical Contractors	Contractor Service - Ionization Bars	9,498.60	
04/22/22	546234	Heather B Hampson	Reimburse - Eggstravaganza Supplies	837.74	
04/08/22	546016	Henry Schein Inc	Instructional Supplies	332.28	
04/14/22	546128	Henry Schein Inc	Instructional Supplies	249.18	
04/29/22	546309	Henry Schein Inc	Instructional Supplies	477.00	
04/08/22	546017	Higher Ed Jobs	Classified Advertising	2,850.00	
04/14/22	546129	Higher Ed Jobs	Advertising	115.00	
04/14/22	546135	Hilary B Johnson	Travel 12/7/21 Travel 1/4-3/31/22	148.07	
04/29/22	546318	Holly L Kee	Performer - World Food & Music Day 4/13	500.00	
04/01/22	545866	HSG Mechanical Contractors Inc	Preventative Maintenance - 3rd Qtr	1,000.00	
04/14/22	546131	Huelsmann Distributing Company Inc	Instructional Supplies	44.95	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/22/22	546236	Huelsmann Distributing Company Inc	Instructional Supplies	222.23	
04/29/22	546313	ICCTA	Reception & Banquet Registration 6/3/22	160.00	
04/19/22	2800	IDES	1st Qtr Unemployment	39,201.61	Y
04/08/22	546019	IDVille Inc	Office Supplies	570.28	
04/08/22	546020	Illinois College	Tournament Entry Fee	50.00	
04/08/22	546021	Illinois Dept of Agriculture	Pest Control License Application	90.00	
04/08/22	2714	Illinois Dept of Revenue	State Tax Deposit 4/8/22	48,783.70	Y
04/22/22	2801	Illinois Dept of Revenue	State Tax Deposit 4/22/22	23,005.65	Y
04/08/22	546062	Illinois FOP Labor Council	Union Dues (LU) MARCH	600.00	
04/14/22	546132	Illinois Public Health Association	Refund - Room Rental	500.00	
04/08/22	546063	Illinois State Disbursement Unit	Child Support	206.00	
04/21/22	546279	Illinois State Disbursement Unit	Child Support	206.00	
04/01/22	545867	ILMO Products Company	Instructional Supplies	132.40	
04/08/22	546022	ILMO Products Company	Instructional Supplies	335.05	
04/14/22	546133	ILMO Products Company	Instructional Supplies	445.94	
04/29/22	546314	ILMO Products Company	Instructional Supplies	196.94	
04/14/22	546134	Interplay Learning Inc.	Instructional Software for IGEN DOE	3,400.00	
04/22/22	546237	Interstate All Battery Center	Maintenance Supplies	245.40	
04/05/22	545988	Jack Smothers	Health Insurance April	216.64	
04/01/22	545863	Jacob W Griffith	Travel 3/3-3/9/22	122.86	
04/22/22	546232	Jacob W Griffith	Instructional Supplies Travel 3/17-4/1/22	287.88	
04/01/22	545835	Jajuan E. Smith	HCCTP Student Stipend	750.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546201	Jajuan E. Smith	HCCTP Student Stipend	710.00	
04/29/22	546357	Jajuan E. Smith	HCCTP Student Stipend	710.00	
04/08/22	546064	JALC - IEA/NEA Chapter	IAHE Dues Ded/MARCH	4,986.43	
04/08/22	546065	JALC Foundation	Foundation Ded (LF) MARCH	527.00	
04/14/22	546096	James R Adams	Reimburse Campus Safety Supplies	102.00	
04/05/22	545940	James W Harris	Health Insurance April	46.47	
04/05/22	545985	Janada Schaubert	Health Insurance April	47.46	
04/05/22	545946	Jane A House	Health Insurance April	46.47	
04/22/22	546212	Jane Marie Bryant	Travel Advance 4/25-4/28/22	259.12	
04/05/22	545974	Janice R Palese	Health Insurance April	46.47	
04/08/22	546031	Jason McFarland	Reimburse - Club Meeting Supplies & Food	77.07	
04/22/22	546246	Jason McFarland	Travel 3/24/22	94.74	
04/14/22	546090	Jeniah Thompson	Meal Allowance 4/15/2022	125.00	
04/29/22	546372	Jeniah Thompson	Meal Allowance 4/29/2022	125.00	
04/01/22	545855	Jenny L Ditch	Travel 11/4-12/7/21	73.36	
04/01/22	545868	Jenzabar Inc	Consulting Services 1/31-2/28/22	9,873.75	
04/22/22	546239	Jenzabar Inc	Integration and Project Management Svcs	9,051.25	
04/05/22	545935	Jerry D Halstead	Health Insurance April	941.17	
04/14/22	546184	Jill M Vanzandt	Logan Fitness Refund - Class	250.00	
04/05/22	545908	Jim R Bales	Health Insurance April	216.64	
04/29/22	546304	Jimmy Fields	Game Official 4/12/22 1:00 pm	150.00	
04/22/22	546240	JL Nursery LLC	Grounds Supplies	2,192.00	
04/08/22	546023	John A Logan College Bookstore #1140	Geer II Grant SP22	1,554.39	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/08/22	546023	John A Logan College Bookstore #1140	Pell Block SP22 Perkins Credit Taken by Mistake	1,554.39	
04/05/22	545983	John C Sala	Health Insurance April	46.47	
04/05/22	545977	John J Profilet	Health Insurance April	139.15	
04/05/22	545957	John L Kuruc	Health Insurance April	46.47	
04/01/22	545862	John M Goldman	Game Official 3/6/22 10:30 am & 1:30 pm	250.00	
04/01/22	545869	Johnstone Supply	Maintenance Repair Supplies	455.00	
04/08/22	546024	Johnstone Supply	Maintenance Repair Supplies	56.04	
04/29/22	546315	Johnstone Supply	Instructional Supplies	578.09	
04/05/22	545982	Jon Rivers	Health Insurance April	46.47	
04/01/22	545874	Jonathan Leblond	Broadcasting - Men's Basketball - March Broadcasting - Women's Basketball - March	980.00	
04/14/22	546142	Jordan Mays	Travel 4/2-4/5/22	519.42	
04/05/22	545938	Joseph R Hancock	Health Insurance April	46.47	
04/14/22	546080	Joshua Andrew Dima	Meal Allowance 4/15/2022	400.00	
04/01/22	545817	Joshua G Taylor	HCCTP Student Stipend	800.00	
04/14/22	546205	Joshua G Taylor	HCCTP Student Stipend	400.00	
04/29/22	546359	Joshua G Taylor	HCCTP Student Stipend	720.00	
04/29/22	546317	Jostens	Graduation Regalia	79.95	
04/22/22	546241	Joyful Start Children's Center LLC	QIF Grant Award - Final	1,250.00	
04/05/22	545993	Jula L Treece	Health Insurance April	216.64	
04/29/22	546312	Julie Horecker	Reimburse - Bunny Fund Supplies	772.55	
04/05/22	545984	Karen Sala	Health Insurance April	46.47	
04/22/22	546265	Karla Tabing	Travel Advance - 4/28-4/29/22	287.02	

John A. Logan College

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546341	Karla Tabing	Travel 3/1-3/30/22	74.88	
04/22/22	546217	Katie Lynn Charles	Dental Assisting Club Award	500.00	
04/14/22	546091	Kayla D Walker	Meal Allowance 4/15/2022	75.00	
04/29/22	546373	Kayla D Walker	Meal Allowance 4/29/2022	75.00	
04/05/22	545956	Keith Alan Krapf	Health Insurance April	941.17	
04/05/22	545953	Keith D Kendrick	Health Insurance April	142.29	
04/14/22	546183	Keith VanScyoc	Game Official 3/29/22 2:00 & 4:00 pm	175.00	
04/14/22	546136	Kemper CPA Group LLP	Final Payment for June 30, 2021 Audit	6,288.75	
04/14/22	546079	Kendall Lamaan Debrick II	Meal Allowance 4/15/2022	125.00	
04/29/22	546365	Kendall Lamaan Debrick II	Meal Allowance 4/29/2022	125.00	
04/01/22	545880	Kenton J Owens	Game Official 3/6/22 10:30 & 1:30 pm	250.00	
04/14/22	546155	Kenton J Owens	Game Official 4/1/22 1:00 & 3:00 pm	220.00	
04/01/22	545814	Keshawn Maurice Lacy	HCCTP Student Stipend	800.00	
04/14/22	546199	Keshawn Maurice Lacy	HCCTP Student Stipend	800.00	
04/29/22	546356	Keshawn Maurice Lacy	HCCTP Student Stipend	720.00	
04/01/22	545870	Kimball International Marketing Inc.	Office Furniture	6,319.68	
04/08/22	546026	Kimball International Marketing Inc.	Office Furniture	778.68	
04/14/22	546137	Kimball International Marketing Inc.	Furniture	378,453.10	Y
04/29/22	546320	Kimball International Marketing Inc.	Office Furniture	632.28	
04/14/22	546154	Kirk E Overstreet	Travel 4/1-4/4/22	519.06	
04/22/22	546210	Kory Ray Behnken	Travel Advance 4/28/22	253.47	
04/22/22	546276	Kristin L Yosanovich	Reimburse - Eggstravaganza Supplies	507.87	
04/01/22	545890	Kyle Smithpeters	Reimburse - Screenprinting & Supplies	642.12	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546166	Kyle Smithpeters	Reimburse - Team Food	140.18	
04/05/22	545962	L Dale Marrs	Health Insurance April	47.46	
04/01/22	545872	Lake Logan Apartments	Rental Agreement - Installment #1	3,712.50	
04/01/22	545873	Lakeshore Learning Materials	CCRR Supplies	47.49	
04/05/22	545973	Larry Maurice Page	Health Insurance April	47.46	
04/05/22	545949	Laura R Irvin	Health Insurance April	46.47	
04/05/22	545919	Lauralyn Cima	Health Insurance April	5.28	
04/29/22	546348	Lawrence E Wood	Performer - World Food & Music Day 4/13	100.00	
04/29/22	546293	Lee Carter Jr.	Performer - World Food & Music Day 4/13	100.00	
04/05/22	545941	Leila Jo Hart	Health Insurance April	158.42	
04/01/22	545810	Liddell Muntray Berry Jr	HCCTP Student Stipend	800.00	
04/14/22	546195	Liddell Muntray Berry Jr	HCCTP Student Stipend	770.00	
04/29/22	546352	Liddell Muntray Berry Jr	HCCTP Student Stipend	690.00	
04/05/22	545910	Linwood G Bechtel	Health Insurance April	216.64	
04/05/22	545947	Lisa A Hudgens	Health Insurance April	142.29	
04/29/22	546324	Little Treasures Child Development Center	QIF Grant Award	2,250.00	
04/08/22	546066	Logan Operational Staff Association	LOSA Dues-March	818.44	
04/21/22	546280	Logan Operational Staff Association	LOSA Dues - April	834.94	
04/22/22	546244	Logan Solar LLC	Solar Production - 3/1-3/31/22	9,559.86	
04/14/22	546117	Lori M Eaton	Logan Fitness Refund - Class	250.00	
04/14/22	546140	Lowe's of Illinois Inc	Supplies for E217-219 Project	90.20	
04/22/22	546245	Lowe's of Illinois Inc	Maintenance Repair Supplies	40.98	
04/14/22	546077	Madison Lane Calvin	Meal Allowance 4/15/2022	125.00	

John A. Logan College

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546364	Madison Lane Calvin	Meal Allowance 4/29/2022	125.00	
04/14/22	546074	Madisyn Nicole Blankenship	Meal Allowance 4/15/2022	75.00	
04/29/22	546362	Madisyn Nicole Blankenship	Meal Allowance 4/29/2022	75.00	
04/05/22	545976	Marie Perkins	Health Insurance April	46.38	
04/22/22	546269	Marilyn J Toliver	Travel 2/23-4/8/22	259.74	
04/01/22	545901	Mark A Wece	Travel 1/28-3/15/22	310.05	
04/05/22	545972	Marolyn S O'Neil	Health Insurance April	46.47	
04/29/22	546329	Martha K Peebles	Reimburse - Health Career Showcase Snack Reimburse - Health Carrer Showcase Snack	27.92	
04/05/22	545948	Mary Ann Hudson	Health Insurance April	216.64	
04/05/22	545923	Mary DeHoff	Health Insurance April	46.47	
04/05/22	545905	Mary E Abell	Health Insurance April	46.47	
04/05/22	545958	Mary H Landes	Health Insurance April	46.47	
04/05/22	545971	Mary O'Hara	Health Insurance April	216.64	
04/08/22	546030	MBI Worldwide Background Checks and Drug Screening	Background Checks	588.00	
04/14/22	546143	MBI Worldwide Background Checks and Drug Screening	Background Checks	192.00	
04/08/22	546037	Melanie Pecord	Travel 3/9-3/10/22	352.54	
04/14/22	546157	Melanie Pecord	Travel 4/2-4/4/22	92.00	
04/14/22	546141	Melissa E Luttenbacher	Travel 4/4-4/5/22	16.26	
04/29/22	546306	Melvin J Goot	Performer - World Food & Music Day 4/13	300.00	
04/01/22	545876	Menards	Instructional Supplies - HCCTP	80.00	
04/08/22	546032	Menards	Instructional Supplies - HCCTP Maintenance Repair Supplies	845.34	
04/14/22	546145	Menards	Supplies for E217-219 Project	1,987.40	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546145	Menards	Maintenance Repair Supplies Supplies E217-219 Project Supplies for E217-219 Project Instructional Supplies - HCCTP	1,987.40	
04/22/22	546248	Menards	Maintenance Repair Supplies	483.07	
04/05/22	545970	Merian Norris	Health Insurance April	49.21	
04/01/22	545843	Michael D Bush	Travel Advance 4/2-4/5/22	630.00	
04/21/22	546277	Michael D Bush	Travel Advance 4/23-4/26/22	580.00	
04/01/22	545886	Michael D Roper	Game Official 3/15/22 3:00 pm Game Official 3/13/22 12:00 & 3:00 pm	370.00	
04/05/22	545950	Michael Kevin Jakubco	Health Insurance April	139.15	
04/05/22	545968	Michael Morgan	Health Insurance April	1,676.64	
04/08/22	546015	Michelle L Guy	Travel 2/10-3/31/22	106.47	
04/22/22	546233	Michelle L Guy	Travel Advance 4/28-4/29/22	46.00	
04/14/22	546164	Michelle Scales	Refresh Grant	250.00	
04/05/22	545961	Mike C Maeser	Health Insurance April	941.17	
04/08/22	546034	Mike Montgomery	Travel 3/7-3/28/22	279.65	
04/08/22	546035	Mike Wayne Murphy	Broadcasting Service 3/2-3/16/22	225.00	
04/08/22	546028	Mikeal A Kos	Reimburse for Training	49.00	
04/05/22	545978	Mildred Maxine Pyle	Health Insurance April	46.47	
04/08/22	546033	Mississippi River Radio LLC	Advertising	740.00	
04/14/22	546146	Mississippi River Radio LLC	Advertising	2,539.50	
04/22/22	546249	Mississippi River Radio LLC	Advertising	1,500.00	
04/29/22	546326	Murphysboro Park District	Facility Rent 1/19-3/23/22	80.00	
04/14/22	546088	Mykayla Nia Spires	Meal Allowance 4/15/2022	125.00	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546371	Mykayla Nia Spires	Meal Allowance 4/29/2022	125.00	
04/05/22	545960	Nancy C Lawson	Health Insurance April	46.47	
04/22/22	546251	NASCO Education	Instructional Supplies	763.26	
04/14/22	546147	Nasco Healthcare Inc	Instructional Materials / Perkins	364.40	
04/14/22	546148	NASFAA	Membership Dues 7/1/22-6/30/23	2,535.00	
04/14/22	546078	Nathan Ross Chester	Meal Allowance 4/15/2022	250.00	
04/14/22	546089	Nathaniel Lee Thomas	Meal Allowance 4/15/2022	150.00	
04/14/22	546149	National Office Furniture	Furniture	10,234.50	Y
04/29/22	546327	National Office Furniture	Furniture	124,147.25	Y
04/01/22	545816	Navon Liel Sutton	HCCTP Student Stipend	720.00	
04/14/22	546202	Navon Liel Sutton	HCCTP Student Stipend	800.00	
04/29/22	546358	Navon Liel Sutton	HCCTP Student Stipend	720.00	
04/25/22	2802	Nelnet Business Services	Refund Maintenance Fees	530.00	
04/14/22	546082	Nicholas Elkins	Meal Allowance 4/15/2022	150.00	
04/29/22	546319	Obsitu Keno	Food Service - World Food & Music Day	200.00	
04/14/22	546150	Odum Concrete Products Inc	Credit for Tax on In22743 9/2/21 Retaining Wall Blocks	380.10	
04/01/22	545877	Office Depot Inc	Stockroom Supplies	48.99	
04/14/22	546151	Office Depot Inc	Office Supplies Stockroom Supplies	1,194.96	
04/22/22	546252	Office Depot Inc	Desk Organizer Office Supplies	85.86	
04/29/22	546328	Office Depot Inc	Office Supplies	95.82	
04/01/22	545878	Office of the Secretary of State	Notary Public Renewal	10.00	

