

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, November 28, 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	-- present
Bill Kilquist	-- not present
Mandy Little	-- not present
Glenn Poshard	-- present
Jake Rendleman	-- not 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 of Business Services 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.

PRESENTATIONS

President Overstreet introduced Head Volleyball Coach Bill Burnside. During his 15-year tenure at John A. Logan College, the team captured seven Great Rivers Athletic Conference (GRAC) championships and Region 24 titles, surpassing the 300-career win mark this season. Coach Burnside introduced each team member and assistant coach Bryleigh Buchanan. The team was undefeated in the GRAC Conference this season and had four players named to the All-Region Team. Coach Burnside also commended his team for their success inside the classroom, with an overall GPA of 3.85. He thanked the Board of Trustees for the support and resources invested in this program.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report – No report.

B. Athletics Advisory Committee

Trustee Brent Clark reported that the College received a \$2.375 million donation from the Harrison Bruce Foundation that will go towards the Harrison Bruce Player Development Center. The bid opening on this project will be held in February, with plans to break ground in late spring.

Logan Fitness will offer 34 fitness and aquatic classes this spring and host the Snowman Shuffle 5K Run on Saturday, January 6.

C. Building, Grounds, and Safety Committee

Jeremy Sargent reported that bidding is complete for the C & E Wing Renovation project, and the College is working through contract documents with the Capital Development Board. Construction on this project could begin as early as January with a nine to twelve-month construction cycle. The design work on the West Lobby Expansion project should be completed in May.

D. Board Policy Committee

Trustee Rebecca Borgsmiller reported that the five policies presented for the first reading in October are submitted for final action on tonight's agenda.

E. Budget and Finance Committee

The Board Finance Committee met with Dr. Susan LaPanne and President Overstreet on November 21, 2023, to review the tax levy information.

F. Decennial Committee

Trustee Aaron Smith reported that information on the College's intergovernmental agreements is being gathered to review at the January meeting.

G. Integrated Technology Committee

Dr. Susan LaPanne reported that John Lane, Manager of IT Security, Policy, and Communications, has been working on coordinating internal security testing of systems. A tabletop ransomware exercise was held on November 20 with a surprise element that made it very real. The training focused on how departments would continue business in the event of a two-hour to two-week business interruption. Key takeaways included the importance of business continuity planning and cross-training.

H. Illinois Community College Trustees Association (ICCTA)

No report.

I. John A. Logan College Foundation

Student Trustee Magnus Noble reported that the Foundation received \$150 in donations for the Foundation book fund. Student Senate is working on ideas to boost additional contributions for this endeavor.

J. Student Trustee

Student Trustee Magnus Noble reported that the Student Trustee and Student Senate President will serve as representatives on the Shared Governance Council. The Thanksgiving Food Drive collected 1,123 food items that were distributed to five JALC students.

The College hosted the ICCB Student Advisory Committee meeting for student trustees throughout the state on November 14. Mr. Noble met with ICCB Executive Director Dr. Brian Durham to discuss

improvements to the Student Advisory Committee to enhance interaction between student trustees and board members from other community colleges.

Mr. Noble attended his first Illinois Board of Higher Education (IBHE) meeting as a non-traditional student member. He reported that the priorities of IBHE are to promote ease of transfer and increase collaboration between universities and community colleges. Mr. Noble also proposed the creation of a task force to develop or adopt open educational resources for all IAI courses. Other initiatives discussed included a hunger-free campus and student trustee training.

ASSOCIATION REPORTS

A. Faculty Association Report

Association President Jane Bryant stated that both Winter Session classes were full, and they anticipate offering additional sections next year.

EXECUTIVE LEADERSHIP REPORTS

President Kirk Overstreet

President Overstreet thanked the faculty and staff for their hard work during the fall semester. The second quarter reports on strategies and tactics will be presented in January, and the College is on target to meet all goals for the academic year. President Overstreet continues to meet with area superintendents and principals to strengthen relationships and is collaborating with SI NOW to host a meeting with area business leaders to highlight the College's Hospitality Program and training opportunities. The President will meet with Senator Fowler this week to discuss how the College's Cyber Security and Hospitality Programs can become economic generators for our region.

