



# JOHN A. LOGAN COLLEGE

## Board of Trustees

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### **BOARD OF TRUSTEES REGULAR MEETING**

The following items were presented to the Board of Trustees on September 27, 2022, and the Board approved Consent Agenda Items A - M.

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#### **INFORMATIONAL ITEMS**

- A. Resignations and Retirements

#### **CONSENT AGENDA ITEMS**

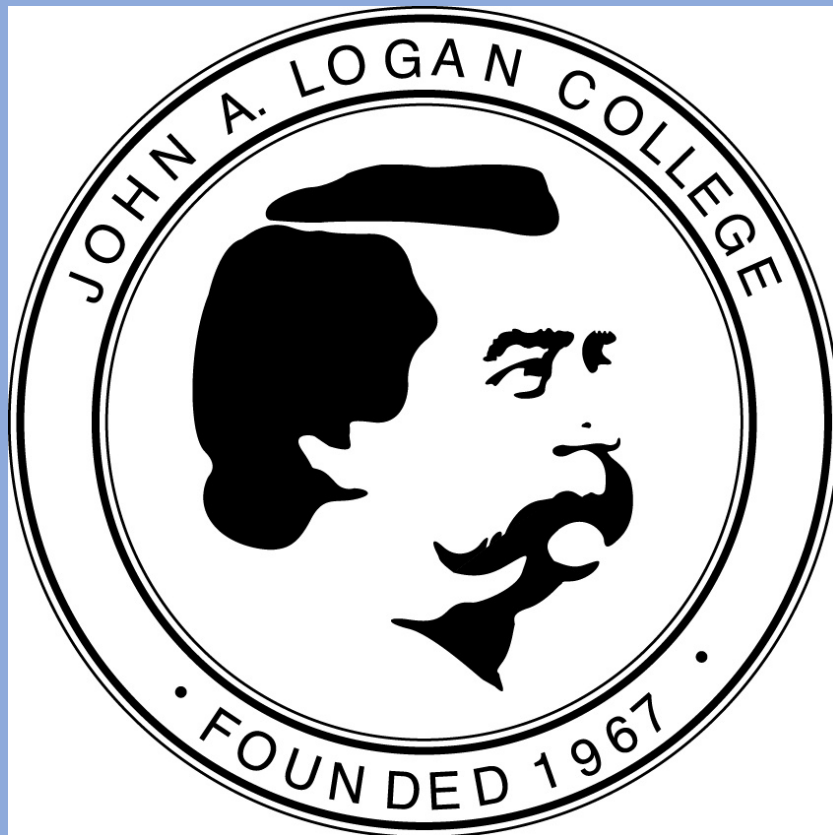
- A. Institutional Assessment for Southern Illinois Collegiate Common Market
- B. Dual Credit Agreement with Shawnee Community College, District #521
- C. Nursing Program Testing Service Provider
- D. Award of Bid for Exterior Building Wash Project
- E. Award of Bid for Power/Conduit Project for Parking Lot A
- F. Award of Bid for G218 Remodel
- G. Nutanix Licensing and Support Agreements
- H. Office of Human Resources Software
- I. President Overstreet Contract Renewal
- J. Personnel Action Items
- K. Expenditure Report for the period ending August 31, 2022
- L. Treasurer's and Financial Report for the period ending July 31, 2022
- M. Minutes of August 23, 2022, Regular Meeting

#### **NEW BUSINESS**

- A. Board Policy Revision for First Reading (*No Action*)

## **Informational Item 7.A**

### **Retirements and Resignations**



**JOHN A. LOGAN COLLEGE  
INFORMATIONAL ITEMS**

**7.A – Retirements and Resignations**

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**1. RETIREMENTS**

- A. President Overstreet accepted the retirement of Mikeal Kos, associate professor of nursing instructor, effective September 1, 2022.
- B. President Overstreet accepted the retirement of Glenda Hastings, mail clerk and document specialist III, effective December 1, 2022.
- C. President Overstreet accepted the retirement of Eric J. Pulley, director of institutional research, effective December 1, 2022.

**2. RESIGNATIONS**

- A. President Overstreet accepted the resignation of Abigail Wheatley, TRIO Transfer Specialist and Advisor, effective August 19, 2022.

**Staff Contact:** President Kirk Overstreet



# JOHN A. LOGAN COLLEGE

## Board of Trustees

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### **BOARD OF TRUSTEE ACTION ITEMS**

**THE BOARD OF TRUSTEES APPROVED THE FOLLOWING ITEMS AT THEIR  
REGULAR MEETING ON SEPTEMBER 27, 2022**

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#### **CONSENT AGENDA ITEMS**

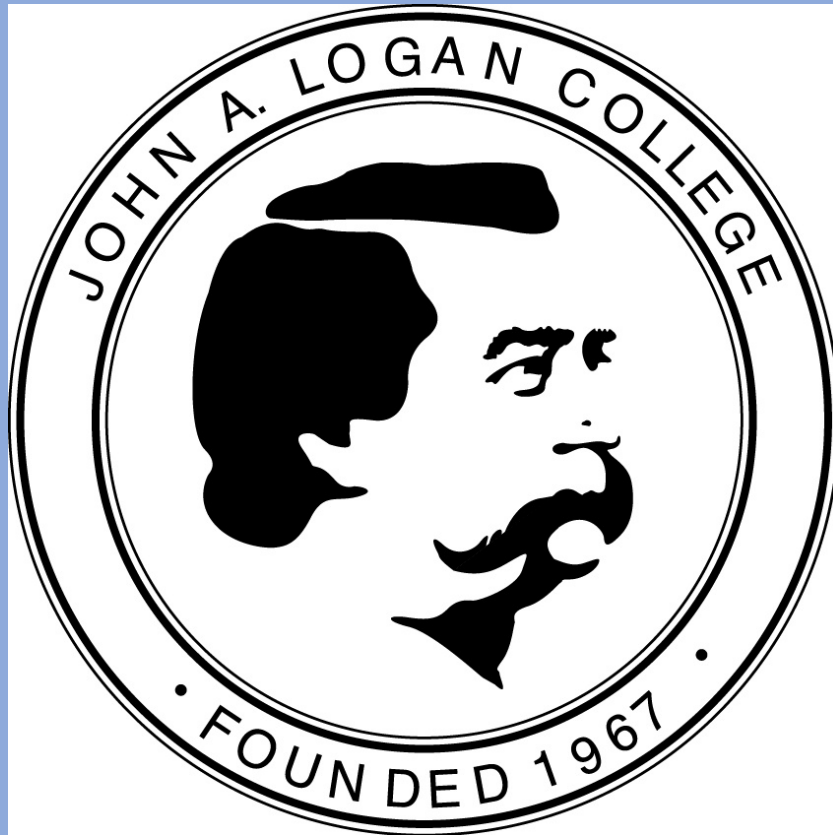
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#### **NEW BUSINESS**

- A. Board Policy Revision for First Reading (*No Action*)

## **Consent Agenda Item 8.A**

### **Institutional Assessment for SICCM**



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

**8.A – Institutional Assessment for Southern Illinois Collegiate Common Market**

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**1. REASON FOR CONSIDERATION**

The Southern Illinois Collegiate Common Market (SICCM) Board of Directors approved the FY 2023 Institutional Assessments on May 17, 2022. John A. Logan College's enrollment in these programs for FY 2023 is 44 students. The total assessment cost is \$355,353.

**2. BACKGROUND INFORMATION**

Participation in SICCM allows the College to participate in programs that would be costlier to administer individually. By collaborating through SICCM, the College can offer programs that may not otherwise be viable. These programs include Occupational Therapy Assistant, Surgical Technology, and Medical Laboratory Technology.

**3. RECOMMENDATION**

That the Board of Trustees authorizes the administration to pay \$355,323 to the Southern Illinois Collegiate Common Market (SICCM) for John A. Logan College's share of program costs for FY 2023.

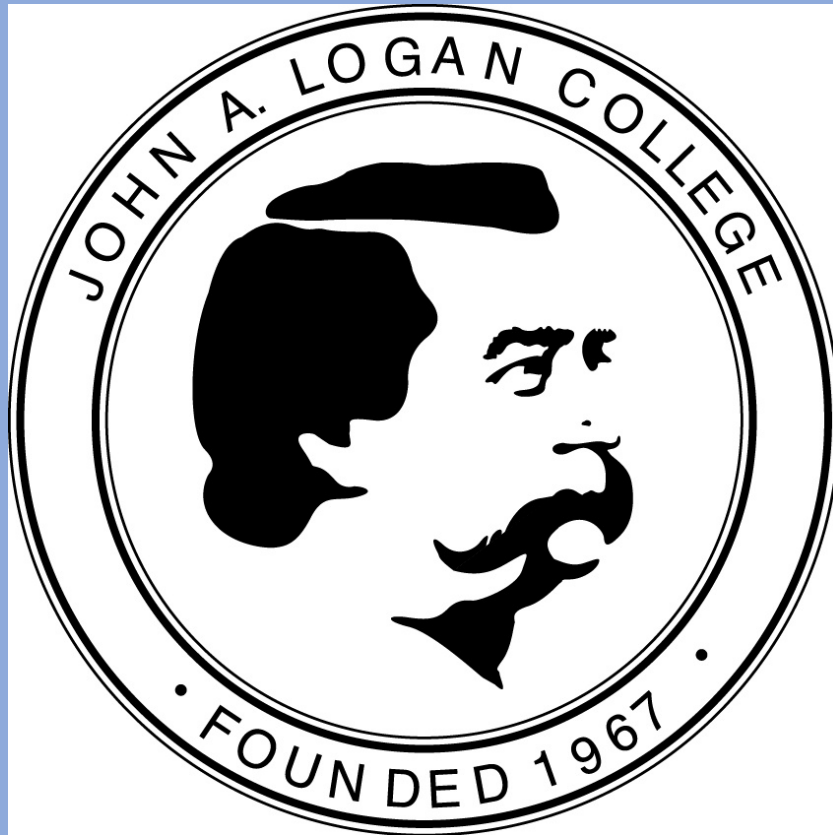
**Staff Contact:** Provost Melanie Pecord

**SICCM INSTITUTIONAL ASSESSMENTS FY-2023**

Updated Student count as of 8/15/22						Total	100%	Consortium	Vet Tech		
Institutions	*HIT	MLT	OTA	STP	**VTP	Program Costs	Program Assessment	Membership Fee	Building Payment	Total Assessment	
John A. Logan College	\$0	\$108,384	\$172,471	\$74,468	\$0	\$355,323	\$355,323		\$0	\$355,323	
Shawnee Community College	\$0	\$54,192	\$47,908	\$63,829	\$0	\$165,929	\$165,929		\$0	\$165,929	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
SIU Carbondale	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
SIU Edwardsville	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Program Total Budgeted Costs	\$0	\$162,576	\$220,379	\$138,297	\$0	\$521,252	\$521,252	\$0	\$0	\$521,252	
Total Program Costs/Total # Students-All Campuses		Average costs by Individual Program									
=Cost per Student by Program		9,032.00	9,581.70	5,319.12							
Cost per student x total # of students (Each individual campus) = Cost per campus (ALL Programs)											
Enrollments						Total Students					
John A. Logan College	0	12	18	14	0	44	\$8,075.52	Average Cost for ALL Programs			
Shawnee Community College	0	6	5	12	0	23	\$7,214.30	for each Campus			
	0	0	0	0	0	0					
	0	0	0	0	0	0					
	0	0	0	0	0	0					
Totals	0	18	23	26	0	67					
Adjusted Percentage		(0%)	(0%)								
Percentage of Program Costs Paid		(50%)	(50%)	(50%)	(0%)	(0%)	(100%)	(100%)	(100%)	100%	100%
Actual Assessments Paid		FY-2013	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022
Per Institution											Totals
John A. Logan College	\$105,601	\$28,000	0	0	\$199,398	\$344,829	\$328,289	\$347,001	\$362,954	\$284,158	(\$383,351)
Kaskaskia College	\$87,283	\$25,000	0	0	\$116,265	\$62,296	\$0	\$0	\$0	\$0	(\$320,472)
Rend Lake College	\$96,122	\$28,000	0	0	\$121,466	\$64,390	\$0	\$0	\$0	\$0	(\$359,906)
Shawnee Community College	\$97,659	\$28,000	0	0	\$99,150	\$127,339	\$142,255	\$160,152	\$181,714	\$209,111	(\$319,233)
Southeastern Illinois College	\$79,305	\$28,000	0	0	\$96,165	\$67,052	\$0	\$0	\$0	\$0	(\$291,541)
SIU Carbondale	\$28,000	\$28,000	0	0	\$0	\$0	\$0	\$0	\$0	\$0	(\$97,998)
SIU Edwardsville	\$28,000	\$28,000	0	0	\$0	\$0	\$0	\$0	\$0	\$0	(\$97,998)
SWIC											(\$17,500)
Totals	\$521,970	\$193,000	\$0	\$0	\$632,444	\$665,906	\$470,544	\$507,153	\$544,668	\$493,269	(\$1,887,999)
FY17&18-KAS/RLC/SIC did not pay total of (\$465,338)					\$298,548	\$534,464					
					(\$333,896)	(\$131,442)					
					Not Paid By	Not Paid By					
*Health Information Technology Program (HIT) no longer offered at SICCM effective FY 2016.						KAS/RLC/SIC	RLC/SIC				
**Veterinary Technology Program (VTP) no longer offered at SICCM effective FY 2019.											

## **Consent Agenda Item 8.B**

### **Dual Credit Agreement**





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

**8.B – Dual Credit Agreement with Shawnee Community District #531**

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**1. REASON FOR CONSIDERATION**

This agreement, effective Fall 2022 – Spring 2023, is entered into between Shawnee Community College District #531 and John A. Logan College District #530 for the expressed purpose of providing additional educational programs to the high school students of each district. Each community college will follow the Dual Credit Quality Act 110 ILCS 27.

**2. BACKGROUND INFORMATION**

This agreement will be reviewed annually to add or remove courses requested in the high school's district not offered by the respective College. The course(s) are determined by the request of the high school.

**3. RECOMMENDATION**

That the Board of Trustees approve the Joint Agreement for Dual Credit Educational Cooperation between Shawnee Community College, District #531, and John A. Logan College, District #530.

**Staff Contact:** Provost Melanie Pecord

**A JOINT AGREEMENT FOR DUAL CREDIT EDUCATIONAL COOPERATION BETWEEN  
SHAWNEE COMMUNITY COLLEGE, DISTRICT #531  
AND  
JOHN A. LOGAN COLLEGE, DISTRICT #530**

This agreement effective Fall 2022 – Spring 2023 entered into between the above listed community colleges for the expressed purpose of providing additional educational programs to the high school students of each district. The above listed community colleges will follow the Dual Credit Quality Act (110 ILCS 27).

**Purpose**

It is the desire of the districts entering into this agreement to expand dual credit educational services to their respective high school students.

**I. Instructional Identification**

For the purpose of this agreement, the college district sending the students to another college will be referred to as the “sending district” and the college receiving students from another district will be referred to as the “receiving district”.

**II. Educational Programs/Courses**

Any educational program/course offered by and between the parties to this agreement shall be approved by the Illinois Community College Board and the Board of Higher Ed. Dual credit courses can be established upon the receiving institution ensuring the courses meet its dual credit standards.

Shawnee Community College, District #531, agrees to accept dual credit students from John A. Logan College, District #530, as follows:

HIGH SCHOOL	PROGRAM	SCC COURSE

John A. Logan College, District #530, agrees to accept students from Shawnee Community College, District #531, as follows:

HIGH SCHOOL	PROGRAM	JAL COURSE
Vienna High School	Construction Management	CMG 110 – Wood Frame Construction CMG 111 – Structural Framing II

The sending district will provide placement test scores to the receiving district if required for any of its in-district students.

**VII. AMENDMENTS TO AGREEMENT**

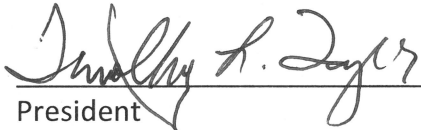
This agreement will be reviewed annually or at any time by mutual written consent of the participating colleges. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

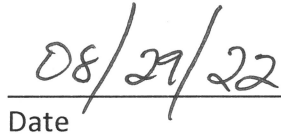
**VIII. TERMINATION**

This agreement may be terminated at any time by the participating colleges. In the event of such termination, students who have entered the educational programs/courses covered by this agreement shall be allowed to complete.

The following responsible college representatives commit the aforementioned agencies to this joint agreement.

**Shawnee Community College  
District #531**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

**District #530**

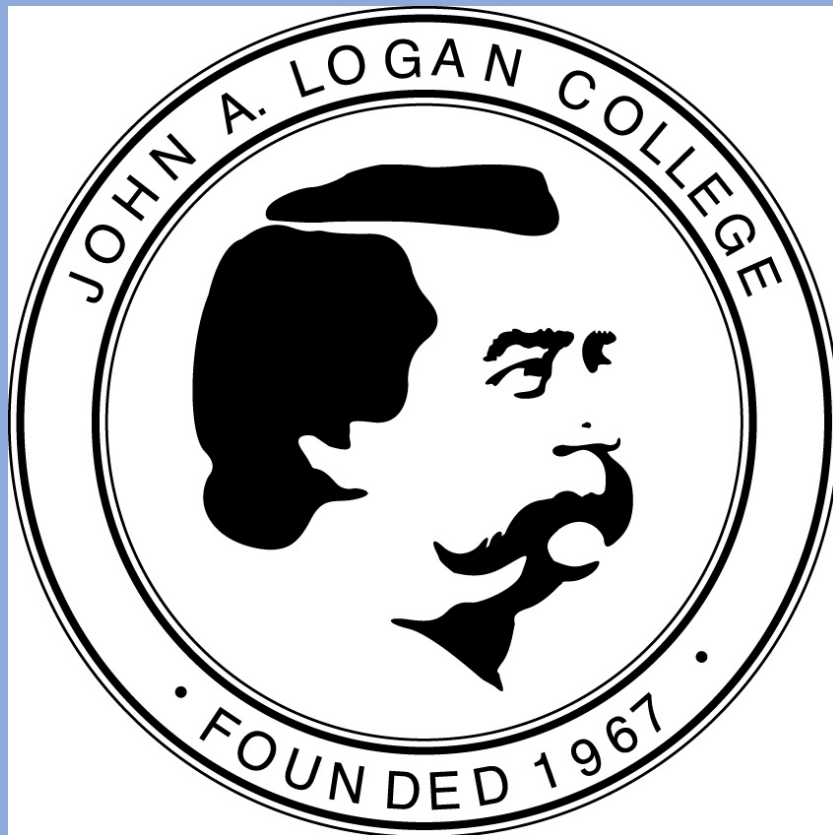
\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date

## **Consent Agenda Item 8.C**

### **Nursing Program Testing Service Provider**



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

**8.C – Nursing Program Testing Service Provider**

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**1. REASON FOR CONSIDERATION**

Assessment Technology Institute (ATI), LLC provides JALC's nursing program with comparative statistical data from other nursing schools nationwide compared to our nursing program to identify trends for curriculum guidance. The statistical information also provides valuable data for the ADN Program's Accreditation Commission for Education in Nursing (ACEN) systematic evaluation plan to meet our accrediting body's standards.

The cost for these services was included in the FY23 budget. Student fees are assessed to cover the cost of the product.

**2. BACKGROUND INFORMATION**

ATI is a web-based, state-of-the-art product that offers curriculum guidance and enhancement throughout the rigorous nursing curriculum. The ATI product is aligned with the National Council State Board of Nursing (NCSBN) NCLEX-PN and NCLEX-RN content areas. All nursing faculty use the ATI product as a course assignment, remediation technique, and evaluative measure. Using ATI also prepares the students for state board testing throughout the program instead of at the end of the program.

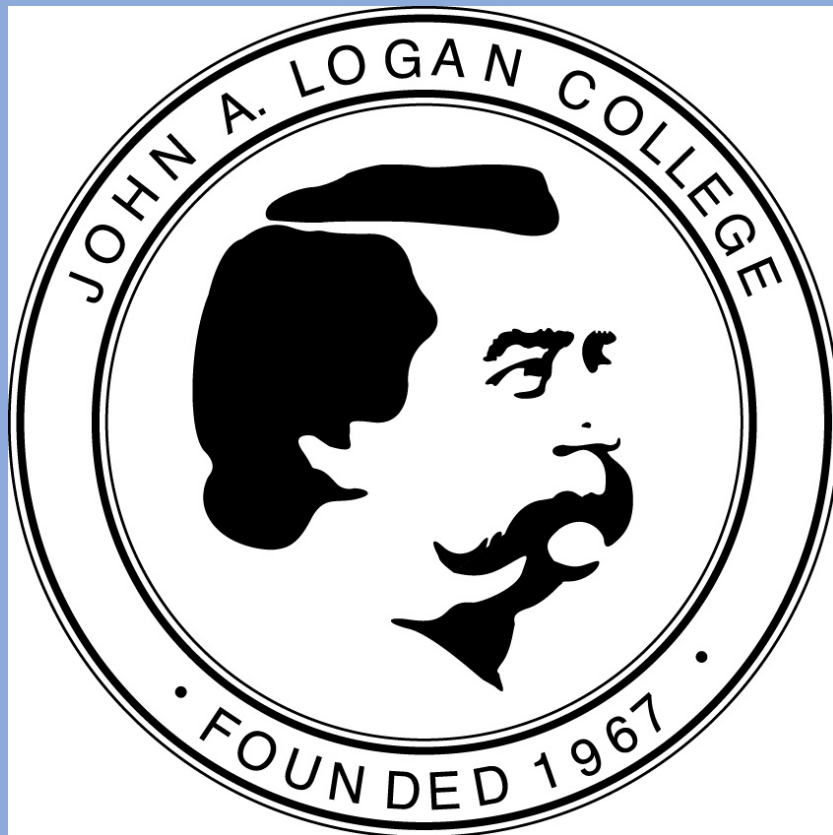
**3. RECOMMENDATION**

That the Board of Trustees approve the nursing program testing product provided through the Assessment Technology Institute, LLC, in the amount of \$ 65,250.

**Staff Contact:** Kristin Yosanovich, Director of Nursing

## **Consent Agenda Item 8.D**

### **Exterior Building Wash Project**



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

**8.D – Exterior Building Washing Project**

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**1. REASON FOR CONSIDERATION**

Due to organic growths, cobwebs, pollutants, debris, and insect nesting, the buildings around campus appear considerably soiled and are a potential safety concern depending on the type of pests that frequent each area.

**2. BACKGROUND INFORMATION**

The College's exterior building surfaces, windows, and overhangs are in need of professional, high-pressure cleaning to remove debris and unsightly deposits from nature and help beautify the campus exterior and windows. Due to primarily the height of buildings, JALC does not own the equipment necessary to safely reach complete surface areas from the ground to the roof to wash the building and window surfaces properly. A phased approach is proposed to clean the six most heavily soiled areas in specifically selected sections, with the intention to complete additional phases/sections in subsequent years. An annual maintenance cycle will be established once each section has been completed.