John A. Logan College

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546152	Office of the Secretary of State	Notary Public Renewal - M Browning	10.00	
04/01/22	545879	Orthotech Sports Medical Equipment Inc	Equipment Repair - Logan Fitness	340.00	
04/14/22	546153	Orthotech Sports Medical Equipment Inc	Logan Fitness Equipment Repair	1,445.67	
04/05/22	545942	Pamala Kay Hays	Health Insurance April	158.42	
04/22/22	546253	PASCO Scientific	Instructional Materials	824.00	
04/14/22	546110	Paul T Crawford	Travel 3/2-3/24/22	245.95	
04/08/22	546038	Pitney Bowes Inc	Postage Equipment Lease 3/27-6/26/22	1,796.70	
04/01/22	545882	Platinum Educational Group	EMS Testing - Student Access	97.50	
04/22/22	546256	Postmaster	Permit 14 Annual Fees	795.00	
04/01/22	545883	Practicon Inc	Instructional Supplies	447.50	
04/14/22	546159	PrepBlast LLC	Core Plan Yearly Fee - Sept - Aug	1,500.00	
04/14/22	546160	Prescient National Insurance Services	Work Comp Deductible Losses	411.33	
04/01/22	545847	Preston W Childers	Game Official 3/14/22 3:00 pm Game Official 3/9/22 1:00 & 4:00 pm	400.00	
04/29/22	546296	Preston W Childers	Game Official 4/7/22 3:00 pm	150.00	
04/05/22	545933	Priscilla L Gray	Health Insurance April	46.47	
04/14/22	546174	Rachel Sveda-Webb	Travel 3/31-4/1/22 Travel 3/23-3/29/22	82.50	
04/22/22	546264	Rachel Sveda-Webb	Travel Advance - 4/28-4/29/22	442.26	
04/01/22	545884	Rainbow Day Care Center Inc	Partial Reimbursement - Registration Fee	200.00	
04/14/22	546161	Rainbow Day Care Center Inc	Refresh Provider Grant	250.00	
04/08/22	546039	Rainbow's End Child Development Center	75% QIF Grant Award	6,000.00	
04/14/22	546162	Rainbow's End Child Development Center	Refresh Provider Grant	250.00	
04/14/22	546188	Ralph Mitchell Wade	Used Practice Golf Balls	30.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/14/22	546130	Randi R Hof	Consulting Services 3/15-3/28/22	400.00	
04/22/22	546235	Randi R Hof	Consulting Service 3/29-4/11/22	400.00	
04/29/22	546311	Randi R Hof	Consulting Service 4/12-4/18/22	400.00	
04/29/22	546330	Rascal X-Press, Inc.	QIF Grant Award - Final	2,000.00	
04/05/22	545914	Rebecca G Borgsmiller	Health Insurance April	941.17	
04/08/22	546067	Reliance Standard Life Insurance Company	VLTD Ded April	937.42	
04/14/22	546163	Reppert Publications	Advertising	850.00	
04/01/22	545885	Republic Services #732	Waste Disposal - Main Campus 2/1-3/31	951.00	
04/08/22	546041	Republic Services #732	Waste Disposal - DQ Ext 4/1-4/30/22 Waste Disposal - WF Ext - 4/1-4/30/22	223.12	
04/01/22	545865	Richard Heuring	Game Official 3/10/22 12:00 & 3:00 pm Game Official 3/4/22 1:30 pm	370.00	
04/08/22	546042	Ricky T Ricci	Broadcasting Service 3/2-3/16/22	135.00	
04/22/22	546257	Ricky T Ricci	Travel 3/14-3/17/22	959.69	
04/05/22	545928	Robert D English	Health Insurance April	444.65	
04/08/22	546053	Robert G Swearingen	Reimburse - Club Supplies	116.09	
04/05/22	545964	Robert L Mees	Health Insurance April	216.64	
04/05/22	545925	Roberta Egelston	Health Insurance April	941.17	
04/05/22	545975	Robin Pauls	Health Insurance April	730.36	
04/22/22	546258	Robin's Nest Learning Center	QIF Grant Award - Final	2,000.00	
04/05/22	545934	Ronald D Hall	Health Insurance April	730.36	
04/14/22	546087	Rozlynn Marie Schrader	Meal Allowance 4/15/2022	250.00	
04/08/22	546068	Russell C Simon	Wage Garnishment BK19-40639	500.00	
04/14/22	546112	Ryan Wade Dover	Reimburse - Office Supplies	197.27	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/08/22	546045	Samron Midwest Contracting	Work on Fabric Shade Installation	35,936.00	Y
04/14/22	546084	Sarion JI McGee	Meal Allowance 4/15/2022	125.00	
04/29/22	546368	Sarion JI McGee	Meal Allowance 4/29/2022	125.00	
04/01/22	545888	Scantron Corporation	Instructional Supplies	1,773.10	
04/14/22	546081	Sean L East	Meal Allowance 4/15/2022	125.00	
04/29/22	546366	Sean L East	Meal Allowance 4/29/2022	125.00	
04/01/22	545815	Shara L Peyton	HCCTP Student Stipend	800.00	
04/14/22	546200	Shara L Peyton	HCCTP Student Stipend	360.00	
04/05/22	545965	Sharyl Melvin	Health Insurance April	5.28	
04/01/22	545851	Sheri Cook	Reimburse Club Supplies	122.93	
04/01/22	545889	Sherwin-Williams Company	Maintenance Repair Supplies	70.86	
04/29/22	546334	Sherwin-Williams Company	Supplies - E217-219 Project	71.11	
04/05/22	545913	Sheryl A Bleyer	Health Insurance April	5.28	
04/05/22	545918	Shirley Calhoun	Health Insurance April	46.47	
04/05/22	545929	Shirley Everingham	Health Insurance April	46.47	
04/05/22	545943	Shirley Hays	Health Insurance April	46.38	
04/08/22	546046	Silkworm Inc	Retractable Banner	515.91	
04/14/22	546165	Silkworm Inc	Recruitment Materials - HCCTP Office Supplies	866.96	
04/22/22	546260	Silkworm Inc	T-Shirts for Eggstravaganza Service Awards	2,421.50	
04/29/22	546335	Silkworm Inc	Promotional Items - CCRR	487.23	
04/14/22	546167	Southern FS Inc	Ground Fuel Grounds Fuel	1,417.84	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/08/22	546047	Southern Illinois Piping Contractors, Inc.	3rd Base Hydrant Replacement Water Main Repair - Softball Field	2,722.33	
04/01/22	545891	Southern Illinois Redi-Mix Inc	Instructional Supplies - HCCTP	1,280.00	
04/08/22	546048	Southern Illinois Redi-Mix Inc	Instructional Supplies - HCCTP	311.00	
04/14/22	546168	Southern Illinois Redi-Mix Inc	Instructional Supplies - HCCTP	660.00	
04/22/22	546261	Southern Illinois Redi-Mix Inc	Instructional Supplies - HCCTP	94.70	
04/14/22	546169	Southern Illinois Spine & Joint Center	Drug Testing - HCCTP	400.00	
04/08/22	546049	Southern Illinoisan	Advertising - Invitation to Bid Classified Advertising	724.71	
04/14/22	546170	Southern Illinoisan	Advertising - Finance Report FY21	565.00	
04/22/22	546262	Southern Illinoisan	Newspaper Subscription	454.99	
04/01/22	545892	Southwestern Illinois Bus Company LLC II	Bus Trip - Lake Land College	1,690.00	
04/08/22	546050	Southwestern Illinois Bus Company LLC II	Bus Trip - Olney Central College Bus Trip - Hutchinson, KS	10,675.00	Y
04/14/22	546171	Southwestern Illinois Bus Company LLC II	Bus Trip - Kaskaskia College	1,500.00	
04/29/22	546336	Southwestern Illinois Bus Company LLC II	Bus Trip - Wabash Valley College	1,400.00	
04/29/22	546338	St Joseph Church	Facility Rent 1/19-3/23/22	104.00	
04/01/22	545893	St Louis Boiler Supply Co	Maintenance Repair Supplies	840.19	
04/14/22	546172	Staples Business Credit	Office Supplies	646.61	
04/22/22	546263	State Beauty Supply	Instructional Supplies	174.08	
04/01/22	545904	State Universities Retirement System	Contributions for Settlement Agreement	27,562.80	Y
04/15/22	2731	State Universities Retirement System	SURS 3/31/22 PR	110,149.95	Y
04/29/22	2803	State Universities Retirement System	SURS 4/15/22 PR	56,220.77	Y
04/01/22	545894	Stericycle, Inc.	Waste Disposal 3/1-3/2/22	194.00	

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4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/01/22	545856	Steve Dunahue	Game Official 3/4/22 1:30 pm	150.00	
04/14/22	546114	Steve Dunahue	Game Official 4/1/22 1:00 & 3:00 pm	220.00	
04/14/22	546173	Stiles Office Solutions Inc	Furniture Grounds Materials	5,830.38	
04/01/22	545887	Summer Leilani Sanders	Reissue Ck#544985 - Meal Allowance	75.00	
04/14/22	546086	Summer Leilani Sanders	Meal Allowance 4/15/2022	75.00	
04/29/22	546370	Summer Leilani Sanders	Meal Allowance 4/29/2022	75.00	
04/08/22	546052	Sundaes Novelty Inc.	Facial Beds	1,889.98	
04/14/22	546176	Swinford Publications LLC	Advertising	1,000.00	
04/08/22	546069	Symetra Life Insurance Company	Life Ins/APRIL	7,808.79	
04/29/22	546342	T-Ham Sign Inc	Install Reflective Graphics-Side by Side	237.00	
04/14/22	546182	Tammy L Valette	Reimburse Grammarly subscription	144.00	
04/14/22	546075	Taqueia Renee Brown	Meal Allowance 4/15/2022	125.00	
04/29/22	546363	Taqueia Renee Brown	Meal Allowance 4/29/2022	125.00	
04/08/22	546070	Teamsters Local 50	Union Dues (TU) MARCH	2,207.00	
04/01/22	545871	Ted Allan Knapp	Game Official 3/17/22 2:00 & 4:00 pm	175.00	
04/14/22	546138	Ted Allan Knapp	Game Official 3/29/22 2:00 & 4:00 pm Game Official 4/2/22 12:00 & 2:00 pm	350.00	
04/22/22	546242	Ted Allan Knapp	Game Official 4/7/22 2:00 & 4:00 pm	175.00	
04/29/22	546321	Ted Allan Knapp	Game Official 4/10/22 12:00 & 2:00 pm	175.00	
04/01/22	545896	Tennessee State University	Entry Fee - Men's Golf 4/10-4/12/22	1,400.00	
04/01/22	545897	Tennessee Wesleyan College - 2	Entry Fee - Women's Golf 4/4-4/5/22	780.00	
04/14/22	546177	Terrace Fence Company Inc	Baseball Field Fence Additions	5,248.00	
04/14/22	546190	Terri Lynn Wiseman	Reimburse Instructional Supplies	20.56	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/05/22	545922	Terry A Crain	Health Insurance April	730.36	
04/14/22	546076	Terry Earl Busse Jr	Meal Allowance 4/15/2022	400.00	
04/05/22	545991	Terry J Stanley	Health Insurance April	216.64	
04/22/22	546266	The Greater Gillespie Temple Church of God in	QIF Grant Award	6,000.00	
04/08/22	546054	The Home Depot Pro	Custodial Supplies	143.19	
04/14/22	546178	The Home Depot Pro	Credit Custodial Supplies	3,454.73	
04/22/22	546267	The Home Depot Pro	Custodial Equipment	1,870.51	
04/22/22	546268	The Home Depot Pro	Custodial Equipment	1,157.06	
04/29/22	546343	The Home Depot Pro	Custodial Supplies	2,617.62	
04/08/22	546055	The Office of the State Fire Marshal	Certificate of Operations Renewal	250.00	
04/08/22	546071	The Poshard Foundation	Foundation Ded (PF) MARCH	20.00	
04/08/22	546056	The Printing Plant LLC	Name Tags	45.00	
04/01/22	545898	The Tedrick Group	Notary Bond Renewal	30.00	
04/14/22	546179	The Tedrick Group	Notary Bond Renewal - M Browning	30.00	
04/01/22	545860	Thomas B Ferris	Travel Advance 4/10-4/12/22	500.00	
04/14/22	546120	Thomas B Ferris	Travel Advance 4/17-4/19/22	400.00	
04/22/22	546225	Thomas B Ferris	Travel Advance - 4/23-4/27/22	800.00	
04/29/22	546310	Thomas C Hensold	Performer - World Food & Music Day 4/13	500.00	
04/01/22	545809	Thomas Riddell Anderson	HCCTP Student Stipend	640.00	
04/14/22	546194	Thomas Riddell Anderson	HCCTP Student Stipend	560.00	
04/05/22	545995	Timothy Allen Williams	Health Insurance April	941.17	
04/05/22	545907	Timothy B Baker	Health Insurance April	1,083.23	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/08/22	546018	Timothy Hostert	Food Protection Manager Exams	360.00	
04/08/22	546029	Tisha Shannon Kosco	Travel 3/18/22	18.49	
04/29/22	546322	Tisha Shannon Kosco	Travel 2/28-3/11/22 Travel 4/6-4/8/22	154.20	
04/14/22	546180	TK Elevator Corporation	Elevator Maintenance	5,604.23	
04/05/22	545936	Tom C Hamlin	Health Insurance April	1,166.83	
04/22/22	546270	Touchtone Communications	Phone Service - Main Campus - April Phone Service - CCRR - April	239.02	
04/01/22	545811	Trevion marquis Farmer	HCCTP Student Stipend	800.00	
04/14/22	546203	Trevion marquis Farmer	HCCTP Student Stipend	800.00	
04/29/22	546353	Trevion Marquis Farmer	HCCTP Student Stipend	720.00	
04/14/22	546092	Tujautae Jarbri Williams	Meal Allowance 4/15/2022	125.00	
04/29/22	546374	Tujautae Jarbri Williams	Meal Allowance 4/29/2022	125.00	
04/14/22	546093	Tylei Adriana Wofford-Byrd	Meal Allowance 4/15/2022	125.00	
04/29/22	546375	Tylei Adriana Wofford-Byrd	Meal Allowance 4/29/2022	125.00	
04/01/22	545812	Tyler R Gearhart	HCCTP Student Stipend	800.00	
04/14/22	546197	Tyler R Gearhart	HCCTP Student Stipend	800.00	
04/29/22	546354	Tyler R Gearhart	HCCTP Student Stipend	720.00	
04/22/22	546271	U S Department of Veterans Affairs	Refund CH33 SP22 - C Atkinson Refund CH33 FL21 - M McComas	1,022.40	
04/22/22	546272	United Laboratories Inc	Custodial Supplies	836.53	
04/01/22	545899	United Parcel Service	Shipping	31.19	
04/14/22	546181	United Parcel Service	Shipping	21.46	
04/29/22	546344	United Parcel Service	Shipping	63.05	

John A. Logan College

Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/13/22	2804	Verizon Wireless	Phone Service 2/22-3/21/22 Hotspot for Karla Tabing 2/22-3/21/22	353.26	
04/21/22	546281	Verizon Wireless	Phone Service - Police Towers 2/28-3/27	122.30	
04/14/22	546185	Vernier Software & TechnologyLLC	Instructional Materials	1,172.83	
04/05/22	545906	Vicki Autry	Health Insurance April	46.47	
04/07/22	2713	VOYA Institutional Trust Company	Annuities 3/31/22 PR	7,608.00	
04/22/22	2734	VOYA Institutional Trust Company	Annuities 4/15/22 PR	4,683.00	
04/01/22	545900	VWR International LLC	Instructional Supplies	102.08	
04/08/22	546057	VWR International LLC	Instructional Supplies	85.88	
04/14/22	546186	VWR International LLC	Instructional Supplies	852.86	
04/22/22	546273	VWR International LLC	Instructional Supplies	67.32	
04/29/22	546345	VWR International LLC	Instructional Supplies	222.00	
04/14/22	546187	W.J. Burke Electric Company	Progress Billing #1 - Gym Lights	60,500.00	Y
04/22/22	546274	Wallace State Community College	Entry Fee 4/24-4/26/22	400.00	
04/01/22	545902	Wells Fargo Vendor Financial Services LLC	Grounds Equipment Rental 3/1-3/31/22	1,420.63	
04/22/22	546275	Wells Fargo Vendor Financial Services LLC	Grounds Rental Equipment 4/1-4/30/22	1,420.63	
04/08/22	546025	Wendell D Killian	Student Ambassador Award	250.00	
04/05/22	545989	Wendelyn Ann Spencer	Health Insurance April	47.46	
04/08/22	546008	William G Connell	Reimburse Instructional Supplies	171.95	
04/29/22	546346	Williams Heating and Air Inc	Subsidize wages - IGEN DOE	300.00	
04/14/22	546191	Withers Broadcasting of Southern Illinois LLC	Advertising	1,500.00	
04/14/22	546192	WSIL-TV	Advertising	3,000.00	