President Overstreet invited the Board to the all-campus Holiday Celebration on December 15 and the Spring Convocation on January 11. He thanked the Board for their continued support for his endeavors to advance the College's mission to enrich lives.

ICCB Recognition

Provost Dr. Stephanie Chaney Hartford reported that the College's ICCB Recognition visit is scheduled for 2024. A team of individuals are working to compile information for the report to be submitted to ICCB. The College has also implemented new software to update the assessment process in response to guidance and feedback from the Higher Learning Commission.

Nursing Faculty Presentation

Dr. Hartford recognized nursing faculty members Dr. Heather Hampson and Dr. Erin McGuire, who presented on service learning to over 600 nurse educators at the Organization for Associate Degree Nursing in California.

Snack Locker

Dr. Hartford reported that approximately 860 students utilized the Snack Locker between March and November 2023.

Timely Care

The College is implementing an online mental health service provider, Timely Care, to provide students with 24/7 mental health counseling funded through an ICCB grant. The goal is to have this available for students in the spring semester.

Recruitment Events

A Career Fair will be held for 894 eighth graders and 20 employers on December 7. The College will be open to register students during a Saturday Signup event on January 6. Four-week classes and Winter Session offerings have been successful this fall, and five four-week class offerings, which run continuously, will continue in the spring semester.

FY 25 Budget

Vice-President for Business Services Dr. Susan LaPanne reported that budget prep season has officially begun and will be significantly revised to prepare the annual budget for discussion much earlier than usual. This timeline will provide the Board ample time to review next year's budget, including programmatic requests, and allow budget managers an extended transition between academic years.

Autumnfest

Over 120 local vendors displayed their merchandise in November during Autumnfest, and approximately 4,900 people visited the campus to attend the event.

Purdy School Days

The Purdy School program includes a series of half-day classes in a one-room schoolhouse for local elementary school children. Children are taught using vintage equipment, penmanship with a quill, and spelling practice on individual chalkboards. The volunteer staff and some of the children also wear vintage clothing. Several letters were recently received from the children thanking the volunteers at the Village for this experience.

Bond Update

Trustee Aaron Smith reported that he had asked Dr. Susan LaPanne for an update on the \$10 million general obligation bonds approved in 2020 by the Board of Trustees. Dr. LaPanne reported that the College has approximately \$26.7 million in capital projects funded through various sources, including bond funds, contributions from the Harrison-Bruce Foundation, Capital Development Board funds, etc. She requested that the Board Finance Committee review the information she had gathered to ensure it fulfilled Trustee Smith's request.

Trustee Glenn Poshard remarked that the most crucial job of the Board of Trustees is monitoring the College's finances. He believes a public hearing on the budget and tax levy would benefit the Board and the needs of the public, even though it is not a requirement for levy requests under five percent. Trustee Clark stated that he would like to see the budget for each collegiate programs we deliver. President Overstreet replied that this has been the driver in building the strategic long-range plan and adding a cost-reporting element this year. Trustee Aaron Smith commented that he is satisfied with the information received as a Board member.

PRESIDENT CABINET REPORTS

Health Insurance Update

Stephanie Harner, Assistant Vice-President for Human Resources, reported that the Health Insurance Committee has had two meetings and recently compiled a survey to collect employee information. The survey had 194 respondents, and the information learned from that survey will be published. The next step will be to review available options from different insurance companies. Notice to change the existing carrier would have to be given by March 2024.

INFORMATIONAL ITEMS

A. Personnel

President Overstreet accepted retirement requests from Mr. David Cochran, Professor of History, effective August 1, 2025.

President Overstreet accepted the resignation of Dr. Laura O'Connell, Assistant Professor of Biology, effective December 31, 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. Trustee Smith requested that Item B be pulled from the Consent Agenda for separate consideration and vote. Consent Agenda items A – M, except for Item B, were presented for approval.

A. Student Laptop Purchase

Approved the purchase of 50 laptop computers and adapter power cords provided through Dell Technologies for \$39,744, funded through the Pipeline for the Advancement of Healthcare Workers Program (PATH) Grant.