The project was advertised for competitive bidding to include individual pricing for each of the six sections, so if the total cost went over budget, we could complete most of the project, if not all. There were four bid submissions. The lowest bidder came in at \$45,000 for the entire project, plus 3% for performance bonding, making the total cost \$46,350, which is over budget. Therefore, we recommend proceeding with Sections #1 through #4 this fiscal year which is within the FY23 approved budgeted amount.

**3. RECOMMENDATION**

That the Board of Trustees approve the Exterior Building Washing Project and award the bid for Sections #1 through #4 to McPherson Enterprises, the lowest responsible bidder, for a total cost of \$39,978.81.

**Staff Contact:**            Stacy Buckingham, Vice-President for Business Services and CFO  
                                      Jeremy Mueller, Director of Building and Grounds

## **John A. Logan College**

### **Exterior Building Wash Project (Phase 1)**

1. "E Entrance," including South facing "W Wing" to "B Building."
2. Waterfall Courtyard.
3. Old Courtyard – "C Building" from Southwest corner to Southeast corner and from Southeast corner to "G Building" including the 2 tunnels/bridges.
4. "G Entrance" North facing from pillar to pillar including planters and retaining walls and "G Entrance" West facing.
5. Athletics – West facing and North facing office entrance.
6. "C Wing" East facing from C125 to the tunnel/bridge to "D Building."



TFW LTE

10:18 AM

86%



John A.  
Logan College

#5

#4

#3

#6

John A. Logan  
College Gymnasium

John A. Logan  
College C Wing

#2

John A. Logan College  
Communications Wing

#1



3D

**JOHN A. LOGAN COLLEGE**

700 Logan College Drive  
Carterville, Illinois 62918

**BID OPENING****Date:** 09/09/2022**Bid No:** JALC0722-01 – Exterior Building Washing

Bidder Name & Address	DBE?	Bid Amount
Judge Services 800 E. Walnut St Suite A Carbondale, IL. 62901	No	Section 1: \$8,820.00 Section 2: \$17,940.00 Section 3: \$12,600.00 Section 4: \$2,520.00 Section 5: \$2,675.00 Section 6: \$5,040.00 Total: \$49,595.00
Ragz Mobile Pressure Washing 104 S. Tuttle Dr Harrisburg, IL. 62946	No	Section 1: \$10,710.00 Section 2: \$22,960.00 Section 3: \$12,720.00 Section 4: \$2,040.00 Section 5: \$2,650.00 Section 6: \$5,068.00 Total: \$56,148.00
Premier House Wash 110 Winterfield Circle Cape Girardeau, MO. 63701	No	Section 1: \$10,200.00 Section 2: \$22,960.00 Section 3: \$12,540.00 Section 4: \$2,100.00 Section 5: \$2,500.00 Section 6: \$5,068.00 Total: \$55,368.00
McPherson Enterprises 315 S. Granite St. Marion, IL. 62959	No	Section 1: \$8,583.56 Section 2: \$18,401.38 Section 3: \$10,194.48 Section 4: \$1,634.96 Section 5: \$2,123.86 Section 6: \$4,061.76 Total: \$45,000.00

The above bids were received by the office of the Associate Director of Purchasing on or before 10:00am, Friday, September 9, 2022, at which time they were opened and read publicly.

*Shannon L Newman*

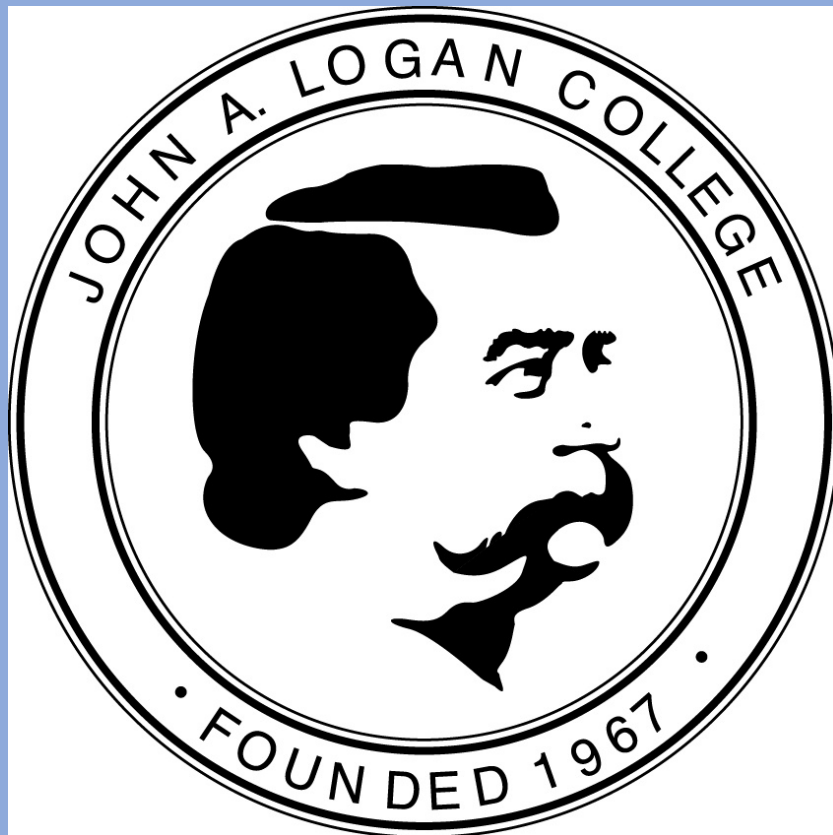
Shannon Newman, Associate Director of Purchasing and Auxiliary Services

*Jeremy Mueller*

Witness: Jeremy Mueller, Director of Buildings and Grounds

## **Consent Agenda 8.E**

### **Power/Conduit Project for Parking Lot A**



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

**8.E – Power/Conduit Project for Parking Lot A**

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**1. REASON FOR CONSIDERATION**

Parking Lot A does not contain network infrastructure to support current and future technology needs. Information Technology requires the capability to install fiber optics and emergency power to support the installation of network endpoints for Campus Police devices such as security cameras and public address system devices. The funding for this project was approved within the FY23 Network Infrastructure budget.

**2. BACKGROUND INFORMATION**

Campus Police requested that the Information Technology Department prepare for the installation of security cameras and public address system devices in Parking Lot A. A solution has been designed to bring emergency power and conduits into Parking Lot A to support these projects and future projects requiring emergency power for networking devices and fiber optics to connect these devices to the JALC Network. The timing of this project will work well with the renovation work on Parking Lot A, allowing the contractor easy access for installation.

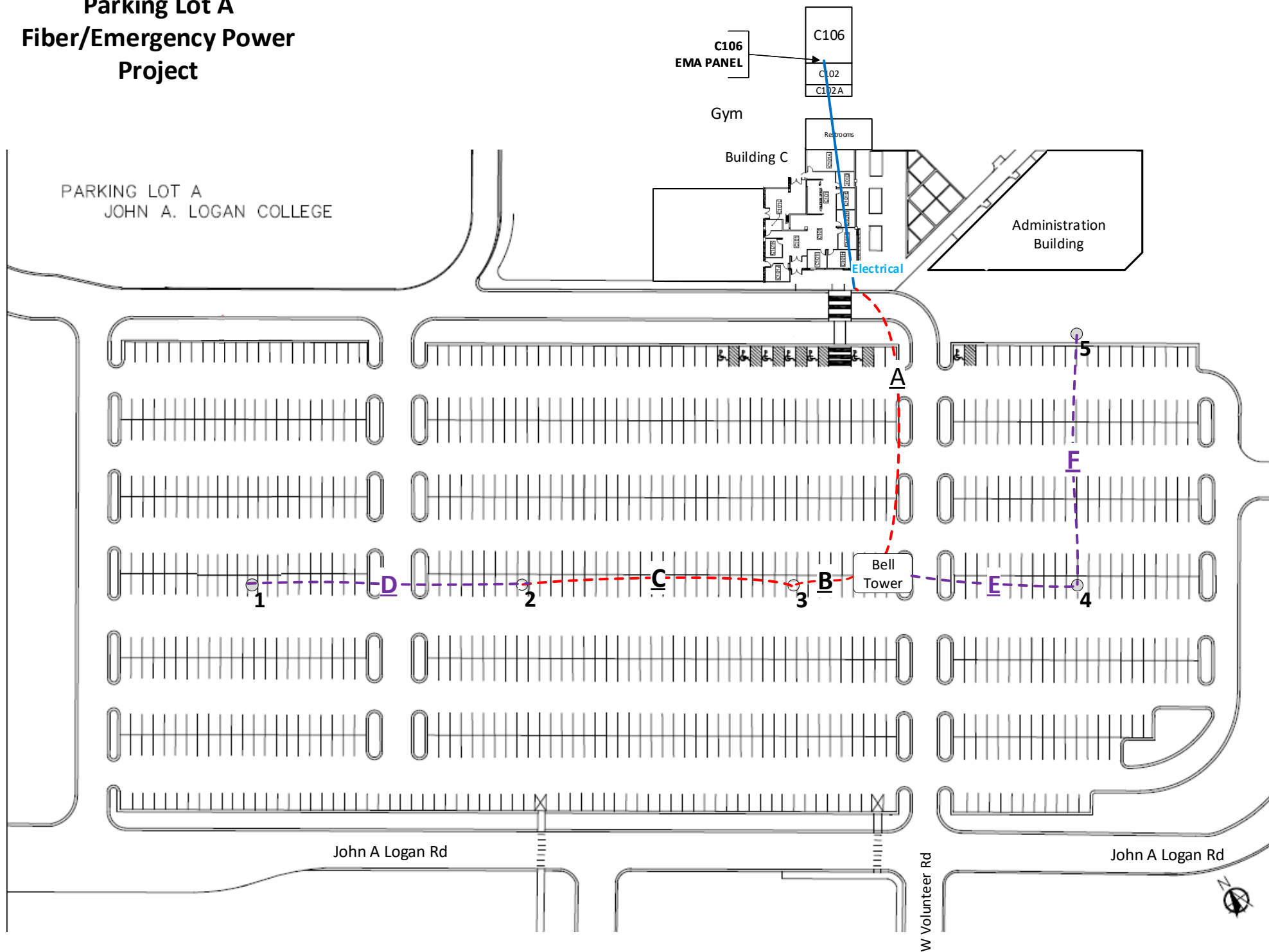
A Request for Bid was released for a base scope of work and three (3) alternative add-on options. W. J. Burke Electric Company was the sole bidder for the project and was determined to be a qualified bidder.

**3. RECOMMENDATION**

That the Board of Trustees approve the Power/Conduit Project for Parking Lot A and award the bid for the base requirements, plus three (3) alternative add-on options to W. J. Burke Electric Company for a total cost of \$37,000.

**Staff Contact:** Stacy Buckingham, Vice-President for Business Services and CFO  
Travis Geske, Senior Director of Network Infrastructure

## Parking Lot A Fiber/Emergency Power Project



**JOHN A. LOGAN COLLEGE**

700 Logan College Drive  
Carterville, Illinois 62918

**BID OPENING**

**Date:** Tuesday, September 6, 2022 @ 2:00pm CST

**Bid No:** JALC0822-05 – A Parking Lot Conduit/Power Installation

Bidder Name & Address	DBE?	Bid Amount
W. J. Burke Electric Co. P.O. Box 462 Murphysboro, IL. 62966	No	Base: \$19,000.00 Alt 1: \$6,000.00 Alt 2: \$6,000.00 Alt 3: \$6,000.00 Total: \$37,000.00
	<input type="checkbox"/>	Base: Alt 1: Alt 2: Alt 3: Total:
	<input type="checkbox"/>	Base: Alt 1: Alt 2: Alt 3: Total:
	<input type="checkbox"/>	Base: Alt 1: Alt 2: Alt 3: Total:
	<input type="checkbox"/>	Base: Alt 1: Alt 2: Alt 3: Total:

The above bids were received by the office of the Associate Director of Purchasing on or before 2:00 p.m., Tuesday, September 6, 2022, at which time they were opened and read publicly.

*Shannon L. Newman*

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Shannon Newman, Associate Director of Purchasing and Auxiliary Services

*Travis Geske*

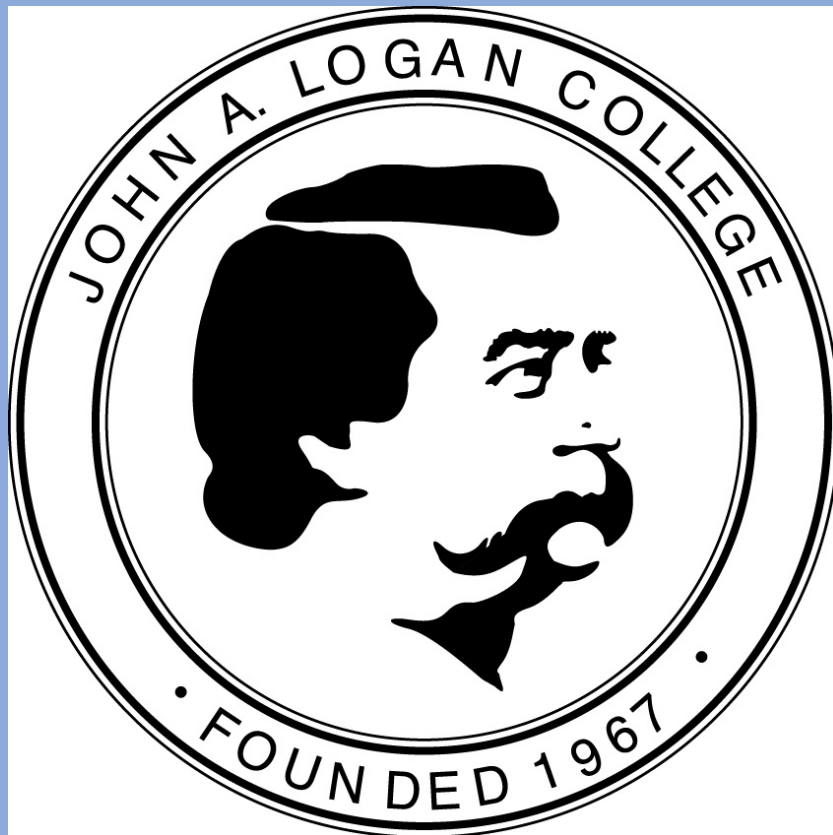
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Witness: Travis Geske, Senior Director Networking



## **Consent Agenda 8.F**

### **G218 Remodel**



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

**8.F – Award of Bid for G218 Remodel**

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**1. REASON FOR CONSIDERATION**

The Nursing Program needs additional office space to accommodate new staff being hired.

**2. BACKGROUND INFORMATION**

G218 is a large open room that will accommodate additional office space for staff. The plan is to divide the space into three private rooms for staff to meet with students to discuss case management needs and other matters requiring confidentiality in the Nursing Program.

This project will be funded by an FY23 PATH Program State Grant awarded by the ICCB: Pipeline for the Advancement of Healthcare Workforce Program, which aims to address the shortage of workers in the healthcare industry by creating, supporting, and expanding opportunities for individuals seeking entrance to, or advancement in, nursing careers in the healthcare industry. This grant does not utilize federal funding.

A Request for Bid was advertised, and an optional pre-bid meeting with a walkthrough of the space was conducted. W.F. Stift, Inc. was the sole bidder and has been determined to be a qualified bidder.

**3. RECOMMENDATION**

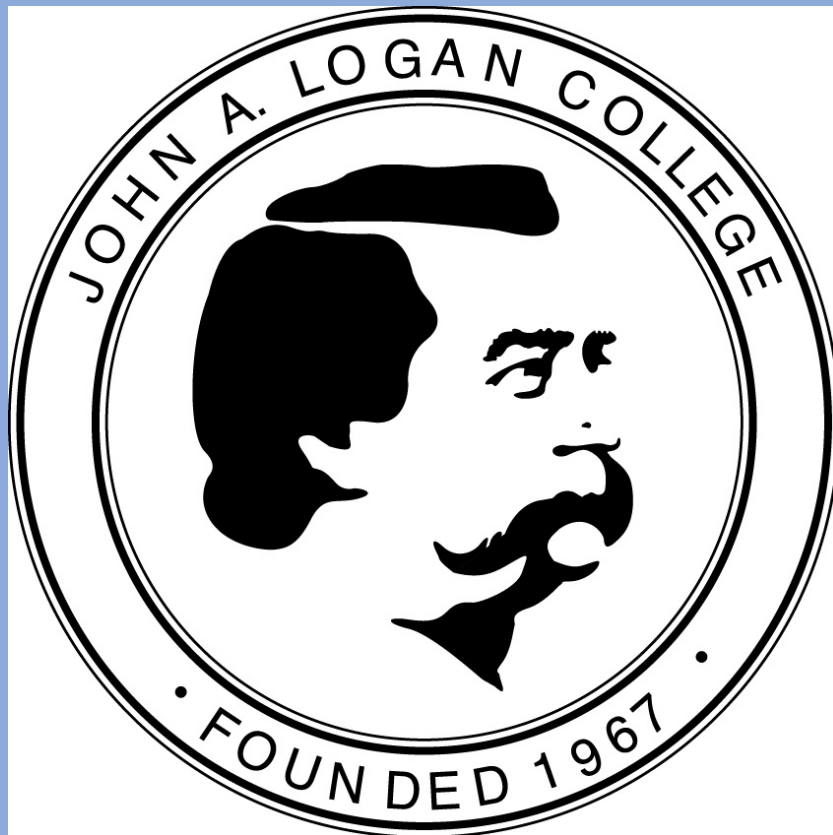
That the Board of Trustees approve the G218 Remodel Project, to be funded through the PATH Program State Grant, and award the bid to W.F. Stift, Inc. as the sole qualified bidder for a total cost of \$49,978.00.

**Staff Contact:** Stacy Buckingham, Vice-President of Business Services and CFO  
Jeremy Mueller, Director of Building and Grounds



## **Consent Agenda 8.G**

### **Nutanix Licensing and Support Agreements**



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

**8.G – Nutanix Licensing and Support Agreements**

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**1. REASON FOR CONSIDERATION**

The software and hardware solutions that provide the infrastructure for our on-site data center require licensing and support agreements for continued usage. This solution was implemented in 2019, and the original three-year agreement is now up for renewal.

**2. BACKGROUND INFORMATION**

The Information Technology Department implemented a hyperconverged data center solution in 2019 to facilitate over 100 virtual servers. This solution provides the required reliability and scalability to deliver the on-premise server-based solutions the College uses.

This system is tightly coupled with a separate disaster recovery solution that is in place to protect against potential catastrophic damage to our on-premise data center, including ransomware.

A three-year quote provides a cost savings of at least \$21,425.52 compared to individual annual contracts. The scale and complexity of this system would not allow it to be replaced within a one-year agreement term. Year one of this agreement was approved in the FY23 budget.

This technology/software services project is exempt from bidding per ILCS 805/3-27.1 and Board Policy 7154, Purchasing.

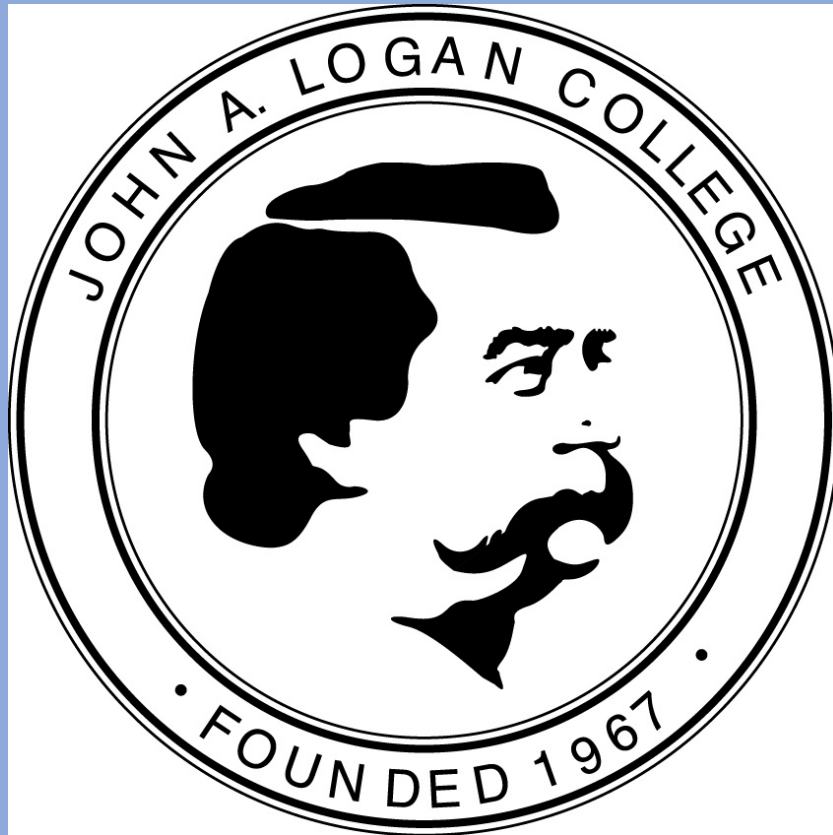
**3. RECOMMENDATION**

That the Board of Trustees approve a purchase from CDW-G for a three-year licensing and support agreement with Nutanix Data Center Services in the amount of \$104,788.59.

**Staff Contact:** Scott Elliott, Assistant Vice-President of Integrated Technology  
Travis Geske, Senior Director of Network Infrastructure

## **Consent Agenda 8.H**

### **Software for Human Resources**



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

**8.H – Office of Human Resources Software**

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**1. REASON FOR CONSIDERATION**

The Office of Human Resources recommends Paycor, Inc. as a new applicant tracking software system to help streamline the hiring process. Paycor, Inc. will provide the ability to access compliance training videos, process employee evaluations online, including an employee performance dashboard, and advertise jobs on LinkedIn, Glassdoor, Indeed, and Zip Recruiter. Job vacancies for HigherEdJobs and The Chronicle would still require a separate purchase. In addition, Paycor, Inc. will allow us to transition to an online process for onboarding, exit interviews, offer letters, contracts, and hiring forms. Data requests involve a very manual process, and Paycor, Inc. would provide more accurate data that would be readily available for EEOC tracking and FOIA requests. Applicants interested in applying for a position at John A. Logan College could do so using their mobile devices. It would also provide interviews to be scheduled through text messaging.

**2. BACKGROUND INFORMATION**

The Office of Human Resources has used the same applicant tracking system (ABRA) for 20-plus years and has been notified that ABRA will no longer be a supported software program. In the past year, the Office of Human Resources has conducted research and participated in several demonstrations to find the right system to streamline the hiring process and assist with applicant tracking and hiring process. The Office of Human Resources operates under a very manual process from posting jobs, hiring, onboarding, and employee evaluations. Implementing a new software system will reduce manual processes, increase efficiencies, and assist in equitable employment at John A. Logan College.

