



# 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 November 28, 2023.  
The Board approved Consent Agenda items A – N and the Board Policy Revisions presented in 9.A.

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#### **7. INFORMATIONAL ITEMS (No Action)**

- A. Personnel

#### **8. CONSENT AGENDA (Roll Call Vote)**

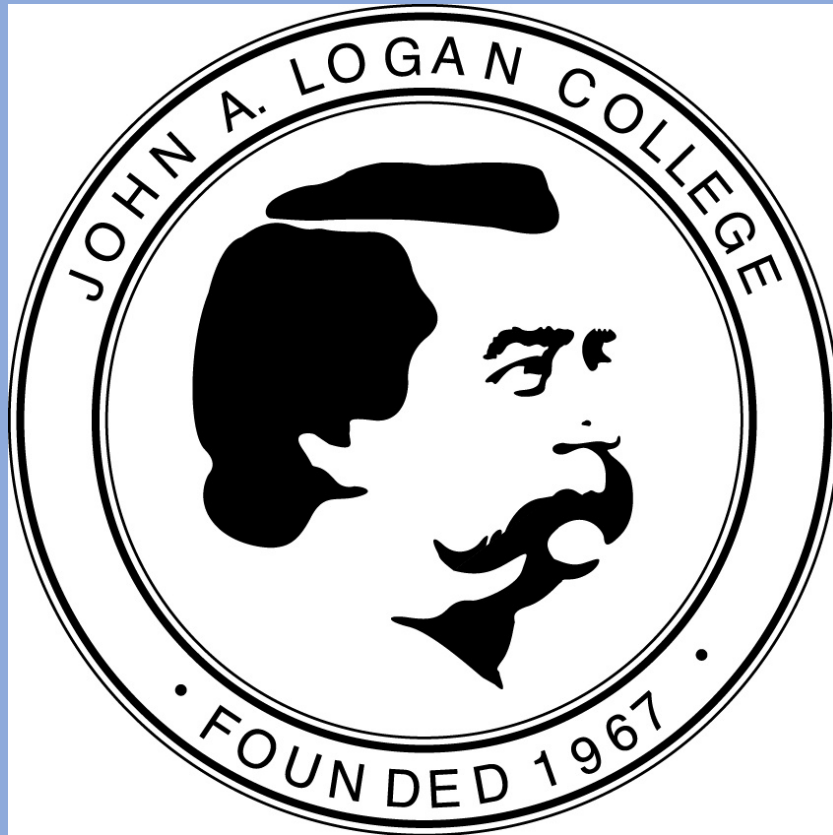
- A. Student Laptop Purchase
- B. 2023 Tax Levy Resolution
- C. Protection, Health, and Safety Projects
- D. Education Authorized Agent for Trust Accounts
- E. Amendment to C & E Wing Renovation Project Trust
- F. Renewal of Desire2Learn
- G. Janitorial Services for West Frankfort and DuQuoin Extension Centers
- H. Personnel Action Items
- I. Expenditure Report for the period ending October 31, 2023
- J. Treasurer's and Financial Report for the period ending September 30, 2023
- K. Minutes of the October 24, 2023, Regular Meeting
- L. Minutes of the November 6, 2023, Special Meeting
- M. Minutes of the November 9, 2023, Continued Meeting
- N. Content of the Closed Session Minutes of November 6 and November 9, 2023

#### **9. OLD BUSINESS**

- A. Board Policy Revisions for Final Action

# Informational Item 7.A

## Personnel



**JOHN A. LOGAN COLLEGE  
INFORMATIONAL ITEM**

**7.A – Personnel**

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**1. RETIREMENTS**

A. David Cochran, Professor of History, effective August 1, 2025.

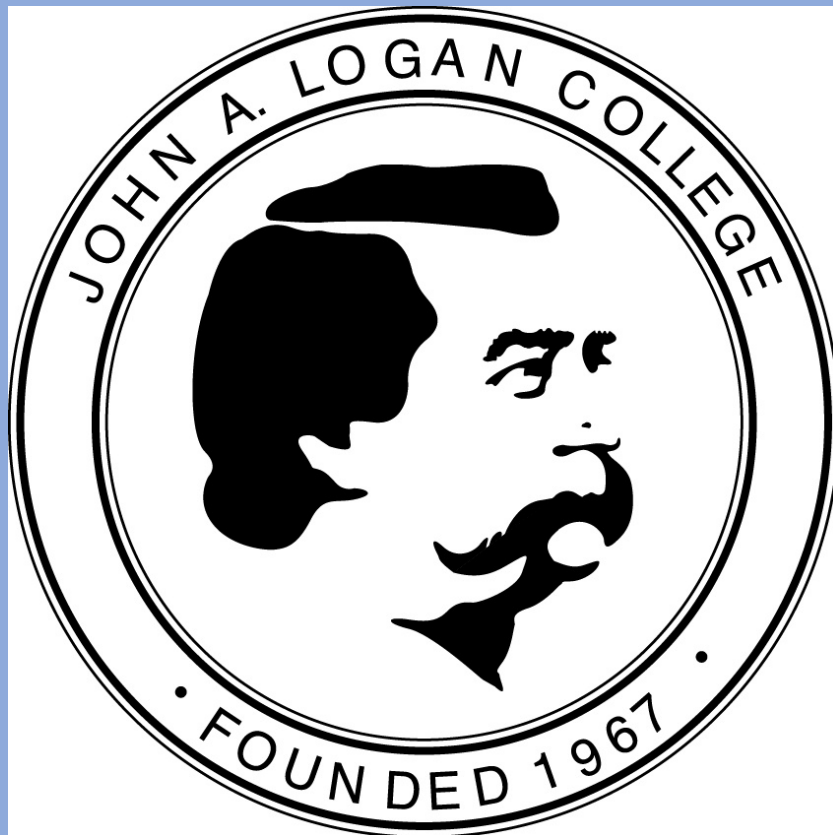
**2. RESIGNATIONS**

A. Dr. Laura O’Connell, Assistant Professor of Biology, effective December 31, 2023.

**Staff Contact:** President Kirk Overstreet

# Consent Agenda Item 8.A

## Student Laptop Purchase



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

**8.A – Student Laptop Purchase**

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**1. REASON FOR CONSIDERATION**

The Pipeline for the Advancement of Healthcare Workforce Program (PATH) Grant has budgeted and been approved to purchase 50 laptop computers for health science and nursing students in the classroom setting. These laptops will be utilized in the classroom for taking quizzes and exams. Laptops are essential in the classroom because state board licensure exams are computerized.

**2. BACKGROUND INFORMATION**

The PATH Grant supports programs in the health science and nursing pathways for students to advance their careers in the healthcare industry. This grant helps to address the shortage of workers that have been exasperated by the COVID-19 pandemic.

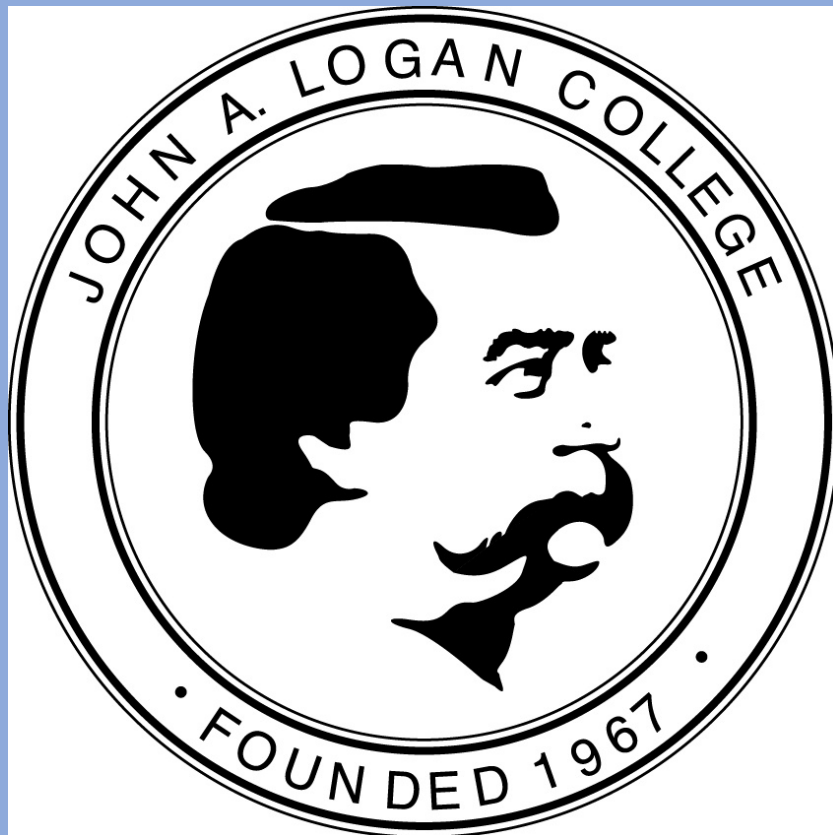
**3. RECOMMENDATION**

That the Board of Trustees approves the purchase of 50 laptop computers and 50 adapter power cords provided through Dell Technologies for \$39,744.00.

**Staff Contact:** Dr. Kristin Yosanovich, Dean of Health Sciences and Director of Nursing

# Consent Agenda Item 8.B

## 2023 Tax Levy



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

**8.B – 2023 Tax Levy Resolution**

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**1. REASON FOR CONSIDERATION**

That amounts in Certificate of Tax Levy be certified and returned to the County Clerks of Franklin, Jackson, Perry, Randolph, and Williamson Counties on or before the last Tuesday in December 2023, and that the Chairman and Secretary of the Board of Trustees certify the tax levy in the form and manner as prescribed by statute.

**2. BACKGROUND INFORMATION**

A proposed resolution for the 2023 tax year requests that \$6,687,862 be levied as a tax for educational purposes; that \$1,163,106 be levied as a tax for operations and maintenance purposes; that \$2,155,000 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$325,000 be levied as a special tax for Social Security and Medicare insurance purposes; that \$67,287 be levied as a special tax for audit purposes; and that \$1,143,360 be levied as a special tax for protection, health, and safety purposes, for a total of \$11,541,615. This represents a 3.66% increase over the previous year's extensions. Since the proposal is less than a 5.00% aggregate increase, a public hearing is not necessary to approve the proposed tax levy.

The estimated additional property taxes to be levied for debt service for the 2023 tax year are \$5,013,669. This makes a total of \$16,555,284 in estimated property taxes to be levied on an equalized assessed valuation of the taxable properties of said District for the year 2023, to be collected in the year 2024. The levy for the year 2023 will be allocated 100% to Fiscal Year 2025.

The College's prior 2022 tax rate was calculated at \$0.73200 by Williamson County. The proposed 2023 tax levy is anticipated to result in a levy rate of approximately \$0.71170 per \$100 of equalized assessed valuation. The final rates will be calculated by the individual counties after taking into consideration changes in EAV and the College's levy request and bond issues.

Attached documents:

- a. Tax Levy Resolution
- b. Certificate of Compliance with Truth in Taxation
- c. Certificate of Tax Levy

**3. RECOMMENDATION**

That the Board of Trustees adopt the attached 2023 resolution certifying the tax levy for Community College District No. 530 and that certificates of tax levy be properly filed so taxes can be extended and collected by the County Clerks of Franklin, Jackson, Perry, Randolph, and Williamson.

**Staff Contact:** Susan LaPanne, Ph.D., CPA – Vice President of Business Services/CFO

**JOHN A. LOGAN COLLEGE**  
Carterville, IL 62918

**TAX LEVY RESOLUTION**

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That **\$6,687,862** be levied as a tax for educational purposes; that **\$1,163,106** be levied as a tax for operations and maintenance purposes; that **\$2,155,000** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$325,000** be levied as a special tax for Social Security and Medicare insurance purposes; that **\$67,287** be levied as a special tax for audit purposes; and that **\$1,143,360** be levied as a special tax for protection, health, and safety purposes, for a total of **\$11,541,615** on an equalized assessed valuation of **the taxable properties of said District for the year 2023 to be collected in the year 2024; and that the levy for the year 2023 be allocated for Fiscal Year 2025.** This represents a **3.66% increase** over the prior year. Due to the proposal being less than a 5.00% aggregate increase, a public hearing was not necessary to approve the proposed tax levy.

The estimated property taxes to be levied for debt service and public building commission leases **for 2023 are \$5,013,669.** The estimated total property taxes to be levied **for 2023 are \$16,555,284.**

BE IT FURTHER RESOLVED that the secretary or his or her designee, of said Board of Trustees of Community College District No. 530 is hereby authorized and instructed to file certificates of tax levy in accordance with Chapter 122, Section 103.20.5 of the Revised Statutes of the State of Illinois with the County Clerks of Williamson, Jackson, Franklin, Randolph and Perry Counties, State of Illinois.

I HEREBY CERTIFY that the above Tax Levy Resolution was approved in public session by the John A. Logan College Board of Trustees, Community College District No. 530, meeting in regular session on November 28, 2023. FURTHERMORE, I CERTIFY that all provisions of Public Act 82-102 have been met, particularly Sections 4 through 7 of Public Act 82-102.

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William J. Kilquist, Chair  
Board of Trustees  
Community College District No. 530



CERTIFICATE OF TAX LEVY

Community College District No. 530 County(ies) Williamson, Jackson, Franklin, Randolph & Perry

Community College District Name: John A. Logan College and State of Illinois

We hereby certify that we require:

- the sum of \$ 6,687,862 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 1,163,106 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$                      to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 2,155,000 to be levied as a special tax for purposes of Local Governmental and Governmental Employees Tort Immunity Tax (745 ICLS 10/9-107), and
- the sum of \$ 325,000 to be levied as a special tax for Social Security and Medicare Insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 67,287 to be levied as a special tax for financial audit purposed (50 ILCS 310/9), and
- the sum of \$ 1,143,360 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$                      to be levied as a special tax for (specify)    purposes, on the taxable property of our community college district for the year 20       .

Signed this 28th day of November, 2023

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 4

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

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**(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)**

This is to certify that the Certificate of Tax Levy for Community College District No.                      County(ies) of                      and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20        was filed in the office of the County Clerk of this county on                     , 20       .

In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20        is \$                     .

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

**JOHN A. LOGAN COLLEGE**  
Carterville, Illinois 62918

**CERTIFICATE**

The undersigned, presiding officer of John A. Logan College District No. 530, counties of Williamson, Jackson, Franklin, Randolph, and Perry, and State of Illinois hereby certifies that I am the presiding officer of John A. Logan College District No. 530, and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provision of Section 18-60 through 18-85 of the "Truth in Taxation" law.

\_\_\_\_ The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

X The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

\_\_\_\_ The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

\_\_\_\_ The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

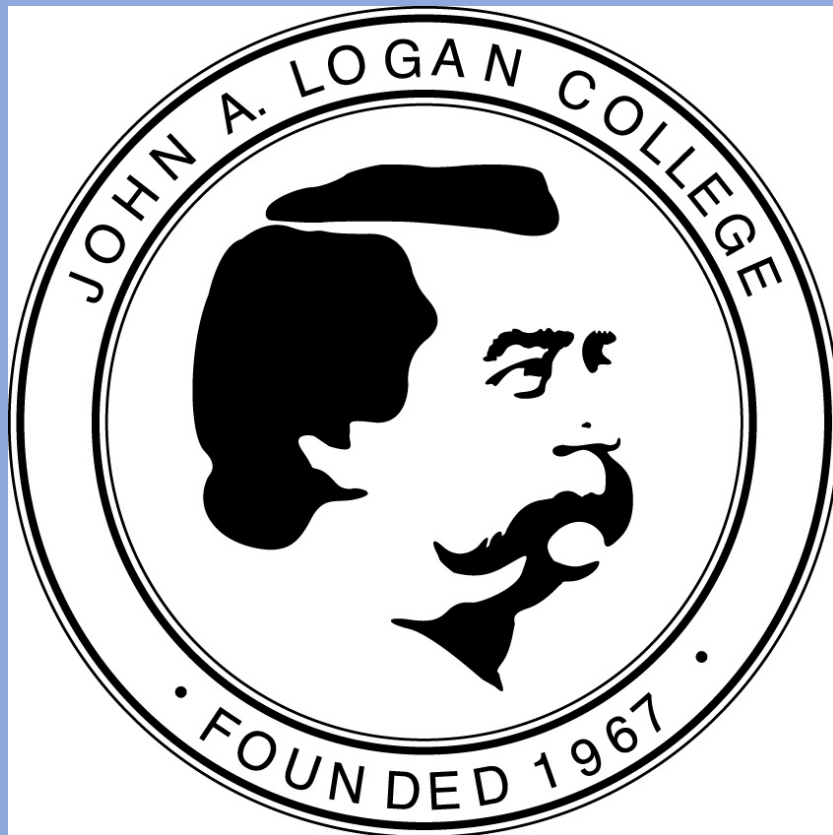
Date: November 28, 2023

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William J. Kilquist, Chair  
Board of Trustees  
Community College District No. 530

## Consent Agenda Item 8.C

### Protection, Health, and Safety Projects



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

**8.C – Protection, Health, and Safety Projects**

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**1. REASON FOR CONSIDERATION**

To bring anticipated Protection, Health, and Safety projects to be funded in the 2023 tax levy to the Board of Trustees.

**2. BACKGROUND INFORMATION**

The College previously levied for a steam boiler that is original to the construction of the building and beyond the expected useful life. The other boiler serving as a backup is also from the original construction and in similar condition. A failure would have a significant impact as it serves most of the campus for its heating needs. Repairs are no longer an option. The proposed newer boiler would meet the requirements of the 2018 IL Energy Conservation Code. The Boiler Replacement project with escalation costs, A/E fees, and a 10% contingency is estimated at \$1,194,525. The 2022 tax levy provided for \$325,011 toward the boiler. The 2023 tax levy will provide an additional \$869,514 to meet the revised cost estimate which has been updated by the College's architects.

After the levy for the boiler replacement, the remaining PHS funds of \$273,846 will be levied toward the Roof Replacement Project for the D Wing. The building's roof was replaced in the early 2000s with a TPO membrane roof. The current roof is out of warranty and is failing. Although there have been a number of temporary repairs made to extend the roof's life, it now needs to be replaced. The current estimate for this replacement is \$485,049. The estimate will need to be updated for the future 2024 levy year in order to secure the remaining funds.

**3. RECOMMENDATION**

That the Board of Trustees approve the PHS projects for the Boiler Replacement project and the D Wing Roof Replacement project as presented in the attached Capital Projects applications.

**Staff Contact:** Susan LaPanne, Ph.D., CPA  
Vice President of Business Services/CFO

Jeremy Sargent, NCARB, AIA  
Assistant Vice President of Capital Planning and Facilities Management

## CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # John A. Logan College #530

Contact Person Dr. Susan LaPanne Phone # 618-985-5340

Project Title D Wing Roof Replacement

Project Budget \$ \$485,049.29 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date 11/13/2023

### **Application Type (check the appropriate application type and follow instructions):**

- Site acquisition-- see ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here . (If this is a site acquisition and only land is being acquired ---no building--- then check here ) --complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application)
- Locally Funded New Construction--complete/submit Sections I and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety (PHS)--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

### **Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

- F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

## **Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes  No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

## **Section III**

- A. Submit the new square footage or the remodeled square footage allocation (*use Square Footage Summary Attachment*)

**Project Programmatic Justification  
and Scope of Work**

**INSTRUCTIONS FOR COMPLETION OF THE  
PROJECT PROGRAMMATIC JUSTIFICATION NARRATIVE**

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. For PHS projects, this section should primarily focus on and provide support for statutorily allowed expenditures for the protection, health and safety of faculty, students, staff, and visitors, fire protection/prevention systems, ADA accessibility, environmental protection, or a lawful order requiring the college to make improvements for the health and well being of faculty, students, staff and visitors. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. A PHS justification will focus on the allowable PHS activities/components and/or appropriate PHS authority. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish? PHS justification should include regulatory requirements (reference specific code requirements)
2. State how the project will meet the instructional objectives of the college.
3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)
  - a. What is the current utilization rate of space designated for this instructional/programmatic area?
  - b. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
  - c. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.
5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)



Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.

14,628 Square Feet of roofing surface to be replaced.

## **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

The D wing (building) was constructed in 1984 with a ballasted EPDM membrane roof. The original roof was replaced in the early 2000's with a TPO membrane roof. The current TPO membrane is out of warranty and is failing. Temporary repairs and membrane patches have been made to extend the life of the roofing system. Due to the roof membrane being out of warranty and failing a new roof is needed on this building.

**INSTRUCTIONS FOR COMPLETION OF THE  
SCOPE OF WORK NARRATIVE**

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.
2. How does the proposed project relate to other ongoing or proposed projects?
3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

## **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

The proposed project will remove the aged roof system and replace it with new insulation and a fully adhered TPO membrane roof meeting the requirements of the current Illinois Energy Code and the International Building Code.

## Attachment #1 Project Budget

**Check One: (LOCALLY FUNDED -other than Protection, Health, and Safety- see below)**

- New Construction
- Remodeling

**Project Name** D-Wing Roof Replacement

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project Name** D-Wing Roof Replacement

	Budget Amounts
Project Costs	\$404,204.41
Contingency	\$40,420.44
A/E Professional Fees	\$40,420.44
Total	\$485,049.29

## Attachment #2 Funding Source

**District/College Name** John A. Logan College #530

**Project Name** D Wing Roof Replacement

### Check the source(s) of funds:

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Fund name(s): \_\_\_\_\_

Bond Proceeds  
(including protection, health,  
and safety bonds)

Type of bond issuance(s): \_\_\_\_\_

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Tax rate/fiscal year: \_\_\_\_\_

Contract for Deed  
(ILCS 805/3-36)

Term of Contract for Deed in months: \_\_\_\_\_

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

Term of Lease in months: \_\_\_\_\_

Capital Renewal Funding

Proposed Fiscal Year Source(s): \_\_\_\_\_

**Attachment #3**  
**Locally Funded Project**  
 (other than a Protection, Health, and Safety Project—see separate form)

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

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I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.604.

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Architect/Engineer's Signature

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Date

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Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

## **Attachment PHS**

The following four pages should be submitted only with PHS applications, when applicable. Generally, the signature and certification page are submitted with every PHS Project Application. It is not necessary to submit with a project financed with other local tax dollars or other sources of funding even though the project may have structural integrity or energy conservation implications.



**Protection, Health, and Safety Signature/Certification Page**

	<u>Check if Applicable</u>
Budget Certification (see attachment, always required)	_____ x _____
Structural Integrity Certification (see attachment, if applicable)	_____
Energy Conservation Certification (see attachment, if applicable)	_____
Feasibility Study Identifying Need of the Project (district generated document)	_____
Other District Documentation to Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson


\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT****Budget and Certification**

Name and address of architect/engineer providing the estimate:

BHDG Architects, Inc.  
Hayley K. Grimes  
2008 W, Main St., Suite B  
Marion, IL 62959

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.608 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



\_\_\_\_\_  
Architect/Engineer's Signature

Date 11/9/2023

001.019982

Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Project Name: JALC D-Wing Roof Replacement

BHDG Architects

Estimator: Hayley Grimes

2024 LEVY / FISCAL YEAR 2025 PHS PROJ

**Division Summary (MF04)**

	Material	Labor	Equipment	Total	
01 General Requirements	\$ 9,935.72	\$ 36,400.84	\$ 3,812.00	\$ 50,148.56	27 Communications
02 Existing Conditions	\$ -	\$ -	\$ -	\$ -	28 Electronic Safety and Security
03 Concrete	\$ -	\$ -	\$ -	\$ -	29
04 Masonry	\$ -	\$ -	\$ -	\$ -	30
05 Metals	\$ -	\$ -	\$ -	\$ -	31 Earthwork
06 Wood, Plastic, and Composites	\$ -	\$ -	\$ -	\$ -	32 Exterior Improvements
07 Thermal and Moisture Protection	\$ 169,979.90	\$ 73,105.86	\$ 877.46	\$ 243,963.22	33 Utilities
08 Openings	\$ -	\$ -	\$ -	\$ -	34 Transportation
09 Finishes	\$ -	\$ -	\$ -	\$ -	35 Waterway and Marine Transporation
10 Specialties	\$ -	\$ -	\$ -	\$ -	36
11 Equipment	\$ -	\$ -	\$ -	\$ -	37
12 Furnishings	\$ -	\$ -	\$ -	\$ -	38
13 Special Construction	\$ -	\$ -	\$ -	\$ -	39
14 Conveying Equipment	\$ -	\$ -	\$ -	\$ -	40 Process Integration
15					41 Material Processing and Handling Equipm
16					42 Process Heating, Cooling & Drying
17					43 Process Gass & Liquid Handling
18					44 Pollution Control Equipment
19					45 Industry Specific Manufacturing Equipmen
20					46
21 Fire Suppression	\$ -	\$ -	\$ -	\$ -	47
22 Plumbing	\$ -	\$ -	\$ -	\$ -	48 Electric Power Generation
23 HVAC	\$ -	\$ -	\$ -	\$ -	Alternates
24					Trades
25				\$ -	Assemblies
26 Electrical	\$ -	\$ -	\$ -	\$ -	
	\$ 179,915.62	\$ 109,506.70	\$ 4,689.46	\$ 294,111.78	

**MF04 Bare Total**

**Material, Labor, and Equipment Totals (No Totaling Components )**

Material	\$ 179,915.62
Labor	\$ 109,506.70
Equipment	\$ 4,689.46
Subtotal	\$ 294,111.78
General Conditions, Bonds, Insurance (Total 3%)	\$ 8,823.35
Overhead and Profit (15%)	\$ 44,116.77
Escalation to Start of Construction (5.88%)	\$ 20,406.65
Design Contingency (10%)	\$ 36,745.86
<b>GRAND TOTAL</b>	\$ 404,204.41

## CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # John A. Logan College #530  
 Contact Person Dr. Susan LaPanne Phone # 618-985-8340  
 Project Title Boiler Replacement  
 Project Budget \$ 1,194,525.09 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2  
 Date 11-13-2023

### **Application Type (check the appropriate application type and follow instructions):**

- Site acquisition-- see ICCB administrative rule 1501.604 d) or g) for additional material requirements and check here \_\_\_\_\_. (If this is a site acquisition and only land is being acquired ---no building--- then check here \_\_\_\_\_) --complete/submit Sections I and II with additional material requirements (if acquisition includes remodeling or new construction then you should also check the other appropriate application type and include description in the narrative portion of the application)
- Locally Funded New Construction--complete/submit Sections I and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety (PHS)--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the three forms in the Architect Forms section of this manual. (Note: two of these should be completed by the architect.)