John A. Logan College

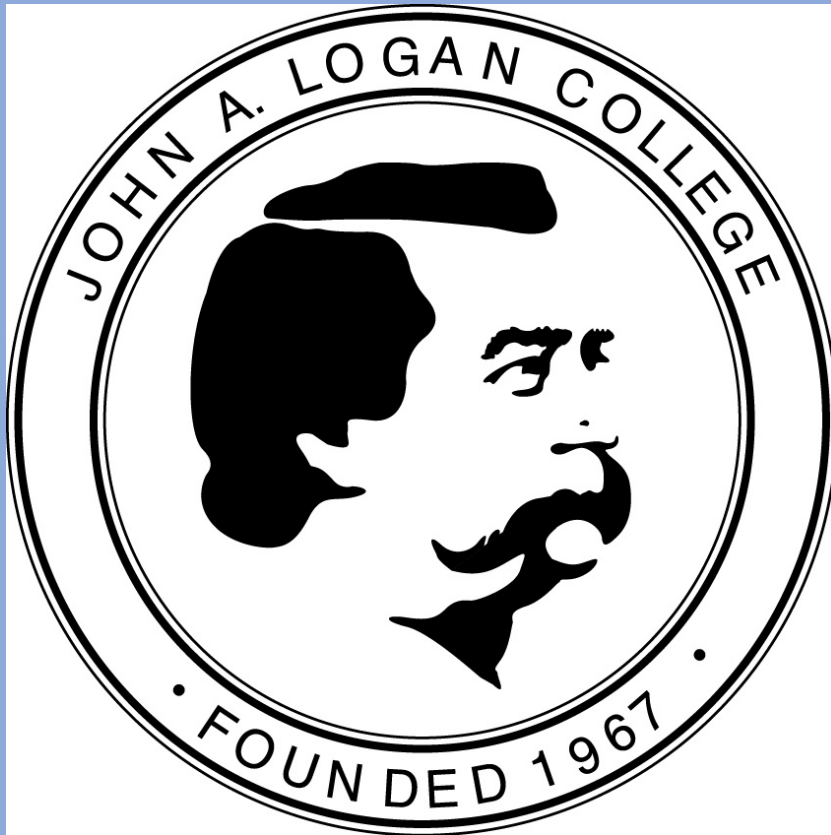
Monthly Expenditure List

4/1/2022 - 4/30/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
04/29/22	546349	WSIL-TV	Advertising	1,485.00	
Grand Total				2,010,010.49	

Addendum to Expenditure List

Void Check List



JOHN A. LOGAN COLLEGE

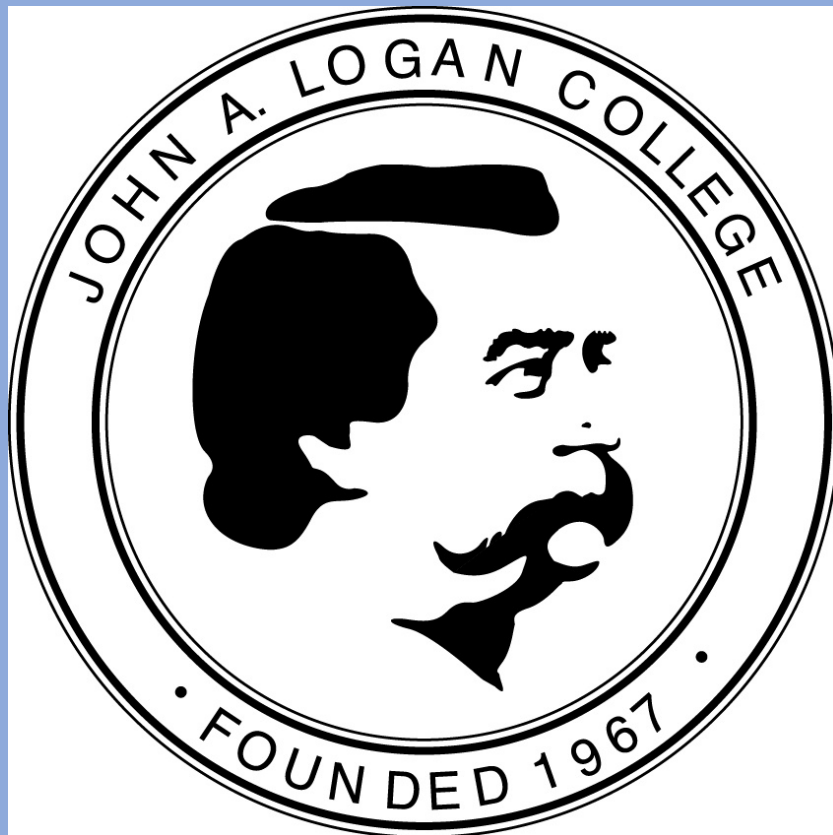
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**Checks Voided
4/1/2022 - 4/30/2022**

Void Date	Check Date	Check #	Vendor Name	Transaction Description	Check Amount
4/22/2022	4/22/2022	546255	Abigail Ellen Marie Porter	Travel 3/23-3/24/22 Travel 3/28-3/31/22 Travel 3/4-4/1/22	211.60
4/19/2022	4/14/2022	546144	Jason McFarland	Travel 3/24/22	117.74
4/30/2022	4/5/2022	545955	Judith C Korando	Health Insurance April	216.64
4/22/2022	4/14/2022	546094	Shakyr Nicole Wright	Meal Allowance 4/15/2022	125.00
4/19/2022	4/14/2022	546196	Trevion marquis Farmer	Meal Allowance 4/15/2022	800.00
4/30/2022	2/15/2022	545209	Tujautae Jarbri Williams	Meal Allowance 2/15/22	125.00
				Total Checks Voided During Period	<u>1,595.98</u>

Consent Agenda Item 8.F

Treasurer's & Financial Report



JOHN A. LOGAN COLLEGE

TREASURER'S REPORT

&

FINANCIAL REPORT

NINE MONTHS ENDED

MARCH 31, 2022

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JOHN A. LOGAN COLLEGE

TREASURER'S REPORT
MARCH 31, 2022

	First Mid-Illinois Accounts	Bank of Herrin Trust Accounts	Banterra Accounts & Investments	Illinois Funds Investments	Total
BANK STATEMENT BALANCE	36,506.96	2,147,961.39	16,520,500.58	16,068,152.71	34,773,121.64
O/S Deposits/(Deductions)	25,480.17	-	273,097.52	10,735.78	309,313.47
	61,987.13	2,147,961.39	16,793,598.10	16,078,888.49	35,082,435.11
Less O/S Checks	-	-	60,469.50	-	60,469.50
	61,987.13	2,147,961.39	16,733,128.60	16,078,888.49	35,021,965.61
Plus Cash on Hand	1,435.00	-	-	-	1,435.00
BANK BALANCE PER BOOKS	63,422.13	2,147,961.39	16,733,128.60	16,078,888.49	35,023,400.61
% of Invested Cash Balances	0.1%	6.2%	47.5%	46.200%	

All Cash	\$	8,672,623.58
All Investments		26,350,777.03
	\$	35,023,400.61

RESPECTFULLY SUBMITTED,

STACY BUCKINGHAM, VP FOR BUSINESS SERVICES AND CFO

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

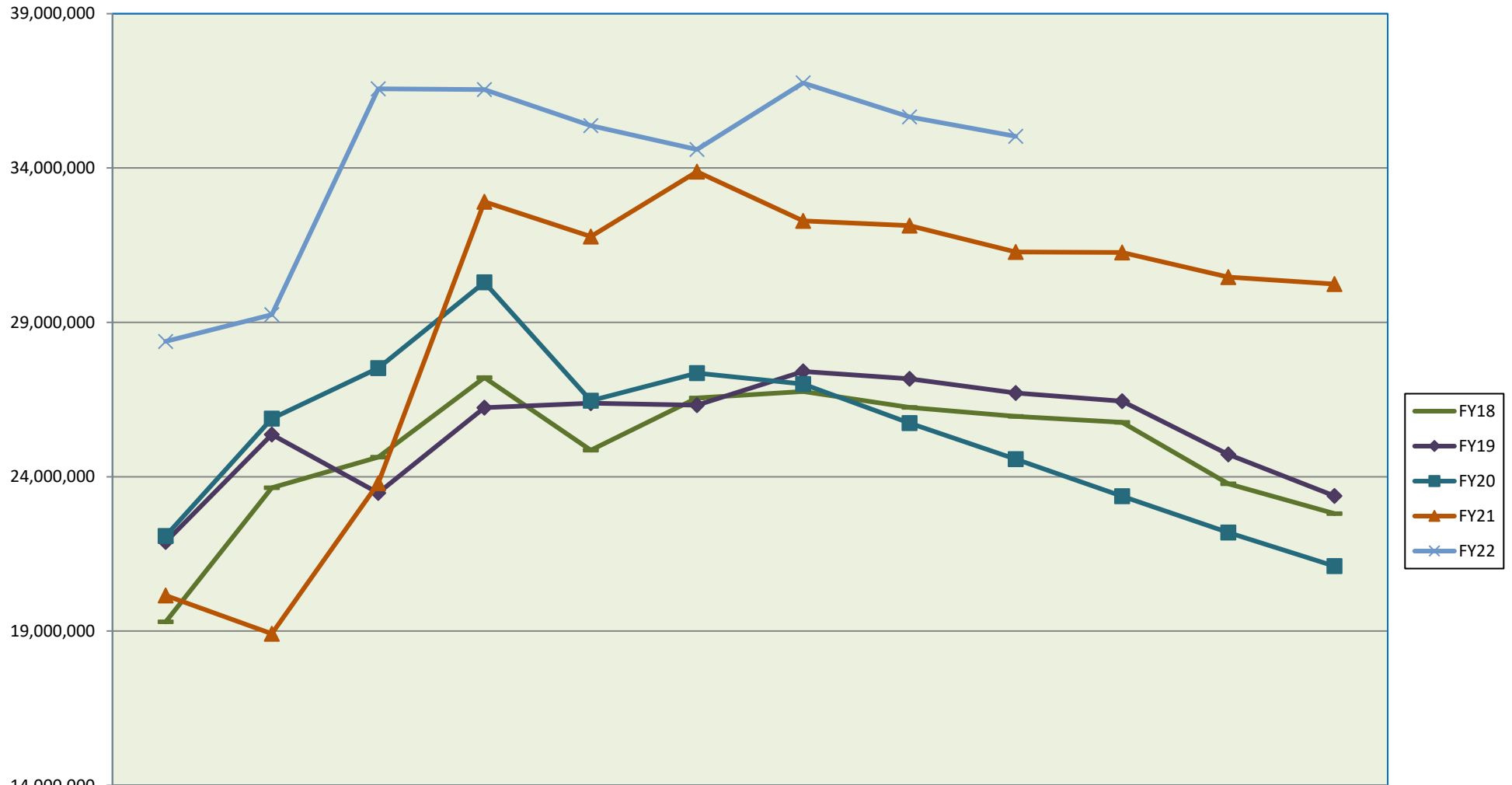
INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	0.275%	On Demand	\$ 6,938,387.28
	Higher Reach E-Pay	0.275%	On Demand	30,627.60
	Business Office E-Pay	0.275%	On Demand	80,240.24
	Student Activities E-Pay	0.275%	On Demand	25,983.79
	Banterra ICS	0.300%	On Demand	1,353,726.22
Building	Illinois Funds	0.275%	On Demand	493,696.40
	Business Office E-Pay	0.275%	On Demand	1,350.00
	Banterra ICS	0.300%	On Demand	5.27
Building-Restricted	Illinois Funds	0.275%	On Demand	4,426,033.54
	Banterra ICS	0.300%	On Demand	4,531,486.52
Bond & Interest	Illinois Funds	0.275%	On Demand	-
	Banterra ICS	0.300%	On Demand	507,347.73
Auxiliary Fund	Illinois Funds	0.275%	On Demand	-
	Banterra ICS	0.300%	On Demand	-
Restricted Purposes	Illinois Funds	0.275%	On Demand	363,552.26
	Higher Reach E-Pay	0.275%	On Demand	-
	Business Office E-Pay	0.275%	On Demand	-
	Banterra ICS	0.300%	On Demand	2,420,790.21
Working Cash	Illinois Funds	0.275%	On Demand	3,718,333.38
	Banterra ICS	0.300%	On Demand	601,062.09
Trust & Agency	Illinois Funds	0.275%	On Demand	-
	Student Activities E-Pay	0.275%	On Demand	684.00
Audit Fund	Illinois Funds	0.275%	On Demand	-
	Banterra ICS	0.300%	On Demand	25,270.15
Liability Protection & Settlement Fund	Illinois Funds	0.275%	On Demand	-
	Banterra ICS	0.300%	On Demand	832,200.35
				<u>\$ 26,350,777.03</u>
Weighted Average Rate		0.285%		
3 Month Treasury Bill Rate 03/31/2022		0.51%		
Target Federal Funds Rate 03/31/2022		0.25%- 0.50%		

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

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

Fund Name	Beginning Balance	Months Activity	Ending Balance
First Mid-Illinois Bank - Depository & Logan Fitness			
Education Fund	\$ 84,501.02	\$ (42,639.62)	\$ 41,861.40
Operations & Maintenance Fund	717.18	(717.18)	-
Oper Bldg & Maint-Rest Fund	(1,052.13)	3,098.95	2,046.82
Bond & Interest Fund	-	10,577.40	10,577.40
Auxiliary Enterprises Fund	20,016.03	(12,623.68)	7,392.35
Restricted Purposes Fund	15,816.43	(15,816.43)	-
Trust & Agency Fund	(9,499.40)	9,499.40	-
Audit Fund	-	109.16	109.16
Liability Protection & Settle Fund	-	-	-
Subtotals	\$ 110,499.13	\$ (48,512.00)	\$ 61,987.13
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	\$ 1,199,293.14	\$ 783,195.97	\$ 1,982,489.11
Operations & Maintenance Fund	1,001,092.32	(142,322.01)	858,770.31
Oper Bldg & Maint-Rest Fund	906,050.53	(2,258.45)	903,792.08
Bond & Interest Fund	73,350.04	-	73,350.04
Auxiliary Enterprises Fund	241,289.05	(46,550.11)	194,738.94
Restricted Purposes Fund	1,029,142.90	(192,040.22)	837,102.68
Working Cash Fund	600,399.11	-	600,399.11
Trust & Agency Fund	155,817.16	(14,397.87)	141,419.29
Audit Fund	66,417.27	-	66,417.27
Liability Protection & Settle Fund	634,210.62	168,550.61	802,761.23
Subtotals	\$ 5,907,062.14	\$ 554,177.92	\$ 6,461,240.06
Grand Totals All Bank Accounts			
Education Fund	\$ 1,283,794.16	\$ 740,556.35	\$ 2,024,350.51
Operations & Maintenance Fund	1,001,809.50	(143,039.19)	858,770.31
Oper Bldg & Maint-Rest Fund	3,052,959.79	840.50	3,053,800.29
Bond & Interest Fund	73,350.04	10,577.40	83,927.44
Auxiliary Enterprises Fund	261,305.08	(59,173.79)	202,131.29
Restricted Purposes Fund	1,044,959.33	(207,856.65)	837,102.68
Working Cash Fund	600,399.11	-	600,399.11
Trust & Agency Fund	146,317.76	(4,898.47)	141,419.29
Audit Fund	66,417.27	109.16	66,526.43
Liability Protection & Settle Fund	634,210.62	168,550.61	802,761.23
Cash in Bank Totals	\$ 8,165,522.66	\$ 505,665.92	\$ 8,671,188.58
Plus Cash on Hand	1,435.00	-	1,435.00
Grand Totals	\$ 8,166,957.66	\$ 505,665.92	\$ 8,672,623.58

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	35,655,511	35,023,401			

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
MARCH 31, 2022
75% 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	\$ 32,148.75	\$ 7,096,468.06	102.3%	\$ 6,851,514.58	3.6%
CORP PERSONAL PROP REPLACE	600,000.00	291,947.05	890,702.13	148.5%	335,236.46	165.7%
TOTAL LOCAL GOVERNMENT SOURCES	7,540,000.00	324,095.80	7,987,170.19	105.9%	7,186,751.04	11.1%
STATE GOVERNMENT						
ICCB STATE BASE OPERATING GRANT	3,060,040.00	158,091.26	2,295,030.00	75.0%	2,227,605.02	3.0%
ICCB STATE EQUALIZATION GRANT	6,542,360.00	545,196.67	4,906,770.03	75.0%	4,575,387.79	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	190,619.00	381,239.00	100.0%	209,280.50	82.2%
OTHER STATE GOVERNMENT	-	-	3,850.06	N/A	-	N/A
TOTAL STATE GOVERNMENT SOURCES	10,085,639.00	893,906.93	7,586,889.09	75.2%	7,012,273.31	8.2%
FEDERAL GOVERNMENT						
DEPARTMENT OF EDUCATION	1,600,000.00	20,728.98	34,647.18	2.2%	79,885.61	-56.6%
DEPARTMENT OF HEALTH & HUMAN SERVICES	80,000.00	-	170,160.80	212.7%	-	N/A
OTHER FEDERAL GOVERNMENT	-	-	2,293.37	N/A	-	N/A
TOTAL FEDERAL GOVERNMENT SOURCES	1,680,000.00	20,728.98	207,101.35	12.3%	79,885.61	159.2%
STUDENT TUITION & FEES						
TUITION	9,500,000.00	39,320.30	8,358,344.05	88.0%	8,726,897.25	-4.2%
FEES	816,500.00	25,189.20	649,150.70	79.5%	742,978.95	-12.6%
TOTAL STUDENT TUITION & FEES	10,316,500.00	64,509.50	9,007,494.75	87.3%	9,469,876.20	-4.9%
OTHER SOURCES						
SALES AND SERVICE FEES	28,500.00	4,280.22	20,973.77	73.6%	21,334.35	-1.7%
FACILITIES REVENUE	36,980.00	7,715.00	39,815.00	107.7%	31,735.00	25.5%
INTEREST ON INVESTMENTS	37,500.00	2,319.24	14,505.98	38.7%	19,204.40	-24.5%
OTHER NONGOV'T REVENUE	34,500.00	3,454.82	13,286.78	38.5%	12,164.99	9.2%
TOTAL OTHER SOURCES	137,480.00	17,769.28	88,581.53	64.4%	84,438.74	4.9%
TOTAL BUDGETED REVENUES	\$ 29,759,619.00	\$ 1,321,010.49	\$ 24,877,236.91	83.6%	\$ 23,833,224.90	4.4%