Technology/software services are exempt from bidding per ILCS 805/3-27.1 and Board Policy 7154, Purchasing.

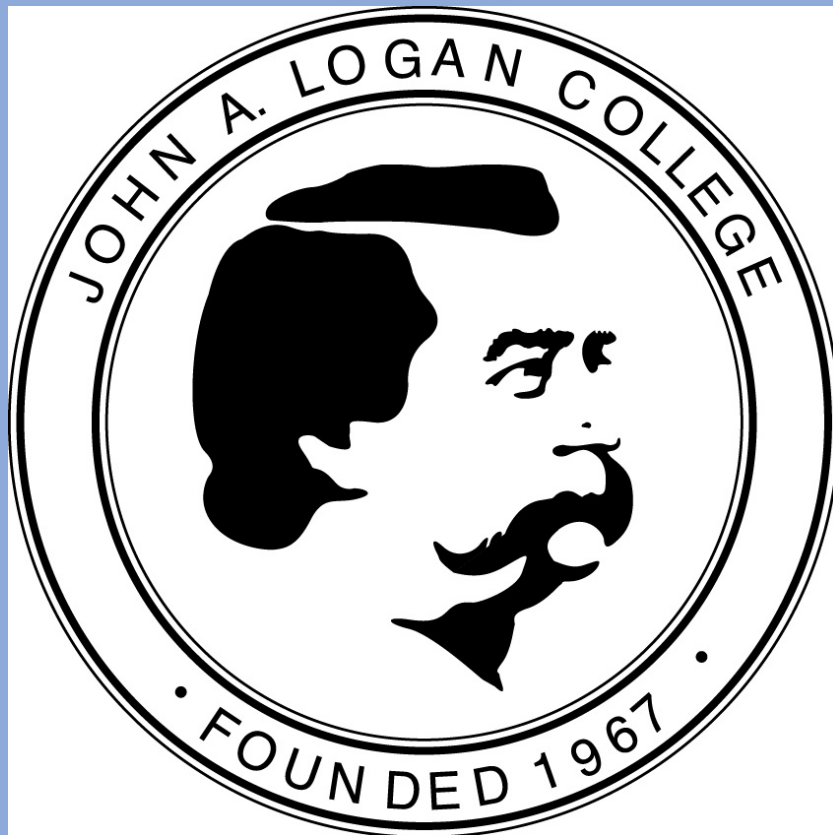
**3. RECOMMENDATION**

That the Board of Trustees approve the implementation of Paycor, Inc. for the Office of Human Resources at a cost not to exceed \$52,500 for FY23.

**Staff Contact:**        Johnna Herren, Assistant Vice-President of Human Resources  
                                 Megan Moseley, Manager of Human Resources8.H -

## **Consent Agenda 8.I**

### **President Overstreet Contract Renewal**



**JOHN A. LOGAN COLLEGE  
NEW BUSINESS**

**8.I – Contract Renewal for President Kirk Overstreet**

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**1. REASON FOR CONSIDERATION**

The current contract with President Kirk Overstreet ends on December 31, 2023. A three-year contract renewal is included for consideration.

**2. RECOMMENDATION**

That the Board of Trustees approve a three-year contract renewal for President Kirk Overstreet, commencing on January 1, 2024, through December 31, 2026.

**Staff Contact:** President Kirk Overstreet

EMPLOYMENT CONTRACT BETWEEN DR. KIRK OVERSTREET

AND

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 530

Agreement made between Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry and State of Illinois, hereinafter called "Board/College", and Kirk Overstreet, professional employee and President of John A. Logan College, hereinafter referred to as "President".

WHEREAS, the Board of Trustees and the President believe that a written employment contract is necessary and appropriate to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative obligations to the College; and

WHEREAS, the Board of Trustees and the President have entered into an existing and executory employment contract employing the President in the position of College President and with the agreed upon duties of the President of the College upon terms agreed upon by the parties and which employment contract terminates, if not extended, on December 31, 2026; and

WHEREAS, the Board of Trustees and the President have mutually determined that to enhance the administrative stability and continuity within the College, it is desirable for the College to employ Dr. Kirk Overstreet as John A. Logan College President with the agreed upon duties of the President of the College upon terms hereafter set forth through December 31, 2026.

NOW THEREFORE, the Board of Trustees of John A. Logan Community College, and Dr. Kirk Overstreet, for the consideration herein specified, agree as follows:

I. APPOINTMENT AS PRESIDENT

A. The Board of Trustees appoints and employs Kirk Overstreet to be the President of John A. Logan Community College, to serve as the Chief Executive Officer of the College under the policies, supervision and direction of the Board of Trustees. Dr. Kirk Overstreet accepts and agrees to such employment.

B. The President shall perform all duties required by law, Board Policies and Board Directives, as well as by custom and practice to be performed by a College President, including, but not limited to:

1. College, faculty and educational leadership;
2. Fundraising, development, public and alumni relations;
3. Long-range planning, budget formulation, supervision of College buildings, grounds and equipment controlled by the College;
4. Administration of the affairs of the College as best serves the College consistent with Board policy;
5. Student recruitment and services and faculty recruitment;

6. Recommending the appointment of staff pursuant to Board policy;
7. Preparing regulations, rules and procedures useful for the welfare of the College.

## II. BEST EFFORTS

A. President agrees to devote, faithfully, industriously and with maximum application of experience, ability and talent, full time, attention and energies to the duties as President of the College.

B. Such duties shall be rendered at the campus of the College in Carterville, Illinois, and at such other place or places as Board or President shall deem appropriate for the interest, needs, business or opportunity of the College.

C. The expenditure of reasonable amounts of time for personal or outside business, as well as charitable and professional development activities, shall not be deemed a breach of this Agreement, provided such activities do not interfere with the services required to be rendered to Board under the provisions of this Agreement.

D. President shall not, without prior written permission from the Board, render services of any professional nature to or for any person or firm for remuneration other than to Board, and shall absolutely not engage in any activity that may be competitive with and adverse to the best interest of Board. The making of passive and personal investments and the conduct of private business affairs shall not be prohibited hereunder.

## III. TERM OF APPOINTMENT; EVALUATION; RENEWAL

This appointment shall be for a term of three (3) years, commencing on January 1, 2024, and terminating on December 31, 2026, subject, however, to prior termination as provided for in this Agreement.

A. The Board of Trustees shall meet annually with President to evaluate and discuss President's performance. To aid Board in such annual job performance reviews, President agrees to furnish such oral and written reports as may be required by Board.

B. Board, in its sole discretion, may offer to extend this Agreement for an additional year upon the terms and conditions contained in this Agreement or upon such additional or different terms as may be agreed upon by President and Board.

## IV. SALARY

A. For all services rendered under this Agreement, the Board of Trustees shall pay the President an annual base salary in the sum of Two-Hundred Thirty Thousand and 00/100 Dollars (\$230,000.00) for the calendar year commencing January 1, 2024 through December 31, 2024. The annual salary shall be paid in equal semi-monthly payments with deductions for local, state and federal taxes from each payment.



B. The President's salary shall be increased by no less than three percent (3%) annually. Nothing in this contract prevents the Board from reviewing the President's annual salary and increasing the value of this contract, however, the President shall be guaranteed no less than the three percent (3%) increases contained above.

#### V. INSURANCE

The Board of Trustees shall provide the President the same health insurance coverage provided to all other administrative staff of the College pursuant to current Board policies and practice.

#### VI. BENEFITS

During the term of his employment the President shall accrue the same benefits per Board Policies as provided to all other administrative staff of the College based upon the total years of service for the College and pursuant to current Board policies.

#### VII. MEETINGS AND EXPENSES

A. The Board of Trustees will provide, at its discretion, a reasonable sum in the budget for the President's reasonable expenses incurred in attending meetings, travel for the institution, and expenses incurred by the President for College-related entertaining.

B. The President agrees to maintain and furnish an accounting of any expenses provided for in this Agreement in reasonable detail.

#### VIII. TERMINATION FOR JUST CAUSE

A. The parties agree that the College may terminate this Agreement at any time for "just cause", which, in addition to any of its other normally understood meanings in employment contracts, shall include but are not limited to the following:

- 1) A violation of the duties set forth in this Agreement or refusal or unwillingness to perform such duties in good faith and to the best of the President's abilities;
- 2) A violation by President of any of the other terms and conditions of this Agreement not remedied after thirty (30) days' written notice thereof to President;
- 3) Any conduct of President that constitutes moral turpitude, or that would tend to bring public disrespect, contempt or ridicule upon the College;
- 4) Prolonged absence from duty without the Board's consent.
- 5) Failure to fulfill his obligations as President.

B. Prior to any dismissal by the Board, the President shall be advised of the ground or grounds that may lead to dismissal, and he shall be given adequate opportunity to present any facts or evidence on his behalf prior to any final decision.

IX. EXPIRATION OF CONTRACT

It is specifically understood by and between the parties hereto that unless a contract extension has been agreed upon by the parties, neither the President, nor the Board, have any obligations to the other upon expiration of this contract on December 31, 2026 and that this contract expires without further notice.

X. ENTIRE AGREEMENT; MODIFICATION

This Agreement constitutes the entire understanding of the parties hereto and supersedes any and all prior or contemporaneous representations or agreements, whether written or oral, between the parties, and cannot be changed or modified unless in writing signed by the parties hereto.

XI. SEVERABILITY

The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

XIII. GOVERNING LAW; FORUM

This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois, which shall be the forum for any lawsuit arising from or incident to this Agreement.

XIV. WAIVER

No delay or failure to enforce any provision of this Agreement shall constitute a waiver or limitation of rights enforceable under this Agreement.

IN WITNESS WHEREOF, Kirk Overstreet, and the authorized representatives of the College have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_ 2022.

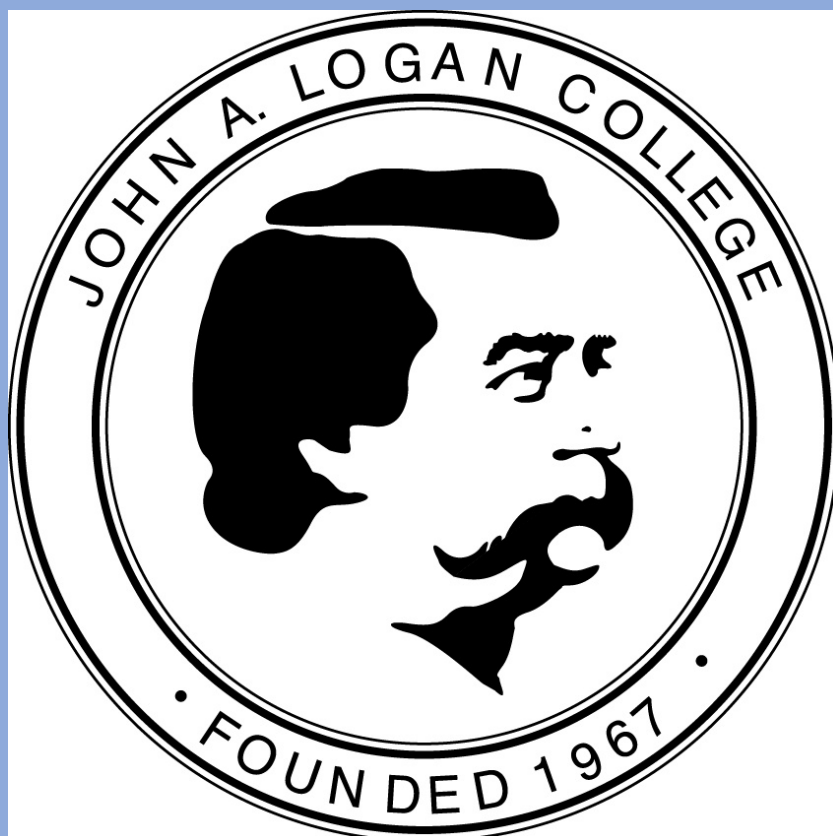
BY:

\_\_\_\_\_  
Bill Kilquist, Board Chairman  
BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE  
DISTRICT NO. 530

\_\_\_\_\_  
Dr. Kirk Overstreet, President of JALC

## **Consent Agenda 8.J**

### **Personnel Action Items**



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

**8.I – Personnel Action Items**

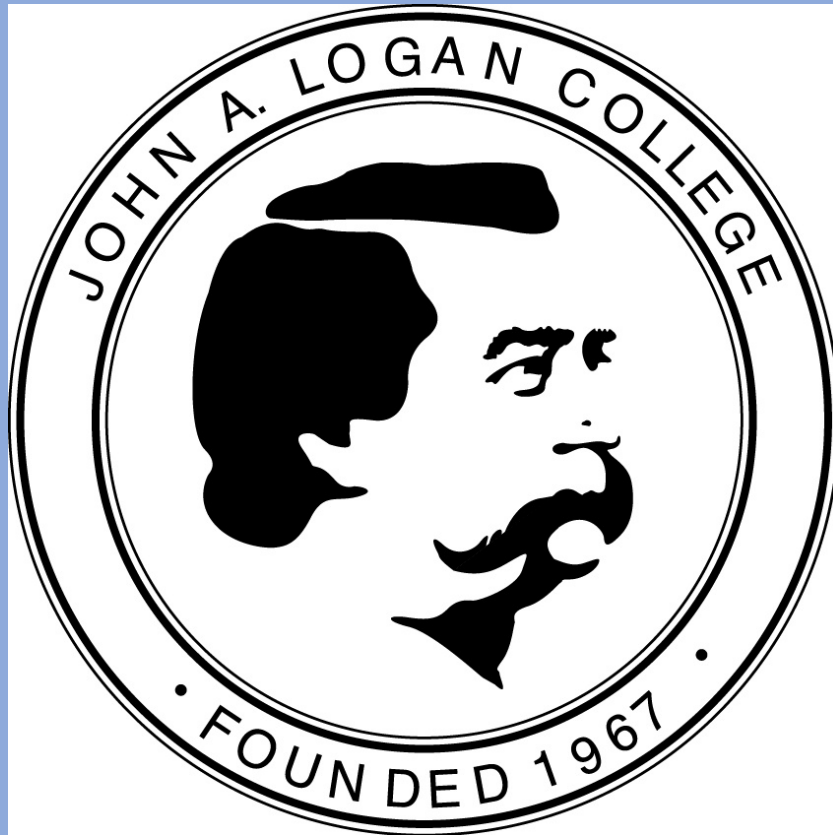
1. **REASON FOR CONSIDERATION:** In accordance with Board Policy 5110, Board action is required for the employment and ratification of personnel upon recommendation by the President. Recommendations by President Overstreet for the employment and ratification of personnel are listed below:

A. Full-Time Professional Staff			
Name	Position	Salary	Effective Date
Mikaylan Roach	Alumni Engagement and Affinity Programs Coordinator	\$40,000	10/17/22
Kimberly Dyer	Coordinator of Financial Aid	\$40,000	09/01/22
Dennis Kellerman	Advisor/Counselor/Recruiter for Applied Technology	\$40,000	10/03/22
Kori Grodzicki	Technology Support Technician	\$40,000	09/01/22
Jonathan Gunzel	Technology Support Technician	\$40,000	09/16/22
Alex Hayes	Technology Support Technician	\$40,000	09/01/22
B. Part-Time Staff			
Name	Type	Effective Date	
Trisha Earll	Adjunct Faculty (Cosmetology)	08/17/22	
Axel Madison	Adjunct Faculty (EMT)	09/06/22	
Drew Stacy	Adjunct Faculty Sub (Criminal Justice)	08/29/22	
Marcus Walker	Assistant Men’s Basketball Coach (Stipend)	09/01/22	
Gregory Kupiec	Community Education Instructor	06/06/22	
Ivy Pelissier	Community Education Instructor	06/16/22	
Ashtyn Barton	Fitness Desk Attendant	08/01/22	
Peyton Bittle	Fitness Desk Attendant	08/08/22	
Caden Hawkins	Fitness Desk Attendant	08/09/22	
Olivia Hildebeitel	Fitness Desk Attendant	08/04/22	
Haley Smith	Fitness Desk Attendant	09/01/22	
Kathleen Hartnett	Logan Academy Instructor	09/20/22	
Jonathan Pochie	Logan Academy Instructor	08/25/22	
Mark Wece	Workforce Development Trainer	06/30/22	
C. Volunteers			
Name	Type	Appointment	
Michael Mooneyham	Athletics Volunteer	08/17/22	

2. **RECOMMENDATION:** That the Board of Trustees approve/ratify the personnel recommendations of President Kirk Overstreet.

# **Consent Agenda 8.K**

## **Expenditure Report**



# John A. Logan College

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## Monthly Expenditure List

### 8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/26/22	547838	39 Design	Screen Printing for Apparel for LF staff	368.00	
08/12/22	547724	Aaron R Smith	Travel Advance 8/18-8/20/22	558.25	
08/19/22	547770	ACT	Scoring Service	3,012.00	
08/26/22	547839	ACT	ACT Workkeys	651.00	
08/12/22	547722	Addison K Schnicker	Higher Reach Refund	82.50	
08/16/22	547746	Alexa Anne Kosmopolis	Meal Allowance 8/15/2022	250.00	
08/16/22	547741	Alivia Lynn Hartman	Meal Allowance 8/15/2022	250.00	
08/08/22	547665	Alphonse M Stadler	Health Insurance-Aug	216.64	
08/26/22	547877	Amanda Sue Schaible	Refund FL20 Student # 2246737	32.00	
08/05/22	547550	Amazon	Book	17.99	
08/01/22	3080	Ameren Illinois	Gas Service - Main Campus - PO 5825	2,185.06	
08/04/22	3094	Ameren Illinois	Electric Service - DQ Ext 6/19-7/19/22	3,055.83	
08/05/22	3095	Ameren Illinois	Electric & Gas Service - DQ Ext	569.99	
08/09/22	3081	Ameren Illinois	Electric & Gas Service - WF Ext -PO 5939 Gas Service - DQ Ext 5/10-6/8/22	932.49	
08/22/22	3082	Ameren Illinois	Gas Service - Annex 5/19-6/20/22	67.09	
08/26/22	3083	Ameren Illinois	Electric Service - Main Campus 5/19-6/18	17,373.46	Y
08/19/22	547771	American Council on Education	Membership Dues 10/1/22-9/30/23	2,546.00	
08/09/22	547671	American Family Life Assurance	AFLAC Deduction/July	870.27	
08/05/22	547551	Amy C Bafford	Travel 5/26-6/23/22	64.06	
08/19/22	547794	Ann P Hopkins	Logan Fitness Refund - Class	11.00	
08/05/22	547565	Apple Inc	MacBook Pro - PO 5583 Applecure for MacBook Pro - PO 5583	2,618.00	
08/12/22	547680	Architechniques Ltd	Architectural Fees - Bldg G	4,488.00	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/26/22	547840	Artworks Custom Graphics and Apparel	Signage	344.00	
08/12/22	547681	Atlas Business Solutions Inc	Scheduling License	62.50	
08/08/22	547603	Audrey M Calhoun	Health Insurance-Aug	46.47	
08/12/22	3104	Bank of Montreal MC	July P-Card Charges - N Arnett	658.16	
08/12/22	3105	Bank of Montreal MC	July P-Card Charges - C Batteau	131.35	
08/12/22	3106	Bank of Montreal MC	July P-Card Charges - K Bevis	99.00	
08/12/22	3107	Bank of Montreal MC	July P-Card Charges - N Brooks	1,675.95	
08/12/22	3108	Bank of Montreal MC	July P-Card Charges - M Brown	956.97	
08/12/22	3109	Bank of Montreal MC	July P-Card Charges - S Buckingham	1,397.45	
08/12/22	3110	Bank of Montreal MC	July P-Card Charges - B Burnside	587.49	
08/12/22	3111	Bank of Montreal MC	July P-Card Charges - M Bush	563.16	
08/12/22	3112	Bank of Montreal MC	July P-Card Charges - S Carter	543.27	
08/12/22	3113	Bank of Montreal MC	July P-Card Charges - JALC Clubs	861.84	
08/12/22	3114	Bank of Montreal MC	July P-Card Charges - J Dethrow	214.99	
08/12/22	3115	Bank of Montreal MC	July P-Card Charges - J Dick	414.36	
08/12/22	3116	Bank of Montreal MC	July P-Card Charges - M Dinkins	212.88	
08/12/22	3117	Bank of Montreal MC	July P-Card Charges - S Elliott	6,746.89	
08/12/22	3118	Bank of Montreal MC	July P-Card Charges - T Ferris	612.75	
08/12/22	3119	Bank of Montreal MC	July P-Card Charges - Toyin Fox	200.00	
08/12/22	3120	Bank of Montreal MC	July P-Card Charges - CS Fuel	470.60	
08/12/22	3121	Bank of Montreal MC	July P-Card Charges - Custodial Fuel	304.25	
08/12/22	3122	Bank of Montreal MC	July P-Card Charges - T Geske	2,009.32	
08/12/22	3123	Bank of Montreal MC	July P-Card Charges - B Griffith	2,891.11	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/22	3123	Bank of Montreal MC	July P-Card Credits - B Griffith	2,891.11	
08/12/22	3124	Bank of Montreal MC	July P-Card Charges - T Gwaltney	58.76	
08/12/22	3125	Bank of Montreal MC	July P-Card Charges - M Hamilton July P-Card Credits - M Hamilton	416.93	
08/12/22	3126	Bank of Montreal MC	July P-Card Charges - S Hartford July P-Card Credits - S Hartford	2,878.35	
08/12/22	3127	Bank of Montreal MC	July P-Card Charges - J Herren	637.70	
08/12/22	3128	Bank of Montreal MC	July P-Card Charges - C Hoekstra	103.35	
08/12/22	3129	Bank of Montreal MC	July P-Card Charges - R Jeter July P-Card Credits - C Hosselton	395.01	
08/12/22	3130	Bank of Montreal MC	July P-Card Charges - K Jones	709.54	
08/12/22	3131	Bank of Montreal MC	July P-Card Charges - A Martinez	69.43	
08/12/22	3132	Bank of Montreal MC	July P-Card Charges - F Matzker	854.01	
08/12/22	3133	Bank of Montreal MC	July P-Card Charges - S May July P-Card Credits - S May	3,855.25	
08/12/22	3134	Bank of Montreal MC	July P-Card Charges - J Mays	963.00	
08/12/22	3135	Bank of Montreal MC	July P-Card Charges - E Monti	88.00	
08/12/22	3136	Bank of Montreal MC	July P-Card Charges - J Mueller	1,459.69	
08/12/22	3137	Bank of Montreal MC	July P-Card Charges - C Mulholland	1,564.42	
08/12/22	3138	Bank of Montreal MC	July P-Card Charges - C Naegele	27.59	
08/12/22	3139	Bank of Montreal MC	July P-Card Charges - S O'Keefe	1,979.85	
08/12/22	3140	Bank of Montreal MC	July P-Card Charges - K Overstreet	4,332.41	
08/12/22	3141	Bank of Montreal MC	July P-Card Charges - M Pecord	2,548.34	
08/12/22	3142	Bank of Montreal MC	July P-Card Charges - A Porter	278.25	
08/12/22	3143	Bank of Montreal MC	July P-Card Charges - K Reagan	475.00	



# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/22	3144	Bank of Montreal MC	July P-Card Charges - J Rongey	121.93	
08/12/22	3145	Bank of Montreal MC	July P-Card Charges - A Rubin	312.34	
08/12/22	3146	Bank of Montreal MC	July P-Card Charges - S Shafer	81.22	
08/12/22	3147	Bank of Montreal MC	July P-Card Charges - A Shelby	2,997.98	
08/12/22	3148	Bank of Montreal MC	July P-Card Charges - T Siefert	750.64	
08/12/22	3149	Bank of Montreal MC	July P-Card Charges - T Simmons	497.32	
08/12/22	3150	Bank of Montreal MC	July P-Card Charges - T Smithpeters	449.27	
08/12/22	3151	Bank of Montreal MC	July P-Card Charges - J Snider	291.92	
08/12/22	3152	Bank of Montreal MC	July P-Card Credits - G Starrick July P-Card Charges - G Starrick	2,329.42	
08/12/22	3153	Bank of Montreal MC	July P-Card Charges - B Stephens	600.00	
08/12/22	3154	Bank of Montreal MC	July P-Card Charges - C Stewart	4,143.97	
08/12/22	3155	Bank of Montreal MC	July P-Card Charges - K Surprenant July P-Card Credits - K Surprenant	1,738.29	
08/12/22	3156	Bank of Montreal MC	July P-Card Charges - R Sveda-Webb	1,905.90	
08/12/22	3157	Bank of Montreal MC	July P-Card Charges - K Tabing	150.00	
08/12/22	3158	Bank of Montreal MC	July P-Card Charges - C Thomas	51.65	
08/12/22	3159	Bank of Montreal MC	July P-Card Charges - S Wernsman	4,138.55	
08/12/22	3160	Bank of Montreal MC	July P-Card Charges - K Williams	423.36	
08/12/22	3161	Bank of Montreal MC	July P-Card Charges - A Willmore	330.71	
08/12/22	3162	Bank of Montreal MC	July P-Card Charges - K Yosanovich	810.76	
08/08/22	547631	Barbara A James	Health Insurance-Aug	46.47	
08/08/22	547622	Barbara J Harris	Health Insurance-Aug	46.47	
08/08/22	547667	Barbara Throgmorton	Health Insurance-Aug	46.38	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/08/22	547620	Barry Ray Hancock	Health Insurance-Aug	1,155.03	
08/08/22	547643	Beverly Ann McCabe	Health Insurance-Aug	46.47	
08/08/22	547661	Billy Rae Smillie	Health Insurance-Aug	216.64	
08/12/22	547683	BSN Sports LLC	Athletic Apparel & Supplies Athletic Supplies	2,386.00	
08/19/22	547759	BSN Sports LLC	Athletic Apparel	2,038.00	
08/19/22	547773	BSN Sports LLC	Athletic Supplies	666.00	
08/12/22	547684	Burghof Group LLC	Pole Barn Rent - HCCTP - August	300.00	
08/12/22	547685	Burkdell Mulch LLC	Grounds Supplies	730.00	
08/26/22	547841	Burkdell Mulch LLC	Premium Bark Mulch	1,441.50	
08/19/22	547760	Burkhart Dental Supply Company	Instructional Supplies	43.91	
08/05/22	547552	Campus Works Inc	Consultant Travel Expenses - June	1,044.60	
08/05/22	547566	Capitol Strategies Consulting Inc	Consulting Services 7/1-7/15/22	2,401.25	
08/19/22	547774	Capitol Strategies Consulting Inc	Consulting Services 7/16-7/31/22	2,762.50	
08/08/22	547606	Carl D Cottingham	Health Insurance-Aug	216.64	
08/08/22	547601	Carla Jo Bradley	Health Insurance-Aug	1,001.41	
08/05/22	547567	Carli	Database Membership - GAR@00871319	2,092.00	
08/08/22	547646	Carol A Mitchell	Health Insurance-Aug	216.64	
08/05/22	547568	Carrier Corporation	Chiller Repair	10,305.19	Y
08/12/22	547686	Carrier Corporation	Chiller Repair - Gymnasium	1,759.20	
08/22/22	3103	Carterville Water and Sewer Dept	Water Service - Main Campus - July Water Service - SB Sprinklers - July Water Service - Annex - July Water Service - BB Sprinklers - July Water Service - Logan Fitness - July	15,196.50	Y

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/22	547687	Carterville Winlectric Co	Maintenance Repair Supplies	209.00	
08/19/22	547776	CATYC Council on Accreditation for Two-Year C	Membership Dues 7/1/22-6/30/23	150.00	
08/05/22	547569	CDW Government	Stockroom Supplies	385.18	
08/12/22	547688	CDW Government	Stockroom Supplies	337.49	
08/19/22	547761	CDW Government	Azure Overage 6/1-6/30/22	204.50	
08/19/22	547777	CDW Government	Camera Mounting Brackets Stockroom Supplies	241.41	
08/08/22	547615	Cecilia Kay Fleming	Health Insurance-Aug	30.75	
08/17/22	3092	Central States Funds H&W Fund	Health Premium - July	408,089.60	Y
08/08/22	547611	Charles R Ellett	Health Insurance-Aug	758.33	
08/19/22	547778	Charlie's Air Conditioning and Heating	Ice Machine Rent - July	280.00	
08/08/22	547626	Charmaine A Horn	Health Insurance-Aug	30.75	
08/08/22	547598	Cheryl L Bernhardt	Health Insurance-Aug	184.66	
08/16/22	547754	Cheyenne Lanaezia Trotter	Meal Allowance 8/15/2022	250.00	
08/12/22	547690	Chrissy L Confer	Travel 7/18/22 Travel 8/3/22	19.75	
08/26/22	547846	Chrissy L Confer	Travel Reimbursement 8/12-8/15	20.06	
08/08/22	547668	Christie A Williams	Health Insurance-Aug	46.47	
08/26/22	547863	Christine Ann Stewart	Travel from Carterville to Nashville	243.76	
08/08/22	547597	Christopher B Bell	Health Insurance-Aug	1,001.41	
08/08/22	547632	Cindy D Johnson	Health Insurance-Aug	1,001.41	
08/12/22	547689	Cintas Fire Protection	Kitchen Systems Inspection	414.60	
08/26/22	547843	Clean As A Whistle LLC	Cleaning Service-DQ Ext-June WF. Extension Center July	2,936.35	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/26/22	547844	Cleared4 Inc	Cleared 4-Services June 30-July 31	206.68	
08/01/22	3093	Clearwave Communications	Phone & Internet Service MC - 8/4-9/3/22 Phone & Internet Service DQ - 8/4-9/3/22 Phone & Internet Service WF - 8/4-9/3/22	5,188.72	
08/19/22	547779	Cold Blooded Coffee & Roastery	Food - Employee Appreciation Day	1,200.00	
08/26/22	547845	Cold Blooded Coffee & Roastery	Department Chair Chat	88.01	
08/19/22	547780	College Board	PowerFAIDS Maint & Support 9/1-8/31/23	26,306.00	Y
08/08/22	547625	Connie S Hensley	Health Insurance-Aug	46.47	
08/18/22	3101	Constellation New Energy Inc	Electric Service - Main Campus 6/18-7/20	27,235.56	Y
08/19/22	547781	Crescent Parts and Equip	Instructional Supplies	239.98	
08/12/22	547733	Crystal N Young	Reimburse - Nursing Pinning Refreshments	56.00	
08/19/22	547782	Crystal's Catering and More	Catering Service - BOT Meeting	189.85	
08/15/22	3099	CSI Software LLC	Logan Fitness Software Fee	930.00	
08/16/22	547747	Curtis L Lewis	Meal Allowance 8/15/2022	125.00	
08/30/22	547881	Curtis L Lewis	Meal Allowance 8/30/2022	125.00	
08/12/22	547693	D2L LTD	Brightspace Core Support - 2nd Install	48,389.80	Y
08/12/22	547734	Darktrace Holdings Limited	Darktrace Enterprise Immune System	124,363.00	Y
08/22/22	547833	David O England	Health Insurance - August Health Insurance - July	206.15	
08/24/22	547870	Dawn S Ellermeyer	Health Ins- August Health Ins-June 2022 Health Ins-July	200.08	
08/08/22	547656	Debra Richison	Health Insurance-Aug	76.31	
08/12/22	547694	Didage Sales Company, Inc	50% Down payment/Instructional Equipment	4,475.00	
08/19/22	547783	Dimensions Educational Research Foundation	Magazine Subscription	1,276.80	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/19/22	547784	Direct Energy Business Marketing LLC	Gas Service - Main Campus - July	3,661.82	
08/26/22	547847	Disability Support Services SIUC	Interpreter for Convocation Day 8/15	840.00	
08/08/22	547655	Don A Rich	Health Insurance-Aug	216.64	
08/17/22	547758	Don Middleton	Health Ins-August	216.64	
08/08/22	547614	Donna B Fell	Health Insurance-Aug	46.47	
08/08/22	547616	Donna Ford	Health Insurance-Aug	30.75	
08/19/22	547785	Dr. Kirk Overstreet	Reimburse - AFIT Travel Expenses	59.16	
08/05/22	547571	EBSCO	Subscription Renewals - FY23	1,343.48	
08/05/22	3088	EFTPS	Federal Tax Deposit 8/5/22	152,657.38	Y
08/23/22	3164	EFTPS	Federal Tax Deposit 8/22/22	55,906.80	Y
08/19/22	547786	Egyptian Electric Coop Association	Electric Service - SB Scoreboard - July Electric Service - Annex - 7/1-8/1/22 Electric Service - Logan Fitness - July Electric Service - Sign - 7/1-8/1/22	10,818.85	Y
08/16/22	547745	Elijah T Jones	Meal Allowance 8/15/2022	125.00	
08/30/22	547880	Elijah T Jones	Meal Allowance 8/30/2022	125.00	
08/16/22	547749	Endya Joi Robinson	Meal Allowance 8/15/2022	250.00	
08/05/22	547572	Enviro-Tech Termite and Pest Control	Pest Control - Annex 7/9/22 Pest Control - DQ Ext 7/18/22	125.00	
08/12/22	547695	Enviro-Tech Termite and Pest Control	Pest Control - WF Plaza 7/26/22	40.00	
08/19/22	547787	Enviro-Tech Termite and Pest Control	Pest Control - Annex - 8/1/22	75.00	
08/26/22	547848	Enviro-Tech Termite and Pest Control	Pest Control-DQ Ext. Aug Pest Control Main Campus-Aug	550.00	
08/05/22	547554	Environmental Consultants, LLC	Testing Samples after Fire - Annex	4,010.00	
08/08/22	547609	Eric George Ebersohl	Health Insurance-Aug	1,155.03	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/08/22	547639	Eunice A Lantagne	Health Insurance-Aug	163.17	
08/19/22	547789	Eunice Olutoyin Fox	Travel 7/13-7/30/22	63.76	
08/08/22	547647	Evelyn P Morrison	Health Insurance-Aug	46.47	
08/08/22	547654	Faelene S Ragan	Health Insurance-Aug	81.41	
08/16/22	547740	Faith R Halliday	Meal Allowance 8/15/2022	250.00	
08/19/22	547788	First Agency, A Gallagher Company	Athletic Insurance Renewal	65,763.00	Y
08/22/22	547832	Frances B Cobb	Health Insurance - August	76.31	
08/08/22	3096	Frontier	Phone Service - CCRR 7/13-8/12/22	584.58	
08/09/22	3097	Frontier	Phone Service LF Elevator 7/16-8/15/22	82.42	
08/12/22	3098	Frontier	Phone Service - Fire Loop 7/19-8/18/22	95.47	
08/15/22	3100	Frontier	Phone Service - WF Ext 7/22-8/21/22	88.76	
08/18/22	3102	Frontier	Phone Service - TTY Line 7/25-8/24/22 Phone Service - Fire Alarm 7/25-8/24/22	206.91	
08/29/22	3166	Frontier	Phone Service - Elevator 8/4-9/3/22	403.63	
08/08/22	547662	Gary Smith	Health Insurance-Aug	30.75	
08/08/22	547602	Gary W Caldwell	Health Insurance-Aug	271.83	
08/25/22	547873	GFI Digital, Inc	Click Charges on Ricoh IMC4500	1,766.76	
08/08/22	547634	Glenda L Knight	Health Insurance-Aug	216.64	
08/12/22	547696	Global Music Rights LLC	Music Rights Licensing 5/1/22-4/30/23	500.00	
08/26/22	547849	Grainger	Replacement Tires for flatbed	109.60	
08/19/22	547762	Graphicsland	Stickers	154.13	
08/12/22	547697	Growing Media LLC	Advertising Contractual Services & Advertising	18,550.00	Y
08/19/22	547791	Hale's Automotive Inc	Vehicle Repair - 2007 Ford F-150	869.22	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/24/22	547868	Heartland Mechanical Contractors	Ionization Bar Installation - Annex	11,348.00	Y
08/19/22	547792	Henry Schein Inc	Instructional Supplies	77.97	
08/12/22	547699	Henry Schein Practice Solutions	Annual Services - Dentrux Essentials	2,004.00	
08/05/22	547555	Hilltop Securities Asset Management LLC	2017A Bond Arbitrage Services	2,000.00	
08/25/22	547874	Hilltop Securities Asset Management LLC	Arbitrage Rebate Calculation	4,000.00	
08/05/22	547556	HSG Mechanical Contractors Inc	Preventative Maintenance - 4th Qtr FY22	1,500.00	
08/26/22	547851	ICISP c/o Heartland CommunityCollege	ICISP Dues	750.00	
08/08/22	3090	Illinois Dept of Revenue	State Tax Deposit 8/8/22	51,215.19	Y
08/24/22	3168	Illinois Dept of Revenue	State Tax Deposit 8/24/22	22,474.83	Y
08/09/22	547672	Illinois FOP Labor Council	Union Dues (LU) July	576.00	
08/12/22	547701	Illinois Heartland Library System	OCLC Service Fee - 7/1/22-6/30/23	3,090.66	
08/12/22	547702	Illinois Heartland Library System	Share Membership Fee 7/1/22-6/30/23 Cloud Library Subscription 7/1-6/30/23	2,744.90	
08/12/22	547703	Illinois Partners for Human Service	Membership Dues FY23	150.00	
08/19/22	547796	ILMO Products Company	Instructional Supplies	164.40	
08/19/22	547763	Industrial Appraisal Company	Appraisal Fee - Contract # E3-1015	6,575.00	
08/19/22	547764	Interstate All Battery Center	Maintenance Supplies	173.70	
08/16/22	547752	Isaiah D Stafford	Meal Allowance 8/15/2022	125.00	
08/30/22	547884	Isaiah D Stafford	Meal Allowance 8/30/2022	125.00	
08/12/22	547704	ISBE - Truants	ISBE Truants Grant Refund	1,480.19	
08/08/22	547663	Jack Smothers	Health Insurance-Aug	216.64	
08/26/22	547875	Jacob Carl Orr	Refund FL20 student#3051954	6.00	
08/16/22	547735	Jaden Caprice Berry	Meal Allowance 8/15/2022	250.00	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/09/22	547673	JALC Foundation	Foundation Ded (LF) July	405.00	
08/26/22	547852	JALC Foundation	Refund Foundation-Kaleidoscope Grant	1,134.00	
08/05/22	547576	JALC Foundation - Scholarships	Clearing Account	18,154.50	Y
08/19/22	547797	JALC Foundation - Scholarships	Clearing Account Scholarship - Miss Volunteer - PO 6698	13,235.00	Y
08/26/22	547853	JALC Foundation - Scholarships	Clearing Account.	6,670.00	
08/19/22	547798	JALC/CDB Trust #810-064-023	Trust Fee - 2022	1,100.00	
08/16/22	547739	James Antwan Dent Jr	Meal Allowance 8/15/2022	125.00	
08/30/22	547879	James Antwan Dent Jr	Meal Allowance 8/30/2022	125.00	
08/05/22	547564	James R Adams	Officer Clothing Allowance	130.49	
08/08/22	547623	James W Harris	Health Insurance-Aug	46.47	
08/08/22	547660	Janada Schaubert	Health Insurance-Aug	76.31	
08/08/22	547627	Jane A House	Health Insurance-Aug	46.47	
08/19/22	547795	Janelle E Horton	Travel 7/19-7/23/22	10.24	
08/08/22	547651	Janice R Palese	Health Insurance-Aug	46.47	
08/19/22	547799	Jenzabar Inc	J1 Custom Services - IL State Reporting	1,530.00	
08/08/22	547618	Jerry D Halstead	Health Insurance-Aug	1,001.41	
08/16/22	547750	Jessica Perlas Smith	Meal Allowance 8/15/2022	100.00	
08/08/22	547595	Jim R Bales	Health Insurance-Aug	216.64	
08/05/22	547574	Jodie M Hines	Travel 7/10-7/14/22 - Arlington, VA	192.85	
08/05/22	547557	John A Logan College Bookstore #1140	Keyboarding Kit	168.00	
08/12/22	547705	John A Logan College Bookstore #1140	Cosmo Vests - Perkins Loan Library	152.00	
08/19/22	547800	John A Logan College Bookstore #1140	HAC Access Codes - Perkins Supplies for Perkins Loan Library	7,134.97	



# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/08/22	547658	John C Sala	Health Insurance-Aug	46.47	
08/23/22	547837	John J Profilet	Health Insurance August	185.12	
08/08/22	547637	John L Kuruc	Health Insurance-Aug	46.47	
08/12/22	547700	Johnna Lynn Herren	Travel 7/20-7/23/22 - AFIT Conference	355.00	
08/05/22	547558	Johnson Controls Inc	Service Agreement 4/1-6/30/22	8,190.00	
08/12/22	547706	Johnstone Supply	Instructional Equipment Maintenance Repair Supplies	1,711.60	
08/19/22	547801	Johnstone Supply	Maintenance Repair Supplies	111.73	
08/08/22	547657	Jon Rivers	Health Insurance-Aug	46.47	
08/12/22	547713	Jordan Mays	Travel 7/20-7/23/22	451.00	
08/08/22	547621	Joseph R Hancock	Health Insurance-Aug	46.47	
08/08/22	547635	Judith C Korando	Health Insurance-Aug	216.64	
08/24/22	547871	Jula L Treece	Health Ins- August	216.64	
08/08/22	547659	Karen Sala	Health Insurance-Aug	46.47	
08/08/22	547636	Keith Alan Krapf	Health Insurance-Aug	1,001.41	
08/08/22	547633	Keith D Kendrick	Health Insurance-Aug	163.17	
08/12/22	547707	Keith RN	Membership Renewal	2,895.00	
08/16/22	547738	Kendall Lamaan Debrick II	Meal Allowance 8/15/2022	125.00	
08/30/22	547878	Kendall Lamaan Debrick II	Meal Allowance 8/30/2022	125.00	
08/16/22	547743	Kendra Nicole Johnson	Meal Allowance 8/15/2022	250.00	
08/16/22	547742	Kennady Faelyn Hayes	Meal Allowance 8/15/2022	250.00	
08/05/22	547580	Kirk E Overstreet	Travel 7/20-7/23/22 Nashville, TN	451.00	
08/08/22	547642	L Dale Marrs	Health Insurance-Aug	76.31	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/08/22	547650	Larry Maurice Page	Health Insurance-Aug	76.31	
08/08/22	547605	Lauralyn Cima	Health Insurance-Aug	30.75	
08/08/22	547596	Linwood G Bechtel	Health Insurance-Aug	216.64	
08/12/22	547682	Linwood G Bechtel	Reissue Check # 546891 - Health Ins June	216.64	
08/08/22	547628	Lisa A Hudgens	Health Insurance-Aug	163.17	
08/09/22	547674	Logan Operational Staff Association	LOSA Dues/July	851.44	
08/23/22	547836	Logan Operational Staff Association	LOSA Dues/August	851.44	
08/12/22	547709	Logan Solar LLC	Solar Production 7/1-7/31/22	10,736.17	Y
08/12/22	547710	Long Haul Leasing LLC	Rental Equipment	425.80	
08/19/22	547802	Lowe's of Illinois Inc	HCCTP Supplies - Hard Hats	32.13	
08/26/22	547855	Lowe's of Illinois Inc	Maintenance Supplies	418.06	
08/16/22	547753	Lyniah L Thomas	Meal Allowance 8/15/2022	250.00	
08/12/22	547698	Mabel J Hayes	Refreshments - Dual Credit Meeting	36.00	
08/16/22	547737	Madison Lane Calvin	Meal Allowance 8/15/2022	250.00	
08/12/22	547712	Maier's Tidy Bowl Inc.	Portable Toilet Rent 7/27-8/23/22	60.95	
08/05/22	547581	Marie Perkins	Reissue Check # 546957-Health Ins/June	46.38	
08/19/22	547818	Mark A Wece	OSHA Cards - BOP	120.00	
08/08/22	547630	Mark Allan Imhoff	Health Insurance-Aug	271.83	
08/08/22	547629	Mary Ann Hudson	Health Insurance-Aug	216.64	
08/08/22	547608	Mary DeHoff	Health Insurance-Aug	46.47	
08/08/22	547593	Mary E Abell	Health Insurance-Aug	46.47	
08/08/22	547638	Mary H Landes	Health Insurance-Aug	46.47	
08/08/22	547649	Mary O'Hara	Health Insurance-Aug	216.64	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/05/22	547553	Matthew A Crain	Reimburse Athletic Apparel - PO 6159	549.00	
08/05/22	547570	Matthew A Crain	Reimburse Recruiting Expenses	277.57	
08/12/22	547714	MBI Worldwide Background Checks and Drug Scree	Background Checks 7/1-7/16/22	2,743.50	
08/19/22	547766	MBI Worldwide Background Checks and Drug Screening	Background Checks	6,235.00	
08/19/22	547803	MBI Worldwide Background Checks and Drug Screening	Background Checks	675.00	
08/05/22	547577	Megan E Moseley	Travel 7/20-7/27/22 Nashville, TN	180.00	
08/19/22	547810	Melanie Pecord	Travel 7/25-7/27/22	883.26	
08/12/22	547711	Melissa E Luttenbacher	Travel 7/27/22	11.88	
08/26/22	547856	Melissa E Luttenbacher	Travel for CCR&R	11.88	
08/12/22	547715	Menards	Maintenance Repair Supplies	501.81	
08/19/22	547767	Menards	Garden Supplies - Village Center	106.35	
08/19/22	547804	Menards	HCCTP Supplies Maintenance Repair Supplies	119.39	
08/26/22	547857	Menards	Kitchen Repair Supplies for Office Remodel	281.56	
08/08/22	547648	Merian Norris	Health Insurance-Aug	81.41	
08/19/22	547772	Michael J Bigler	Logan Fitness Refund - Class	99.00	
08/22/22	547835	Michael Kevin Jakubco	Health Insurance - August	185.12	
08/18/22	547825	Michael Morgan	Health Ins-August	1,787.02	
08/19/22	547831	Midwest Insurance Company	Worker's Comp Insurance Premium	98,059.00	Y
08/08/22	547641	Mike C Maeser	Health Insurance-Aug	758.33	
08/26/22	547854	Mikeal A Kos	Travel 8/7-8/11	66.26	
08/08/22	547653	Mildred Maxine Pyle	Health Insurance-Aug	46.47	
08/26/22	547842	Miran Byun	Travel for 8/5/-8/7	147.00	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/19/22	547805	Mississippi River Radio LLC	Advertising	2,720.00	
08/19/22	547806	Murdale Ace Hardware	Maintenance Repair Supplies	74.99	
08/08/22	547640	Nancy C Lawson	Health Insurance-Aug	46.47	
08/05/22	547578	NASCO Education	Bio Lab Supplies	722.97	
08/12/22	547716	NASCO Education	Instructional Supplies	321.32	
08/19/22	547807	National Center for Competency Testing	Interactive Review System	1,259.10	
08/25/22	3165	Nelnet Business Services	Refund Maintenance Charges - July	676.75	
08/05/22	547592	Nina L Wargel	Travel 7/21/22 Travel 7/27/22	58.25	
08/12/22	547729	Nina L Wargel	Travel 8/2/22	47.26	
08/12/22	547717	NJCAA	Membership Dues FY23	750.00	
08/19/22	547826	NJCAA	Coaches Association Dues FY23-PP 6794	733.00	
08/19/22	547827	NJCAA	Membership Dues FY23-PO 6813	3,600.00	
08/12/22	547718	ODP Business Solutions, LLC	Office Supplies Stockroom Supplies	293.14	
08/19/22	547809	ODP Business Solutions, LLC	Office Supplies Stockroom Supplies Supplies	927.81	
08/26/22	547858	ODP Business Solutions, LLC	Office Supplies	54.57	
08/05/22	547579	Office of the Secretary of State	AVL Grant Refund	16,019.14	Y
08/12/22	547719	Orthotech Sports Medical Equipment Inc	Logan Fitness Equipment Repair	230.20	
08/17/22	547757	Pamala Kay Hays	Health Ins-August	184.66	
08/12/22	547720	Parker Heating and Cooling	Wage Subsidy - 6/30-7/6/22 J McClellan Wage Subsidy 7/14-7/20/22 J McClellan Wage Subsidy 7/21-7/27/22 J McClellan Wage Subsidy 7/7-7/13 J McClellan	600.00	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/22	547732	Patricia Work	Logan Fitness Kid's Camp Refund - Class	45.00	
08/12/22	547692	Paul T Crawford	Travel 7/21-7/22/22 Travel 7/5-7/20/22	371.52	
08/26/22	547859	Pitney Bowes Reserve Account	July Funds Added	10,000.00	Y
08/12/22	547721	Prep Blast LLC	Register Blast Annual Fee	1,500.00	
08/08/22	547617	Priscilla L Gray	Health Insurance-Aug	46.47	
08/16/22	547748	Quimari T Peterson	Meal Allowance 8/15/2022	125.00	
08/30/22	547882	Quimari T Peterson	Meal Allowance 8/30/2022	125.00	
08/05/22	547559	R House Sports and Embroidery	Athletic Apparel & Logo Application	52.00	
08/12/22	547727	Rachel Sveda-Webb	Travel 7/20-7/23/22	68.00	
08/05/22	547575	Randi R Hof	Consulting Service 7/1-7/11/22 Consulting Service 7/12-7/25/22	800.00	
08/19/22	547793	Randi R Hof	Consulting Service - 7/26/22-8/8/22	400.00	
08/08/22	547600	Rebecca G Borgsmiller	Health Insurance-Aug	758.33	
08/09/22	547675	Reliance Standard Life Insurance Company	VLTD Deduction August	956.40	
08/05/22	547582	Republic Services #732	Waste Disposal - DQ Ext 8/1-8/31/22 Waste Disposal - WF Ext 8/1-8/31/22 Waste Disposal -Main Campus7/1-7/31/22	1,174.12	
08/16/22	547744	Rhylea Marie Johnson	Meal Allowance 8/15/2022	250.00	
08/19/22	547775	Richard H Castleman	Logan Fitness Refund - Membership	30.00	
08/08/22	547612	Robert D English	Health Insurance-Aug	488.42	
08/08/22	547644	Robert L Mees	Health Insurance-Aug	216.64	
08/08/22	547610	Roberta Egelston	Health Insurance-Aug	1,001.41	
08/08/22	547652	Robin Pauls	Health Insurance-Aug	758.33	
08/22/22	547834	Ronald D Hall	Health Insurance - August	758.33	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/19/22	547811	Rural King	Boots - HCCTP	820.77	
08/09/22	547676	Russell C Simon	Wage Garnishment BK 19-40639	500.00	
08/12/22	547730	Sandra C Werlich	Logan Fitness Refund - Class	6.00	
08/19/22	547812	Scantron Corporation	Hardware Support Renewal 11/22-11/21/23	739.00	
08/16/22	547751	Sean Christopher Smith	Meal Allowance 8/15/2022	125.00	
08/30/22	547883	Sean Christopher Smith	Meal Allowance 8/30/2022	125.00	
08/08/22	547645	Sharyl Melvin	Health Insurance-Aug	30.75	
08/05/22	547583	Shawnee Division IASA	IASA Dues - 2022-2023 IASA Dues 7/1/22-6/30/23	300.00	
08/08/22	547599	Sheryl A Bleyer	Health Insurance-Aug	30.75	
08/08/22	547604	Shirley Calhoun	Health Insurance-Aug	46.47	
08/08/22	547613	Shirley Everingham	Health Insurance-Aug	46.47	
08/08/22	547624	Shirley Hays	Health Insurance-Aug	46.38	
08/16/22	547736	Shmyira Lashun Brown	Meal Allowance 8/15/2022	250.00	
08/09/22	547670	Silkworm Inc	Printing on Safety Vests - HCCTP Shirts - HCCTP	689.50	
08/19/22	547768	Silkworm Inc	Fund Day 2022 Shirts Promotional Supplies	2,401.05	
08/05/22	547584	Southern FS Inc	Fuel	1,418.31	
08/26/22	547860	Southern FS Inc	Grounds Unleaded Fuel Supply	1,057.10	
08/12/22	547725	Southern Illinois Redi-Mix Inc	Instructional Supplies - BOP	8,687.00	
08/05/22	547585	Southern Illinois Spine & Joint Center	Drug Screening - HCCTP	330.00	
08/19/22	547813	St Joseph Church	Facility Rental SU22	91.00	
08/26/22	547861	Staples Business Credit	Color Toner 3pk Office Supplies	346.20	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/01/22	3087	State Universities Retirement System	SURS 7/15/22 PR	69,167.46	Y
08/12/22	3091	State Universities Retirement System	SURS 7/31/22 PR	126,864.11	Y
08/29/22	3169	State Universities Retirement System	SURS 8/15/22 PR	57,011.34	Y
08/05/22	547573	Stephanie Hartford	Reimbursement - Supplies for AFIT Project	62.33	
08/26/22	547850	Stephanie Hartford	Travel for AFIT Conference 7/20-7/23	68.00	
08/12/22	547726	Stericycle, Inc.	Waste Disposal 7/1/22	194.00	
08/26/22	547862	Stericycle, Inc.	Waste Disposal 8/1/22	194.00	
08/26/22	547876	Susan V Plock	Refund FL20 Student # 3073959	13.00	
08/19/22	547814	Swinford Publications LLC	Advertising	1,350.00	
08/09/22	547677	Symetra Life Insurance Company	Life Ins/August	7,757.29	
08/12/22	547728	T Street Rides VIP Limo	Van Rental - TRIO - Memphis, TN	2,117.00	
08/09/22	547678	Teamsters Local 50	Union Dues (TU) July	2,190.00	
08/19/22	547790	Terri Lynn French	Nursing Apparel	1,033.60	
08/08/22	547607	Terry A Crain	Health Insurance-Aug	758.33	
08/12/22	547691	Terry A Crain	Music Performance 7/28/22	150.00	
08/08/22	547666	Terry J Stanley	Health Insurance-Aug	216.64	
08/05/22	547561	The Home Depot Pro	Custodial Supplies	3,065.06	
08/05/22	547586	The Home Depot Pro	Floor Scrubber - PO 4044	3,111.46	
08/26/22	547864	The Home Depot Pro	CR2 RR Restoration System	3,490.00	
08/19/22	547828	The Office of the State Fire Marshal	Elevators Annual Renewals -PO 6767	750.00	
08/19/22	547829	The Office of the State Fire Marshal	Boiler Cert Fee. -PO 6770	140.00	
08/09/22	547679	The Poshard Foundation	Foundation Ded (PF) July	20.00	
08/26/22	547865	The School Planner Company	School Planner	2,855.20	

# John A. Logan College

## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/05/22	547587	The Tedrick Group	Risk Mgt & Insurance Consulting	22,500.00	Y
08/05/22	547560	Timothy A Simmons	Travel 6/7-6/30/22	186.64	
08/12/22	547723	Timothy A Simmons	Travel 7/6-7/28/22	255.02	
08/08/22	547669	Timothy Allen Williams	Health Insurance-Aug	1,001.41	
08/08/22	547594	Timothy B Baker	July Ins.Overpayment Health Insurance-Aug	538.97	
08/12/22	547708	Tisha Shannon Kosco	Travel 7/19-7/21/22	97.26	
08/19/22	547765	Tisha Shannon Kosco	Travel 6/13/22	26.91	
08/05/22	547588	TK Elevator Corporation	Elevator Maintenance 7/1-9/30/22	136.57	
08/08/22	547619	Tom C Hamlin	Health Insurance-Aug	1,206.77	
08/05/22	547589	Touchtone Communications	Phone Service 7/1-7/31/22 Phone Service - CCRR - 7/1-7/31/22	195.15	
08/24/22	547872	Touchtone Communications	Long Distance 8/1/22-8/31/22 Touchtone Long Distance PO6807	186.34	
08/16/22	547755	Tylei Adriana Wofford-Byrd	Meal Allowance 8/15/2022	250.00	
08/26/22	547867	U S Department of Veterans Affairs	Refund CH33 VA Payment for: SM22	164.72	
08/05/22	547562	United Parcel Service	Shipping	87.32	
08/13/22	3163	Verizon Wireless	Phone Service 7/22-8/21/22	316.23	
08/19/22	547816	Verizon Wireless	Phone Service - Safety Towers	121.01	
08/19/22	547830	VES LLC	Enterpirse License User Access	5,500.00	
08/17/22	547756	Vicki Autry	Health Ins-August	46.47	
08/19/22	547769	Voices for All LLC	Consulting Service SP22	58.80	
08/19/22	547817	Voices for All LLC	Contractual Services SU22	29.40	
08/05/22	3089	VOYA Institutional Trust Company	Annuities 7/31/22 PR	5,033.00	



# John A. Logan College

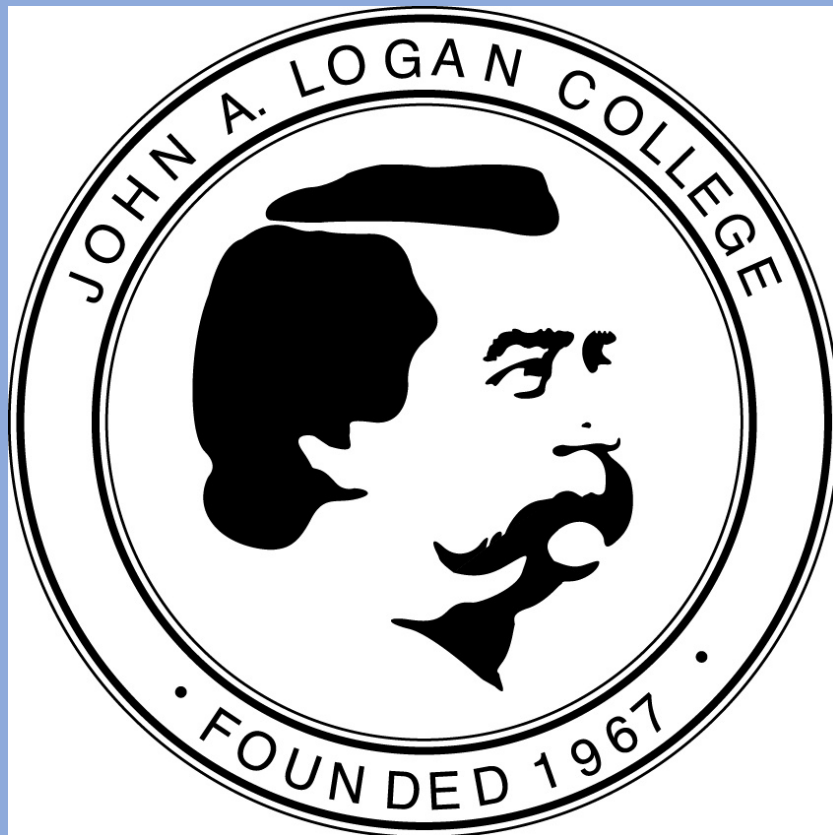
## Monthly Expenditure List

8/1/2022 - 8/31/2022

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/23/22	3167	VOYA Institutional Trust Company	Annuities 8/15/22 PR	4,458.00	
08/05/22	547590	W.J. Burke Electric Company	G-Bldg Transformer & Switch Replacement	24,700.00	Y
08/05/22	547591	Wabash Valley College	GRAC Annual Dues for 2022-2023	1,250.00	
08/24/22	547869	Wayne O'Dell	Health Ins-August Health Ins-July	152.62	
08/08/22	547664	Wendelyn Ann Spencer	Health Insurance-Aug	76.31	
08/19/22	547819	WestEd	Registration - Virtual Trainer Institute	6,100.00	
08/19/22	547820	Williams Heating and Air Inc	Wage Subsidy - 7/21-7/27/22 J Brand Wage Subsidy 7/21-7/27 B Sizemore	300.00	
08/19/22	547821	Withers Broadcasting of Southern Illinois LLC	Advertising	1,250.00	
08/19/22	547822	WQRL-FM	Advertising	250.00	
08/05/22	547563	WSIL-TV	Advertising	1,295.00	
08/19/22	547823	WSIL-TV	Advertising	3,000.00	
08/19/22	547824	Zogics	Logan Fitness Supplies - Wipes	1,199.60	
<b>Grand Total</b>				<u><u>1,875,758.20</u></u>	

## **Addendum to 8.K**

### **Board Travel and Void Check List**



# John A. Logan College

Travel over \$2,500 and Board Travel

Board Meeting September 2022

Traveler	Travel Purpose	Description	Date of Travel	Travel Costs			Total Travel
				Travel	Lodging	Meals	
Borgsmiller, Rebecca	ACCT Leadership Congress	New York, NY	10/26-10/29/22	\$ 2,120.46	\$ 1,572.00	\$ 206.00	\$ 3,898.46
Rendleman, Jake	ACCT Leadership Congress	New York, NY	10/26-10/29/22	\$ 1,645.46	\$ 1,440.00	\$ 206.00	\$ 3,291.46
Smith, Aaron	ACCT Leadership Congress	New York, NY	10/26-10/29/22	\$ 2,202.40	\$ 1,482.00	\$ 206.00	\$ 3,890.40
Smith, Aaron	ICCTA Planning Retreat	Glenn Ellyn, IL	08/18-08/20/22	\$ 411.25	\$ 262.14	\$ 147.00	\$ 820.39
Smith, Aaron	ICCTA September Meeting	Springfield, IL	09/08-09/10/22	\$ 380.00	\$ 271.32	\$ 147.00	\$ 798.32
Brooks, Nikki	COE TRIO Conference	San Diego, CA	09/21-09/24/22	\$ 1,639.29	\$ 1,291.77	\$ 206.00	\$ 3,137.06
Marrs, Christy	APAEC Payroll Conference	Las Vegas, NV	10/22-10/27/22	\$ 2,009.00	\$ 700.00	\$ 324.00	\$ 3,033.00
Matzker, Faith	COE TRIO Conference	San Diego, CA	09/21-09/24/22	\$ 1,409.00	\$ 1,291.77	\$ 206.00	\$ 2,906.77
Overstreet, Kirk	ACCT Leadership Congress	New York, NY	10/26-10/29/22	\$ 1,861.95	\$ 1,440.00	\$ 206.00	\$ 3,507.95
<b>Overall - Total</b>				<b>\$ 13,678.81</b>	<b>\$ 9,751.00</b>	<b>\$ 1,854.00</b>	<b>\$ 25,283.81</b>

**JOHN A. LOGAN COLLEGE**

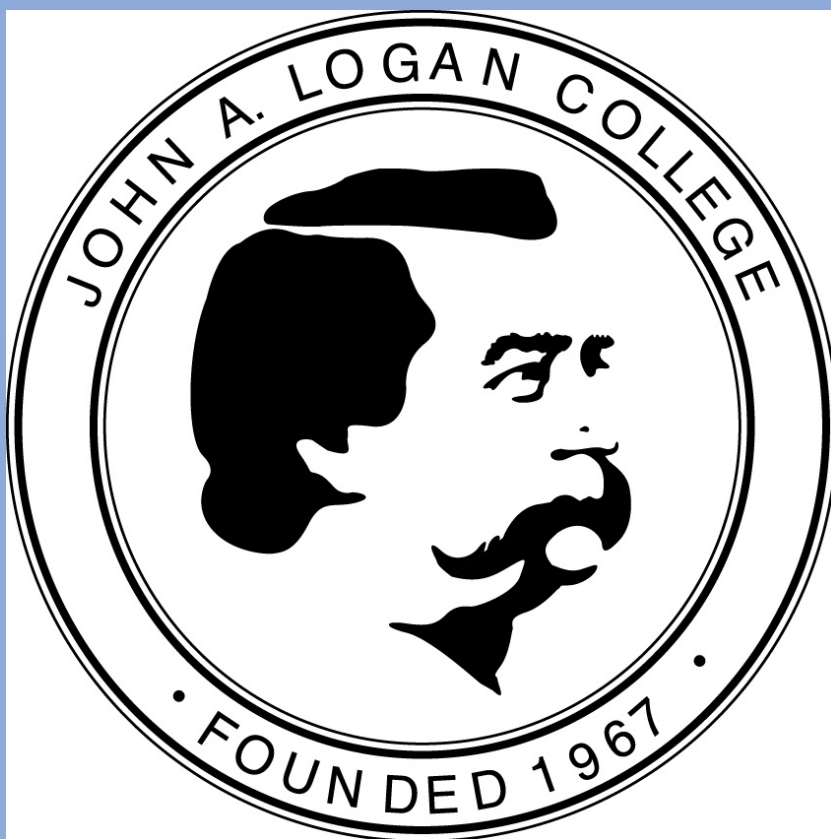
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**Checks Voided  
8/1/2022 - 8/31/2022**

<b>Void Date</b>	<b>Check Date</b>	<b>Check #</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Amount</b>
8/31/2022	6/30/2022	547245	Kevin D Ohlau	Performer - Juneteenth	300.00
8/3/2022	6/7/2022	546891	Linwood G Bechtel	Health Insurance June	216.64
8/11/2022	7/21/2022	547463	Matthew A Crain	Reimburse - Athletic Apparel	609.00
8/19/2022	8/19/2022	547808	NJCAA	Coaches Association Dues FY23 Membership Dues FY23	4,333.00
8/19/2022	8/19/2022	547815	The Office of the State Fire Marst	Boiler Certificate Fees Elevator Certificate Renewals	890.00
8/29/2022	8/26/2022	547866	Touchtone Communications	Long Distance 8/1/22-8/31/22	141.68
				Total Checks Voided During Period	<u>6,490.32</u>

## **Consent Agenda 8.L**

### **Treasurer's & Financial Report**



**JOHN A. LOGAN COLLEGE**

**TREASURER'S REPORT**

**&**

**FINANCIAL REPORT**

**ONE MONTH ENDED**

**JULY 31, 2022**

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## JOHN A. LOGAN COLLEGE

TREASURER'S REPORT  
JULY 31, 2022

	First Mid-Illinois Accounts	Bank of Herrin Trust Accounts	Banterra Accounts & Investments	Illinois Funds Investments	Total
BANK STATEMENT BALANCE	65,795.36	2,699,032.97	15,337,557.76	16,417,555.24	34,519,941.33
O/S Deposits/(Deductions)	27,391.08	-	(29,607.97)	53,993.52	51,776.63
	93,186.44	2,699,032.97	15,307,949.79	16,471,548.76	34,571,717.96
Less O/S Checks	-	-	89,833.39	-	89,833.39
	93,186.44	2,699,032.97	15,218,116.40	16,471,548.76	34,481,884.57
Plus Cash on Hand	1,435.00	-	-	-	1,435.00
BANK BALANCE PER BOOKS	94,621.44	2,699,032.97	15,218,116.40	16,471,548.76	34,483,319.57
% of Invested Cash Balances	0.2%	7.8%	44.4%	47.6%	