### **Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- C. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1--top half of form for any project except PHS and bottom half of form for PHS projects only*)
- E. Funding source (*use the appropriate format on Attachment #2*)

- F. Locally funded project budget and certification form (Attachment #3) OR Attachment PHS.

## **Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*) (*If land acquisition only then not necessary to complete this form*)

- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes  No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

## **Section III**

- A. Submit the new square footage or the remodeled square footage allocation (*use Square Footage Summary Attachment*)

**Project Programmatic Justification  
and Scope of Work**

**INSTRUCTIONS FOR COMPLETION OF THE  
PROJECT PROGRAMMATIC JUSTIFICATION NARRATIVE**

These instructions are intended to provide the college with a baseline of the type of information to describe the programmatic benefits of the proposed project. For PHS projects, this section should primarily focus on and provide support for statutorily allowed expenditures for the protection, health and safety of faculty, students, staff, and visitors, fire protection/prevention systems, ADA accessibility, environmental protection, or a lawful order requiring the college to make improvements for the health and well being of faculty, students, staff and visitors. The length of the programmatic description should reflect the magnitude and complexity of the proposed project. Descriptions of work to be performed should be addressed in the Scope of Work section.

A narrative setting forth the specific purposes for which the project is requested must be presented. The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected, and functional relationships between instruction and the project. A PHS justification will focus on the allowable PHS activities/components and/or appropriate PHS authority. To assist in the development of a clear and concise programmatic justification, the following questions are presented for consideration. A programmatic justification does not necessarily lend itself to a question and answer format. The programmatic justification narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What will the proposed project accomplish? PHS justification should include regulatory requirements (reference specific code requirements)
2. State how the project will meet the instructional objectives of the college.
3. How will the new or remodeled space better serve instructional/programmatic areas as compared to existing facilities?
4. What facilities are already available to meet the above-referenced objectives? (Should be reflected on the Square Footage Summary form if remodeling existing facilities.)
  - a. What is the current utilization rate of space designated for this instructional/programmatic area?
  - b. Why are existing facilities considered inadequate? Describe the condition of existing space designated for this instructional/programmatic area.
  - c. What factors are driving the need for new space? State the factors/conditions such as changes in enrollment patterns or enrollment mix, insufficient or inadequate types of space, an emerging local district issue/relationship/partnership, etc., which demonstrates programmatic need.
5. Is the project a part of the college master plan? (If not, explain why it is a priority and is the master plan being updated?)

Square footage discussed and explained in this section should also be reported on the Square Footage Summary form.



## **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

John A Logan's two existing Kewaunee boilers are original to the building construction and well beyond their useful and expected life. Many repairs have been made to these boilers over time to keep them operational. Due to the age of these boilers, they are becoming difficult to maintain. Failure of one or more of these systems would result in the inability to adequately control the interior conditions and environment of the spaces within the facility.

JALC proposes to remove and replace one of the two wetback steam boilers and replace with new equipment and associated controls.

These boilers serve the majority of the campus heating systems and failure of this boiler would be significant in the operational impact of the entire campus. The new boiler would provide higher reliability units meeting the 2018 Illinois Energy code, the 2018 International Mechanical Code, and the 2015 NFPA 101.

**INSTRUCTIONS FOR COMPLETION OF THE  
SCOPE OF WORK NARRATIVE**

These instructions are intended to provide the college with a baseline of the type of information to describe the construction/work elements of the project. The length of the scope of work description should reflect the magnitude and complexity of the proposed project. Descriptions of the programs residing in the effected space should be addressed in the Programmatic Justification Narrative section.

This narrative is a statement setting forth the proposed work and defining the design parameters. The scope of work narrative should explain the nature of the work to be performed, general building conditions, and a site analysis. To assist in the development of a clear and concise scope of work narrative, the following questions are presented for consideration. A scope of work narrative does not necessarily lend itself to a question and answer format. The scope of work narrative should provide answers to the following questions for ICCB staff to better understand the project and consider it for approval.

1. What does the project include? Clearly describe the site(s), building(s), room(s), structure(s), equipment, utilities, land, and site improvements (i.e. landscaping, parking lot areas/spaces) affected by this proposed project. Describe the project using the applicable budget categories listed in Attachment #1 Project Budget. Clearly identify the name and address of any structures included in the project.
2. How does the proposed project relate to other ongoing or proposed projects?
3. Are there any state or federal rules or regulations which may impact the project budget? (IEPA, Historic Preservation, etc.) If so, be sure that costs of compliance are included in the estimated project costs?

## **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

The proposed project will remove the one existing outdated, under performing, inefficient boiler and replace it with new, higher reliability unit meeting the 2018 Illinois Energy Code, the 2018 International Mechanical Code, and 2015 NFPA 101. Abatement of asbestos containing materials (ACM) will be required for removal of the existing boiler.

## Attachment #1 Project Budget

**Check One: (LOCALLY FUNDED -other than Protection, Health, and Safety- see below)**

- New Construction
- Remodeling

**Project Name** Boiler Replacement

	Budget Amounts	
	New Construction	Remodeling
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project Name** Boiler Replacement

	Budget Amounts
Project Costs	\$ 995,437.57
Contingency	\$ 99,543.76
A/E Professional Fees	\$ 99,543.76
Total	\$1,194,525.09

## Attachment #2 Funding Source

**District/College Name** #530 / John A Logan College

**Project Name** Boiler Replacement

### Check the source(s) of funds:

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

\_\_\_\_\_ Fund name(s): \_\_\_\_\_

Bond Proceeds  
(including protection, health,  
and safety bonds)

\_\_\_\_\_ Type of bond issuance(s): \_\_\_\_\_

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

\_\_\_\_\_ x Tax rate/fiscal year: \_\_\_\_\_

Contract for Deed  
(ILCS 805/3-36)

\_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

\_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_

Lease Agreement  
(ILCS 805/3-38)

\_\_\_\_\_ Term of Lease in months: \_\_\_\_\_

Capital Renewal Funding

\_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

## **Attachment PHS**

The following four pages should be submitted only with PHS applications, when applicable. Generally, the signature and certification page are submitted with every PHS Project Application. It is not necessary to submit with a project financed with other local tax dollars or other sources of funding even though the project may have structural integrity or energy conservation implications.

**Protection, Health, and Safety Signature/Certification Page**

	<u>Check if Applicable</u>
Budget Certification (see attachment, always required)	_____ x _____
Structural Integrity Certification (see attachment, if applicable)	_____
Energy Conservation Certification (see attachment, if applicable)	_____
Feasibility Study Identifying Need of the Project (district generated document)	_____
Other District Documentation to Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect’s recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

BHDG Architects, Inc.  
Hayley K. Grimes  
2008 W. Main St., Suite B  
Marion, IL 62959

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.608 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

*Hayley K. Grimes*  
Architect/Engineer's Signature

Date 11/13/2023

001.019982  
Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

See attached.



Project Name: JALC Boiler Replacement  
 BHDG Architects

Estimator: Hayley Grimes  
 2024 LEVY / FISCAL YEAR 2025 PHS PROJECT

Date: 13 November 2023  
 PHS Levy Estimate

**Division Summary (MF04)**

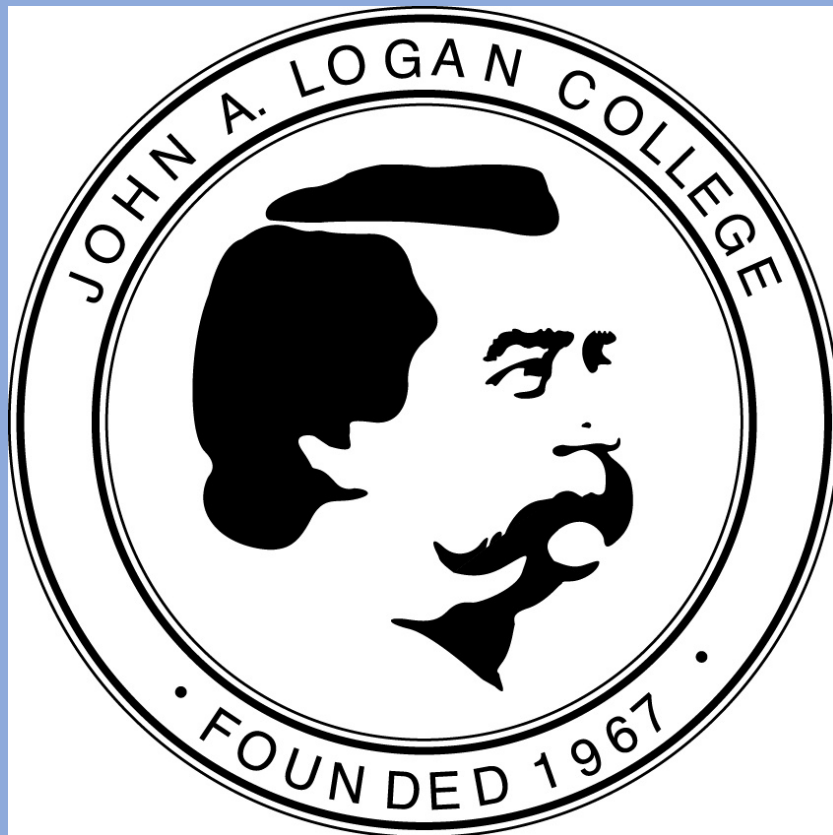
	Material	Labor	Equipment	Total		Material	Labor	Equipment	Total
01 General Requirements	\$ 131.63	\$ 58,888.96	\$ 3,290.95	\$ 62,311.54	27 Communications	\$ -	\$ -	\$ -	\$ -
02 Existing Conditions	\$ -	\$ 62,000.00	\$ -	\$ 62,000.00	28 Electronic Safety and Security	\$ -	\$ -	\$ -	\$ -
03 Concrete	\$ -	\$ -	\$ -	\$ -	29				
04 Masonry	\$ -	\$ -	\$ -	\$ -	30				
05 Metals	\$ -	\$ -	\$ -	\$ -	31 Earthwork	\$ -	\$ -	\$ -	\$ -
06 Wood, Plastic, and Composites	\$ -	\$ -	\$ -	\$ -	32 Exterior Improvements	\$ -	\$ -	\$ -	\$ -
07 Thermal and Moisture Protection	\$ -	\$ -	\$ -	\$ -	33 Utilities	\$ -	\$ -	\$ -	\$ -
08 Openings	\$ -	\$ -	\$ -	\$ -	34 Transportation	\$ -	\$ -	\$ -	\$ -
09 Finishes	\$ -	\$ -	\$ -	\$ -	35 Waterway and Marine Transporation	\$ -	\$ -	\$ -	\$ -
10 Specialties	\$ -	\$ -	\$ -	\$ -	36				
11 Equipment	\$ -	\$ -	\$ -	\$ -	37				
12 Furnishings	\$ -	\$ -	\$ -	\$ -	38				
13 Special Construction	\$ -	\$ -	\$ -	\$ -	39				
14 Conveying Equipment	\$ -	\$ -	\$ -	\$ -	40 Process Integration	\$ -	\$ -	\$ -	\$ -
15					41 Material Processing and Handling Equipment	\$ -	\$ -	\$ -	\$ -
16					42 Process Heating, Cooling & Drying	\$ -	\$ -	\$ -	\$ -
17					43 Process Gass & Liquid Handling	\$ -	\$ -	\$ -	\$ -
18					44 Pollution Control Equipment	\$ -	\$ -	\$ -	\$ -
19					45 Industry Specific Manufacturing Equipment	\$ -	\$ -	\$ -	\$ -
20					46			\$ -	
21 Fire Suppression	\$ -	\$ -	\$ -	\$ -	47				
22 Plumbing	\$ -	\$ -	\$ -	\$ -	48 Electric Power Generation	\$ -	\$ -	\$ -	\$ -
23 HVAC	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 600,000.00	Alternates				
24					Trades				
25				\$ -	Assemblies				
26 Electrical	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
	\$ 300,131.63	\$ 420,888.96	\$ 3,290.95	\$ 724,311.54					
					<b>MF04 Bare Total</b>	\$ 300,131.63	\$ 420,888.96	\$ 3,290.95	\$ 724,311.54

**Material, Labor, and Equipment Totals (No Totaling Components )**

Material	\$ 300,131.63
Labor	\$ 420,888.96
Equipment	\$ 3,290.95
Subtotal	\$ 724,311.54
General Conditions, Bonds, Insurance (Total 3%)	\$ 21,729.35
Overhead and Profit (15%)	\$ 108,646.73
Escalation to Start of Construction (5.88%)	\$ 50,255.63
Design Contingency (10%)	\$ 90,494.32
<b>GRAND TOTAL</b>	\$ 995,437.57

## Consent Agenda Item 8.D

### Education Authorized Agent for Trust Accounts



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

**8.D – Educational Authorized Agent for Trust Accounts**

---

**1. REASON FOR CONSIDERATION**

Currently, the sole educational authorized agent for all trust accounts held with the Bank of Herrin is the VP of Business Services/Chief Financial Officer. Both the President and the Controller need to be added as additional educational authorized agents in order to address or pose questions as they arise. Both are already board-approved, authorized signers on College bank accounts per Board Policy 7140, *Check Signatures Authorized on College Bank Accounts*.

**2. BACKGROUND INFORMATION**

The College has established four (4) trust bank accounts with the Bank of Herrin for the purpose of holding in trust College matching funds for Illinois Capital Development Board (CDB) construction projects.

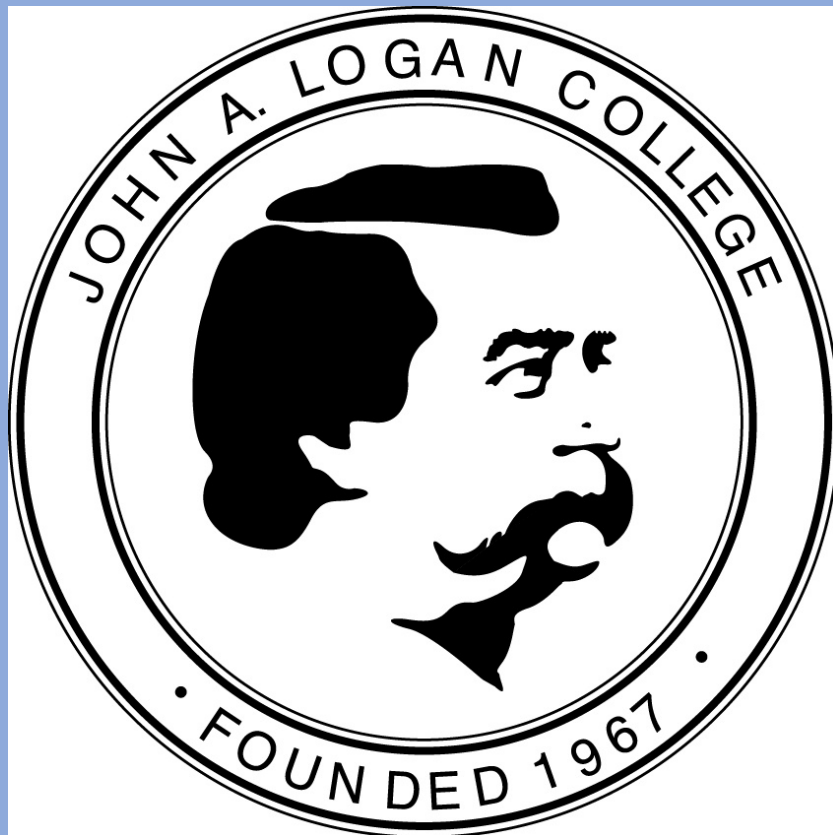
**3. RECOMMENDATION**

That the Board of Trustees approve the addition of the John A. Logan College President and the Controller as additional educational authorized agents for all existing CDB Trust bank accounts held at the Bank of Herrin.

**Staff Contact:** Kara Bevis, CPA, CFE, Controller  
Dr. Susan Lapanne, CPA, CFE, VP of Business Services/Chief Financial Officer

## Consent Agenda Item 8.E

### Amendment to C & E Wing Renovation Project Trust



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

**8.E – Amendment to C & E Wing Renovation Project Trust**

---

**1. REASON FOR CONSIDERATION**

A bid opening was held for the Capital Development Board (CDB)-funded C & E Wing Renovation project on October 3 and 17, 2023. The combined project bids were within the estimated budget for this project. Additional funding was added to this project by JALC funds levied to perform planned HVAC work that is associated with this project. This funding had been added to the CDB budget, but not added to the trust. For the C&E Wing Renovation Project to move forward, however, the Trust needs to be amended with the additional funding for the HVAC work.

**2. BACKGROUND INFORMATION**

The Board of Trustees approved the C & E Wing Renovation project on January 26, 2021. This project included renovating the C & E Wing's second-floor corridors, including asbestos abatement, new carpeting, lighting, paint, a renovated biology lab, and new study lounges for students. It was determined that there would be cost savings if the two HVAC units that control portions of the renovation area were added to the renovation project. The additional funding for this renovation work is \$942,510.

**3. RECOMMENDATION**

That the Board of Trustees approves the amendment of the C & E Wing Renovation Project Trust at the Bank of Herrin by adding \$942,510.

**Staff Contact:**

Susan LaPanne, Ph.D., CPA - Vice-President/CFO

Jeremy Sargent, NCARB, AIA, Asst Vice-President for Capital Projects & Facilities

**AMENDMENT TO TRUST AGREEMENT**

This Amendment to that certain Trust Agreement, hereinafter called Trust Agreement dated July 12, 2021 entered into by and between John A. Logan Community College whose address is 700 Logan College Drive, Carterville, IL 62918 hereinafter called the USING EDUCATIONAL AGENCY, and The Bank of Herrin, hereinafter called BANK.

**WITNESSETH**

WHEREAS the USING EDUCATIONAL AGENCY has entered into a Trust Agreement for the purpose of depositing five hundred seventy-five thousand dollars (\$575,000) with BANK as its required contribution to the project known as Capital Development Board (State of Illinois) Project No. 810-064-023 hereinafter called Project, and

WHEREAS the required contribution to the PROJECT by the USING EDUCATIONAL AGENCY has been increased.

NOW THEREFORE, the TRUST AGREEMENT is hereby amended by adding paragraphs as follows:

“11. That the USING EDUCATIONAL AGENCY does simultaneously with the execution hereof deposit with BANK additional funds totaling nine hundred forty-two thousand five hundred ten dollars (\$942,510) raising the total contribution to one million five hundred seventeen thousand five hundred ten dollars (\$1,517,510).

“12. That the funds so deposited with the BANK shall be part of the contribution and shall be held by the BANK in trust according to the terms of TRUST AGREEMENT and any amendments thereto.”

IN WITNESS WHEREOF the parties have hereunder set their hand and seals this day

\_\_\_\_\_.

**USING EDUCATIONAL AGENCY**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
phone number

(Seal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST: \_\_\_\_\_

Signature

\_\_\_\_\_

Title

**BANK**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
phone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Acknowledgement of Receipts of Funds in  
the Amount of \$ \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Paula Sorensen

Administrator of Fiscal Management  
CAPITAL DEVELOPMENT BOARD

**Recommendation to Award Contracts  
11/15/2023**

**Project Number:** 810-064-023  
**Phase:** 1 **Bid Package:**  
**User Agency:** Illinois Community College Board

**Project Manager:** Michael McGuire  
**A/E Name:** BHDG Architects, Inc.  
**A/E City:** Marion, IL 62959

**Project Title:** Renovate C & E Wings  
**Location:** John A. Logan Community College

**City County:** Carterville, Williamson County, Illinois

**Contract Award(s)**

Plumbing (2 Bids) Bid Date 10/03/2023	Unit Prices - N	Base Bid	\$106,000.00
Southern Illinois Piping Contractors, Inc. - Assigned			
1100 Reed Station Road			
Carbondale, IL 62902	Bid to Est.	Material Subst.	\$ .00
A/E Est: \$180,177.00	-41.17%	Total	\$106,000.00
Heating & Air Conditioning (2 Bids) Bid Date 10/03/2023	Unit Prices - N	Base Bid	\$74,000.00
A & W Plumbing & Heating, Inc. - Assigned			
11 Alliance Ave.			
Murphysboro, IL 62966	Bid to Est.	Material Subst.	\$ .00
A/E Est: \$88,916.00	-16.78%	Total	\$74,000.00
Ventilation (2 Bids) Bid Date 10/03/2023	Unit Prices - N	Base Bid	\$262,000.00
Southern Illinois Piping Contractors, Inc. - Assigned		Alternate Bid 1	\$7,800.00
1100 Reed Station Road			
Carbondale, IL 62902	Bid to Est.	Material Subst.	\$ .00
A/E Est: \$677,219.00	-60.16%	Total	\$269,800.00
Electrical (2 Bids) Bid Date 10/03/2023	Unit Prices - N	Base Bid	\$207,283.00
F. W. Electric, Inc. - Assigned		Alternate Bid 1	\$40,000.00
151 Industrial Park Road			
Benton, IL 62812	Bid to Est.	Material Subst.	\$ .00
A/E Est: \$276,556.00	-10.58%	Total	\$247,283.00
Asbestos Work (1 Bid) Bid Date 10/03/2023	Unit Prices - N	Base Bid	\$378,880.00
American Asbestos Abatement LLC - Assigned		Alternate Bid 1	\$92,880.00
570 Turner Blvd.			
St Peters, MO 63376	Bid to Est.	Material Subst.	\$ .00
A/E Est: \$314,783.00	49.87%	Total	\$471,760.00
Temperature Controls Remod & Rehab (1 Bid) Bid Date 10/03/2023	Unit Prices - N	Base Bid	\$144,500.00
Johnson Controls, Inc. - Assigned			
2280 Ball Drive			
St Louis, MO 63126	Bid to Est.	Material Subst.	\$ .00
A/E Est: \$270,206.00	-46.52%	Total	\$144,500.00

**General – H.E. Mitchell**

**Base Bid** \$1,147,000.00  
**Alternate Bid 1** \$ 41,000.00  
**Alternate Bid 2** \$ 120,000.00

Total Construction Contracts to Award		\$2,621,343.00
Contingency Funds Available	<b>8.00%</b>	\$209,708.00
Equipment (Movable)		
Art in Architecture		
Miscellaneous		



**Recommendation to Award Contracts  
11/15/2023**

**FUNDS SUMMARY**

<b>Fund</b>	<b>Appropriation</b>	<b>Obligated</b>	<b>Un-Obligated</b>
New Amended Trust Agreement	\$942,510.00		\$942,510.00
CDF	\$1,725,000.00	\$411,459.00	\$1,313,541.00
LCT	\$575,000.00	\$0.00	\$575,000.00
<b>Total</b>	<b>\$3,242,510.00</b>	\$411,459.00	<b>\$2,831,051.00</b>

DRAFT

**Recommendation to Award Contracts**  
**11/15/2023**

**RECOMMENDATION TO AWARD:**

Michael McGuire, Project Manager (CDB)

Date

**CONCURRENCE IN AWARD:** (if applicable)

Jeremy Sargent, Using Agency

Date

**APPROVED FOR AWARD:**

David Ealey, Regional Manager (CDB)

Date

**APPROVED FOR AWARD:**

Timothy E. Patrick, Administrator of Construction (CDB)

Date

**APPROVED FOR AWARD:**

Lisa Hennigh, Deputy Director – Construction (CDB)

Date

**APPROVED FOR AWARD OF (SINGLE BID):**

Jim Underwood., Executive Director (CDB)

Date

**BOARD APPROVAL OF SINGLE  
BID IN EXCESS OF 10%:**

Date of Board's Action

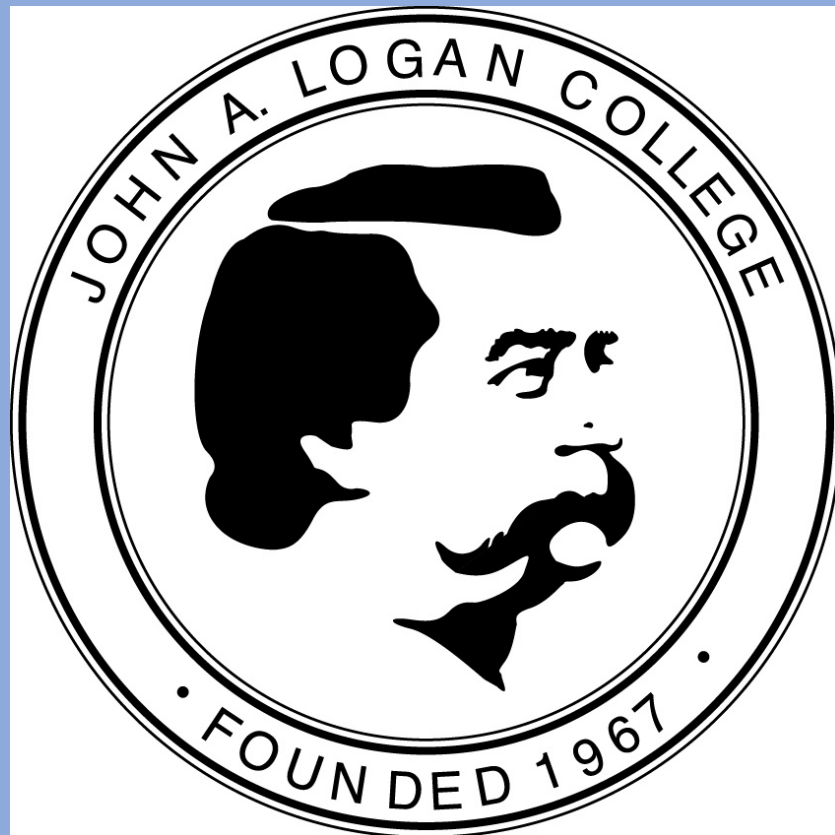
Date

**Attachments:**

- A/E-PE Form (Route to Prequal)
- Pre-bid Meeting minutes
- Bid Results
- Contracts Approval to write RTA
- Unit Price Memo (if applicable)
- Material Substitution Memo (if applicable)
- Bid Extension Letter(s) (if applicable)
- Single bid paperwork (if applicable)
- A/E Letter (if applicable)
- PLA Agreement (Yes or No)

## Consent Agenda Item 8.F

### Renewal of Desire2Learn



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

**8.F – Renewal of Desire2Learn**

---

**1. REASON FOR CONSIDERATION**

The College's current agreement with Desire2Learn (D2L) as the singular learning management system platform will expire on January 30, 2024.

