

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, October 25, 2022, commencing at 6:00 p.m. The meeting was open to the public and available via Zoom.

The meeting was called to order by Chairman Bill Kilquist.

The Chairman directed the recording secretary to call the roll.

Rebecca Borgsmiller	-- present
Brent Clark	-- present
Bill Kilquist	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- not present
Aaron R. Smith	-- present
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 Women's Volleyball would open as the number two seed in the Region 24 tournament. Women's Basketball will open at Mineral Area College on November 1, and the Men's Basketball team will have their home opener against Indian Hills on November 9.

C. Building, Grounds, and Safety Committee

Chairman Bill Kilquist reported that the Board Building and Safety Committee met on October 25. The Capital Development Board rejected the Elevator & Mezzanine Project bid that was \$900,000 over the project estimate. Redesign work will begin to decrease the scope and cost of this project. BHDG Architects are reviewing Protection, Health, and Safety projects for FY24. The Pedestrian Pathway project should wrap up on November 3, and the FY23 power washing phase, including the Communication Building and both courtyards, is complete. Additional sections of the campus will be included in future phases.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that policies presented in September for first reading are on the agenda for final approval, with the exception of Board Policy 7370, Tuition Waiver. The Board Policy Committee and President tabled revisions to this policy to gather additional information. The Committee will meet again on November 2.

E. Budget and Finance Committee

No report.

F. Integrated Technology Committee

No report.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Aaron Smith reported that he would attend the ACCT National Conference on October 26 with Trustees Borgsmiller and Rendleman. Mr. Smith will represent ICCTA as the voting delegate for the ACCT Board of Directors.

H. John A. Logan College Foundation

No report.

G. Student Trustee

Student Trustee Jeremiah Brown reported that a Lunch with Leaders would be held on November 2. He also thanked Trustee Poshard for the opportunity to attend the dedication ceremony for the Glenn Poshard Transportation Center.

FACULTY ASSOCIATION REPORTS

A. Faculty Association Report

Association President Jane Bryant thanked President Overstreet and the Board Policy Committee for considering employee comments regarding the Tuition Waiver policy revisions. She is looking forward to the first winter session and is hopeful this will provide a good opportunity for students.

B. Adjunct Faculty Association – No report.

C. Logan Operational Staff Association Report – No report.

EXECUTIVE LEADERSHIP REPORTS

FY23 Financial Update

Vice President Stacy Buckingham reported that the College had received regular state payments from July through October, which totaled \$1.2 million for base operating grants and \$2.1 million for equalization. The College also received property tax revenue from William and Jackson counties in September and October. Ms. Buckingham noted that the College's tuition and fee revenue at the end of September is up by 17 percent, which equates to 51 percent of the budgeted tuition revenue. The College has expended 24 percent in operating expenses, with 25 percent of the year completed.

Student Life Activities

Provost Melanie Pecord reported that 52 students attended the first day of the Subs and Scholarship event sponsored by the Foundation. The Financial Aid Office hosted a FAFSA Completion Drive to assist students in completing their FAFSA application for next year. Upcoming Student Life Activities include the Applied Tech Day, Eight Grade Career Fair, and a men's and women's basketball tailgate.

High School Partners Breakfast

The Office of College Readiness and Student Life hosted a High School Partners Breakfast to introduce our new staff and provide Student Affairs updates. The Electronics Program was highlighted at this event and included four students from the program who shared their experiences at John A. Logan College.

College Bridge Program

Provost Pecord reported that the College Bridge Program, funded through an ICCB grant, is designed to help students transition to college. Coordinator Phillip Brewer will work with high school counselors to identify a cohort of 50 students for fall and spring. Students will earn credit for ORI 100 upon completing the summer bridge program.

Spring 2023 Course Offerings

The College will offer the first online winter session from December 16 through January 6. Students can earn up to 16 credit hours in an evening hybrid cohort offered one night a week for eight-week sessions. The College also offers a 12-week late start cohort with a combination of class modalities, including face-to-face, hybrid and online.

Nursing Trick-or-Treat Event

Approximately 200 children attended the first annual Not-So-Scary Trick or Treat. This was a free event led by JALC nursing students and provided attendees with age-appropriate activities. Several departments donated candy and prizes for the event, and plans are underway to continue this event next year.

STEM Day

Provost Pecord reported that approximately 100 students from Carbondale, West Frankfort, Johnston City, Eldorado, Agape High School, and Brehm Preparatory School participated in break-out sessions about biology, chemistry, and physics during the annual STEM Day on October 14.

Artwork of Aldon Addington

President Kirk Overstreet reported that the College purchased two Aldon Addington art sculptures funded through the Fred and Blanche Sloan Art Endowment. The permanent fixtures will be installed using students from the Welding, Construction Management, and Highway Construction Programs. A reception to unveil these pieces and a gallery display of the Art of Aldon Addington will be held on November 5.

Pedestrian Pathway and Bike Path Dedication

The College will hold a dedication ceremony for the Pedestrian Pathway and Multi-Use Trail on Tuesday, November 22, at 4:00 p.m. at the Bell Tower.

Hiring Timelines

President Overstreet distributed a detailed hiring timeline for the provost, vice president for business services, and assistant vice president for human resources positions.