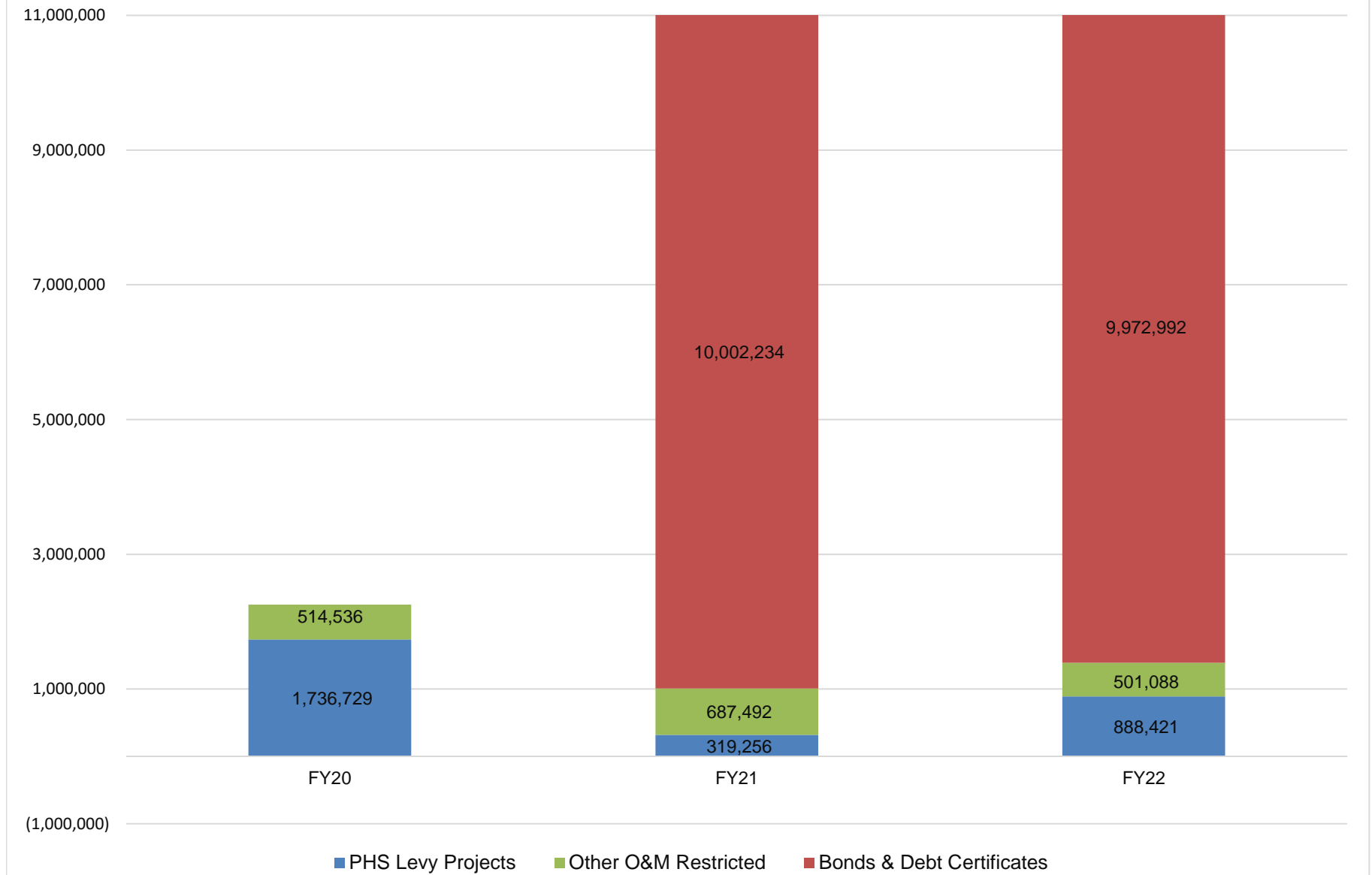
* Operating funds consist of Education fund plus Operating and Maintenance fund.

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
MARCH 31, 2022
75% 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	\$ 701,761.18	\$ 6,079,328.24	58.2%	\$ 6,675,039.39	-8.9%
ACADEMIC SUPPORT	2,422,667.00	190,156.06	1,752,670.58	72.3%	1,752,172.09	0.0%
STUDENT SERVICES	2,777,876.00	229,217.54	2,183,481.05	78.6%	1,895,341.65	15.2%
PUBLIC SERVICES/CONTINUING EDUCATION	728,630.00	52,060.57	467,941.75	64.2%	585,432.15	-20.1%
OPERATION & MAINTENANCE OF PLANT	4,303,859.00	326,687.90	2,796,508.76	65.0%	2,686,806.87	4.1%
INSTITUTIONAL SUPPORT	7,008,416.00	510,664.13	4,528,221.40	64.6%	4,222,588.76	7.2%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	3,021,225.00	69,285.50	2,282,452.26	75.5%	2,249,936.06	1.4%
TRANSFERS OUT	1,736,875.00	100,000.00	1,150,500.00	66.2%	1,229,372.50	-6.4%
TOTAL BUDGETED EXPENDITURES	\$ 32,443,127.00	\$ 2,179,832.88	\$ 21,241,104.04	65.5%	\$ 21,296,689.47	-0.3%
<u>EXPENSE BY OBJECT</u>						
SALARIES & WAGES	\$ 19,112,518.00	\$ 1,458,994.01	\$ 12,371,959.89	64.7%	\$ 12,979,727.14	-4.7%
EMPLOYEE BENEFITS	2,436,379.00	174,315.32	1,687,830.45	69.3%	1,611,337.21	4.7%
CONTRACTUAL SERVICES	2,281,350.00	104,630.59	1,662,342.86	72.9%	1,245,374.78	33.5%
GENERAL MATERIALS & SUPPLIES	1,818,840.00	189,620.06	993,493.76	54.6%	949,238.65	4.7%
CONFERENCE & MEETING EXPENSE	458,965.00	12,152.02	75,816.96	16.5%	12,826.19	491.1%
FIXED CHARGES	38,995.00	1,950.00	39,003.20	100.0%	20,625.67	89.1%
UTILITIES	785,810.00	67,848.63	497,451.64	63.3%	453,114.56	9.8%
CAPITAL OUTLAY	165,016.00	-	181,430.23	109.9%	157,570.83	15.1%
OTHER	3,458,379.00	70,322.25	2,581,275.05	74.6%	2,637,501.94	-2.1%
CONTINGENCY	150,000.00	-	-	0.0%	-	N/A
TRANSFERS OUT	1,736,875.00	100,000.00	1,150,500.00	66.2%	1,229,372.50	-6.4%
TOTAL BUDGETED EXPENDITURES	\$ 32,443,127.00	\$ 2,179,832.88	\$ 21,241,104.04	65.5%	\$ 21,296,689.47	-0.3%

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

Operations & Maintenance Restricted Fund Balances as of March



**JOHN A. LOGAN COLLEGE
AUXILIARY FUND
MARCH 31, 2022
75% 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%	\$ 150,420.00	-100.0%
TOTAL FEDERAL GOVERNMENT SOURCES	200,000.00	-	-	0.0%	150,420.00	-100.0%
STUDENT FEES						
STUDENT ACTIVITY FEES	335,000.00	(540.00)	231,690.00	69.2%	260,684.62	-11.1%
TOTAL STUDENT FEES	335,000.00	(540.00)	231,690.00	69.2%	260,684.62	-11.1%
OTHER SOURCES						
PUBLIC SERVICE FEES	77,000.00	10,316.00	91,320.47	118.6%	44,477.00	105.3%
SALES AND SERVICE FEES	520,860.00	31,088.74	490,263.70	94.1%	311,816.41	57.2%
FACILITIES REVENUE	60,000.00	-	40,000.00	66.7%	45,000.00	-11.1%
OTHER NONGOV'T REVENUE	100.00	-	36.00	36.0%	13,055.00	-99.7%
TOTAL OTHER SOURCES	657,960.00	41,404.74	621,620.17	94.5%	414,348.41	50.0%
TRANSFERS IN	1,239,875.00	100,000.00	924,000.00	74.5%	925,960.00	-0.2%
TOTAL BUDGETED REVENUES	\$ 2,432,835.00	\$ 140,864.74	\$ 1,777,310.17	73.1%	\$ 1,751,413.03	1.5%
EXPENSE BY OBJECT						
PUBLIC SERVICES						
SALARIES & WAGES	\$ 503,102.00	\$ 52,335.37	\$ 347,015.19	69.0%	\$ 273,423.00	26.9%
BENEFITS	78,765.00	5,287.55	64,640.79	82.1%	61,006.37	6.0%
CONTRACTUAL SERVICES	28,470.00	1,577.23	21,747.45	76.4%	18,192.98	19.5%
GENERAL MATERIALS & SUPPLIES	73,900.00	5,187.31	31,281.29	42.3%	16,295.38	92.0%
CONFERENCE & MEETING EXPENSE	5,550.00	698.50	3,536.76	63.7%	-	N/A
UTILITIES	95,000.00	6,992.68	64,377.04	67.8%	60,437.01	6.5%
CAPITAL OUTLAY	24,000.00	-	-	0.0%	-	N/A
OTHER	35,000.00	669.50	12,435.10	35.5%	4,042.30	207.6%
TOTAL PUBLIC SERVICES	843,787.00	72,748.14	545,033.62	64.6%	433,397.04	25.8%
INDEPENDENT OPERATIONS						
SALARIES & WAGES	558,372.00	45,400.11	402,606.43	72.1%	382,555.30	5.2%
EMPLOYEE BENEFITS	70,925.00	5,732.03	51,588.62	72.7%	42,642.12	21.0%
CONTRACTUAL SERVICES	176,787.00	30,835.25	127,595.47	72.2%	32,954.14	287.2%
GENERAL MATERIALS & SUPPLIES	155,671.00	6,602.61	130,444.85	83.8%	81,302.57	60.4%
CONFERENCE & MEETING EXPENSE	139,149.00	29,524.60	107,690.31	77.4%	30,670.23	251.1%
FIXED CHARGES	159,242.00	710.39	132,911.62	83.5%	69,025.26	92.6%
SCHOLARSHIPS AND OTHER	122,100.00	6,533.75	74,446.95	61.0%	75,344.18	-1.2%
TOTAL INDEPENDENT OPERATIONS	1,382,246.00	125,338.74	1,027,284.25	74.3%	714,493.80	43.8%
OPERATIONS & MAINTENANCE OF PLANT						
CONTRACTUAL SERVICES	-	-	2,475.00	N/A	-	N/A
GENERAL MATERIALS & SUPPLIES	-	-	23,692.51	N/A	-	N/A
FIXED CHARGES	-	-	100.00	N/A	-	N/A
TOTAL OPERATIONS & MAINTENANCE OF PLANT	-	-	26,267.51	N/A	-	N/A
INSTITUTIONAL SUPPORT						
GENERAL MATERIALS & SUPPLIES	50,000.00	5,127.04	25,650.17	51.3%	17,777.49	44.3%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	75,000.00	5,127.04	25,650.17	34.2%	17,777.49	44.3%
SCHOLARSHIPS, STUDENT GRANTS, WAIVERS						
OTHER - WAIVERS	440,000.00	2,493.00	416,083.00	94.6%	555,280.00	-25.1%
TOTAL SCHOLARSHIPS, GRANTS, WAIVERS	440,000.00	2,493.00	416,083.00	94.6%	555,280.00	-25.1%
TOTAL BUDGETED EXPENDITURES	\$ 2,741,033.00	\$ 205,706.92	\$ 2,040,318.55	74.4%	\$ 1,720,948.33	18.6%

JOHN A. LOGAN COLLEGE
LIABILITY, PROTECTION, & SETTLEMENT FUND
MARCH 31, 2022
75% 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	\$ 9,614.81	\$ 2,118,888.54	101.9%	\$ 1,892,528.52	12.0%
TOTAL LOCAL GOVERNMENT SOURCES	2,079,000.00	9,614.81	2,118,888.54	101.9%	1,892,528.52	12.0%
OTHER SOURCES						
INTEREST ON INVESTMENTS	2,500.00	243.04	2,192.21	87.7%	2,523.33	-13.1%
OTHER NONGOVT REVENUE	-	-	-	N/A	1,225.00	-100.0%
TOTAL OTHER SOURCES	2,500.00	243.04	2,192.21	87.7%	3,748.33	-41.5%
TOTAL BUDGETED REVENUES	\$ 2,081,500.00	\$ 9,857.85	\$ 2,121,080.75	101.9%	\$ 1,896,276.85	11.9%
<u>EXPENSE BY OBJECT</u>						
OPERATIONS AND MAINTENANCE OF PLANT						
SALARIES & WAGES	\$ 779,393.00	\$ 48,491.20	\$ 429,037.10	55.0%	\$ 503,367.55	-14.8%
EMPLOYEE BENEFITS	95,869.00	7,835.07	62,363.56	65.1%	48,967.18	27.4%
CONTRACTUAL SERVICES	21,900.00	917.78	9,088.67	41.5%	17,221.07	-47.2%
GENERAL MATERIALS & SUPPLIES	66,147.00	2,391.19	14,426.26	21.8%	34,964.29	-58.7%
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	59,635.24	514,976.19	50.4%	610,686.00	-15.7%
INSTITUTIONAL SUPPORT						
SALARIES & WAGES	82,971.00	4,178.12	38,518.68	46.4%	58,243.31	-33.9%
EMPLOYEE BENEFITS	652,971.00	42,083.49	408,833.41	62.6%	382,262.90	7.0%
CONTRACTUAL SERVICES	75,600.00	145.25	47,296.55	62.6%	58,937.45	-19.8%
GENERAL MATERIALS & SUPPLIES	10,000.00	-	848.22	8.5%	14,800.17	-94.3%
FIXED CHARGES	405,000.00	4,874.00	402,233.97	99.3%	1,328,343.53	-69.7%
CAPITAL OUTLAY	125,000.00	-	41,234.00	33.0%	-	N/A
OTHER	-	-	1,569.06	N/A	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	1,376,542.00	51,280.86	940,533.89	68.3%	1,842,587.36	-49.0%
TOTAL BUDGETED EXPENDITURES	\$ 2,399,301.00	\$ 110,916.10	\$ 1,455,510.08	60.7%	\$ 2,453,273.36	-40.7%

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

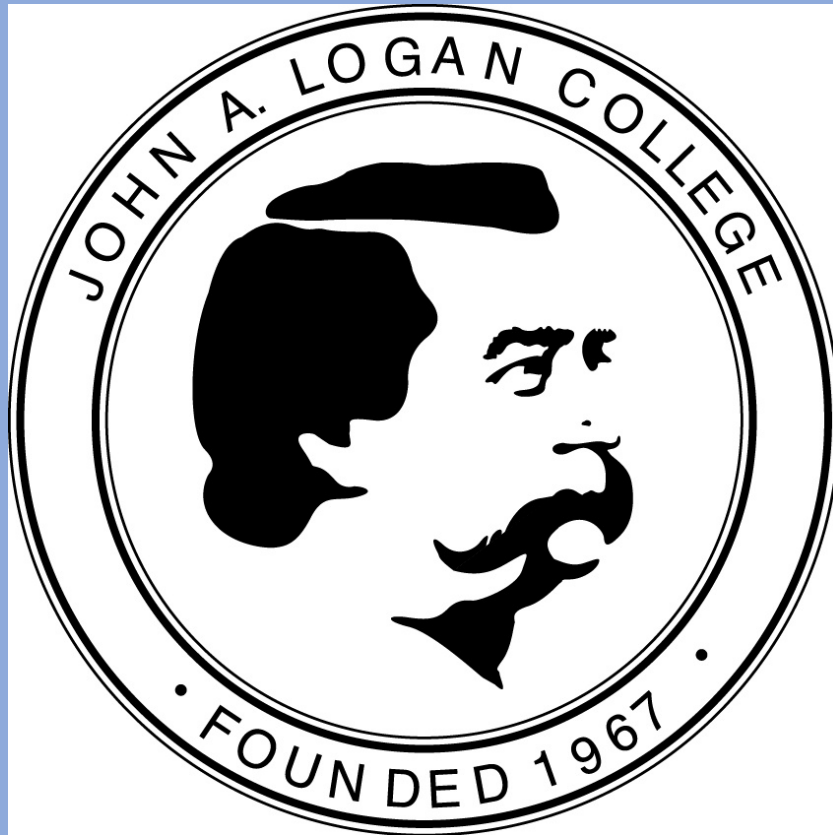
The Auxiliary Enterprises Fund accounts for college services where a fee is charged to students/staff and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, bookstore, copy/supply center, and intercollegiate athletics. Subsidies for Auxiliary Services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

Minutes of Regular Meeting



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 at Carterville, Illinois, on Tuesday, April 26, 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	-- present
Aaron R. Smith	-- 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.