**2. BACKGROUND INFORMATION**

The College has utilized Desire2Learn as the singular learning management system since 2013. Faculty were surveyed regarding the College's learning management system in Spring 2023, and the results indicated that the majority of survey respondents wished to maintain the existing D2L system.

**3. RECOMMENDATION**

That the Board of Trustees approve a three-year renewal agreement with D2L beginning February 1, 2024, through January 31, 2027. The invoice pricing for each year includes \$100,057.09 (Year1); \$105,180.02 (Year 2); and \$110,439.01 (Year 3).

**Staff Contact:** Krystal Reagan  
Associate Dean of Education Technology



TO: Dr. Stephanie Chaney Hartford, Provost *SC*

FROM: Krystal Reagan, Associate Dean of Education Technology *KR*

DATE: Friday, November 3, 2023

SUBJ: Recommendation for LMS Renewal

Please accept this recommendation to retain Desire2Learn (D2L) as the singular learning management system (LMS) for John A. Logan College (JALC). The renewal agreement will retain D2L for three consecutive years beginning February 1, 2024 and ending January 31, 2027.

This recommendation is based off the recent faculty survey of the LMS. Results indicated that the majority of survey respondents wished to maintain the existing system.

SP23 Faculty Respondents:

**Question 9**

In preparation for the future, which do you believe is our next step in regards to JALC's Learning Management System?

Continue to use Desire2Learn (D2L)		35	(70 %)
Evaluate and demo other Learning Management Systems		6	(12 %)
I am uncertain at this time		9	(18 %)

SP23 Student Respondents:

**Question 8**

Please rate your overall experience with D2L.

My overall experience using D2L was **Positive**?

Strongly Disagree		3	(2.52 %)
Disagree		1	(0.84 %)
Neutral		6	(5.04 %)
Agree		41	(34.45 %)
Strongly Agree		68	(57.14 %)

**Question 9**

The Brightspace Core bundle renewal offers:

- Worry-free Technology
- Content and Instruction
- Engagement and Collaboration
- Assessment, Feedback and Outcomes
- Personalization
- Expertise and Support

In addition to this Core renewal, the JALC Learning Resource Center (LRC) recommends the addition of Brightspace Creator+.

- Enhance learning experiences by helping course creators turn their expertise into dynamic experiences with Brightspace Creator+. This package of ready-made content templates, interactive elements, easy-to-capture video recordings and practice exercises allows educators to craft beautiful and instructionally sound content using seamless and familiar Brightspace workflows. The added feature of Creator+ makes it easier for non-technical users to customize content to meet their needs.

This contract renewal recognizes a FTE reduction from 2877 to 2104 providing the opportunity to add Creator+ without exceeding current and future budget projections. It has been the practice of the LRC to budget for a 15% increase during periods of contract renewal.

Find attached the three-year renewal Order Form provided by Desire2Learn.

cc: Dr. Nathan D. Arnett, Assistant Provost of Academic Affairs



# Order Form

**ORDER#** Q-58367 **D2L Ltd.**  
**ORDER DATE** November 14, 2023 210 West Pennsylvania Avenue, Suite 400A  
Towson, MD 21204

## CLIENT

John A Logan College ("Client")  
700 Logan College Road  
Carterville, Illinois 62918  
US

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<b>ORDER START DATE</b>	February 1, 2024	<b>ORDER END DATE</b>	January 30, 2027
<b>CURRENCY</b>	U.S. Dollar		

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## Pricing Summary

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ITEM	YEAR 1	YEAR 2	YEAR 3
Pricing Period	February 1, 2024 - January 30, 2025	January 31, 2025 - January 30, 2026	January 31, 2026 - January 30, 2027
Fees Due	February 1, 2024	January 31, 2025	January 31, 2026
FTE	2104	2104	2104
Software	\$100,057.09	\$105,180.02	\$110,439.01
Support	Included	Included	Included
<b>Total</b>	<b>\$100,057.09</b>	<b>\$105,180.02</b>	<b>\$110,439.01</b>

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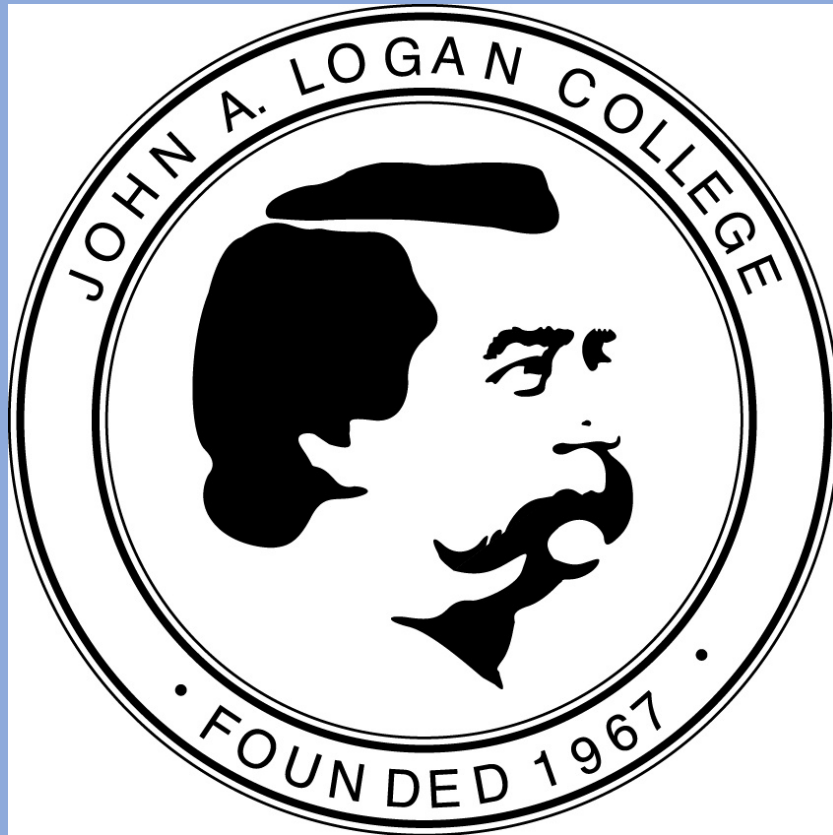
Pricing quoted is in U.S. Dollar and does not include applicable taxes. Unless stated otherwise, pricing under this Order is valid for 30 days from the Order Date ("Offer Expiration Date").

If Client exceeds its entitled use under this Order, overage fees shall apply.

In pursuit of D2L's mission to provide its clients with continuous and innovative enhancements to D2L services, over time our fees must increase to cover additional product development expenses associated with improving our services. The fees for the first pricing period shall be invoiced as set out on an Order. Unless otherwise stated, all subsequent pricing periods shall include a 5.00% annual increase ("Annual Increase"). If the inflation rate for United States as published by the World Bank ([www.data.worldbank.org](http://www.data.worldbank.org)) for the most recently reported twelve-month period ("CPI") exceeds the Annual Increase, then the fees for any subsequent annual periods may be increased, instead, by applying the applicable CPI rate. Annual fees for any subsequent renewal period(s) may be increased by the greater of 5% or CPI as set out above.

# Consent Agenda Item 8.G

## Janitorial Services Bid





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

**8.G – Janitorial Services for West Frankfort and DuQuoin Extension Centers**

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**1. REASON FOR CONSIDERATION**

The Janitorial Services contract at the West Frankfort and Du Quoin Extension Centers has expired, and those services are needed to keep the facilities clean to ensure the health and safety of the students, faculty, staff, and other community members who work in programs housed in those facilities.

**2. BACKGROUND INFORMATION**

We publicly advertised and conducted a formal bid process to obtain proposals for janitorial services for the West Frankfort and Du Quoin Extension Center facilities. The public bid opening was held on Thursday, November 16. We received three (3) bids. Of those bids, Clean As A Whistle was the most cost-effective at \$38,090.16 per year for both facilities. They are also a certified Female-owned business with Illinois' Commission on Equity and Inclusion (CEI) and will help us achieve the CEI's aspirational goal of 30% of total contract spend with BEP-certified businesses.

**3. RECOMMENDATION**

That the Board of Trustees award the bid for janitorial services to Clean As A Whistle, a qualified and responsible bidder, for a total cost of \$38,090.16 per year for a two-year contract term with an option to extend one additional year at 103% of the current annual bid at the discretion of the College at that time.

**Staff Contact:** Susan LaPanne, Ph.D., CPA  
Vice President of Business Services/CFO

Jeremy Sargent, NCARB, AIA  
Assistant Vice-President of Capital Planning and Facilities Management

Mike Dinkins  
Coordinator of Custodial Services

**JOHN A. LOGAN COLLEGE**  
 700 Logan College Drive  
 Carterville, Illinois 62918

**BID OPENING**

**Date:** 11/16/2023

**Bid No:** JALC1123-06 – Janitorial Services WF & DQ

Bidder Name & Address	DBE?	Bid Amount
Office Management Services, LLC	<input type="checkbox"/> No	Total: \$83,275.20 WF: \$55,918.32 DQ: \$27,356.88
Clean As A Whistle! LLC	<input type="checkbox"/> Yes	Total: \$38,090.16 WF: \$24,418.20 DQ: \$13,671.96
Starshine Cleaning	<input type="checkbox"/> No	Total: \$55,152.72 WF: \$26,199.96 DQ: \$28,952.76
	<input type="checkbox"/>	Total: WF: DQ:
	<input type="checkbox"/>	Total: WF: DQ:
	<input type="checkbox"/>	Total: WF: DQ:
	<input type="checkbox"/>	Total: WF: DQ:
	<input type="checkbox"/>	Total: WF: DQ:
	<input type="checkbox"/>	Total: WF: DQ:

The above bids were received by the office of the Associate Director of Purchasing on or before 10:00 A.M, Thursday, November 16, 2023, 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

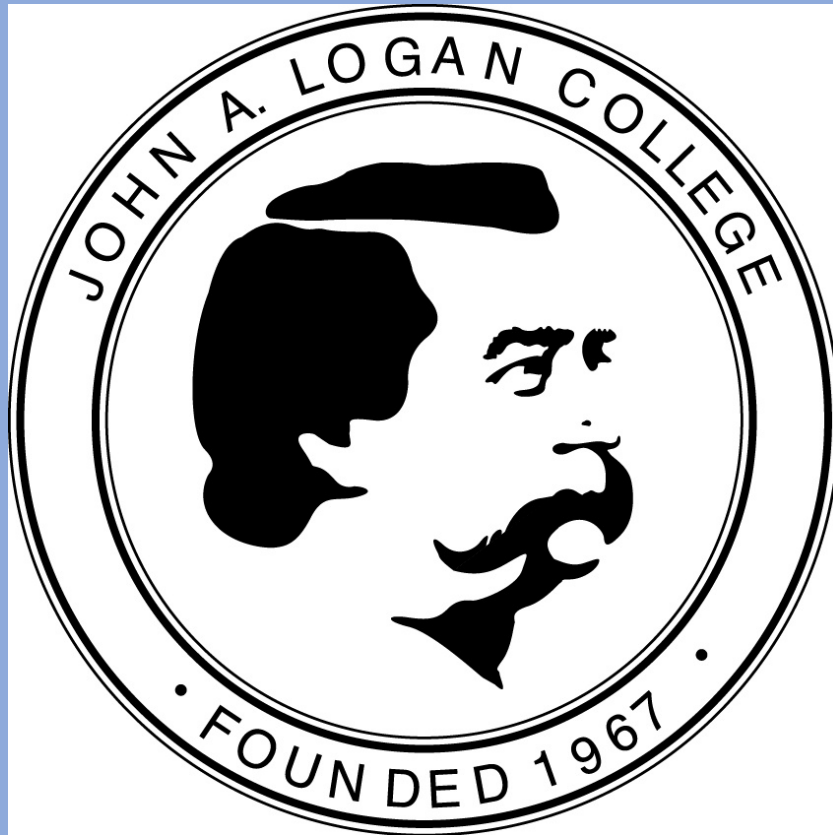
*Michael Dinkins*

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Witness: Michael Dinkins, Coordinator of Custodial Services

# Consent Agenda Item 8.H

## Personnel Action Items



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

**8.H - 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**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Erin McGuire	Assistant Dean of Health Sciences	\$77,550	01/02/2024
John Lane	Manager of IT Security, Policy, and Communication	\$62,500	11/01/2023

**B. Full-Time Operational Staff**

<u>Name</u>	<u>Type</u>	<u>Salary</u>	<u>Effective Date</u>
Melissa Simich	Administrative Assistant II	\$35,360	11/01/2023
Amber Adams	Specialist I	\$40,435	11/16/2023
Jaime Garcia	Law Enforcement Officer	\$39,728	11/15/2023
Travis Hicks	Law Enforcement Officer	\$39,728	10/31/2023

**C. Part-Time Staff**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bart Baldwin	Adjunct Faculty (Auto Tech Instructor)	08/16/2023
Elisha Burkett	Community Education	09/16/2023
Emily Bajerski	Aquatic Instructor	08/26/2023
Grace Murphy	Private Swim Instructor	10/16/2023
Brady Phillips	Lifeguard	08/21/2023
Geoffre Haupt	Lifeguard	09/19/2023

**D. Volunteers**

<u>Name</u>	<u>Type</u>	<u>Effective Date</u>
Andrew Zwick	Adult Volunteer Literacy Tutors	10/13/2023

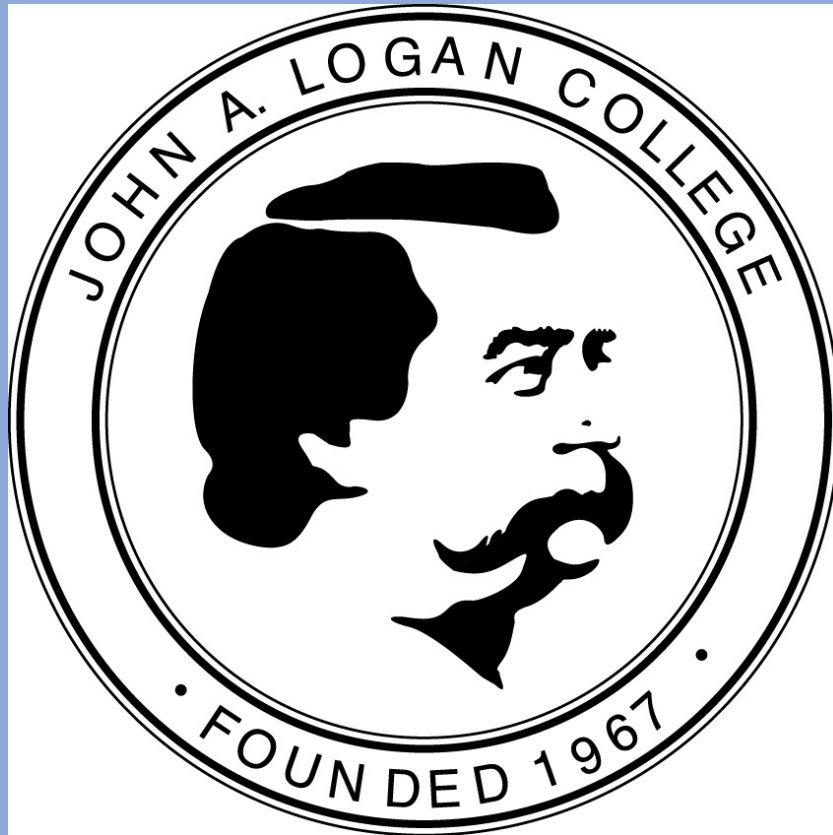
**E. Stipend**

<u>Name</u>	<u>Type</u>	<u>Effective Date</u>
Clifford Higginson	Truants' Alternative and Operational Education	07/01/2023

- 2. RECOMMENDATION:** The Board of Trustees approve/ratify the personnel as recommended by President Kirk Overstreet.

# Consent Agenda Item 8.I

## Expenditure Report



# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/06/23	554326	A Book Company LLC	Nursing Kits ADN & LPN - PATH	38,200.00	Y
10/13/23	554455	A Book Company LLC	Textbooks - Perkins	339.24	
10/20/23	554508	A Book Company LLC	Credit - Financial Aid Charges Athletic Books - Volleyball Athletic Books - Baseball Athletic Books - Men's Basketball Athletic Books - Softball Credit - Athletic Books Financial Aid Charges Sept 2023	8,502.72	
10/13/23	554491	Abby Porter	Travel Advance 10/21-10/22/23	201.71	
10/13/23	554456	Ace Hardware Of Energy	Generator Repair - Labor Maintenance Repair Supplies	52.10	
10/20/23	554509	Ace Hardware Of Energy	Maintenance Repair Supplies	8.83	
10/13/23	554457	ACT	Scoring Service	169.00	
10/06/23	554333	Addison Jean Bradshaw	ECACE Grant Stipend	250.00	
10/13/23	554449	Ahkeem Nelson	HCCTP Student Stipend	800.00	
10/27/23	554596	Ahkeem Nelson	HCCTP Student Stipend	800.00	
10/20/23	554510	Airgas USA, LLC	Instructional Supplies	410.80	
10/27/23	554602	Airgas USA, LLC	Instructional Supplies	1,215.77	
10/20/23	554511	Alan Environmental Products Inc	Maintenance Supplies	1,810.59	
10/13/23	554430	Alfred Roy Worrell Jr	Meal Allowance 10/15	125.00	
10/30/23	554691	Alfred Roy Worrell Jr	Meal Allowance 10/30/23	125.00	
10/20/23	554526	Alisha Craddock	Travel 8/25-9/20 Accuplacer Testing	79.30	
10/06/23	554327	Alliance for Innovation & Transformation	AFIT Annual Dues 2023/2024	2,625.00	
10/27/23	554605	Allison Nicole Berry	ECACE Grant Stipend	250.00	
10/02/23	554321	Alphonse M Stadler	Health Ins-October	31.30	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/06/23	554388	Alycia dawn Stephenson	ECACE Grant Stipend	250.00	
10/13/23	554504	Amber Don Winters	ECACE Grant Stipend	250.00	
10/06/23	554399	Amber Lynn Zainitzer	ECACE Grant Stipend	250.00	
10/02/23	4478	Ameren Illinois	Gas Service - Main Campus 7/1-8/1/23	2,341.84	
10/03/23	4479	Ameren Illinois	Electric Service - DQ Ext 8/16-9/17/23	2,542.10	
10/05/23	4481	Ameren Illinois	Electric & Gas Service - DQ Ext	556.86	
10/09/23	4482	Ameren Illinois	Gas Service - DQ Ext 7/10-8/4/23	56.59	
10/09/23	4483	Ameren Illinois	Electric & Gas Service - WF Ext	1,492.80	
10/20/23	4488	Ameren Illinois	Gas Service - Annex 7/19-8/17/23	65.00	
10/23/23	4490	Ameren Illinois	Electric Service - Main Campus 7/19-8/17	19,133.73	Y
10/06/23	554328	American Assoc of Community Colleges	Annual Dues 1/1-12/31/24	7,649.00	
10/06/23	554434	American Family Life Assurance	AFLAC Deduction/September	982.43	
10/06/23	554329	American Heart Association	Course Cards	510.00	
10/27/23	554665	Anah Maree Vaughn	ECACE Grant Stipend	250.00	
10/20/23	554519	Andrew Nickolas Carr	Travel Advance 10/26-27/23	411.57	
10/06/23	554352	Angela Lynn Harper	Travel 9/6/23	14.42	
10/20/23	554516	Angela M Bartlow	Partial Reimburse - Travel for Training	244.71	
10/27/23	554638	April A Martinez	Travel 9/20-10/10/23	93.44	
10/30/23	554771	Arrowleaf	300 copies of Adult MHFA Manual V2.0	5,685.00	
10/20/23	554512	ASRT	Instructional CD's - PATH	4,725.00	
10/02/23	554251	Audrey M Calhoun	Health Ins-October	6.26	
10/06/23	554330	Auto Tire & Parts Co Inc	Maintenance Supplies Instructional Supplies	1,415.01	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/20/23	554513	Auto Tire & Parts Co Inc	Instructional Supplies	4,065.57	
10/20/23	554514	Bandy's Pumpkin Patch	Corn Shocks for HFD	160.00	
10/20/23	554515	Bank of Herrin	Safekeeping Fee for 8/23 810-064-022 Safekeeping Fee for August 2023	17.90	
10/12/23	4492	Bank of Montreal MC	September P-Card Charges - N Arnett	1,183.58	
10/12/23	4493	Bank of Montreal MC	September P-Card Charges - A B Giffin	423.76	
10/12/23	4494	Bank of Montreal MC	September P-Card Charges - A B Giffin	49.99	
10/12/23	4495	Bank of Montreal MC	September P-Card Charges - C Batteau	2,472.43	
10/12/23	4496	Bank of Montreal MC	September P-Card Charges - K Bevis	379.00	
10/12/23	4497	Bank of Montreal MC	September P-Card Charges - A Biley	51.70	
10/12/23	4498	Bank of Montreal MC	September P-Card Charges - N Brooks	791.42	
10/12/23	4499	Bank of Montreal MC	September P-Card Charges - M Brown	2,721.15	
10/12/23	4500	Bank of Montreal MC	September P-Card Charges - B Burnside September P-Card Credits - B Burnside	2,903.34	
10/12/23	4501	Bank of Montreal MC	September P-Card Charges - M Bush	1,525.19	
10/12/23	4502	Bank of Montreal MC	September P-Card Charges - JALC Clubs	1,326.53	
10/12/23	4503	Bank of Montreal MC	September P-Card Charges - R Craig	1,069.88	
10/12/23	4504	Bank of Montreal MC	September P-Card Charges - J Dethrow	1,466.49	
10/12/23	4505	Bank of Montreal MC	September P-Card Credit - J Dick September P-Card Charges - J Dick	547.12	
10/12/23	4506	Bank of Montreal MC	September P-Card Charges - M Dinkins	486.87	
10/12/23	4507	Bank of Montreal MC	September P-Card Charges - T Fox	2,134.12	
10/12/23	4508	Bank of Montreal MC	September P-Card Charges - CS Fuel	289.99	
10/12/23	4509	Bank of Montreal MC	September P-Card Charges -Custodial Fuel	657.29	



# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/12/23	4510	Bank of Montreal MC	September P-Card Charges - Grounds Fuel	284.97	
10/12/23	4511	Bank of Montreal MC	September P-Card Charges - M Garrison	448.62	
10/12/23	4512	Bank of Montreal MC	September P-Card Charges - T Geske September P-Card Charges - S Elliott September P-Card Credit - S Elliott	3,223.85	
10/12/23	4513	Bank of Montreal MC	September P-Card Credit - B Griffith September P-Card Charges - B Griffith	1,832.71	
10/12/23	4514	Bank of Montreal MC	September P-Card Charges - S Harner September P-Card Credit - S Harner	274.34	
10/12/23	4516	Bank of Montreal MC	September P-Card Charges - C Hoekstra	414.91	
10/12/23	4517	Bank of Montreal MC	September P-Card Charges - C Hosselton	176.20	
10/12/23	4518	Bank of Montreal MC	September P-Card Charges - R Jeter	145.22	
10/12/23	4519	Bank of Montreal MC	September P-Card Charges - C Jones	96.00	
10/12/23	4520	Bank of Montreal MC	September P-Card Charges - K Teal	157.67	
10/12/23	4521	Bank of Montreal MC	September P-Card Charges - C Marrs	1,098.95	
10/12/23	4522	Bank of Montreal MC	September P-Card Charges - A Martinez	927.98	
10/12/23	4523	Bank of Montreal MC	September P-Card Charges - F Matzker	149.99	
10/12/23	4524	Bank of Montreal MC	September P-Card Charges - S May	3,583.21	
10/12/23	4525	Bank of Montreal MC	September P-Card Charges - J Mays	345.00	
10/12/23	4526	Bank of Montreal MC	September P-Card Charges - C McBride	105.36	
10/12/23	4527	Bank of Montreal MC	September P-Card Charges - M Mooneyham	2,965.11	
10/12/23	4528	Bank of Montreal MC	September P-Card Charges - F Morhet	323.60	
10/12/23	4529	Bank of Montreal MC	September P-Card Charges - J Mueller	3,849.21	
10/12/23	4530	Bank of Montreal MC	September P-Card Charges - C Mulholland	1,118.67	
10/12/23	4531	Bank of Montreal MC	September P-Card Charges - C Naegele	3,394.41	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/12/23	4532	Bank of Montreal MC	September P-Card Charges - S O'Keefe	2,777.56	
10/12/23	4533	Bank of Montreal MC	September P-Card Charges - R Ourun	13.90	
10/12/23	4534	Bank of Montreal MC	September P-Card Charges - K Overstreet	1,887.40	
10/12/23	4535	Bank of Montreal MC	September P-Card Charges - K Pinto	38.43	
10/12/23	4537	Bank of Montreal MC	September P-Card Charges - K Reagan	191.40	
10/12/23	4538	Bank of Montreal MC	September P-Card Charges - J Rongey	85.98	
10/12/23	4539	Bank of Montreal MC	September P-Card Charges - C Rushing	30.00	
10/12/23	4540	Bank of Montreal MC	September P-Card Charges - J Sargent	1,827.04	
10/12/23	4541	Bank of Montreal MC	September P-Card Charges - S Shafer	3,516.89	
10/12/23	4542	Bank of Montreal MC	September P-Card Credit - T Siefert September P-Card Charges - T Siefert	5,183.53	
10/12/23	4543	Bank of Montreal MC	September P-Card Charges - K Smith	233.50	
10/12/23	4544	Bank of Montreal MC	September P-Card Charges - T Smithpeters September P-Card Credit - G Starrick September P-Card Charges - G Starrick	438.19	
10/12/23	4545	Bank of Montreal MC	September P-Card Credit - J Snider September P-Card Charges - J Snider	1,185.76	
10/12/23	4546	Bank of Montreal MC	September P-Card Charges - C Stewart	8,186.99	
10/12/23	4547	Bank of Montreal MC	September P-Card Charges - K Surprenant	7,926.99	
10/12/23	4548	Bank of Montreal MC	September P-Card Charges - R Sveda-Webb	162.76	
10/12/23	4549	Bank of Montreal MC	September P-Card Charges - C Thomas	355.92	
10/12/23	4550	Bank of Montreal MC	September P-Card Charges - S Wernsman	4,255.33	
10/12/23	4551	Bank of Montreal MC	September P-Card Charges - K Williams	908.60	
10/12/23	4552	Bank of Montreal MC	September P-Card Charges - A Willmore	476.89	
10/12/23	4553	Bank of Montreal MC	September P-Card Credit - K Yosanovich	3,700.95	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/12/23	4553	Bank of Montreal MC	September P-Card Charges - K Yosanovich	3,700.95	
10/12/23	4554	Bank of Montreal MC	Sept P-Card Charges - Hartford PO 13595 Sept P-Card Credit - S Hartford Sept P-Card Charges - Hartford PO 13640 Sept P-Card Charges - Hartford PO 13692	10,306.66	Y
10/12/23	4555	Bank of Montreal MC	Sept P-Card Charges - A Porter PO 13582 Sept P-Card Credit - A Porter Sept P-Card Charges - A Porter PO 13593	957.65	
10/02/23	554285	Barbara A James	Health Ins-October	6.26	
10/02/23	554270	Barbara J Harris	Health Ins-October	6.26	
10/02/23	554322	Barbara Throgmorton	Health Ins-October	6.26	
10/02/23	554268	Barry Ray Hancock	Health Ins-October	1,392.03	
10/13/23	554492	Bart E Pulliam	Travel Advance 10/16-10/20/23	1,558.77	
10/02/23	554309	Beth Porritt	Health Ins-October	117.79	
10/02/23	554296	Beverly Ann McCabe	Health Ins-October	6.26	
10/02/23	554317	Billy Rae Smillie	Health Ins-October	31.30	
10/13/23	554411	Brady Parker Ginaven	Meal Allowance 10/15	100.00	
10/23/23	554591	Brandi Aken	Travel Dekalb,IL ECACE Mtg 10/26-10/27	88.00	
10/27/23	554603	Brenda K Beggs	Sewing Services - CS Apparel	20.00	
10/06/23	554334	BSN Sports LLC	Athletic Apparel Credit - Returned Items	7,378.77	
10/13/23	554459	BSN Sports LLC	Athletic Apparel Athletic Supplies	1,297.90	
10/20/23	554518	BSN Sports LLC	Softball Materials Athletic Apparel Athletic Supplies	1,269.50	
10/27/23	554606	BSN Sports LLC	Athletic Apparel	314.75	
10/13/23	554460	Burghof Group LLC	Pole Barn Rent - HCCTP IDOT - Oct	300.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/13/23	554407	Cameron L Boone	Meal Allowance 10/15	125.00	
10/30/23	554676	Cameron L Boone	Meal Allowance 10/30/23	125.00	
10/06/23	554336	Capitol Strategies Consulting Inc	Consulting Services 7/1-7/15/23 Consulting Services 9/1-9/15/23	5,972.25	
10/27/23	554609	Capitol Strategies Consulting Inc	Consulting Services 9/16-9/30/23	3,432.00	
10/02/23	554248	Carla Jo Bradley	Health Ins-October	1,213.32	
10/02/23	554300	Carol A Mitchell	Health Ins-October	31.30	
10/27/23	554610	Carolina Biological Supply Company	Instructional Supplies	228.60	
10/20/23	554520	Carrier Corporation	Chiller Repair	8,002.62	
10/20/23	4489	Cartersville Water and Sewer Dept	Water Service - BB Sprinklers - Sept Water Service - Main Campus - Sept Water Service - SB Sprinklers - Sept Water Service - Annex - Sept Water Service - Pool - Sept	4,555.76	
10/13/23	554461	Cartersville Winair Co	Combustion Analyzers - Perkins Lab Meters - Perkins Instructional Supplies Testo Digital Gauge Sets - Perkins Tool with Jaw Set - Perkins	19,936.72	Y
10/27/23	554611	Cartersville Winair Co	Instructional Supplies	181.25	
10/25/23	554693	Cartersville Winlectric Co	A-Lot Transformer and Panel A-Lot Transformer Supplies	6,596.58	
10/26/23	554696	Cartersville Winlectric Co	Maintenance Repair Supplies	936.98	
10/27/23	554612	Cartersville Winsupply	Maintenance Repair Supplies	60.00	
10/13/23	554462	Cash	Reimburse Change Fund	125.00	
10/06/23	554357	Cathrine Hoekstra	Travel Advance 10/12-10/14/23	147.00	
10/06/23	554339	CDW Government	Computer Equipment - Monitors	23,528.00	Y
10/20/23	554521	CDW Government	Instructional Equipment - Perkins	9,676.57	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554613	CDW Government	Azure Overage - August	113.91	
10/06/23	554332	Cecil R Bradley	Travel 9/11-9/28/23	104.80	
10/02/23	554261	Cecilia Kay Fleming	Health Ins-October	58.85	
10/13/23	4476	Central States Funds H&W Fund	Health Premium - September	447,559.40	Y
10/06/23	554360	Charity Faith Howell	ECACE Grant Stipend	250.00	
10/02/23	554283	Charles Robert Jackson	Health Ins-October	6.26	
10/20/23	554522	Charlie's Air Conditioning and Heating	Ice Machine Rental for September	280.00	
10/02/23	554278	Charmaine A Horn	Health Ins-October	58.85	
10/27/23	554639	Chastity Mays	Presenter Fee - Diversity Workshop 9/26	500.00	
10/02/23	554245	Cheryl L Bernhardt	Health Ins-October	263.19	
10/13/23	554428	Cheyenne Lanaezia Trotter	Meal Allowance 10/15	125.00	
10/30/23	554689	Cheyenne Lanaezia Trotter	Meal Allowance 10/30/23	125.00	
10/27/23	554658	China Monique Sutton	ECACE Grant - Travel Reimbursement	236.32	
10/06/23	554346	Chris F Deichman	Game official 9/26/23 2:00 pm	100.00	
10/06/23	554344	Chrissy L Confer	Travel 9/25/23 Travel Advance 10/7-10/8/23	346.59	
10/20/23	554524	Chrissy L Confer	Travel 10/5/2023 Travel 10/5/23	34.26	
10/02/23	554324	Christie A Williams	Health Ins-October	6.26	
10/17/23	554506	Christine Ann Stewart	Trvl Collinsville, IL 10/19-10/20	88.00	
10/02/23	554244	Christopher B Bell	Health Ins-October	1,213.32	
10/27/23	554629	Christopher Kays	Game Official 10/16/23 6:30 pm	155.00	
10/06/23	554372	Christy L Marrs	Travel Advance 10/14-10/18/23	392.73	
10/02/23	554286	Cindy D Johnson	Health Ins-October	1,213.32	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/02/23	554288	Cindy Kohl	Health Ins-October	1,213.32	
10/06/23	554342	Cintas Fire Protection	Alarm Monitoring - WF Ext	414.00	
10/06/23	554343	City of Du Quoin	Water Service - DQ Ext 8/8-9/11/23	59.52	
10/01/23	4477	Clearwave Communications	Phone & Internet Service 10/4-11/3/23 Internet Service 10/4-11/3/23 Phone Service - DQ Ext 10/4-11/3/23 Phone Service - WF Ext 10/4-11/3/23	4,041.69	
10/27/23	554614	COAEMSP	Site Visit Fee	3,450.00	
10/13/23	554420	Cody Allen Luttrell	Meal Allowance 10/15	250.00	
10/13/23	554463	Cold Blooded Coffee & Roastery	Meal Cards for Students in Need	5,000.00	
10/27/23	554640	Colleen McLaughlin	Consulting Services 10/6/23	350.00	
10/02/23	554275	Connie S Hensley	Health Ins-October	6.26	
10/17/23	4485	Constellation NewEnergy Inc	Electric Service - Main Campus 8/17-9/16	27,427.59	Y
10/27/23	4568	Constellation NewEnergy Inc	Electric Service - WF Ext 9/5-10/4/23	438.55	
10/20/23	554535	Cornelius C Fair	Travel 8/16-10/2/23	212.94	
10/20/23	554541	Cory Grojean	Game Official 10/9/23 6:30 pm	155.00	
10/13/23	554447	Cory T Liggins	HCCTP Student Stipend	800.00	
10/27/23	554594	Cory T Liggins	HCCTP Student Stipend	800.00	
10/20/23	554527	Crescent Parts and Equip	Instructional Supplies	483.62	
10/06/23	554338	Cristina Castillo	Presenter - Hispanic Heritage 10/11/23	500.00	
10/06/23	554359	Crystal M Hosselton	Travel 9/21/23	241.04	
10/17/23	554507	Crystal N Young	Travel St. Louis MO NACEP Acc.Inst	266.16	
10/20/23	554528	D&D Equipment Sales, Inc.	Instructional Equipment - Perkins	15,681.07	Y
10/06/23	554337	Darian Marie Carmickle	ECACE Grant Travel Reimbursement	125.76	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/02/23	554258	Dawn S Ellermeyer	Health Ins-October	108.97	
10/13/23	554465	Dell Marketing LP	Epson Wireless Printer/Scanner	3,756.00	
10/13/23	554479	Diana Paige Kelly	ECACE Grant Stipend	250.00	
10/27/23	554668	Diana R Willis	Game Official 10/16/23 6:30 pm	155.00	
10/20/23	554531	Disability Support Services SIUC	Interpreting Service for Book Reading	120.00	
10/02/23	554299	Don Middleton	Health Ins-October	31.30	
10/02/23	554260	Donna B Fell	Health Ins-October	6.26	
10/02/23	554262	Donna Ford	Health Ins-October	58.85	
10/13/23	554471	Doug Halterman	Game Official 10/4/23 6:30 pm	155.00	
10/20/23	554542	Doug Halterman	Game Official 10/9/23 6:30 pm	155.00	
10/27/23	554620	Doug Halterman	Game Official 10/13//23 6:30 pm	155.00	
10/27/23	554646	Dustin A Myers	Travel 10/9-10/13/23	95.07	
10/13/23	554454	Dustin Michael Walsh	HCCTP Student Stipend	770.00	
10/27/23	554601	Dustin Michael Walsh	HCCTP Student Stipend	800.00	
10/27/23	554657	Dylan Thomas Smith	ECACE Grant Stipend	250.00	
10/20/23	554532	EAN Services LLC	Car Rental - K Williams 9/18-9/23/23 Car Rental - M Noble 9/18-9/20/23 Car Rental Brayden Smith 9/15/23 Car Rental - T Siefert 9/24-9/25/23 Car Rental Taylor Siefert 9/24/23 Car Rental Taylor Rogers 9-15-23 Car Rental Russell Orsburn 9-15-23 Car Rental Taylor Siefert 9-15-23 Car Rental Russell Orsburn 9-8-23 Car Rental Taylor Rogers 9-8-23 Car Rental Taylor Siefert 9/8/23	1,273.40	
10/06/23	4474	EFTPS	Federal Tax Deposit 10/6/23	128,100.85	Y
10/24/23	4558	EFTPS	Federal Tax Deposit 10/20/23	57,697.61	Y

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/20/23	554533	Egyptian Electric Coop Association	Electric Service - Sign - Sept Electric Service - Annex - Sept Electric Service - SB Scoreboard - Sept Electric Service - Logan Fitness - Sept	14,299.50	Y
10/06/23	554375	Emily Monti	Travel Advance 10/12-10/14/23	147.00	
10/27/23	554643	Emily Monti	Travel 10/12-10/14/23	243.48	
10/06/23	554370	Emily Paige Mahon	ECACE Grant Stipend	250.00	
10/13/23	554426	Ensley Joeh Tedeschi	Meal Allowance 10/15	125.00	
10/30/23	554687	Ensley Joeh Tedeschi	Meal Allowance 10/30/23	125.00	
10/20/23	554534	Enviro-Tech Termite and Pest Control	Pest Control - Annex 10/2/23 Pest Control - WF Ext 9/26/23	115.00	
10/27/23	554618	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext 10/9/23 Pest Control - Main Campus 10/6/23	550.00	
10/02/23	554256	Eric George Ebersohl	Health Ins-October	1,392.03	
10/02/23	554311	Eric J Pulley	Health Ins-October	117.25	
10/02/23	554293	Eunice A Lantagne	Health Ins-October	31.30	
10/13/23	554419	Evan M Lopez	Meal Allowance 10/15	100.00	
10/02/23	554302	Evelyn P Morrison	Health Ins-October	6.26	
10/02/23	554312	Faelene S Ragan	Health Ins-October	117.79	
10/20/23	554558	Faith L Matzker	Travel Advance 10/29-11/2/23	444.47	
10/06/23	554349	Fed Ex	Shipping	44.60	
10/20/23	554536	Fed Ex	Shipping	34.20	
10/13/23	554445	Felix Malone Cross	HCCTP Student Stipend	800.00	
10/27/23	554592	Felix Malone Cross	HCCTP Student Stipend	720.00	
10/13/23	554446	Ferontay Demarquwan Johnson	HCCTP Student Stipend	800.00	



# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554593	Ferontay Demarquwan Johnson	HCCTP Student Stipend	800.00	
10/20/23	554537	First Presbyterian Child Development Center	CPR First Aid Card Reimbursement	125.00	
10/27/23	554619	Fisher Scientific Co LLC (Fisher Science Educ	Instructional Supplies	76.73	
10/20/23	554538	Forestry Suppliers	Instructional Supplies	318.32	
10/02/23	554254	Frances B Cobb	Health Ins-October	108.97	
10/06/23	554350	Freed-Hardeman University	Entry Fee - Women's Golf 10/16-10/17/23	600.00	
10/03/23	554404	Frontier	Phone Service 9/4-10/3/23	127.98	
10/04/23	554431	Frontier	Phone Service 9/13-10/12/23	447.45	
10/13/23	4484	Frontier	Phone Service - Fire Loop 9/19-10/18/23	96.31	
10/16/23	4565	Frontier	Phone Service - WF Ext 9/22-10/21/23	88.99	
10/19/23	4486	Frontier	Phone Service - Fire Alarm 9/25-10/24/23	96.31	
10/13/23	554413	Gage Christopher Griggs	Meal Allowance 10/15	250.00	
10/20/23	554539	Galls LLC	Campus Security Uniform Supplies	31.62	
10/02/23	554318	Gary Smith	Health Ins-October	58.85	
10/02/23	554250	Gary W Caldwell	Health Ins-October	339.30	
10/13/23	554421	Genesis L McDonald	Meal Allowance 10/15	125.00	
10/30/23	554684	Genesis L McDonald	Meal Allowance 10/30/23	125.00	
10/02/23	554287	Glenda L Knight	Health Ins-October	31.30	
10/16/23	4566	GoTo Communications, Inc	Phone Service - CCRR 10/1-10/31/23 Phone Service & Equipment 10/1-10/31/23	7,401.51	
10/20/23	554540	Grammarly, Inc	Grammarly Software for Faculty	1,440.00	
10/06/23	554351	Graphic Impressions	HFD Tees & Hats	1,215.00	
10/13/23	554467	Greater Egypt Regional Planning	Membership Dues 7/2023-6/2024	150.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554623	Haley E Hunter	ECACE Grant Stipend	250.00	
10/20/23	554543	Hamilton County CUSD #10	ECACE Grant Child Care ECACE Grant Child Care Assistance	736.00	
10/13/23	554472	Henry Schein Inc	Carina Digital Sensors	9,504.66	
10/27/23	554622	HSG Mechanical Contractors Inc	Preventative Maintenance - 1st Qtr	1,500.00	
10/06/23	554361	Huelsmann Distributing Company Inc	Instructional Supplies	258.78	
10/27/23	554624	ICCSAA	Conference Registration 11/3-11/4/23	125.00	
10/30/23	4561	IDES	3rd Qtr Unemployment	4,776.78	
10/13/23	554473	Illinois Assoc of Community College Agricultu	Virtual Conference Registration	50.00	
10/13/23	554474	Illinois Association of Vocational Agricultur	Membership Dues 2023-2024	150.00	
10/10/23	4475	Illinois Dept of Revenue	State Tax Deposit 10/10/23	49,674.99	Y
10/25/23	4560	Illinois Dept of Revenue	State Tax Deposit 10/25/23	24,281.33	Y
10/06/23	554435	Illinois FOP Labor Council	Union Dues (LU) September	510.00	
10/06/23	554436	Illinois State Disbursement Unit	Child Support 2004F000112 Child Support 2021-F-11	282.50	
10/20/23	554589	Illinois State Disbursement Unit	Child Support 2021-F-11 Child Support F000112	282.50	
10/02/23	554402	Illinois Student Assistance Commission	Refund - ECACE Scholarship Funds	4,740.00	
10/02/23	554403	Illinois Student Assistance Commission	Refund - MAP Funds	1,525.00	
10/20/23	554548	ILMO Products Company	Instructional Supplies	21.00	
10/06/23	554362	IMACC	Membership Dues	30.00	
10/27/23	554625	INCCRRA	Reissue Ck# 553414 - Grant Refund	7,214.86	
10/13/23	554414	India E Harris	Meal Allowance 10/15	125.00	
10/30/23	554679	India E Harris	Meal Allowance 10/30/23	125.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/13/23	554475	Inflatable Fun	Hoop Shoot - HFD Activity - Yoda Club	230.00	
10/25/23	554694	Integrated Health of Southern Illinois LTD	Counseling Services for Sept 2023	300.00	
10/13/23	554416	Isaac James	Meal Allowance 10/15	125.00	
10/30/23	554681	Isaac James	Meal Allowance 10/30/23	125.00	
10/13/23	554476	Ivy League Day School	ECACE Grant - Child Care Assistance	187.50	
10/13/23	554408	Jace Lee Breath	Meal Allowance 10/15	125.00	
10/30/23	554677	Jace Lee Breath	Meal Allowance 10/30/23	125.00	
10/02/23	554319	Jack Smothers	Health Ins-October	31.30	
10/27/23	554652	Jacob G Rendleman	Travel 10/8-10/12/23	1,067.32	
10/13/23	554412	Jacob Rylan Gothrup	Meal Allowance 10/15	200.00	
10/13/23	554409	Jaden David Correa	Meal Allowance 10/15	200.00	
10/06/23	554437	JALC - IEA/NEA Chapter	IAHE Dues Ded/September	5,122.70	
10/06/23	554438	JALC Foundation	Foundation Ded (LF) September	402.00	
10/13/23	554477	JALC Foundation - Scholarships	Clearing Account	7,073.21	
10/20/23	554549	JALC Foundation - Scholarships	Clearing Account	3,800.00	
10/27/23	554626	JALC Foundation - Scholarships	BOT Merit Scholarship - Lucas Lenear Clearing Account	4,599.00	
10/02/23	554271	James W Harris	Health Ins-October	6.26	
10/02/23	554316	Janada Schaubert	Health Ins-October	108.97	
10/02/23	554279	Jane A House	Health Ins-October	6.26	
10/20/23	554517	Jane Marie Bryant	Travel Advance 10/29-11/1/23	1,983.53	
10/02/23	554305	Janice R Palese	Health Ins-October	6.26	
10/13/23	554452	Jarred M Thomas	HCCTP Student Stipend	800.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554599	Jarred M Thomas	HCCTP Student Stipend	400.00	
10/13/23	554410	Jaylen Lamar Fairman	Meal Allowance 10/15	125.00	
10/30/23	554678	Jaylen Lamar Fairman	Meal Allowance 10/30/23	125.00	
10/27/23	554627	Jenzabar Inc	Implementation Services - September	100.00	
10/02/23	554265	Jerry D Halstead	Health Ins-October	1,213.32	
10/13/23	554406	Jerzy Danae Bittle	Meal Allowance 10/15	125.00	
10/30/23	554675	Jerzy Danae Bittle	Meal Allowance 10/30/23	125.00	
10/27/23	554616	Jessica Dawn Compton	ECACE Grant Stipend	250.00	
10/06/23	554400	Jessica L Zappa	ECACE Grant Stipend	250.00	
10/13/23	554423	Jessica Nareen Perlas Smith	Meal Allowance 10/15	100.00	
10/06/23	554345	Jil Deaton	Travel 9/28/23	41.92	
10/20/23	554529	Jil Deaton	Travel for 10/11/23	50.11	
10/02/23	554242	Jim R Bales	Health Ins-October	31.30	
10/02/23	554314	John C Sala	Health Ins-October	6.26	
10/02/23	554310	John J Profilet	Health Ins-October	238.43	
10/02/23	554291	John L Kuruc	Health Ins-October	6.26	
10/20/23	554544	Johnna Lynn Herren	Reissue Ck# 554276 - Health Ins - Oct	1,213.32	
10/20/23	554550	Johnstone Supply	Maintenance Repair Supplies	18.77	
10/27/23	554628	Johnstone Supply	Instructional Supplies Maintenance Repair Supplies	509.11	
10/02/23	554313	Jon Rivers	Health Ins-October	31.30	
10/13/23	554418	Jordan L Logan	Meal Allowance 10/15	125.00	
10/30/23	554683	Jordan L Logan	Meal Allowance 10/30/23	125.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/02/23	554239	Joseph Dethrow	ICTM Annual Conference 10/6-10/7	678.41	
10/20/23	554530	Joseph Dethrow	Travel Advance 10/26-27/23	88.00	
10/27/23	554653	Joseph E Roach	Travel 10/11-10/13/23	980.13	
10/02/23	554269	Joseph R Hancock	Health Ins-October	6.26	
10/06/23	554387	Joshua L Starks	Travel 9/7-9/22/23	167.72	
10/02/23	554289	Judith C Korando	Health Ins-October	31.30	
10/02/23	554323	Jula L Treece	Health Ins-October	31.30	
10/13/23	554422	Julian Norris Jr	Meal Allowance 10/15	125.00	
10/30/23	554685	Julian Norris Jr	Meal Allowance 10/30/23	125.00	
10/13/23	554478	JW Pepper & Son Inc	Instructional Supplies	60.95	
10/02/23	554315	Karen Sala	Health Ins-October	6.26	
10/20/23	554585	Karla J Yates	Partial Reimburse - Travel for Training	187.59	
10/20/23	554577	Karla Tabing	Travel 7/13-9/28/23	224.01	
10/13/23	554494	Kathleen M Riggs	Travel 9/13-9/25/23	61.30	
10/27/23	554655	Kathryn M Schimpf	Consulting Services 8/1-9/27/23	1,022.92	
10/20/23	554586	Kathy R Yates	Straw - HFD	300.00	
10/20/23	554571	Kaylee N Smith	Travel Advance 10/25-26/23	88.00	
10/06/23	554353	Kaytlyn Margaret Gene Hathaway	ECACE Grant Stipend	250.00	
10/06/23	554363	KB's Outdoor Power Inc.	Grounds Supplies	42.00	
10/20/23	554551	KB's Outdoor Power Inc.	Maintenance Repair Supplies	26.99	
10/13/23	554448	Keenan Anthony Miner	HCCTP Student Stipend	800.00	
10/27/23	554595	Keenan Anthony Miner	HCCTP Student Stipend	800.00	
10/02/23	554290	Keith Alan Krapf	Health Ins-October	1,213.32	

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## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554649	Kemberly J Pinto	Reimburse Supplies/Hispanic Heritage	131.38	
10/20/23	554552	Kemper CPA Group LLP	FY23 Audit Progress Billing	40,000.00	Y
10/06/23	554376	Kendra Moon	Travel 9/11-9/20/23	39.04	
10/24/23	554672	Kentucky Wesleyan College	Invitational Fee 10/27-10/29/23	675.00	
10/13/23	554480	Kimball International Marketing Inc.	Furniture - Nursing Offices	480.97	
10/20/23	554553	Kimball International Marketing Inc.	Furniture - Nursing Tutoring Room Office Furniture - C219	24,268.97	Y
10/27/23	554631	Kimball International Marketing Inc.	Furniture - C207 PO 12900 Furniture - C207 A, B & Admin Asst	20,028.62	Y
10/20/23	554575	Kimberly A Swinford	Travel Advance 10/25-27/23	772.06	
10/06/23	554347	Kimberly T Dyer	Travel 9/7-9/28/23	114.96	
10/13/23	554490	Kirk E Overstreet	Travel 9/20-9/21/23	498.04	
10/27/23	554633	Konica Minolta Business Solutions USA Inc	Maintenance/Click Charges 9/1-9/30/23	2,688.43	
10/26/23	4491	Konica Minolta Premier Finance	Equipment Lease 9/26-10/25/23	3,954.50	
10/06/23	554365	Laborers Local 773	Initiation Fee - J Cobb Initiation Fee - A Mercer	1,550.00	
10/27/23	554634	Laborers Local 773	Initiation Fee - R Nesby SP23	775.00	
10/06/23	554366	Lakeshore Learning Materials	CCRR Supplies	379.73	
10/20/23	554554	Lakeshore Learning Materials	Teaching Supplies	733.39	
10/27/23	554635	Lakeshore Learning Materials	CCRR Supplies	240.34	
10/02/23	554295	Larry Dale Marrs	Health Ins-October	108.97	
10/02/23	554304	Larry Maurice Page	Health Ins-October	108.97	
10/13/23	554489	Laura G O'Connell	Reimburse Instructional Supplies	38.17	
10/02/23	554253	Lauralyn Cima	Health Ins-October	58.85	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/20/23	554523	Lauralyn Cima	Reissue Ck#553453 - Health Ins August	58.85	
10/27/23	554637	Lauren Marie Lynch	ECACE Grant Stipend	250.00	
10/02/23	554272	Leila Jo Hart	Health Ins-October	263.19	
10/13/23	554487	Leslie M Murray	Travel 8/16-10/4/23	330.12	
10/02/23	554243	Linwood G Bechtel	Health Ins-October	31.30	
10/02/23	554280	Lisa A Hudgens	Health Ins-October	238.18	
10/06/23	554439	Logan Operational Staff Association	LOSA Dues/September	860.96	
10/20/23	554590	Logan Operational Staff Association	LOSA Dues/October	842.98	
10/20/23	554555	Logan Solar LLC	Solar Production 9/1-9/30/23	10,436.50	Y
10/13/23	554481	Long Haul Leasing LLC	FoxBox Rental - HCCTP IDOT - October	100.00	
10/06/23	554367	Lowe's of Illinois Inc	Maintenance Repair Supplies	121.97	
10/20/23	554556	Lowe's of Illinois Inc	Instructional Supplies Maintenance Repair Supplies	725.27	
10/13/23	554444	Luke Belobraydic	HCCTP Student Stipend	800.00	
10/06/23	554348	Luke Estel	Contractual Service - HFD 9/23-9/24/23	1,500.00	
10/13/23	554427	Lyniah L Thomas	Meal Allowance 10/15	125.00	
10/30/23	554688	Lyniah L Thomas	Meal Allowance 10/30/23	125.00	
10/06/23	554369	Lynn Medical	Instructional Supplies	78.42	
10/06/23	554354	Mabel J Hayes	Refreshments for DCDE Meeting	60.00	
10/13/23	554498	Madalynn E Spetter	ECACE Grant - Mileage Reimbursement	233.84	
10/24/23	554692	Magnus Julian Noble	Travel ICCSAA Conference 11/3-11/4	128.00	
10/06/23	554371	Maier's Tidy Bowl Inc.	Portable Toilet Rental - HFD	1,210.00	
10/02/23	554308	Marie Perkins	Health Ins-October	6.26	

