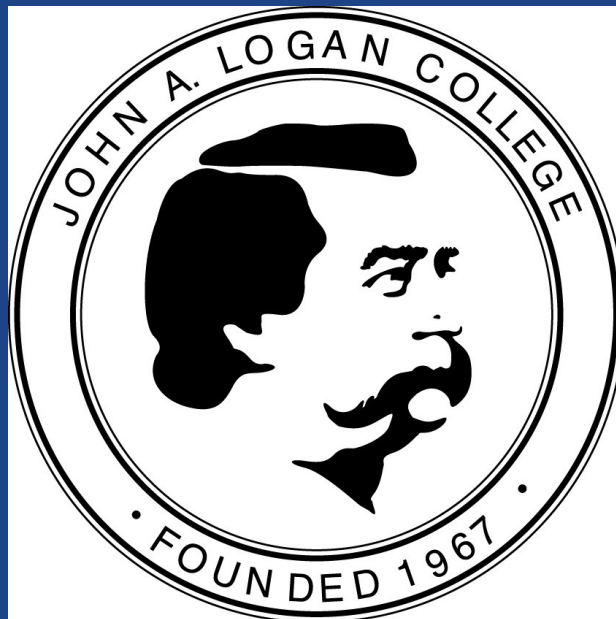


John A. Logan College Board of Trustees

Board Packet for September 22, 2025





JOHN A. LOGAN COLLEGE

Board of Trustees

NOTICE AND AGENDA

The regular meeting of the Board of Trustees of Community College District #530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, will be held on **Monday, September 22, 2025, at 6:30 p.m.** in the Board Room in the Administration Building on the College's Carterville Campus.

The meeting will be streamed live on the College's YouTube Channel

[Click Here to View the Meeting](#)

BOARD OF TRUSTEES

Regular Meeting

Monday, September 22, 2025

6:30 p.m.

Administrative Board Room

1. CALL TO ORDER

PLEDGE OF ALLEGIANCE

2. OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS

3. PRESENTATIONS

No Presentations

4. BOARD OF TRUSTEES REPORTS (No Reports)

- A. Chairman's Report – Aaron Smith
- B. Athletics Advisory Committee – Brent Clark/Bill Kilquist
- C. Building, Grounds, and Safety Committee – Jake Rendleman/Bill Kilquist
- D. Board Policy Committee – Becky Borgsmiller/Aaron Smith
- E. Budget and Finance Committee - Brent Clark/Glenn Poshard
- F. Enrollment Committee – Aaron Smith/Becky Borgsmiller
- G. Integrated Technology Committee – Mandy Little
- H. Illinois Community College Trustees Association (ICCTA) – Mandy Little
- I. John A. Logan College Foundation – Jake Rendleman
- J. Student Trustee – Zoren Anako Mohamad Ali

5. ASSOCIATION REPORTS (No Reports)

6. EXECUTIVE LEADERSHIP REPORTS (No Reports)

- A. President – Dr. Kirk Overstreet
- B. Provost – Dr. Stephanie Chaney Hartford
- C. Vice-President for Business Services & CFO – Dr. Susan LaPanne
- D. President's Cabinet



JOHN A. LOGAN COLLEGE

Board of Trustees

7. INFORMATIONAL ITEMS (No Action)

- A. Personnel

8. CONSENT AGENDA (Roll Call Vote)

- A. Purchase of Multiple Welding Supplies with SCCT Grant Funds
- B. Purchase of Multiple Welding Supplies from All Weld Products with SCCT Grant Funds
- C. Personnel Action Items
- D. Expenditure Report for the period ending August 31, 2025
- E. Treasurer's and Financial Report for the period ending July 31, 2025
- F. Minutes of the August 26, 2025, Regular Meeting
- G. Minutes of the September 10, 2025, Special Meeting

9. OLD BUSINESS (Roll Call Vote)

- A. Board Policy Revisions for Final Action
- B. Resolution providing for the issue of not to exceed \$7,300,000 General Obligation Community College Bonds for the purpose of increasing the working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

10. NEW BUSINESS (No Action)

- A. Board Policy Revisions for First Reading

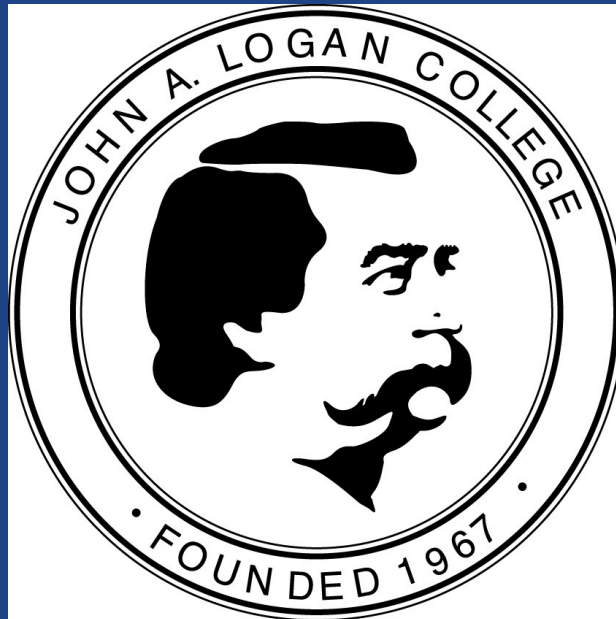
11. EXECUTIVE SESSION

12. ANNOUNCEMENTS

13. ADJOURNMENT

Consent Agenda Item 7.A

Personnel Informational Item



**JOHN A. LOGAN COLLEGE
INFORMATIONAL ITEM**

7.A – Personnel

1. RETIREMENTS

- A. Debra Crompton, Specialist II, effective December 31, 2025
- B. Sheri Counce, Specialist II, effective December 31, 2025
- C. Deborah Hedges, Administrative Assistant I – CCR&R, effective August 31, 2025
- D. Kim Neace, Administrative Assistant II, Community Education, effective September 19, 2025

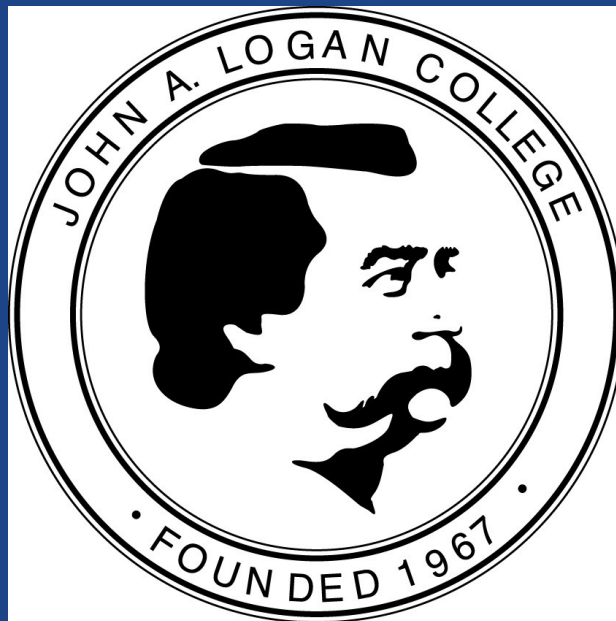
2. RESIGNATIONS

- A. Samantha Sambursky, Part-Time, Head Women's Golf Coach, effective August 3, 2025
- B. Andrew Furgeson, Campus Police Officer, effective September 17, 2025

Staff Contact: President Kirk Overstreet

Consent Agenda Item 8.A

Purchase of Multiple Welding Supplies



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

8.A – Purchase of Multiple Welding Supplies with SCCT Grant Funds

1. REASON FOR CONSIDERATION

Approval is requested to purchase multiple welding instructional supplies from ILMO Products Company. Some of the items are Miller Arc Gun, Miller Foot Pedal Kit, and air-cooled TIG torch connectors. All these instructional items are used in the industry currently and will allow our welding students to gain valuable hands-on experience. The grand total purchase from ILMO is \$26,934.57.

2. BACKGROUND INFORMATION

These instructional supply items will be purchased with funds from the FY26 SCCT Grant (Strengthening Community Colleges Training).

3. RECOMMENDATION

That the Board of Trustees approve the purchase of multiple welding instructional supplies from ILMO Products Company to be funded through the FY26 SCCT Grant (Strengthening Community Colleges Training).

Staff Contact:

Scott Wernsman
Dean of Career and Technical Education and Workforce Training

Three Quotes Summary

All purchases of items ranging in cost from **\$2,500 to \$24,999** require three competitive quotes. Clothing, books, and postage purchases are exempt from this requirement. Additional exceptions may be approved by the Associate Director of Purchasing and Auxiliary Services on a case-by-case basis.

Attach this completed form along with official vendor quotes to the requisition backup for the purchase. Submit to the Purchasing Office as back-up. Must be received by Purchasing before the Purchase Order will be processed with the vendor.

Requisition Number from J1: [Click here to enter text.](#)

QUOTE #1

Total Cost to College: 26,934.57

Vendor: ILMO

Contact: Scott Thompson

Phone: 217-291-2844

E-mail: sthompson@ilmoproducts.com

QUOTE #2

Total Cost to College: 28,055.18

Vendor: Linde

Contact: Eric Sheets

Phone: 618-472-3648

E-mail: Eric.sheets@linde.com

QUOTE #3

Total Cost to College: 28,330.50

Vendor: Charles E Scott

Contact: Nick Darden

Phone: 618-931-1010

E-mail: cesweldingsupplies@yahoo.com



PICKING / DELIVERY TICKET



for Scan Purpose Only

2084875369

06-13600-54900-779

SHIP
TO

JOHN A LOGAN COLLEGE
700 LOGAN COLLEGE RD
BUSINESS COLLEGE
CARTERVILLE IL 62918-9900

QTE		02-SEP-25 11:43AM sthompson		618-985-2828		RT# 309		ST				
ORDER0001572615-00		DATE 08/01/25	TERR 000309	SALES 000254	QUOTE # 2 - SHANNON		SHIP VIA OUR TRUCK		UPS 0	PAGE 01		
CUST 25844		NAMEJOHN A LOGAN COLLEGE		BRN 000012	QUOTE # 2 - SHANNON				OTHZN 00	COL PPD X		
LINE NO	ITEM	ITEM DESCRIPTION			UNIT OF MEASURE	QTY ORDERED	QTY SHIPPED	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT
		***** QUOTE ***** Quote Expiration Date: 09/19/2025										
ROUTE : 000000		DELIVERY DATE: 00/00/0000			DRIVER: 000000		TRUCK: 000000		STOP: 000			
1	MIL 951729001	** Location: 12 ** WIRE FEEDER, ARCREACH SUITCASE 12, BTB 300AMP GUN 15' PKG			EA	2	2	0			3509.73	7019.46
*** Serial Numbers		Required ***										
2	MIL 213439	*FC-1260 GUN, 15FT .045-3/32 90 D EG			EA	2	2	0			840.25	1680.50
3	TWE 91101102	ELECTRODE HOLDER, A-316 9-1/4" 250AMP UP TO 3/16			EACH	10	10	0			36.1430	361.43
4	ESA 94251431	*50MM DINSE CABLE CONNECTOR MALE PK			PC	10	10	0			18.22	182.20
5	ESA 94251432	*50MM DINSE CABLE CONNECTOR FEMAL E			PC	10	10	0			19.94	199.40
6	PRO PXMFC-14	*FOOT CONTROL 25' MILLER 14 PIN PLUG (194744)			EACH	17	17	0			344.27	5852.59
7	MIL 301545	ADAPTOR CORD, 1FT 10-PIN MACHINE 14-PIN CONTROL			EACH	17	17	0			86.3440	1467.85
8	MIL 195378	ADAPTER, TORCH GAS			EACH	17	17	0			71.3574	1213.08
9	NAS RG30012	ROD GUARD, 36" LONG *** REPLACES LRS200 ***			EA	6	6	0			15.5025	93.02
10	ESA 01082002	*K4000 EXTREME TORCH ONLY REPLAC			PC	1	1	0			395.27	395.27
11	HYP 083345	*POWERMAX65 SYNC SYSTEM, 200-600V 1/3-PH, CSA, CPC PORT, 75 DEGR			EACH	1	1	0			3273.32	3273.32
12	MIL 951860	*PKG;FILTAIR 130 AND FLEXIBLE FUN NEL NOZZLE			EA	2	2	0			2212.80	4425.60
13	LIN K31181	GOGGLES, CUTTING AND GRINDING SHADE 5			EA	30	30	0			25.6949	770.85

THIS IS TO CERTIFY THAT THE ARTICLES NAMED ABOVE ARE PROPERLY CLASSIFIED, DESCRIBED MAILED AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION. SELLERS GENERAL CONDITIONS OF SALE APPLY. TO THE MAXIMUM EXTENT PERMITTED BY LAW, SELLER SHALL NOT BE LIABLE UNDER ANY LIABILITY THEORY FOR DAMAGE CLAIMS GREATER THAN THE PRICE OF THE PRODUCT SHIPMENT OR SERVICE GIVING RISE TO THE CLAIM.

DATE

X

RECEIVED BY (SIGNATURE)

X

RECEIVED BY (PLEASE PRINT)

FILE COPY



PICKING / DELIVERY TICKET

for Scan Purpose Only

2084876335

SHIP
TO

JOHN A LOGAN COLLEGE
700 LOGAN COLLEGE RD
BUSINESS COLLEGE
CARTERVILLE IL 62918-9900

QTE		02-SEP-25 11:43AM sthompson		618-985-2828		RT# 309		ST							
ORDER0001572615-00		DATE 08/01/25		TERR 000309		SALES 000254		GAS P/O QUOTE # 2 - SHANNON		SHIP VIA OUR TRUCK		UPS 0		PAGE 02	
CUST 25844		NAMEJOHN A LOGAN COLLEGE		BRN 000012		HDD P/O QUOTE # 2 - SHANNON						OTHZN 00		COL PPD X	
LINE NO	ITEM	ITEM DESCRIPTION				UNIT OF MEASURE	QTY ORDERED	QTY SHIPPED	QTY BKORD	BIN LOC	WEIGHT	UNIT AMOUNT	EXTENDED AMOUNT		
***** QUOTE ***** Quote Expiration Date: 09/19/2025 ROUTE : 000000 DELIVERY DATE: 00/00/0000 DRIVER: 00000 TRUCK: 00000 STOP: 000 Prices may vary on date of delivery..															
												Subtotal	26934.57		
												Tax	.00		
												Total Sale	26934.57		

THIS IS TO CERTIFY THAT THE ARTICLES NAMED ABOVE ARE PROPERLY CLASSIFIED, DESCRIBED MAILED AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION. SELLERS GENERAL CONDITIONS OF SALE APPLY. TO THE MAXIMUM EXTENT PERMITTED BY LAW, SELLER SHALL NOT BE LIABLE UNDER ANY LIABILITY THEORY FOR DAMAGE CLAIMS GREATER THAN THE PRICE OF THE PRODUCT SHIPMENT OR SERVICE GIVING RISE TO THE CLAIM.

DATE

X

RECEIVED BY (SIGNATURE)

X

RECEIVED BY (PLEASE PRINT)

FILE COPY



QUOTE

Making our world more productive

Linde Gas and Equipment Inc.

Eric Sheets Phone:

Email: eric.sheets@linde.com

Quoted To

Address: 700 LOGAN COLLEGE DR, CARVERVILLE, IL, 62918-2500

Phone:

Email:

Delivery Address: 700 LOGAN COLLEGE DR, CARVERVILLE, IL, 62918-2500

Quote Information

Customer:

JOHN A LOGAN COLLEGE

Customer Number:

73637720

Quote ID:

224978

Issue Date:

09/02/2025

	ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	MIL951729001	ARCREACH SUITCASE 12 Q300	2	EA	\$3,548.30	\$7,096.60
2	MIL213439	MIG GUN FC1260 15' 045-3/32	2	EA	\$1,231.31	\$2,462.62
3	TWE91101102	ELEC HOLDER 250A A-316 TONG	10	EA	\$50.61	\$506.10
4	PRS3J501	ELEC HOLDER 250A TONG PRS	10	EA	\$27.74	\$277.40
5	PRFMFC-14	FOOT CONTROL MILLER	17	EA	\$314.47	\$5,345.99
6	MIL301545	ADAPTER CORD 10-PIN TO 14-PIN	17	EA	\$82.15	\$1,396.55
7	MIL195378	TORCH ADAPTER	17	EA	\$79.95	\$1,359.15
8	BWEBW36-BLW	ROD HOLDER 2X36" BLWE	6	EA	\$8.90	\$53.40
9	ARC01082002	CARBON TORCH K4000 W/O CABLE	1	EA	\$408.42	\$408.42
10	HYP083345	PMAX 65 SYNC CSA CPC 25' 75D	1	EA	\$3,311.17	\$3,311.17
11	MIL951860	FUME EXTR FIITAIR130 MOBILE	2	EA	\$2,289.09	\$4,578.18
12	LINK3118-1	GOGGLES SHADE 5	30	PR	\$23.28	\$698.40
13	MIL279111	RECEPTACLE FEMALE DINSE	10	EA	\$20.81	\$208.10
14	MIL129527	CABLE CONNECTOR DINSE MALE	10	EA	\$35.31	\$353.10
Sub-Total						\$ 28,055.18
Tax(%)						\$ 0.00
TOTAL DUE						\$ 28,055.18

NOTES

PRICES QUOTED ARE VALID FOR 7 DAYS FROM DATE OF QUOTE.

TARIFFS AND DUTIES: Any tariffs, duties, or similar charges that are implemented or increased after the date of this proposal and before the completion of the order will be passed on to the Buyer. The Buyer agrees to pay any such additional charges upon notification by the Seller.

SIGNATURE

Charles E. Scott Co.

3944 State Rt. 111
Pontoon Beach, IL 62040
Ph 618-931-1010
Fax 618-931-1013

Quote

Date	Estimate #
8/29/2025	2661

Name / Address

John A. Logan College
700 Logan College Dr.
Carterville, IL 62918

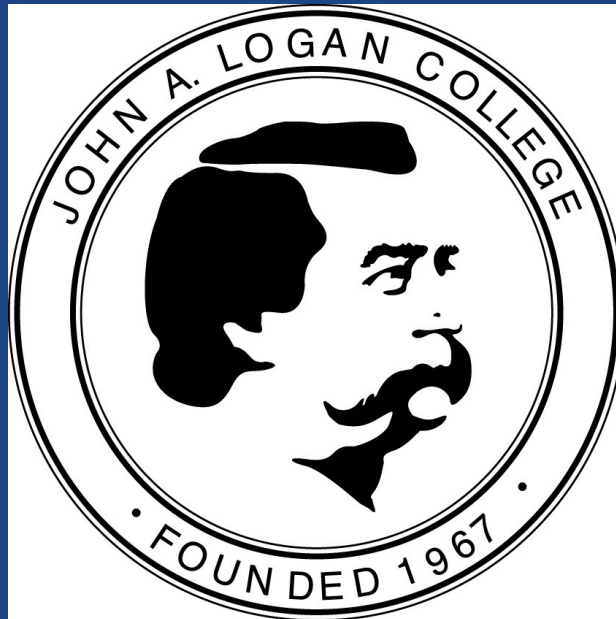


Project

Item	Description	Qty	Rate	Total
RG-300-12	Rod Guard 36in	6	20.00	120.00T
Misc Sales	K400 Air Arc Torch 61-082-009	1	895.00	895.00T
Misc Sales	Hypertherm Powermax 65 Sync 25ft Torch (083345)	1	4,000.00	4,000.00T
Misc Sales	Miller Filtair 130 Portable Fume Extractor (951860)	2	2,800.00	5,600.00T
Misc Sales	Lincoln Shade #5 Deep Goggles (K3118-1)	30	30.85	925.50T
Misc Sales	Miller Arc Reach Suitcase 12 Bernard BTB 300 A Gun Package (951729001)		4,000.00	4,000.00T
Misc Sales	Miller Ironmate Fluxed Corded Gun 350 A 15ft (195729)	2	900.00	1,800.00T
AF-25	AF-25, 250-300 Amp Electrode Holder (LENCO)	10	35.00	350.00T
Misc Sales	Miller Dinse Style Connector Male 50mm (LENCO)	10	13.50	135.00T
Misc Sales	Miller Dinse Style Connector Female 50mm (LENCO)	10	13.50	135.00T
Misc Sales	Miller Foot Pedal Kit includes: Profax MFC-14 Metal Remote Foot Control 25ft 14 Pin Plug Miller MIL 301545 Adapter Cord 1ft 10 PIN Machines 14 Pin Control MIL 195378 Adapter, Torch Gas - Air Cooled Tig Torch Connector	17	610.00	10,370.00T
			Subtotal	\$28,330.50
			Sales Tax (0.0%)	\$0.00
			Total	\$28,330.50

Consent Agenda Item 8.B

Purchase of Multiple Welding Supplies from All Weld Products



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

8.B – Purchase of Welding Supplies with SCCT Grant Funds from All Weld Products

1. REASON FOR CONSIDERATION

Approval is requested to purchase multiple welding instructional supplies from All Weld Products. All Weld Products is the sole market provider for these items. Some of the items are welding tables and clamps. All these instructional items are used in the industry currently and will allow our welding students to gain valuable hands-on experience. The grand total purchase from All Weld Products is \$26,349.00.

