

JOHN A. LOGAN COLLEGE
Board of Trustees
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, July 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 Vice-Chairman Aaron Smith.

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

Rebecca Borgsmiller	-- present
Brent Clark	-- not present
Bill Kilquist	-- not present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Aaron R. Smith	-- present
Jeremiah Brown	-- not present at roll call

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

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

Student Trustee Jeremiah Brown arrived at 6:02 p.m.

OPPORTUNITY FOR PUBLIC COMMENTS

There were no public comments.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report

No report.

B. Athletics Advisory Committee

Trustee Jake Rendleman reported that the plans to resurface the gymnasium have been finalized at a total price under bidding requirements and should begin next week. The softball scoreboard has been fully restored and will be reinstalled this week. The Logan Fitness shower room and corridor floors will be replaced next week to improve slip resistance.

C. Building, Grounds, and Safety Committee

Trustee Jake Rendleman reported that electrical work has begun on the Pedestrian Pathway project, and construction will start next week with an estimated completion date in December. The bid opening for the Elevator and Mezzanine project is scheduled for August 19, 2022.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that she attended the Policy and Procedure Forum and commended President Overstreet for his transparency in outlining recent policy and procedure changes.

E. Budget and Finance Committee

No report.

F. Integrated Technology Committee

No report.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Aaron Smith will attend the ICCTA Executive Committee Planning Retreat at the College of DuPage in August. The ICCB Board retreat will be held at John A. Logan College in September.

H. John A. Logan College Foundation

Trustee Jake Rendleman reported that Ullico and US Bank are title sponsors for the Foundation Golf Classic, donating \$5,000 each. In addition, new sponsorship levels have been created for those interested in supporting the Foundation Golf Classic as a sponsor only. The date for the Golf Class is Friday, October 14. Staci Shafer is working with the Foundation Board to develop a strategic plan and fundraising goals for the launch of the JALC Promise Scholarship Program. US Bank will present a portfolio review of the Foundation's endowment at the Annual Money Managers meeting next month.

I. Student Trustee

Student Trustee Jeremiah Brown reported that he is looking forward to the fall semester and will be traveling with the TRIO students to Memphis, TN, to view the Civil Rights Museum and other activities.

FACULTY ASSOCIATION REPORTS

A. Faculty Association Report – No report.

B. Adjunct Faculty Association – No report.

C. Logan Operational Staff Association Report – No report.

EXECUTIVE LEADERSHIP REPORTS

FY22 State Payments

Vice-President Stacy Buckingham reported that the College received 13 Base Operating payments totaling \$3,211,130 and 13 Equalization payments totaling \$6,708,220 for FY22. In addition, the College received \$381,239 for the CTE Formula Grant and is awaiting the FY22 allocation of the Veteran's Grant.

Employee Health Insurance

The employee health insurance premiums increased by eight percent for FY23. This coverage is provided through the Teamsters and will be something the administration and committee will begin to review.

HEERF Grant Disbursements

Vice-President Buckingham reported that \$382,400 in HEERF Student Emergency Grants were dispersed to 261 Pell-eligible students. An application was sent to non-Pell eligible students for consideration to complete the disbursement of these funds.

New VoIP Phone System

Vice-President Buckingham reported that employee phones are fully deployed and working, and external numbers were imported on July 22.

Historical Village Open House Events

The Historical Village held Summer Open House events in June and July. The July event included a quilt display showcase, vendors, music, and refreshments.

Business Services Hire

Ms. Buckingham commented that the Associate Controller position had been open since March. The individual recommended tonight is a graduate of John A. Logan College and SIU-C and has the budget experience they have been looking for.

HLC Assurance Argument

Assistant Provost Stephanie Chaney Hartford reported that the HLC assurance argument was submitted on July 11, and we should expect a response in 6-8 weeks. The College will create a Quality Initiative to implement in the next three years and will have its next reaccreditation visit in 2027.