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## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/20/23	554580	Marilyn J Toliver	Travel Advance 10/26-27/23	318.83	
10/02/23	554282	Mark Allan Imhoff	Health Ins-October	339.30	
10/02/23	554281	Mary Ann Hudson	Health Ins-October	31.30	
10/02/23	554255	Mary DeHoff	Health Ins-October	6.26	
10/02/23	554292	Mary H Landes	Health Ins-October	6.26	
10/13/23	554425	Matthew James Tarr	Meal Allowance 10/15	250.00	
10/06/23	554373	MBI Worldwide Background Checks and Drug Scree	Background Checks 8/16-9/1/23 Background Checks 9/1-9/16/23	299.00	
10/20/23	554559	MBI Worldwide Background Checks and Drug Scree	Background Checks 9/16-10/1/23	105.00	
10/13/23	554483	McKendree University	Tournament Fee 10/15-10/17/23	825.00	
10/27/23	554669	Megan Nicole Wininger	ECACE Grant Stipend	250.00	
10/02/23	554307	Melanie Pecord	Health Ins-October	1,392.03	
10/06/23	554368	Melissa E Luttenbacher	Travel 9/20-9/22/23	176.08	
10/13/23	554482	Melissa E Luttenbacher	Travel 9/25-9/29/23	133.50	
10/20/23	554557	Melissa E Luttenbacher	Travel 10/3-10/6/23	141.10	
10/27/23	554636	Melissa E Luttenbacher	Travel 10/10-10/13/23	128.56	
10/06/23	554374	Menards	Tool Kits - HCCTP IDOT Instructional Supplies - HCCTP IDOT Maintenance Repair Supplies	817.38	
10/13/23	554484	Menards	Instructional Supplies	68.47	
10/20/23	554560	Menards	Grounds Supplies HFD Supplies Instructional Supplies Maintenance Repair Supplies	1,094.92	
10/27/23	554641	Menards	Instructional Supplies - HCCTP IDOT Maintenance Repair Supplies	397.84	



# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/02/23	554303	Merian Norris	Health Ins-October	6.26	
10/06/23	554335	Michael D Bush	Travel Advance 10/15-10/17/23	500.00	
10/02/23	554284	Michael Kevin Jakubco	Health Ins-October	238.43	
10/02/23	554301	Michael Morgan	Health Ins-October	2,127.22	
10/02/23	554266	Michelle Hamilton	Health Ins-October	1,213.32	
10/13/23	554470	Michelle L Guy	Travel 7/5-9/27/23	207.00	
10/20/23	554561	Midland Paper	Stockroom Supplies	1,891.91	
10/04/23	4480	Midwest Insurance Company	Workers Comp Deductible Recovery	1,360.01	
10/04/23	554432	Midwest Insurance Company	Workers Comp Deductible Recovery	1,360.01	
10/27/23	554642	Midwest Pool and Court Co	Pool Supplies	2,238.97	
10/13/23	554485	Mike L Mooneyham	Travel Advance 10/15-10/17/23	600.00	
10/24/23	554673	Mike L Mooneyham	Travel Advance 10/27-10/29/23	600.00	
10/27/23	554608	Miran Byun	Travel 10/6-10/7/23	744.40	
10/20/23	554562	Mississippi River Radio LLC	Coaches Poll Sponsorship-103.5 ESPN New Sponsorship New Country Z100 Kent Zimmer Talent Fee -HFD HFD Advertising Coaches Poll Sponsorship 103.5 ESPN Senior Spotlight 101.5 CIL-FM Senior Spotlight-95.1 Steve FM Senior Spotlight-103.5 ESPN News Sponsorship Sports Central Senior Spotlight 103.5 News Sponsorship CIL-FM Sports Central Senior Spotlight-Z100 Senior Spotlight-WJPF Team of the Week Sponsor 101.5 Team of the Week Title Sponsor 103.5	11,389.60	Y
10/20/23	554563	Mitchell 1	Prodemand Only school 100 user	1,231.00	
10/13/23	554486	MSC Industrial Supply Co.	Instructional Supplies	1,126.27	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554644	Munie Lawn Specialists, Inc	Repair/Irrigation Service 8/30/23	1,995.11	
10/20/23	554564	Murdale Ace Hardware	Maintenance Repair Supplies	417.00	
10/27/23	554645	Murdale Ace Hardware	Maintenance Repair Supplies	10.00	
10/06/23	554364	Myah Kelley	ECACE Grant Stipend	250.00	
10/27/23	554630	Myah Kelley	ECACE Grant - Travel Reimbursement	176.06	
10/02/23	554294	Nancy C Lawson	Health Ins-October	6.26	
10/13/23	554488	National Elevator Inspection Services, Inc.	Annual Lift Inspection	452.65	
10/20/23	4572	Nelnet Business Services	Refund Hosting & Maintenance	471.00	
10/06/23	554396	Nina L Wargel	Travel 9/26/23	36.16	
10/27/23	554667	Nina L Wargel	Travel 10/10-10/11/23	55.28	
10/20/23	554565	NRG Business Marketing LLC	Gas Service - Main Campus 9/1-9/30/23	4,300.85	
10/20/23	554566	ODP Business Solutions, LLC	Stockroom Supplies	784.20	
10/27/23	554647	ODP Business Solutions, LLC	Office Supplies Instructional Supplies	80.19	
10/27/23	554648	Olivia Rose Oellermann	ECACE Grant Stipend	250.00	
10/02/23	554273	Pamala Kay Hays	Health Ins-October	263.19	
10/13/23	554424	Patricija Tamasauskas	Meal Allowance 10/15	125.00	
10/30/23	554686	Patricija Tamasauskas	Meal Allowance 10/30/23	125.00	
10/13/23	554464	Paul T Crawford	Travel 9/6-9/28/23	286.38	
10/07/23	4563	Paycor, Inc	Monthly Service for HR Software	2,128.00	
10/27/23	554615	Phylicia R. Cole	ECACE Grant Stipend	250.00	
10/18/23	554588	Prescient National Insurance Services	Workers Comp Deductible Recovery	86.35	
10/06/23	554341	Preston W Childers	Game Official 9/26/23 2:00 pm	100.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/02/23	554263	Priscilla L Gray	Health Ins-October	6.26	
10/06/23	554379	R House Sports and Embroidery	Printing on Athletic Apparel	40.00	
10/13/23	554493	R House Sports and Embroidery	Logo Application on Athletic Apparel	1,096.00	
10/27/23	554650	R House Sports and Embroidery	Logo Application on Athletic Apparel	135.00	
10/13/23	554499	Rachel Sveda-Webb	Travel Advance 10/21-10/24/23	384.16	
10/27/23	554651	Rainbow's End Child Development Center	Partial Reimburse - Registration/Lodging	1,144.26	
10/06/23	554358	Randi R Hof	Consulting Services 9/12-9/25/23	400.00	
10/20/23	554546	Randi R Hof	Consulting Services 9/26-10/2	400.00	
10/27/23	554621	Randi R Hof	Consulting Services 10/3-10/16 PO 12222	400.00	
10/06/23	554355	Raul E Hernandez	ECACE Grant Stipend	250.00	
10/20/23	554567	Reba B Ourun	Travel Advance 10/29-11/2/23	444.47	
10/27/23	554632	Rebacca N Koenig	ECACE Grant Stipend	250.00	
10/06/23	554356	Rebecca A Hill	ECACE Grant Stipend	250.00	
10/02/23	554247	Rebecca G Borgsmiller	Health Ins-October	31.30	
10/06/23	554393	Rebecca Kay Tucker	ECACE Grant Stipend	250.00	
10/20/23	554525	Rebecca M Corbit	Travel Advance 10/29-31/23	308.13	
10/06/23	554440	Reliance Standard Life Insurance Company	VLTD October	799.82	
10/06/23	554380	Rent-All and Sales Inc	Rental Equipment - HCCTP IDOT	299.63	
10/06/23	554381	Republic Services #732	Waste Disposal - WF Ext 10/1-10/31/23 Waste Disposal - DQ Ext 10/1-10/31/23 Waste Disposal - Main Campus - Sept	1,299.24	
10/17/23	554505	Rob H Craig	Travel 10/18-10/22 PinExpo 2023	738.57	
10/02/23	554297	Robert L Mees	Health Ins-October	31.30	
10/13/23	554453	Robert Vinegar III	HCCTP Student Stipend	800.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/27/23	554600	Robert Vinegar III	HCCTP Student Stipend	760.00	
10/02/23	554257	Roberta Egelston	Health Ins-October	1,213.32	
10/02/23	554306	Robin Pauls	Health Ins-October	930.55	
10/13/23	554429	Rodney Wayne Walker Jr	Meal Allowance 10/15	125.00	
10/30/23	554690	Rodney Wayne Walker Jr	Meal Allowance 10/30/23	125.00	
10/02/23	554264	Ronald D Hall	Health Ins-October	930.55	
10/27/23	554654	Rural King	Tools - HCCTP IDOT	24.99	
10/06/23	554441	Russell C Simon	Wage Garnishment BK19-40639	325.00	
10/20/23	554545	Sabrina Renee Hinkle	ECACE Stipend SM23	250.00	
10/13/23	554417	Samya Marie Johnson	Meal Allowance 10/15	125.00	
10/30/23	554682	Samya Marie Johnson	Meal Allowance 10/30/23	125.00	
10/13/23	554500	Shanda R Sylwester	Travel 7/20-9/29/23	119.21	
10/02/23	554298	Sharyl Melvin	Health Ins-October	58.85	
10/06/23	554382	Sherwin-Williams Company	Credit - Returned Items Maintenance Repair Supplies	75.55	
10/20/23	554568	Sherwin-Williams Company	Maintenance Repair Supplies	281.85	
10/02/23	554246	Sheryl A Bleyer	Health Ins-October	58.85	
10/02/23	554252	Shirley Calhoun	Health Ins-October	6.26	
10/02/23	554259	Shirley Everingham	Health Ins-October	6.26	
10/02/23	554274	Shirley Hays	Health Ins-October	6.26	
10/06/23	554383	Silkworm Inc	Embroidery on Athletic Apparel Printing on Athletic Apparel	1,201.40	
10/13/23	554495	Silkworm Inc	Club Shirts	616.00	
10/20/23	554570	Silkworm Inc	Promotional Items - Shirts	688.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/20/23	554570	Silkworm Inc	Safety Shirts - HCCTP IDOT Recruiting Supplies	688.00	
10/27/23	554656	Silkworm Inc	Promotional Items - CCRR Promotional Supplies - Pens Promotional Supplies - Pencils Promotional Supplies - Product Setup Promotional Supplies - Dart Pens Vests - HCCTP IDOT Promotional Supplies - Trucker Caps	4,023.96	
10/24/23	554674	Simple Syllabus	Contractual Services 10/1/23-9/30/24	10,900.00	Y
10/13/23	554496	Snap-on Industrial	Instructional Equipment - Meter Cert Kit Instructional Equipment - Tool Kit	46,032.74	Y
10/06/23	554384	Southern FS Inc	Fuel for Grounds	998.42	
10/13/23	554497	Southern FS Inc	Grounds Fuel	998.42	
10/06/23	554385	Southern Illinois Piping Contractors, Inc.	Pump for Communication Area	3,325.00	
10/06/23	554386	Southern Illinois Redi-Mix Inc	Instructional Supplies - HCCTP IDOT	3,152.50	
10/20/23	554572	St Louis Boiler Supply Co	Maintenance Repair Supplies	93.80	
10/02/23	554249	Stacy Buckingham	Health Ins-October	1,564.32	
10/02/23	554277	Stacy Holloway	Health Ins-October	1,564.32	
10/20/23	554573	Staples Business Credit	Office Supplies CCR&R Credit - Office Supplies	92.14	
10/16/23	4557	State Universities RetirementSystem	SURS 9/30/23 PR	119,911.27	Y
10/31/23	4562	State Universities RetirementSystem	SURS 10/15/23 PR	62,308.91	Y
10/20/23	554574	Stericycle, Inc.	Waste Disposal 10/1-10/31/23	202.63	
10/27/23	554659	Sweetwater Sound Inc.	Podcast/Sound Supplies	1,349.00	
10/06/23	554389	Swinford Publications LLC	Advertising Advertising - HFD	2,200.00	
10/06/23	554442	Symetra Life Insurance Company	Life Ins/October	7,734.49	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/13/23	554501	Synergy Sports Technology, LLC	Video Database Services - WBB	1,000.00	
10/27/23	554660	Synergy Sports Technology, LLC	Video Database - Baseball	2,000.00	
10/06/23	554390	T Street Rides VIP Limo	Shuttle Services - HFD	1,500.00	
10/13/23	554502	T Street Rides VIP Limo	Van Rental - 9/20/23 Transportation - 9/12 & 9/15/23 Transportation 9/15/23 Van Rental 9/18/23	6,590.00	
10/20/23	554576	T Street Rides VIP Limo	Volleyball Transportation 9/27/23	1,450.00	
10/25/23	554695	T Street Rides VIP Limo	Transportation 9/10,9/24 Transportation 10/4/2023 Transportation 10/6/23 Transportation 10/15/2023 Transportation 9/5,9/17	3,220.00	
10/27/23	554661	T Street Rides VIP Limo	Transportation - 10/2/23	150.00	
10/13/23	554451	Tawan Stuckey	HCCTP Student Stipend	780.00	
10/27/23	554598	Tawan Stuckey	HCCTP-Stuckey, Tawan, Student Stipend HCCTP Student Stipend	760.00	
10/20/23	554569	Taylor M Siefert	SB Reimbursement for Dinner 9/30/23	330.61	
10/13/23	554415	Taylor N Horton	Meal Allowance 10/15	125.00	
10/30/23	554680	Taylor N Horton	Meal Allowance 10/30/23	125.00	
10/13/23	554466	Taylor Nicole Gossett	ECACE Grant Stipend	250.00	
10/13/23	554450	Tayri R Reynolds	HCCTP Student Stipend	800.00	
10/27/23	554597	Tayri R Reynolds	HCCTP Student Stipend	800.00	
10/06/23	554443	Teamsters Local 50	Union Dues (TU) September	2,538.00	
10/06/23	554331	Tena M Bennett	Game Official 9/25/23 6:30 pm	155.00	
10/13/23	554458	Tena M Bennett	Game Official 10/2/23 6:30 pm	155.00	
10/27/23	554604	Tena M Bennett	Game Official 10/13/23 6:30 pm	155.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/04/23	554433	The Hanover Insurance Group	Insurance Premiums 8/15/23-8/15/24	134,145.50	Y
10/06/23	554391	The Home Depot Pro	Custodial Supplies	1,898.32	
10/20/23	554578	The Home Depot Pro	Custodial Supplies	3,415.83	
10/06/23	554398	Theadora Jenn'na Wurst	ECACE Grant Stipend	250.00	
10/06/23	554340	Thomas G Chandler	Travel 9/14-9/17/23	1,150.00	
10/20/23	554584	Thomas J Webb	Logo Added to Uniforms - WBB Locker Name Plates - WBB	490.00	
10/06/23	554377	Tim Neels	Game Official 9/25/23 6:30 pm	155.00	
10/20/23	554579	TimeClock Plus LLC	Scheduling License 10/28-11/27	133.75	
10/02/23	554325	Timothy Allen Williams	Health Ins-October	1,213.32	
10/02/23	554241	Timothy B Baker	Health Ins-October	1,033.69	
10/27/23	554662	TK Elevator Corporation	Elevator Maintenance	112.90	
10/02/23	554267	Tom C Hamlin	Health Ins-October	1,470.47	
10/06/23	554392	Touch of Nature Outdoor Education Center	ECE Career Expo Teambuilding Session	375.00	
10/26/23	554697	Touchtone Communications	Main Campus Long Distance CCR&R Long Distance Oct Services	255.13	
10/13/23	554469	Tracie J Griffith	Travel 9/21-9/29/23	37.40	
10/03/23	554405	Trinity Yvonne Hoover	Meal Allowance 9/30/23	125.00	
10/18/23	4487	U S Department of Veterans Affairs	CH33 Refund XXX-XX-7095 RTCROSS	495.00	
10/24/23	4567	U S Department of Veterans Affairs	CH33 Refund - B Holcomb CH33 Refund - J Bates	2,130.00	
10/27/23	554663	U S Department of Veterans Affairs	CH33 Refund - XXX-XX-9826 RMFLETC CH33 Refund - XXX-XX-2613 KAWALKE	2,781.25	
10/20/23	554581	United Laboratories Inc	Maintenance Supplies	317.65	
10/27/23	554664	USA Clean by Jon-Don	Custodial Supplies	356.24	

# John A. Logan College

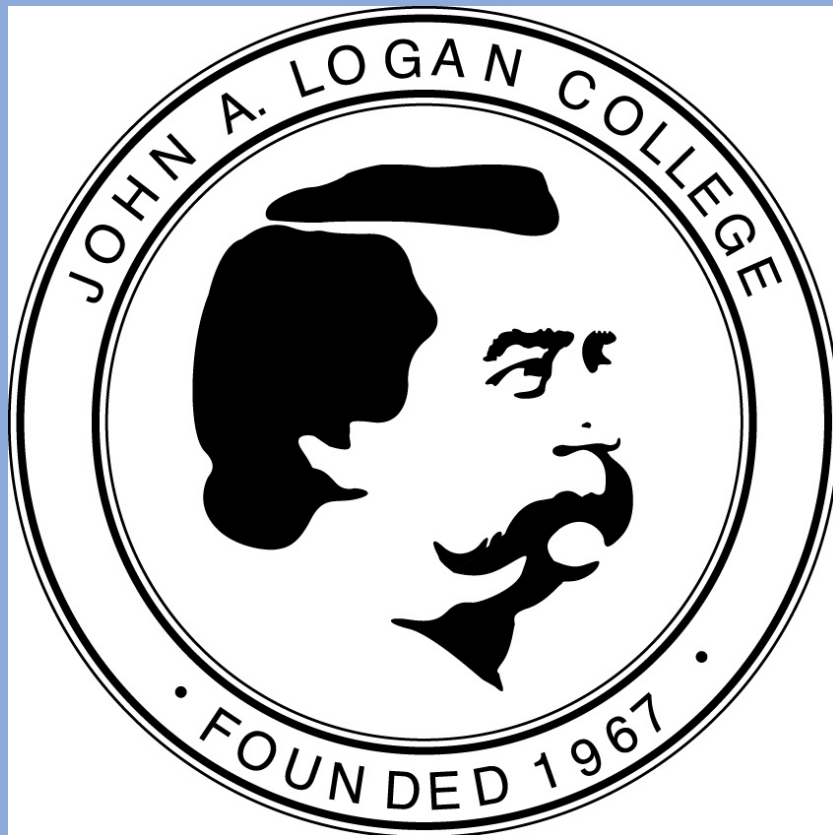
## Monthly Expenditure List

10/1/2023 - 10/31/2023

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/06/23	554394	Verizon Wireless	Phone Service - Campus Safety Hotspots	120.26	
10/13/23	4564	Verizon Wireless	Phone Service - Main Campus & Safety Phone/Internet Service - Family Literacy	315.32	
10/20/23	554582	Verizon Wireless	Campus Police Hotspot 8/28-9/27/23	124.92	
10/02/23	554240	Vicki Autry	Health Ins-October	6.26	
10/20/23	554547	Virginia L Horn	ECACE Stipend SM23	250.00	
10/06/23	4556	VOYA Institutional Trust Company	Annuities 9/30/23 PR	6,300.00	
10/24/23	4559	VOYA Institutional Trust Company	Annuities 10/15/23 PR	2,625.00	
10/06/23	554395	VWR International LLC	Physical Science Materials Instructional Supplies	283.17	
10/13/23	554503	VWR International LLC	Instructional Supplies	315.20	
10/20/23	554583	VWR International LLC	Instructional Supplies	48.71	
10/27/23	554666	VWR International LLC	Instructional Supplies	56.62	
10/06/23	554378	Wanda S Phillips	ECACE Grant Stipend	250.00	
10/06/23	554397	Wells Fargo Vendor Financial Services LLC	Rental Equipment 9/1-9/30/23	1,420.63	
10/02/23	554320	Wendelyn Ann Spencer	Health Ins-October	108.97	
10/27/23	554607	William E Burnside	Reimburse Team Meals	522.31	
10/13/23	554468	William J Green	Banners - HFD	450.00	
10/27/23	554670	WSIL-TV	Advertising - ECACE Grant	4,000.00	
10/06/23	554401	ZebraGraphics Inc	Promotional Items - View Books	1,714.00	
10/20/23	554587	Zogics	Wellness Center Wipes	1,199.60	
<b>Grand Total</b>				<u>1,838,928.35</u>	



**Addendum to Expenditure List  
Void Check List and Board Travel**



**JOHN A. LOGAN COLLEGE****Checks Voided****10/1/2023 - 10/31/2023**

<b>Void Date</b>	<b>Check Date</b>	<b>Check #</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Amount</b>
10/27/2023	9/6/2023	553798	Brandon Michael Tanner	Pell Refund	6.00
10/27/2023	10/27/2023	554617	Chrissy L Confer	Travel 10/16-10/18/23	21.29
10/24/2023	10/24/2023	554671	Constellation NewEnergy Inc	Electric Service - WF Ext 9/5-10/4/23	438.55
10/18/2023	8/11/2023	553414	INCCRRA	Grant Refund	7,214.86
10/11/2023	10/2/2023	554276	Johnna Lynn Herren	Health Ins-October	1,213.32
10/6/2023	8/8/2023	553453	Lauralyn Cima	Health Insurance August	58.85
10/16/2023	7/27/2023	553341	U S Department of Veterans Affai	Chapter 33 Refunds	963.33
				Total Checks Voided During Period	<u>9,916.20</u>

# John A. Logan College

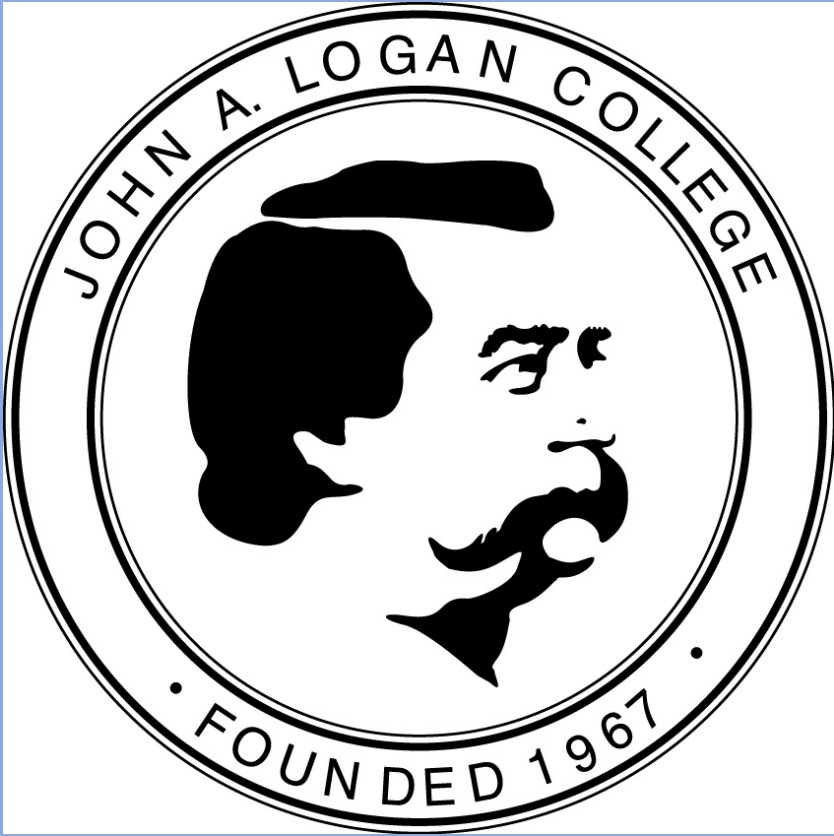
Travel over \$3,500 and Board Travel

Board Meeting November 2023

Traveler	Travel Purpose	Description	Dates of Travel	Travel Costs			Total Travel
				Travel	Lodging	Meals	
Noble, Magnus	ICCSAA Conference	Godfrey, IL	11/3-11/4/23	\$ 296.34	\$ -	\$ 88.00	\$ 384.34
Rendleman, Jake	ACCT Leadership Congress	Las Vegas, NV	10/8-10/12/23	405.87			405.87
							-
							-
							-
<b>Overall - Total</b>				<b>\$ 702.21</b>	<b>\$ -</b>	<b>\$ 88.00</b>	<b>\$ 790.21</b>

**Consent Agenda Item 8.J**

**Treasurer's Report**



**JOHN A. LOGAN COLLEGE**

**TREASURER'S REPORT**

**&**

**FINANCIAL REPORT**

**THREE MONTHS ENDED**

**SEPTEMBER 30, 2023**

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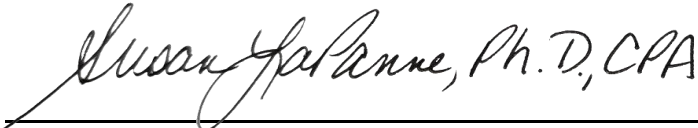
JOHN A. LOGAN COLLEGE

