

JOHN A. LOGAN COLLEGE
Board of Trustees
Carterville, Illinois

Minutes of the regular meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Carterville, Illinois, on Tuesday, January 23, 2024, 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 Chairman Bill Kilquist.

The Chairman directed the recording secretary to call the roll.

Rebecca Borgsmiller	-- not present
Brent Clark	-- not present
Bill Kilquist	-- present
Mandy Little	-- present
Glenn Poshard	-- not 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 of Business Services and CFO Dr. Susan LaPanne, Recording Secretary Susan May, and other College personnel.

Chairman Kilquist led the Board in the Pledge of Allegiance.

OPPORTUNITY FOR PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

Logan Fitness Center

Director of Logan Fitness, Dr. Bradley Griffith, thanked the Board of Trustees for their support and reported that February marked the 20th anniversary of the Logan Fitness facility. Logan Fitness has 1,552 active memberships, and student usage remains strong. Facility sales for this fiscal year are experiencing an 18 percent increase from last year. Dr. Griffith commended his fitness center staff of just over 50 people for their contributions to enhancing the student experience and community outreach through Logan Fitness.

BOARD OF TRUSTEES REPORTS

A. Chairman's Report

No report.

B. Athletics Advisory Committee

No report.

C. Building, Grounds, and Safety Committee

Trustee Jake Rendleman reported that construction on the elevator replacement in the West Lobby will likely begin at the end of February and continue through the end of 2024. The Capitol Development Board will issue the Notice of Intent to Award (NOIA) to the contractors this week for the C & E Wing Renovation, and construction will likely begin at the end of March. Bidding for the Harrison-Bruce Player Development Center will occur in February, with an anticipated start date for construction in April. The West Lobby Expansion project should be bid in June, with construction starting in Fall 2024, and bidding for the CTE Renovation project is expected in June.

D. Board Policy Committee

No report.

E. Budget and Finance Committee

No report.

F. Decennial Committee

Trustee Mandy Little reported that the Committee held its second meeting today and will present a draft report at the next meeting in March.

G. Integrated Technology Committee

Trustee Mandy Little reported that the Information Technology Department is updating the Information Security Plan, IT Disaster Recovery Plan, and Business Continuity Plan and expanding multi-factor authentication usage. Emergency PA systems are being expanded, rescue assistance devices are being replaced, and the department is piloting an electronic door access control system.

H. Illinois Community College Trustees Association (ICCTA)

No report.

I. John A. Logan College Foundation

Trustee Jake Rendleman reported that the Foundation administered 677 scholarships totaling nearly \$1.4 million this past year. The Foundation is accepting nominations for the 2024 Distinguished Alumnus Award. On January 30, the Foundation will host a JALC Retirees luncheon at Turner's Table. The Italian Dinner catered by Joe's Pizza will be held on February 28. Men's basketball will host Kaskaskia that evening.

J. Student Trustee

Student Trustee Magnus Noble attended his second Illinois Board of Higher Education (IBHE) meeting at Loyola University. He reported that the JALC Student Senate and IBHE-Student Advocacy Committee (SAC) would participate in a letter-writing campaign to the General Assembly and IBHE led by ICCB-SAC to request the formulation of an inter-agency task force responsible for adopting or creating Open Education Resources (OER) for all IAI courses.

ASSOCIATION REPORTS

A. Faculty Association Report

Association President Jane Bryant reported on the success of the government and literature classes taught during the Winter Session. She was pleased with the January 11th Convocation format and commended Dr. Overstreet and Jordan Mays for the timeliness in posting the survey results of the event. She reported on the accomplishments of several junior faculty members and stated that the Union continues to value their working relationship with administrators.

EXECUTIVE LEADERSHIP REPORTS

Spring Kick-Off

President Overstreet reported that the Spring Kick-off session included interactive exercises to continue conversations on Alignment. Two questions posed to JALC staff and faculty: What drives you? and Why do you do what you do? Each table discussed their answers and posted them on the conference center walls. A synthesis of the data derived from this exercise pointed out that faculty and staff consider Student Success to be the primary driver for what we do at John A. Logan College. The second half of the session utilized a Stop, Start, and Continue exercise. Data from each table was also collected and posted.