2. BACKGROUND INFORMATION

These instructional supply items will be purchased with funds from the FY26 SCCT Grant (Strengthening Community Colleges Training).

3. RECOMMENDATION

That the Board of Trustees approves the purchase of multiple welding instructional supplies from All Weld Products to be funded through the FY26 SCCT Grant (Strengthening Community Colleges Training).

Staff Contact:

Scott Wernsman

Dean of Career and Technical Education and Workforce Training



www.jalc.edu

John A. Logan College

700 Logan College Drive ■ Carterville, IL 62918 ■ (618) 985-2828

Date: August 28, 2025

TO: Shannon Newman
Associate Director of Purchasing & Auxiliary Services

FROM: Scott Wernsman
Dean of Career & Technical Education and Workforce Training

RE: Sole Source Purchase Justification

Please accept this request to purchase welding supplies from All Weld for \$26,349.00 being funded by the SCCT Grant.

All Weld is the sole market provider for the supplies for the Welding program.

All Weld commitment to quality craftsmanship and attention to detail ensures that every weld is executed with precision and care.

Department Approval Signature: _____

Billing/Finances



Requisitions



[Cancel, go back](#)

Requisition (24745) Not Submitted

Requested items

RP DOL SCCT Tech Oc Inst Othr Mat&Supp (06-13600-54900-779)		\$27,989.15 over budget after purchase	
2.00 6x4 Max Welding Table at \$4,504.50 for \$9,009.00			
2.00 6x4 Max Welding Table 33.3x43.3 at \$4,774.50 for \$9,549.00			
1.00 2x4 Slotted welding table at \$1,953.00 for \$1,953.00			
1.00 127 pice 5/8 fixturing Kit at \$3,969.00 for \$3,969.00			
4.00 Leg Brace Assembly for 6x4 tables at \$228.00 for \$912.00			
1.00 Leg Brace Assembly for 2x3 & 2x4 slotted at \$127.00 for \$127.00			
10.00 Inserta Pliers 3.3" Opening at \$22.00 for \$220.00			
10.00 Sliding Channel Clamp for Slott Tables at \$61.00 for \$610.00			
			\$26,349.00

Add another item

Total: \$26,349.00

Request summary

Request name

Purchasing Agent

Search

Request date 08/20/2025

Need by date

Vendor

Search

Ship order here

not specified



All Weld Products.pdf
from Gloria Williams, 8/20/2025 4:21 PM

Add a comment

Add a file

Requesting for someone else?

To grant your colleague access to this requisition, select his/her name from the drop-down options or click Search

Requesting for Search

[Save, and submit later](#)

[Delete request](#)

Search for welding supplies...

Home (<https://allweldproducts.com/>) / Your Cart

No Account yet

Your Cart (31 Items)



BuildPro

BuildPro 6' x 4' MAX Welding Table, Standard Finish, Adjustable Heavy-Duty Legs, Table Surface Height 28.5" - 38.5" (TMR57248F) (<https://allweldproducts.com/buildpro-tmr57248f-4-x-4-max-welding-table-standard-finish-adjustable-heavy-duty-legs-table-surface-height-28-5-38-5/>)

Price
\$4,504.50

Qty:



2



Total
\$9,009.00

x



BuildPro

BuildPro 6' x 4' MAX Welding Table, Standard Finish, Adjustable Heavy-Duty Legs with Casters, Table Surface Height 33.3" - 43.3" (TMRC57248F) (<https://allweldproducts.com/buildpro-tmrc57248f-6-x-4-max-welding-table-standard-finish-adjustable-heavy-duty-legs-with-casters-table-surface-height-33-3-43-3/>)

Price
\$4,774.50

Qty:



2



Total
\$9,549.00

x



BuildPro

BuildPro 2' x 4' Slotted Welding Table, Standard Finish, Adjustable Heavy-Duty Legs with Casters, Table Surface Height 33.3" - 43.3" (TMRC52246) (<https://allweldproducts.com/buildpro-tmrc52246-2-x-4-max-slotted-welding-table-standard-finish-adjustable-heavy-duty-legs-with-casters-table-surface-height-33-3-43-3/>)

Price
\$1,953.00

Qty:

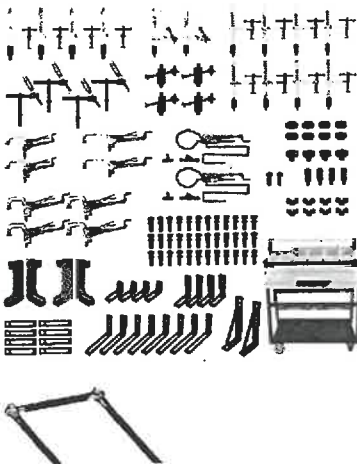


1



Total
\$1,953.00

x



BuildPro

BuildPro 127-piece 5/8 Fixturing Kit (TMK840) (<https://allweldproducts.com/buildpro-127-piece-5-8-fixturing-kit-tmk840/>)

Price
\$3,969.00

Qty:



1



Total
\$3,969.00

x



BuildPro Leg Brace Assembly for 6' x 4' MAX Tables (TMLB72)
[\(https://allweldproducts.com/buildpro-leg-brace-assembly-for-6-x-4-max-tables-tmlb72/\)](https://allweldproducts.com/buildpro-leg-brace-assembly-for-6-x-4-max-tables-tmlb72/)

Price
 \$228.00

Qty:

Total
 \$912.00

x



BuildPro

BuildPro Leg Brace Assembly for 2' x 3' and 2' x 4' Slotted Tables (TMLB22)
[\(https://allweldproducts.com/buildpro-tmlb22-leg-brace-assembly-for-2-x-3-and-2-x-4-slotted-tables/\)](https://allweldproducts.com/buildpro-tmlb22-leg-brace-assembly-for-2-x-3-and-2-x-4-slotted-tables/)

Price
 \$127.00

Qty:

Total
 \$127.00

x



BuildPro

BuildPro Inserta Pliers, 3.3" Opening (PTT634K) [\(https://allweldproducts.com/buildpro-ptt634k-inserta-pliers-3-3-opening/\)](https://allweldproducts.com/buildpro-ptt634k-inserta-pliers-3-3-opening/)

Price
 \$22.00

Qty:

Total
 \$220.00

x



BuildPro

BuildPro Sliding Channel Clamp for Slotted Tables, 12-1/2" Capacity (T51510)
[\(https://allweldproducts.com/buildpro-t51510-sliding-channel-clamp-for-slotted-tables-12-1-2-capacity/\)](https://allweldproducts.com/buildpro-t51510-sliding-channel-clamp-for-slotted-tables-12-1-2-capacity/)

Price
 \$61.00

Qty:

Total
 \$610.00

x

Subtotal: \$26,349.00

Shipping: \$0.00

Coupon Code: [Add Coupon](#)

Grand total: \$26,349.00

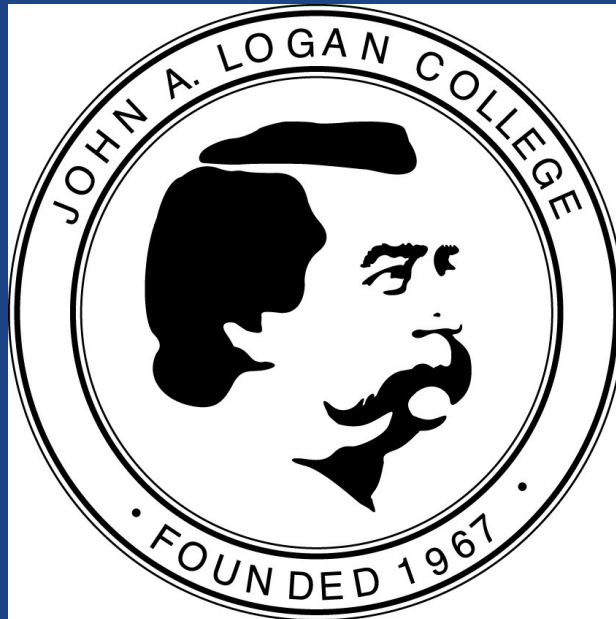
[CHECK OUT \(/CHECKOUT\)](#)

-- or use --

royal

Consent Agenda Item 8.C

Personnel Action Items



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

8.C - 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

Gwaltney, John	Risk Manager	\$65,000.00 per year	09/16/2025
Brooks, Daniela (Internal Candidate)	Coordinator of Events and Conferences	\$51,382.80 per year	09/16/2025

B. Full-Time Executive Support

None

C. Full-Time Faculty

None

D. Full-Time Operational Staff

Yackle, Shane	Administrative Assistant II	\$17.50 per hour	09/02/2025
---------------	-----------------------------	---------------------	------------

E. Adjunct Faculty

Hahn, Stephen	Instructor of Electronics	\$815.00 per credit hour	08/07/2025
VanZandt, Sunny	Instructor of Nursing	\$815.00 per credit hour	10/09/2025

F. Campus Police

None

G. Campus Safety Interns

Ray, Autumn	Campus Safety Intern	\$15.00 per hour	08/18/2025
-------------	----------------------	---------------------	------------

H. Part-Time Staff

DuBois, Corey	Personal Trainer	\$25.00 per hour	09/03/2025
---------------	------------------	---------------------	------------

I. Athletic Stipend Positions

Dill, Olivia	Assistant Volleyball Coach	\$3,000.00 per year	09/02/2025
Hughes, David	Assistant Women's Basketball Coach	\$15,000.00 per year	09/16/2025
Mooneyham, Mike	Head Men's and Women's Golf Coach	\$18,000.00 per year	09/02/2025
Morey, Patrick	Assistant Baseball Coach	\$20,000.00 per year	09/02/2025
Saddoris, Justin	Assistant Men's Basketball Coach	\$8,000.00 per year	09/02/2025
Walker, Marcus	Assistant Men's Basketball Coach	\$20,000.00 per year	09/02/2025

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

8.C - PERSONNEL ACTION ITEMS

J. Volunteer Staff

Krienert, Shirley	Volunteer – Logan Historical Village	08/13/2025
Parks, Cynthia	Volunteer – Logan Historical Village	08/13/2025
Ringel, Drew	Volunteer – Golf	09/02/2025
Wicks, Robert	Volunteer – Baseball	09/02/2025

K. Student Workers

Burkhardt-Cripps, Patricia	Student Worker – Peer Tutor	09/02/2025
Campos, Charles	Student Worker – Events and Scheduling	09/02/2025
Groves, Kyle	Student Worker – Veterans Affairs (VA Sponsored)	08/18/2025
Schmidt, Julia	Student Worker – ELT Lab	09/02/2025
Sittig, Brendan	Student Worker – Peer Tutor	08/18/2025
Whitehead, Danika	Student Worker – Events and Scheduling	09/02/2025

2. **RECOMMENDATION:** That the Board of Trustees approve/ratify the personnel recommendation of President Kirk Overstreet.

JOHN A. LOGAN COLLEGE

700 Logan College Drive | Carterville, Illinois, 62918-2500 | 618.985.2828

TO: Dr. Kirk Overstreet
FROM: Stephanie Harner, Assistant Vice President of Human Resources
DATE: September 23, 2025
SUBJ: Additional Board Items

The additional personnel items for the September 23, 2025, meeting of the John A. Logan College Board of Trustees are listed below. Please contact me if you have any questions regarding these recommendations.

FULL-TIME PROFESSIONAL STAFF

1) Risk Manager

John Gwaltney *Bachelor of Science – Occupational Safety and Health*
Murray State University – Murray, KY

Previous: Lieutenant
Illinois Department of Corrections – Ina, IL

Unqualified Applicants: 3
Qualified Applicants: 4
Applicants interviewed: 3
Committee Chair: Dr. Susan LaPanne
Committee Members: Rachel Sveda-Webb, Ron Webb, Jeremy Sargent, Chad Brandon

2) Coordinator of Events and Conferences

Daniela Brooks *Associate of Arts*
John A. Logan College – Carterville, IL

Previous: Executive Assistant to the CFO and Vice President of Business Services
John A. Logan College – Carterville, IL

Unqualified Applicants: 11
Qualified Applicants: 14
Applicants interviewed: 6 (one more was chosen to interview, but declined)
Committee Chair: Chris Naegele
Committee Members: Adrienne Barkley-Giffin, Bradley Griffith



FULL-TIME OPERATIONAL

1) Administrative Assistant (Enrollment and Career Services)

Shane Yackle *High School Diploma*
Quincy Senior High School – Quincy, IL

Previous: EMR Architect/System Administrator
Places for People, Inc. – Saint Louis, Missouri

Unqualified Applicants: 2

Qualified Applicants: 32

Applicants interviewed: 5 (two more were chosen to interview, but declined)

Committee Chair: April Martinez

Committee Members: Beth Rosendahl, Abby Porter

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

8.C - Promotion of the Coordinator of Custodial Services

1. REASON FOR CONSIDERATION

The promotion reflects the evolving scope of responsibilities within the custodial department and recognizes the leadership and performance of the current Coordinator. This change aligns with the College's strategic goals for operational efficiency and staff development.

2. BACKGROUND INFORMATION

Since March 16, 2021, Michael Dinkins has served as the Coordinator of Custodial Services at John A. Logan College, consistently demonstrating outstanding leadership and organizational effectiveness. His role has grown to encompass scheduling oversight, inventory management, vendor coordination, and supervision of the custodial team. These responsibilities reflect a managerial scope involving strategic planning, staff leadership, and operational decision-making. A formal reclassification to Manager of Custodial Services is recommended to accurately reflect the scope of the position and to ensure appropriate recognition and compensation.

3. RECOMMENDATION

That the Board of Trustees ratify this promotion of Michael Dinkins from Coordinator of Custodial Services to Manager of Custodial Services, effective October 1, 2025, at an annual salary of \$70,263.60.

Staff Contact:

Kirk Overstreet, PH.D., President

Jeremy Sargent, NCARB, AIA, Assistant Vice-President of Construction, Planning, & Facilities Management

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

8.C - Promotion of the Coordinator of Grounds

1. REASON FOR CONSIDERATION

The promotion reflects the evolving scope of responsibilities within the grounds department and recognizes the leadership and performance of the current Coordinator. This change aligns with the College's strategic goals for operational efficiency and staff development.

2. BACKGROUND INFORMATION

Since April 1, 2019, Chad Mulholland has served as the Coordinator of Grounds at John A. Logan College, consistently demonstrating strong leadership and operational excellence. Over time, his responsibilities have expanded to include strategic oversight of landscaping initiatives, seasonal planning, vendor management, and supervision of the groundskeeping team. These duties reflect a managerial scope involving long-term planning, team leadership, and operational decision-making. A formal reclassification to Manager of Grounds is recommended to accurately represent the scope of the position and to ensure appropriate recognition and compensation.

3. RECOMMENDATION

That the Board of Trustees ratify this promotion of Chad Mulholland from Coordinator of Grounds to Manager of Grounds, effective October 1, 2025, at an annual salary of \$73,953.36.

Staff Contact:

Kirk Overstreet, PH.D., President

Jeremy Sargent, NCARB, AIA, Assistant Vice-President of Construction, Planning, & Facilities Management

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

8.C – Promotion of Assistant Manager of TRIO Services & Programming

1. REASON FOR CONSIDERATION

Beginning this fiscal year, the TRIO Project Director/Director of Student Success has assumed additional institutional responsibilities, including management of the new student complaint process and implementation of Maxient software. As a result, only 50% of her time is now allocated to TRIO, and she has stepped back from daily program operations.

To maintain compliance with U.S. Department of Education guidelines and ensure successful execution of the 2025–2030 TRIO grant, it is proposed that Faith Matzker assume expanded operational and supervisory responsibilities. These will include direct oversight of the two TRIO staff members, leadership of program development, and management of day-to-day grant operations. Faith will also oversee the grant budget, initiate purchases, and serve as the first level of approval for requisitions and spending requests, with final approval from the Project Director, the Director of Student Success. In addition, she will be responsible for drafting grant narratives and required reports, with the Director of Student Success providing only final review and submission.

This restructuring ensures that TRIO programming, compliance, and leadership remain strong and are consistent with federal recommendations when a Project Director is assigned less than 100% to grant duties.

2. BACKGROUND INFORMATION

Ms. Matzker currently serves as Assistant Manager of TRIO Services and Programming, fully dedicated to the TRIO Student Support Services grant. She contributed significantly to the successful 2025–2030 grant proposal and currently oversees student intake, mentor assignments, and caseload management, processing up to 50 applications per week during peak periods.

In the Manager role, she will develop and coordinate programming that aligns with grant objectives and federal guidelines, supervise two grant-funded staff members, and assist in preparing the Annual Performance Report for the Department of Education, as well as oversee the day-to-day management of the grant budget.

3. RECOMMENDATION

That the Board of Trustees ratify the following promotion, effective September 1, 2025. The promotion is contingent upon continuation of appropriate grant funding.