TREASURER'S REPORT  
 SEPTEMBER 30, 2023

	First Mid-Illinois Accounts	Bank of Herrin Trust Accounts	Banterra Accounts & Investments	Illinois Funds Investments	Total
BANK STATEMENT BALANCE	324,662.27	1,936,193.20	17,561,137.33	19,814,451.72	39,636,444.52
O/S Deposits/(Deductions)	(209,313.03)	27,224.34	144,614.56	(1,673.00)	(39,147.13)
	115,349.24	1,963,417.54	17,705,751.89	19,812,778.72	39,597,297.39
Less O/S Checks	-	-	476,298.61	-	476,298.61
	115,349.24	1,963,417.54	17,229,453.28	19,812,778.72	39,120,998.78
Plus Cash on Hand	1,375.00	-	-	-	1,375.00
BANK BALANCE PER BOOKS	116,724.24	1,963,417.54	17,229,453.28	19,812,778.72	39,122,373.78
% of Invested Cash Balances	0.8%	4.9%	44.3%	50.0%	

All Cash	\$	8,376,346.60
All Investments		30,746,027.18
	\$	39,122,373.78

RESPECTFULLY SUBMITTED,



DR. SUSAN LAPANNE, VP FOR BUSINESS SERVICES AND CFO

**JOHN A. LOGAN COLLEGE  
SCHEDULE OF INVESTMENTS  
SEPTEMBER 30, 2023**

INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	5.512%	On Demand	\$ 10,744,548.71
	Higher Reach E-Pay	5.512%	On Demand	29,762.76
	Business Office E-Pay	5.512%	On Demand	50,965.74
	Student Activities E-Pay	5.512%	On Demand	27,224.95
	Banterra ICS	3.000%	On Demand	1,367,069.11
Building	Illinois Funds	5.512%	On Demand	330,860.90
	Business Office E-Pay	5.512%	On Demand	500.00
	Banterra ICS	3.000%	On Demand	-
Building-Restricted	Illinois Funds	5.512%	On Demand	3,804,505.32
	Banterra ICS	3.000%	On Demand	4,986,306.50
Bond & Interest	Illinois Funds	5.512%	On Demand	-
	Banterra ICS	3.000%	On Demand	1,081,744.36
Auxiliary Fund	Illinois Funds	5.512%	On Demand	1,100.00
	Business Office E-Pay	5.512%	On Demand	5,380.00
	Student Activities E-Pay	5.512%	On Demand	364.00
Restricted Purposes	Illinois Funds	5.512%	On Demand	897,534.88
	Banterra ICS	3.000%	On Demand	1,913,653.93
Working Cash	Illinois Funds	5.512%	On Demand	3,920,031.46
	Banterra ICS	3.000%	On Demand	1,547,443.72
Student Activity	Business Office E-Pay	5.512%	On Demand	-
	Student Activities E-Pay	5.512%	On Demand	-
Audit Fund	Illinois Funds	5.512%	On Demand	-
	Banterra ICS	3.000%	On Demand	3.60
Liability Protection & Settlement Fund	Illinois Funds	5.512%	On Demand	-
	Banterra ICS	3.000%	On Demand	37,027.24
				<u>\$ 30,746,027.18</u>
Weighted Average Rate				<b>4.619%</b>
3 Month Treasury Bill Rate 9/30/2023				<b>5.32%</b>
Target Federal Funds Rate 9/30/2023				<b>5.25% -5.50%</b>

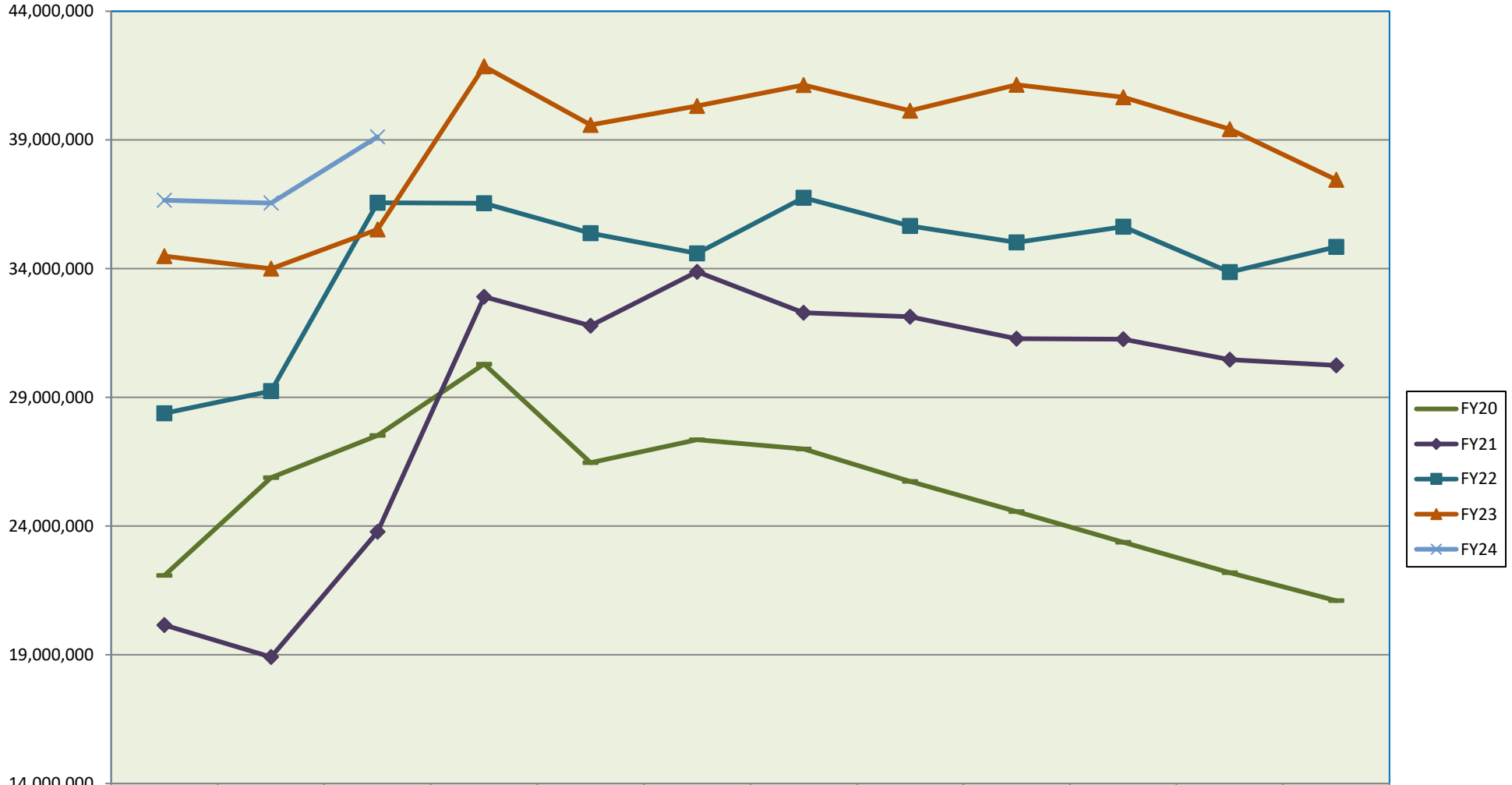
\*Interest/dividend rates are the average Illinois Funds rates and ending Banterra rates for September.



**JOHN A. LOGAN COLLEGE  
CASH IN BANK SUMMARY  
MONTH OF SEPTEMBER 2023**

<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	\$ 31,310.73	\$ (31,310.73)	\$ -
Operations & Maintenance Fund	48,597.17	(48,597.17)	-
Oper Bldg & Maint-Rest Fund	-	-	-
Bond & Interest Fund	-	-	-
Auxiliary Enterprises Fund	23,145.97	(8,611.94)	14,534.03
Restricted Purposes Fund	19,592.87	81,222.34	100,815.21
Student Activity Fund	867.00	(867.00)	-
Audit Fund	-	-	-
Liability Protection & Settle Fund	-	-	-
<b>Subtotals</b>	<b>\$ 123,513.74</b>	<b>\$ (8,164.50)</b>	<b>\$ 115,349.24</b>
<b>Bank of Herrin - CDB Trust Accounts</b>			
Oper Bldg & Maint-Rest Fund	\$ 1,961,839.73	\$ 1,577.81	<b>1,963,417.54</b>
<b>Subtotals</b>	<b>\$ 1,961,839.73</b>	<b>\$ 1,577.81</b>	<b>\$ 1,963,417.54</b>
<b>Banterra Bank - Operating &amp; Payroll</b>			
Education Fund	\$ 962,064.03	\$ (900,374.73)	\$ 61,689.30
Operations & Maintenance Fund	776,927.19	179,160.83	956,088.02
Oper Bldg & Maint-Rest Fund	1,237,429.79	4,944.70	1,242,374.49
Bond & Interest Fund	54,941.95	244.80	55,186.75
Auxiliary Enterprises Fund	602,137.13	38,059.35	640,196.48
Restricted Purposes Fund	1,611,532.81	(106,652.72)	1,504,880.09
Working Cash Fund	669,578.65	103,205.50	772,784.15
Student Activity Fund	57,011.49	5,871.04	62,882.53
Audit Fund	78,246.76	14,320.87	92,567.63
Liability Protection & Settle Fund	666,711.21	240,844.17	907,555.38
<b>Subtotals</b>	<b>\$ 6,716,581.01</b>	<b>\$ (420,376.19)</b>	<b>\$ 6,296,204.82</b>
<b>Grand Totals All Bank Accounts</b>			
Education Fund	\$ 993,374.76	\$ (931,685.46)	\$ 61,689.30
Operations & Maintenance Fund	825,524.36	130,563.66	956,088.02
Oper Bldg & Maint-Rest Fund	3,199,269.52	6,522.51	3,205,792.03
Bond & Interest Fund	54,941.95	244.80	55,186.75
Auxiliary Enterprises Fund	625,283.10	29,447.41	654,730.51
Restricted Purposes Fund	1,631,125.68	(25,430.38)	1,605,695.30
Working Cash Fund	669,578.65	103,205.50	772,784.15
Student Activity Fund	57,878.49	5,004.04	62,882.53
Audit Fund	78,246.76	14,320.87	92,567.63
Liability Protection & Settle Fund	666,711.21	240,844.17	907,555.38
<b>Cash in Bank Totals</b>	<b>\$ 8,801,934.48</b>	<b>\$ (426,962.88)</b>	<b>\$ 8,374,971.60</b>
Plus Cash on Hand	1,500.00	(125.00)	1,375.00
<b>Grand Totals</b>	<b>\$ 8,803,434.48</b>	<b>\$ (427,087.88)</b>	<b>\$ 8,376,346.60</b>

### ALL CASH AND INVESTMENTS BY MONTH



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY20	22,080,064	25,884,959	27,517,929	30,296,202	26,465,515	27,358,310	26,998,800	25,734,074	24,568,393	23,372,036	22,194,329	21,101,134
FY21	20,153,279	18,912,819	23,784,498	32,905,686	31,782,511	33,881,082	32,291,614	32,131,805	31,278,202	31,260,445	30,463,412	30,244,842
FY22	28,383,406	29,246,792	36,566,086	36,539,171	35,374,458	34,598,805	36,756,596	35,655,511	35,023,401	35,629,227	33,868,679	34,841,349
FY23	34,483,320	33,998,317	35,520,643	41,857,391	39,584,492	40,320,647	41,138,983	40,136,336	41,140,518	40,660,026	39,417,052	37,454,044
FY24	36,657,296	36,547,520	39,122,374									

**JOHN A. LOGAN COLLEGE**  
**OPERATING FUNDS**  
**SEPTEMBER 30, 2023**  
**25% FISCAL YEAR COMPLETE**

<b>REVENUE BY SOURCE</b>	<b>Original FY 2024 Budget</b>	<b>Current Month</b>	<b>Y-T-D FY 2024 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	\$ 7,375,000.00	\$ 1,369,121.77	\$ 1,383,006.00	18.8%	\$ 1,015,397.11	36.2%
CORP PERSONAL PROP REPLACE	900,000.00	-	53,879.24	6.0%	37,983.91	41.8%
OTHER LOCAL GOVERNMENT	100,000.00	10,800.00	10,800.00	10.8%	8,400.00	28.6%
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>8,375,000.00</b>	<b>1,379,921.77</b>	<b>1,447,685.24</b>	<b>17.3%</b>	<b>1,061,781.02</b>	<b>36.3%</b>
<b>STATE GOVERNMENT</b>						
ICCB STATE BASE OPERATING GRANT	3,091,794.00	188,955.08	815,869.76	26.4%	793,513.50	2.8%
ICCB STATE EQUALIZATION GRANT	6,662,510.00	542,826.67	1,628,480.01	24.4%	1,618,127.49	0.6%
ICCB STATE PERFORMANCE ALLOCATION	10,000.00	-	-	0.0%	-	N/A
ICCB VETERANS GRANT	95,000.00	-	-	0.0%	-	N/A
ICCB CTE FORUMULA GRANT	370,000.00	-	-	0.0%	190,133.50	-100.0%
OTHER ICCB GRANTS	-	-	-	N/A	-	N/A
OTHER STATE GOVERNMENT	26,700.00	-	-	0.0%	-	N/A
<b>TOTAL STATE GOVERNMENT SOURCES</b>	<b>10,256,004.00</b>	<b>731,781.75</b>	<b>2,444,349.77</b>	<b>23.8%</b>	<b>2,601,774.49</b>	<b>-6.1%</b>
<b>FEDERAL GOVERNMENT</b>						
DEPARTMENT OF EDUCATION	55,400.00	5,157.04	10,839.51	19.6%	4,395.57	146.6%
DEPARTMENT OF HEALTH & HUMAN SERVICES	357,600.00	32,888.18	94,050.40	26.3%	68,542.71	37.2%
OTHER FEDERAL GOVERNMENT	1,600.00	715.58	715.58	44.7%	-	N/A
<b>TOTAL FEDERAL GOVERNMENT SOURCES</b>	<b>414,600.00</b>	<b>38,760.80</b>	<b>105,605.49</b>	<b>25.5%</b>	<b>72,938.28</b>	<b>44.8%</b>
<b>STUDENT TUITION &amp; FEES</b>						
TUITION	10,025,000.00	2,148,004.50	5,219,277.50	52.1%	5,044,660.00	3.5%
FEES	707,800.00	180,429.94	353,277.76	49.9%	366,135.14	-3.5%
<b>TOTAL STUDENT TUITION &amp; FEES</b>	<b>10,732,800.00</b>	<b>2,328,434.44</b>	<b>5,572,555.26</b>	<b>51.9%</b>	<b>5,410,795.14</b>	<b>3.0%</b>
<b>OTHER SOURCES</b>						
PUBLIC SERVICE FEES	20,000.00	883.00	3,550.00	17.8%	6,416.75	-44.7%
SALES AND SERVICE FEES	10,000.00	50.00	1,203.00	12.0%	7,325.00	-83.6%
FACILITIES REVENUE	114,000.00	10,275.00	33,585.00	29.5%	6,675.00	403.1%
INTEREST ON INVESTMENTS	536,000.00	65,369.59	194,225.24	36.2%	67,247.50	188.8%
OTHER NONGOVT REVENUE	34,000.00	369.00	876.00	2.6%	12,121.27	-92.8%
<b>TOTAL OTHER SOURCES</b>	<b>714,000.00</b>	<b>76,946.59</b>	<b>233,439.24</b>	<b>32.7%</b>	<b>99,785.52</b>	<b>133.9%</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 30,492,404.00</b>	<b>\$ 4,555,845.35</b>	<b>\$ 9,803,635.00</b>	<b>32.2%</b>	<b>\$ 9,247,074.45</b>	<b>6.0%</b>

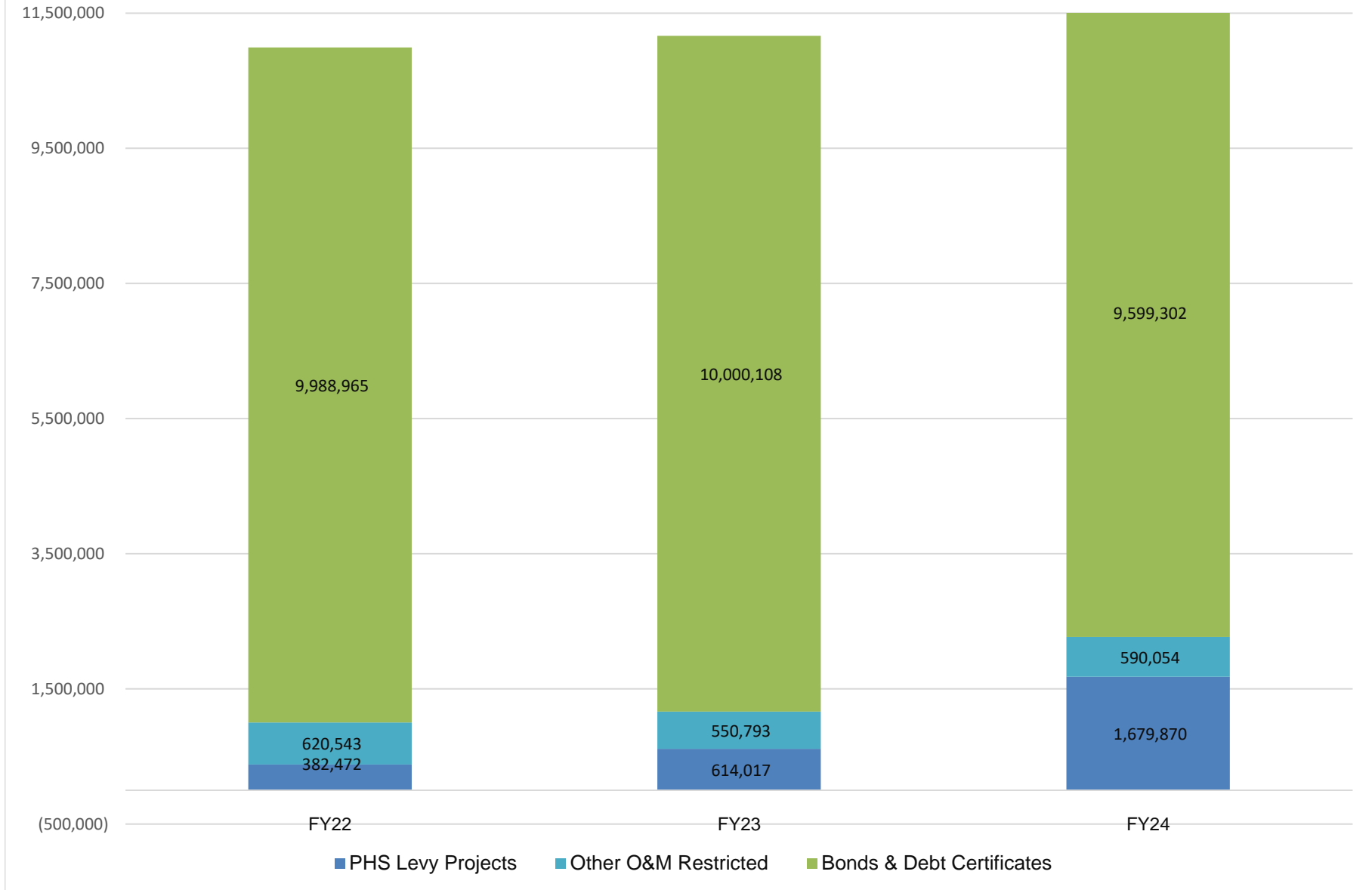
\* Operating funds consist of Education fund plus Operating and Maintenance fund.

**JOHN A. LOGAN COLLEGE  
OPERATING FUNDS  
SEPTEMBER 30, 2023  
25% FISCAL YEAR COMPLETE**

	Original FY 2024 Budget	Current Month	Y-T-D FY 2024 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	\$ 10,093,077.00	\$ 732,803.65	\$ 1,731,479.85	17.2%	\$ 1,705,277.20	1.5%
ACADEMIC SUPPORT	2,801,900.00	179,240.59	664,097.17	23.7%	710,667.84	-6.6%
STUDENT SERVICES	2,752,474.00	218,276.92	744,058.59	27.0%	700,200.33	6.3%
PUBLIC SERVICES/CONTINUING EDUCATION	726,187.00	41,861.79	126,849.31	17.5%	140,236.16	-9.5%
OPERATION & MAINTENANCE OF PLANT	4,639,395.00	325,675.63	936,939.74	20.2%	966,095.82	-3.0%
INSTITUTIONAL SUPPORT	7,508,062.00	580,520.97	2,078,881.82	27.7%	1,772,016.97	17.3%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	2,950,000.00	343,544.00	1,129,143.50	38.3%	1,267,396.50	-10.9%
<b>TRANSFERS OUT</b>	<b>2,524,000.00</b>	<b>235,417.00</b>	<b>749,350.00</b>	<b>29.7%</b>	<b>629,600.00</b>	<b>19.0%</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 33,995,095.00</b>	<b>\$ 2,657,340.55</b>	<b>\$ 8,160,799.98</b>	<b>24.0%</b>	<b>\$ 7,891,490.82</b>	<b>3.4%</b>
<b><u>EXPENSE BY OBJECT</u></b>						
SALARIES & WAGES	\$ 19,404,768.00	\$ 1,433,750.99	\$ 4,155,447.61	21.4%	\$ 3,999,652.19	3.9%
EMPLOYEE BENEFITS	2,952,697.00	200,525.54	618,615.52	21.0%	613,538.17	0.8%
CONTRACTUAL SERVICES	2,068,156.00	184,903.30	875,687.14	42.3%	681,660.50	28.5%
GENERAL MATERIALS & SUPPLIES	1,851,290.00	119,564.76	326,188.36	17.6%	365,534.72	-10.8%
CONFERENCE & MEETING EXPENSE	578,069.00	13,994.23	51,188.90	8.9%	56,899.74	-10.0%
FIXED CHARGES	13,480.00	1,319.64	5,606.90	41.6%	6,884.25	-18.6%
UTILITIES	1,013,510.00	77,396.41	161,901.34	16.0%	160,829.95	0.7%
CAPITAL OUTLAY	218,600.00	41,473.51	77,359.24	35.4%	103,582.65	-25.3%
OTHER	3,220,525.00	348,995.17	1,139,454.97	35.4%	1,273,308.65	-10.5%
CONTINGENCY	150,000.00	-	-	0.0%	-	N/A
<b>TRANSFERS OUT</b>	<b>2,524,000.00</b>	<b>235,417.00</b>	<b>749,350.00</b>	<b>29.7%</b>	<b>629,600.00</b>	<b>19.0%</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 33,995,095.00</b>	<b>\$ 2,657,340.55</b>	<b>\$ 8,160,799.98</b>	<b>24.0%</b>	<b>\$ 7,891,490.82</b>	<b>3.4%</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ (3,502,691.00)</b>	<b>\$ 1,898,504.80</b>	<b>\$ 1,642,835.02</b>	<b>-46.9%</b>	<b>\$ 1,355,583.63</b>	<b>21.2%</b>

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

## Operations & Maintenance Restricted Fund Balances as of August



**JOHN A. LOGAN COLLEGE**  
**AUXILIARY FUND**  
**SEPTEMBER 30, 2023**  
**25% FISCAL YEAR COMPLETE**

<u>REVENUE BY SOURCE</u>	Original FY 2024 Budget	Current Month	Y-T-D FY 2024 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<b>STUDENT FEES</b>						
STUDENT ACTIVITY FEES	\$ 285,000.00	\$ 54,780.00	\$ 133,475.00	46.8%	\$ 129,430.00	3.1%
<b>TOTAL STUDENT FEES</b>	<b>285,000.00</b>	<b>54,780.00</b>	<b>133,475.00</b>	<b>46.8%</b>	<b>129,430.00</b>	<b>3.1%</b>
<b>OTHER SOURCES</b>						
PUBLIC SERVICE FEES	142,000.00	13,165.58	30,843.24	21.7%	41,557.25	-25.8%
SALES AND SERVICE FEES	702,567.00	75,732.73	255,221.86	36.3%	233,839.32	9.1%
<b>TOTAL OTHER SOURCES</b>	<b>844,567.00</b>	<b>88,898.31</b>	<b>286,065.10</b>	<b>33.9%</b>	<b>275,396.57</b>	<b>3.9%</b>
<b>TRANSFERS IN</b>	<b>2,063,000.00</b>	<b>166,667.00</b>	<b>500,000.00</b>	<b>24.2%</b>	<b>450,000.00</b>	<b>11.1%</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 3,192,567.00</b>	<b>\$ 310,345.31</b>	<b>\$ 919,540.10</b>	<b>28.8%</b>	<b>\$ 854,826.57</b>	<b>7.6%</b>
<b>EXPENSE BY OBJECT</b>						
<b>PUBLIC SERVICES</b>						
SALARIES & WAGES	\$ 600,492.00	\$ 41,262.22	\$ 135,734.84	22.6%	\$ 123,960.29	9.5%
BENEFITS	108,588.00	6,121.90	37,651.73	34.7%	34,395.79	9.5%
CONTRACTUAL SERVICES	24,000.00	2,157.35	20,529.32	85.5%	5,048.42	306.6%
GENERAL MATERIALS & SUPPLIES	93,890.00	6,412.12	19,891.67	21.2%	14,328.11	38.8%
CONFERENCE & MEETING EXPENSE	6,750.00	-	-	0.0%	656.37	-100.0%
UTILITIES	100,000.00	16,378.65	31,513.45	31.5%	20,230.81	55.8%
CAPITAL OUTLAY	20,000.00	-	-	0.0%	-	N/A
OTHER	2,000.00	-	1,585.00	79.3%	6,634.38	-76.1%
<b>TOTAL PUBLIC SERVICES</b>	<b>955,720.00</b>	<b>72,332.24</b>	<b>246,906.01</b>	<b>25.8%</b>	<b>205,254.17</b>	<b>20.3%</b>
<b>INDEPENDENT OPERATIONS</b>						
SALARIES & WAGES	691,317.00	92,015.00	177,584.68	25.7%	124,941.38	42.1%
EMPLOYEE BENEFITS	81,483.00	6,940.39	19,916.07	24.4%	16,047.15	24.1%
CONTRACTUAL SERVICES	258,270.00	20,849.64	26,166.64	10.1%	27,590.00	-5.2%
GENERAL MATERIALS & SUPPLIES	276,042.00	44,126.80	67,537.69	24.5%	45,133.35	49.6%
CONFERENCE & MEETING EXPENSE	197,962.00	9,349.31	17,103.01	8.6%	8,315.14	105.7%
FIXED CHARGES	35,090.00	28,298.50	28,578.50	81.4%	770.00	3611.5%
CAPITAL OUTLAY	5,000.00	-	-	0.0%	-	N/A
SCHOLARSHIPS AND OTHER	202,054.00	8,325.00	12,993.22	6.4%	24,675.46	-47.3%
<b>TOTAL INDEPENDENT OPERATIONS</b>	<b>1,747,218.00</b>	<b>209,904.64</b>	<b>349,879.81</b>	<b>20.0%</b>	<b>247,472.48</b>	<b>41.4%</b>
<b>OPERATIONS &amp; MAINTENANCE OF PLANT</b>						
SALARIES & WAGES	-	-	-	N/A	2,052.50	-100.0%
<b>TOTAL OPERATIONS &amp; MAINTENANCE OF PLANT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>2,052.50</b>	<b>-100.0%</b>
<b>INSTITUTIONAL SUPPORT</b>						
CONTRACTUAL SERVICES	32,800.00	3,343.01	4,955.15	15.1%	-	N/A
GENERAL MATERIALS & SUPPLIES	57,450.00	8,323.88	9,456.17	16.5%	3,015.36	213.6%
FIXED CHARGES	49,717.00	6,216.62	14,125.62	28.4%	3,662.12	285.7%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>164,967.00</b>	<b>17,883.51</b>	<b>28,536.94</b>	<b>17.3%</b>	<b>6,677.48</b>	<b>327.4%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, WAIVERS</b>						
OTHER - WAIVERS	455,000.00	-	20,357.00	4.5%	195,066.00	-89.6%
<b>TOTAL SCHOLARSHIPS, GRANTS, WAIVERS</b>	<b>455,000.00</b>	<b>-</b>	<b>20,357.00</b>	<b>4.5%</b>	<b>195,066.00</b>	<b>-89.6%</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 3,322,905.00</b>	<b>\$ 300,120.39</b>	<b>\$ 645,679.76</b>	<b>19.4%</b>	<b>\$ 656,522.63</b>	<b>-1.7%</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ (130,338.00)</b>	<b>\$ 10,224.92</b>	<b>\$ 273,860.34</b>	<b>-210.1%</b>	<b>\$ 198,303.94</b>	<b>38.1%</b>