A brief survey was conducted to ascertain faculty/staff reactions to the new format, and 80% responded that they enjoyed the session and felt engaged and heard. Survey results and data collected from both exercises will be posted on the Institutional Effectiveness and Research web page for employees to utilize in the upcoming strategic planning cycle.

In The Know

To enhance communication, monthly *In the Know* publications will be posted on the President's webpage to share general news, publish links to financial and enrollment reports, and report on project completion timelines.

Martin Luther King Breakfast

President Overstreet reported that approximately 200 people attended the College's inaugural Martin Luther King breakfast on January 16, 2024. JALC Foundation Board member Terance Henry was the keynote speaker, and the JALC Speech Team delivered excerpts from Martin Luther King.

Carterville Chamber Spotlight

President Overstreet distributed an article featuring Trustee Jake Rendleman, published in the Carterville Spotlight this month. Trustee Rendleman has served JALC for 40 years and has a wealth of historical knowledge about the College. He was a past president of the Illinois Community College Trustees Association and is known throughout the state. President Overstreet expressed his appreciation for his service as a board member and friend of the College.

Digital Media Technology Certificate

Provost Dr. Stephanie Chaney Hartford reported that a new digital media technology certificate was being presented for approval tonight. This is a one-year certificate program that will provide training in the area of digital design, video production, motion graphics, or programming for the web. This certificate program will also serve as a stackable credential for the Digital Media Technology degree program.

Rev Up Electric Vehicle (EV) Grant

John A. Logan College was awarded a Rev Up EV grant from ICCB for \$483,508, effective immediately. This funding will provide opportunities for additional instruction in the EV component of the Automotive Program.

Strategic Enrollment Management Conference

A team of six JALC staff will attend a state-wide strategic enrollment management conference hosted by the Chief Student Service Officers Organization at Heartland Community College. This conference will provide free assistance through a consultant group to evaluate the College's current Strategic Enrollment Management Plan.

Budget Process

Vice-President Dr. Susan LaPanne reported that a new budget process would be rolled out in the next few weeks, including video sessions on the budget process, budget software, and how and what to submit regarding new initiative requests. This training will be online and available on demand.

Graduation Ceremony Dates

Assistant Provost Christy Stewart reported that the graduation date is Friday, May 17, 2024. Transfer degrees will be awarded at 5:00 p.m., and Applied Technology degrees will be awarded at 7:30 p.m.

Nurse Pinning ceremonies will be held on May 16, beginning with LPN at 2:00 p.m. and ADN at 4:30 p.m. The Mary Logan High School graduation will also be held on May 16 at 6:30 p.m. All ceremonies will held in the Brewer Gymnasium on campus.

Diplomas on Demand

JALC fall graduates will receive an electronic version of their diploma through the new Parchment App. Graduates will receive a notification to claim their diploma, which provides the College with an up-to-date address for our records to follow up with alum services, etc. Students utilize this same app to order transcripts.

AIM Software

The College is utilizing a new AIM software system in the Disability Support Services Office. This software allows faculty and students to log in directly to request accommodation services.

INFORMATIONAL ITEMS

A. Laptop Purchase for Health Science Programs

Eight laptop computers will be purchased for \$7,197.28 with funds from the Pipeline for the Advancement of Healthcare Workers Program (PATH) Grant for health science and nursing students in the classroom setting. The Board approved the laptop purchase in November, but due to a price increase, the College reduced the purchase quantity to 42 laptops to stay within the approved spending limit.

B. Personnel Items

President Overstreet approved the retirement request of Mr. Richard Layne, Building Maintenance, effective April 30, 2024.

President Overstreet approved resignations from Mr. Josh Starks, Coordinator of Recruitment, effective November 3, 2023, and Ms. Sarah Carter, Aquatic Coordinator, effective October 31, 2023.

C. Memorandum of Understanding

President Overstreet informed the Board of Trustees of a memorandum of understanding agreement between Southern Illinois Collegiate Common Market (SICCM) and John A. Logan College that outlines terms and conditions under which John A. Logan College will provide accounting services, specifically related to EHS grants and Chief Financial Officer duties for SICCM in accordance with mutually agreed-upon terms and conditions through the closure of SICCM.

CONSENT AGENDA

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

A. Semi-Annual Review of Closed Session Minutes

Approved the recommendation of College legal counsel that none of the closed session minutes reviewed through November 9, 2023, should be made available for public inspection at this time.

B. Digital Media Technology Certificate

Approved a Digital Media Technology certificate, effective Fall 2024.