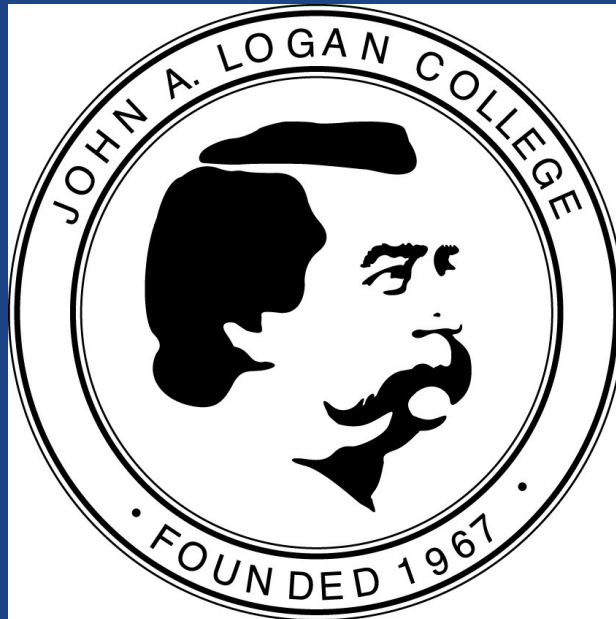
- Faith Matzker to Manager of TRIO Services and Programming at a salary of \$57,500

Staff Contacts:

Stephanie Hartford, Provost
Rachel Sveda-Webb, Assistant Provost for Student Affairs
Nikki Brooks, Director of Student Success

Consent Agenda Item 8.D

Expenditure Report



John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/07/25	2004567	618 Lock LLC	Rekey Service Call	416.00	
08/14/25	2004658	A Book Company LLC	Books for Perkins Loan Library - June Books for Loan Library	2,018.26	
08/14/25	2004665	A Book Company LLC	Credit - Financial Aid Book Vouchers - Financial Aid 7/1-7/31 Books for PATH Loan Library	50,129.59	Y
08/20/25	2004776	Aaliyah Sharece Converse	Meal Allowance 8/15	125.00	
08/29/25	2004851	Aaliyah Sharece Converse	Meal Allowance 8/30	125.00	
08/14/25	2004666	Accurate Biometrics Inc	Fingerprinting - LC12 D Sundly	67.00	
08/14/25	2004667	Ace Hardware Of Energy	Custodial Supplies Maintenance Repair Supplies	71.57	
08/14/25	2004668	ACT	Scoring Service	229.50	
08/21/25	2004721	ADP Inc	Workforce Now Payroll Solution Bundle	872.50	
08/21/25	2004733	Allexis Edwards	Travel 8/12/25	39.34	
08/11/25	2004654	Alphonse M Stadler	Health Ins-August	82.51	
08/05/25	6688	Ameren Illinois	Electric Service - DQ Ext 6/17-7/20/25	1,379.85	
08/07/25	6689	Ameren Illinois	Electric & Gas Service - DQ Ext	220.50	
08/08/25	6583	Ameren Illinois	Gas Service - DQ Ext 5/6-6/5/25 Electric & Gas Service - WF Ext 5/6-6/5	497.57	
08/11/25	6584	Ameren Illinois	Gas Service - Main Campus 5/1-6/1/25	2,769.13	
08/22/25	6585	Ameren Illinois	Gas Service - Annex 5/19-6/18/25	80.79	
08/26/25	6586	Ameren Illinois	Electric Service - Main Campus 5/17-6/18	22,076.85	Y
08/06/25	2004602	American Family Life Assurance	AFLAC Deduction/June	514.45	
08/14/25	2004714	American Family Life Assurance	AFLAC Deduction/July	514.45	
08/14/25	558716	Angela Lynn Harper	Travel to Normal, IL 8/19-8/20	102.00	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/14/25	2004689	Angela Lynn Harper	Travel 7/22-7/31/25	89.60	
08/28/25	2004813	Angela Lynn Harper	Travel 8/15-8/21/25	56.84	
08/20/25	2004777	Antaniya Janell Marie Davis	Meal Allowance 8/15	125.00	
08/29/25	2004852	Antaniya Janell Marie Davis	Meal Allowance 8/30	125.00	
08/21/25	2004722	Apperson, Inc.	DataLink Gold Maintenance 7/1-6/30/26	259.00	
08/14/25	2004683	Ashleigh K Couty	Travel 7/8-7/30/25	67.13	
08/28/25	2004802	ATIS Elevator Inspections, LLC	Annual Elevator Inspections	2,572.00	
08/14/25	2004673	Audrey M Calhoun	Health Insurance - April Health Insurance - June Health Insurance - August Health Insurance - July Health Insurance - February Health Insurance - May Health Insurance - March	115.50	
08/21/25	2004723	Auto Body Toolmart	Tilt Tables & Folding Stands - Perkins	2,294.85	
08/21/25	2004724	Auto Tire & Parts Co Inc	3.5 Ton Floor Jack - Perkins	639.98	
08/21/25	2004725	Automotive Education Services	2 Subscriptions Auto Website	358.00	
08/14/25	2004659	Bank of Herrin	Safekeeping Fee 810-064-022 - June Safekeeping Fees 810-064-020 - June Safekeeping Fees 810-064-023 - June	42.99	
08/12/25	6700	Bank of Montreal MC	July P-Card Charge - J Mueller (EOY)	572.02	
08/12/25	6701	Bank of Montreal MC	July P-Card Charges - A B Giffin	104.94	
08/12/25	6702	Bank of Montreal MC	July P-Card Charges - A Carr	214.99	
08/12/25	6703	Bank of Montreal MC	July P-Card Charges - C Chamness July P-Card Credit - C Chamness	67.37	
08/12/25	6704	Bank of Montreal MC	July P-Card Charges - R Corbit	500.37	
08/12/25	6705	Bank of Montreal MC	July P-Card Charges - J Dethrow	494.55	
08/12/25	6706	Bank of Montreal MC	July P-Card Charges - C Hoekstra	576.74	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/25	6707	Bank of Montreal MC	July P-Card Charges - A Martinez	215.97	
08/12/25	6708	Bank of Montreal MC	July P-Card Charges - E McGuire	2,038.25	
08/12/25	6709	Bank of Montreal MC	July P-Card Charges - J Mueller	2,950.68	
08/12/25	6710	Bank of Montreal MC	July P-Card Charges - D Myers	836.71	
08/12/25	6711	Bank of Montreal MC	July P-Card Charges - A Porter	48.06	
08/12/25	6712	Bank of Montreal MC	July P-Card Charges - K Smith	365.65	
08/12/25	6713	Bank of Montreal MC	July P-Card Charges - J Stutes	394.94	
08/12/25	6714	Bank of Montreal MC	July P-Card Charges - R Sveda-Webb	3,059.39	
08/12/25	6715	Bank of Montreal MC	July P-Card Charges - J Taylor	305.00	
08/12/25	6716	Bank of Montreal MC	July P-Card Charges - S Wernsman	2,736.72	
08/12/25	6717	Bank of Montreal MC	July P-Card Charges - K Yosanovich July P-Card Charges - K Yosanovich	3,651.01	
08/12/25	6718	Bank of Montreal MC	July P-Card Charges - A Biley	64.91	
08/12/25	6719	Bank of Montreal MC	July P-Card Charges - N Brooks	4,196.03	
08/12/25	6720	Bank of Montreal MC	July P-Card Charges - M Brown	1,774.07	
08/12/25	6721	Bank of Montreal MC	July P-Card Charges - JALC Clubs	189.07	
08/12/25	6722	Bank of Montreal MC	July P-Card Charges - J Dick	39.87	
08/12/25	6723	Bank of Montreal MC	July P-Card Charges - S Elliott	1,464.31	
08/12/25	6724	Bank of Montreal MC	July P-Card Charges - CS Fuel	207.54	
08/12/25	6725	Bank of Montreal MC	July P-Card Charges - Custodial Fuel	387.65	
08/12/25	6726	Bank of Montreal MC	July P-Card Charges - Grounds Fuel	157.04	
08/12/25	6727	Bank of Montreal MC	July P-Card Charges - T Geske	1,065.02	
08/12/25	6728	Bank of Montreal MC	July P-Card Charges - B Griffith	3,775.52	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/25	6729	Bank of Montreal MC	July P-Card Charges - M Guy	360.00	
08/12/25	6730	Bank of Montreal MC	July P-Card Charges - M Hamlin	1,034.69	
08/12/25	6731	Bank of Montreal MC	July P-Card Charges - S Hartford	3,644.09	
08/12/25	6732	Bank of Montreal MC	July P-Card Charges - G Cudworth	174.00	
08/12/25	6733	Bank of Montreal MC	July P-Card Charges - C Hosselton	605.11	
08/12/25	6734	Bank of Montreal MC	July P-Card Charges - F Matzker	420.14	
08/12/25	6735	Bank of Montreal MC	July P-Card Charges - E Monti	1,188.42	
08/12/25	6736	Bank of Montreal MC	July P-Card Charges - C Mulholland	2,140.17	
08/12/25	6737	Bank of Montreal MC	July P-Card Charges - C Naegele	953.44	
08/12/25	6738	Bank of Montreal MC	July P-Card Charges - S O'Keefe	3,109.78	
08/12/25	6739	Bank of Montreal MC	July P-Card Charges - K Overstreet	13,390.59	Y
08/12/25	6740	Bank of Montreal MC	July P-Card Charges - C Rushing	406.90	
08/12/25	6741	Bank of Montreal MC	July P-Card Charges - K Teal	725.59	
08/12/25	6742	Bank of Montreal MC	July P-Card Charges - R Webb July P-Card Credit - R Webb	1,493.13	
08/12/25	6750	Bank of Montreal MC	July P-Card Charges - N Arnett	1,855.73	
08/12/25	6751	Bank of Montreal MC	July P-Card Charges - B Burnside	840.04	
08/12/25	6752	Bank of Montreal MC	July P-Card Charges - C Jones	1,029.64	
08/12/25	6753	Bank of Montreal MC	July P-Card Charges - J Mays	2.76	
08/12/25	6754	Bank of Montreal MC	July P-Card Charges - M Mooneyham	844.18	
08/12/25	6755	Bank of Montreal MC	July P-Card Charges - K Reagan	2,192.87	
08/12/25	6756	Bank of Montreal MC	July P-Card Charges - J Sargent	1,862.20	
08/12/25	6757	Bank of Montreal MC	July P-Card Charges - T Siefert	3,367.56	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/12/25	6758	Bank of Montreal MC	July P-Card Charges - G Starrick	1,475.91	
08/12/25	6759	Bank of Montreal MC	July P-Card Charges - K Surprenant	2,803.86	
08/12/25	6760	Bank of Montreal MC	July P-Card Charges - P Vaughn	615.74	
08/12/25	6764	Bank of Montreal MC	July P-Card Charges - S Harner	883.90	
08/12/25	6765	Bank of Montreal MC	July P-Card Charges - S Newman	2,138.24	
08/12/25	6766	Bank of Montreal MC	July P-Card Charges - J Seals July P-Card Credit - J Seals	972.52	
08/12/25	6767	Bank of Montreal MC	July P-Card Charges - T Smithpeters	1,941.11	
08/11/25	2004632	Barbara A James	Health Ins-July Health Ins-August	33.00	
08/11/25	2004655	Barbara Throgmorton	Health Ins-Feb Health Ins-April Health Ins-June Health Ins-July Health Ins-May Health Ins-August Health Ins-March	115.50	
08/11/25	2004623	Barry Ray Hancock	Health Ins-August	2,026.67	
08/11/25	2004639	Beverly Ann McCabe	Health Ins-August	16.50	
08/07/25	2004568	BHDG Architects, Inc	Career & Technical Center Project	56,807.73	Y
08/28/25	2004803	BHDG Architects, Inc	FY27 Ramp Estimates Survey & Civil Work - HCCTP Pole Barn SEDAC F-Wing Corridor Estimate	26,963.00	Y
08/11/25	2004652	Billy Rae Smillie	Health Ins-August Health Ins-July	165.02	
08/21/25	2004726	Blick Art Materials	General Store Inventory - Art Supplies	1,250.05	
08/07/25	2004569	Blue Cardinal Chemical, LLC	Maintenance Supplies	627.47	
08/29/25	6781	Blue Cross Blue Shield of Illinois	Health Insurance 9/1-10/1/25	302,965.16	Y
08/22/25	2004792	Brady Matthew Davis	Meal Allowance 8/15	250.00	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/20/25	2004775	Brooklynn G Burnett	Meal Allowance 8/15	125.00	
08/29/25	2004850	Brooklynn G Burnett	Meal Allowance 8/30	125.00	
08/28/25	2004804	BSN Sports LLC	Athletic Apparel & Supplies Athletic Apparel Athletic Supplies	7,698.21	
08/28/25	2004805	Bumper to Bumper Auto Parts	Instructional Supplies	153.17	
08/14/25	2004671	Burghof Group LLC	Pole Barn Rent - August - HCCTP	300.00	
08/28/25	2004806	Burkdell Mulch LLC	Grounds Supplies	1,504.50	
08/29/25	2004868	Camron L McDaniels	Meal Allowance 8/15/25 Meal Allowance 8/30	250.00	
08/07/25	2004558	Capitol Strategies Consulting Inc	Consulting Service 6/16-6/30/25	2,025.00	
08/21/25	2004728	Capitol Strategies Consulting Inc	Consulting Service 7/16-7/31/25	4,120.00	
08/28/25	2004807	Capitol Strategies Consulting Inc	Consulting Services 8/1-8/15/25	4,557.75	
08/07/25	2004570	Carl D Brannan	Reimburse Clothing Allowance	40.79	
08/11/25	2004616	Carl D Cottingham	Health Ins-August Health Ins-July	165.02	
08/14/25	2004675	Carli	EBSCO Annual Database Subscription	15,978.42	Y
08/20/25	6761	Carterville Water and Sewer Dept	Water Service - BB Sprinklers - July Water Service - Main Campus - July Water Service - Annex 7/1-7/31/25 Water Service - SB Sprinklers - July Water Service - Logan Fitness - July	9,051.60	
08/21/25	2004719	Carterville Winair Co	Instructional Supplies - Trades	718.52	
08/28/25	2004799	Carterville Winair Co	Instructional Supplies	404.10	
08/14/25	2004676	Carterville Winsupply	Maintenance Repair Supplies	81.38	
08/14/25	2004677	CCBO	Tier 2 Membership Dues 7/1-6/30/25	650.00	
08/14/25	2004661	CDW Government	Azure Overage - June	435.15	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/14/25	2004678	CDW Government	Office Supplies for Resale	487.78	
08/21/25	2004729	CDW Government	Nutanix Renewal Adobe Renewals for Teams Quest Management & Support Renewal Adobe Acrobat Sign Solutions Renewal Credit - Dome Cameras Adobe Creative Cloud for Enterprise SonicWall License Renewals	84,499.55	Y
08/14/25	6745	Central States Funds H&W Fund	Health Premium - July	37,171.20	Y
08/21/25	2004730	Charles E Scott Co.	TIGrunner Welding Machines - Perkins	18,900.00	Y
08/14/25	2004679	Charlie's Air Conditioning and Heating	Ice Machine Rental - July	280.00	
08/20/25	2004779	Charolette DeLisle	Meal Allowance 8/15	125.00	
08/29/25	2004854	Charolette DeLisle	Meal Allowance 8/30	125.00	
08/14/25	2004660	Cheryl Barrall	Travel 4/8-5/1/25	42.98	
08/22/25	2004793	Christian Lee Doerr I	Meal Allowance 8/15	125.00	
08/29/25	2004855	Christian Lee Doerr I	Meal Allowance 8/30	125.00	
08/11/25	2004656	Christie A Williams	Health Ins-August	16.50	
08/11/25	2004611	Christopher B Bell	Health Ins-August	1,324.93	
08/11/25	2004633	Cindy D Johnson	Health Ins-August	1,419.25	
08/14/25	2004680	Cintas Fire Protection	Alarm Repair Service - J Bldg	672.63	
08/11/25	6665	City of Du Quoin	Water Service - DQ Ext 5/29-7/1/25	63.76	
08/07/25	2004559	Clean As A Whistle LLC	Cleaning Services - June 2025	3,174.18	
08/14/25	2004681	Clean As A Whistle LLC	Cleaning Service - DQ Ext - July Cleaning Service - WF Ext - July	3,174.18	
08/01/25	6687	Clearwave Communications	Phone & Internet Service - Main Campus Internet Service - WF & DQ 7/4-8/3/25 Phone Service - WF Ext 7/4-8/3/25	3,773.85	
08/14/25	2004682	Cold Blooded Coffee & Roastery	Fall Kick Off Catering	10,257.00	Y

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/14/25	2004682	Cold Blooded Coffee & Roastery	IDOC Meals 7/14-7/24/25	10,257.00	Y
08/21/25	2004731	Cold Blooded Coffee & Roastery	Food for Fall Kickoff 8/11/25	1,500.00	
08/22/25	2004796	Cole Michael Noreuil	Meal Allowance 8/15	200.00	
08/29/25	2004869	Colin M Tarr	Meal Allowance 8/15/25	250.00	
08/14/25	2004695	Colleen McLaughlin	Travel 7/7-7/17/25	171.71	
08/28/25	2004827	Colleen McLaughlin	Travel 7/28-7/31/25	457.53	
08/11/25	2004627	Connie S Hensley	Health Ins-August	16.50	
08/07/25	2004571	Constant Contact Inc	Email Plus Renewal - Logan Fitness	2,646.00	
08/12/25	6690	Constellation NewEnergy Inc	Electric Service - DQ Ext 6/17-7/20/25	1,681.56	
08/14/25	6692	Constellation NewEnergy Inc	Electric Service - DQ Ext 6/17-7/20/25	103.55	
08/20/25	6694	Constellation NewEnergy Inc	Electric Service - Main Campus 6/18-7/19	56,219.21	Y
08/14/25	2004684	CRC Southern Recycling LLC	Recycling - Grounds	63.14	
08/14/25	2004685	Crisis Prevention Institute, Inc.	Membership - D Orrill 2/23/25-2/22/26	200.00	
08/14/25	2004670	Crystal K Bouhl	Travel 7/24/25	54.88	
08/21/25	2004732	Crystal's Catering and More	Deposit for Event on 9/25/25	300.00	
08/07/25	2004572	D. Stafford and Associates	Online Clery Training - K Brothers	895.00	
08/20/25	2004787	Dainen D Rucker I	Meal Allowance 8/15	125.00	
08/29/25	2004862	Dainen D Rucker I	Meal Allowance 8/30	125.00	
08/07/25	2004591	Dakota James Simmons	Travel 7/1-7/11/25 (HVAC Class)	134.40	
08/21/25	2004766	Damian Sundly	Travel 8/5/25	126.00	
08/28/25	2004846	Damian Sundly	Travel 8/12/25	126.00	
08/20/25	2004791	Damieona J Williams-Woulard	Meal Allowance 8/15	125.00	
08/29/25	2004867	Damieona J Williams-Woulard	Meal Allowance 8/30	125.00	

John A. Logan College

Monthly Expenditure List

8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/04/25	6697	Dearborn Life Insurance Company	Vision Insurance 8/1-8/31/25	2,016.91	
08/28/25	2004808	Dell Marketing LP	Bretford Link Carts - Perkins	5,396.78	
08/11/25	2004641	Don Middleton	Health Ins-August	82.51	
08/11/25	2004620	Donna B Fell	Health Ins-August	16.50	
08/22/25	2004795	Dylan Michael Mannino	Meal Allowance 8/15	250.00	
08/07/25	2004560	EAN Services LLC	Tolls & Fees - TRIO 6/18-6/22/25 Tolls - TRIO 6/18-6/22/25	41.50	
08/07/25	2004573	EAN Services LLC	Car Rental - C Hoekstra 7/5-7/10/25 Car Rental - W Aydt 7/19-7/23/25	357.05	
08/28/25	2004809	EAN Services LLC	Car Rental - C Hosselton 7/19-7/23/25 Car Rental - J Roach 7/20-7/22/25	324.05	
08/21/25	2004720	Earth Services & Big Dawg Disposal	Passenger Tire Pickup/Disposal	363.00	
08/21/25	2004734	Egyptian Electric Coop Association	Electric Service - Logan Fitness 7/1-8/1 Electric Service - BB/SB Facility - July Electric Service - Annex 7/1-8/1/25 Electric Service - SB Scoreboard 7/1-8/1 Electric Service - Sign 7/1-8/1/25	21,666.79	Y
08/14/25	2004686	Elsevier	Nursing Review Books	264.75	
08/28/25	2004810	Elsevier	Online Health Assessments - ADN	6,720.00	
08/07/25	2004561	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext 5/12/25	50.00	
08/07/25	2004574	Enviro-Tech Termite and Pest Control	Pest Control - Annex 7/7/25 Pest Control - Main Campus 7/8/25 Pest Control - DQ Ext 7/14/25	625.00	
08/14/25	2004687	Enviro-Tech Termite and Pest Control	Pest Control - WF Ext 7/22/25	40.00	
08/11/25	2004618	Eric George Ebersohl	Health Ins-August	2,026.67	
08/11/25	2004635	Eunice A Lantagne	Health Ins-August Health Ins-July	165.02	
08/11/25	2004643	Evelyn P Morrison	Health Ins-August	16.50	