**JOHN A. LOGAN COLLEGE**  
**LIABILITY, PROTECTION, & SETTLEMENT FUND**  
**SEPTEMBER 30, 2023**  
**25% FISCAL YEAR COMPLETE**

<b><u>REVENUE BY SOURCE</u></b>	<b>Original FY 2024 Budget</b>	<b>Current Month</b>	<b>Y-T-D FY 2024 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	\$ 2,400,000.00	\$ 436,830.06	\$ 441,365.83	18.4%	\$ 329,463.97	34.0%
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>2,400,000.00</b>	<b>436,830.06</b>	<b>441,365.83</b>	<b>18.4%</b>	<b>329,463.97</b>	<b>34.0%</b>
<b>OTHER SOURCES</b>						
INTEREST ON INVESTMENTS	20,000.00	3,544.50	11,475.23	57.4%	2,921.92	292.7%
<b>TOTAL OTHER SOURCES</b>	<b>20,000.00</b>	<b>3,544.50</b>	<b>11,475.23</b>	<b>57.4%</b>	<b>2,921.92</b>	<b>292.7%</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 2,420,000.00</b>	<b>\$ 440,374.56</b>	<b>\$ 452,841.06</b>	<b>18.7%</b>	<b>\$ 332,385.89</b>	<b>36.2%</b>
 <b><u>EXPENSE BY OBJECT</u></b>						
<b>OPERATIONS AND MAINTENANCE OF PLANT</b>						
SALARIES & WAGES	\$ 715,805.00	\$ 46,013.30	\$ 145,454.82	20.3%	\$ 175,007.53	-16.9%
EMPLOYEE BENEFITS	140,765.00	9,935.64	29,818.68	21.2%	27,069.71	10.2%
CONTRACTUAL SERVICES	17,753.00	598.75	3,395.28	19.1%	10,255.00	-66.9%
GENERAL MATERIALS & SUPPLIES	69,270.00	478.89	3,980.35	5.7%	5,497.30	-27.6%
CONFERENCE & MEETING EXPENSE	13,200.00	-	-	0.0%	1,220.77	-100.0%
<b>TOTAL OPERATIONS AND MAINT OF PLANT</b>	<b>956,793.00</b>	<b>57,026.58</b>	<b>182,649.13</b>	<b>19.1%</b>	<b>219,050.31</b>	<b>-16.6%</b>
<b>INSTITUTIONAL SUPPORT</b>						
SALARIES & WAGES	87,997.00	2,337.20	6,399.10	7.3%	6,060.36	5.6%
EMPLOYEE BENEFITS	670,837.00	36,973.17	114,835.34	17.1%	114,392.38	0.4%
CONTRACTUAL SERVICES	246,563.00	-	188,058.50	76.3%	141,279.00	33.1%
GENERAL MATERIALS & SUPPLIES	15,000.00	-	-	N/A	-	N/A
FIXED CHARGES	465,000.00	66,610.71	187,364.14	40.3%	165,009.77	13.5%
CAPITAL OUTLAY	451,395.00	-	4,125.00	0.9%	-	N/A
OTHER	-	-	-	N/A	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>1,961,792.00</b>	<b>105,921.08</b>	<b>500,782.08</b>	<b>25.5%</b>	<b>426,741.51</b>	<b>17.4%</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 2,918,585.00</b>	<b>\$ 162,947.66</b>	<b>\$ 683,431.21</b>	<b>23.4%</b>	<b>\$ 645,791.82</b>	<b>5.8%</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ (498,585.00)</b>	<b>\$ 277,426.90</b>	<b>\$ (230,590.15)</b>	<b>46.2%</b>	<b>\$ (313,405.93)</b>	<b>-26.4%</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 installation, improvement, repair, replacement, and maintenance of the building fixtures; interior decoration; rental of buildings and property for community college purposes; payment of all premiums for insurance on buildings and building fixtures. If approved by resolution of the local board, the payment of salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, custodial supplies, and equipment; and professional surveys of the condition of college buildings are allowed.

### **OPERATIONS AND MAINTENANCE (Restricted)**

This fund is utilized to account for monies restricted for building purposes and site acquisition. This fund primarily will be expending bond proceeds acquired for the new building project, protection, health and safety levies, plus transfers from operating funds and interest earnings. Funds are provided in the Operation and Maintenance (Restricted) for completion of approved protection, health, safety projects.

### **AUXILIARY ENTERPRISES FUND**

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

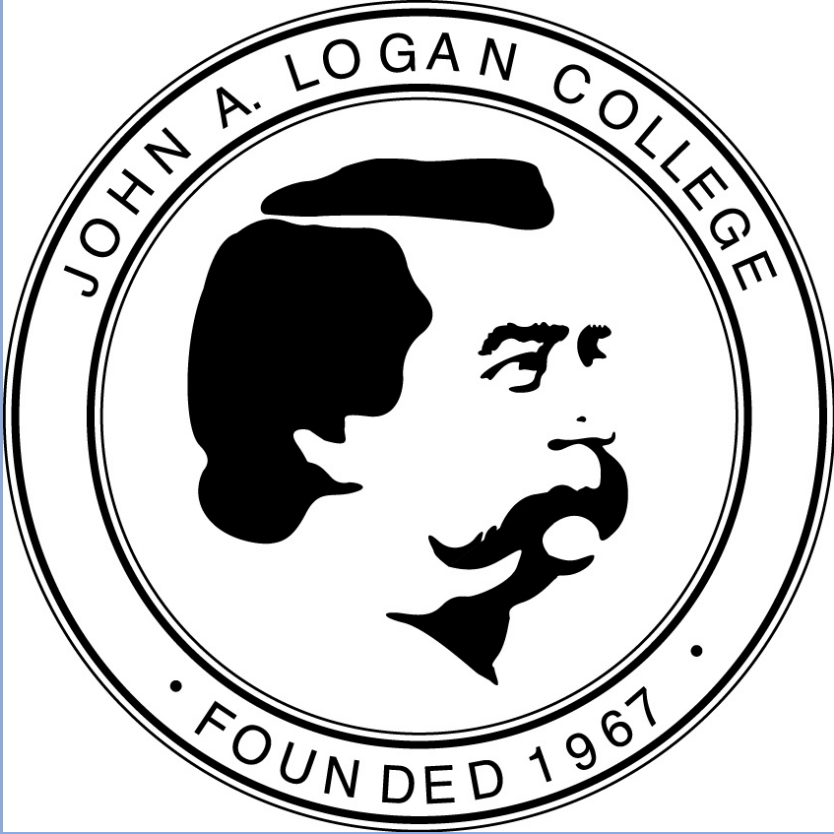
### **LIABILITY, PROTECTION AND SETTLEMENT FUND**

This fund accepts special levies for tort liability, property insurance, Medicare insurance, FICA taxes and workers' compensation. The monies in this fund should be used only for the payment of tort liability, property, unemployment or workers compensation insurance or claims, and the cost of participation in the Federal Medicare program. Expenditures in this fund include insurance costs for property and casualty, and the cost of maintaining and expanding the Campus Safety operations. The College will include attorney fees pertaining to liability protection plus a portion of staff members' time that are active in the functions of this fund.



**Consent Agenda Item 8.K**

**October 24, 2023 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, October 24, 2023, commencing at 6:00 p.m. The meeting was open to the public and streamed on the College's YouTube channel.

The meeting was called to order by Vice-Chairman Aaron Smith.

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

Rebecca Borgsmiller	-- present
Brent Clark	-- not present
Bill Kilquist	-- not present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Aaron R. Smith	-- present
Magnus Noble	-- present

Also present were President Dr. Kirk Overstreet, Legal Counsel Rhett Barke, Provost Dr. Stephanie Chaney Hartford, Vice President and CFO Dr. Susan LaPanne, Recording Secretary Susan May, and other College personnel.

Vice-Chairman Smith 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**

Vice-Chairman Aaron Smith reported that Logan's Volleyball team clinched the Great Rivers Athletic Conference with a perfect 16-0 record and will advance to the Region 24 tournament. This is the third undefeated season for the Vols. Logan Baseball completed its fall scrimmage, and eight players have committed to Division 1 programs. The men's basketball program hosted its Seventh Annual Midwest Jamboree at the SIU Rec Center, which consisted of 16 teams throughout the Midwest, with over 60 coaches from four-year universities in attendance. The men's basketball team was ranked #4 in the country by the NJCAA pre-season poll. The women's basketball team successfully participated in two jamborees and will host their first home game on November 15. Softball finished their season with mostly Division I schools and have started individual workouts in preparation for the spring campaign.

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

Trustee Rendleman reported that the C & E Wing Renovation project received bids within budget. Work on this project is anticipated to begin during Christmas break and continue through 2024. The 50% Design Submittal has been reviewed for the West Lobby Expansion project, and the 75 percent drawings are in production. Construction is estimated to begin in September 2024. The Baseball and Softball Training Facility floor plans are approximately 70% complete. Construction should begin in May 2024 and be ready for use by March 2025. The College is reviewing quotes for a door access control system for Logan Fitness, which could be installed in the next two months.

**D. Board Policy Committee**

Trustee Rebecca Borgsmiller reported that the Committee met on October 24 and recommended five policy revisions for the first reading.

**E. Budget and Finance Committee**

Trustee Aaron Smith reported that they will reschedule a Board Financial Committee with Vice-President and CFO Dr. Susan LaPanne.

**F. Decennial Committee**

Trustee Mandy Little reported that the Decennial Committee met this evening and agreed to bring nine intergovernmental agreements forward to study efficiencies and report recommendations regarding efficiencies and increased accountability. The Committee will review data sets for the agreements at the next meeting in January.

**G. Integrated Technology Committee**

Trustee Mandy Little reported that the Information Technology team had been working on several integrations, including Simple Syllabus, Franklin University Data Sync, and the integration for Timely Care, pending Board approval. Alex Hayes is the new Network Systems Manager, and Luke Nicholas is the newest Technology Support Technician. Implementation will begin for a backup and recovery system for Microsoft Exchange, SharePoint, and the Teams environments. Three employees attended the 2023 Educause conference, which delivered many informational sessions addressing technology issues such as Cybersecurity, Data Governance and Management, and Recruiting and Retaining IT Talent.

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

Trustees Aaron Smith and Jake Rendleman attended the ACCT Leadership Congress in Las Vegas. Trustee Rendleman commented that he attended several good presentations on returning adults to the community college.

**I. John A. Logan College Foundation**

Trustee Rendleman reported that 33 teams would participate in the Foundation Annual Golf Classic, which secured \$36,000 in sponsorships, a new record for the 46-year tournament. The Foundation staff will assist students with completing scholarship applications at their Subs and Scholarship event.

**J. Student Trustee**

Student Trustee Magnus Noble will attend the Illinois Community College Student Activities Association (ICCSAA) Fall Student Leadership Conference at Lewis & Clark Community College. The College will host the ICCB Student Advisory Committee meeting on November 14.

## **ASSOCIATION REPORTS**

### **A. Faculty Association Report**

IEA Faculty Association President Jane Bryant reported the College hosted a STEM Day last Friday, with 80 students from area high schools competing in a spaghetti bridge-building contest. West Frankfort won the competition by building a bridge holding 34 pounds out of one pound of spaghetti. Dr. Bryant also thanked Dr. Hartford for adding information regarding open educational resources to the classes for students.

## **EXECUTIVE LEADERSHIP REPORTS**

### **President Kirk Overstreet**

Staff attended many conferences this month, including Educause and the National Alliance of Concurrent Enrollment Partnerships (NACEP). President Overstreet stated that these are essential events for staff to be involved in to keep up with best practices and develop skills to better serve the community of learners at John A. Logan College.

President Overstreet attended the National Cyber Security Education Conference and Executive Leadership Forum at Moraine Valley Community College this month. John A. Logan College is one of five colleges and universities in the state with the Center of Academic Excellence in Cybersecurity (CAE-C) designation. The federal government has approximately \$1 trillion in cyber security and training grants, and it was reported that over one million positions are open for cyber security operators, with an average six-figure salary. Many of these positions can be attained with a certificate, and as we build on this program, we will work to provide pathways to these types of jobs.

President Overstreet met with Business Manager Jerry Womick, Laborer's Local 773, to discuss shared goals and will continue to work with the laborers to increase opportunities to partner in training and education. He also attended the Workforce Summit in Marion and spoke about the upcoming Career and Technical Education building and plans for rebooting workforce education programs.

The Foundation announced that the Altekruze Endowment would offer twelve \$6,000 scholarships for students entering science, technology, engineering, and mathematics (STEM) study. President Overstreet thanked Professor Cheryl Thomas and Student Life for the work that went into the STEM Day program.

### **Community Events**

This year, the Nursing Department and Fitness Center joined forces to host the Not-So-Scary Trick or Treat and Pumpkin Plunge events. It was estimated that 700-800 students attended the event.

### **Enrollment Activities**

Provost Dr. Stephanie Chaney Hartford reported that the College has a robust offering of fast-track class opportunities, including online four-week classes, eight-week classes, 12-week classes, and the traditional 16-week classes.

### **Recruitment Activities**

Career and Technical Education (CTE) faculty participated in the Regional Office of Education #21 High School Career Fair at The Pavilion in Marion. CTE Advisors are going to the classroom to bring advisement opportunities closer to the students, which has proven successful. Applied Tech Day is scheduled for November 3 and will bring district high school students on campus to explore different programs.

Staff are visiting the district high schools to help students complete Federal financial forms. A High School Partners breakfast was held for school counselors and principals to update them about services offered at the College. They toured the Student Success Center, including the new relaxation room and the mental health counseling services available to students.

### **Faculty Presentations**

Nursing faculty Dr. Erin McGuire and Dr. Heather Hampson presented their Eggstravaganza and Not-So-Scary Trick or Treat events at the Organization for Associate Degree Nursing (OADN) Conference in San Diego. These service learning events provide a non-traditional pediatric clinical option at the ADN level.

### **Business Services**

Vice-President Dr. Susan LaPanne reported that Business Services is reworking tactics aligned with the Strategic Plan for FY 2024. Dr. LaPanne stated that she has discovered additional tactics within current processes to prevent fraud and cost inefficiencies that will align the Business Services Division to support the institution.

### **Health Benefits Survey**

Dr. LaPanne reported that a survey had been distributed to gather employee input regarding their health insurance. The Health Insurance Committee is looking to identify what health insurance coverage will meet the needs of our employees and offer as much choice as possible. The College's current insurance is mandatory, which has impacted some potential employees. We are proactively working to move this along before the conclusion of our current contract, which is July 1.

### **Student Senate**

Dr. Adrienne Barkley Giffin introduced co-advisor Joshua Cannon and Student Senate members Ms. Selena Rogers, Mr. Ryan Zell, and Ms. Anastasia Moroz. Student Senate President Selena Rogers reported that membership is up from last year, with 11 members. She reiterated that the purpose of the Student Senate is to present the student body's needs, conduct service projects, and encourage student involvement at JALC. The cost of course materials was one of the student needs highlighted in the 2022-2023 survey, and they have collaborated with the administration to analyze data and find solutions. Student Senate member Ryan Zell reported that the Student Senate participated in the Clean Soil initiative as one of their community service projects this semester. Other projects include the Thanksgiving Food Drive, which will donate to Logan students in need, and the Angel Tree, which will serve approximately 100 children. Student Senate member Anastasia Moroz reported that the Student Senate encourages student involvement by hosting and participating in campus events, encouraging involvement and collaboration with campus clubs, and bringing awareness of student events and opportunities for the students. The Board thanked the students for their leadership at John A. Logan College.

### **Strategic Long-Range Plan**

Assistant Vice-President Jordan Mays presented the completion percentages for the first quarter of the Strategic Long-Range Plan that had been distributed to the Board. Mr. Mays noted that completion rates for the tactics were all within the 20-25 percent range, as expected for the end of the first quarter, September 30, 2023.

Completion percentages reported for tactics aligned with the four pillars included Student Success (26.74%); Arts, Culture, and Community Engagement (21.54%); Career and Economic Development (22.89%); and Organizational Culture (23.69%). Percentage of completion for tactics aligned with the FY

2024 institutional goals included Goal 1-Cultivate a Healthy and Safe Community (25.41%); Goal 2-Define and Use Data to Support Student Success (25.37%); Goal 3-Implement Practices that Promote JALC Core Values (24.20%); Goal 4-Position JALC as a Strategic Partner (24.01%); Goal 5-Provide Internal and External Communication (19.59%); and Goal 6-Support a Diverse, Equitable, and Inclusive Environment (28.88%). Mr. Mays commented that the completion rate for Goal 5 was a little lower since many of the tactics for this goal are scheduled to occur in the second quarter.

Mr. Mays noted that the number of offices reporting for FY 2024 increased from 11 to 16 by adding in Assistant Provost and Dean levels. A cost category has also been added for each tactic the administration will expand upon over the next three years of the five-year plan.

## **INFORMATIONAL ITEMS**

### **A. Personnel**

President Overstreet accepted retirement requests from the following: Paul Crawford, coordinator of corporate occupational health and safety training, effective December 1, 2023; Catherine Hagler, Child Care Resource and Referral administrative assistant I, effective January 1, 2024; and Christy Stewart, assistant provost for student affairs, effective May 1, 2024.

President Overstreet accepted the resignation of Rick Herrin, campus police law enforcement officer, effective September 24, 2023.

## **CONSENT AGENDA**

Vice-Chairman Smith 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 – L were presented for approval.

### **A. Phlebotomy Certificate**

Approved a new Phlebotomy Certificate, effective Fall 2024.

### **B. Truck Purchase for Grounds Department**

Approved the 2024 Ford Super Duty F350 purchase from National Auto Fleet Group for the quoted price of \$55,861.20.

### **C. Milestone Systems Security Camera Software**

Approved a three-year maintenance agreement for Milestone Systems CarePlus for security camera management for \$29,106.77.

### **D. Course Cost-Sharing Agreement with Southeastern Illinois College**

Approved a cost-sharing agreement with Southeastern Illinois College for commercial driving license courses.

### **E. Timely Care**

Approved the purchase of Timely Care services at an annual cost of \$44,650, which includes an implementation fee of \$10,000 and an annual fee of \$34,650, based on current enrollment.

### **F. Revision to 2023-2024 Academic Calendar**

Approved a revision to the 2023-2024 Academic Calendar to include a special holiday closure for Monday, April 8, 2024.

**G. Promotions**

Ratified the promotion of Ms. Manar Qasem to Assistant Manager of Financial Aid Systems at a salary of \$50,000, effective September 1, 2023.

**H. Personnel Action Items (Appendix A)**

Approved the employment and ratification of personnel recommended by President Overstreet.

**I. Expenditure Report**

Approved the monthly expenditure report for the period ending September 30, 2023.

**J. Treasurer's and Financial Report**

Approved the Treasurer's and Financial Report for the period ending August 31, 2023.

**K. Minutes of Regular Meeting**

Approved the minutes of the September 19, 2023, regular meeting of the Board of Trustees.

**L. Content of Closed Session Minutes**

Approved the content of the closed session minutes of September 19, 2023, but said minutes are not available for public inspection at this time.

Mandy Little and Magnus Noble moved and seconded that the Board of Trustees approve Agenda Items A – J as presented.

Upon roll call, all members present voted Yes. Motion carried.  
(Resolution #16-4329)

**NEW BUSINESS (No Action)**

**A. Board Policies for First Reading**

The Board Policy Committee presented revisions to five policies for the first reading. The revisions will be made available to College employees for input and presented for Board action in November.

2710 – Formulation of Policy

3240 – Dental Hygiene Clinic Policy for Basic Dentistry Services

5141 – Retirement Benefits

5220 – Professional Staff Position Guidelines

7311 – Definition of In-District Residency for Tuition and Credit Hour Claim Purposes

**ADJOURNMENT**

Mandy Little and Magnus Noble 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 #16-4330)

The meeting was duly adjourned at 7:51 p.m.

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

William J. Kilquist, Chairman  
Jacob "Jake" Rendleman, Secretary

**APPENDIX A**  
**Personnel Action Items**

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**A. Full-Time Professional Staff**

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<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Alex Hayes	Assistant Manager of Network Systems	\$45,000	10/01/2023
John Nicholas	Technology Support Technician	\$40,000	10/01/2023
Kenneth Stoner	Manager of Workforce Education	\$62,500	10/16/2023
Rollie Hawk	Risk Manager	\$60,000	10/16/2023
Lottie Jones	Counselor/Facilitator for Mary Logan High School	\$40,000	10/16/2023

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**B. Part-Time Staff**

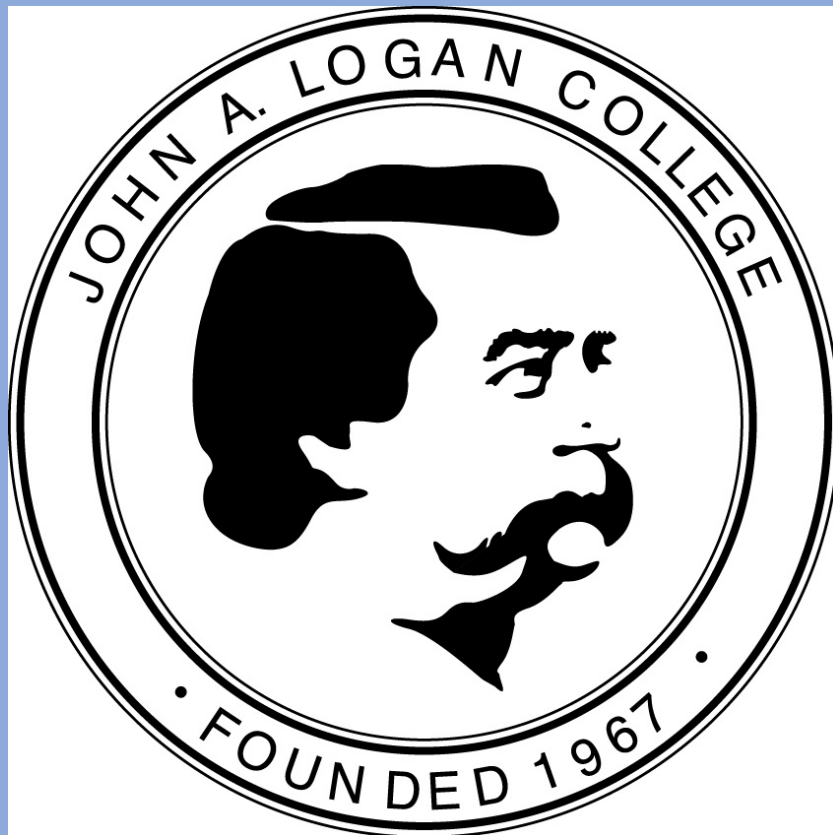
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<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rachel Wagner	Lifeguard	09/08/2023
Nicholas Bartelsmeyer	Private Swim Instructor	09/16/2023
Curtis Caldwell	Private Swim Instructor	09/18/2023



# Consent Agenda Item 8.L

## November 6, 2023 Meeting Minutes



JOHN A. LOGAN COLLEGE  
Carterville, Illinois

Minutes of the retreat of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Bennie's Italian Restaurant in Marion, Illinois, on November 6, 2023, commencing for dinner at 5:35 p.m.

The meeting was called to order by Board Chairman Bill Kilquist.

The Board Chairman directed the recording secretary to call the roll:

Rebecca Borgsmiller	-- present
Brent Clark	-- not present at roll call
Mandy Little	-- present
Glenn Poshard	-- not present
Jake Rendleman	-- present
Aaron Smith	-- present
Magnus Noble	-- present
Bill Kilquist	-- present

Also present were President Kirk Overstreet, ICCTA Executive Director Jim Reed, Legal Counsel Rhett Barke, and Recording Secretary Susan May.

*Trustee Brent Clark arrived at 5:55 p.m.*

**OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

None.