B. 2023 Tax Levy Resolution – *Moved from the Consent Agenda for separate consideration and vote.*

C. Protection, Health, and Safety (PHS) Projects

Approved the PHS projects for the boiler replacement and D-Wing roof replacement to be funded through the 2023 tax levy.

D. Educational Authorized Agent for Trust Accounts

Approved the John A. Logan College President and Controller as additional educational authorized agents for all existing CDB Trust bank accounts held with the Bank of Herrin.

E. Amendment to the C & E Wing Renovation Project Trust

Approved an amendment to the C & E Wing Renovation Project Trust at the Bank of Herrin by adding \$942,520 to cover additional funding for the HVAC work.

F. Renewal of Desire2Learn (D2L)

Approved a three-year renewal agreement with D2L beginning February 1, 2024, through January 31, 2027, including invoice pricing of \$100,057.09 (Year 1), \$105,180.02 (Year 2), and \$110,439.01 (Year 3).

G. Janitorial Services for West Frankfort and DuQuoin Extension Centers

Awarded 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.

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 October 31, 2023.

J. Treasurer's and Financial Report

Approved the Treasurer's and Financial Report for the period ending September 30, 2023.

K. Minutes of Regular Meeting

Approved the minutes of the October 24, 2023, regular meeting of the Board of Trustees.

L. Minutes of Special Meeting

Approved the minutes of the November 6, 2023, special meeting (retreat) of the Board of Trustees.

M. Minutes of Continued Special Meeting

Approved the minutes of the November 9, 2023, continued special meeting of the Board of Trustees.

N. Content of Closed Session Minutes

Approved the content of the closed session minutes of November 6 and November 9, 2023, but said minutes are unavailable for public inspection now.

Glenn Poshard and Magnus Noble moved and seconded that the Board of Trustees approve Agenda Items A – M, with the exception of Item B, as presented.

Upon roll call, all members present voted Yes. Motion carried.

(Resolution #16-4336)

Item B – 2023 Tax Levy Resolution pulled from the Consent Agenda (Appendix B)

Dr. Susan LaPanne, Vice-President of Business Services and CFO, presented information regarding the 2023 Tax Levy Resolution calculations. She noted that the levy is strictly a funding request, not the official funding received. Categories for the computation of the levy include education, buildings and operations, audit, liability and protection, public health and safety, and bond debt service and public building commission leases. This proposed levy meets ICCB's requirement that 95 percent of the request be tied to the education category.

Dr. LaPanne provided data on property values throughout the five counties from 2017 through 2023. In 2022, there was a 5.81 percent EAV growth across the counties. She noted that Williamson County, the most significant contributor to our tax levy revenue, has estimated a 5.0 expected increase for next year. Dr. LaPanne's proposed levy anticipates a 4.45 percent increase in assessed value for Williamson County and a three percent growth estimate for all other counties within the College district. The proposed aggregate levy request of \$11.5 million is at 3.66 percent and allows for an increase of up to \$140,000 before the five percent level is breached. Dr. LaPanne agreed with Trustee Poshard's recommendation to have a truth-in-taxation hearing in the future, regardless of the requested tax levy percentage. The tax revenues requested in this levy represent an increase from last year, even though it is a conservative request.

Glenn Poshard and Magnus Noble moved and seconded that the Board of Trustees approve the 2023 resolution certifying the tax levy for Community College District No. 530 and that the 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.

Upon roll call, all members present vote yes. Motion carried.

(Resolution #16-4337)

OLD BUSINESS

A. Board Policy Revisions for Final Action

Revisions to five policies recommended by the Board Policy Committee were presented for first reading on October 23, 2023, and made available to College employees for input. No comments regarding the revisions were received.

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

Rebecca Borgsmiller and Magnus Noble moved and seconded that the Board of Trustees approve the revisions to the five policies as presented.

Upon roll call, all members present voted Yes. Motion carried.

(Resolution (16-4338))

ADJOURNMENT

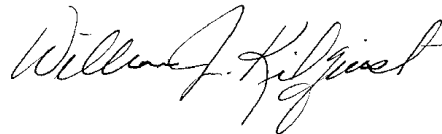
Brent Clark and Glenn Poshard moved and seconded that the regular meeting of the Board of Trustees be adjourned.