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8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/21/25	2004735	FIRM Systems	Fingerprinting Services	165.00	
08/28/25	2004811	Fishback Media Inc	Advertising	2,400.00	
08/25/25	6695	Futiva	Internet Service 8/1-8/31/25	553.99	
08/29/25	2004864	Gabe Emmett Smith	Meal Allowance 8/15	250.00	
08/11/25	2004614	Gary W Caldwell	Health Ins-August	386.40	
08/14/25	2004662	Gilbert Huffman Prosser Hewson and Barke Ltd	Legal Services - R Barke 7/1/24-6/30/25	91,979.88	Y
08/21/25	2004736	Goat Glove Co	Athletic Apparel & Supplies	11,166.00	Y
08/16/25	6693	GoTo Communications, Inc	Phone & Equipment 8/1-8/31/25 Phone Service - Campus Safety 8/1-8/31 Phone Service - CCRR 8/1-8/31/25	8,385.99	
08/20/25	2004784	Gracyn Elizabeth Morris	Meal Allowance 8/15	125.00	
08/29/25	2004859	Gracyn Elizabeth Morris	Meal Allowance 8/30	125.00	
08/28/25	2004844	Greg Starrick	Travel 8/12/25	194.60	
08/21/25	2004737	Grizzly Industrial, Inc	Folding Welding Tables - Perkins	1,566.00	
08/28/25	2004812	Growing Media LLC	Digital Online Marketing	1,500.00	
08/20/25	2004781	Hannah Summer Jarnegan	Meal Allowance 8/15	250.00	
08/07/25	2004600	Hayley Marie Watkins	Travel 7/9-7/23/25	255.15	
08/05/25	6698	HealthEquity Inc	HRA Replenishment	34,421.26	Y
08/08/25	6699	HealthEquity Inc	HRA Fees - August	494.00	
08/21/25	2004754	Henry D Nicolaides	Piano Tuning & Repair 8/12/25	1,585.00	
08/07/25	2004562	Holcomb Foundation	Field Testing Certification	300.00	
08/21/25	2004739	HSG Mechanical Contractors Inc	Backflow Preventer Devices	2,240.00	
08/07/25	2004576	ICCCFO	Conference Registration 10/1-10/3/25	125.00	
08/21/25	2004740	ICCCFO	Conference Registration - C Chamness	250.00	

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8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/21/25	2004740	ICCCFO	Conference Registration - K Bevis	250.00	
08/28/25	2004815	IDN H Hoffman Inc	Maintenance Supplies	125.49	
08/28/25	2004816	Illinois Community College Board	FY24 Grant Refunds	6,932.64	
08/28/25	2004817	Illinois Community College Board	FY24 Grant Refund	29,011.69	Y
08/11/25	558715	Illinois Dept of Financial and Professional R	Application Fee for Licensed Cosmetology	50.00	
08/07/25	2004577	Illinois EPA	Annual Air Pollution Control Site Fee	235.00	
08/06/25	2004603	Illinois FOP Labor Council	Union Dues (LU) June	594.00	
08/14/25	2004715	Illinois FOP Labor Council	Union Dues (LU) July	594.00	
08/28/25	2004818	Illinois Student Assistance Commission	Return of MAP Grant Funds 24-25 Year	1,303.00	
08/07/25	2004563	ILMO Products Company	Instructional Supplies	54.30	
08/14/25	2004690	ILMO Products Company	Instructional Supplies	128.10	
08/21/25	2004741	ILMO Products Company	Instructional Supplies Tungsten Grinder	1,695.99	
08/28/25	2004819	ILMO Products Company	Instructional Supplies	806.65	
08/27/25	558717	InnoSoft Canada Inc	Fusion Transactions for April-June 2025	569.16	
08/11/25	2004653	Jack Smothers	Health Ins-August	956.18	
08/07/25	2004566	Jacob G Rendleman	Travel 6/5-6/7/25	368.48	
08/06/25	2004604	JALC Foundation	Foundation Ded (LF) JUNE	223.00	
08/07/25	2004578	JALC Foundation	Clearing Account	22,848.15	Y
08/14/25	2004691	JALC Foundation	Clearing Account	9,420.00	
08/14/25	2004716	JALC Foundation	Foundation Ded (LF) July	222.00	
08/21/25	2004742	JALC Foundation	Clearing Account	9,400.00	
08/28/25	2004820	JALC Foundation	Clearing Account	12,750.00	Y

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/11/25	2004625	James W Harris	Health Ins-August	16.50	
08/28/25	2004838	Jamey L Rogers	Reimburse for Student Ambassador Shirts	486.00	
08/11/25	2004646	Janice R Palese	Health Ins-August	16.50	
08/20/25	2004783	Jayden N Miles	Meal Allowance 8/15	125.00	
08/29/25	2004858	Jayden N Miles	Meal Allowance 8/30	125.00	
08/21/25	2004758	Jeff L Ray	Lure Keychains for HFD	1,050.00	
08/14/25	2004688	Jennifer L Fuller Flath	Reimburse - Panera for Legislative Meet	44.82	
08/28/25	2004840	Jeremey J Shelton	Never Too Late Advertising	3,590.00	
08/11/25	2004610	Jim R Bales	Health Ins-August	82.51	
08/14/25	2004663	Joe's Lawn & Snow Service LLC	Mowing Service - DQ Ext - June Mowing Service - WF Ext - June	750.00	
08/28/25	2004821	Joe's Lawn & Snow Service LLC	Mowing Service - DQ Ext - July Mowing Service - WF Ext - July	620.00	
08/11/25	2004650	John C Sala	Health Ins-August	16.50	
08/11/25	2004649	John J Profilet	Health Ins-August	99.23	
08/11/25	2004628	Johnna Lynn Herren	Health Ins-August	1,419.25	
08/07/25	2004579	Johnstone Supply	Maintenance Repair Supplies	522.02	
08/28/25	2004822	Johnstone Supply	Maintenance Repair Services	168.87	
08/11/25	2004624	Joseph R Hancock	Health Ins-August	16.50	
08/20/25	2004788	Josilynn A Scott	Meal Allowance 8/15	125.00	
08/29/25	2004863	Josilynn A Scott	Meal Allowance 8/30	125.00	
08/11/25	2004634	Judith C Korando	Health Ins-August	82.51	
08/20/25	2004778	Justice D Decker	Meal Allowance 8/15	125.00	
08/29/25	2004853	Justice D Decker	Meal Allowance 8/30	125.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/21/25	2004743	JW Pepper & Son Inc	Instructional Supplies	43.50	
08/28/25	2004823	JW Pepper & Son Inc	Instructional Supplies	196.82	
08/20/25	2004786	Kahlen Alexis Robinson	Meal Allowance 8/15	125.00	
08/29/25	2004861	Kahlen Alexis Robinson	Meal Allowance 8/30	125.00	
08/11/25	2004651	Karen Sala	Health Ins-August	16.50	
08/07/25	2004580	Keith RN	Nursing Memberships	2,010.00	
08/21/25	2004744	Kemper CPA Group LLP	Progress Bill FY25 Audit	7,750.00	
08/20/25	2004774	Keyshawn Barfield	Meal Allowance 8/15	125.00	
08/29/25	2004848	Keyshawn Barfield	Meal Allowance 8/30	125.00	
08/20/25	2004790	Kiera Raelyn Whitaker	Meal Allowance 8/15	125.00	
08/29/25	2004866	Kiera Raelyn Whitaker	Meal Allowance 8/30	125.00	
08/21/25	2004757	Kirk E Overstreet	Travel 7/29-8/3/25	306.00	
08/20/25	2004780	Kodie T Gordon	Meal Allowance 8/15	125.00	
08/29/25	2004856	Kodie T Gordon	Meal Allowance 8/30	125.00	
08/28/25	2004800	Konica Minolta Business Solutions USA Inc	Maintenance & Click Charges - June	1,889.81	
08/28/25	2004824	Konica Minolta Business Solutions USA Inc	Maintenance & Click Charges - July	1,677.22	
08/26/25	6696	Konica Minolta Premier Finance	Equipment Lease 7/26-8/25/25	3,954.50	
08/14/25	2004707	Krystal Spani	Laundry Service 7/1-7/22/25	149.50	
08/21/25	2004745	Laborers Local 773	Initiation Fee - Ajee Haywood Union Dues - Ajee Haywood - July & Aug Initiation Fee - Jalen Davis Union Dues - Jalen Davis - July & August	1,730.00	
08/21/25	2004746	Larken Enterprise LLC	Ice Cream for Float Into Fall Event	350.00	
08/11/25	2004637	Larry Dale Marrs	Health Ins-August	89.80	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/11/25	2004645	Larry Maurice Page	Health Ins-August	89.80	
08/14/25	2004692	Lenovo (United States) Inc	Thinkpads	34,385.00	Y
08/21/25	2004747	Lightcast (Economic Modeling, LLC)	Lightcast Analyst 7/31/25-7/30/26	11,000.00	Y
08/06/25	2004605	Logan Operational Staff Association	LOSA Dues/July LOSA Dues/June	1,835.32	
08/14/25	2004717	Logan Operational Staff Association	LOSA Dues/July	897.85	
08/28/25	2004826	Logan Operational Staff Association	LOSA Dues / August	897.85	
08/14/25	2004693	Logan Solar LLC	Solar Production 7/1-7/31/25	10,170.24	Y
08/21/25	2004748	Long Haul Leasing LLC	Fox Box Rent - August - HCCTP	100.00	
08/21/25	2004727	Madison Lane Calvin	Reimburse Water during Boil Order	26.22	
08/07/25	2004581	Maier's Tidy Bowl Inc.	Portable Toilet Rental 7/29-8/25/25	80.00	
08/28/25	2004825	Mandy J Little	Travel Advance 9/12-9/13/25	225.84	
08/25/25	6748	Mansfield Power & Gas LLC	Gas Service - Main Campus 7/1-7/31/25	4,548.91	
08/07/25	2004575	Marcus Gilmore	Travel 7/14-7/21/25 (HVAC Class)	66.78	
08/20/25	2004782	Mariah Destiny Maclin	Meal Allowance 8/15	125.00	
08/29/25	2004857	Mariah Destiny Maclin	Meal Allowance 8/30	125.00	
08/21/25	2004749	Marianna Industries Inc	General Store Inventory - Cosmetology	36,911.64	Y
08/11/25	2004648	Marie Perkins	Health Ins-August	16.50	
08/11/25	2004630	Mary Ann Hudson	Health Ins-July Health Ins-April Health Ins-June Health Ins-August Health Ins-March Health Ins-Feb Health Ins-May	115.50	
08/11/25	2004617	Mary DeHoff	Health Ins-August Health Ins-July	33.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/11/25	2004608	Mary E Abell	Health Ins-August Health Ins-July	33.00	
08/11/25	2004644	Mary O'Hara	Health Ins-August	82.51	
08/29/25	2004849	Mason James Beno	Meal Allowance 8/15	250.00	
08/14/25	2004694	MBI Worldwide Background Checks and Drug Scree	Background Checks 7/1-8/1/25	802.10	
08/11/25	2004647	Melanie Pecord	Health Ins-August	2,026.67	
08/07/25	2004582	Menards	Maintenance Repair Supplies Credit - Maintenance Repair Supplies Maintenance Repair Supplies	1,334.22	
08/14/25	2004696	Menards	HFD Supplies Maintenance Repair Supplies	778.77	
08/21/25	2004750	Menards	Maintenance Supplies Maintenance Repair Supplies	715.35	
08/28/25	2004828	Menards	Maintenance Repair Supplies Maintenance Supplies - CTE Auto Project HFD Supplies	1,134.89	
08/21/25	2004751	Micah's Printing	Diploma Covers	1,819.00	
08/11/25	2004631	Michael Kevin Jakubco	Health Ins-August	187.16	
08/11/25	2004642	Michael Morgan	Health Ins-August	2,404.70	
08/11/25	2004622	Michelle Hamilton	Health Ins-August	1,419.25	
08/28/25	2004829	Midland Paper	Stockroom Supplies	2,455.80	
08/07/25	2004583	Midwest Pool and Court Co	Pool Supplies	2,438.83	
08/22/25	2004794	Miller Scott Green	Meal Allowance 8/15	250.00	
08/14/25	2004697	Mississippi River Radio LLC	Advertising	2,152.40	
08/21/25	2004752	Mohawk Lifts LLC	Tire Changer Wheel Lift - Perkins	16,098.98	Y
08/07/25	2004584	Murdale Ace Hardware	Maintenance Repair Supplies	63.66	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/14/25	2004698	Murdale Ace Hardware	Maintenance Repair Supplies	27.22	
08/28/25	2004831	NAACP	Freedom Fund Gala 10/26/25	350.00	
08/11/25	2004636	Nancy C Lawson	Health Ins-August	16.50	
08/14/25	2004669	Nathan Arnett	Travel 7/30-8/2/25	238.00	
08/20/25	6747	Nelnet Business Services	Refund Maintenance 7/1-7/31/25	801.45	
08/28/25	2004832	NJCAA	Coaches Association Dues 2025-2026	775.00	
08/28/25	2004833	NJCAA	2025-2026 Membership Dues	5,800.00	
08/14/25	2004699	Northern Safety Co Inc	First Aid Supplies	53.10	
08/21/25	2004755	Northern Safety Co Inc	First Aid Supplies	69.40	
08/22/25	2004797	Nosotros Education Center	Development of Policies & Procedures	3,500.00	
08/28/25	2004830	Nurfarhana B. Mohamad Ali	Travel Advance 9/11-9/13/25	336.86	
08/20/25	2004785	O'Niya Starr Reed	Meal Allowance 8/15	125.00	
08/29/25	2004860	O'Niya Starr Reed	Meal Allowance 8/30	125.00	
08/28/25	2004834	Oasis Outdoors LLC	Sponsorship	1,420.00	
08/07/25	2004586	ODP Business Solutions, LLC	Credit - Supplies for Resale - Toner Supplies for Resale - Toner	279.08	
08/14/25	2004700	ODP Business Solutions, LLC	Office Supplies for Resale	559.24	
08/28/25	2004835	ODP Business Solutions, LLC	Office Supplies for Resale	605.80	
08/21/25	2004756	Omega Industrial Supply Inc	Maintenance Supplies	691.65	
08/07/25	2004565	Paymerang LLC	Fees 1/1-3/31/25	2,720.00	
08/14/25	2004701	Paymerang LLC	Fees 7/1-7/31/25	800.00	
08/28/25	2004836	Pitney Bowes Global Financial Services LLC	Postal Equipment Lease 6/27-9/26/25i	1,319.64	
08/28/25	6763	Pitney Bowes Reserve Account	Prepaid Postage 8/28/25	2,500.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/07/25	2004587	Pivot Point	General Store Inventory - Hair Kits	35,508.47	Y
08/14/25	2004702	Pocket Nurse	Instructional Supplies	261.44	
08/11/25	2004621	Priscilla L Gray	Health Ins-August	16.50	
08/28/25	2004837	R House Sports and Embroidery	Printing on Athletic Apparel	400.00	
08/21/25	2004767	Rachel Sveda-Webb	Travel 7/30-8/2/25	45.80	
08/07/25	2004588	Ray O'Herron Company Inc	Officer Vests	3,900.00	
08/11/25	2004612	Rebecca G Borgsmiller	Health Ins-August	82.51	
08/06/25	2004606	Reliance Standard Life Insurance Company	VLTD July	671.66	
08/14/25	2004718	Reliance Standard Life Insurance Company	VLTD August	632.80	
08/07/25	2004589	Republic Services #732	Waste Disposal - Main Campus 7/1-7/11/25	1,537.01	
08/14/25	2004703	Republic Services #732	Waste Disposal - Main Campus 7/1-7/31/25 Waste Disposal - DQ Ext 8/1-8/31/25 Waste Disposal - WF Ext 8/1-8/31/25	1,494.90	
08/21/25	2004759	Republic Services #732	Waste Disposal 7/30/25	572.23	
08/11/25	2004640	Robert L Mees	Health Ins-August	82.51	
08/11/25	2004619	Roberta Egelston	Health Ins-August	859.26	
08/22/25	2004798	Roman Patrick Sienza	Meal Allowance 8/15	250.00	
08/14/25	2004704	Royal Wholesale	Custodial Supplies	1,051.20	
08/14/25	2004705	Samron Midwest Contracting	Exercise Room Renovations	15,680.11	Y
08/28/25	2004801	Samron Midwest Contracting	Player Development Center - Pay App 9	210,747.73	Y
08/28/25	2004839	Samron Midwest Contracting	Player Development Center - Pay App 10	91,597.88	Y
08/07/25	2004564	Samuel Joseph Nett	Travel 6/30/25 (HVAC Class)	7.56	
08/07/25	2004585	Samuel Joseph Nett	Travel 7/2-7/9/25 (HVAC Class)	22.68	
08/21/25	2004753	Samuel Joseph Nett	HAC Course Reimbursement	40.00	

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/07/25	2004597	Shawn J Talluto	Reimburse Officer Supplies	50.21	
08/07/25	2004590	Sherwin-Williams Company	Painting Supplies	61.14	
08/21/25	2004760	Sherwin-Williams Company	Credit - Paint Supplies Paint Supplies	12.47	
08/28/25	2004841	Sherwin-Williams Company	Paint Supplies	231.36	
08/14/25	2004674	Shirley Calhoun	Health Insurance - August	16.50	
08/11/25	2004626	Shirley Hays	Health Ins-August	16.50	
08/14/25	2004706	Silkworm Inc	Setup of Promotional Items - T-Shirts Promotional Items - Pennants Promotional Items - T-Shirts	3,695.00	
08/21/25	2004761	Silkworm Inc	Signs for Sports Card Show	210.00	
08/28/25	2004842	Silkworm Inc	Promotional Items - Stadium Cups Promotional Item setup fee Promotional Items - Stickers	2,014.66	
08/07/25	2004592	Snap-on Industrial	Instructional Supplies / Tools Instructional Equipment	5,927.58	
08/21/25	2004762	Snap-on Industrial	Pressure Washer - Perkins	5,787.95	
08/07/25	2004593	Southern FS Inc	Grounds Unleaded Fuel Grounds Diesel Fuel	906.52	
08/21/25	2004763	Southern FS Inc	Diesel Fuel for Grounds	27.01	
08/28/25	2004843	Southern FS Inc	Grounds Fuel	865.83	
08/21/25	2004764	Southern Illinois Spine & Joint Center	Drug Screening - HCCTP Students	1,200.00	
08/11/25	2004613	Stacy Buckingham	Health Ins-August	1,419.25	
08/11/25	2004629	Stacy Holloway	Health Ins-August	1,419.25	
08/13/25	6744	State Universities Retirement System	SURS 7/15/25	83,723.72	Y
08/27/25	6762	State Universities Retirement System	SURS 7/31/25 PR	136,691.70	Y

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Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/28/25	2004845	State Universities Retirement System	Contribution Adjustment - Dallas Falmier	1,209.10	
08/28/25	2004814	Stephanie Hartford	Travel 7/29-8/4/25	478.20	
08/07/25	2004594	Stericycle, Inc.	Waste Disposal 8/1-8/31/25	223.41	
08/07/25	2004595	Stiles Office Solutions Inc	Office Supplies Custodial Supplies	8,595.82	
08/14/25	2004708	Stiles Office Solutions Inc	Office Supplies Custodial Supplies	1,497.48	
08/21/25	2004765	Stiles Office Solutions Inc	Custodial Supplies	1,058.68	
08/11/25	2004638	Susan May	Health Ins-August	1,419.25	
08/14/25	2004709	Swinford Publications LLC	Advertising	500.00	
08/07/25	2004596	Sydenstricker Nobbe Partners	Mower Repair	265.85	
08/21/25	2004768	Sydenstricker Nobbe Partners	Equipment Repair - John Deere TX 4x2 Equipment Repair - John Deere TS 4x2 Equipment Repair - Stihl MS211	988.73	
08/21/25	2004769	Symetra Life Insurance Company	Life Insurance - July	7,828.38	
08/21/25	2004770	Symetra Life Insurance Company	Life Insurance - August	7,540.43	
08/20/25	2004789	Taylor Bernard Cental Smith	Meal Allowance 8/15	125.00	
08/29/25	2004865	Taylor Bernard Cental Smith	Meal Allowance 8/30	125.00	
08/06/25	2004607	Teamsters Local 50	Union Dues (TU) June	2,406.50	
08/14/25	2004710	TimeClock Plus LLC	Scheduling License 8/28-9/27/25	133.75	
08/11/25	2004657	Timothy Allen Williams	Health Ins-August	1,419.25	
08/21/25	2004738	Timothy D. Hostert	Instructional Supplies	216.00	
08/07/25	2004598	TK Elevator Corporation	East Lobby Elevator Maintenance Elevator Maintenance 7/1-9/30/25	6,576.98	
08/21/25	2004771	TK Elevator Corporation	Service on Old E Bldg Elevator	315.69	