All Cash	\$	9,345,831.84
All Investments		25,137,487.73
	\$	34,483,319.57

RESPECTFULLY SUBMITTED,

STACY BUCKINGHAM, VP FOR BUSINESS SERVICES AND CFO



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

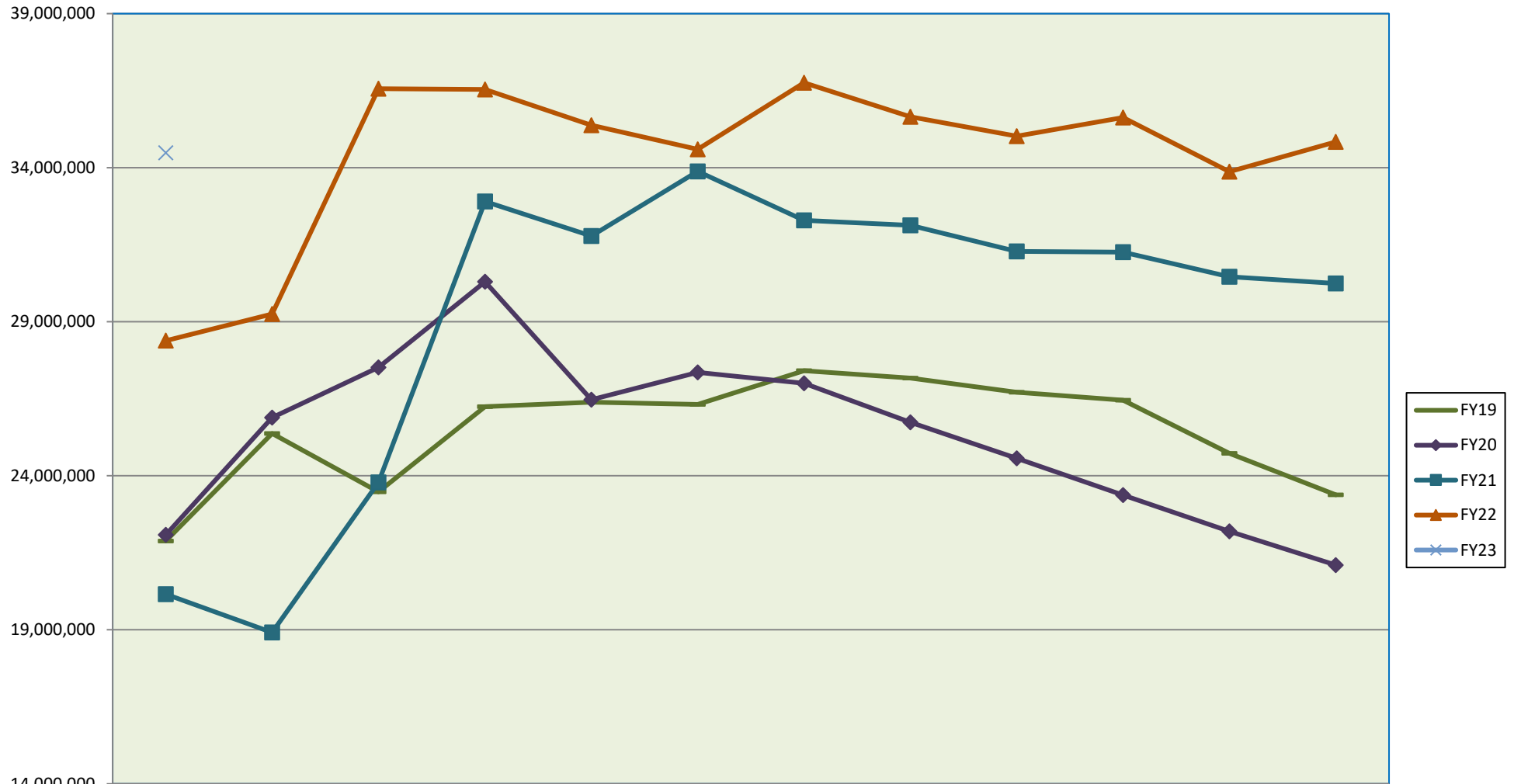
INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	1.593%	On Demand	\$ 8,279,695.44
	Higher Reach E-Pay	1.593%	On Demand	25,891.23
	Business Office E-Pay	1.593%	On Demand	194,635.50
	Student Activities E-Pay	1.593%	On Demand	25,937.47
	Banterra ICS	0.800%	On Demand	726,295.02
Building	Illinois Funds	1.593%	On Demand	490,119.91
	Business Office E-Pay	1.593%	On Demand	215.00
	Banterra ICS	0.800%	On Demand	-
Building-Restricted	Illinois Funds	1.593%	On Demand	3,651,161.05
	Banterra ICS	0.800%	On Demand	3,745,478.16
Bond & Interest	Illinois Funds	1.593%	On Demand	-
	Banterra ICS	0.800%	On Demand	111,199.74
Auxiliary Fund	Illinois Funds	1.593%	On Demand	-
	Business Office E-Pay	1.593%	On Demand	485.00
Restricted Purposes	Illinois Funds	1.593%	On Demand	72,637.95
	Banterra ICS	0.800%	On Demand	2,189,516.11
Working Cash	Illinois Funds	1.593%	On Demand	3,730,770.21
	Banterra ICS	0.800%	On Demand	1,603,036.64
Student Activity	Illinois Funds	1.593%	On Demand	-
	Student Activities E-Pay	1.593%	On Demand	-
Audit Fund	Illinois Funds	1.593%	On Demand	-
	Banterra ICS	0.800%	On Demand	25,359.79
Liability Protection & Settlement Fund	Illinois Funds	1.593%	On Demand	-
	Banterra ICS	0.800%	On Demand	265,053.51
				<u><u>\$ 25,137,487.73</u></u>
Weighted Average Rate		<b>1.320%</b>		
3 Month Treasury Bill Rate 07/31/2022		<b>2.34%</b>		
Target Federal Funds Rate 07/31/2022		<b>2.25%- 2.50%</b>		

\*Interest/dividend rates are the average Illinois Funds rates and ending Banterra rates for July.

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

<b>Fund Name</b>	<b>Beginning Balance</b>	<b>Months Activity</b>	<b>Ending Balance</b>
<b>First Mid-Illinois Bank - Depository &amp; Logan Fitness</b>			
Education Fund	\$ 20,416.57	\$ 6,671.42	\$ 27,087.99
Operations & Maintenance Fund	-	1,415.00	1,415.00
Oper Bldg & Maint-Rest Fund	-	-	-
Bond & Interest Fund	-	-	-
Auxiliary Enterprises Fund	6,868.01	18,077.14	24,945.15
Restricted Purposes Fund	-	51,612.02	51,612.02
Student Activity Fund	-	(11,873.72)	(11,873.72)
Audit Fund	-	-	-
Liability Protection & Settle Fund	-	-	-
<b>Subtotals</b>	<b>\$ 27,284.58</b>	<b>\$ 65,901.86</b>	<b>\$ 93,186.44</b>
<b>Bank of Herrin - CDB Trust Accounts</b>			
Oper Bldg & Maint-Rest Fund	\$ 2,699,032.97	\$ -	\$ 2,699,032.97
<b>Subtotals</b>	<b>\$ 2,699,032.97</b>	<b>\$ -</b>	<b>\$ 2,699,032.97</b>
<b>Banterra Bank - Operating &amp; Payroll</b>			
Education Fund	\$ 1,262,753.64	\$ 63,338.35	\$ 1,326,091.99
Operations & Maintenance Fund	1,217,676.33	(407,451.23)	810,225.10
Oper Bldg & Maint-Rest Fund	637,228.16	452,197.22	1,089,425.38
Bond & Interest Fund	23,523.29	4.46	23,527.75
Auxiliary Enterprises Fund	405,920.72	38,407.08	444,327.80
Restricted Purposes Fund	806,166.36	220,547.66	1,026,714.02
Working Cash Fund	1,088,007.32	-	1,088,007.32
Student Activity Fund	155,784.17	11,701.14	167,485.31
Audit Fund	60,327.78	(19.06)	60,308.72
Liability Protection & Settle Fund	564,278.76	(48,214.72)	516,064.04
<b>Subtotals</b>	<b>\$ 6,221,666.53</b>	<b>\$ 330,510.90</b>	<b>\$ 6,552,177.43</b>
<b>Grand Totals All Bank Accounts</b>			
Education Fund	\$ 1,283,170.21	\$ 70,009.77	\$ 1,353,179.98
Operations & Maintenance Fund	1,217,676.33	(406,036.23)	811,640.10
Oper Bldg & Maint-Rest Fund	3,336,261.13	452,197.22	3,788,458.35
Bond & Interest Fund	23,523.29	4.46	23,527.75
Auxiliary Enterprises Fund	412,788.73	56,484.22	469,272.95
Restricted Purposes Fund	806,166.36	272,159.68	1,078,326.04
Working Cash Fund	1,088,007.32	-	1,088,007.32
Student Activity Fund	155,784.17	(172.58)	155,611.59
Audit Fund	60,327.78	(19.06)	60,308.72
Liability Protection & Settle Fund	564,278.76	(48,214.72)	516,064.04
<b>Cash in Bank Totals</b>	<b>\$ 8,947,984.08</b>	<b>\$ 396,412.76</b>	<b>\$ 9,344,396.84</b>
Plus Cash on Hand	1,435.00	-	1,435.00
<b>Grand Totals</b>	<b>\$ 8,949,419.08</b>	<b>\$ 396,412.76</b>	<b>\$ 9,345,831.84</b>

### ALL CASH AND INVESTMENTS BY MONTH



October 2020 \$10.0 million received for Debt Certificate issue.

**JOHN A. LOGAN COLLEGE**  
**OPERATING FUNDS**  
**JULY 31, 2022**  
**8% FISCAL YEAR COMPLETE**

<b>REVENUE BY SOURCE</b>	<b>Original FY 2023 Budget</b>	<b>Current Month</b>	<b>Y-T-D FY23 Actual</b>	<b>% Y-T-D of Original Budget</b>	<b>Prior Y-T-D Same Period</b>	<b>% Change in \$ from Prior Year</b>
<b>LOCAL GOVERNMENT</b>						
CURRENT TAXES	\$ 7,230,000.00	\$ -	\$ -	0.0%	\$ -	N/A
CORP PERSONAL PROP REPLACE	800,000.00	-	-	0.0%	-	N/A
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>8,030,000.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>N/A</b>
<b>STATE GOVERNMENT</b>						
ICCB STATE BASE OPERATING GRANT	3,091,794.00	428,060.18	428,060.18	13.8%	-	N/A
ICCB STATE EQUALIZATION GRANT	6,472,510.00	539,375.83	539,375.83	8.3%	-	N/A
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	380,000.00	-	-	0.0%	-	N/A
OTHER STATE GOVERNMENT	-	-	-	N/A	-	N/A
<b>TOTAL STATE GOVERNMENT SOURCES</b>	<b>10,046,304.00</b>	<b>967,436.01</b>	<b>967,436.01</b>	<b>9.6%</b>	<b>-</b>	<b>N/A</b>
<b>FEDERAL GOVERNMENT</b>						
DEPARTMENT OF EDUCATION	65,000.00	-	-	0.0%	-	N/A
DEPARTMENT OF HEALTH & HUMAN SERVICES	426,000.00	-	-	0.0%	-	N/A
OTHER FEDERAL GOVERNMENT	21,000.00	-	-	0.0%	-	N/A
<b>TOTAL FEDERAL GOVERNMENT SOURCES</b>	<b>512,000.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>N/A</b>
<b>STUDENT TUITION &amp; FEES</b>						
TUITION	9,750,000.00	514,230.00	514,230.00	5.3%	457,073.25	12.5%
FEES	734,500.00	35,560.17	35,560.17	4.8%	40,014.00	-11.1%
<b>TOTAL STUDENT TUITION &amp; FEES</b>	<b>10,484,500.00</b>	<b>549,790.17</b>	<b>549,790.17</b>	<b>5.2%</b>	<b>497,087.25</b>	<b>10.6%</b>
<b>OTHER SOURCES</b>						
SALES AND SERVICE FEES	52,500.00	1,915.00	1,915.00	3.6%	2,366.00	-19.1%
FACILITIES REVENUE	68,000.00	3,135.00	3,135.00	4.6%	7,780.00	-59.7%
INTEREST ON INVESTMENTS	37,500.00	12,588.13	12,588.13	33.6%	1,149.35	995.2%
OTHER NONGOV'T REVENUE	34,000.00	6,337.20	6,337.20	18.6%	3,432.30	84.6%
<b>TOTAL OTHER SOURCES</b>	<b>192,000.00</b>	<b>23,975.33</b>	<b>23,975.33</b>	<b>12.5%</b>	<b>14,727.65</b>	<b>62.8%</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 29,264,804.00</b>	<b>\$ 1,541,201.51</b>	<b>\$ 1,541,201.51</b>	<b>5.3%</b>	<b>\$ 511,814.90</b>	<b>201.1%</b>

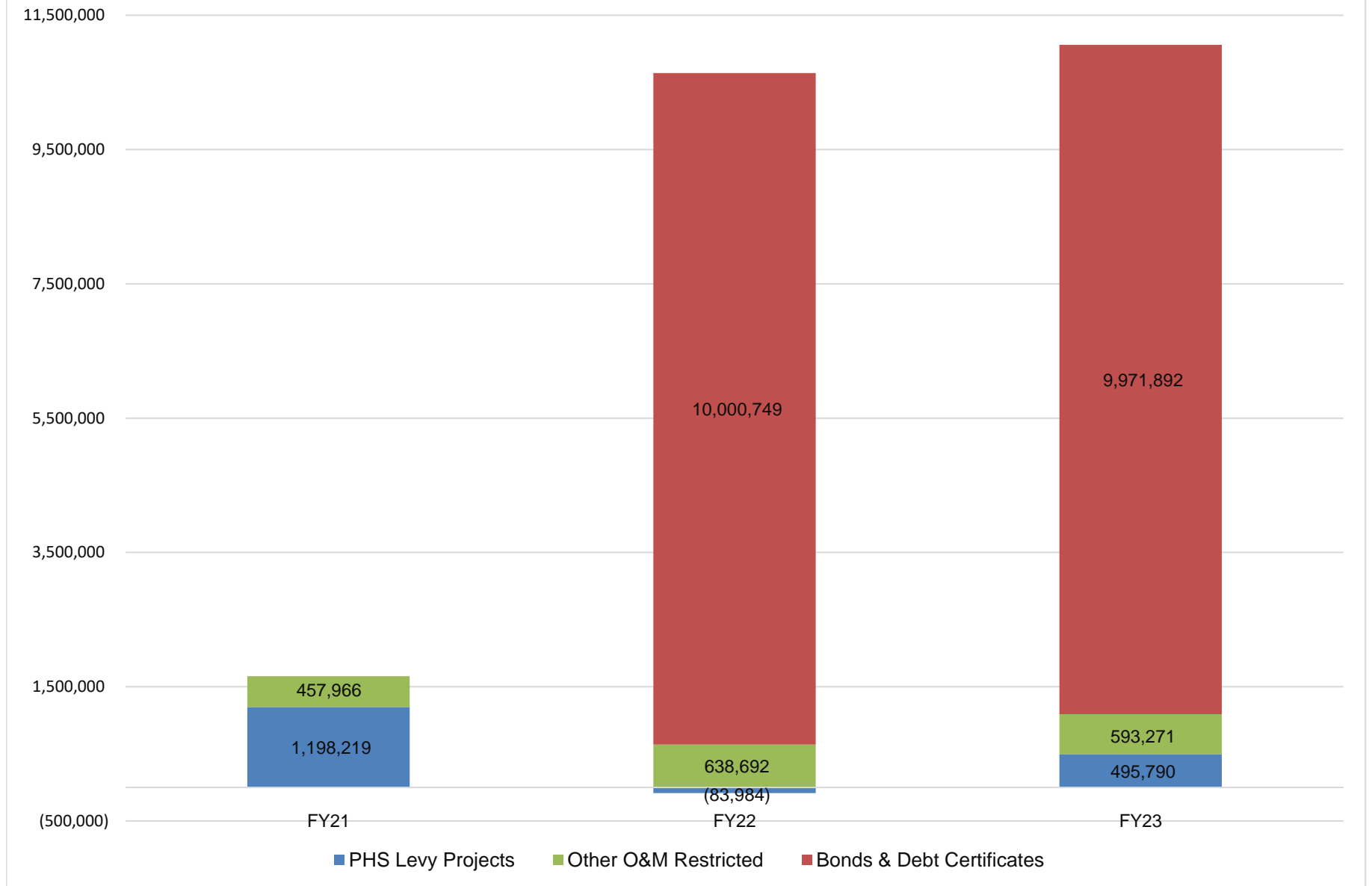
\* Operating funds consist of Education fund plus Operating and Maintenance fund.

**JOHN A. LOGAN COLLEGE**  
**OPERATING FUNDS**  
**JULY 31, 2022**  
**8% FISCAL YEAR COMPLETE**

	Original FY 2023 Budget	Current Month	Y-T-D FY23 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<b><u>EXPENSE BY PROGRAM</u></b>						
INSTRUCTION	\$ 10,067,952.00	\$ 357,891.39	\$ 357,891.39	3.6%	\$ 348,204.48	2.8%
ACADEMIC SUPPORT	2,779,596.00	236,305.73	236,305.73	8.5%	181,137.98	30.5%
STUDENT SERVICES	2,947,202.00	270,663.45	270,663.45	9.2%	212,193.41	27.6%
PUBLIC SERVICES/CONTINUING EDUCATION	739,953.00	40,016.80	40,016.80	5.4%	46,750.10	-14.4%
OPERATION & MAINTENANCE OF PLANT	4,471,759.00	247,168.32	247,168.32	5.5%	246,188.91	0.4%
INSTITUTIONAL SUPPORT	6,819,467.00	825,736.21	825,736.21	12.1%	819,609.67	0.7%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	2,835,600.00	86,222.00	86,222.00	3.0%	92,450.50	-6.7%
<b>TRANSFERS OUT</b>	<b>2,247,300.00</b>	<b>250,000.00</b>	<b>250,000.00</b>	<b>11.1%</b>	<b>326,500.00</b>	<b>-23.4%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 32,908,829.00</b>	<b>\$ 2,314,003.90</b>	<b>\$ 2,314,003.90</b>	<b>7.0%</b>	<b>\$ 2,273,035.05</b>	<b>1.8%</b>
<b><u>EXPENSE BY OBJECT</u></b>						
SALARIES & WAGES	\$ 19,076,189.00	\$ 1,119,180.96	\$ 1,119,180.96	5.9%	\$ 1,077,838.36	3.8%
EMPLOYEE BENEFITS	2,668,867.00	191,413.37	191,413.37	7.2%	176,693.93	8.3%
CONTRACTUAL SERVICES	2,047,688.00	484,267.71	484,267.71	23.6%	430,096.35	12.6%
GENERAL MATERIALS & SUPPLIES	1,963,253.00	115,747.34	115,747.34	5.9%	62,566.61	85.0%
CONFERENCE & MEETING EXPENSE	505,915.00	8,396.78	8,396.78	1.7%	4,944.17	69.8%
FIXED CHARGES	39,238.00	4,170.13	4,170.13	10.6%	1,519.63	174.4%
UTILITIES	849,190.00	5,221.02	5,221.02	0.6%	7,368.39	-29.1%
CAPITAL OUTLAY	159,589.00	48,119.59	48,119.59	30.2%	89,441.11	-46.2%
OTHER	3,201,600.00	87,487.00	87,487.00	2.7%	96,066.50	-8.9%
CONTINGENCY	150,000.00	-	-	0.0%	-	N/A
<b>TRANSFERS OUT</b>	<b>2,247,300.00</b>	<b>250,000.00</b>	<b>250,000.00</b>	<b>11.1%</b>	<b>326,500.00</b>	<b>-23.4%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 32,908,829.00</b>	<b>\$ 2,314,003.90</b>	<b>\$ 2,314,003.90</b>	<b>7.0%</b>	<b>\$ 2,273,035.05</b>	<b>1.8%</b>

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

## Operations & Maintenance Restricted Fund Balances as of July



**JOHN A. LOGAN COLLEGE**  
**AUXILIARY FUND**  
**JULY 31, 2022**  
**8% FISCAL YEAR COMPLETE**

	Original FY 2023 Budget	Current Month	Y-T-D FY23 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<b><u>REVENUE BY SOURCE</u></b>						
<b>FEDERAL GOVERNMENT</b>						
DEPARTMENT OF EDUCATION	\$ -	\$ -	\$ -	N/A	\$ -	N/A
<b>TOTAL FEDERAL GOVERNMENT SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
<b>STUDENT FEES</b>						
STUDENT ACTIVITY FEES	285,000.00	20,370.00	20,370.00	7.1%	22,930.00	-11.2%
<b>TOTAL STUDENT FEES</b>	<b>285,000.00</b>	<b>20,370.00</b>	<b>20,370.00</b>	<b>7.1%</b>	<b>22,930.00</b>	<b>-11.2%</b>
<b>OTHER SOURCES</b>						
PUBLIC SERVICE FEES	129,000.00	17,407.75	17,407.75	13.5%	16,018.23	8.7%
SALES AND SERVICE FEES	590,145.00	91,344.28	91,344.28	15.5%	98,135.43	-6.9%
FACILITIES REVENUE	-	-	-	N/A	5,000.00	N/A
OTHER NONGOVT REVENUE	-	-	-	N/A	16.00	N/A
<b>TOTAL OTHER SOURCES</b>	<b>719,145.00</b>	<b>108,752.03</b>	<b>108,752.03</b>	<b>15.1%</b>	<b>119,169.66</b>	<b>-8.7%</b>
<b>TRANSFERS IN</b>	<b>1,847,300.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>8.1%</b>	<b>100,000.00</b>	<b>50.0%</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 2,851,445.00</b>	<b>\$ 279,122.03</b>	<b>\$ 279,122.03</b>	<b>9.8%</b>	<b>\$ 242,099.66</b>	<b>15.3%</b>
<b><u>EXPENSE BY OBJECT</u></b>						
<b>PUBLIC SERVICES</b>						
SALARIES & WAGES	\$ 548,159.00	\$ 45,483.12	\$ 45,483.12	8.3%	\$ 35,741.78	27.3%
BENEFITS	89,228.00	6,998.15	6,998.15	7.8%	3,338.90	109.6%
CONTRACTUAL SERVICES	31,870.00	168.31	168.31	0.5%	304.83	-44.8%
GENERAL MATERIALS & SUPPLIES	74,400.00	1,068.59	1,068.59	1.4%	1,062.98	0.5%
CONFERENCE & MEETING EXPENSE	5,750.00	-	-	0.0%	-	N/A
UTILITIES	94,000.00	-	-	0.0%	-	N/A
CAPITAL OUTLAY	14,000.00	-	-	0.0%	-	N/A
OTHER	30,000.00	1,683.58	1,683.58	5.6%	2,245.50	-25.0%
<b>TOTAL PUBLIC SERVICES</b>	<b>887,407.00</b>	<b>55,401.75</b>	<b>55,401.75</b>	<b>6.2%</b>	<b>42,693.99</b>	<b>29.8%</b>
<b>INDEPENDENT OPERATIONS</b>						
SALARIES & WAGES	561,675.00	35,245.34	35,245.34	6.3%	37,011.12	-4.8%
EMPLOYEE BENEFITS	64,048.00	5,339.60	5,339.60	8.3%	5,731.21	-6.8%
CONTRACTUAL SERVICES	221,417.00	(250.00)	(250.00)	-0.1%	3,000.00	-108.3%
GENERAL MATERIALS & SUPPLIES	156,433.00	87.96	87.96	0.1%	165.08	-46.7%
CONFERENCE & MEETING EXPENSE	175,713.00	-	-	0.0%	37.90	-100.0%
FIXED CHARGES	33,090.00	-	-	0.0%	-	N/A
SCHOLARSHIPS AND OTHER	192,054.00	163.34	163.34	0.1%	96.11	70.0%
<b>TOTAL INDEPENDENT OPERATIONS</b>	<b>1,404,430.00</b>	<b>40,586.24</b>	<b>40,586.24</b>	<b>2.9%</b>	<b>46,041.42</b>	<b>-11.8%</b>
<b>OPERATIONS &amp; MAINTENANCE OF PLANT</b>						
SALARIES & WAGES	-	472.50	472.50	N/A	-	N/A
<b>TOTAL OPERATIONS &amp; MAINTENANCE OF PLANT</b>	<b>-</b>	<b>472.50</b>	<b>472.50</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
<b>INSTITUTIONAL SUPPORT</b>						
CONTRACTUAL SERVICES	3,800.00	-	-	0.0%	-	N/A
GENERAL MATERIALS & SUPPLIES	56,950.00	38.00	38.00	0.1%	52.16	-27.1%
FIXED CHARGES	66,006.00	3,662.12	3,662.12	5.5%	57,221.40	-93.6%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>151,756.00</b>	<b>3,700.12</b>	<b>3,700.12</b>	<b>2.4%</b>	<b>57,273.56</b>	<b>-93.5%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, WAIVERS</b>						
OTHER - WAIVERS	445,000.00	2,372.00	2,372.00	0.5%	8,171.00	-71.0%
<b>TOTAL SCHOLARSHIPS, GRANTS, WAIVERS</b>	<b>445,000.00</b>	<b>2,372.00</b>	<b>2,372.00</b>	<b>0.5%</b>	<b>8,171.00</b>	<b>-71.0%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 2,888,593.00</b>	<b>\$ 102,532.61</b>	<b>\$ 102,532.61</b>	<b>3.5%</b>	<b>\$ 154,179.97</b>	<b>-33.5%</b>