C. Dell Laptop Purchase for Welding Students

Approved the purchase of 20 Dell laptop computers for Welding degree-seeking students for \$28,804.60, funded through the FY24 Strengthening Community College Training (SCCT) Grant.

D. Anthology Software Suite

Approved an amended contract for purchasing Anthology Course Evaluation and Outcomes Assessment software through November 30, 2026, for \$80,080 to be disbursed over the next three years.

E. Personnel Action Items (Appendix A)

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

F. November Expenditure List

Approved the monthly expenditure list for the period ending November 30, 2023.

G. December Expenditure List

Approved the monthly expenditure list for the period ending December 31, 2023.

H. October Treasurer's & Financial Report

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

I. November Treasurer's & Financial Report

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

J. Minutes of Regular Meeting

Approved the minutes of the November 28, 2023, regular meeting of the Board of Trustees.

K. Minutes of Special Meeting

Approved the minutes of the December 15, 2023, special meeting of the Board of Trustees.

Jake Rendleman and Aaron Smith moved and seconded that the Board of Trustees approve Consent Agenda Items A – K, as presented.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4344)

ANNOUNCEMENTS

Chairman Kilquist announced that the date of the February Board of Trustees meeting has been changed to Monday, February 26, 2024.

ADJOURNMENT

Jake Rendleman and Mandy Little moved and seconded that the regular meeting of the Board of Trustees be adjourned.

Upon roll call, all members present voted yes. Motion carried.
(Resolution #16-4345)

The meeting was duly adjourned at 7:07 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>
Philip Brewer	Coordinator of Recruitment	\$45,000	12/16/2023
Kassandra Teal	Aquatic Coordinator	\$48,000	12/16/2023
Keith Oates	Perkins Support Coordinator	\$45,000	01/16/2024
Carrie Smith	Assistant Director of Human Resources	\$72,500	01/01/2024

B. Full-Time Faculty

<u>Name</u>	<u>Type</u>	<u>Salary</u>	<u>Effective Date</u>
Stephanie Jarvis	FT Temporary Biology Faculty	\$25,738	01/16/2024

C. Campus Safety

<u>Name</u>	<u>Type</u>	<u>Salary</u>	<u>Effective Date</u>
Isaiah Blades	Campus Safety Officer	\$19.00	01/02/2024

D. Part-Time Staff

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Anita Rajan	Adjunct Faculty (Physical Science & Math)	01/16/2024
Madison Ardoin	Adjunct Faculty (Art Instructor)	01/16/2024
Charles Ingram	Adjunct Faculty (Auto Service Tech.)	01/16/2024
Justin Tallman	Adjunct Faculty (Auto Collision Tech.)	01/16/2024
Steve May	Adjunct Faculty (Construction Management)	01/16/2024
Michael Fernandez	Adjunct Faculty (Auto Collision Tech.)	01/16/2024
Michelle Lampley	Adjunct Faculty (Health Science)	01/16/2024
Jonathan Hiltz	Adjunct Faculty (Business)	01/16/2024
Susan Ely	Adjunct Faculty (Business)	01/16/2024
DeAnne Clark	Adjunct Faculty (Early Childcare Education)	01/16/2024
Cheryl Klopccic	Adjunct Faculty (Health Science)	01/16/2024
Reece Rutland	Adjunct Faculty (Political Science)	01/16/2024
Melanie Nelson	Adjunct Faculty (Health Science)	01/16/2024
Ellie McManaway	Head Lifeguard	01/16/2024
Rigil Danila	Lifeguard	01/16/2024

D. Part-Time Staff (cont.)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jason Holm	Lifeguard	01/16/2024
Makayla Carlton	Lifeguard	01/15/2024
Malik Jones	Lifeguard	01/16/2024
Makayla Carlton	Swim Instructor	01/20/2024
Jeffery Lewis	Personal Trainer	11/15/2023
Allan Ninness	Workforce Education Trainer	10/27/2023
Adam Farger	Workforce Education Trainer	01/03/2024
Gilbert Brooks Kohler	MLHS Instructor	01/03/2024
Edwina Carter	Logan Academy Instructor	01/24/2024

F. Volunteers

<u>Name</u>	<u>Type</u>	<u>Effective Date</u>
Jessica Allee	Harrison-Bruce Historical Village	01/08/2024