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Monthly Expenditure List

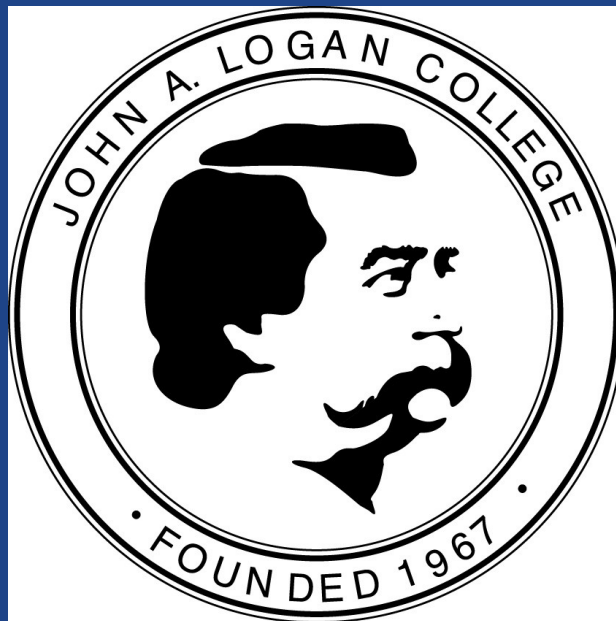
8/1/2025 - 8/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
08/26/25	6749	U S Department of Veterans Affairs	CH33 Refund - Jakeb Jackson	131.73	
08/13/25	6691	Verizon Wireless	Phone & Internet Service 7/22-8/21/25 Internet Service - GED Zion Church Phone Service - Marketing 7/22-8/21/25	622.93	
08/21/25	2004772	Verizon Wireless	Phone Service - Safety Towers 6/28-7/27	122.85	
08/11/25	2004609	Vicki Autry	Health Ins-August	16.50	
08/14/25	2004711	Vogler Motor Company Inc	Vehicle Repair - 2015 Ford Explorer	355.60	
08/12/25	6743	VOYA Institutional Trust Company	Annuities 7/31/25	2,130.00	
08/22/25	6746	VOYA Institutional Trust Company	Annuities 8/15/25	1,955.00	
08/14/25	2004712	VWR International LLC	Instructional Supplies	40.98	
08/07/25	2004599	W F Stift Inc	Deaconess Clinic Painting Project	9,528.00	
08/14/25	2004664	W.J. Burke Electric Company	Maintenance Services - Bldg H VFD	480.00	
08/21/25	2004773	W.J. Burke Electric Company	Repair Underground Feed	1,315.60	
08/14/25	2004713	WageWorks Inc	Administrative Fees / Cobra - July	118.95	
08/14/25	2004672	William E Burnside	Reimburse Team Meal	56.30	
08/28/25	2004847	WSIL-TV	Advertising	2,510.00	
08/07/25	2004601	Zogics	Logan Fitness Supplies - Wipes	1,139.43	
Grand Total				<u><u>2,007,732.37</u></u>	

Addendum to Expenditure Report

Travel over \$3,500, Board Travel

and Checks Voided



John A. Logan College

Travel over \$3,500 and Board Travel

Board Meeting September 2025

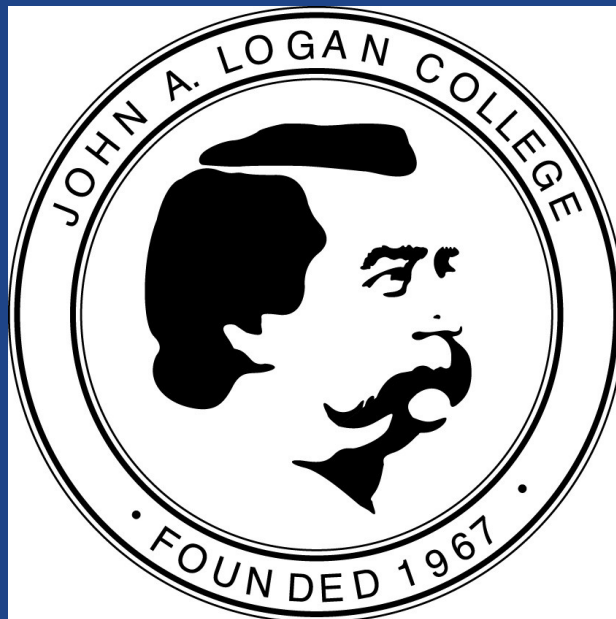
Traveler	Travel Purpose	Location	Dates of Travel	Travel Costs			Total Travel
				Travel	Lodging	Meals	
Little, Mandy	ICCTA Meeting	Springfield, IL	9/12-9/13/25	\$ 288.84	\$ 147.06	\$ 102.00	\$ 537.90
Overstreet, Kirk	ACCT Leadership Congress	New Orleans, LA	10/22-10/25/25	\$ 2,600.97	\$ 850.02	\$ 238.00	\$ 3,688.99
Rendleman, Jake	ICCTA Annual Convention	Bloomington, IL	6/5-6/7/25	\$ 194.48	\$ 411.32	\$ 170.00	\$ 775.80
Vaughn, Christopher	Hybrid & Electric Vehicle BootCamp	Salt Lake City, UT	11/2-11/8/25	2,618.15	805.22	442.00	\$ 3,865.37
Overall - Total				\$ 5,702.44	\$ 2,213.62	\$ 952.00	\$ 8,868.06

Checks Voided
8/1/2025 - 8/31/2025

Void Date	Check Date	Check #	Vendor Name	Transaction Description	Check Amount
8/11/2025	8/11/2025	2004615	Audrey M Calhoun	Health Ins-April Health Ins-August Health Ins-Feb Health Ins-July Health Ins-June Health Ins-March Health Ins-May	132.00
Total Checks Voided During Period					132.00

Consent Agenda Item 8.E

Treasurer's & Financial Report



JOHN A. LOGAN COLLEGE

TREASURER'S REPORT

&

FINANCIAL REPORT

ONE MONTH ENDED

JULY 31, 2025

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JOHN A. LOGAN COLLEGE

TREASURER'S REPORT
JULY 31, 2025

	First Mid-Illinois Accounts	Bank of Herrin Trust Accounts	First Southern Bank Trust Account	Banterra Accounts & Investments	Illinois Funds Investments	Total
BANK STATEMENT BALANCE	320,746.85	2,202,805.60	853,680.33	18,014,972.14	17,400,957.98	38,793,162.90
O/S Deposits/(Deductions)	5,607.14	(27,101.73)	-	(392,677.84)	14,182.69	(399,989.74)
	326,353.99	2,175,703.87	853,680.33	17,622,294.30	17,415,140.67	38,393,173.16
Less O/S Checks	-	-	-	224,667.52	-	224,667.52
	326,353.99	2,175,703.87	853,680.33	17,397,626.78	17,415,140.67	38,168,505.64
Plus Cash on Hand	3,200.00	-	-	-	-	3,200.00
BANK BALANCE PER BOOKS	<u>329,553.99</u>	<u>2,175,703.87</u>	<u>853,680.33</u>	<u>17,397,626.78</u>	<u>17,415,140.67</u>	<u>38,171,705.64</u>
% of Invested Cash Balances	0.8%	5.7%	2.2%	46.4%	44.9%	
					All Cash	\$ 9,558,963.26
					All Investments	28,612,742.38
						<u>\$ 38,171,705.64</u>

RESPECTFULLY SUBMITTED,



DR. SUSAN LAPANNE, VP FOR BUSINESS SERVICES AND CFO

**JOHN A. LOGAN COLLEGE
SCHEDULE OF INVESTMENTS
JULY 31, 2025**

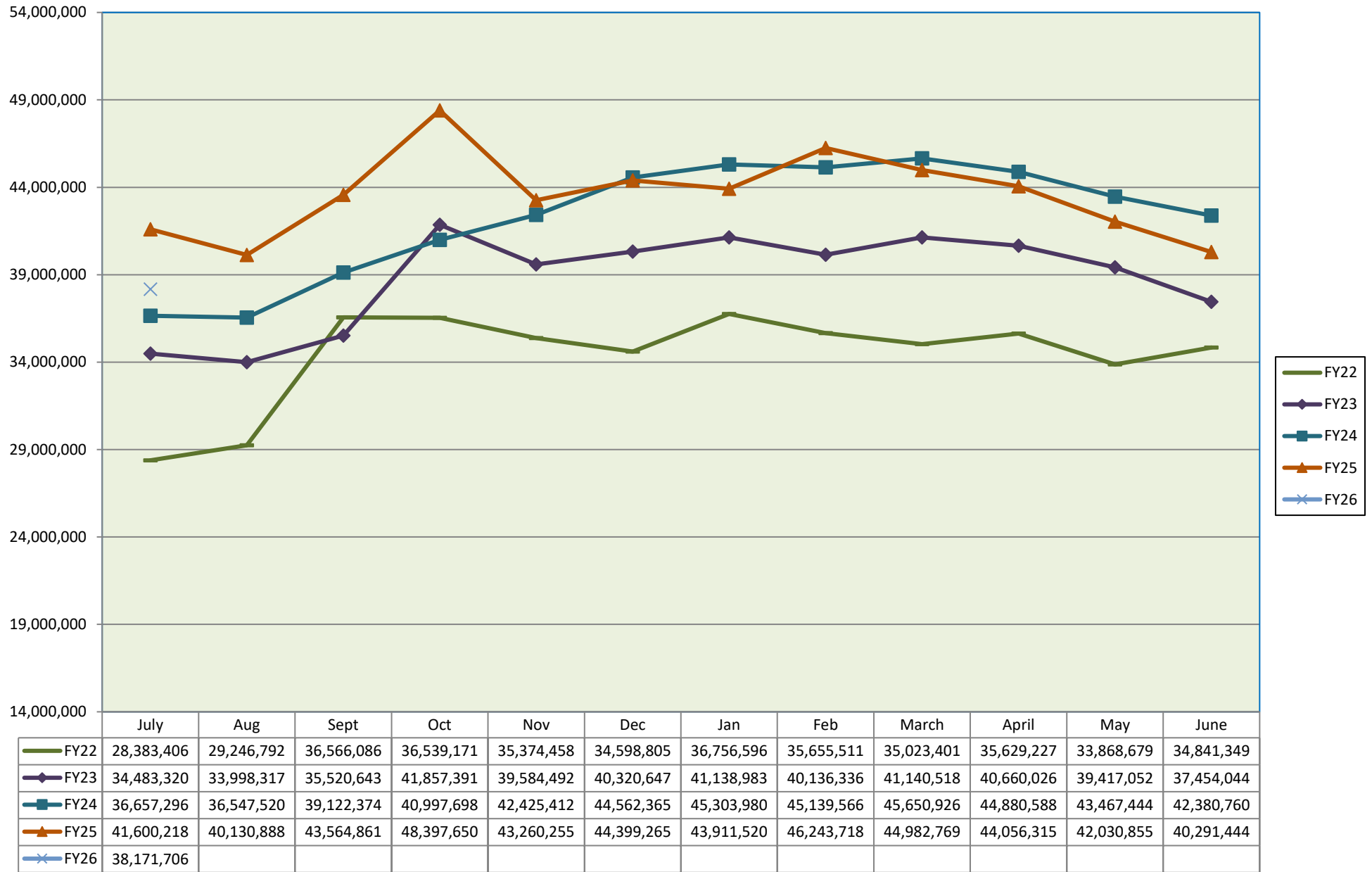
INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	4.443%	On Demand	\$ 11,369,594.76
	Higher Reach E-Pay	4.443%	On Demand	26,223.83
	Business Office E-Pay	4.443%	On Demand	180,460.38
	General Store & Student Activities E-Pay	4.443%	On Demand	19,083.23
	Banterra ICS	2.530%	On Demand	11.85
Building	Illinois Funds	4.443%	On Demand	503,642.05
Building-Restricted	Illinois Funds	4.443%	On Demand	-
	Banterra ICS Bonds	1.070%	On Demand	6,175,237.49
	Banterra ICS	2.530%	On Demand	1,066,266.41
Bond & Interest	Illinois Funds	4.443%	On Demand	-
	Banterra ICS	2.530%	On Demand	231,673.40
Auxiliary Fund	Illinois Funds	4.443%	On Demand	-
	Business Office E-Pay	4.443%	On Demand	520.00
	General Store & Student Activities E-Pay	4.443%	On Demand	8,631.92
Restricted Purposes	Illinois Funds	4.443%	On Demand	998,062.05
	General Store & Student Activities E-Pay	4.443%	On Demand	-
	Banterra ICS	2.530%	On Demand	1,438,888.55
Working Cash	Illinois Funds	4.443%	On Demand	4,308,922.45
	Banterra ICS	2.530%	On Demand	1,525,670.34
Student Activity	Illinois Funds	4.443%	On Demand	-
Audit Fund	Illinois Funds	4.443%	On Demand	-
	Banterra ICS	2.530%	On Demand	7.50
Liability Protection & Settlement Fund	Illinois Funds	4.443%	On Demand	-
	Banterra ICS	2.530%	On Demand	759,846.17
				<u><u>\$ 28,612,742.38</u></u>
Weighted Average Rate		3.379%		
3 Month Treasury Bill Rate 7/31/2025		4.24%		
Target Federal Funds Rate 7/31/2025		4.25%	-4.50%	

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

**JOHN A. LOGAN COLLEGE
CASH IN BANK SUMMARY
MONTH OF JULY 2025**

Fund Name	Beginning Balance	Month Activity	Ending Balance
First Mid-Illinois Bank - Depository & Logan Fitness			
Education Fund	\$ 26,584.38	\$ 91,350.38	\$ 117,934.76
Operations & Maintenance Fund	14,243.80	7,530.00	21,773.80
Oper Bldg & Maint-Rest Fund	-	-	-
Bond & Interest Fund	-	-	-
Auxiliary Enterprises Fund	76,064.75	69,041.00	145,105.75
Restricted Purposes Fund	3,050.00	36,565.81	39,615.81
Student Activity Fund	651.00	822.87	1,473.87
Audit Fund	-	-	-
Liability Protection & Settle Fund	-	450.00	450.00
Subtotals	\$ 120,593.93	\$ 205,760.06	\$ 326,353.99
Bank of Herrin - CDB Trust Accounts			
Oper Bldg & Maint-Rest Fund	\$ 2,202,805.60	\$ (27,101.73)	2,175,703.87
Subtotals	\$ 2,202,805.60	\$ (27,101.73)	\$ 2,175,703.87
First Southern Bank - CDB Trust Account			
Oper Bldg & Maint-Rest Fund	\$ 852,848.79	\$ 831.54	853,680.33
Subtotals	\$ 852,848.79	\$ 831.54	\$ 853,680.33
Banterra Bank - Operating & Payroll			
Education Fund	\$ 927,250.38	\$ (384,423.82)	\$ 542,826.56
Operations & Maintenance Fund	888,477.38	33,308.75	921,786.13
Oper Bldg & Maint-Rest Fund	1,581,154.70	(210,922.27)	1,370,232.43
Bond & Interest Fund	192,203.58	721.68	192,925.26
Auxiliary Enterprises Fund	451,973.88	37,070.37	489,044.25
Restricted Purposes Fund	971,355.99	156,178.55	1,127,534.54
Working Cash Fund	720,562.23	2,705.06	723,267.29
Student Activity Fund	43,225.86	(1,476.17)	41,749.69
Audit Fund	82,111.42	308.14	82,419.56
Liability Protection & Settle Fund	1,104,901.45	(396,662.09)	708,239.36
Subtotals	\$ 6,963,216.87	\$ (763,191.80)	\$ 6,200,025.07
Grand Totals All Bank Accounts			
Education Fund	\$ 953,834.76	\$ (293,073.44)	\$ 660,761.32
Operations & Maintenance Fund	902,721.18	40,838.75	943,559.93
Oper Bldg & Maint-Rest Fund	4,636,809.09	(237,192.46)	4,399,616.63
Bond & Interest Fund	192,203.58	721.68	192,925.26
Auxiliary Enterprises Fund	528,038.63	106,111.37	634,150.00
Restricted Purposes Fund	974,405.99	192,744.36	1,167,150.35
Working Cash Fund	720,562.23	2,705.06	723,267.29
Student Activity Fund	43,876.86	(653.30)	43,223.56
Audit Fund	82,111.42	308.14	82,419.56
Liability Protection & Settle Fund	1,104,901.45	(396,212.09)	708,689.36
Cash in Bank Totals	\$ 10,139,465.19	\$ (583,701.93)	\$ 9,555,763.26
Plus Cash on Hand	3,200.00	-	3,200.00
Grand Totals	\$ 10,142,665.19	\$ (583,701.93)	\$ 9,558,963.26

All CASH AND INVESTMENTS BY MONTH



October 2020 \$10.0 million received for Debt Certificate issue.

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
JULY 31, 2025
8% FISCAL YEAR COMPLETE

REVENUE BY SOURCE	Original FY 2026 Budget	Current Month	Y-T-D FY 2026 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
LOCAL GOVERNMENT						
CURRENT TAXES	\$ 8,461,130.00	\$ -	\$ -	0.0%	\$ -	N/A
CORP PERSONAL PROP REPLACE	900,000.00	-	-	0.0%	-	N/A
TOTAL LOCAL GOVERNMENT SOURCES	9,361,130.00	-	-	0.0%	-	N/A
STATE GOVERNMENT						
ICCB STATE BASE OPERATING GRANT	3,120,564.00	367,383.03	367,383.03	11.8%	414,782.91	-11.4%
ICCB STATE EQUALIZATION GRANT	6,339,407.00	543,991.67	543,991.67	8.6%	523,053.33	4.0%
ICCB STATE PERFORMANCE ALLOCATION	20,000.00	-	-	0.0%	-	N/A
ICCB VETERANS GRANT	5,000.00	-	-	0.0%	-	N/A
ICCB CTE FORUMULA GRANT	340,000.00	-	-	0.0%	166,721.00	-100.0%
OTHER ICCB GRANTS	141,000.00	-	-	0.0%	-	N/A
OTHER STATE GOVERNMENT	15,000.00	-	-	0.0%	-	N/A
TOTAL STATE GOVERNMENT SOURCES	9,980,971.00	911,374.70	911,374.70	9.1%	1,104,557.24	-17.5%
FEDERAL GOVERNMENT						
DEPARTMENT OF EDUCATION	41,700.00	1,587.83	1,587.83	3.8%	510.00	211.3%
DEPARTMENT OF HEALTH & HUMAN SERVICES	370,000.00	30,380.43	30,380.43	8.2%	-	N/A
OTHER FEDERAL GOVERNMENT	25,000.00	-	-	0.0%	-	N/A
TOTAL FEDERAL GOVERNMENT SOURCES	436,700.00	31,968.26	31,968.26	7.3%	510.00	6168.3%
STUDENT TUITION & FEES						
TUITION	10,364,500.00	4,695,584.50	4,695,584.50	45.3%	516,243.25	809.6%
FEES	751,000.00	342,179.24	342,179.24	45.6%	34,483.68	892.3%
TOTAL STUDENT TUITION & FEES	11,115,500.00	5,037,763.74	5,037,763.74	45.3%	550,726.93	814.7%
OTHER SOURCES						
PUBLIC SERVICE FEES	31,000.00	1,405.25	1,405.25	4.5%	229.00	513.6%
SALES AND SERVICE FEES	212,000.00	2,266.85	2,266.85	1.1%	279.00	712.5%
FACILITIES REVENUE	176,450.00	14,640.00	14,640.00	8.3%	10,300.00	42.1%
INTEREST ON INVESTMENTS	849,650.00	60,421.20	60,421.20	7.1%	77,877.25	-22.4%
OTHER NONGOVT REVENUE	15,000.00	242.00	242.00	1.6%	192.00	26.0%
TOTAL OTHER SOURCES	1,284,100.00	78,975.30	78,975.30	6.2%	88,877.25	-11.1%
TRANSFERS IN	270,000.00	-	-	0.0%	-	N/A
TOTAL BUDGETED REVENUES	\$ 32,448,401.00	\$ 6,060,082.00	\$ 6,060,082.00	18.7%	\$ 1,744,671.42	247.3%