SEATING OF STUDENT TRUSTEE JEREMIAH BROWN

Jeremiah M. Brown was sworn in as the 2022-2023 Student Trustees by Chairman Kilquist.

OPPORTUNITY FOR PUBLIC COMMENTS

There were no public comments.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report

No comments.

B. Athletic Advisory Committee

Trustee Brent Clark commented on the departure of Kyle Smithpeters, who has led a successful men's basketball program that has been competitive at the national level for many years. Trustee Rendleman added that the Athletic Program has had the community's support for many years, and he is hopeful for continued quality leadership for Logan Athletics.

C. Building, Grounds, and Safety Committee

Trustee Jake Rendleman reported that the Building, Grounds, and Safety Committee met this month to discuss the Elevator and Mezzanine Project, Hoffard Pond dredging, ionization unit installation, and the Pedestrian Pathway Project. The Capital Development Board (CDB) finalized the design contract with BHDG Architects for the West Lobby Expansion. Project meetings will be held during the design

phase, which should conclude in June 2023. The CDB has authorized Architechniques to begin additional design work for the Elevator and Mezzanine project that will accommodate the West Lobby Expansion mezzanine level. Burke Electric completed the installation of energy-efficient lighting for the corridor and gymnasium, funded through an IGEN grant. Approximately 1,000 new classroom desks and chairs have been installed in the B, C, and E wings of the College. The 30 x 50 outdoor fabric shade has been installed in the Waterfall Courtyard, and flooring in the shower area of Logan Fitness will be recoated with a slip-resistant epoxy. Most of the necessary equipment for the G Building transformer and switch replacement has arrived after delays due to COVID and will be installed over Memorial Day weekend.

Trustee Jake Rendleman also commended the work of the Historical Village volunteer gardeners. Volunteers can earn a Master Gardener and Master Naturalist certification as part of the College's cooperative agreement with the University of Illinois Extension Center.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that revisions to four policies were included on the agenda for final approval, and the Committee is scheduled to meet in May.

E. Budget and Finance Committee

Trustee Aaron Smith reported that the Budget and Finance Committee met with the Kemper CPA Group to review the 2021 audit and introduced Ms. Ashley Norton from Kemper to present the audit information to the Board.

2021 Audit Presentation by Kemper CPA Group, LLP

Ms. Norton reported that the 2021 Audit issued a clean opinion over the financial statements, and no deficiencies were noted in internal control over the financial reporting of financial statements. The College complied, in all material respects, with the types of compliance requirements for each major federal program.

Instances of non-compliance were reported in three separate findings related to Return of Funds in Student Financial Aid, Control over Disbursements to Students, and Consumer Information Reporting. These findings were considered significant deficiencies, and there were no material weaknesses. The audit also contained the College's response to each of these findings.

Trustee Smith pointed out that most of the preliminary test work for the audit was done in May 2021, and since that time, the College has brought in Campus Works to address internal issues in the financial aid area. President Overstreet added that new efficient models had been implemented over the past six months, and the College has worked hard to automate systems to keep up with constantly changing rules and regulations regarding financial aid.

Trustee Glenn Poshard noted that the fact that there were no significant material deficiencies on the financial side of the audit speaks well of the administration. He also pointed out that the College's total indebtedness of \$31,215,000 was well within the legal debt limit of \$56 million.

Chairman Kilquist noted that this is Kemper's third year with the College. The College's practice is to select a different auditing firm every four years to ensure audits are done correctly without favoritism.

F. Integrated Technology Committee

Trustee Rebecca Borgsmiller reported that the Integrated Technology Committee met in April. Document Manager has been upgraded to a new platform, and the Committee continued their discussion regarding registration software for Logan Fitness and Community Education. Severe weather maps have been added to the website, and the Office of Institutional Effectiveness and Research is now sending out daily registration reports.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Aaron Smith reported that the Executive Committee would meet on April 29, and registration was still open for the ICCTA Annual Convention in Chicago on June 9 and 10, 2022.

H. John A. Logan College Foundation

Trustee Rendleman reported that he and Staci Shafer attended the Black Diamond Harley Davidson scholarship banquet held at Kokopelli Golf Course. Certificates for \$1,000 scholarships were presented to high school students within the community college districts of John A. Logan, Rend Lake, Southeastern, and Shawnee. Black Diamond and the district College Foundations provide funding for the scholarships, and over the last 15 years, Black Diamond has contributed over \$700,000.

High schools have completed the selection process for scholarship recipients, and Foundation Board members will present certificates to the students at Honor's Nights for each high school.

Priority Staffing has established a new \$1,000 scholarship for students entering the trades field.

I. Student Trustee

Student Trustee Jeremiah Brown stated that he was happy to be seated as Student Trustee to voice issues and concerns on behalf of the John A. Logan College students. Jeremiah is majoring in Automotive Services Technology with plans to transfer to SIU-C for his Bachelor's Degree.

ASSOCIATION REPORTS

A. Faculty Association

Faculty Association President Robert McKenzie reported that the Executive Committee had met with the administration to discuss winter session. New IEA Association officers elected this year included Jane Bryant, President; Brennan Stover, Vice-President; Joseph Dethrow, Secretary; Andrew Carr, Treasurer; Dr. Heather Hampson, IEA Representative; Rebecca Corbitt and George Bricker, Members-at-Large. Trustee Rendleman requested that the new officers introduce themselves to the Board next Fall.

B. Adjunct Faculty Association

No report.

C. Logan Operational Staff Association

No report.

EXECUTIVE ADMINISTRATORS' REPORTS

A. FY22 Payments Received

Vice-President Stacy Buckingham reported that FY22 state payments continue to be on track, totaling \$2.7 million in base operating payments and \$5.4 million for equalization. The College received \$316,950 in supplemental state funds and additional FY22 supplemental funding allocations for base operating and equalization. The second half of the ICCB Vocational Formula grant was received, totaling \$381,000, and 99.9 percent of property tax payments have been collected on the levy amounts.

B. Tuition Revenue

Tuition revenue is down approximately \$440,000, or 4.6 percent, compared to last year. Fifty percent of the upcoming summer semester revenue will be included in the final 2022 numbers for tuition and fees.

C. FY23 Budget

The initial budget development process for FY23 is complete, and the second phase, including a review by the administration, is underway. The State has not released individual college allocations for FY23, which is impacted by credit hour generation two years prior and other funding variables such as EAV property tax values in our district.

D. Phi Theta Kappa Awards

Provost Pecord reported that John A. Logan College's chapter of Phi Theta Kappa received the Distinguished Top 100 Chapters and a Top 100 Designation out of 1,230 chapters, based on the College project and Honor's in Action. Provost Pecord congratulated Advisor Adrienne Barkley Giffin and the PTK association for their achievements.

E. Student Success

Provost Pecord reported that two students completed an extensive research project on community health and social media through an independent study course at the College and were asked to present their research at a national conference this summer.

F. Monthly Newsletter

Dr. Steve O'Keefe will be launching a monthly newsletter posted on the website after each Board meeting to provide an additional way to communicate with faculty, staff, students, and the community.

G. Promise Program

President Overstreet met with Superintendent Daniel Booth to discuss a new Promise Program for sixth, eighth, and tenth graders. He is working on the details with Executive Director Staci Shafter and expects to pilot this program in Carbondale next fall.

H. Strategic Long-Range Plan

The Strategic Long-Range Plan Task Force has met to review strategic pillars, the College mission statement, and values. The Steering Committee, including external constituents, will review their work on May 19 before it is presented to the Board in June.

I. Congressionally Directed Spending Awards

President Overstreet reported that the College submitted a funding request for a hospitality center and updated facilities for allied health care programs through Senator Duckworth and Senator Durbin Congressionally Directed Spending Awards.

J. Enrollment

President Overstreet reported that the College is working on new initiatives to help increase enrollment by targeting the adult population. Currently, duplicated enrollment number comparisons are trending well.

PRESIDENT'S CABINET REPORTS

Assistant Vice-President for Institutional Effectiveness and Research Jordan Mays reported that daily registration reports are posted on SharePoint for faculty and staff. In addition, two of the first-phase data dashboards are complete and available for public viewing on the Institutional Effectiveness and Research web page.

STUDENT SENATE ANNUAL REPORT

Former Student Trustee Victor Frankel and Student Senate President Veronica Griswold reported on the accomplishments of the Student Senate over the past year. Student Senate was reconstituted with representatives throughout campus and engaged in assessing student needs through comment boxes and student surveys. These needs were voiced through meetings with administrators, focus groups, and committee representation. The annual Thanksgiving Food Drive provided food to five students, and 150 children in the southern Illinois region received gifts from the Angel Tree Christmas project. New Initiatives implemented among student clubs included Coffee with a Cop, Coffee with a Counselor, and Lunch with Leaders. Artwork from the Earth Day Art and Photo Contest was posted on the Student Senate Facebook page. Key insights gained this year were that operational flexibility is necessary for innovation and changing times, and personal connections are essential to ensure consistent engagement.

INFORMATIONAL ITEMS

A. Classroom Technology

The Integrated Technology Committee will utilize approximately \$194,000 in student technology fees to upgrade more than 50 classrooms in FY23. Upgrades include dual 24" displays for instructors, 5000+ lumen projectors, screens, and hardware to control multiple outputs.

B. Retirements

President Overstreet approved a change in the retirement date for Dawn Ellemeyer from May 1, 2023, to June 1, 2022.

CONSENT AGENDA

Chairman Kilquist asked if there were any Consent Agenda items the Board would like to pull and vote on separately. Legal Counsel Rhett Barke noted that Item C should be pulled from the Agenda. Consent Agenda items A, B, D, E, F, G, H, & I were presented to the Board for approval:

A. Repayment of Interfund Loans

Interfund loan repayments of \$1,200,000 from the restricted purposes fund to the working cash fund; \$70,000 from the trust and agency fund to the working cash fund; \$650,000 from the restricted operations and maintenance fund to the working cash fund; and \$700,000 from the liability, protection, and settlement fund to the working cash fund.

B. Pedestrian Pathway Matching Funds

Additional matching funds commitment of \$403,914 for the Pedestrian Pathway Project funded with bond funds; and authorize the Capital Development Board to proceed with contract awards to W.J. Burke Electric and Samron Midwest Contracting, Inc.

D. Personnel Action Items (Appendix A)

Recommendations by President Overstreet for the employment and ratification of personnel as provided in Appendix A.

E. Expenditure Report

Approval of the expenditure report for the period ending March 31, 2022.

F. Treasurer's and Financial Report

Approval of the Treasurer's and Financial Report for the period ending February 28, 2022.

G. Minutes of March 19, 2022, Special Meeting for Board Retreat

Approval of minutes from the March 19, 2022, special meeting for a Board Retreat.

H. Content of Closed Session Minutes of March 19, 2022

Approval of the content of closed session minutes of the March 19, 2022, Board Retreat, but that these minutes not be made available for public inspection at this time.

I. Minutes of February 22, 2022, Regular Meeting

Approval of minutes from the February 22, 2022, regular meeting of the Board of Trustees.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda Items A, B, D, E, F, G, H, and I as presented.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4260)

Item C Removed from the Consent Agenda

C. Collective Bargaining Agreement with Fraternal Order of Police

Legal Counsel Rhett Barke reported that the College had reached a tentative agreement with the Fraternity of Police, but the contract draft was not complete. This item is removed until details of the contract can be provided for review.

OLD BUSINESS

A. Board Policy Revisions for Final Action

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

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

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 #16-4261)

NEW BUSINESS

A. Approval of 2021 Audit

Glenn Poshard and Aaron Smith moved and seconded that the Board of Trustees approve the 2021 audit as presented.

Upon roll call, all members present vote Yes. Motion carried.
(Resolution #16-4262)

ANNOUNCEMENTS

Trustee Glenn Poshard invited the Board to attend the Young Hearts with Goals on Purpose Banquet on Saturday, May 21, 2022, at The Marion Pavilion.

ADJOURNMENT

Jake Rendleman and Mandy Little 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 #16-4263)

The meeting was duly adjourned at 7:41 p.m.

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

William J. Kilquist, Chairman

Jacob “Jake” Rendleman, Secretary

APPENDIX A

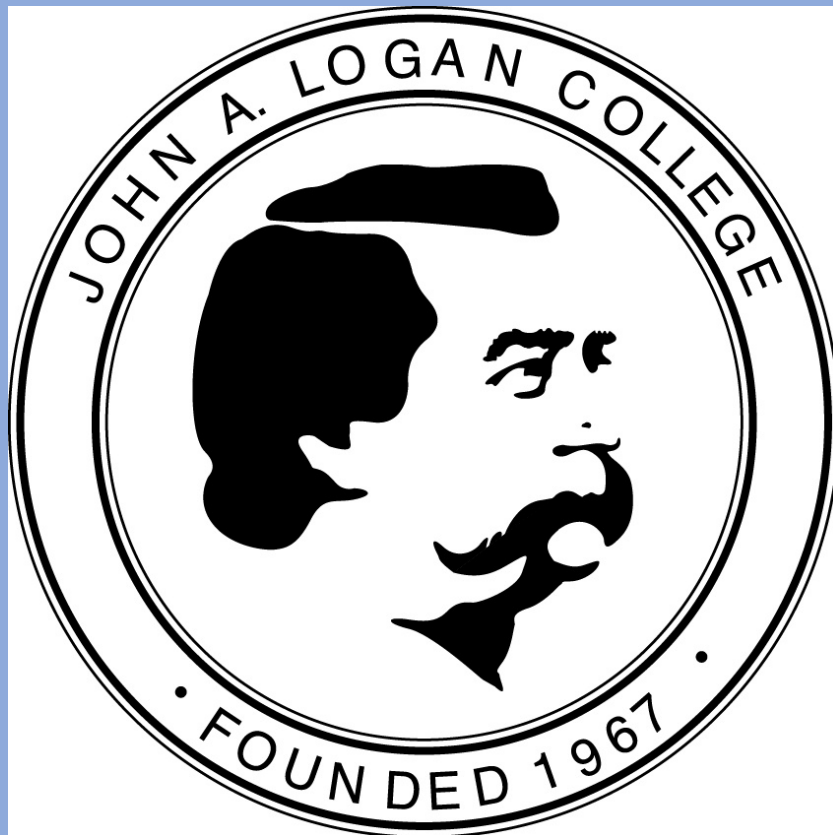
Recommendations by President Overstreet for the employment and ratification of personnel approved by the Board of Trustees:

A. Non-Teaching Professionals			
Name	Position	Type	Effective Date
Hilary Johnson	Advisor/Counselor	Full-time	04/01/22
Nicole Rains	Advisor/Counselor	Full-time	04/01/22
Shannon Newman	Associate Director of Purchasing and Auxiliary Services	Full-time	05/02/22
Kaylee Smith	Associate Manager of Admissions and Records	Full-time	04/01/22
B. Full-Time Faculty			
Name	Position	Type	Effective Date
Torrey Holland	Physics Faculty (Temporary)	Full-Time, Temporary	Fall 2022
C. Adjunct Faculty			
Name	Position	Effective Date	
April Goeke	Art Instructor	03/14/22	
Taylor Rogers	Physical Education Development/Education Instructor	02/21/22	
D. Community Education/Workforce Development Instructors			
Name	Type	Effective Date	
Timothy Simmons	Workforce Development	02/28/22	
Braylee Watson	Community Education	02/16/22	
Megan Wilson	Community Education	01/23/22	
D. Grant – Operational Staff			
Name	Position	Type	Effective Date
Kamaria Calahan	CCR&R Specialist	Full-time	04/07/22
F. Grant – Part-Time Faculty			
Name	Position	Effective Date	
Khiry Brown	Logan Academy Instructor	04/06/22	
G. Volunteers			
Name	Position	Effective Date	
Chad Quigley	Athletics Volunteer	03/18/22	

Consent Agenda Item 8.H

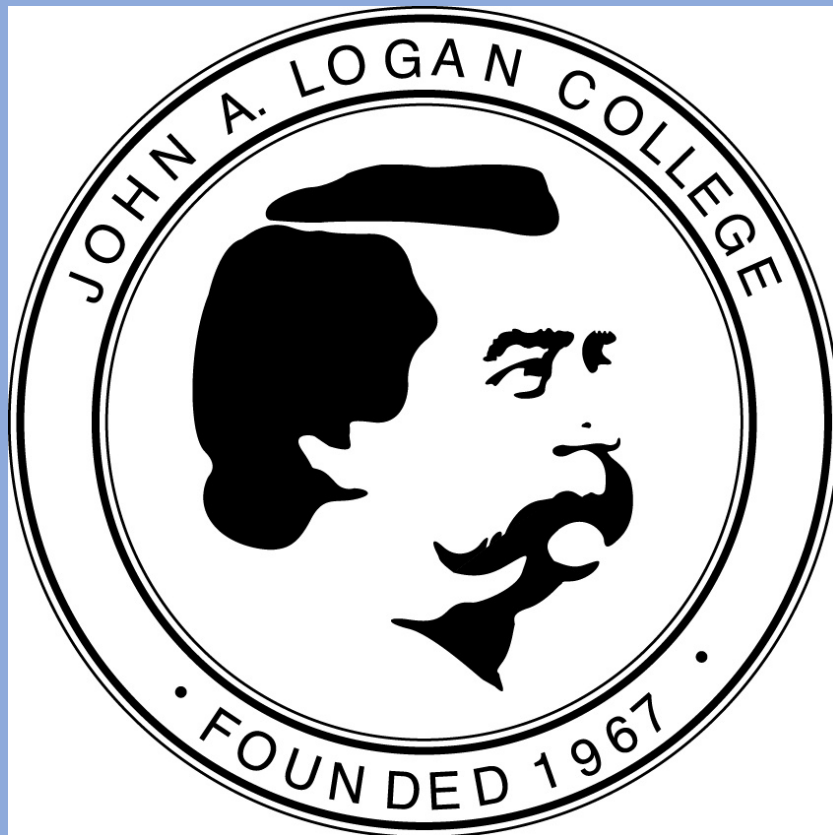
Collective Bargaining Agreement Fraternal Order of Police

A copy of this agreement will be posted when all signatures are complete.