Economic Development Administration Grant

Dr. Hartford reported that John A. Logan College was awarded a \$4.2 million grant to construct a Career and Technical Education Center that will increase our capacity to train and certify students for jobs in demand industries in the region. This grant is matched with College bond funds set aside for this project. The Vocational Building will be completely renovated into a new auto facility for auto technical services and a new auto collision center. A new HVAC facility will be housed in the H Building with the ability to incorporate new technology, including geothermal units.

Early Childhood Consortium

The College received a \$698,000 grant to develop incumbent workers in our area. These funds will allow us to hire one full-time and two part-time professional employees designated for Early Childhood Education and provide stipends and other assistance to incumbent workers who return for further training.

Pipeline for the Advancement of Healthcare Workforce Program

ICCB awarded a non-competitive grant for \$642,270 to address the shortage of workers in the healthcare industry in the next four years. Nursing and EMS/EMT shortages are the primary targets, focusing on minority students and students with barriers. In addition, part of this funding may address student social/emotional barriers and create innovative ways to assist students with tutoring.

Dual Credit

The College hosted a meeting with dual credit representatives from all southern Illinois community colleges to discuss best practices, challenges in implementing dual credit programs, and ways to support college readiness and success of all dual credit students.

Welcome Week Activities

The College has daily events planned for students during the first week of the fall semester to engage students and foster a sense of belonging at JALC.

Employee Forums

President Overstreet recently held employee forums to share information regarding the organizational changes and updates to policy and procedures. A third forum is scheduled to discuss the Strategic Long-Range Plan. President Overstreet noted that he would continue holding monthly forums to address employee questions and topics of interest.

FY23 Institutional Goals

President's Cabinet members plus additional administrators met on July 13 and 14 to develop institutional goals for FY23 that align with the Strategic Long-Range Plan. The goals were removed from Board Policy so we can be agile and re-examine them annually. Cabinet members and administrators will use these goals to develop strategies and tactics for themselves, and their staff will create individual tactics and goals based on those strategies. A key performance indicator (KPI) will be assigned to each tactic so they can be measured and reported to the Board every quarter. President Overstreet noted that these are essential steps for this institution to focus on our vision for the next year. The group also established an enrollment goal for the fall to increase credit hours by one percent from last fall. The Strategic Enrollment Management Plan will also be rebuilt this semester to assist in reaching these goals.

Organizational Structure

President Overstreet reported that over the past year and a half, he has worked with many administrators and cabinet members to update the organizational structure to stabilize professional staff levels and provide pathways for promotion.

Alliance for Innovation and Transformation (AFIT) Conference

The AFIT organization is a group of community college leaders who have come together to work on building a happy and productive organizational culture. President Overstreet, and seven other College employees, attended this conference in Nashville, where they collaborated with other community colleges at various stages in this process.

Society for Human Resource Management (SHRM) Certification

President Overstreet congratulated Ms. Megan Mosely on successfully achieving her SHRM Certification. The Office of Human Resources is also planning an Employee Appreciation Day this week.

Pedestrian Pathway Construction

Assistant Vice-President Jeremy Sargent reported that Samron would begin work on the Pedestrian Pathway project this week. Parking Lot A will be shut down for construction, except for the northern portion adjacent to the tennis courts. The west entrance to the College will remain open during most of the construction.

INFORMATIONAL ITEMS

A. Retirements and Resignations

President Overstreet accepted the retirement of Melvin Cripps, Coordinator of Technology Support, effective August 1, 2022, and the resignation of Bruce Leonard, Logan Academy Literacy Counselor, effective June 6, 2022.

CONSENT AGENDA

Vice-Chairman Smith asked if there were any Consent Agenda items the Board would like to pull for further discussion or separate vote. Hearing none, Consent Agenda items A – K were presented for approval:

A. Athletic Insurance Annual Renewal

Renewal agreement with First Agency to provide two athletic insurance policies for a combined total of \$65,763, effective August 1, 2022.

B. Insurance Package and Workers' Compensation Annual Renewal

Renewal agreements recommended by The Tedrick Group for a total estimated premium range of \$440,000 to \$470,000, subject to final agreements with the individual carriers.

C. Semi-Annual Review of Closed Session Minutes

Recommendation of legal counsel that none of the closed minutes reviewed through May 24, 2022, be made available for public inspection at this time.