**CONSENT AGENDA**

**A. Approval of Tentative Project Bids for C & E Wing Renovation Project**

Bid openings for the C & E Wing Renovation project were held on October 3 and 17, 2023. The combined project bids were within the estimated budget for the project, and in order for the Capital Development Board contractual process to be completed within the 60-day window, approval of the tentative project bids is requested at this time. The Board discussed the bids and the contractual process. Assistant Vice-President of Construction Planning and Facilities Management Jeremy Sargent joined the meeting via phone and affirmed that the Capital Development Board (CDB) and BHDG Architects would be responsible for qualifying each contractor responding to the bid and expediting contracts between the college, CDB, and the selected contractor.

Jake Rendleman and Brent Clark moved and seconded that the Board of Trustees approve the tentative project bids for the C & E Wing Renovation project, including the Base Bid, Alternate #1, and Alternate #2, at a cost not to exceed \$3.08 million.

Upon roll call, all members present voted Yes. Motion carried.  
(Resolution #16-4331)

### **EXECUTIVE SESSION**

Board Chairman Bill Kilquist stated it was desirable to hold a closed session pursuant to 5 ILCS 120/2(c) to meet with a representative of the Illinois Community College Trustees Association for the purpose of self-evaluation, practices and procedures, and evaluation of the President.

Mandy Little and Aaron Smith moved and seconded that the retreat of the John A. Logan College Board of Trustees be declared in closed session.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4332)

The meeting was declared in closed session at 6:28 p.m.

The Board returned to open session at 9:02 p.m.

Magnus Noble and Mandy Little moved and seconded that the special meeting retreat of November 6, 2023, be recessed and reconvened via Zoom on Thursday, November 9, 2023, at 11:00 a.m.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4333)

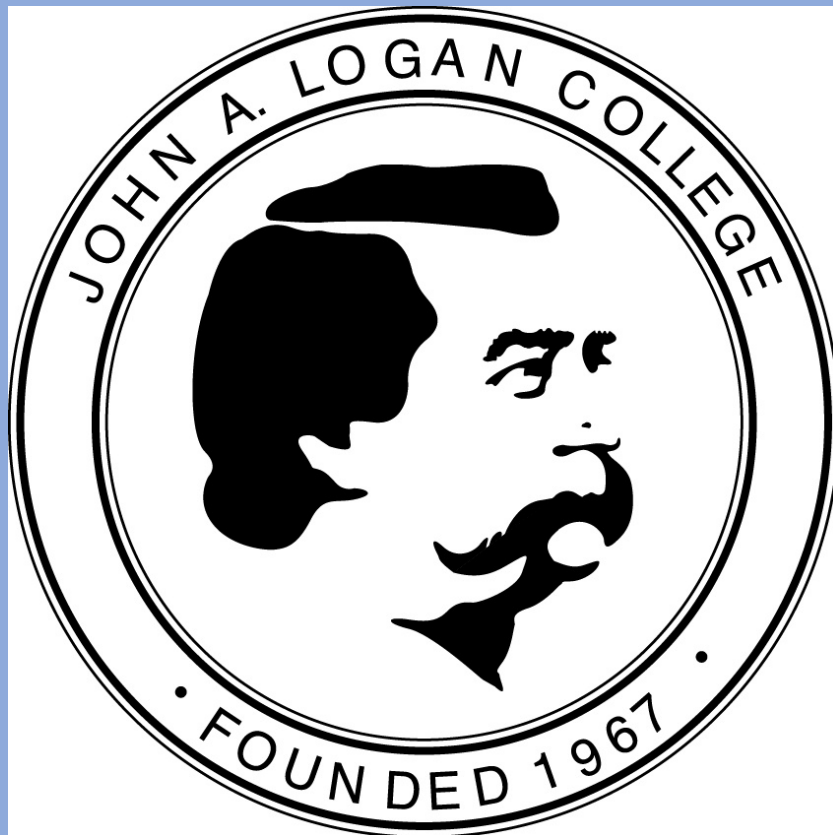
Respectfully submitted: Susan May, recording secretary to the Board of Trustees.

William J. Kilquist, Chair

Jake Rendleman, Secretary

# Consent Agenda Item 8.M

## November 9, 2023 Meeting Minutes



JOHN A. LOGAN COLLEGE  
Carterville, Illinois

Minutes of the reconvened retreat (*continued from November 6, 2023*) of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held via Zoom on November 9, 2023, commencing at 11:00 a.m.

The meeting was called to order by Board Secretary Jake Rendleman.

The recording secretary called the roll:

Rebecca Borgsmiller	-- present
Brent Clark	-- not present
Mandy Little	-- present
Glenn Poshard	-- not present
Jake Rendleman	-- present
Aaron Smith	-- not present
Magnus Noble	-- present
Bill Kilquist	-- present

Also present via Zoom were President Kirk Overstreet, ICCTA Executive Director Jim Reed, and Legal Counsel Rhett Barke.

**CLOSED SESSION**

Jake Rendleman and Magnus Noble moved and seconded that the Board return to closed session pursuant to 5 ILCS 120/2(c)(16) for a continuation of the retreat of the John A. Logan College Board of Trustees and evaluation of the President.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4334)

The meeting was declared in closed session at 11:07 a.m.

The meeting was declared back in regular session at 11:57 p.m.

**OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

None.

**ADJOURNMENT**

Mandy Little and Magnus Noble moved and seconded that the Board retreat be adjourned.

A voice vote showed all in favor. Motion carried.  
(Resolution #16-4335)

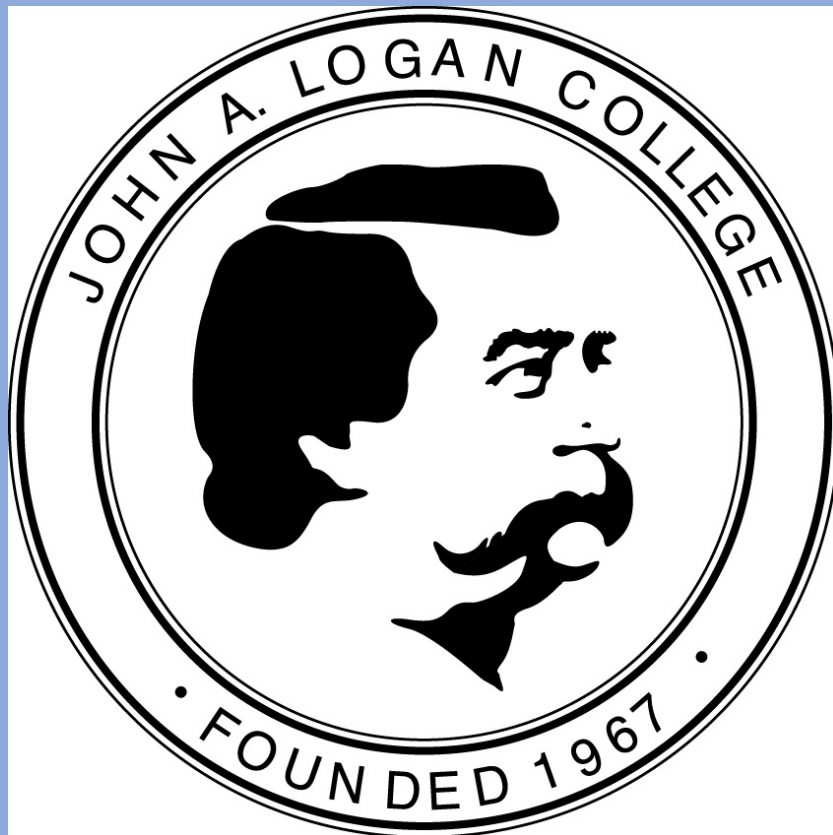
The meeting was duly adjourned.

Respectfully submitted: Susan May, recording secretary to the Board of Trustees.

William J. Kilquist, Chair  
Jake Rendleman, Secretary

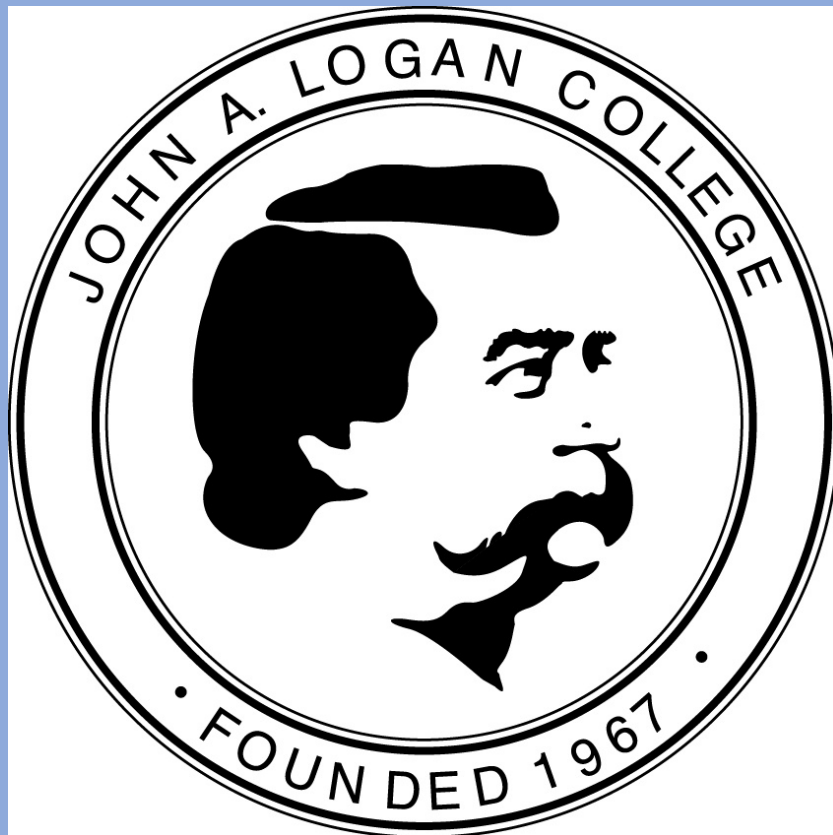
**Consent Agenda Item 8.N**  
**Closed Session Minutes**

***To be Distributed on November 28, 2023***



# Consent Agenda 9.A

## Board Policy Revisions



**JOHN A. LOGAN COLLEGE  
OLD BUSINESS ITEM**

**9.A – Board Policies for Final Action**

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**1. REASON FOR CONSIDERATION**

Board Policy revisions were submitted for first reading to the Board of Trustees at the October 24, 2023, regular meeting. They were also presented to College employees for review and input. No comments or questions were received.

**2. BACKGROUND INFORMATION**

The Board Policy Committee approved revisions for the first reading to the following policies on September 19, 2023:

BP 2710 – Formulation of Policy

BP 3240 – Dental Hygiene Clinic Policy for Basic Dentistry Services

BP 5141 – Retirement Benefits

BP 5220 – Professional Staff Position Guidelines

BP 7311 – Definition of In-District Residency for Tuition & Credit Hour Claim Purposes

**3. RECOMMENDATION**

That the Board of Trustees approved revisions to Board Policy 5220 and 5310 as recommended by the Board Policy Committee.

**Staff Contact:** President Kirk Overstreet



## Summary of Proposed Revisions to Board Policy *presented to the Board of Trustees*

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October 24, 2023 (First Reading)  
November 28, 2023 (Final Action)

<b>Policy #</b>	<b>Policy Title</b>	<b>Comments</b>
2710	Formulation of Policy	Update reference to College Council.
3240	Dental Hygiene Clinic Policy for Basic Dentistry Services	Dental Hygiene program is no longer active. Recommend deleting policy.
5141	Retirement Benefits	Recommend deleting the Retirement Incentive that had expired.
5220	Professional Staff Position Guidelines	Recommend updates for promotion and reclassification sections.
7311	Definition of In-District Residency for Tuition and Credit Hour Claim Purposes	Updated language to add additional documents accepted for proof of residency.

## Formulation of Policy

2710

The formulation and adoption of written policy shall be the basic method by which the Board will exercise its leadership in the operation of the College.

The formal adoption of a policy shall be recorded in the minutes of the Board and in the Board Policy Manual. Only those written statements so adopted and recorded shall be regarded as official Board policy. Policies may be adopted and/or revised by a majority vote of the Board, provided such changes are proposed at least one (1) regular Board meeting before the vote is taken.

The Board recognizes the principle that individuals affected by policy decisions should have a part in the policy development process. To accomplish this, roles are assigned to various constituent groups to assist in policy development. These roles are:

1. **Board of Trustees:** Provides guidance and flexibility to the administrative staff in the development of policy proposals. The Board is the single policy-creating and approving body of the College.
2. **Board Policy Committee:** Recommends policy proposals to the Board of Trustees. Meets regularly to review policies and recommends needed updates to existing policies, deletion of obsolete policies, or required new policies; recommendations are based upon monitoring of new legislation, administrative regulations, negotiated contracts, actions of the Board, and agreed-upon best practices.
3. **President:** Recommends policy to the Board and to the Board Policy Committee.
4. **Administrative Staff (including the President):** Develops policy recommendations and provides an opportunity for input from appropriate constituent groups on contract and negotiable items, salary schedules, fringe benefits, working conditions, faculty load and assignments, faculty duties and responsibilities, academic freedom, grievance, and faculty reduction policy.
5. **Shared Governance:** Provides input to and advises the President and College administration regarding issues and concerns.
6. **Students:** Participate in policy development through the Student Senate, standing College committees, and student representation on the Board of Trustees.
7. **Community Members:** Through various committees and advisory groups, the College will provide an opportunity for community residents, businesses, state-supported and non-profit organizations to have input into College policy.

The foregoing notwithstanding, the administration may make changes to policy language without prior written notice or reading under the following circumstances:

- a. in the event the title of a position at the College is changed, references in policies to that position can be changed to use the new title, so long as such change does not have any substantive effect on the policy;
- b. in the event of a change of policy number systems or cross reference numbers, the numbers may be changed so long as no substantive change is made in the policy or its potential applicability;
- c. in the event of a change of statutory citation, the statutory citation may be changed, provided no substantive change in law or policy is reflected by the change in the citation.

ADOPTED: AUGUST 6, 1974

AMENDED: JANUARY 22, 2008 (INCORPORATED FORMER BOARD POLICIES 2610, 2720, 2721, 2722, AND 2723);  
NOVEMBER 24, 2015; **NOVEMBER 28, 2023 (TENTATIVE)**

REVIEWED: OCTOBER 12, 2015; **SEPTEMBER 19, 2023**

LEGAL REF.:

CROSS REF.: ADMINISTRATIVE PROCEDURES 301, 304, 812, AND COLLEGE COUNCIL BY-LAWS

**Dental Hygiene Clinic Policy for Basic Dentistry Services****3240**

The purpose of the Dental Hygiene Clinic at John A. Logan College is to expand the learning environment of dental assisting students by offering basic dentistry services to Dental Hygiene Clinic patients of record.

Patients with oral health care needs beyond those offered by the Dental Hygiene Clinic (e.g., dental checks, radiographs, cleaning) must be consistent with dental assisting learning goals and objectives to be considered for treatment. In addition:

1. Basic dentistry service patients cannot carry dental insurance; and
2. Basic dentistry service patients cannot have a dental home (e.g., sought treatment from a dentist within the past 3 years).

ADOPTED: OCTOBER 25, 2011  
AMENDED: AUGUST 28, 2018; **NOVEMBER 28, 2023 (TENTATIVE)**  
REVIEWED: JULY 18, 2018; **SEPTEMBER 19, 2023**  
LEGAL REF.:  
CROSS REF.:

## **Retirement Benefits**

**5141**

The employee planning to retire must complete a John A. Logan College retirement application, with a SURS retirement estimate for the respective retirement date, and submit it to the Director of Compensation and Benefits. A benefits summary will be provided to the employee. If the employee chooses to proceed, s/he must notify the President's Office in writing, and such notification shall be irrevocable. Years of full-time service at John A. Logan College shall include non-contiguous years. Total years of service shall be based upon the anniversary date of full-time service and shall be rounded up to the nearest whole year. Benefits under this policy are restricted to those submitting retirement notifications after the date of policy adoption by the Board of Trustees. Eligibility for grant employees is determined by Policy 7171, Grant Personnel.

### **PAYMENT OF UNUSED SICK LEAVE**

Employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) or more years may elect to be paid for a maximum of fifty-five (55) days of unused sick leave. Employees hired on or after July 1, 2005, may elect to be paid for unused sick leave at a rate of two (2) unused sick leave days per year of full-time service, not to exceed fifty-five (55) days. Employees will not be compensated for more unused sick leave days than accrued at the date of retirement. If the employee elects this option, these days will not count as extended service credit with SURS. Payment of unused sick leave will begin as directed by the retiring employee in writing to the Director of Compensation and Benefits Services for as much as two (2) SURS years prior to retirement. Absent written direction from the retiring employee, unused sick leave compensation shall be included in the final pay. If an employee, after being granted payment for unused sick leave, requests and is granted continued employment, that person must repay all sick leave payments received to date immediately.

### **HEALTH INSURANCE FOR RETIRED EMPLOYEES**

Retiring employees may continue to participate in the group health insurance plan after retirement in accordance with COBRA. Following the COBRA period, retirees participate in the College Insurance Program for Retirees administered by Illinois Central Management System (CMS). Employees hired full-time after July 1, 2005, who retire from active full-time employment at the College and have been employed full-time for twenty (20) years, or employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) years or more are eligible for partial premium refunds for the retiree and, if married, spouse coverage. Dependent eligibility shall be included for persons retiring on or before September 1, 2023. Those eligible will receive a refund equal to the difference between the rates within the Retirees' College Insurance Program and the John A. Logan College insurance plan.

No reimbursement will occur unless the retiree's cost is higher than the current employees' share of comparable coverage under the John A. Logan College plan. Employees ineligible for participation in the College Insurance Program due to SURS benefit plan selection but who would have otherwise been eligible for a partial premium refund will be provided a premium refund not to exceed the refund had the employee been eligible for the College Insurance Program. Payments will begin upon receipt of a written request, which must be accompanied by verification of coverage. At the death of a retired employee, coverage will be extended to a surviving spouse if previously covered. Employees hired after January 1, 2013, are ineligible for premium reimbursement.

Employees currently retired shall continue receiving this benefit under the same conditions that existed at retirement. Upon eligibility for Medicare benefits or other future healthcare programs for eligible retirees, retirees must sign up for such coverage to cause their retiree plan to become secondary coverage. Failure to do so will result in the retiree being solely responsible for any additional increase to the cost of insurance coverage. The College will not take into consideration premiums paid for programs other than the College Insurance Program for community college retirees when calculating potential reimbursement.

ADOPTED: MARCH 22, 1994

AMENDED: OCTOBER 24, 1995; JUNE 23, 1998; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY 6136); JUNE 25, 2002; AUGUST 23, 2005; JUNE 24, 2008; JUNE 22, 2010; OCTOBER 23, 2012; NOVEMBER 24, 2015; OCTOBER 25, 2016; NOVEMBER 28, 2017; JANUARY 22, 2019; JUNE 23, 2020; **NOVEMBER 28, 2023 (TENTATIVE)**

REVIEWED: NOVEMBER 10, 2015; SEPTEMBER 21, 2016; OCTOBER 11, 2017; JANUARY 16, 2019; MAY 26, 2020; **SEPTEMBER 19, 2023**

LEGAL REF.:

CROSS REF.: BOARD POLICIES 5142, 5144, 5260, 5272, 7171; ADMINISTRATIVE PROCEDURE 514

## **Professional Staff Position Guidelines**

**5220**

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Professional staff positions are defined in the following categories: Senior Administrators, Administrators, Managers, and Professionals, and they require at least a bachelor's degree or the equivalent in work experience or training for unique and high-demand occupational fields.

A full-time position shall be defined as one created for 30 or more hours per week, and the employee will be regularly employed for a continuous period of nine (9) or more months per year.

A part-time position shall be defined as one created for less than 30 hours per week or any number of hours per week if the employee is not regularly scheduled to work for nine (9) consecutive months.

Employees will be considered to be employed on a probationary basis during the first ninety days of service from the first date of work. After ninety calendar days of employment, they will be considered to be regular employees unless the probationary period is extended.

### **RECRUITMENT AND HIRING**

The College is committed to cultivating a community of talented employees from diverse backgrounds who contribute to fulfilling our mission, vision, philosophy, and core values. The Board will regularly monitor progress toward increasing the representation of individuals from historically underrepresented populations at all levels of the institution. The Board directs the College to implement policies and procedures that help identify and mitigate bias and discrimination throughout the hiring process. The College strives for its overall composition of faculty and staff to better represent the diversity of our students and district.

### **CRITERIA FOR CREATING A POSITION**

The basic principles behind the formulation of these criteria are to determine what the College can afford to pay to have particular tasks accomplished and to provide equity among the various positions within the College based on the contribution made by that position.

Each position shall be classified according to its responsibilities, duties, and required qualifications. The basic minimum qualifications needed to perform the functions of the position should be established when the position is created.

The College expects all candidates who are hired for professional staff positions to have credentials that exhibit their ability to perform the duties required. The level at which a position is started is determined by well-defined, written duties, as well as essential job functions and credentials.

The assignment of positions to a classification level listed in Administrative Procedure 522 – Professional Staff Employment Levels must be approved by the appropriate Vice-President, Provost, and the President.

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

**PROMOTIONS AND LATERAL TRANSFERS**

The College is committed to the concept of advancing its **professional staff** employees **based on work performance, skill set, and College need**.

Supervisors may assign employees to lateral positions within their **division** to meet the needs of a particular section or office or to accommodate requests from individual employees. Employees making lateral moves will not be eligible for additional compensation. Recommendations for lateral moves must be submitted through the proper channels.

Those seeking a lateral move to another **division** must follow the normal College hiring procedures.

**PROFESSIONAL STAFF EMPLOYMENT LEVELS**

Under some circumstances, positions may be **assigned to the appropriate tier level** to meet the changing needs of the College.

**TEMPORARY STATUS CHANGES**

College employees may be temporarily transferred to another position or promoted to a higher grade to maintain essential services considered to be in the best interests of the College. Temporary appointments shall be made for a period of time not to exceed one calendar year. Recommendations to fill a temporary vacancy must be made through the proper channels for approval. Staff assigned to a temporary position, in addition to their base position, shall be compensated by a stipend regulated in Administrative Procedure 522A.1 – Professional and Executive Support Staff Salary Schedule.

ADOPTED: MARCH 8, 1976  
AMENDED: JUNE 8, 1982; SEPTEMBER 14, 1987; MARCH 13, 1989; OCTOBER 19, 1993; JANUARY 24, 1995;  
OCTOBER 21, 2008; OCTOBER 25, 2011; FEBRUARY 28, 2012; MARCH 22, 2022; June 28, 2022;  
MAY 23, 2023; **NOVEMBER 28, 2023 (Tentative)**  
REVIEWED: FEBRUARY 10, 2022; May 17, 2022; April 13, 2023; **SEPTEMBER 19, 2023**  
LEGAL REF.:  
CROSS REF.: BOARD POLICIES 5110, 5220A, 5224  
ADMINISTRATIVE PROCEDURES 521, 522, 522A.1



## **Definition of In-District Residency for Tuition and Credit Hour Claim Purposes**

7311

### **IN-DISTRICT RESIDENCY FOR TUITION PURPOSES**

An in-district student at John A. Logan College, District No. 530, for tuition purposes, is defined as a person who can establish proof of residency within the legal boundaries of District No. 530. **Residency documentation must be received within the first 30 days of the semester to receive in-district tuition rates.** Proof of residency at an in-district address shall be determined by the Admission's Office (with the exception of offices of Adult Education, **Dual Credit/Early College**, Community Education, and/or Workforce Development, **who** are responsible for residency for the respective areas) in one of the following ways:

1. Proof of residency provided by the student must include an in-district address. Acceptable proof includes:
  - a. **Illinois driver's license or state identification card**
  - b. **Voter registration card**
  - c. **Proof of mortgage or current rental/lease agreement**
  - d. **Real estate tax statement for property in District #530**
  - e. **A bank or credit card statement\***
  - f. **Utility bill (electric, gas, water, telephone, cable)\***
  - g. **Insurance card or billing statement (auto, home, etc.)**
  - h. **Paystub\***
  - i. **Shelter residency documentation**
  - j. **Installment loan documentation (car/boat/motorcycle, etc.)\***
  - k. **Medical claim or statement of benefits\* (from private insurance company or public government agency)**
  - l. **Final transcript from an in-district high school with a graduation date within the past three years**

**\*Residency documentation must be dated within the last 90 days of submission**

2. Out-of-district or out-of-state tuition, whichever is applicable, may be waived for a student who is employed for at least 35 hours per week by an entity located within the boundaries of District #530 or who is enrolled in a course that is being provided under terms of a contract for services between the **in-district** employing entity and the College.
3. **Students with active-duty status in the military or veterans** will receive in-district tuition regardless of residing outside the district. Veterans' status will be confirmed with the Veteran's Coordinator prior to awarding in-district tuition.

### **IN-DISTRICT RESIDENCY FOR CREDIT HOUR CLAIM PURPOSES**

For credit hour claim purposes, an in-district student of John A. Logan College, District No. 530, is defined as a person who can provide proof that she/he has been a resident within the legal boundaries of District No. 530 for at least 30 days prior to the date classes begin.

***Definition of In-District Residency for Tuition and  
Credit Hour Claim Purposes***

**7311**

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Proof of residency at an in-district address shall be determined by the Admissions Office (with the exception of offices of Adult Education, **Dual Credit/Early College**, Community Education, and/or Workforce Development **who** are responsible for residency for the respective areas).

Proof of residency provided by the student must include an in-district address. Acceptable proofs are listed within In-District Residency for Tuition Purposes.

ADOPTED: APRIL 1, 1980

AMENDED: DECEMBER 7, 1981; JUNE 10, 1991; SEPTEMBER 23, 1997; FEBRUARY 22, 2000; MAY 28, 2002;  
NOVEMBER 25, 2003; MAY 26, 2009; OCTOBER 26, 2010; FEBRUARY 24, 2015; **NOVEMBER 28, 2023**  
**(TENTATIVE)**

REVIEWED: **SEPTEMBER 19, 2023**

LEGAL REF.: 110 ILCS 805/6-4.1; ADMINISTRATIVE RULES OF THE ILLINOIS COMMUNITY COLLEGE BOARD

CROSS REF.: BOARD POLICY 7310