New Business Item 9.A

Athletic Department Housing Scholarships



9.A – Athletic Department Housing Scholarships

In consultation with the Athletic Advisory Committee and Athletic Director Greg Starrick, the College is submitting for approval a resolution to reincorporate a percentage of institutional funds to be earmarked for athletic housing in the FY 2023 budget. This will be in combination with continued fundraising efforts by the Athletic Department to support housing scholarships.

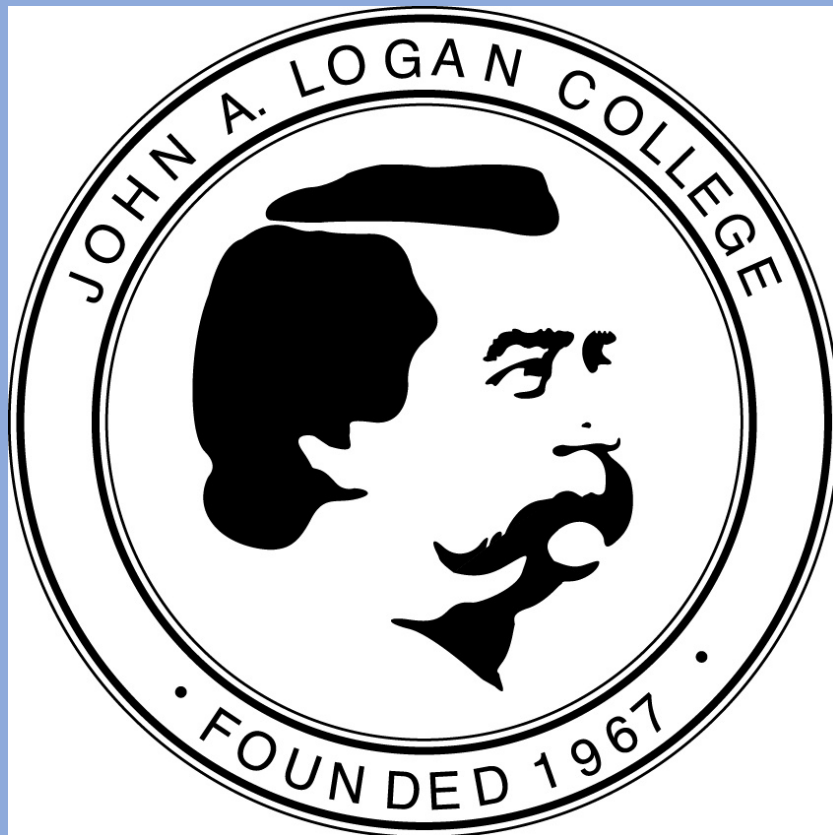
In July 2015, the Board took action to remove athletic housing from institutional funds effective Fall 2017. This required all housing scholarships to be funded through the Athletic Department's fundraising efforts.

That the Board of Trustees approve the incorporation of institutional funds into the FY 2023 budget for Athletic housing scholarships. This will be in combination with the aforementioned athletic department fundraising efforts. The inclusion of institutional funds will be on a probational one-year term to be reviewed at the next budget cycle for FY 2024. The number of scholarships reflects 20 percent of the allowable housing scholarships per NJCAA regulation and is equally distributed among all athletic sports.

Staff Contact: Athletic Director Greg Starrick
President Kirk Overstreet

New Business Item 9.B

Tentative Budget for FY23



JOHN A. LOGAN COLLEGE
NEW BUSINESS FOR BOARD APPROVAL

9.B – Tentative Budget for FY 2023

1. REASON FOR CONSIDERATION

In accordance with state law, Illinois Community College Board Administrative Rules, and normal operating procedures at John A. Logan College, the administration presents the tentative budget for FY 2023. Any revisions to this budget will be identified specifically prior to the presentation of a final budget for board consideration. The budget prepared in tentative form will be effective July 1, 2022, through June 30, 2023. In order to comply with statutory requirements mandating a 30-day notice of public hearings and availability for public inspection, the following resolutions are recommended for adoption:

RESOLUTION

BE IT RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph, and Williamson, and the State of Illinois hereby adopt the period from July 1 through June 30 as the official fiscal year of the College for the purposes of budgeting and fiscal reporting, and

BE IT FURTHER RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, hereby authorize and instruct Kirk Overstreet, President, to prepare in tentative form a budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

BE IT ALSO RESOLVED that the Board of Trustees of John A. Logan College, Community College District No. 530, authorize and instruct the Secretary of the Board to publish a notice that the tentative budget is available for public inspection on the College campus and on the College's website during the time and on the date therein specified in the following newspaper in the district:

Southern Illinoisan
710 North Illinois
Carbondale, IL 62901

AND BE IT FURTHER RESOLVED by the Board of Trustees of John A. Logan College, Community College District No. 530 that such notice be in the following form:

A. NOTICE OF PUBLIC HEARING

Notice is hereby given by the Board of Trustees of John A. Logan College, Community College District No. 530, in the counties of Franklin, Jackson, Perry, Randolph, and Williamson, and the State of Illinois, that the tentative budget for said community college district for the fiscal year beginning July 1, 2022, will be on file and conveniently available for public inspection at the office of the Vice-President for Business Services, Administration Building, on the John A. Logan College campus, Carterville, Illinois, in this community college district, and on the College's website from and after 8:00 a.m. on the 25th day of May 2022, through 6:00 p.m. on the 28th day of June 2022. Notice is further given that a public hearing on said budget will be held at 6:00 p.m. on the 28th day of June, in the Board of Trustees Conference Room, Administration Building, John A. Logan College, Carterville, IL, in Community College District No. 530.

Dated this 24th day of May 2022, by the Board of Trustees of Community College District No. 530 in the counties of Franklin, Jackson, Perry, Randolph, Williamson, and the State of Illinois.

**JOHN A. LOGAN COLLEGE
NEW BUSINESS FOR BOARD APPROVAL**

9.A – Tentative Budget for FY 2023

2. RECOMMENDATION

That the Board of Trustees accept the tentative 2022-2023 (FY23) budget to be made available for public inspection, that the Resolution and Notice of Public Hearing be approved by the Board, and that the administration be authorized to meet all legal requirements concerning the advertisement of the tentative budget and public hearing.

Staff Contact: Stacy Buckingham



Annual Budget for Fiscal Year 2023

**John A. Logan College
Carterville, IL 62918**

May 24, 2022

Summary of Fiscal Year 2023 Budget by Fund

Summary of Budget by Fund:	General		Special Revenue		
	Education Fund	Operations & Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection, Settlement Fund
Fiscal Year 2023					
Beginning Balance	\$9,575,000	\$899,000	\$2,700,000	\$28,500	\$490,000
Budgeted Revenue	24,948,000	4,502,500	16,300,000	57,620	2,299,300
Budgeted Expenditures	25,834,537	5,032,395	17,000,000	59,500	2,494,079
Budgeted Transfers from (to) Other Funds	(2,147,300)	(100,000)	300,000		
Budgeted Ending Balance (Deficit)	\$6,541,163	\$269,105	\$2,300,000	\$26,620	\$295,221

Summary of Budget by Fund:	Debt Service	Capital Projects	Proprietary Fund
	Bond & Interest Fund	Operations & Maintenance Fund (Restricted)	Auxiliary Enterprises Fund
Fiscal Year 2023			
Beginning Balance	\$130,399	\$10,734,204	\$74,000
Budgeted Revenue	5,004,586	5,326,800	1,004,145
Budgeted Expenditures	5,004,961	11,334,097	2,890,984
Budgeted Transfers from (to) Other Funds	0	100,000	1,847,300
Budgeted Ending Balance (Deficit)	\$130,024	\$4,826,907	\$34,461

Tentative budget presented to the Board of Trustees on May 24, 2022.

Summary of Fiscal Year 2023 Estimated Revenues

	Education Fund	Operations and Maintenance Fund	Total Operating Funds	% of Total
Operating Revenues By Source:				
Local Government Sources:				
Current Taxes	\$6,120,000	\$1,020,000	\$7,140,000	24.24%
Corporate Personal Property Replacement Tax	\$800,000		800,000	2.72%
TOTAL LOCAL GOVERNMENT	\$6,920,000	\$1,020,000	\$7,940,000	26.96%
State Governmental Sources:				
ICCB Base Operating Grants	\$2,100,000	\$1,035,000	\$3,135,000	10.64%
ICCB Equalization Grants	4,495,000	2,210,000	6,705,000	22.77%
ICCB Performance Allocation Grant	10,000		10,000	0.03%
ICCB Veterans Grant	92,000		92,000	0.31%
ICCB-CTE Vocational Education	380,000		380,000	1.29%
TOTAL STATE GOVERNMENT	\$7,077,000	\$3,245,000	\$10,322,000	35.04%
Federal-Dept. of Education	\$45,000	\$20,000	\$65,000	0.22%
Federal-Dept. of Health Human Services	300,000	126,000	426,000	1.45%
Federal Government-Other	15,000	6,000	21,000	0.07%
TOTAL FEDERAL FUNDS	\$360,000	\$152,000	\$512,000	1.74%
Student Tuition and Fees:				
Tuition	\$9,750,000		\$9,750,000	33.11%
Fees	759,500		759,500	2.58%
TOTAL TUITION AND FEES	\$10,509,500	\$0	\$10,509,500	35.69%
Other Sources:				
Sales and Service Fees	\$27,500		\$27,500	0.09%
Facilities Revenue		\$68,000	68,000	0.23%
Investment Revenue	35,000	2,500	37,500	0.13%
Other Sources	19,000	15,000	34,000	0.12%
TOTAL OTHER SOURCES	\$81,500	\$85,500	\$167,000	0.57%
TOTAL FY 2023 BUDGETED REVENUE	\$24,948,000	\$4,502,500	\$29,450,500	100.00%
Less Nonoperating Items:				
Tuition Chargeback Revenue	\$0		\$0	
ADJUSTED REVENUE	\$24,948,000	\$4,502,500	\$29,450,500	

Summary of Fiscal Year 2023 Operating Budgeted Expenditures

	Education Fund	Operations and Maintenance Fund	Total Operating Funds	% of Total
<u>BY PROGRAM:</u>				
Instruction	\$10,145,655		\$10,145,655	30.64%
Academic Support	2,823,296		2,823,296	8.53%
Student Services	2,947,202		2,947,202	8.90%
Public Service	739,953		739,953	2.23%
Operation & Maintenance of Plant		\$4,555,759	4,555,759	13.76%
Institutional Support	6,342,831	476,636	6,819,467	20.59%
Scholarships, Student Grants, Waivers	2,835,600		2,835,600	8.56%
TRANSFERS	2,147,300	100,000	2,247,300	6.79%
Total FY 2023 Budgeted Expenditures	\$27,981,837	\$5,132,395	\$33,114,232	100.0%
Less Nonoperating Items:				
Tuition Chargeback	\$0		\$0	
ADJUSTED EXPENDITURES	\$27,981,837	\$5,132,395	\$33,114,232	
<u>BY OBJECT:</u>				
Salaries	\$16,468,281	\$2,670,108	\$19,138,389	57.80%
Employee Benefits	2,244,786	438,434	2,683,220	8.10%
Contractual Services	1,696,919	512,769	2,209,688	6.67%
General Materials & Supplies	1,569,833	434,620	2,004,453	6.05%
Conference & Meeting Expense	499,015	10,550	509,565	1.54%
Fixed Charges	11,430	27,808	39,238	0.12%
Utilities	13,100	758,090	771,190	2.33%
Capital Outlay	29,573	130,016	159,589	0.48%
Other	3,201,600	0	3,201,600	9.67%
Provision for Contingency	100,000	50,000	150,000	0.45%
TRANSFERS	2,147,300	100,000	2,247,300	6.79%
Total FY 2023 Budgeted Expenditures	\$27,981,837	\$5,132,395	\$33,114,232	100.0%
Less Nonoperating Items:				
Tuition Chargeback	\$0		\$0	
ADJUSTED EXPENDITURES	\$27,981,837	\$5,132,395	\$33,114,232	

Fiscal Year 2023 Budgeted Expenditures

<u>Education Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	\$8,257,748	
Employee Benefits	823,363	
Contractual Services	201,342	
General Materials & Supplies	375,504	
Conference & Meeting Expense	152,825	
Fixed Charges	200	
Utilities	5,100	
Capital Outlay	9,573	
Other	300,000	
Contingency	20,000	\$10,145,655
ACADEMIC SUPPORT		
Salaries	\$1,976,008	
Employee Benefits	350,153	
Contractual Services	206,032	
General Materials & Supplies	217,458	
Conference & Meeting Expense	68,365	
Fixed Charges	5,280	
Capital Outlay	0	
Other	0	2,823,296
STUDENT SERVICES		
Salaries	\$2,198,440	
Employee Benefits	362,029	
Contractual Services	118,245	
General Materials & Supplies	150,663	
Conference & Meeting Expense	61,225	
Fixed Charges	0	
Capital Outlay	0	
Other	36,600	
Contingency	20,000	2,947,202
PUBLIC SERVICE		
Salaries	\$498,333	
Employee Benefits	44,102	
Contractual Services	84,118	
General Materials & Supplies	61,125	
Conference & Meeting Expense	26,275	
Fixed Charges	2,200	
Utilities	8,000	
Other	15,800	739,953
INSTITUTIONAL SUPPORT		
Salaries	\$3,537,752	
Employee Benefits	665,139	
Contractual Services	1,087,182	
General Materials & Supplies	765,083	
Conference & Meeting Expense	190,325	
Fixed Charges	3,750	
Capital Outlay	20,000	
Other	13,600	
Contingency	60,000	6,342,831
SCHOLARSHIPS, STUDENT GRANTS, WAIVERS		
Other	\$2,835,600	2,835,600
TRANSFERS		2,147,300
GRAND TOTAL		\$27,981,837

Fiscal Year 2023 Budgeted Expenditures

<u>Operations and Maintenance Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
OPERATION AND MAINTENANCE OF PLANT		
Salaries	\$2,371,000	
Employee Benefits	382,326	
Contractual Services	493,819	
General Materials & Supplies	340,400	
Conference & Meeting Expense	2,300	
Fixed Charges	27,808	
Utilities	758,090	
Capital Outlay	130,016	
Other	0	
Provision for Contingency	<u>50,000</u>	<u>\$4,555,759</u>
INSTITUTIONAL SUPPORT		
Salaries	299,108	
Employee Benefits	56,108	
Contractual Services	18,950	
General Materials & Supplies	94,220	
Conference & Meeting Expense	8,250	
Capital Outlay	<u>0</u>	<u>476,636</u>
TRANSFERS		100,000
GRAND TOTAL		<u><u>\$5,132,395</u></u>

Fiscal Year 2023 Estimated Revenues

<u>Restricted Purposes Fund:</u>	<u>Revenues</u>	<u>Totals</u>
State Governmental Sources		
ICCB Adult Education	350,000	
ICCB Career and Technical Education	50,000	
ISBE Grants	200,000	
Other Illinois Governmental Sources	<u>3,500,000</u>	
TOTAL STATE GOVERNMENT		\$4,100,000
Federal Governmental Sources		
Department of Education	\$7,100,000	
Department of Labor	200,000	
Department of Health and Human Services	2,100,000	
Federal Sources-Other	<u>2,800,000</u>	
TOTAL FEDERAL GOVERNMENT		<u>12,200,000</u>
		16,300,000
TRANSFERS		<u>300,000</u>
GRAND TOTAL		<u><u>\$16,600,000</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Restricted Purposes Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	\$600,000	
Employee Benefits	75,000	
Contractual Services	250,000	
General Materials & Supplies	600,000	
Conference & Meeting Expense	100,000	
Fixed Charges	30,000	
Capital Outlay	480,000	
Other	400,000	\$2,535,000
ACADEMIC SUPPORT		
Salaries	\$350,000	
Employee Benefits	30,000	
Contractual Services	65,000	
General Materials & Supplies	200,000	
Conference & Meeting Expense	30,000	
Capital Outlay	200,000	
Other	150,000	1,025,000
STUDENT SERVICES		
Salaries	\$350,000	
Employee Benefits	100,000	
Contractual Services	60,000	
General Materials & Supplies	70,000	
Conference & Meeting Expense	60,000	
Capital Outlay	40,000	
Other	100,000	780,000
PUBLIC SERVICE		
Salaries	\$1,200,000	
Employee Benefits	300,000	
Contractual Services	250,000	
General Materials & Supplies	100,000	
Conference & Meeting Expense	75,000	
Fixed Charges	30,000	
Utilities	30,000	
Capital Outlay	20,000	
Other	450,000	2,455,000
OPERATION AND MAINTENANCE OF PLANT		
Salaries	100,000	
Employee Benefits	15,000	
Contractual Services	50,000	
General Materials & Supplies	100,000	
Fixed Charges	50,000	315,000
INSTITUTIONAL SUPPORT		
Salaries	\$200,000	
Employee Benefits	450,000	
Contractual Services	215,000	
General Materials & Supplies	315,000	
Conference & Meeting Expense	10,000	
Capital Outlay	150,000	
Other	50,000	
Provision for Contingency	500,000	1,890,000
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS		
Salaries	\$100,000	
Financial Aid	7,900,000	8,000,000
GRAND TOTAL		\$17,000,000

Fiscal Year 2023 Estimated Revenues

<u>Audit Fund:</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	<u>\$57,420</u>	<u>\$57,420</u>
Other Sources		
Investment Revenue	<u>\$200</u>	<u>\$200</u>
GRAND TOTAL		<u><u>\$57,620</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Audit Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	<u>\$59,500</u>	<u>\$59,500</u>
GRAND TOTAL		<u><u>\$59,500</u></u>

Note: Expenditures include both audit and actuarial services.