D. Hospitality Management Curriculum

Hospitality Management Associate in Applied Science Degree and Hospitality Management Certificate, effective Spring 2023.

E. FY23 Institutional Goals

Six institutional goals for FY 2023 that align with the Strategic Long-Range Plan.

F. Organizational Structure Title Updates

Title updates and salary adjustments to align with the College's organizational structure as recommended by President Overstreet.

G. Personnel Action Items (Appendix A)

Employment and ratification of personnel as recommended by President Overstreet.

H. Expenditure List

Expenditure List for the period ending June 30, 2022.

I. Treasurer's and Financial Report

Treasurer's and Financial Report for the period ending May 31, 2022.

J. Minutes of Public Hearing

Minutes of June 28, 2022, public hearing for the FY 2023 budget.

K. Meeting Minutes of Regular Meeting

Minutes of the June 28, 2022, regular meeting.

Glenn Poshard and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda items A – K as presented.

Upon roll call, all members voted Yes. Motion carried.
(Resolution #16-4277)

NEW BUSINESS

A. Employment of Administrator: Associate Controller

President Overstreet recommended the employment of Ms. Colby Chamness as the Associate Controller, effective July 26, 2022. Trustee Rendleman asked for discussion to clarify the position. President Overstreet commented that the title had been restructured and was formerly the director of accounting services. This individual will be responsible for preparing the legal budget and budget analysis that Vice-President Buckingham continued to do in her current position. Vice-President Buckingham added that the Business Office FTE before this change was just over \$200,000 and is now \$170,000, which results in a savings of \$30,000.

Mandy Little and Rebecca Borgsmiller moved and seconded that the Board of Trustees approve the employment of Ms. Chamness as Associate Controller, effective July 26, 2022.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4278)

OLD BUSINESS

A. Strategic Long-Range Plan

The Strategic Long-Range Plan, including revisions to Board Policies 3110, Statement of Mission and Goals; 3112 Statement of Core Values, and 3113, Statement of Vision, was presented for first reading in June to the Board of Trustees. There were no comments or updates made to the plan submitted.

Jake Rendleman and Glenn Poshard moved that the Board of Trustees approve the Strategic Long-Range Plan as recommended.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4279)

B. New Board Policy for Final Action

Board Policy 8318, Financial or Physical Hardship Withdrawal, was presented for first reading in June to the Board of Trustees and made available to College employees for input. There were no comments or updates received to the proposed policy.

Mandy Little and Glenn Poshard moved and seconded that the Board of Trustees approve Board Policy 8318, Financial or Physical Hardship Withdrawal.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4280)

ANNOUNCEMENTS

Trustee Jake Rendleman congratulated Trustee Poshard for being recognized by Southern Illinois University by naming their aviation center the Glenn Poshard Transportation Education Center.

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 #16-4281)

The meeting was duly adjourned at 7:28 p.m.

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



William J. Kilquist, Chairman



Jacob "Jake" Rendleman, Secretary

APPENDIX A

A. Full-Time Operational Staff			
Name	Position	Salary	Effective Date
Heather Nolan	Administrative Assistant V (Assistant Provost of Academic Affairs)	\$15.71/hour	7/25/22
B. Part-Time Staff			
Name	Position	Effective Date	
Richard Deutsch	Adjunct Faculty (Anthropology)	08/17/22	
Annamaria Farris	Adjunct Faculty (Health)	08/17/22	
Donna Ford	Adjunct Faculty (Biology)	08/17/22	
Christopher Harrison	Logan Academy Instructor (Grant)	07/05/22	
Sarah Knowles	Community Education Instructor	06/25/22	
Taylor Rogers	Fitness Desk Attendant	06/16/22	
C. Appointment of Department Chairs			
Name	Department	Appointment	Effective Date
Matt Garrison	Communications, Humanities, and Social Science	Three-year term	July 1, 2022
Cheryl Thomas	Life and Physical Science	Three-year term	July 1, 2022
Pam Karns	Allied Health and Public Services	One-year term	July 1, 2022