**JOHN A. LOGAN COLLEGE**  
**LIABILITY, PROTECTION, & SETTLEMENT FUND**  
**JULY 31, 2022**  
**8% FISCAL YEAR COMPLETE**

	Original FY 2023 Budget	Current Month	Y-T-D FY23 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<b><u>REVENUE BY SOURCE</u></b>						
<b>LOCAL GOVERNMENT</b>						
CURRENT TAXES	\$ 2,296,800.00	\$ -	\$ -	0.0%	\$ -	N/A
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>2,296,800.00</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>N/A</b>
<b>OTHER SOURCES</b>						
INTEREST ON INVESTMENTS	2,500.00	205.53	205.53	8.2%	-	N/A
OTHER NONGOVT REVENUE	-	-	-	N/A	-	N/A
<b>TOTAL OTHER SOURCES</b>	<b>2,500.00</b>	<b>205.53</b>	<b>205.53</b>	<b>8.2%</b>	<b>-</b>	<b>N/A</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 2,299,300.00</b>	<b>\$ 205.53</b>	<b>\$ 205.53</b>	<b>0.0%</b>	<b>\$ -</b>	<b>N/A</b>
<b><u>EXPENSE BY OBJECT</u></b>						
<b>OPERATIONS AND MAINTENANCE OF PLANT</b>						
SALARIES & WAGES	\$ 779,421.00	\$ 57,413.37	\$ 57,413.37	7.4%	\$ 50,849.30	12.9%
EMPLOYEE BENEFITS	96,403.00	9,020.05	9,020.05	9.4%	6,186.08	45.8%
CONTRACTUAL SERVICES	19,220.00	9,881.85	9,881.85	51.4%	50.00	19663.7%
GENERAL MATERIALS & SUPPLIES	71,840.00	1,255.42	1,255.42	1.7%	3,422.75	-63.3%
CONFERENCE & MEETING EXPENSE	8,700.00	1,220.77	1,220.77	14.0%	-	N/A
CAPITAL OUTLAY	40,685.00	-	-	0.0%	-	N/A
OTHER	-	-	-	N/A	-	N/A
<b>TOTAL OPERATIONS AND MAINT OF PLANT</b>	<b>1,016,269.00</b>	<b>78,791.46</b>	<b>78,791.46</b>	<b>7.8%</b>	<b>60,508.13</b>	<b>30.2%</b>
<b>INSTITUTIONAL SUPPORT</b>						
SALARIES & WAGES	81,154.00	2,020.12	2,020.12	2.5%	4,038.60	-50.0%
EMPLOYEE BENEFITS	633,993.00	39,079.98	39,079.98	6.2%	39,104.92	-0.1%
CONTRACTUAL SERVICES	207,663.00	(8,684.50)	(8,684.50)	-4.2%	-	N/A
GENERAL MATERIALS & SUPPLIES	10,000.00	-	-	N/A	848.22	N/A
FIXED CHARGES	410,000.00	43,362.78	43,362.78	10.6%	96,113.13	-54.9%
CAPITAL OUTLAY	110,000.00	-	-	0.0%	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>1,477,810.00</b>	<b>75,778.38</b>	<b>75,778.38</b>	<b>5.1%</b>	<b>140,104.87</b>	<b>-45.9%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 2,494,079.00</b>	<b>\$ 154,569.84</b>	<b>\$ 154,569.84</b>	<b>6.2%</b>	<b>\$ 200,613.00</b>	<b>-23.0%</b>



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## **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**

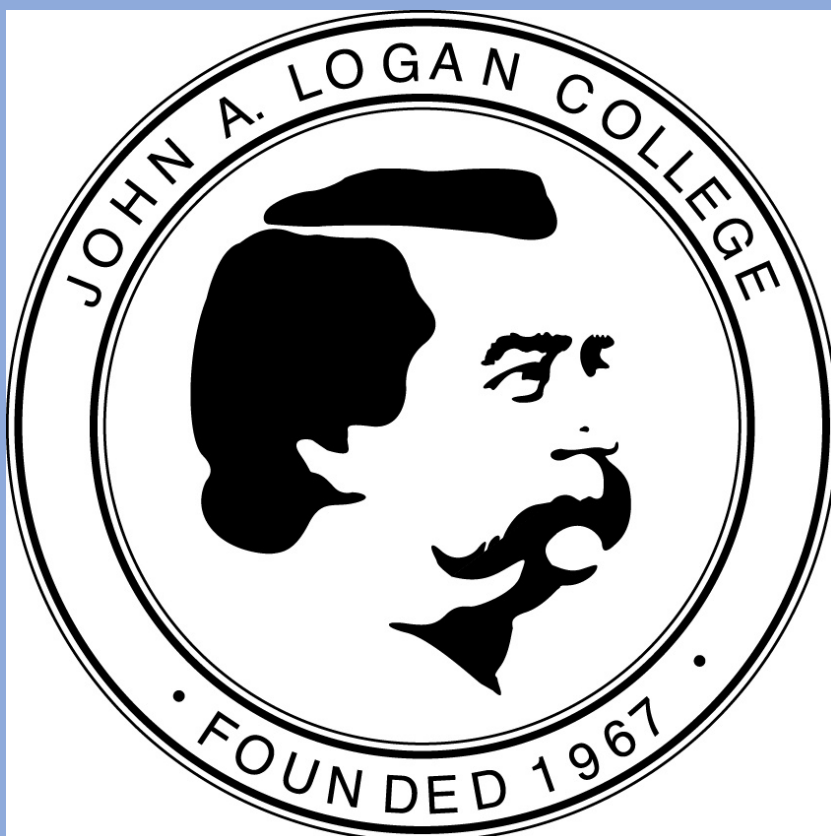
The Auxiliary Enterprises Fund accounts for college services where a fee is charged to students/staff and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, bookstore, copy/supply center, and intercollegiate athletics. Subsidies for Auxiliary Services 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 8.M**

### **August 23, 2022 Meeting Minutes**



**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, August 23, 2022, commencing at 6:04 p.m. The meeting was open to the public and available via Zoom.

The meeting was called to order by Chairman William 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
Jeremiah Brown	-- present

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

Chairman Kilquist led the Board in the Pledge of Allegiance.

**OPPORTUNITY FOR PUBLIC COMMENTS**

There were no public comments.

**BOARD OF TRUSTEES REPORTS**

**A. Chairman's Report**

No report.

**B. Athletics Advisory Committee**

Trustee Brent Clark reported that Logan Fitness is offering 39 classes this semester and has 640 individuals enrolled. Logan Fitness memberships are up 13 percent from last fall, and after one full year of a Google business profile, Logan Fitness has an overall rating of 4.9 out of 5.0 stars.

**C. Building, Grounds, and Safety Committee**

Trustee Jake Rendleman reported that the Bell Tower had been disassembled, and stormwater drainage and electrical work continue on the Pedestrian Pathway project. Design work for the second floor of C & E instructional corridors will begin soon. Painting in the Cosmetology lab and classrooms will be complete within the next few weeks.

**D. Board Policy Committee**

No report.

**E. Budget and Finance Committee**

Trustee Aaron Smith commended JALC employees' efforts for the increased tuition and fee collection this semester compared to the past two years.

**F. Integrated Technology Committee**

No report.

**G. Illinois Community College Trustees Association (ICCTA)**

Trustee Aaron Smith attended the ICCTA executive planning retreat, where they established goals for the coming year.

**H. John A. Logan College Foundation**

Trustee Jake Rendleman reported the 45<sup>th</sup> Annual Foundation Golf Classic sponsored by US Bank and Ullico is scheduled for October 14. Vic Koenig Chevrolet is the hole-in-one sponsor, and new sponsorship levels are available this year.

The Foundation has awarded over \$750,000 in scholarships for the fall semester and provided 300 Welcome Week t-shirts for JALC students, faculty, and staff.

**G. Student Trustee**

Student Trustee Jeremiah Brown reported that the Student Senate held its first meeting and has a new co-advisor, Hilary Johnson. Interest in the position of student trustees is growing among students, and Mr. Brown is hopeful for a large candidate pool for the next student trustee election.

**FACULTY ASSOCIATION REPORTS**

**A. Faculty Association Report**

Association President Jane Bryant reported that the Association is looking forward to working with the administration and is working to solidify its negotiating team.

**B. Adjunct Faculty Association – No report.**

**C. Logan Operational Staff Association Report – No report.**

**EXECUTIVE LEADERSHIP REPORTS**

**Tuition and Fee Revenue**

Vice-President Stacy Buckingham reported that tuition and fee payment activity had been much stronger this August compared to the last two years. During the first 15 days of August, the Bursar Office received tuition and fee payments of \$748,008 compared to \$458,000 and \$230,000 for the same period in 2021 and 2020, respectively. Since registration began on March 28, the College has collected over \$1.7 million in tuition and fee payments. Approximately \$424,000 of this amount was from prior semesters, which demonstrates the College is making progress toward collecting past-due balances.

**Follett Bookstore Scholarship Vouchers**

Follett Bookstore has set aside \$10,000 in scholarship vouchers for FY23 to provide textbook assistance to students. Vouchers are administered through the Office of Financial Aid and based on student financial need.

### **Campus Works Update**

Provost Melanie Pecord reported that Campus Works has been instrumental in improving processes within the Office of Financial Aid. As a result, Financial Aid funds are dispersed to students by the third and fourth week of the semester, and approximately 98 percent of transactions are conducted electronically.

### **Welcome Week**

Provost Pecord reported that Welcome Week activities involved collaboration among many individuals to ensure the students' first week of the fall semester was special. Dr. Pecord stated that the impact of these events created opportunities to connect with students and parents and demonstrated the dedication of the faculty and staff at John A. Logan College.

### **Higher Learning Commission Assurance Argument Review**

Provost Melanie Pecord reported that the College received its Assurance Argument Review from the Higher Learning Commission (HLC). Strengths of the College noted within the review included the commitment to diversity and an inclusive environment for employees, students, and community members, a solid student-faculty ratio, student-support services, and cultural/co-curricular events to support diversity and engagement. Some opportunities for improvement identified included the need for current evidence, co-curricular assessment, an evaluation process, and the use of key performance indicators. Areas requiring immediate attention included the development of programmatic learning outcomes, connecting program review with budget planning, and financial aid compliance. Two areas that were met with concerns included 4.B – The Institution's Ability to Demonstrate a Commitment to Educational Achievement and Improvement through Ongoing Assessment of Student Learning and 5.C – The Institution Engages in Systematic and Integrated Planning. HLC recognized the planning the College currently has in place but noted the need to include additional documentation to indicate how the College uses data for decision-making and closing the loop.

Dr. Pecord noted that the new Strategic Long-Range Plan adopted by the Board of Trustees in July would guide the College toward improvements defined in this review. An HLC Steering Committee has also been established to focus on the areas of improvement. The College will submit a Quality Initiative to HLC for years seven and eight that will focus on becoming a data-informed institution. In addition, the College will provide a focused report to HLC in 2025 that will be incorporated into the comprehensive ten-year review in 2027.

### **Convocation Days**

President Kirk Overstreet reported that updates to policy and other items were presented to employees during Convocation Days to ensure transparency.

### **Shared Governance**

President Overstreet reported that an all-campus meeting was held to discuss committee work and the current structure of College Council. The College had approximately 45 committees, and it was time to review that structure. Some committees will remain active, and task forces will be utilized for specific accomplishments. President Overstreet also presented information on a Shared Governance model that would create a place for communication with students, faculty, and staff. A survey requesting feedback from employees was conducted, and currently, 83 percent of the responses received are in support of the Shared Governance model. President Overstreet noted that the Convocation Days presentation and Shared Governance proposal are posted on the website under planning documents.

## **PRESIDENT CABINET REPORTS**

### **Administrative Drops for Non-Payment**

Assistant Provost for Student Affairs Christy Stewart reported that this fall, the College resumed administrative drops for non-payment for the first time since COVID. The Student Affairs staff and other College employees reached out to assist students on this list through phone calls and emails and reduced the number of drops for non-payment from 1,058 to 113 students. Ms. Stewart appreciated all of the effort put forth to achieve this outcome.

### **Welcome Week Activities**

The Office of College Readiness and Student Life hosted the fall kick-off to encourage social engagement between students, faculty, and staff. Seventy-two students attended a student-faculty panel discussion before the start of the semester. Other Welcome Week events included greeting students in golf carts, campus navigation stations, a hot dog picnic served by the administration, pizza and ice cream day hosted by the Athletic Department, and a popcorn and popsicles event, including live music in the Waterfall Courtyard.

### **Extended Tuesday Evening Hours**

Assistant Provost Stewart reported that the College had extended its hours to 6:00 p.m. on Tuesday evenings to provide services to students in Admissions, Advising, Financial Aid, Testing Services, Tutoring, and the Library.

### **Enrollment**

Assistant Vice-President for Institutional Effectiveness and Research Jordan Mays presented preliminary enrollment numbers for Fall 2022. Credit hours are currently 29,131.50, including dual credit and dual enrollment, which is an increase of 4.47 percent compared to 2021. The headcount for all classes at this point is 3,013. The average age of current students is 22; 45.9 percent are full-time, 60 percent are female, and 63 percent are 20 years and younger. The average number of hours students are taking this semester is 8.76. The final enrollment numbers for ICCB reporting will be captured on September 1, 2022.

President Overstreet commented that future aspirations of the College include focusing on the adult population, students with some college no degree. The average number of credit hours attempted is another area to work on, which would increase credit hours and help the students complete their programs and graduate in a timely fashion.

### **Program Articulation**

Assistant Provost Stephanie Chaney Hartford reported that the Office of Curriculum and Instruction had expanded its efforts in creating and updating transfer agreements with multiple universities and faculty to ensure students are presented with the best academic opportunities. We are currently developing transfer plans for the new Saluki Step Program and reviewing proposed plans from Murray State and Southeast Missouri State to expand options for students studying electrical engineering technology and mechatronics engineering technology.

### **Career and Technical Education (Perkins) Grant Assistance**

Assistant Provost Hartford reported that the Perkins Grant supports a student loan library that provides textbooks, uniforms, tool kits, and other classroom materials. This semester, the Perkins Office was able to assist 90 students.

### **Snack Locker**

A Snack Locker has been established with funds from a Foundation Campus Grant to provide on-the-go snacks for students. In addition, faculty and staff have joined this effort through individual donations, which promotes the community effort at the College.

### **INFORMATIONAL ITEMS**

#### **A. Retirements and Resignations**

President Overstreet accepted the resignation of Charlie Jones as Assistant Men's Basketball Coach, effective May 31, 2022. Mr. Jones will continue in his role as Ethics Officer for the College.

### **CONSENT AGENDA**

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

#### **A. Approval of Architectural Firm**

Approved the recommendation of the Qualification Based Selection Task Force and authorized the administration to contract with BHDG Architects to perform architectural design services and project management for JALC projects on an indefinite basis, excluding federally funded and Capital Development Board (CDB) projects that require a separate architect selection.

#### **B. Wage Agreement with Logan Operational Staff Association**

Approved a wage increase of \$1.15 per hour, effective July 1, 2022, for members of the Logan Operational Staff Association.

#### **C. Wage Agreement with Teamsters Local Union No. 50**

Approved a wage increase of 2.5 percent effective July 1, 2022, and a 3.0 percent increase in FY24 for members of Teamsters Local Union No. 50.

#### **D. Personnel Action Items (Appendix A)**

Approved the employment of personnel as recommended by President Overstreet.

#### **E. Expenditure Report**

Approved the Expenditure Report for the month ending July 31, 2022.

#### **F. Treasurer's & Financial Report**

Approved the Treasurer's and Financial Report for the month ending June 30, 2022.

#### **G. Meeting Minutes of Regular Meeting**

Approved the minutes of the July 26, 2022, regular meeting.

Brent Clark and Jake Rendleman moved and seconded that the Board of Trustees approve Consent Agenda Items A – G, as presented.

Upon roll call, all members present voted Yes. Motion carried  
(Resolution #16-4282)

## **ANNOUNCEMENTS**

Trustee Glenn Poshard announced that Governor Pritzker and Lieutenant Governor Juliana Stratton would be on campus Friday, August 26, for a student roundtable discussion. Students from Southern Illinois University, Kaskaskia, and Shawnee College will participate in addition to John A. Logan College students.

## **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 #16-4283)

The meeting was duly adjourned at 7:43 p.m.

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

William J. Kilquist, Chairman

Jacob "Jake" Rendleman, Secretary

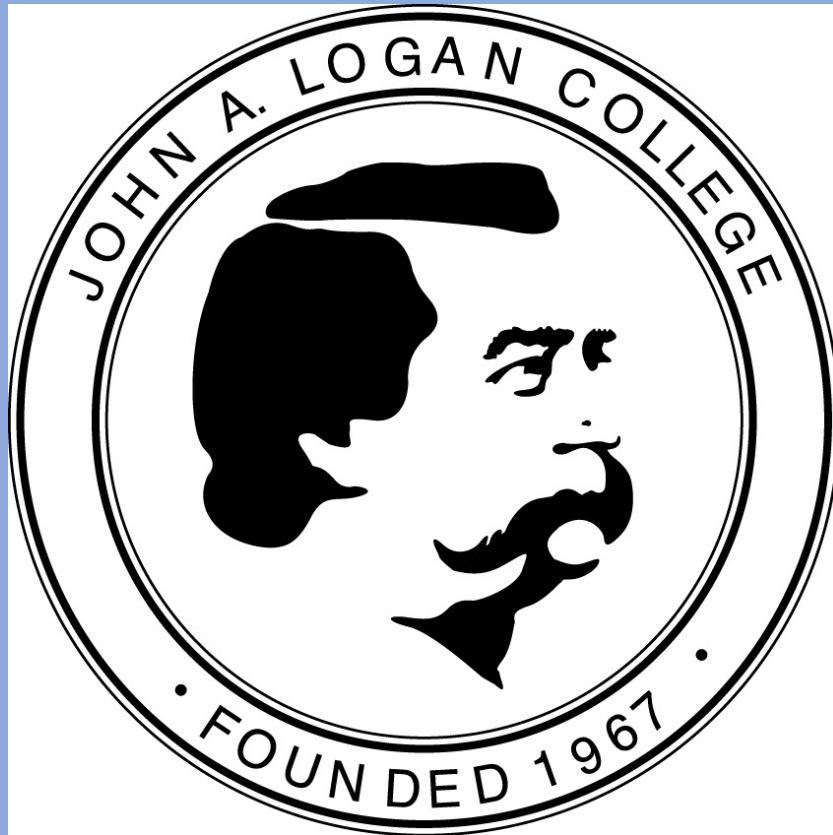


## APPENDIX A

A. Part-Time Personnel		
Name	Type	Effective Date
Clay Awsumb	Adjunct Faculty (Sociology)	08/17/22
Carmen Burkett	Adjunct Faculty (Biology)	08/17/22
Emily Edwards	Adjunct Faculty (Diagnostic Medical Sonography)	08/17/22
Kenneth Hagene	Adjunct Faculty (HVAC)	08/17/22
Dannyl Norrington	Adjunct Faculty (Music)	08/17/22
Tadd Andrews	Assistant Men's Basketball Coach (Stipend)	09/01/22
Bryleigh Buchanan	Assistant Volleyball Coach (Stipend)	09/01/22
Linda Kuykendall	Community Education Instructor	08/08/22
Nolan Stojentin	Community Education Instructor	07/30/22
Jean Szidik	Community Education Instructor	08/22/22
Brandon Padget	Workforce Development Trainer	07/25/22
Kate Crombar	Fitness Desk Attendant	05/15/22
Marcus Walker	Fitness Desk Attendant	06/06/22
Matthew Wallace	Fitness Desk Attendant	05/14/22
Sherri Jepsen	Logan Academy Instructor (Grant)	08/09/22
Bailey Saldana	Logan Academy Instructor (Grant)	07/05/22
B. Volunteers		
Name	Department	Appointment
Olivia Hildebeitel	Athletics (Softball)	08/17/22
Ann Warner	Adult Volunteer Literacy Tutor	08/02/22

## **New Business 10.A**

### **Board Policy Revisions for First Reading**



**JOHN A. LOGAN COLLEGE  
NEW BUSINESS**

**10.A Board Policy Revisions for First Reading**

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**1. REASON FOR CONSIDERATION**

The Board Policy Committee reviewed revisions to Board Policies on September 15, 2022, as presented by the administration. Revisions are presented for first reading to the Board of Trustees and will also be made available to College employees for input.

**2. BACKGROUND INFORMATION**

Revisions to the following policies were reviewed and approved for first reading by the Board Policy Committee:

- 5111 – Employment Definitions and Contracts
- 5211 – Hiring Policy for Executive Support Staff
- 5510 – Hiring Policy Governing Continuing Education
- 5520 – Policies for Adult and Community Education Personnel
- 6200 – Contract with Teamster
- 6300 – Contract with LOSA
- 6400 – Contract with FOP
- 7180 – Debt Collection
- 7370 – Tuition Waivers
- 7420 – Travel on College Business
- 8431 – Administration of the Illinois Freedom of Information Act

**3. RECOMMENDATION**

No action is required. Revisions will be presented to the Board for action in October.

**Staff Contact:** President Kirk Overstreet

## Summary of Proposed Revisions to Board Policy

*presented to the Board of Trustees*

September 17, 2022 (First Reading)  
October 25, 2022 (Final Action)

Policy #	Policy Title	Comments
5111	Employment Contracts	Update title and include staff definitions initially housed in BP 5112 Tenure Definitions.
5211	Hiring Policy for Executive Support Staff	This group is hired under Board Policy 5110, General Hiring. Recommend deleting policy.
5510	Hiring Policy Governing Continuing Education	This group is hired under Board Policy 5110, General Hiring. Recommend deleting policy.
5520	Policies for Adult and Community Education Personnel	Recommend moving details into Administrative Procedure and deleting this policy.
6200	Contract with Teamsters	Recommend merging the list of collective bargaining agreements into Board Policy 6200 and deleting policies 6300 and 6400.
6300	Contract with Logan Operational Staff Association	
6400	Contract with Laborers	
7180	Debt Collection	Updated language per SB 3032 regarding the release of student transcripts to employers.
7370	Tuition Waivers	Update policy and incorporate details into new Administrative Procedure 717. Effective Fall 2023.
7420	Travel on College Business	Updated the aggregate amount and moved details to Admin. Procedure 742, Travel Authorization & Reimbursement.
8431	Administration of the Illinois Freedom of Information Act	Update and move details to new Admin. Procedure 818, Administration of the Illinois Freedom of Information Act.

