

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, January 24, 2023, 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	-- not 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

Chairman Kilquist congratulated Michelle Hamilton on her appointment as Chair of the Marion Chamber of Commerce.

B. Athletics Advisory Committee

Trustee Brent Clark reported that softball and baseball were gearing up for season openers in Pensacola, Florida. Volleyball is busy recruiting local southern Illinois athletes for 2024. The men's basketball team is ranked seventh in the country, and seven women's basketball team players have a 3.0+ GPA.

C. Building, Grounds, and Safety Committee

No report.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that the Committee met on January 12 and unanimously agreed to bring six policy revisions to the Board for the first reading. She noted that the tuition waiver policy was first presented in November but was adjusted based on employee feedback received. Trustee Clark added that the tuition waiver cap was discussed across campus and revised for this reading.

E. Budget and Finance Committee

Trustee Aaron Smith reported that the Budget and Finance Committee met on January 23 with Kemper CPA auditors to discuss the FY 2022 Audit Report. He noted that it was a clean audit, and the auditors did not identify any deficiencies in internal control. Financial highlights included an increase in the College's net position of \$8.8 million. Trustee Smith noted that while this may have resulted from the emergency relief funds received, the College's current net position is very good. The College retired nearly \$4 million in debt during this audit year, and the long-term debt obligation schedule is projected to remain flat for the next four years. The College is well within the legal debt margin as of June 30, 2022, and no investments were exposed to custodial credit risk. Trustee Smith concluded that this audit reflects the College's sound financial management.

F. Integrated Technology Committee

No report.

G. Illinois Community College Trustees Association (ICCTA)

Trustee Aaron Smith reported that he and Trustee Little would attend the National Legislative Summit in February and have a report at the next meeting.

H. John A. Logan College Foundation

No report.

G. Student Trustee

Student Trustee Jeremiah Brown reported that Student Senate members discussed topics for future student surveys.

FACULTY ASSOCIATION REPORTS

A. Faculty Association Report

Faculty Association President Jane Bryant reported that faculty negotiations would start in February. She also distributed information regarding the Spring 2023 Civic Leadership Academy events sponsored by the JALC Political Science Club.

B. Adjunct Faculty Association – No report.

C. Logan Operational Staff Association Report – No report.

EXECUTIVE LEADERSHIP REPORTS

FY 2022 Audit

Vice-President Stacy Buckingham expressed her appreciation to Controller Kara Bevis and all the staff involved in the audit. The College has had a good engagement with Kemper CPA Group for four years and will be proceeding with a Request For Proposals (RFP) for audit services this year in accordance with Board Policy.

Financial Report

Vice-President Stacy Buckingham reported that budgeted revenues are on track. At the end of December, the College had received 50 percent of state funding and almost \$200,000 in interest revenue for operating funds. Property taxes are up from last year by \$500,000 between local and corporate personal property taxes. Expenses are running at 46 percent of budgeted expenditures at 50 percent of the year.

Provost Report

Provost Dr. Melanie Pecord reported that the spring semester was off to a great start, and planning is underway for the summer and fall schedules.

President's Report

President Kirk Overstreet reported that the organization is coming together well, and the state of the College is solid. Changes to Student Affairs over the last year have concluded, and a few minor adjustments are forthcoming to the Academic Affairs area.

President Overstreet acknowledged the tragic incident on January 6 at a neighboring business that enforced a lockdown for the College. That situation allowed us to identify gaps that will be corrected in the future.

The College currently has a Provost search that just closed, and the search for a Chief Financial Officer and Assistant Vice-President for Human Resources will begin in the next two weeks. These will be significant positions and decisions for the College.

PRESENTATIONS

Support for a General John A. Logan Commemorative Stamp

Chairman Kilquist introduced Michael Jones, friend, and supporter of the history and memory of General John A. Logan. Mr. Jones shared historical information on General John A. Logan and his evolution, making him the north's most successful political general. He noted that at the end of Logan's life, Frederick Douglas placed him as a champion of African American equality. In addition, General Logan founded Memorial Day as a National Holiday, and it is this legacy that Mr. Jones requests support from the College to petition the Citizens Stamp Advisory Committee to issue a commemorative stamp in his honor. He distributed materials that would be submitted to the Citizens Stamp Advisory Committee, including a biography of Logan, the evolution of General Logan, and Logan's Memorial Day declaration.

Chairman Kilquist motioned, and Trustee Aaron Smith seconded that the Board of Trustees support the efforts of Mike Jones to memorialize General John A. Logan with a commemorative stamp.