Upon roll call, all members present voted yes. Motion carried.

(Resolution #16-4339)

The meeting was duly adjourned at 8:00 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

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 Higgerson	Truants' Alternative and Operational Education	07/01/2023

Appendix B

2023 Tax Levy Review

For approval by the Board of Trustees on
11/28/2023

John A. Logan College

Annual Process

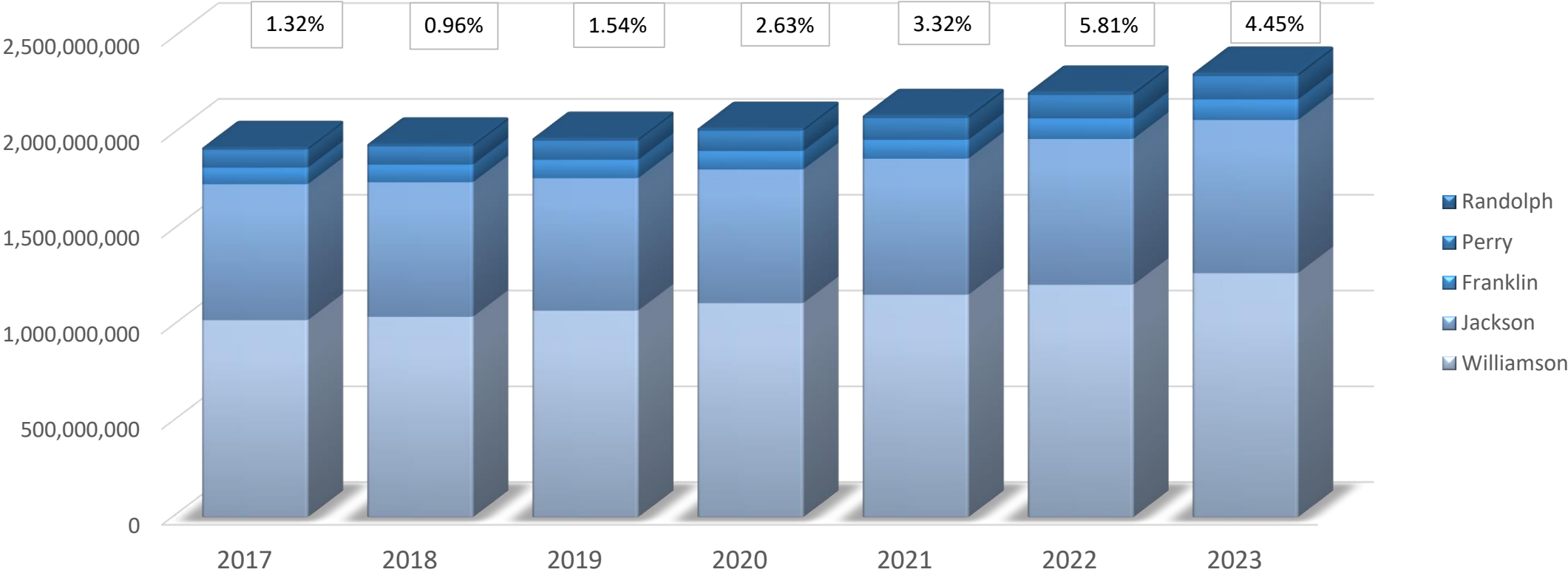
- The Board of Trustees reviews and approves the Tax Levy proposal from the President and Vice President of Business Services
- The levy is the request from the College for funds from each of the 5 counties in the Community College District 530
- Once approved, the levy is sent to each County Clerk by certified mail, return receipt requested by the last Tuesday in December.