Fiscal Year 2023 Budgeted Revenues

<u>Liability, Protection and Settlement Fund:</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	\$2,296,800	<u>\$2,296,800</u>
Other Sources		
Investment Revenue	\$2,500	<u>2,500</u>
GRAND TOTAL		<u><u>\$2,299,300</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Liability, Protection and Settlement Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
OPERATION AND MAINTENANCE OF PLANT		
Salaries	\$779,421	
Employee Benefits	96,403	
Contractual Services	19,220	
General Materials & Supplies	71,840	
Conference & Meeting Expense	8,700	
Capital Outlay	40,685	<u>\$1,016,269</u>
INSTITUTIONAL SUPPORT		
Salaries	\$81,154	
Employee Benefits	633,993	
Contractual Services	207,663	
General Materials & Supplies	10,000	
Fixed Charges	410,000	
Capital Outlay	110,000	
Contingency	25,000	<u>1,477,810</u>
GRAND TOTAL		<u><u>\$2,494,079</u></u>

Fiscal Year 2023 Budgeted Revenues

<u>Bond and Interest Fund:</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	<u>\$5,002,586</u>	<u>\$5,002,586</u>
Other Sources		
Investment Revenue	<u>\$2,000</u>	<u>2,000</u>
TRANSFERS		<u>0</u>
GRAND TOTAL		<u><u>\$5,004,586</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Bond and Interest Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Principal Expense	\$4,125,000	
Interest Expense	877,586	
Other	<u>2,375</u>	<u>\$5,004,961</u>
GRAND TOTAL		<u><u>\$5,004,961</u></u>

Fiscal Year 2023 Budgeted Revenues

<u>Operations and Maintenance Fund-Restricted:</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	\$1,031,800	<u>1,031,800</u>
Federal Sources		
Transportation Grant	\$80,000	
Economic Development Grant	\$4,200,000	<u>4,280,000</u>
Other Sources		
Investment Revenue	15,000	
Lease Revenue	<u>0</u>	<u>15,000</u>
TRANSFERS		<u>\$100,000</u>
GRAND TOTAL		<u><u>5,426,800</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Operations and Maintenance Fund-Restricted:</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	\$250,000	
Capital Outlay	\$10,884,097	
Contingency	<u>\$200,000</u>	<u>\$11,334,097</u>
GRAND TOTAL		<u><u>\$11,334,097</u></u>

Fiscal Year 2023 Budgeted Revenues

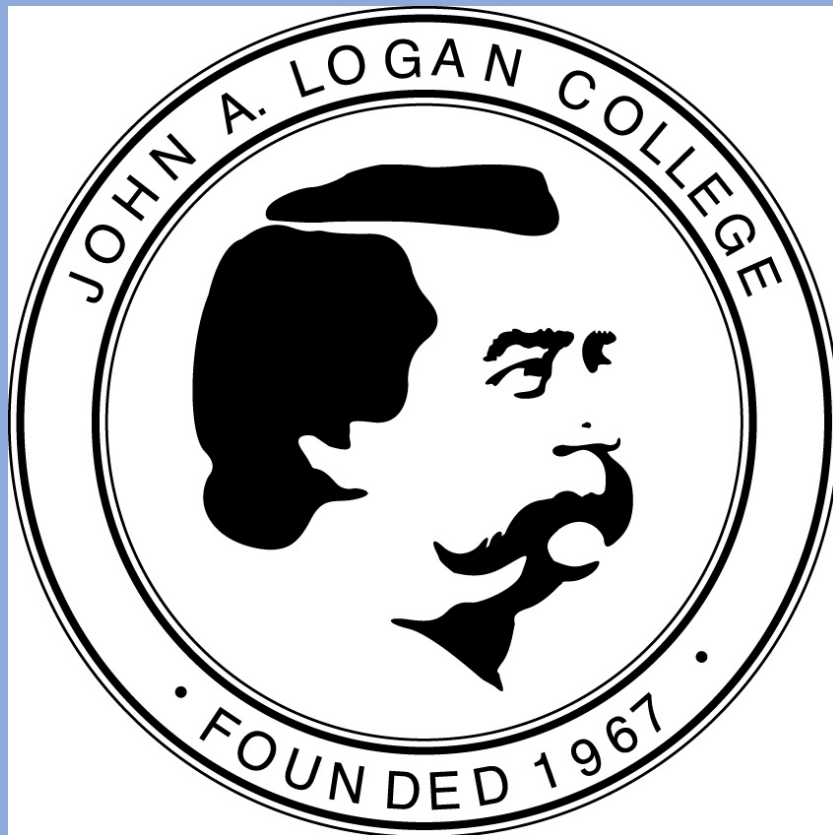
<u>Auxiliary Enterprises Fund:</u>	<u>Revenues</u>	<u>Totals</u>
Other Sources		
Public Service Fees	\$129,000	
Student Activity Fee	285,000	
Sales and Service Fees	590,145	
Other	<u>0</u>	1,004,145
TRANSFERS		<u>1,847,300</u>
GRAND TOTAL		<u><u>\$2,851,445</u></u>

Fiscal Year 2023 Budgeted Expenditures

<u>Auxiliary Enterprises Fund:</u>	<u>Appropriations</u>	<u>Totals</u>
PUBLIC SERVICE		
Salaries	\$548,159	
Employee Benefits	89,228	
Contractual Services	31,870	
General Materials & Supplies	74,400	
Conference & Meeting Expense	5,750	
Utilities	94,000	
Capital Outlay	14,000	
Other	<u>30,000</u>	\$887,407
INDEPENDENT OPERATIONS		
Salaries	\$551,675	
Employee Benefits	76,439	
Contractual Services	221,417	
General Materials & Supplies	156,433	
Conference & Meeting Expense	175,713	
Fixed Charges	33,090	
Scholarships	179,954	
Other	<u>12,100</u>	\$1,406,821
INSTITUTIONAL SUPPORT		
Contractual Services	3,800	
General Materials & Supplies	\$56,950	
Fixed Charges	\$66,006	
Provision for Contingency	<u>25,000</u>	\$151,756
SCHOLARSHIPS, STUDENT GRANTS, WAIVERS		
Other-Waivers	<u>\$445,000</u>	<u>\$445,000</u>
GRAND TOTAL		<u><u>\$2,890,984</u></u>

New Business Item 9.C

Board Policy Revisions for First Reading



**JOHN A. LOGAN COLLEGE
NEW BUSINESS FOR BOARD APPROVAL**

9.C – Board Policy Revisions for First Reading

1. REASON FOR CONSIDERATION

The Board Policy Committee reviewed revisions to Board Policies on May 17, 2022. 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 presented to the Board Policy Committee on May 17, 2022:

- 5220 Professional Staff Position Guidelines
- 5220A Non-Teaching Professional Staff Compensation
- 5220B Minimum Requirements – NTP Staff
- 5221 Executive Support Staff Position Guidelines
- 5221A Executive Support Staff Hours and Compensation
- 5221C Minimum Requirements – Executive Support Staff
- 5224 Change of Position
- 5227 Non-Teaching Professional Employment Contract Extension
- 5410 Policies for Adjunct Faculty
- 7154 Purchasing

3. RECOMMENDATION

No action required at this time. Revisions will be presented to the Board for final action in June.

Staff Contact: President Kirk Overstreet

Summary of Proposed Revisions to Board Policy
Presented to the Board of Trustees

May 24, 2022 (First Reading)
June 28, 2022 (Final Action)

Policy #	Current Policy Title	Comments
5220	Professional Staff Position Guidelines	Updates presented.
5220A	Non-Teaching Professional Staff Compensation	Updates presented.
5220B	Minimum Requirements – NTP Staff	Requirements listed in BP 5220 recommend deleting the policy.
5221	Executive Support Staff Position Guidelines	Updates presented.
5221A	Executive Support Staff Hours and Compensation	Updates presented.
5221C	Minimum Requirements – Executive Support Staff	Merge language into BP 5221 and recommend deleting the policy.
5224	Change of Position	Updates presented.
5227	Non-Teaching Professional Employment Contract Extension	Update to include Exec. Support Staff
5410	Policies for Adjunct Faculty	Adjunct faculty covered under CBA recommend deleting the policy.
7154	Purchasing	Update expenditure levels.

Professional Staff Position Guidelines

5220

Professional staff 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 ninety days** ~~three (3) consecutive months~~ of service from the first date of work. After ninety calendar days ~~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. A ~~salary schedule for professional employees shall be established by the Board of Trustees~~. The basic minimum qualifications needed to perform the functions of the position should be established when the position is created.

The College expects all candidates who are hired for professional staff 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 listed in Administrative Procedure 522 – ~~Non-Teaching~~ Professional **Staff Employment Levels** must be approved by the appropriate Vice-President, Provost, and the President.

All job titles shall correspond with a classification level in Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule that is reported to the Board of Trustees on a biennial basis.

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 for approval. **Staff assigned to a temporary position, in addition to their base position, shall be compensated by a stipend regulated in Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule.**

~~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 to 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
REVIEWED: FEBRUARY 10, 2022
LEGAL REF.:
CROSS REF.: BOARD POLICIES 5110, 5220A, ~~5220B~~, 5224
ADMINISTRATIVE PROCEDURES **521, 522, 522A.1**

Non-Teaching Professional Staff Compensation**5220A**

The College provides salary and benefits to its employees in order to obtain and retain individuals competent to perform the services the College delivers to its constituency. The College will provide salary and benefits based on overall compensation philosophy, internal equity, and external competitiveness within the parameters of fiscal responsibility.

Annual increases will be set by the Board of Trustees on an annual basis. Factors will be based on comparative market data, recommendations by their Cabinet member, with the final recommendation to the Board by the President. The current professional staff salary structure shall be maintained in Administrative Procedure 522A.1. Compensation for grant employees is contingent upon grant funding.

To be eligible for any Board-approved annual increase in salary, the employee's first date of work must be six months prior to the start of the fiscal year. The start of the fiscal year for grant employees shall be determined by the grant. Increases for grant employees are contingent upon grant funding.

NEW HIRES

~~The initial salary will be the equivalent of 80 percent of the salary range not to exceed mid-point for the position. The following unless increased through the following criteria and approved by Executive Director for Human Resources and the appropriate vice president.~~

- ~~1. Years of relevant experience. \$500 may be added to the base salary for each year of relevant experience beyond the posted minimum up to a maximum of \$5,000.~~
- ~~2. Educational degrees and specialized training. For specialized training and/or education beyond the posted minimum, \$2,250 may be added to the base salary (masters and/or specialized training) and \$3,750 may be added to the base salary for a doctoral degree.~~
- ~~3. Unique and high-demand occupational field. The administration may increase the base salary for some positions that may be unusual in nature or design, and when the opportunity for a diverse and/or adequate pool of candidates may be difficult to obtain. The increase in base salary shall not exceed \$20,000.~~

~~At the discretion of the Board of Trustees, based upon the recommendation of the President, base salary may be enhanced by adding to the base salary for each of the above criteria. The maximum addition to the base salary for Criteria 1-2 is a 30 percent increase in the base salary. The maximum increase in base salary for Criterion 3 is \$20,000, and is in addition to the increases associated with Criteria 1-2.~~

EXISTING AND RETURNING EMPLOYEES

~~An increase equal to the current average faculty contract increase may be added to the annual base salary of an individual.~~

~~If a John A. Logan College employee ceases employment and later regains employment, the employee will be considered a new hire for purposes of salary determination.~~

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; SEPTEMBER 28, 1999 (RETRO. TO 7-1-99); NOVEMBER 25, 2008; MARCH 23, 2010;
FEBRUARY 28, 2012; NOVEMBER 26, 2013; NOVEMBER 22, 2016

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5110, 5220, 5221, 5221A, 5224;
ADMIN. PROCEDURES 521, 522, 522A.1

Minimum Requirements--Non-Teaching Professional Staff**5220B**

Recommend deleting this policy. Minimum requirements are noted in BP 5220, Professional Staff Position Guidelines, and professional staff levels are included in Admin. Procedure 522, Professional Staff Employment Levels.

<u>Grade</u>	<u>Minimum Requirements</u>
11	Bachelor's degree. For some positions, a master's degree or a doctoral degree may also be required.
4-10	Bachelor's degree required. For some positions, a master's degree may also be required.
1-3	Bachelor's degree required.

These are minimum requirements. Additional requirements may be requested for certain positions.

The College expects all candidates who are hired for professional positions to have at least a bachelor's degree and some experience in the area of work.

The administration reserves the right to assign an equivalency factor for some positions that may be unusual in nature or design and when the opportunity for a diverse and/or adequate pool of candidates may be difficult to obtain.

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; OCTOBER 22, 1996; JUNE 25, 2002; MARCH 24, 2009; FEBRUARY 28, 2012

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 3510, 5110, 5220, 5220A, ADMINISTRATIVE PROCEDURE 522

Executive Support Staff Position Guidelines

5221

Executive support staff positions are positions that perform complex, confidential tasks that require high-level training and experience. These positions are expected to maintain a high degree of confidentiality and regularly work with confidential material. The specific educational and/or work experience requirements shall be stated at the time the position is posted and/or advertised. (*italicized language merged from BP 5221C*).

defined as positions at the College that do not generally require a bachelor's degree or the equivalent in work experience or training.

A full-time executive support staff member shall be defined as one who is regularly employed and regularly scheduled for 30 or more hours per week for a continuous period of nine (9) or more months per year.

Part-time executive support staff shall be defined as one who regularly works 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 ninety days of service from the first date of work. After ninety calendar days 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. A starting compensation for executive support staff 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 and in compliance with Board Policy 5221C.~~

~~All positions shall be graded based on duties well defined in writing as well as essential job functions and taking into consideration:~~

- ~~1. The group(s) that the individual in the position must interact with on a regular basis.~~
- ~~2. The degree of responsibility in relation to other positions in the College.~~
- ~~3. The market value of similar positions.~~
- ~~4. The amount of experience required to attain acceptable proficiency and skill in the job.~~

~~After assigning a position to a salary grade, factors that should be considered in determining the individual's salary are:~~

- ~~1. The performance of the individual in carrying out the duties of the position.~~
- ~~2. The number of years of service given to the College and similar experience elsewhere.~~
- ~~3. The educational training which directly relates to the position.~~

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. 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. **Staff assigned to a temporary position, in addition to their base position, shall be compensated by stipend regulated Administrative Procedure 522A.1.**

~~Employees temporarily assigned to a higher level position will be compensated in accordance with Board Policy 5221A. Employees who are asked to temporarily fill a position of a lower grade will maintain his/her 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.

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.~~

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; AUGUST 15, 1988; MARCH 13, 1989; JANUARY 24, 1995; JANUARY 25, 2000
(FORMERLY BOARD POLICY 6120); OCTOBER 21, 2008; MAY 22, 2012; JULY 22, 2014;
OCTOBER 2018 (TITLES)

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221A, **MERGED LANGUAGE FROM BP 5221C**
ADMIN. PROCEDURES 522A, 522A.1

Executive Support Staff Hours and Compensation**5221A**

The normal work day for an executive support staff employee at the College is eight (8) hours, plus a one-half hour for lunch. A fifteen-minute break in the morning and afternoon is allowed; the two (2) breaks can be taken at the lunch break to extend it to a one-hour period.

The College provides salary and benefits to its executive support staff in order to obtain and retain individuals competent to perform the services the College delivers to its constituency. The College will provide salary and benefits based on overall compensation, philosophy, internal equity, and external competitiveness within the parameters of fiscal responsibility.