Upon roll call, all members present voted Yes.
(Resolution #16-4292)

FY 2022 Audit Report Presentation

Kemper CPA auditors Kimberly Walker and Ashley Norten presented the FY 2022 Audit Report to the Board of Trustees that issued an unmodified or clean opinion and disclosed no instances of noncompliance or other matters. No findings were noted related to internal controls and financial statements as required to be reported under Government Auditing Standards.

Ashley Norton reported that two findings were issued on the Internal Control and Compliance for Each Major Federal Program Report; however, the opinion on each major federal program was not modified with respect to these findings. The first finding related to Enrollment Reporting, where two students were reported as dropped when they should have been reported as withdrawn, and one student was missed being reported to the Clearinghouse. The second finding was related to Controls Over Student Financial Assistance – Disbursements to Students. During the testing, it was noted that three students' refunds were not processed within the required 14 days. The cause identified was the Bursar Office was using a report that only identified students with credit balances of \$5 or more, and the requirement is to refund a balance of \$1 or more. Ms. Walker concluded that there were no repeat findings from last year's audit, and the issues identified were corrected while they were on campus.

Long Range Strategic Plan – Second Quarter Update

Assistant Vice-President for Institutional Effectiveness and Research Jordan Mays provided the second quarter update for the Long Range Strategic Plan. At the end of the second quarter, percentages of completion include Student Success (31%), Arts, Culture, and Community Engagement (28%), Regional Career and Economic Development (33%), and Organizational Culture (33%). The percentage of completion for the Institutional Goals ranged from 25 percent to 37 percent. Mr. Mays commented that the plan started late in the year, and the percentages aligned with completion by the end of the year.

Enrollment

Mr. Mays presented tenth-day enrollment numbers for Spring 2023 compared to Spring 2022, based on degree-seeking, non-degree-seeking, and dual credit/dual enrollment student categories. Spring-to-spring comparisons for degree-seeking students increased by two percent in credit hours (447 credit hours) and a 1.2 percent headcount. Spring-to-spring comparisons for all categories dropped in headcount by seven percent and credit hours by five percent. Mr. Mays noted that approximately 1,400 credit hours for dual credit students, traditionally entered during spring semesters, had been entered in the Fall of 2022. Mr. Mays also compared summer, fall, and spring combinations with projected end-of-term numbers for spring. He concluded that at this point, the College is on target to meet its goal of a one percent increase in credit hours.

INFORMATIONAL ITEMS

- A. President Overstreet accepted the retirement request of Ms. Kathi Kibler, Professor of Psychology, effective June 1, 2023.
- B. President Overstreet accepted the resignations of Katherine Mays, Logan Academy Counselor, and Rose ann Stewart, Coordinator of Educational Resources and Services, effective January 2, 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 – Q were presented for approval.

A. FY 2022 Annual Audit

Approved the FY 2022 Annual Audit.

B. Banking Services Renewal

Approved Banterra Bank as the banking services provider for John A. Logan College from July 1, 2023, through June 30, 2025.

C. Lift Station Cabling Installation

Awarded the bid for a Lift Station Cabling installation project to FW Electric, Inc., as the sole qualified and responsible bidder for \$34,300.

D. Player Development Center and Locker Room Project

Approved a Player Development Center and baseball/softball locker room project funded through the Harrison Bruce Foundation Grant and authorized administration to enter the design phase with BHDG Architects.

Head Baseball Coach Kyle Surprenant added that the College had received a generous donation of \$2.375 million from the Harrison Bruce Foundation to build a Player Development Center for baseball and softball. The vision for this project includes a 12,0000 square-foot indoor facility with 8,800 square feet of turf and drop-down dividers for netting, allowing six batting cages. Mr. Surprenant added that the goal consists of player development for current and future student-athletes and a facility that would also serve the community.

E. Vivid Ultrasound Machine

Approved the purchase of a Vivid Ultrasound machine for \$48,920.18 with funds from the Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant.

F. G-Wing First Floor Renovation

Contingent upon the release of Capital Development Board funds, the Board approved the College to proceed with the G-Wing First Floor Renovation project and utilize bond proceeds for the College's estimated 25% matching requirement of \$650,000.

G. Clearwave Fiber Agreement

Approved a 36-month agreement with Clearwave Fiber to provide internet connectivity and B1 telephone line services.

H. Digital Signage Project

Approved a Digital Signage Project for the main campus, including the purchase of the required software and hardware components along with a bid/quote process for the labor portion of the project not to exceed a cost of \$60,000.

I. Anthology Assessment Software

Approved the purchase of Anthology Outcomes Assessment Software through November 30, 2026, at \$66,885 to be disbursed over the next three years.