The computation of the levy

- The basis of the request is the Equalized Assessed Values from each county related to the support of the College * the rates by each category
 - Education
 - Buildings and Operations
 - Audit
 - Liability and protection (which also includes a portion for Medicare)
 - Public Health and Safety
 - Bond Debt Service as well as Public Building Commission Leases (JALC does not have such leases)

Equalized Assessed Values

District 530's EAV Growth from 2018 through 2023



Proposal for 2023 Tax Levy

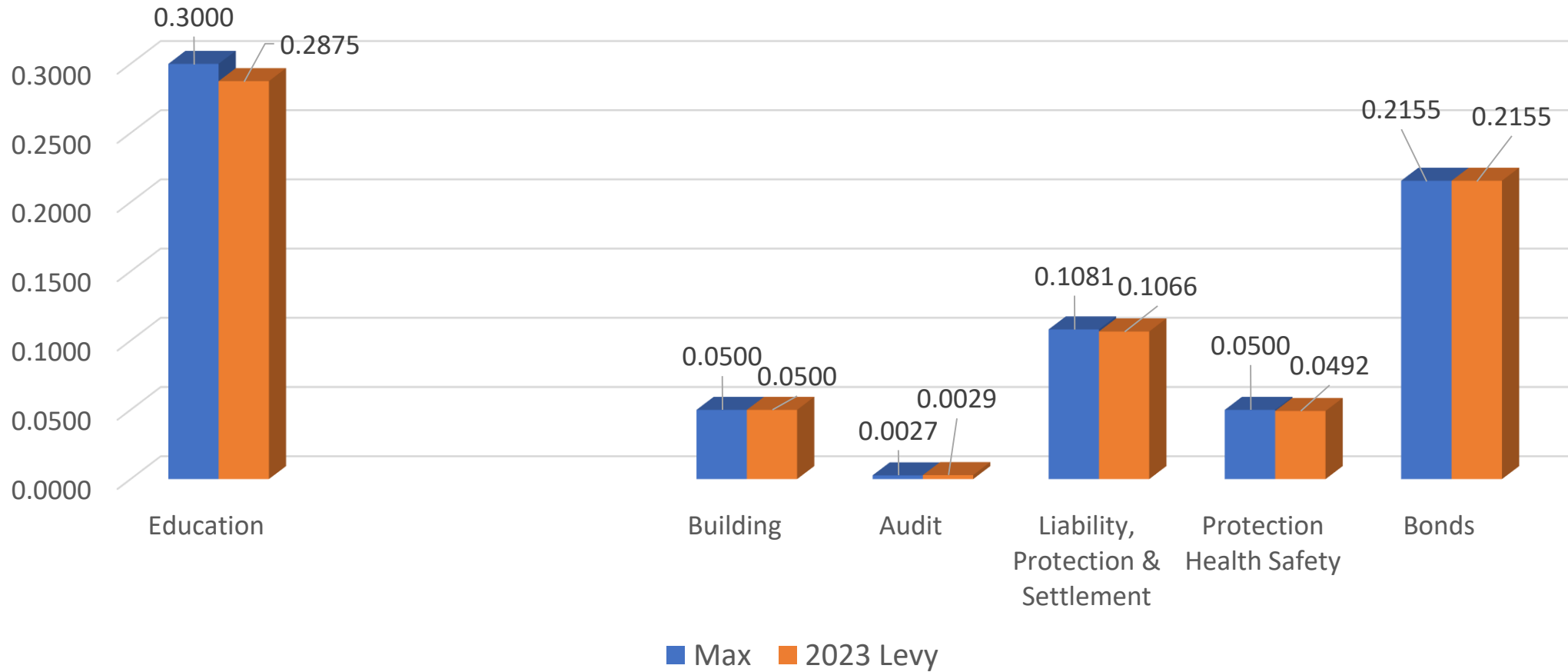
	2017	2018	2019	2020	2021	2022	2023
	Payable in 2018	Payable in 2019	Payable in 2020	Payable in 2021	Payable in 2022	Payable in 2023	Payable in 2024
Education	5,790,876	5,846,463	5,936,676	6,092,687	6,292,237	\$6,580,851	6,687,862
Building	965,146	974,411	989,446	1,015,448	1,048,786	\$1,096,343	1,163,106
Audit	50,132	50,106	50,345	52,490	58,916	\$60,959	67,287
Liability/Protection	1,808,623	1,853,077	1,913,300	2,122,616	2,356,188	\$2,434,589	2,480,000
Protection Health Safety	816,310	838,386	848,251	983,655	1,048,668	\$1,041,716	1,143,360
Prior Adjustments	16,024	(12,769)	20,936	(38,058)	(75,990)	(\$80,231)	
TOTAL - Aggregate Levy	9,447,111	9,549,674	9,758,954	10,228,838	10,728,805	11,134,227	11,541,615
\$ Increase over previous extensions	238,636	102,563	209,280	469,884	499,967	405,422	407,388
% Increase before Bonds	2.59%	1.09%	2.19%	4.81%	4.89%	3.42%	3.66%
Bonds & Interest	2,602,277	2,655,551	2,751,284	4,969,091	5,082,670	5,147,355	5,013,669
Total with Bonds	12,049,388	12,205,225	12,510,238	15,197,929	15,811,475	16,281,582	16,555,284