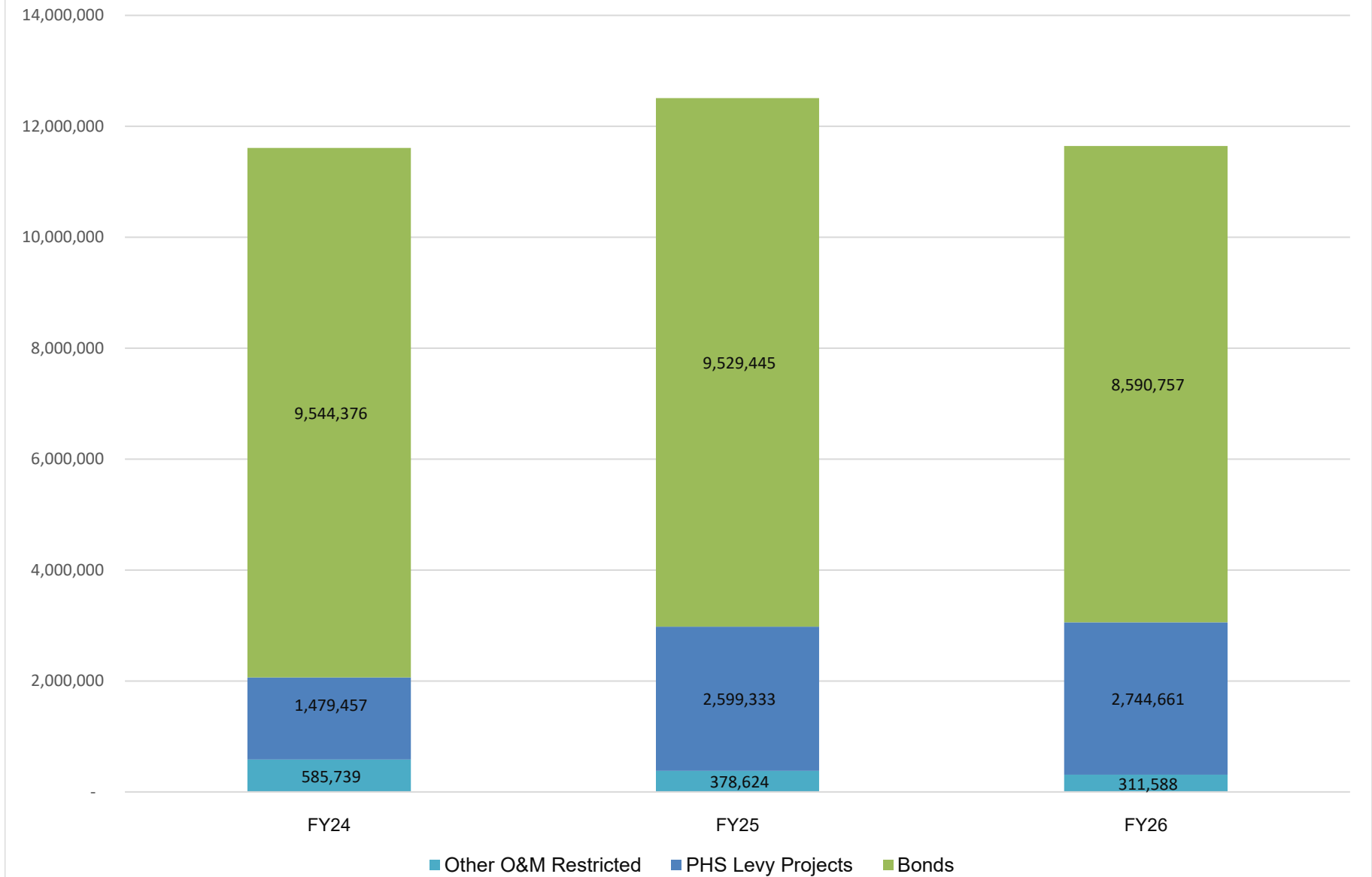
* Operating funds consist of Education fund plus Operating and Maintenance fund.

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
JULY 31, 2025
8% FISCAL YEAR COMPLETE

	Original FY 2026 Budget	Current Month	Y-T-D FY 2026 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<u>EXPENSE BY PROGRAM</u>						
INSTRUCTION	\$ 8,958,542.00	\$ 722,724.06	\$ 722,724.06	8.1%	\$ 302,590.56	138.8%
ACADEMIC SUPPORT	2,668,196.00	306,221.58	306,221.58	11.5%	193,652.79	58.1%
STUDENT SERVICES	2,825,904.00	251,377.88	251,377.88	8.9%	211,923.46	18.6%
PUBLIC SERVICES/CONTINUING EDUCATION	718,504.00	54,770.47	54,770.47	7.6%	49,542.37	10.6%
OPERATION & MAINTENANCE OF PLANT	4,701,414.00	259,604.53	259,604.53	5.5%	247,977.16	4.7%
INSTITUTIONAL SUPPORT	7,497,604.00	947,736.73	947,736.73	12.6%	836,490.75	13.3%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	2,710,000.00	610,205.00	610,205.00	22.5%	125,538.75	386.1%
TRANSFERS OUT	2,360,000.00	166,667.00	166,667.00	7.1%	166,667.00	0.0%
TOTAL BUDGETED EXPENDITURES	\$ 32,440,164.00	\$ 3,319,307.25	\$ 3,319,307.25	10.2%	\$ 2,134,382.84	55.5%
<u>EXPENSE BY OBJECT</u>						
SALARIES & WAGES	\$ 18,650,012.00	\$ 1,643,990.13	\$ 1,643,990.13	8.8%	\$ 1,127,799.39	45.8%
EMPLOYEE BENEFITS	2,670,571.00	175,115.54	175,115.54	6.6%	168,786.69	3.7%
CONTRACTUAL SERVICES	2,022,690.00	220,848.73	220,848.73	10.9%	156,112.22	41.5%
GENERAL MATERIALS & SUPPLIES	1,514,110.00	77,897.51	77,897.51	5.1%	26,706.80	191.7%
CONFERENCE & MEETING EXPENSE	581,787.00	11,511.74	11,511.74	2.0%	17,361.31	-33.7%
FIXED CHARGES	526,378.00	404,476.63	404,476.63	76.8%	69.00	586098.0%
UTILITIES	1,052,694.00	7,713.18	7,713.18	0.7%	11,235.68	-31.4%
CAPITAL OUTLAY	121,000.00	-	-	0.0%	334,106.00	-100.0%
OTHER	2,775,600.00	611,086.79	611,086.79	22.0%	125,538.75	386.8%
CONTINGENCY	165,322.00	-	-	0.0%	-	N/A
TRANSFERS OUT	2,360,000.00	166,667.00	166,667.00	7.1%	166,667.00	0.0%
TOTAL BUDGETED EXPENSES	\$ 32,440,164.00	\$ 3,319,307.25	\$ 3,319,307.25	10.2%	\$ 2,134,382.84	55.5%
NET REVENUE OVER (UNDER) EXPENSE	\$ 8,237.00	\$ 2,740,774.75	\$ 2,740,774.75	33273.9%	\$ (389,711.42)	-803.3%

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

Operations & Maintenance Restricted Fund Balances as of July



**JOHN A. LOGAN COLLEGE
AUXILIARY FUND
JULY 31, 2025
8% FISCAL YEAR COMPLETE**

	Original FY 2026 Budget	Current Month	Y-T-D FY 2026 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<u>REVENUE BY SOURCE</u>						
STUDENT FEES						
STUDENT ACTIVITY FEES	\$ 264,000.00	\$ 131,620.00	\$ 131,620.00	49.9%	\$ 21,980.00	498.8%
TOTAL STUDENT FEES	264,000.00	131,620.00	131,620.00	49.9%	21,980.00	498.8%
OTHER SOURCES						
PUBLIC SERVICE FEES	130,000.00	9,202.35	9,202.35	7.1%	10,916.25	-15.7%
SALES AND SERVICE FEES	853,850.00	151,909.31	151,909.31	17.8%	131,937.88	15.1%
INTEREST ON INVESTMENTS	-	7.66	7.66	N/A	-	N/A
OTHER NONGOV'T REVENUE	39,450.00	-	-	0.0%	-	N/A
TOTAL OTHER SOURCES	1,023,300.00	161,119.32	161,119.32	15.7%	142,854.13	12.8%
TRANSFERS IN	2,070,000.00	166,667.00	166,667.00	8.1%	166,667.00	0.0%
TOTAL BUDGETED REVENUES	\$ 3,357,300.00	\$ 459,406.32	\$ 459,406.32	13.7%	\$ 331,501.13	38.6%
<u>EXPENSE BY OBJECT</u>						
PUBLIC SERVICES						
SALARIES & WAGES	\$ 559,781.00	\$ 69,017.79	\$ 69,017.79	12.3%	\$ 48,727.89	41.6%
BENEFITS	44,179.00	7,403.54	7,403.54	16.8%	4,372.74	69.3%
CONTRACTUAL SERVICES	37,015.00	4,492.77	4,492.77	12.1%	225.10	1895.9%
GENERAL MATERIALS & SUPPLIES	90,350.00	39,349.31	39,349.31	43.6%	2,544.07	1446.7%
CONFERENCE & MEETING EXPENSE	6,750.00	-	-	0.0%	-	N/A
FIXED CHARGES	12,720.00	12,720.20	12,720.20	100.0%	12,349.70	3.0%
UTILITIES	150,500.00	-	-	0.0%	-	N/A
CAPITAL OUTLAY	20,000.00	-	-	0.0%	-	N/A
OTHER	-	-	-	N/A	-	N/A
TOTAL PUBLIC SERVICES	921,295.00	132,983.61	132,983.61	14.4%	68,219.50	94.9%
INDEPENDENT OPERATIONS						
SALARIES & WAGES	800,692.00	54,153.37	54,153.37	6.8%	46,263.42	17.1%
EMPLOYEE BENEFITS	91,435.00	8,815.84	8,815.84	9.6%	5,732.25	53.8%
CONTRACTUAL SERVICES	275,985.00	10,432.00	10,432.00	3.8%	2,799.91	272.6%
GENERAL MATERIALS & SUPPLIES	291,782.00	6,333.18	6,333.18	2.2%	2,568.88	146.5%
CONFERENCE & MEETING EXPENSE	275,148.00	1,125.00	1,125.00	0.4%	133.14	745.0%
FIXED CHARGES	36,940.00	-	-	0.0%	-	N/A
UTILITIES	12,000.00	-	-	0.0%	-	N/A
CAPITAL OUTLAY	-	-	-	N/A	-	N/A
SCHOLARSHIPS AND OTHER	223,150.00	-	-	0.0%	-	N/A
TOTAL INDEPENDENT OPERATIONS	2,007,132.00	80,859.39	80,859.39	4.0%	57,497.60	40.6%
INSTITUTIONAL SUPPORT						
CONTRACTUAL SERVICES	38,000.00	-	-	0.0%	-	N/A
GENERAL MATERIALS & SUPPLIES	52,150.00	-	-	0.0%	-	N/A
FIXED CHARGES	47,454.00	3,954.50	3,954.50	8.3%	4,331.52	-8.7%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	162,604.00	3,954.50	3,954.50	2.4%	4,331.52	-8.7%
SCHOLARSHIPS, STUDENT GRANTS, WAIVERS						
OTHER - WAIVERS	452,000.00	10,545.00	10,545.00	2.3%	23,475.00	-55.1%
TOTAL SCHOLARSHIPS, GRANTS, WAIVERS	452,000.00	10,545.00	10,545.00	2.3%	23,475.00	-55.1%
TOTAL BUDGETED EXPENSES	\$ 3,543,031.00	\$ 228,342.50	\$ 228,342.50	6.4%	\$ 153,523.62	48.7%
NET REVENUE OVER (UNDER) EXPENSE	\$ (185,731.00)	\$ 231,063.82	\$ 231,063.82	-124.4%	\$ 177,977.51	29.8%

JOHN A. LOGAN COLLEGE
LIABILITY, PROTECTION, & SETTLEMENT FUND
JULY 31, 2025
8% FISCAL YEAR COMPLETE

	Original FY 2026 Budget	Current Month	Y-T-D FY 2026 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in \$ from Prior Year
<u>REVENUE BY SOURCE</u>						
LOCAL GOVERNMENT						
CURRENT TAXES	\$ 2,393,292.00	\$ -	\$ -	0.0%	\$ -	N/A
TOTAL LOCAL GOVERNMENT SOURCES	2,393,292.00	-	-	0.0%	-	N/A
OTHER SOURCES						
INTEREST ON INVESTMENTS	69,300.00	5,019.21	5,019.21	7.2%	5,097.95	-1.5%
OTHER NONGOVT REVENUE	-	-	-	N/A	-	N/A
TOTAL OTHER SOURCES	69,300.00	5,019.21	5,019.21	7.2%	5,097.95	-1.5%
TOTAL BUDGETED REVENUES	\$ 2,462,592.00	\$ 5,019.21	\$ 5,019.21	0.2%	\$ 5,097.95	-1.5%
<u>EXPENSE BY OBJECT</u>						
OPERATIONS AND MAINTENANCE OF PLANT						
SALARIES & WAGES	\$ 735,992.00	\$ 54,784.50	\$ 54,784.50	7.4%	\$ 50,822.42	7.8%
EMPLOYEE BENEFITS	89,380.00	5,483.06	5,483.06	6.1%	6,244.11	-12.2%
CONTRACTUAL SERVICES	27,408.00	12,706.01	12,706.01	46.4%	13,577.14	-6.4%
GENERAL MATERIALS & SUPPLIES	59,740.00	789.93	789.93	1.3%	860.65	-8.2%
CONFERENCE & MEETING EXPENSE	13,450.00	162.40	162.40	1.2%	-	N/A
CAPITAL OUTLAY	-	-	-	N/A	-	N/A
TOTAL OPERATIONS AND MAINT OF PLANT	925,970.00	73,925.90	73,925.90	8.0%	71,504.32	3.4%
INSTITUTIONAL SUPPORT						
SALARIES & WAGES	95,909.00	2,442.74	2,442.74	2.5%	7,762.24	-68.5%
EMPLOYEE BENEFITS	664,853.00	41,862.79	41,862.79	6.3%	40,512.53	3.3%
CONTRACTUAL SERVICES	237,500.00	22,572.19	22,572.19	9.5%	-	N/A
GENERAL MATERIALS & SUPPLIES	21,250.00	-	-	0.0%	147.00	-100.0%
CONFERENCE & MEETING EXPENSE	2,500.00	-	-	-	-	-
FIXED CHARGES	506,500.00	234,110.23	234,110.23	46.2%	60,711.41	285.6%
CAPITAL OUTLAY	152,500.00	2,494.52	2,494.52	1.6%	-	N/A
OTHER	-	-	-	N/A	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	1,706,012.00	303,482.47	303,482.47	17.8%	109,133.18	178.1%
TOTAL BUDGETED EXPENSES	\$ 2,631,982.00	\$ 377,408.37	\$ 377,408.37	14.3%	\$ 180,637.50	108.9%
NET REVENUE OVER (UNDER) EXPENSE	\$ (169,390.00)	\$ (372,389.16)	\$ (372,389.16)	219.8%	\$ (175,539.55)	112.1%

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.

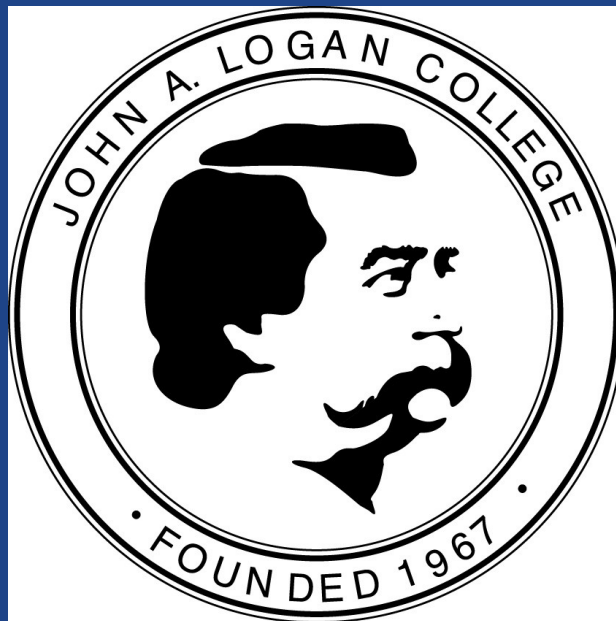
AUXILIARY ENTERPRISES FUND

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.

OLD BUSINESS
Board Policy Revisions 9.A
for Final Action



**JOHN A. LOGAN COLLEGE
OLD BUSINESS**

9.A – Board Policy Revisions for Final Action

1. REASON FOR CONSIDERATION

Continued review of the Board Policy Manual brings the following policy updates to committee for approval:

Board Policy 4330 – Emergency Response and Declaration
Board Policy 5110 – Hiring
Board Policy 5111 – Employment Classifications & Contracts
Board Policy 5112 – Tenure
Board Policy 5113 – Retiree Return to Work
Board Policy 5153 – External Consulting & Employment
Board Policy 5220 – Compensation & Contract Extensions
Board Policy 5222 – Merit Bonus Awards
Board Policy 5223 – Teaching Load for Professional Staff
Board Policy 5230 – Evaluation
Board Policy 5290 – Employee Grievances
Board Policy 5320 – Evaluation of Instruction
Board Policy 5332 – Release Time for Faculty
Board Policy 5415 – Dismissal of Adjunct Faculty
Board Policy 5610 – Volunteer Staff

2. BACKGROUND INFORMATION

The revisions are submitted to the Board Policy Committee for review in July of 2025, and included for review in the August 2025 Board Packet for review.

3. RECOMMENDATION

Recommend approval for full Board consideration.

Staff Contact: President Kirk Overstreet

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

July 21, 2025 (Committee Hearing)
September 23, 2025 (Final Action)

Policy #	Policy Title	Comments
4330	Emergency Response and Declaration	Revising Board Policy to clarify and update, moving specific language to AP 421
5110	Hiring	Revising Board Policy to clarify and update, moving specific language to Admin Procedure and merging content from BP 5210 and 5310.
5111	Employment Classifications & Contracts	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5112	Tenure	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5113	Retiree Return to Work	Recommend Repeal – content was updated and merged into BP 5110.
5153	External Consulting and Employment	Revising Board Policy to clarify and update in compliance with SURS Act. Moving specific language to Admin Procedure.
5220	Compensation and Contract Extensions	Merging BP 5220, 5221. Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5222	Merit Bonus Awards	Recommend Repeal
5223	Teaching Load for Professional Staff	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5230	Evaluation	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.

5290	Employee Grievances	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5320	Evaluation of Instruction	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5332	Release Time for Faculty	Updated to emphasize utilization of faculty expertise in areas outside the classroom.
5415	Dismissal of Adjunct Faculty	Revising Board Policy to clarify and update, moving specific language to Admin Procedure.
5610	Volunteer Staff	Recommend Repeal – language now included in BP 5111

The College shall maintain a National Incident Management System (NIMS)-compliant Emergency Response Plan in accordance with the Campus Security Enhancement Act of 2008.

Definition of Emergency

For the purposes of this policy, an “emergency” is defined as any incident—natural, mechanical, technological, or human-caused—that necessitates immediate and coordinated action to protect life, health, property, or the environment. This includes, but is not limited to, severe weather events, fires, hazardous material spills, violent incidents, or other threats that disrupt normal operations or pose significant risk to the campus community.

Authority to Declare an Emergency

The College President, or their designee, shall have the authority to declare and terminate a campus state of emergency. This decision shall be made in consultation with the designated incident commander and based on the nature, scope, and severity of the incident. The President may also convene an emergency meeting of the Board of Trustees if the situation warrants policy-level decisions or extended suspension of board policies.

Emergency Response and Suspension of Policies

Upon declaration of a campus state of emergency, the Campus Police Department will initiate necessary procedures to safeguard persons and property and maintain educational facilities. During the first 24 hours of the incident, Board Policy 7154 – Purchasing is suspended to allow for rapid response and resource deployment. The President may extend this suspension beyond 24 hours with notification to the Board Chair and, if feasible, the full Board.