J. Joint Agreement for Dual Credit Educational Cooperation

Approved the Joint Agreement for Dual Credit Educational Cooperation between Southeastern Illinois College District #533 and John A. Logan College District #530, effective Fall 2022 through Spring 2023.

K. Logan Operational Staff Association Contract

Approved the revised collective bargaining agreement, including new employment categories, salary ranges, and salary structure for FY24, effective January 1, 2023, through June 30, 2024.

L. Personnel Action Items

Approved the personnel recommendations of President Kirk Overstreet.

M. Semi-Annual Review of Closed Session Minutes

Accepted the recommendation of legal counsel that none of the closed session minutes reviewed through October 25, 2022, be made available for public inspection at this time.

N. Expenditure Lists

Approved the expenditure lists for the periods ending November 30, 2022, and December 31, 2022.

O. Treasurer's and Financial Reports

Approved the Treasurer's and Financial Reports for the periods ending October 31, 2022, and November 30, 2022.

P. Content of Closed Session Minutes

Approved the content of the closed session minutes of November 22, 2022, but these said minutes are not available for public inspection at this time.

Q. Meeting Minutes

Approved the minutes of the November 22, 2022, regular meeting of the Board of Trustees.

Aaron Smith and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda Items A – Q, as presented.

Upon roll call, all members present voted Yes. Motion carried.
(Resolution #16-4293)

NEW BUSINESS

A. Authorization of Letter of Support for the General John A. Logan US Postal Stamp

This item was approved after the presentation by Michael Jones.

B. Southern Illinois Collegiate Common Market

President Overstreet reported that the College had been engaged with the Southern Illinois Collegiate Common Market since 1973. In 2014, the Illinois Community College CAREER Agreement allowed students to enroll in programs not taught on the JALC campus across the state, making the affiliation with SICCM redundant. The cost of continuing this affiliation and continued low enrollment in the three programs offered deem it necessary for the College to dissolve its partnership.

Mandy Little and Aaron Smith moved and seconded that the Board of Trustees authorize President Overstreet to begin the withdrawal and/or dissolution of SICCM in conjunction with Shawnee Community College.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4294)

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

The Board Policy Committee met on January 12, 2023, and recommended revisions to the following policies for the first reading:

- 5272 – Sick Leave
- 7180 – Debt Collection
- 7332 – Pre-Registration Tuition and Fees
- 7370 – Tuition Waivers
- 8243 – Dual Credit
- 8239 – Early College (*new*)

The revisions will be made available to College employees for input and presented to the Board for final action in February.

EXECUTIVE SESSION – None.

ANNOUNCEMENTS

Assistant Provost Christy Stewart announced that the College was taking donations for a Career Clothing Closet.

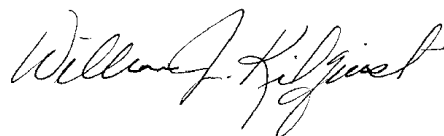
ADJOURNMENT

Mandy Little and Brent Clark 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 #16-4295)

The meeting was duly adjourned at 7:13 p.m.

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



William J. Kilquist, Chairman



Jacob "Jake" Rendleman, Secretary

APPENDIX A

A. Full-Time Operational Staff			
Name	Position	Salary	Effective Date
Kathy White	Administrative Assistant 2	Per Contract	02/01/23
B. Part-Time Staff			
Name	Type	Effective Date	
Nikki Brooks	Adjunct Faculty (Psychology)	01/09/23	
Missy Brown	Adjunct Faculty (Early Childhood Education)	01/09/23	
Glenda Hall	Adjunct Faculty (Early Childhood Education)	01/09/23	
Jessica Mardirosian	Adjunct Faculty (Nursing)	01/09/23	
Amy Miller	Adjunct Faculty (Interpreter Preparation)	01/09/23	
Scott Skeate	Adjunct Faculty (Electronics)	01/09/23	
Anthony Zarinana	Adjunct Faculty (Communication)	01/09/23	
Jennifer Williams	Community Education Instructor (Logan Fitness)	01/17/23	
Aubrey Wooten	Community Education Instructor (Logan Fitness)	01/17/23	
Autumn Dowdy	Fitness Desk Attendant	11/02/22	
Mike Mooneyham	Interim Men's Golf Coach (Stipend)	01/01/23	
Joshua Starks	JALC Ambassador (Part-time, Temporary, Grant)	12/16/22	
C. Volunteers			
Name	Type	Appointment	
Deborah Horn	Purdy School Volunteer	02/01/23	