## **Employment Classifications and Contracts**

**5111**

The President is authorized to sign contracts of employment on behalf of the Board of Trustees subject to ~~prior official approval~~ ratification of the appointment by the Board. General definitions of employment categories at John A. Logan College shall include but are not limited to those listed within this policy. Specific duties and responsibilities for individual positions shall be defined in the job descriptions retained in the Office of Human Resources.

- **ADJUNCT FACULTY**

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, and any hours taught under the category of adjunct faculty will not apply toward permanent status with the College. Adjunct faculty shall be competent to render in accordance with the Illinois Community College Board and the Higher Learning Commission. Compensation and other terms and conditions of employment for non-tenure-track Adjunct Faculty who provide six (6) or more credit hours of instruction per academic semester are outlined in the agreement between the Board of Trustees Community College District No. 530 and the Association of Adjunct Faculty, IEA-NEA.

- **CUSTODIAL/MAINTENANCE/GROUNDS EMPLOYEES**

Custodians, maintenance, and grounds employees are defined in the agreement between the Board of Trustees and the Teamsters Local Union No. 50. Compensation and other terms and conditions of employment are outlined in the agreement between the Board of Trustees and Teamsters Local Union No. 50.

- **EXECUTIVE ADMINISTRATORS**

Executive administrators are employees whose responsibilities include: A) sitting on the Executive Council for the President; B) authority to submit recommendations with regard to hiring, evaluating, disciplining, or terminating the employment of employees reporting to them; C) authority to make significant decisions in their area of responsibility; and D) provide supervision and direction of the work within their functional area of responsibility, including responsibility for the development and administration of their area's budget. Guidelines specific to these position(s) are outlined in Board Policy.

- **EXECUTIVE SUPPORT PERSONNEL**

Executive support staff positions are non-instructional personnel who support Executive Administrators and/or Senior Administrators and handle confidential information. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **FULL-TIME FACULTY**

Full-time faculty members are full-time employees of the District regularly engaged in teaching or academic support services, excluding supervisors, administrators, and clerical employees. Compensation and other terms and conditions of employment are outlined in the agreement between the Board of Trustees Community College District No. 530 and the John A. Logan Illinois Education Association.

- **GRANT PERSONNEL**

Grant personnel are employees paid by grant funds in excess of 50% of total compensation. Because such programs and funds are of a terminal nature, grant personnel will have no implied or guaranteed

employment beyond the period provided by the grant funding. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **MANAGERS**

Managers are non-instructional personnel, excluding administrators, who perform mid-level management functions for the College. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **OPERATIONAL STAFF**

Operational staff positions are non-instructional personnel who perform support functions for the College. These positions include all regularly employed full-time and part-time staff following general categories of positions outlined in the collective bargaining agreement between the John A. Logan College Board of Trustees and the Logan Operational Staff Association (LOSA). Compensation and other terms and conditions of employment are outlined within this agreement.

- **PART-TIME TEACHING EMPLOYEES**

Teaching employees of the District who are not regularly employed as full-time include, but are not limited to, Community Education instructors, Workforce Education instructors, and ABE/GED instructors. Appointments are for one semester or less and do not apply toward permanent status with the College. Compensation and other terms and conditions of employment are outlined within Administrative Procedure.

- **POLICE AND PUBLIC SAFETY OFFICERS**

Police and public safety officers are defined in the agreement between the Board of Trustees and the Illinois Fraternity of Police (FOP) Labor Council. Compensation and other terms and conditions of employment are outlined in this agreement.

- **PROFESSIONAL**

Professional employees are non-instructional personnel, excluding administrators and managers. Compensation and other terms and conditions of employment are outlined in Board Policy.

- **SENIOR ADMINISTRATORS/ADMINISTRATORS**

Senior Administrators and Administrators are employees whose responsibilities include: A) authority to submit recommendations with regard to hiring, evaluating, disciplining, or terminating the employment of employees reporting to them; B) authority to make significant decisions in their area of responsibility; and C) supervision and direction of the work within their functional area of responsibility, including responsibility for the development and administration of their area's budget. Compensation and other terms and conditions of employment are outlined in Board Policy.

ADOPTED: JUNE 17, 1968

AMENDED: **OCTOBER 25, 2022** (*PENDING BOARD APPROVAL*)

REVIEWED: **SEPTEMBER 15, 2022** (*MERGED EMPLOYEE CLASSIFICATIONS FROM BP 5112, TENURE DEFINITIONS*)

LEGAL REF.:

CROSS REF.:

The Office of Human Resources follows Board Policy 5110 – General Hiring for these positions.  
Recommend **deleting** this policy.

## ***Hiring Policy for Executive Support Personnel***

**5211**

All **executive support** personnel will be hired according to the General Hiring Policy with the following exceptions:

1. For a full-time position, the President will make the nomination to the Board of Trustees after receiving a recommendation from the staff. The Board will make the official appointment of the individual.
2. For a part-time position, the President will make the official appointment of the individual upon recommendation from the staff.

ADOPTED: JUNE 4, 1974

AMENDED: MARCH 13, 1989; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6110); MAY 22, 2012;  
**OCTOBER 2016 (TITLES)**

REVIEWED:

LEGAL REF.: 110 ILCS 805/3-42 (1992)

CROSS REF.: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 601

The Office of Human Resources follows Board Policy 5110 – General Hiring for these positions. Recommend **deleting** this policy.

## ***Hiring Policy Governing Community Education Personnel***

**5510**

Personnel in **Community** Education will be hired according to the General Hiring Policy.

The exceptions to this policy are:

The Vice-President for Administration will establish all **community** education teaching positions. The Vice-President for Administration or his/her designee will conduct a search for and recommend a candidate to the President to fill each position as established.

The President will act on this recommendation. If the recommendation is approved, the candidate will be employed, and the President's decision will be submitted to the Board at its next regular meeting for ratification. If the President rejects the recommendation, the Vice-President will bring another recommendation to the President through the appropriate channels.

ADOPTED: APRIL 2, 1974  
AMENDED: APRIL 1, 1980; MARCH 11, 1985; AUGUST 23, 2005, MAY 27, 2014; **MARCH 22, 2016 (TITLES)**  
REVIEWED: JANUARY 29, 2016  
LEGAL REF.: 110 ILCS 805/3-42 (1992)  
CROSS REF.: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURE 503 **(THIS AP HAS BEEN DELETED)**



Recommend moving details into Administrative Procedure and deleting this policy.

## ***Policies for Adult and Community Education Personnel***

**5520**

### **COMMUNITY EDUCATION PERSONNEL**

Part-time community education instructors are not entitled to sick leave, vacation, group insurance, or other fringe benefits provided to other College employees, except for a tuition waiver for the Community Health Education Complex for instructors only.

Community education instructors must make up all absences by holding an alternate class period or by adding time to existing sessions.

### **ADULT BASIC/SECONDARY EDUCATION PERSONNEL**

Part-time ABE/GED/ASE instructors are not entitled to sick leave, vacation, group insurance, or other fringe benefits provided to other College employees.

Enrollment levels of classes are dependent upon sufficient grant funding and will be determined by the appropriate program director, subject to the approval of the division vice-president.

ADOPTED: APRIL 1, 1975

AMENDED: OCTOBER 2, 1975; MARCH 11, 1985; MARCH 14, 1988; MARCH 13, 1989; AUGUST 18, 1992;  
OCTOBER 22, 1996; JUNE 24, 1997; JANUARY 25, 2000; AUGUST 23, 2005; MARCH 22, 2016;  
**OCTOBER 27, 2020 (TITLES)**

REVIEWED: JANUARY 29, 2016; **SEPTEMBER 10, 2020**

LEGAL REF.:

CROSS REF.:

## ***Collective Bargaining Agreements with John A. Logan College Board of Trustees***

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**6200**

Collective bargaining agreements with the John A. Logan College Board of Trustees, Community College District #530, are posted on the JALC website under Board of Trustees-Agreements and include the following:

- John A. Logan Illinois Education Association
- Association of Adjunct Faculty
- John A. Logan College Operational Staff Association, IEA-NEA
- Teamsters Local Union No. 50
- Illinois Fraternity of Police Labor Council

~~A copy of the contract between John A. Logan College Board of Trustees and Teamsters Local Union No. 50 may be found in hard copies of the Board Policy Manual located in:~~

~~President's Office  
Library~~

ADOPTED:  
AMENDED: AUGUST 2, 1994; JANUARY 27, 1998; JUNE 26, 2001; JULY 1, 2005; SEPTEMBER 28, 2010;  
JANUARY 28, 2014 (EFFECTIVE JULY 1, 2013); OCTOBER 25, 2022 (**TENTATIVE**)  
REVIEWED: **SEPTEMBER 15, 2022 (MERGED POLICIES 6200, 6300, AND 6400)**  
LEGAL REF.:  
CROSS REF.:

***Content merged into Board Policy 6200 – recommend deleting this policy.***

***Contract Between John A. Logan College  
Board of Trustees and John A. Logan College Operational  
Staff Association, IEA-NEA***

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***6300***

A copy of the contract between John A. Logan College Board of Trustees and the John A. Logan College Operational Staff Association, IEA-NEA may be found in hard copies of the Board Policy Manual located in:

President's Office  
Library

ADOPTED: JUNE 24, 1997  
AMENDED: OCTOBER 9, 2000; AUGUST 26, 2003; JANUARY 31, 2006; SEPTEMBER 28, 2010 (EFFECTIVE JULY 1, 2010); SEPTEMBER 24, 2013 (EFFECTIVE JULY 1, 2013)  
REVIEWED: SEPTEMBER 15, 2022  
LEGAL REF.:  
CROSS REF.:

*Updated content merged into Board Policy 6200 – recommend deleting this policy.*

***Laborers' International Union of  
North America, AFL-CIO, the Southern and Central Illinois  
Laborers' District Council, Laborers' Local 773  
(Campus Police Staff)***

**6400**

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A copy of the contract between the John A. Logan College Board of Trustees and the Laborers' International Union of North America, AFL-CIO, The Southern and Central Illinois Laborers' District Council, Laborers' Local 773 (Campus **Police** Staff) may be found in hard copies of the Board Policy Manual in the following locations:

President's Office  
Library

ADOPTED: APRIL 26, 2005  
AMENDED: NOVEMBER 25, 2008; JANUARY 24, 2012 (EFFECTIVE JULY 1, 2011); **SEPTEMBER 30, 2016 (TITLES)**  
REVIEWED: **SEPTEMBER 15, 2022 (MERGED POLICIES 6200, 6300, AND 6400)**  
LEGAL REF.:  
CROSS REF.:

**Debt Collection****7180**

The Business Office should make all efforts possible to collect debts owed to the College by any person. After reasonable attempts have been made to collect a debt, the ~~Business~~ **Bursar's** Office should use all methods available to it, including a collection agency.

When any student owes money to the College for any reason, including but not limited to tuition, laboratory fees, and library charges, and does not pay the debt by the prescribed time, the College will not release the student's official transcript **unless it is requested for a current or potential employer**. The student may, however, view his/her own educational records.

Students with outstanding debts equating to three (3) credit hours of current tuition or greater may make arrangements with the ~~Business~~ **Bursar's** Office to pay the debt while continuing enrollment. The payment period for the collection of the past due amount shall not exceed six (6) months. Students with outstanding balances equating to less than three (3) credit hours of current tuition must pay the entire balance prior to being allowed to re-enroll.

Financial obligations are to be paid in the ~~Business~~ **Bursar's** Office except for library charges, which must be paid to the librarian or cleared through the librarian. Only the ~~Business~~ **Bursar** Office may release registration locks related to student indebtedness.

ADOPTED: MARCH 5, 1974  
AMENDED: AUGUST 26, 2008, OCTOBER 25, 2022 (*TENTATIVE*)  
REVIEWED: **SEPTEMBER 15, 2022**  
LEGAL REF.: **PUBLIC ACT 102-0998/15**  
CROSS REF.:

## Tuition Waivers

7370

**Waivers for tuition shall be given to individuals enrolled in John A. Logan College credit courses as defined in Administrative Procedure 717.** Tuition is defined as money collected for the general support of the College's instructional operation; fees are defined as money collected by the College that is designated as a charge to an individual class. Tuition waivers for **workforce development** courses cannot be waived because they do not reflect the normal or traditional tuition. ~~for special programs (i.e., continuing education, public service, business and industry, construction management, and highly specialized healthcare classes, etc.)~~

Those individuals allowed tuition waivers shall be required to pay any appropriate fees except in such cases where the intent of the tuition waiver, as determined by the President, is to provide a total waiver of tuition and fees. No release time from a person's job responsibilities shall be awarded to attend class or classes unless as provided in a collectively bargained agreement. ~~in Board Policy 5250 – Professional Growth for Non-Teaching Professional and Executive Support Staff, or~~

The President may also waive tuition in special cases when it is in the best interest of the College or to serve a special need within the College district.

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**The following details from this policy will be redefined as noted below in Admin. Procedure 717:**

Institutional waivers for tuition shall be given to individuals defined below in accordance with Board Policy 7370. For the purposes of this procedure ~~policy~~, dependent is defined in the Free Application for Federal Student Aid (FAFSA). ~~General institutional~~ Tuition waivers will not exceed fifteen (15) hours per semester **for a lifetime maximum of 60 hours.** ~~A current list of scholarships will be maintained by the Director of Scholarships and Alumni Services.~~

- Full-time John A. Logan College employees, their spouse, and dependent children. ~~including retired full-time employees who have ten (10) years or more of continuous service, In the event of death of a current full-time employee with ten (10) years or more of continuous service, spouse and dependent children at the time of death are extended this benefit.~~
- Part-time employees covered under collectively bargained contracts in accordance with the provisions of the contracts;
- Board of Trustees members, their spouse and dependent children. Providing a member of the Board of Trustees has served at least one full term. ~~this tuition waiver will be a lifetime benefit.~~
- Student representative to the Board of Trustees, during his/her term of service, will receive a tuition only waiver for a maximum of fifteen (15) hours per semester;
- Persons ~~60~~ **65 years** of age and older; ***"Senior citizen" means any person 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the "Senior Citizens and Persons with Disabilities Property Tax Relief Act", approved July 17, 1972, as amended. (Source: P.A. 99-143, eff. 7-27-15.)***

- ~~Disabled veterans (documented 100 percent service-connected disability); (removing this group from list because tuition is covered under military benefits)~~
- ~~A part time non-teaching professional or executive support employees working in a regular (non-temporary) position a minimum of 20 hours per week who has worked for the College for a minimum of nine (9) months and spouse and dependent children. Stipend positions are evaluated on a case by case basis to determine if criteria are met.~~
- ~~Currently enrolled full-time veterans for the aerobic and aquatic centers. The tuition waiver will only be effective if no other veteran's benefits cover the tuition cost. These tuition waivers will be initiated only from the Veterans Service Center;~~

Fees for employees enrolled in courses accepted as part of the College's Wellness Program may be waived.

ADOPTED: SEPTEMBER 3, 1968

AMENDED: SEPTEMBER 7, 1976; MARCH 11, 1985; NOVEMBER 17, 1986; APRIL 9, 1990; NOVEMBER 12, 1990; SEPTEMBER 24, 1996; JUNE 24, 1997; JANUARY 25, 2000; MARCH 28, 2000; SEPTEMBER 26, 2000; MARCH 2, 2010; APRIL 28, 2011; **OCTOBER 25, 2022 (TENTATIVE TO BE EFFECTIVE FALL 2023)**

REVIEWED: **SEPTEMBER 15, 2022**

LEGAL REF.: **110 ILCS 990/1, Ch. 144, par. 1801**

CROSS REF.: BOARD POLICIES 5410, 5250, 7370

**Travel on College Business****7420**

In accordance with 50 ILCS 150, John A. Logan College shall regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: 1) the types of official business for which travel, meal, and lodging expenses are allowed; 2) maximum allowable reimbursement for travel, meal, and lodging expenses; and 3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation requires under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances.

**Details of this policy will be incorporated in Admin. Procedure 742 with an updated aggregate expense amount for any single event of \$3,500:**

All reimbursement of travel, meal and lodging expenses for College employees and Board members shall be regulated as follows:

1. Only expenses related to the official business of the College, including meetings, programs and events, are eligible for reimbursement and, where practical, must be approved in advance.
  - a. Employee expenses below the level of vice-president must be approved by the appropriate assistant provost, provost, or vice president.
  - b. Vice-president/Provost expenses require approval by the President.
  - c. President expenses require approval by the Vice-president of Business Services and CFO or the Board.
  - d. Board member expenses and expenses incurred in excess of the maximum allowed under this policy, must be approved by the Board by a roll call vote at an open meeting of the Board.
2. All requests for reimbursement shall be submitted in writing on a standardized form promulgated by the Business Office, and shall be supported by the following minimum documentation:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal or lodging expense;
  - c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
  - d. the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

No Board member expense or expense which exceeds the maximum allowable may be approved without the submission of the foregoing documentation to the Board.

3. Reimbursement of College employees and Board members for entertainment expenses, e.g. shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the approved program or event, is expressly prohibited.



4. Travel, meal, and lodging expenses incurred because of emergency or other extraordinary circumstances do not require advance approval, and may exceed the allowable maximums. Such expenses are otherwise eligible for reimbursement subject to the same terms and conditions set forth above.
5. Subject to and consistent with the foregoing terms and conditions, the following maximum rates and procedures are established:
  - a. to be authorized for official College travel, an individual must file a travel request **advance** form with the appropriate **assistant provost, provost**, or vice-president a minimum of two (2) weeks in advance of the travel when possible. **Vice-presidents or the Provost** must receive approval from the President for out-of-district travel when possible.
  - b. Travel by an employee of the College must be consistent with budgeted funds for travel purposes.
  - c. The employee will be reimbursed at the current Internal Revenue Service approved rate for travel by private automobile; fully reimbursed for traveling tax exempt by public transportation; and reimbursed for all reasonable lodging expenses during travel. When choosing mode of travel, employees shall choose the least cost mode of travel. If a mode of travel is chosen other than least cost, the employee shall reimburse the College for the difference. Reimbursement to the employee for travel expenses shall be based upon the least cost mode of travel.
  - d. Receipts are required for lodging and public transportation expenses. Expenses are to be reported on the College **travel** voucher, which is to be filed within thirty (30) days of the travel.
  - e. Employees traveling outside of the College's district will receive per diem at a rate equal to or less than the federal published Continental US (CONUS) per diem rate per whole and partial days. The rate will be established by administrative procedure. For the purposes of per diem calculation, a whole day is a day between two (2) overnight stays. A partial day is any day with an overnight accommodation on only one end of the day or no overnight accommodation at all. The fixed per diem rate is intended to provide for meals, tips, and related items. Meal charges for out-of-district travel charged to a P-Card shall disqualify the traveler for per diem during the day the P-Card is used.
  - f. Travel advances will be authorized in accordance with these guidelines. The total cost must exceed \$50 before an advance will be made. Advances will not be issued more than fifteen (15) days prior to the travel commencing. Payments for public transportation, lodging deposits or registration fees due more than fifteen (15) days in advance may be requested as a direct payment to the vendor or handled on a reimbursement basis.
  - g. For the purposes of this policy, the stated maximum aggregate expense for meals, travel and lodging for any single event is ~~\$2,500~~ **\$3,500** per person.

ADOPTED: APRIL 1, 1980

AMENDED: JULY 1, 1980; MARCH 13, 1989; JULY 14, 1992; JUNE 22, 2010 TO BE EFFECTIVE JULY 1, 2010; JUNE 28, 2011; JANUARY 24, 2017; **OCTOBER 25, 2022 (TENTATIVE)**

REVIEWED: NOVEMBER 7, 2016; **SEPTEMBER 15, 2022**

LEGAL REF.: 50 ILCS 150

CROSS REF.: ADMINISTRATIVE PROCEDURE 742

## Administration of the Freedom of Information Act

8431

### The Board of Trustees recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act (FOIA).

Any person seeking records from John A. Logan College may submit their request in writing or electronically to the John A. Logan College FOIA Officer. All requests will be processed in accordance with the provisions of the Illinois Freedom of Information Act.

### **Details from this policy will be updated and transferred to Administrative Procedure 818:**

John A. Logan College will use the following procedures in an effort to provide information to the public under the requirements of Illinois Revised Statutes, Chapter 116, Section 206, et seq. (Freedom of Information Act):

1. Any person seeking electronic or other records from John A. Logan College may do so by contacting the Office of the President of John A. Logan College at **700 Logan College Road**, Administration Building, Carterville, Illinois, 62918. Requests will be processed in accordance with the provisions of the Freedom of Information Act. In order for requests to be processed, the College requires that the request be received in writing and include, at a minimum, the information listed below:
  - a. the name, address, and phone number of the requestor.
  - b. a description of the information requested.
  - c. an indication of whether the records are to be inspected at the College offices or mailed to the requestor and, if mailed, whether or not such copies are to be certified or handled in any other special way.
  - d. the date of the request and when a response to the request is desired or required.
2. All requests to provide this information must be submitted in letter form to the Office of the President of the College and must be signed by the requestor.
3. Records that are requested and approved for release may be inspected at the College administration building, Office of the President, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except on designated holidays or other times when the College offices are officially closed.
4. Records which are stored and retrieved by electronic data processing means will be printed, as appropriate, and provided to the requestor. If information is requested on a disk or tape format, the requestor must furnish a disk or tape to the College.
5. Information requests that necessitate special computer analyses or other interpretation will be handled within a time frame determined to be appropriate by the President of the College.
6. Computerized and paper copy unit record data containing information on individuals (student enrollment and completion records and faculty and staff records, for example) will be provided as appropriate under state and federal law under the following conditions:
  - a. there is written agreement from the requestor that the data will be used only for specified research purposes.
  - b. there is written agreement for the requestor that the data will not be provided to a third party.
  - c. record identifiers (social security numbers) will be removed before records are released by the College unless the data release is covered under the Family Educational and Privacy Act, 20 U.S.C. Section 1232g (b) (1). This section indicates that records may be disclosed to "other school officials, including teachers within the educational institution or local educational agencies,

“who have been determined by such agency or institution to have “legitimate educational interests.”

7. All data provided in whatever format will be provided to the requestor on the basis of cost of time and material to prepare the data. The cost will be determined on the basis of current costs of labor and material as determined by the College business office at the time of the request.

ADOPTED: SEPTEMBER 10, 1990

AMENDED: SEPTEMBER 30, 2016; **OCTOBER 25, 2022 (TENTATIVE)**

REVIEWED: **SEPTEMBER 15, 2022**

LEGAL REF.:

CROSS REF.: BOARD POLICY 8430 AND ADMINISTRATIVE PROCEDURE 309