Only authorized personnel will be permitted on campus during a declared emergency. The Emergency Response Plan and designated emergency personnel must be reviewed and approved by the Business Services Advisory Committee.

ADOPTED: MARCH 2, 2010
AMENDED: SEPTEMBER 24, 2024 (*FORMER BP 3610*); SEPTEMBER 22, 2025
REVIEWED: NOVEMBER 10, 2015, JULY 21, 2025
LEGAL REF.: CAMPUS SECURITY ENHANCEMENT ACT OF 2008 (110 ILCS 12/20)
CROSS REF.: EMERGENCY RESPONSE PLAN; BOARD POLICY 7154

John A. Logan College's hiring policy ensures that all employees meet the necessary qualifications and are hired through a fair and transparent process.

The President is responsible for conducting searches, and may offer employment to candidates for full-time and part-time positions contingent upon ratification by the Board of Trustees. The President will recommend the employment for ratification to the Board of Trustees at their next meeting.

The College adheres to Equal Opportunity/Affirmative Action principles and complies with relevant laws and regulations, including the Illinois Public Community College Act, Public Act 97-0968, and SURS return-to-work restrictions. Interim and substitute positions may be filled as needed, and members of the same family or household are eligible for employment with certain restrictions.

Executive Administrators must meet specific educational and experience requirements, and their compensation is determined by the President and ratified by the Board of Trustees.

Retirees returning to work must comply with specific stipulations to avoid financial penalties and ensure compliance with relevant laws.

Failure to obtain prior approval or to comply with SURS regulations may result in disciplinary action, up to and including termination of employment. Any penalties, surcharges, or other financial consequences imposed by SURS or other regulatory bodies due to non-compliance shall be the sole responsibility of the employee.

ADOPTED: APRIL 2, 1974

AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 17, 1986; NOVEMBER 11, 1991; AUGUST 22, 2006; APRIL 30, 2009; NOVEMBER 26, 2013; AUGUST 28, 2018; SEPTEMBER 24, 2019; APRIL 27, 2021; OCTOBER 26, 2021; MARCH 22, 2022; SEPTEMBER 22, 2025

REVIEWED: JULY 18, 2018; AUGUST 2, 2019; MARCH 11, 2021; SEPTEMBER 21, 2021; FEBRUARY 10, 2022; JULY 21, 2025

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/3-42); ILLINOIS COMMUNITY COLLEGE ACT; SURS RETURN-TO-WORK (PUBLIC ACT 97-0968); ILLINOIS PENSION CODE; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. § 2000E); AMERICANS WITH DISABILITIES ACT (ADA) (42 U.S.C. § 12101 ET SEQ.); AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA) (29 U.S.C. § 621 ET SEQ.)

CROSS REF.: BOARD POLICY 3510; , 5153; ADMINISTRATIVE PROCEDURE 505

John A. Logan College is committed to maintaining a diverse and inclusive workforce by defining clear employment classifications and guidelines for all staff, including (but not limited to) executive administrators, senior administrators, executive support personnel, managers, professional employees, managers, operational staff, grant personnel, full-time faculty, adjunct faculty, part-time teaching employees, custodial/maintenance/grounds employees, police and public safety officers, students, and volunteers.

The College ensures equitable compensation, terms, and conditions of employment, and promotes a fair recruitment, hiring, and advancement process. Temporary status changes and reclassifications are managed to meet the evolving needs of the institution.

ADOPTED: JUNE 17, 1968
AMENDED: OCTOBER 25, 2022; SEPTEMBER 22, 2025
REVIEWED: SEPTEMBER 15, 2022 (*EMPLOYEE CLASSIFICATIONS MERGED FROM BP 5112, TENURE DEFINITIONS*); JULY 21, 2025
LEGAL REF.: ILLINOIS WAGE PAYMENT AND COLLECTION ACT (820 ILCS 115); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5); ILLINOIS MINIMUM WAGE LAW (820 ILCS 105); ILLINOIS EQUAL PAY ACT (820 ILCS 112; FAIR LABOR STANDARDS ACT; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; EQUAL PAY ACT OF 1963
CROSS REF.:

Based on the Illinois Public Community College Act (110 ILCS 805/103B-1 - 103B-6), this Tenure Definitions Policy at John A. Logan College outlines the tenure process for full-time faculty members.

Faculty members who have been employed for three consecutive school years are eligible for tenure, with the possibility of a one-year extension if necessary.

The policy ensures that tenure decisions are free from discrimination based on race, color, religion, sex, national origin, disability, or age, in compliance with federal laws such as Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA).

It also provides a procedure for evaluating non-tenure faculty members and outlines the conditions under which a tenured faculty member's employment may be terminated.

This policy promotes a fair and equitable tenure process, aligning with both state and federal regulations.

ADOPTED: AUGUST 5, 1980

AMENDED: NOVEMBER 20, 2001, MARCH 22, 2016; SEPTEMBER 30, 2016 (TITLES); MARCH 22, 2022; SEPTEMBER 22, 2025

REVIEWED: NOVEMBER 10, 2015; FEBRUARY 10, 2022; JULY 21, 2025

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/103B-1 - 103B-6); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; AMERICANS WITH DISABILITIES ACT; AGE DISCRIMINATION IN EMPLOYMENT ACT

CROSS REF.:

In accordance with Illinois statute and the regulations of the State Universities Retirement System (SURS), no full-time employee of the College may undertake, contract for, or accept anything of value in return for consulting or research services for any entity or person other than the College unless they have received prior written approval from the President or their designee.

Employees must disclose all external consulting or employment arrangements in advance and ensure that such activities do not interfere with their primary responsibilities to the College. Approval will be granted only if the proposed activity is consistent with institutional interests and does not create a conflict of commitment or interest.

Employees are solely responsible for understanding and complying with all applicable SURS rules regarding outside employment, including but not limited to earnings limitations, reporting requirements, and potential impacts on retirement benefits. Any penalties, surcharges, or other financial consequences imposed by SURS or other regulatory bodies due to non-compliance shall be the sole responsibility of the employee.

Failure to obtain prior approval or to comply with SURS regulations may result in disciplinary action, up to and including termination of employment.

ADOPTED: OCTOBER 24, 1995

AMENDED: SEPTEMBER 22, 2025

REVIEWED: JULY 21, 2025

LEGAL REF.: PA 76-1343, AMENDED BY PA 86-1324; STATE EMPLOYEES—OUTSIDE EMPLOYMENT (110 ILCS 100/0.01-100/3); STATE UNIVERSITIES RETIREMENT SYSTEM (40 ILCS 5/15)

CROSS REF.:

John A. Logan College provides salary and benefits to its professional and executive support staff to obtain and retain competent individuals.

Compensation is based on overall philosophy, internal equity, external competitiveness, and fiscal responsibility. Annual increases are recommended to the Board of Trustees by the President.

Employment contract extensions are recommended by the President based on performance and alignment with the College's long-term needs.

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; SEPTEMBER 28, 1999 (RETRO. TO 7-1-99); NOVEMBER 25, 2008; MARCH 23, 2010; FEBRUARY 28, 2012; NOVEMBER 26, 2013; NOVEMBER 22, 2016; JUNE 28, 2022; SEPTEMBER 22, 2025

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016; MAY 17, 2022; JULY 21, 2025

LEGAL REF.: FAIR LABOR STANDARDS ACT (29 U.S.C. § 201 ET SEQ.); ILLINOIS MINIMUM WAGE LAW (820 ILCS 105/); EQUAL PAY ACT; EMPLOYMENT CONTRACT LAW

CROSS REF.:

John A. Logan College supports the professional development and instructional contributions of its staff by permitting qualified professional employees to engage in part-time teaching assignments, provided such engagements do not interfere with their primary administrative responsibilities.

This policy ensures that teaching assignments are aligned with institutional priorities, workload equity, and compliance with applicable labor laws. All teaching assignments must be pre-approved, must not exceed defined workload thresholds, and must be conducted in a manner that preserves the integrity of the employee's primary role.

The College is committed to maintaining transparency, fairness, and legal compliance in all dual-role arrangements.

Failure to obtain prior approval or to comply with SURS regulations may result in disciplinary action, up to and including termination of employment. Any penalties, surcharges, or other financial consequences imposed by SURS or other regulatory bodies due to non-compliance shall be the sole responsibility of the employee.

ADOPTED: SEPTEMBER 13, 1983

AMENDED: JULY 27, 1999; OCTOBER 25, 2011; SEPTEMBER 24, 2019; SEPTEMBER 22, 2025

REVIEWED: JULY 21, 2025

LEGAL REF.: FAIR LABOR STANDARDS ACT (FLSA), 29 U.S.C. § 201 ET SEQ.; ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/); ILLINOIS WAGE PAYMENT AND COLLECTION ACT (820 ILCS 115/); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. § 2000E); AMERICANS WITH DISABILITIES ACT (ADA), 42 U.S.C. § 12101 ET SEQ.

CROSS REF.: ADMINISTRATIVE PROCEDURE 520

The probationary period for new employees is 120 days, with evaluations conducted at 30, 90, and 120 days.

Probation periods contained within collective bargaining agreements (CBAs) will govern affected employees.

After the probationary period, employees will be formally evaluated annually during the fiscal year, or as dictated by a CBA.

The evaluation form is designed to guide the supervisor in directing the employee's growth and development, and the evaluation will be discussed with the employee before being placed in their personnel folder.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; MARCH 13, 1989; JANUARY 25, 2000 (*INCORPORATED FORMER BOARD POLICY 6140*);
SEPTEMBER 24, 2024; SEPTEMBER 22, 2025

REVIEWED: AUGUST 6, 2024; JULY 21, 2025

LEGAL REF.: ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; AMERICANS
WITH DISABILITIES ACT; FAIR LABOR STANDARDS ACT

CROSS REF.:

The John A. Logan College grievance policy is designed to address any problems or complaints arising from work assignments or differences of opinion regarding the application of Board Policies related to employees not covered by a collective bargaining agreement (CBA). Employees should follow the following four-step process:

Process:

1. **Initial Presentation:** An employee must present the grievance to their immediate supervisor within two working days of the grievance arising. The supervisor must respond in writing within 48 hours.
2. **Escalation to Vice-President/Provost:** If unresolved, the employee may submit the grievance in writing to the Vice-President/Provost within three working days of receiving the supervisor's decision. The Vice-President/Provost must respond in writing within five working days.
3. **Escalation to President:** If still unresolved, the employee may submit the grievance in writing to the President within three working days of receiving the Vice-President/Provost's decision. The President must respond in writing within five working days.
4. **Final Appeal to Board of Trustees:** If the grievance remains unresolved, the employee may submit it in writing to the Board of Trustees within three working days of receiving the President's decision. The Board may choose to review the grievance and must provide a written decision within 25 working days following the next regular Board meeting. The Board's decision is final.

ADOPTED: JUNE 4, 1974

AMENDED: AUGUST 1, 1978; MARCH 11, 1985; APRIL 9, 1990; JANUARY 25, 2000; SEPTEMBER 22, 2025

REVIEWED: JULY 21, 2025

LEGAL REF.: ILLINOIS HUMAN RIGHTS ACT; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; AMERICANS WITH DISABILITIES ACT;
FAMILY AND MEDICAL LEAVE ACT

CROSS REF.: BOARD POLICIES 3510, 3511

The primary objective of the evaluation of instruction is to enhance teaching quality. This evaluation is a critical factor in determining the renewal of faculty appointments. Faculty will undergo formal evaluations in accordance with the collective bargaining agreements, with additional evaluations conducted as deemed necessary by the appropriate supervisor.

ADOPTED: DECEMBER 1, 1970

AMENDED: MARCH 13, 1989; SEPTEMBER 21, 1993; FEBRUARY 25, 2014; SEPTEMBER 22, 2025

REVIEWED: JULY 21, 2025

LEGAL REF.: ILLINOIS SCHOOL CODE (105 ILCS 5/24A-1 ET SEQ.); HIGHER EDUCATION OPPORTUNITY ACT (20 U.S.C § 1001 ET SEQ.); TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. § 2000E ET SEQ.)

CROSS REF.:

Release time at John A. Logan College is designed to utilize faculty talent, energy, and insight to facilitate the College's mission and accomplish specific aims and objectives consistent with its established goals.

Release time may be granted for professional activities of College-wide or district-wide significance that draw upon the expertise of faculty. These activities are considered beyond the normal teaching responsibilities and other obligations of faculty.

Release time will be restricted to six hours per semester, with the possibility of additional hours approved by the President for short-range activities. Faculty must reapply each year for release time, and all requests must justify the need and detail the planned activity.

ADOPTED: JANUARY 25, 1994

AMENDED: MARCH 2, 2010; OCTOBER 26, 2010; SEPTEMBER 22, 2025

REVIEWED: JULY 21, 2025

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT; FAIR LABOR STANDARDS ACT; HIGHER EDUCATION ACT

CROSS REF.:

Adjunct faculty may be dismissed during the semester for adequate cause, which includes incompetency, immorality, negligence, participation in illegal activities or violations of contractual commitments, and any actions adversely affecting the legitimate educational interests of the College.

Any dismissal shall be subject to Board Policy 5290 – Grievances.

ADOPTED: SEPTEMBER 13, 1983

AMENDED: NOVEMBER 22, 2016; SEPTEMBER 24, 2019 (TITLES); SEPTEMBER 22, 2025

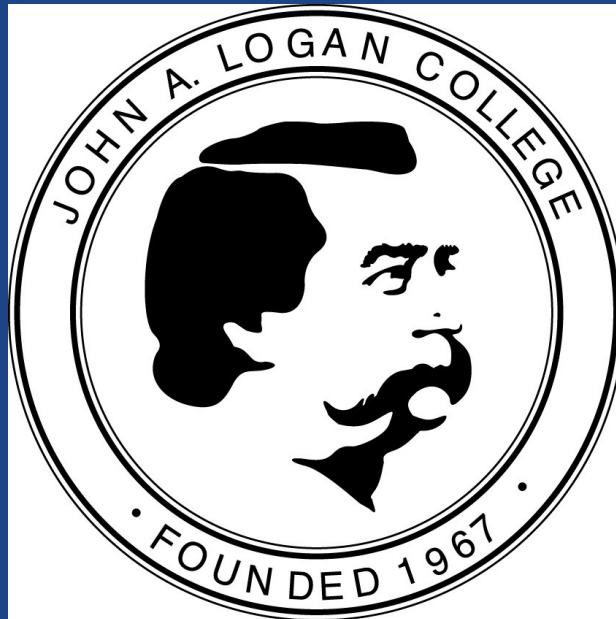
REVIEWED: SEPTEMBER 21, 2016; JULY 21, 2025

LEGAL REF.: ILLINOIS EDUCATIONAL LABOR RELATIONS ACT; ILLINOIS HUMAN RIGHTS ACT; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; AMERICANS WITH DISABILITIES ACT; AGE DISCRIMINATION IN EMPLOYMENT ACT; FAMILY AND MEDICAL LEAVE ACT

CROSS REF.:

OLD BUSINESS 9.B

Bond Resolution



**JOHN A. LOGAN COLLEGE
OLD BUSINESS**

9.B –Resolution Adopting the Parameters Authorizing the Sale of the District’s Series 2025 Bonds

1. REASON FOR CONSIDERATION

John A. Logan College, Community College District #530, is anticipating the sale of its 2025 Series Bonds on or about September 29, 2025.

2. BACKGROUND INFORMATION

This resolution from the Board provides for the issuance of not to exceed \$7,300,000 General Obligation Community College Bonds. These bonds will provide funding for the continuation of the Career and Technical Center, as well as certain expenses of the West Lobby project, and for other repair and refreshment projects currently in progress.

A Bond Issue Notification Act (BINA) hearing was conducted on August 26, 2025, in order to receive any public comment related to the proposed bond issuance, after a 30-day notice period was posted. There was no comment.

In addition, the Board approved the Reimbursement Resolution that allows the College to commit funds of up to \$4,500,000 from the issuance for expenses incurred up to 60 days prior to the issuance of the bonds. At this time, \$3.6m has been deposited into the Capital Development Board’s required trust fund, as is required prior to the acceptance of the lowest, responsive bidder for the West Lobby Project.

Executive management of the College, along with Bond Counsel, Bond Underwriter, and our Bond consultant, completed the requirements needed for an update to the S&P rating. The result of that review is that S&P has affirmed John A. Logan College’s rating of A+ with a stable outlook.

The Preliminary Official Statement (POS) has been drafted and edited and is ready for completion upon the sale of the bonds, scheduled on or about September 29, 2025, with the approval of this resolution.

3. RECOMMENDATION

That the Board of Trustees approves the resolution providing for the issue of not to exceed \$7,300,000 General Obligation Community College Bonds for the purpose of increasing the working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchase thereof.

Staff Contact:

Susan LaPanne, Ph.D., CFO, Vice President of Business Services/CFO

MINUTES of a rescheduled regular public meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, held in the Board Room in the Administration Building, 700 Logan College Drive, Carterville, Illinois, in said Community College District at 6:30 o'clock P.M., on the 22nd day of September, 2025.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Aaron R. Smith, the Chair, and the following Trustees were physically present at said location: _

The following Trustees were allowed by a majority of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the next item for consideration was the issuance of not to exceed \$7,300,000 general obligation bonds to be issued by the District pursuant to Article 3 of the Public Community College Act for the purpose of increasing the working cash fund of the District, and that the Board of Trustees would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The Chair then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said

parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the issue of not to exceed \$7,300,000 General Obligation Community College Bonds of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, for the purpose of increasing the working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

* * *

WHEREAS, Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*District*”), is a community college district of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended (the “*Act*”); and

WHEREAS, pursuant to the provisions of Sections 3-33.1 to 3-33.6a, inclusive, of the Act, a fund to be known as a “Working Cash Fund” may be established, maintained and administered in and for the District for the purpose of enabling the Board to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for all community college purposes; and

WHEREAS, the District has heretofore established, is presently maintaining and administering, and has never abolished or abated such Working Cash Fund in and for the District (the “*Fund*”); and

WHEREAS, pursuant to the provisions of the Act, the Board of Trustees (the “*Board*”) of the District is authorized to incur an indebtedness and issue bonds therefor from time to time for the purpose of increasing the Fund; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District to borrow an amount not to exceed \$7,300,000 for the purpose of increasing the Fund and issue bonds of the District therefor (the “*Bonds*”); and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, on the 16th day of July, 2025, the Board adopted a

resolution calling a public hearing (the “*Hearing*”) for the 26th day of August, 2025, concerning the intent of the Board to sell the Bonds in a maximum principal amount of \$7,300,000; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Southern Illinoisan*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 26th day of August, 2025, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 26th day of August, 2025:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow the sum of \$7,300,000 upon the credit of the District and as evidence of such indebtedness to issue the Bonds in said amount, the proceeds of the Bonds to be used for the purpose of increasing the Fund, and that it is necessary and for the best interests of the District that there be issued at this time not to exceed \$7,300,000 of the Bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District the sum of not to exceed \$7,300,000 for the purpose aforesaid; and the Bonds of the District shall be issued to said amount, in one or more series, and shall be designated “General

Obligation Community College Bonds, Series 2025” with such additional series designations and descriptions as may be appropriate as set forth in the Bond Notification (as hereinafter defined).

The Bonds, if issued, shall be dated the date set forth in the Bond Notification, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), or such other denominations as may be set forth in the Bond Notification, and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (subject to prior redemption as hereinafter described) on December 1 of each of the years (not later than 2036), in the amounts (not exceeding \$2,100,000 per year) and bearing interest at the rates per annum (not exceeding 6.00% per annum) as set forth in the Bond Notification.