Annual increases will be set by the Board of Trustees on an annual basis. Factors will be based on comparative market data and recommendations by their Cabinet member, with the final recommendation to the Board by the President. The current executive support staff salary schedule shall be maintained in Administrative Procedure 522A.1.

To be eligible for any Board-approved annual increase in salary, the employee's first date of work must be six months prior to the start of the fiscal year.

No salary increase will be granted automatically. Each increase will be based upon satisfactory performance by the employee. ~~These increases~~ **and** will be reviewed ultimately by the President and approved prior to their inclusion in the budget.

~~All employees of the College must enter the salary range at the base salary for the grade of the position unless additional pay has been recommended by the supervisor and approved through the appropriate channels for education and/or experience beyond the minimum requirement(s).~~

~~An employee must have completed six (6) months of consecutive full-time employment by the beginning of the fiscal year to be entitled to an annual raise. Annual raises for this group will be approved by the Board of Trustees.~~

~~In addition to the raises calculated in the previous paragraph, any full time employee covered by this policy will be awarded longevity salary adjustments to the base salary based on non-contiguous years of full-time service at John A. Logan College effective the first day of the month following eligibility for the respective service period as follows:~~

10 Year	-	\$500
15 Year	-	\$500
20 Year	-	\$500
25 Year	-	\$500
30 Year	-	\$500

~~It is the responsibility of the employee to communicate with the Payroll Office when s/he believes s/he is entitled to the longevity adjustment. This policy is not to be applied retroactively.~~

~~A College employee who changes a position laterally shall maintain his/her previous salary regardless of the entry level for the new position. Grant personnel who change positions laterally may maintain their previous salary if the grant can sustain the previous salary.~~

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; AUGUST 16, 1982; AUGUST 15, 1988; NOVEMBER 3, 1989; OCTOBER 19, 1993; JANUARY 24, 1995; SEPTEMBER 28, 1999; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6130); JUNE 27, 2006 (RETROACTIVE TO JULY 1, 2005); OCTOBER 24, 2006; FEBRUARY 25, 2014, MARCH 22, 2016; **SEPTEMBER 24, 2019**

REVIEWED: FEBRUARY 12, 2016; **AUGUST 2, 2019**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221, ~~5221C~~, 5221D; ADMINISTRATIVE PROCEDURES 522A, **522A.1**

***Minimum Requirements – Executive Support Staff
(College & Grant Positions)***

5221C

Recommend deleting policy and merging language into BP 5221, Executive Support Staff Position Guidelines.

The specific educational and/or work experience requirements shall be stated at the time the position is posted and/or advertised.

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; JANUARY 25, 2000 (FORMERLY BOARD POLICY 6131A); FEBRUARY 26, 2013;
OCTOBER 2018 (TITLES)

REVIEWED:

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5221; 5221A

Change of Position**5224**

The opportunity to apply for other positions on campus is open to current employees. Current employees are expected to complete applications per the HRIS system and meet the minimum requirements to be considered for the position. Compensation shall be based on the current salary schedule listed in Administrative Procedure 522A.1.

An employee who changes position laterally shall maintain his/her previous salary regardless of the entry-level for the new position. Grant personnel who change positions laterally may maintain their previous salary if the grant can sustain the previous salary.

The President is responsible for recommending to the Board of Trustees promotions from one position to another.

~~Promotion from one position to another shall be based on education, past work performance, references, and the job interview.~~

~~Supervisors are charged with the responsibility of advancing John A. Logan College employees in filling vacancies whenever possible. Employees are expected to submit applications as necessary and meet minimum requirements before they can be considered for advancement.~~

~~If applicants are equally qualified according to the aforementioned criteria except in seniority, the employee having the highest seniority will normally be appointed.~~

~~The supervisors of the College will be asked to complete the annual rating sheet for each employee in his or her area of responsibility. This rating shall be used in helping to determine promotions and demotions.~~

~~Employees promoted from within the College will receive a raise equal to the greater of:~~

- ~~1. salary as determined in accordance with Board Policy 5220A, Non-Teaching Professional Staff Compensation; or~~
- ~~2. an increase of \$750 times the grade of the position to which the employee has moved.~~

~~Employees accepting a position of the lower grade will receive a reduction in pay equal to the lesser of:~~

- ~~1. the difference between current pay minus the new position salary as would be determined in accordance with Board Policy 5220A, Non-Teaching Professional Staff Compensation; or~~
- ~~2. \$750 times the grade of the position to which the employee has moved.~~

ADOPTED: JANUARY 25, 2000 (BY COMBINING FORMER BOARD POLICIES 5221B AND 6150)
 AMENDED: FEBRUARY 28, 2012;
 REVIEWED:
 LEGAL REF.:
 CROSS REF.: BOARD POLICY 5220, 5220A
 Admin. Procedure 522, 522A, 522A.1

Non-Teaching Professional and Executive Support Staff Employment Contract Extension

5227

The President may recommend to the Board of Trustees the extension of ~~non-teaching~~ **executive support staff** (NTP) employment contracts. Recommendations for employment contract extensions will be dependent upon performance and alignment with the long-term needs of the College.

All NTP initial employment contracts shall be for a period of time not less than six (6) months and no more than eighteen (18) months, depending upon the date of employment, with the exception of temporary positions.

Continuing contracts **for professional and executive support staff** shall not exceed one (1) additional year until five (5) years of employment **as a professional or executive support staff** as a NTP has concluded, at which time contracts may be extended to two (2) years. Following ten (10) years of employment as **professional or executive support staff** as a NTP, employment contracts may be extended to three (3) years.

~~Non-teaching~~ Professional and **executive support staff** receiving a promotion shall receive an employment contract of not less than the time remaining on the previous employment contract, except when the position is excluded from a contract length in excess of one (1) year.

The following positions shall not be extended more than one (1) year due to the nature of the position.

- All positions defined as “grant” by College policy
- Assistant athletic coaches
- Stipend Positions

~~This policy shall be implemented with the date of approval by the Board of Trustees. Employees with contract lengths in excess of the limitations above at the time of policy approval shall not have contract length maximums reduced unless for lack of performance or misalignment with the long term needs of the College. (i.e., If employed for four years and with a 3-year contract, the contract would continue to be a maximum 3-year contract.)~~

ADOPTED: JANUARY 26, 2016

AMENDED:

REVIEWED:

LEGAL REF.:

CROSS REF.:

Policies for Adjunct Faculty**5410**

Adjunct Faculty covered under Collective Bargaining Unit. Recommend deleting outdated policy.

DEFINITION AND EXPLANATION OF ADJUNCT FACULTY STATUS

Adjunct baccalaureate transfer and career education faculty are those faculty who teach 12 equated hours or less each semester on a non-continuing basis. Appointments are for one semester or less only and any hours taught under the category of adjunct faculty will not apply toward any permanent status with the College. Instructional assignments of adjunct faculty depend on sufficient enrollment which will not be verified until registration is completed. Adjunct instructors shall be competent to render in accordance with Board Policy #5112.

Adult and continuing education instructors are instructors other than baccalaureate transfer or career education who are compensated at an hourly rate based upon contact hours.

DUTIES AND RESPONSIBILITIES

Adjunct baccalaureate transfer and career education faculty are directly responsible to the assigned administrative supervisor. Duties and responsibilities are as follows:

1. To teach classes assigned by the assigned administrative supervisor consistent with stated course objectives and to meet all classes in accordance with the published times for said classes.
2. To post and maintain regular office hours unless exempted by the appropriate department chair or associate dean.
3. To observe, support, and enforce the regulations, policies, and programs of the College.
4. To represent the College creditably with respect to any of its activities.
5. To fulfill all terms of the employment contract unless, through mutual agreement between the College and the individual, an exception is arranged.
6. To perform other professional duties as assigned by the assigned administrative supervisor.

EMPLOYMENT RIGHTS AND LIMITATIONS

Full-time teaching employees have, in addition to their classroom instruction, other teaching duties and responsibilities that are not required of adjunct faculty.

Adjunct instructors are not entitled to the same employment rights granted full-time teaching faculty, including but not limited to: right to remuneration on the same basis; right to employment beyond the date shown on the employment agreement; or right to tenure.

COMPENSATION**Adjunct Baccalaureate Transfer and Career Education Faculty Teaching Half-Time or More on Campus During the Day**

Adjunct baccalaureate transfer and career education instructors who teach half-time or more on campus and who were employed during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching half-time or more on campus during the day for the 1976-77 academic year.

Adjunct Baccalaureate Transfer and Career Education Faculty Teaching Half-Time or Less

Adjunct baccalaureate transfer and career education instructors who teach less than half-time and who were employed prior to or during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching such classes during the 1976-77 academic year.

Adjunct Faculty Teaching Adult and Community Education Classes

Community education credit classes include those taught during the day or evening at off-campus locations as part of the College's adult and continuing education program. Adjunct baccalaureate transfer and career education instructors who teach adult and continuing education classes and who were employed prior to or during the 1976-77 academic year will receive the same rate of pay per equated semester hour which they received for teaching adult and continuing education classes during the 1976-77 academic year.

Compensation for Adjunct Faculty

Effective fall semester **1998**, all adjunct instructors who have accumulated less than 30 equated semester hours of teaching experience will be compensated at the rate of **\$380** per equated semester hour assignment. Effective fall semester **1998**, all adjunct instructors who have accumulated 30 or more equated semester hours of teaching experience at John A. Logan College will receive **\$405** per equated semester hour compensation.

Compensation for part-time adult and continuing education instructors shall be based upon the prevailing hourly rate approved by the President and the Board of Trustees.

Absences

When a part-time instructor is absent from a teaching assignment (including the regular assignment and/or extra credit or continuing education credit course assignment) because of illness or other causes, he/she will not be compensated for the instruction missed, unless the circumstances prohibit the College from employing a substitute to replace him/her.

Pay for Substitute Teaching

Individuals who substitute teach for adjunct baccalaureate transfer and career education instructors will be paid at the rate of \$11 per hour for laboratory substitution and \$15 per hour for lecture-type substitution. Substitutes for hospital clinical supervision in the area of clinical nursing will be compensated at a rate of \$25 per hour. The administration will strive to utilize full-time teaching faculty for substitute teaching assignments.

Evaluation

All adjunct instructors will be evaluated based on the extent to which they successfully fulfill the duties and responsibilities of adjunct instructors. In addition, all adjunct faculty will be evaluated based on the following performance expectations:

1. To encourage and facilitate a positive learning environment in the classroom and to establish an effective working relationship with the students.
2. To demonstrate a thorough knowledge of subject area and effective teaching techniques.
3. To demonstrate effective communication skills and sensitivity to student needs and varying student abilities.
4. To show evidence of adequate preparation for classroom activities and applications to relevant real-life examples.
5. To provide individual academic assistance outside the classroom and to begin and end all class sessions on time.

Contracts

All contracts for adjunct baccalaureate transfer and career education teaching assignments will be issued as soon as possible after the beginning of the semester. This contract will be for one semester only and the College assumes no contractual obligation for subsequent employment beyond the dates indicated on the contract as issued. Adjunct contracts must be signed and returned to the office of the Vice-President for Instruction within one week of the issuance date. Failure to sign and return contracts within the seven-day period invalidates the contract. If the College decides to cancel all or part of the tentative adjunct assignment prior to the issuance of the signed contract, the College does not assume any contractual obligation to the instructor involved. The College will reimburse the instructor on a pro-rata basis for the contact hours that the instructor has met the class prior to the cancellation.

Class Assignments

Tentative assignments of adjunct baccalaureate transfer and career education faculty shall be made by the Vice-President for Instruction.

The instructor shall meet the tentatively scheduled class during the late registration period at the College.

Within one week following the last day of late registration or before, a decision will be made concerning the need for the class. If the Vice-President for Instruction determines that sufficient need does not exist for the class, it shall be canceled and a contract shall not be issued.

Until such time as an adjunct contract is entered into, the only obligation the College assumes is to pay the tentative instructor on a pro-rata basis for the contact hours taught at the appropriate rates.

Adjunct Teaching Load

Adjunct baccalaureate transfer and career education instructors at John A. Logan College may teach no more than 12 equated hours per semester. Additional services provided to the College by adjunct baccalaureate and career education faculty, such as providing short-term training, conducting seminars, and miscellaneous assignments, will be equated to semester credit hours and will apply to the above teaching assignment limitations.

Adult and community education instructors may teach no more than 28 contact hours per week per term.

Promotion of Adjunct Baccalaureate Transfer and Career Education Faculty to Full-Time Status

Appointments to all full-time positions require that the provisions and procedures of Board Policy No. 5110 be followed. Adjunct baccalaureate transfer and career education faculty may be considered for a full-time position under this policy by filing an application for employment in the existing vacancy.

Other Benefits

Effective spring semester 1991, adjunct faculty members, other than adult and continuing education instructors, who have accumulated 30 equated semester hours of teaching load or more and who regularly teach 8 hours or more (a minimum of one semester just prior to accumulating benefits) each semester will be granted the following benefits:

1. Tuition waivers for themselves and their immediate family as currently allowed for full-time employees as outlined in Board Policy No. 7370.
2. Adjunct employees may accumulate sick leave time.

ADOPTED: MARCH 6, 1973

AMENDED: OCTOBER 3, 1978; APRIL 12, 1983; SEPTEMBER 13, 1983; MARCH 13, 1989; NOVEMBER 12, 1990; JULY 20, 1993; SEPTEMBER 24, 1996; OCTOBER 22, 1996; AUGUST 31, 1999; **SEPTEMBER 24, 2019**
(TITLES)

LEGAL REF.:

CROSS REF.: BOARD POLICY 5412

Purchasing**7154**

College purchasing is the responsibility of the President and the Vice-President for Business Services & CFO. Purchases must be handled in accordance with a commonly accepted business procedure and substantiated with the necessary records to satisfy audit and inventory requirements. All expenditures must be compatible with the current budget and fully comply with all Illinois Statutes affecting purchasing. Products with recycled content shall be procured wherever and whenever cost, specifications, standards, and availability are comparable to products without recycled content.

1. Whenever possible, competitive prices are to be secured on items costing \$25,000 or less. With the exception of clothing, books, and postage purchases, written evidence documenting compliance with this statement will be maintained in the purchasing files of the business office for all purchases exceeding \$2,500 where available. The Director of Purchasing and Auxiliary Services may approve additional exceptions on a case-by-case basis.
2. Purchase of supplies, materials, or work involving an expenditure in excess of \$25,000 must be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability, after due advertisement, except the following:
 - (a) contracts for the services of individuals possessing a high degree of professional skill (however, the Board may use a competitive selection process for such service whenever it is deemed appropriate);
 - (b) contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness;
 - (c) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures, not to exceed ten (10) percent of the contract price;
 - (d) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
 - (e) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
 - (f) contracts for duplicating machines and supplies;
 - (g) contracts for the purchase of natural gas when the cost is less than that offered by a public utility;
 - (h) purchase of equipment previously owned by some entity other than the district itself;
 - (i) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
 - (j) contracts for goods or services procured from another governmental agency;
 - (k) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
 - (l) contracts for utility services such as water, light, heat, telephone, or telegraph;
 - (m) emergency expenditures approved by three-fourths (3/4) of the members of the Board.

3. Specifications on contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, must be brought to the Board for approval before bids are sought. For contracts involving less than \$25,000, the President shall use his judgment as to the most appropriate way to complete the transaction.
4. Contractors who develop or draft specifications, requirements, statements of work (scope of services), or Requests for Proposals are excluded from competing from such procurements.
5. Sealed bids must be opened and announced at a public bid opening. Bidders must be given at least three (3) days notice of time and place of bid opening, and at least one (1) public notice in a newspaper published in the district must be given ten (10) days before the bid date.
6. The administration may utilize joint purchasing with the State of Illinois when such joint purchasing will benefit the College. As with contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, prior approval of the Board of Trustees will be obtained.
7. The administration will report to the Board of Trustees all purchases and contracts between \$10,000 and \$25,000.
8. Issuance of purchasing cards must be approved by the respective dean or vice-president.
9. All expenditures must be within the scope of the approved budget and in compliance with this Board Policy 7154. Purchasing not requiring Board approval in advance is subject to the following approval limitations:

President	\$25,000
Vice Presidents <u>Level 5 - Executive Administrators</u>	\$ 5,000
NTP Level 11 <u>Level 4 – Senior Administrators</u>	\$ 2,500
NTP Level 8-10 <u>Level 3 - Administrators</u>	\$ 1,500
NTP Level 5-7 <u>Head Coaches</u>	\$ 1,000
NTP Level 3-4 <u>Levels 1-2 – Managers and Professional Staff</u>	\$ 500
NTP Level 1-2	\$ 250

ADOPTED: MAY 7, 1968

AMENDED: OCTOBER 6, 1981; MARCH 13, 1989; FEBRUARY 11, 1992; JULY 28, 1998; JANUARY 25, 2005;
OCTOBER 21, 2008; SEPTEMBER 22, 2009; MAY 22, 2012; FEBRUARY 24, 2015;
SEPTEMBER 26, 2017

REVIEWED: JULY 24, 2017

LEGAL REF.: 110 ILCS 805/3-27.2; PUBLIC ACT 95-0990

CROSS REF.: BOARD POLICIES 7152; ADMINISTRATIVE PROCEDURES 701, 522