95% of Max Rate must be used for Levy to assure that there is a balance in funding between Counties and State

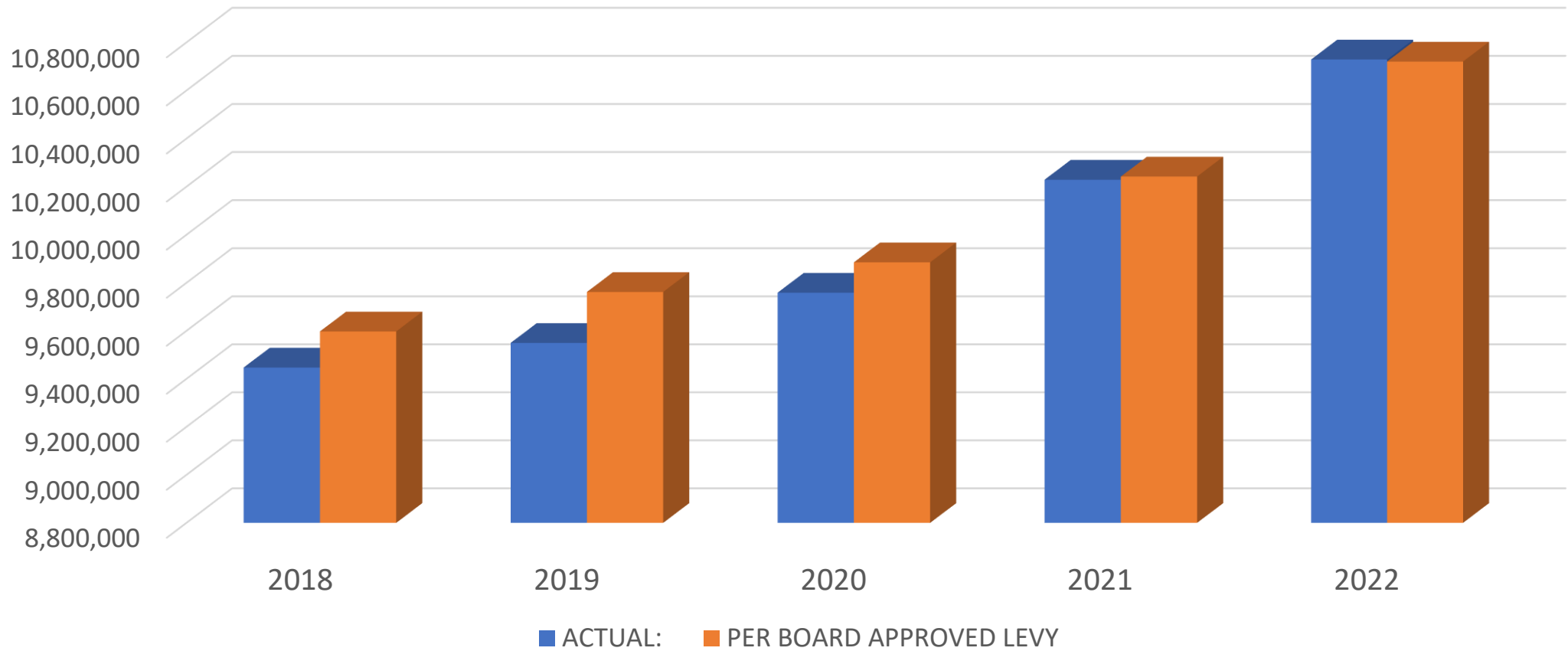
Category	Max	2023 Levy	%
Education	0.3000	0.2875	95.83%
Building	0.0500	0.0500	100.00%
Audit	0.0027	0.0029	107.41%
Liability, Protection & Settlement	0.1081	0.1066	98.61%
Protection Health Safety	0.0500	0.0492	98.40%
Bonds	0.2155	0.2155	100.00%
Total Rate	0.7263	0.7117	97.99%