All Administrator's Team Meetings

President Overstreet reported that 45 employees attended the first All Administrator's Team meeting, which will be held monthly to keep the lines of communication open across campus.

PRESIDENT CABINET REPORTS

Snack Locker Update

Assistant Provost Christy Stewart introduced Ashleigh Couty and Melissa Luttenbacher, who developed the idea for the Snack Locker after attending a Food Security Summit. A committee was formed to implement this idea, and funds for the initial setup were secured through a Foundation Campus Grant. The Snack Locker provides on-the-go, non-perishable breakfast, lunch, and dinner items and has served over 300 students between September 19 and October 25. John A. Logan College student Josh Starks expressed his appreciation to the Board of Trustees and shared how this Snack Locker was an essential part of his day.

Long-Range Strategic Plan

Assistant Vice-President Jordan Mays reported that action steps and tactics were assigned to strategies linked to the FY23 institutional goals and pillars within the Long-Range Strategic Plan. He provided a sample document that will be used to report the percentage of completion for each pillar and institutional goal. There was some discussion on what percentage of completion would be considered successful. Jordan will develop a threshold and include this in the quarterly reporting. President Overstreet added that PACE and CCSSE Surveys would be utilized to gather information from internal stakeholders and students.

Parking Lot Renaming

Assistant Vice-President Jeremy Sargent reported that a Taskforce was formed to research the naming of parking lots to create effective wayfinding for students, patrons, and employees. Based on this research, the Taskforce determined that the most effective naming for a campus our size is by color. Mr. Sargent presented a diagram indicating the colors assigned to each of the seven parking lots at the College. The lots will be identified using homogeneous colored banners that will also include the spelling of the color for individuals with color blindness.

PRESENTATIONS – None.

INFORMATIONAL ITEMS

A. Computer Replacements for Offices and Labs

Assistant Vice-President Scott Elliott reported that as part of the standard computer replacement cycle, FY23 budgeted institutional funds (\$175,049) and student technology fees (\$116,704) were utilized to purchase 82 office computers and 150 lab computers.

B. Resignations and Retirements

President Overstreet accepted the retirement of Cheryl Thomas, professor of biology, effective August 1, 2024, and accepted a change in retirement date for Beth Porritt, coordinator of academic student testing, effective January 1, 2023.

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 – F were presented for approval:

A. Jenzabar Communications Plus

Approved a contract for Jenzabar Communications Plus for the period through June 30, 2024, in the amount of \$50,950, which includes \$9,250 for setup and configuration.

B. Resolution for Veteran's Appreciation Event

Chairman Kilquist read the resolution to name the annual Veteran's Appreciation Event in honor of Lieutenant Dan E. Finke, who passed away on September 17, 2022. The Board approved naming the event the Lieutenant Dan E. Finke Memorial Veteran's Appreciation.

C. Personnel Action Items (Appendix A)

Approved the employment and ratification of the personnel recommendations of President Kirk Overstreet.

D. Expenditure Report

Approved the Expenditure Report for the period ending September 30, 2022.

E. Treasurer's and Financial Report

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

F. Board Minutes

Approved the minutes of the September 27, 2022, regular meeting.

Aaron Smith and Glenn Poshard moved and seconded that the Board of Trustees approve Consent Agenda Items A – F, as presented.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4286)

OLD BUSINESS

A. Board Policy Revisions for Final Action

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

- 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

Upon review of comments received from employees and legal counsel, the Board Policy Committee and the President tabled revisions to Board Policy 7370, Tuition Waivers, for further consideration.

Rebecca Borgsmiller and Glenn Poshard moved and seconded that the Board of Trustees approve the policy revisions, with the exception of Board Policy 7370, Tuition Waivers.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4287)

ANNOUNCEMENTS

None.

ADJOURNMENT

Mandy Little and Aaron Smith 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 #16-4288)

The meeting was duly adjourned at 7:16 p.m.

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



William J. Kilquist, Chairman



Jacob "Jake" Rendleman, Secretary

APPENDIX A

A. Full-Time Professional Staff			
Name	Position	Salary	Effective Date
Brandi Aken	Early Childhood Access Consortium for Equity (ECACE) Mentor/Coach (Grant)	\$42,250	10/10/22
Philip Brewer	College Readiness Coordinator (Temporary, Grant)	\$49,999	10/17/22
Phillip Lane*	Manager of Digital Communications	\$59,979	11/01/22
<i>* Title and salary adjustment for Phillip Lane per his updated job description.</i>			
B. Part-Time Staff			
Name	Type	Effective Date	
Levi Ford	Adjunct Faculty Substitute (Diagnostic Medical Sonography)	09/22/22	
Krystal Hudson	Logan Academy Instructor (Grant)	10/18/22	
Aimee Lemrise	Adjunct Faculty (Geography)	08/17/22	
Shanda Sylwester	Logan Academy Literacy Counselor (Grant)	10/03/22	
Cheryl Thomas	Community Education Instructor	10/17/22	
Airan Wells	Adjunct Faculty Substitute (Dental Assisting)	09/19/22	
C. Volunteers			
Name	Type	Appointment	
Michele Whitlock	Purdy School Volunteer	09/17/22	