Rates by Category

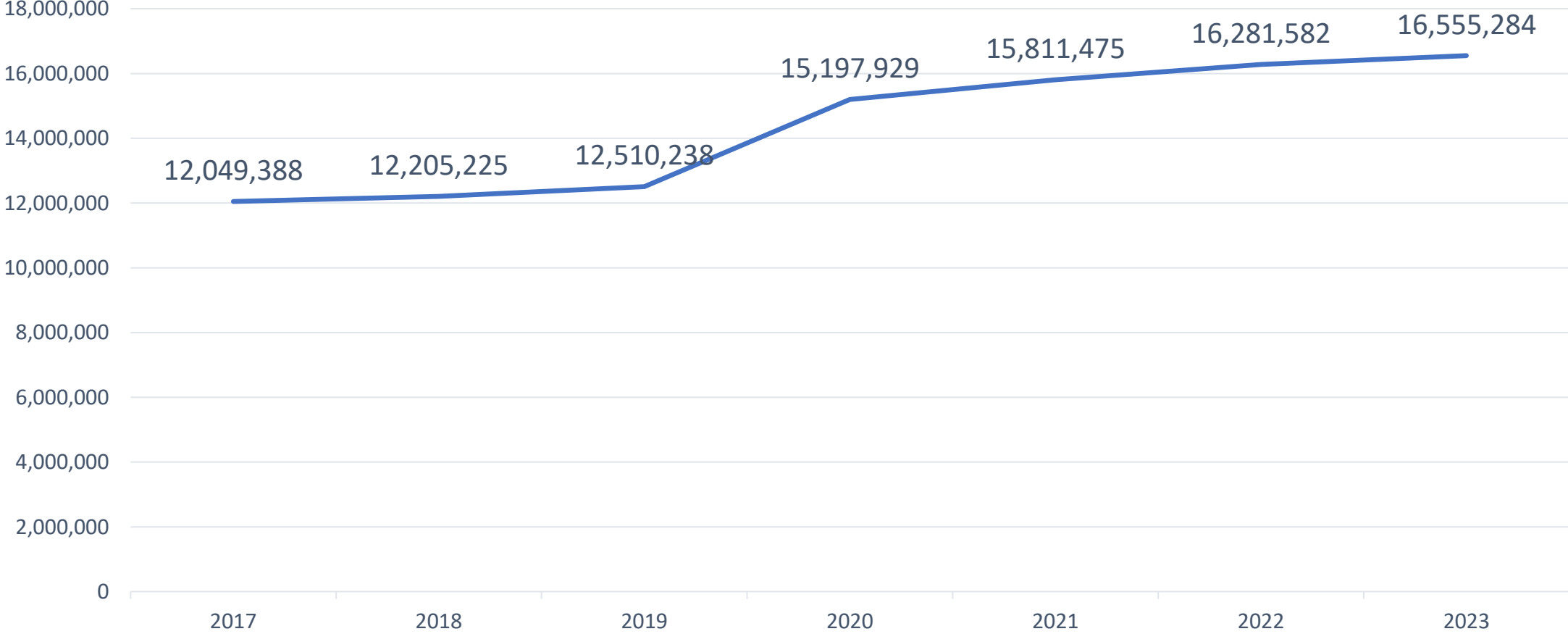
JALC - Max Rate by Category vs. 2023 Levy



Comparison of JALC's Levies to Extensions from 2018 through 2022



JALC Increases in Tax Revenue from 2017 through 2023



Proposal for FY 2023 Levy – payable in 2024

Education	6,687,862
Building	1,163,106
Audit	67,287
Liability/Protection	2,480,000
Protection Health Safety	1,143,360
Prior Adjustments	
TOTAL - Aggregate Levy	11,541,615
\$ Increase over previous extensions	407,388
% Increase before Bonds	3.66%
Bonds & Interest	5,013,669
Total with Bonds	16,555,284