The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent, the same being the Treasurer of the Board, the Purchaser (as hereinafter defined) or a bank or trust company authorized to do business in the State of Illinois, as set forth in the Bond Notification (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chair and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or facsimile

signature of the Treasurer of the Board, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. (a) *General.* The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal

amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Unless otherwise requested by the Purchaser, upon initial issuance,

the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“*Cede*”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“*DTC*”). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair and Secretary of the Board and the chief business official of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes

whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Redemption. (a) *Optional Redemption.* All or a portion of the Bonds, if any, due on or after the date, if any, specified in a Bond Notification shall be subject to redemption prior to maturity at the option of the District from any available funds, as a whole or in part, and if in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by the Bond Registrar), on the date specified in such Bond Notification, if any, and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

(b) *Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in a Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date for the Bonds, on December 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

The principal amounts of Bonds to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Bonds credited against future mandatory redemption requirements in such order of the mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional

redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity of a series, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,

(4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,

(5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and

(6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Bonds to be redeemed at the option of the District shall have been received by the Bond Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Bond Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Bonds, and the Bond Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Bonds will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity and series in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through [11] shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
NO. _____

REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH

COMMUNITY COLLEGE DISTRICT NO. 530

GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 2025

See Reverse Side for Additional Provisions

Interest Rate: _____%	Maturity Date: December 1, 20__	Dated Date: _____, 2025 [CUSIP: 970013 _____]
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Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing _____, 20__, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of _____, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond

Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chair and Secretary of said Board of Trustees, and to be registered, numbered and countersigned

by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees,
all as of the Dated Date identified above.

SPECIMEN

Chair, Board of Trustees

SPECIMEN

Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN

Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

This Bond is one of the Bonds described
in the within mentioned resolution and is one
of the General Obligation Community
College Bonds, Series 2025, of Community
College District No. 530, Counties of
Williamson, Jackson, Franklin, Perry and
Randolph and State of Illinois.

_____,
as Bond Registrar

By _____
Authorized Officer

COMMUNITY COLLEGE DISTRICT NO. 530

COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH AND STATE OF ILLINOIS

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 2025

[6] This Bond is one of a series of bonds issued by the District to increase the working cash fund of the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Redemption provisions, as applicable, to be inserted].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.]

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds. The Chair or Vice Chair of the Board, together with the President or Vice President of Business Services/CFO of the District (the “*Designated Representatives*”) are hereby authorized to proceed not later than the 22nd day of March, 2026, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer of the Board, and, after authentication thereof by the Bond Registrar, be delivered by said Treasurer to the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 99.00% of the principal amount of the Bonds (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any, on a series-by-series basis.

The Purchaser of the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of *The Bond Buyer’s Municipal Marketplace*; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Local Government Debt Reform Act of the State of Illinois, as amended, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of such Bonds on a negotiated or private placement basis to such Purchaser is in the best interest of the District because of (i) the pricing of such Bonds by such Purchaser, (ii) then current market conditions or (iii) the timing of the sale of such Bonds; and *further provided*, that a Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such

placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chair or Vice Chair of the Board and the President, Vice President of Business Services or any other business official of the District are each hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chair, Vice Chair, Secretary and Treasurer of the Board and the Vice President of Business Services or any officer of the District, as shall be appropriate, shall be and are each hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated

Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in the Purchase Contract; the surety bond executed by the Treasurer of the Board in connection with the issuance of the Bonds as required by Section 3-19 of the Act is hereby approved and shall be filed with the County Clerks of The Counties of Williamson, Jackson, Franklin, Perry and Randolph, Illinois (the "*County Clerks*").

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer of the Board, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") and by the District of any term sheet with respect to the Bonds is hereby ratified, approved and authorized; the execution and delivery of the Official Statement and any term sheet is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement, any term sheet and the Bonds.

Section 9. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR

A TAX SUFFICIENT TO PRODUCE THE SUM OF:

2025	\$2,200,000.00	for interest and principal up to and including June 1, 2027
2026	\$2,200,000.00	for interest and principal
2027	\$2,200,000.00	for interest and principal
2028	\$2,200,000.00	for interest and principal
2029	\$2,200,000.00	for interest and principal
2030	\$2,200,000.00	for interest and principal
2031	\$2,200,000.00	for interest and principal
2032	\$2,200,000.00	for interest and principal
2033	\$2,200,000.00	for interest and principal
2034	\$2,200,000.00	for interest and principal
2035	\$2,200,000.00	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chair, Secretary and Treasurer of the Board are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks, in a timely manner to effect such abatement.

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2025 to 2035, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general educational purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund for the Bonds to be designated “Bond and Interest Fund of Series 2025” (the “*Bond Fund*”), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer of the Board.

Section 11. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Accrued interest received on the delivery of the Bonds and proceeds of the Bonds in an amount set forth in the Bond Notification (not to exceed \$300,000) are hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund.

The remaining principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for working cash fund purposes, and that portion thereof not needed to pay such costs shall be set aside in a separate fund known as the “Working Cash Fund of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois,” which said fund has been established and is held apart, maintained and administered as hereinabove provided,

and shall be used for the purpose and in the manner provided by Sections 3-33.1 to 3-33.6, inclusive, of the Act, at least until all the Bonds have been retired or all the Bond proceeds have been fully spent (whichever is earlier), and shall not be used for any other purpose whatsoever.

At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be distributed by the Purchaser, PMA, or the Bond Registrar on behalf of the District from the proceeds of the Bonds.

Section 12. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the “Code”), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chair, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage

bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, advisors, attorneys and other persons to assist the District in such compliance.

Section 14. Designation of Issue. Each of the Bonds is hereby designated as a “qualified tax-exempt obligation” for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 15. Registered Form. The District agrees that it will not take any action to permit the Bonds to be issued in, or converted into, bearer or coupon form.

Section 16. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 17. Duties of Bond Registrar. If requested by the Bond Registrar, the Chair and Secretary of the Board are authorized to execute the Bond Registrar’s standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided for herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon redemption prior to maturity or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 18. Continuing Disclosure Undertaking. The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 19. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 20. Record-Keeping Policy and Post-Issuance Compliance Matters. On October 28, 2014, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 21. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 22. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

Adopted September 22, 2025.

Chair, Board of Trustees

Secretary, Board of Trustees

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

and the following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WILLIAMSON)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*Board*”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 22nd day of September, 2025, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,300,000 General Obligation Community College Bonds of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, for the purpose of increasing the working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of September,
2025.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WILLIAMSON)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the “*Board*”) of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, and as such official I do further certify that on the 22nd day of September, 2025, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,300,000 General Obligation Community College Bonds of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, for the purpose of increasing the working cash fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

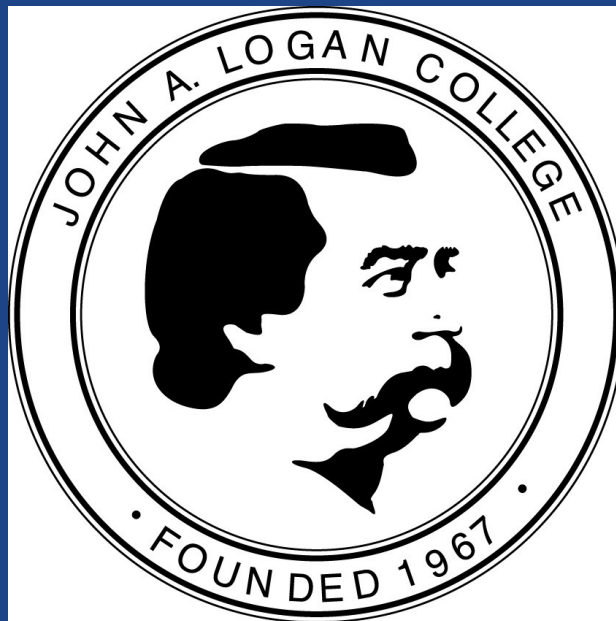
duly adopted by the Board on the 22nd day of September, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of September, 2025.

Treasurer, Board of Trustees

OLD BUSINESS

PMA - Updated Financial Plan





PMA[®]

Part of PTMA Financial Solutions

Updated Financing Plan



Tammie Beckwith Schallmo

Senior Vice President, Managing Director

Jasen Pinkerton

Associate Vice President, Senior Quantitative Analyst

PMA Securities, LLC

September 22, 2025

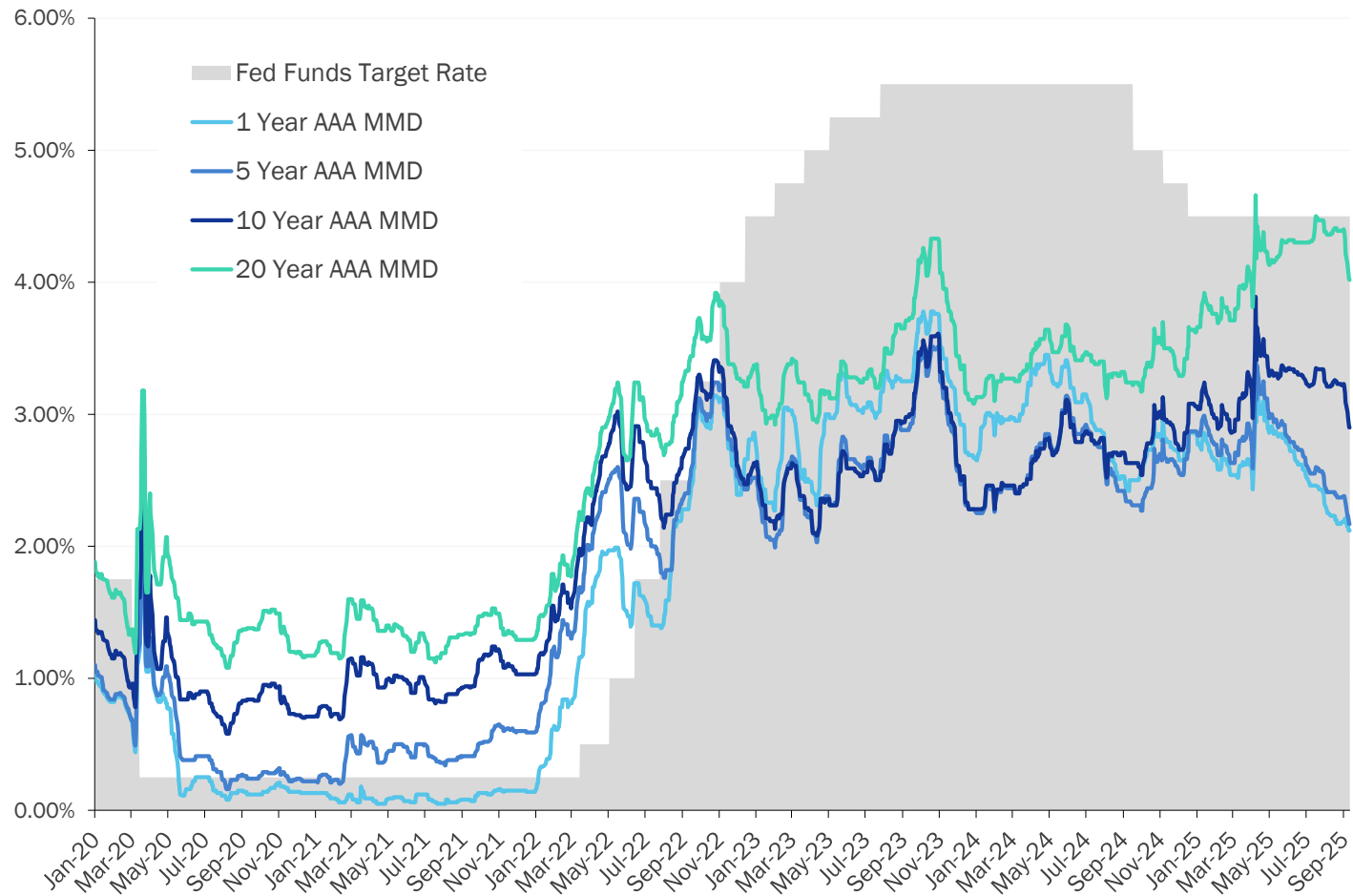


Bond Market Tone

- ▶ The tax-exempt bond market has been volatile over the last several months given ongoing tariff discussions and news
 - ▶ Initial tariff talks elevated concerns about a global trade war and a slowdown in economic growth
 - ▶ The weaker than expected recent jobs report pushed market expectations for a Fed rate cut in September to 100%, as well as additional cuts before year-end
 - ▶ The recent bond market rally has been driven largely by several weeks of soft economic data, reinforcing the narrative of a slowing economy
- ▶ The tax-exempt bond market will continue to respond to both global and domestic economic data, including monthly CPI and employment reports

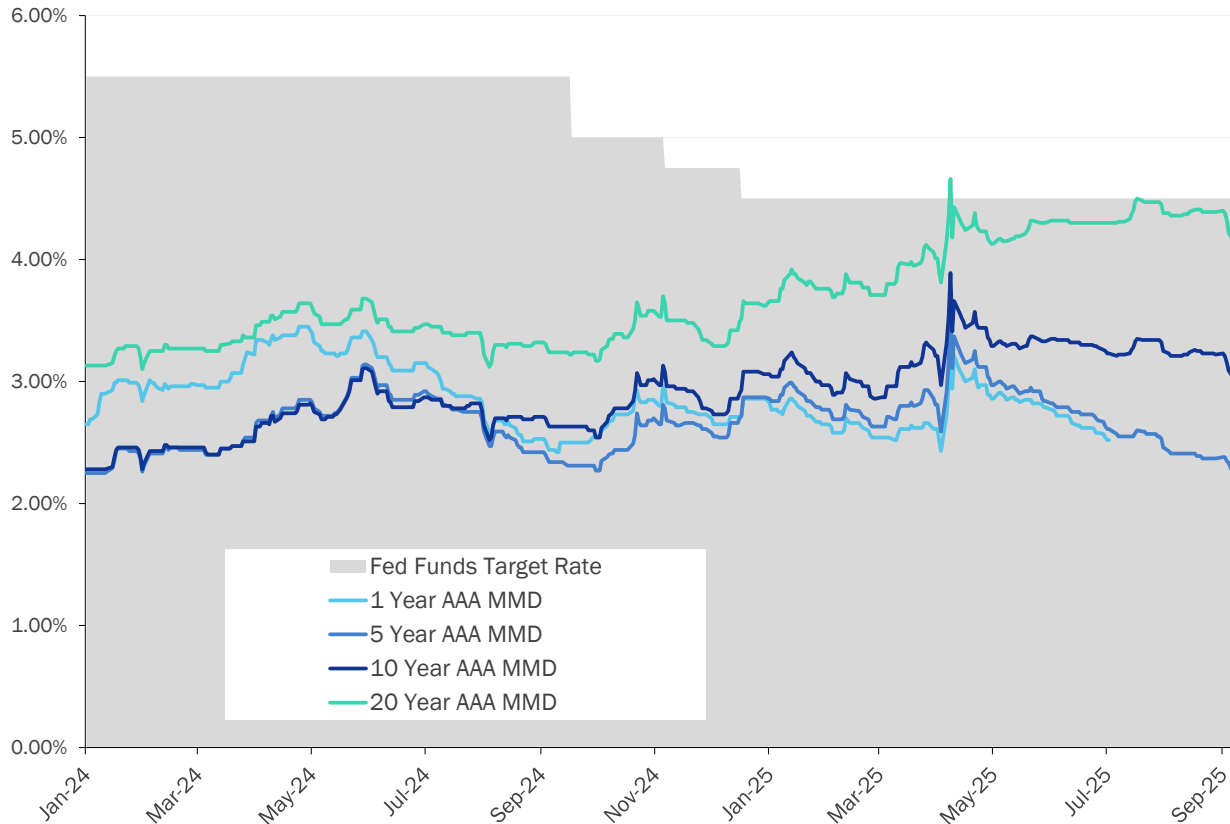


Tax Exempt Rates since January 1, 2020



*The Municipal Market Data "MMD" is a AAA municipal bond market index produced by TM3. As of September 12, 2025.

Tax Exempt Rates since January 1, 2024



Since August 1, 2025
MMD rates have
changed as follows:
5-year: (0.36%)
10-year: (0.42%)
20-year: (0.43%)

*The Municipal Market Data "MMD" is a AAA municipal bond market index produced by TM3. As of September 12, 2025.

Upcoming Fed meetings: October 28/29, December 9/10



Updated Financing Scenario

General Obligation Bonds Debt Service

Levy Year	Fiscal Year	Prior Bonds	College Bonds, Series 2016B	Taxable GO Community College Refunding Bonds, Series 2017A	\$13,265,000 General Obligation Community College Refunding Bonds, Series 2020A	\$10,160,000 General Obligation Community College Refunding Bonds, Series 2020A	Proposed General Obligation Community College Refunding Bonds, Series 2025 (2)	Taxable Proposed General Obligation Community College Refunding Bonds, Series 2026 (3)	Proposed General Obligation Community College Refunding Bonds, Series 2026 (3)	Total	Total General Obligation Bonds Debt Service	EAV (1)	Growth Rate	Est. B&I Tax Rate
2022	2024	\$ 741,096	\$ 430,185	\$ 1,801,275	\$ 2,099,513	\$ -	\$ -	\$ -	\$ -	\$ 5,072,069	\$ 5,072,069	\$ 2,220,116,294	5.81%	0.228
2023	2025	-	429,985	2,482,775	2,100,909	-	-	-	-	5,013,669	5,013,669	2,439,377,575	9.88%	0.206
2024	2026	-	429,485	2,482,775	2,102,018	-	-	-	-	5,014,278	5,014,278	2,544,700,000	4.32%	0.197
2025	2027	-	428,229	2,482,650	-	2,101,500	-	-	-	5,012,379	5,012,379	2,595,594,000	2.00%	0.193
2026	2028	-	430,838	2,482,150	-	246,250	980,224	871,713	-	5,011,174	5,011,174	2,647,505,880	2.00%	0.189
2027	2029	-	427,455	2,485,900	-	246,250	981,516	871,713	-	5,012,833	5,012,833	2,700,455,998	2.00%	0.186
2028	2030	-	428,141	1,290,638	-	246,250	1,583,480	1,461,588	-	5,010,096	5,010,096	2,754,465,118	2.00%	0.182
2029	2031	-	427,875	-	-	948,250	-	1,636,088	-	3,012,213	3,012,213	2,809,554,420	2.00%	0.107
2030	2032	-	-	-	-	951,250	-	2,068,213	-	3,019,463	3,019,463	2,865,745,508	2.00%	0.105
2031	2033	-	-	-	-	952,250	-	2,066,588	-	3,018,838	3,018,838	2,923,060,418	2.00%	0.103
2032	2034	-	-	-	-	951,250	-	2,071,463	-	3,022,713	3,022,713	2,981,521,627	2.00%	0.101
2033	2035	-	-	-	-	948,250	-	2,072,588	-	3,020,838	3,020,838	3,041,152,059	2.00%	0.099
2034	2036	-	-	-	-	948,125	-	2,069,963	-	3,018,088	3,018,088	3,101,975,101	2.00%	0.097
2035	2037	-	-	-	-	-	-	3,020,650	-	3,020,650	3,020,650	3,164,014,603	2.00%	0.095
2036	2038	-	-	-	-	-	-	3,022,719	-	3,022,719	3,022,719	3,227,294,895	2.00%	0.094
2037	2039	-	-	-	-	-	-	3,017,175	-	3,017,175	3,017,175	3,291,840,793	2.00%	0.092
2038	2040	-	-	-	-	-	-	-	-	-	-	3,357,677,608	2.00%	0.000
2039	2041	-	-	-	-	-	-	-	-	-	-	3,424,831,161	2.00%	0.000
2040	2042	-	-	-	-	-	-	-	-	-	-	3,493,327,784	2.00%	0.000
2041	2043	-	-	-	-	-	-	-	-	-	-	3,563,194,339	2.00%	0.000
2042	2044	-	-	-	-	-	-	-	-	-	-	3,634,458,226	2.00%	0.000
2043	2045	-	-	-	-	-	-	-	-	-	-	3,707,147,391	2.00%	0.000
2044	2046	-	-	-	-	-	-	-	-	-	-	3,781,290,339	2.00%	0.000
Total DS From														
Current FY:		\$ -	\$ 2,572,023	\$ 11,224,113	\$ 2,102,018	\$ 8,539,625	\$ 3,545,219	\$ 24,250,456	\$ -	\$ 52,233,453	\$ 52,233,453			

(1) EAV for levy year 2024 is an estimate and all future years is estimated at 2%.

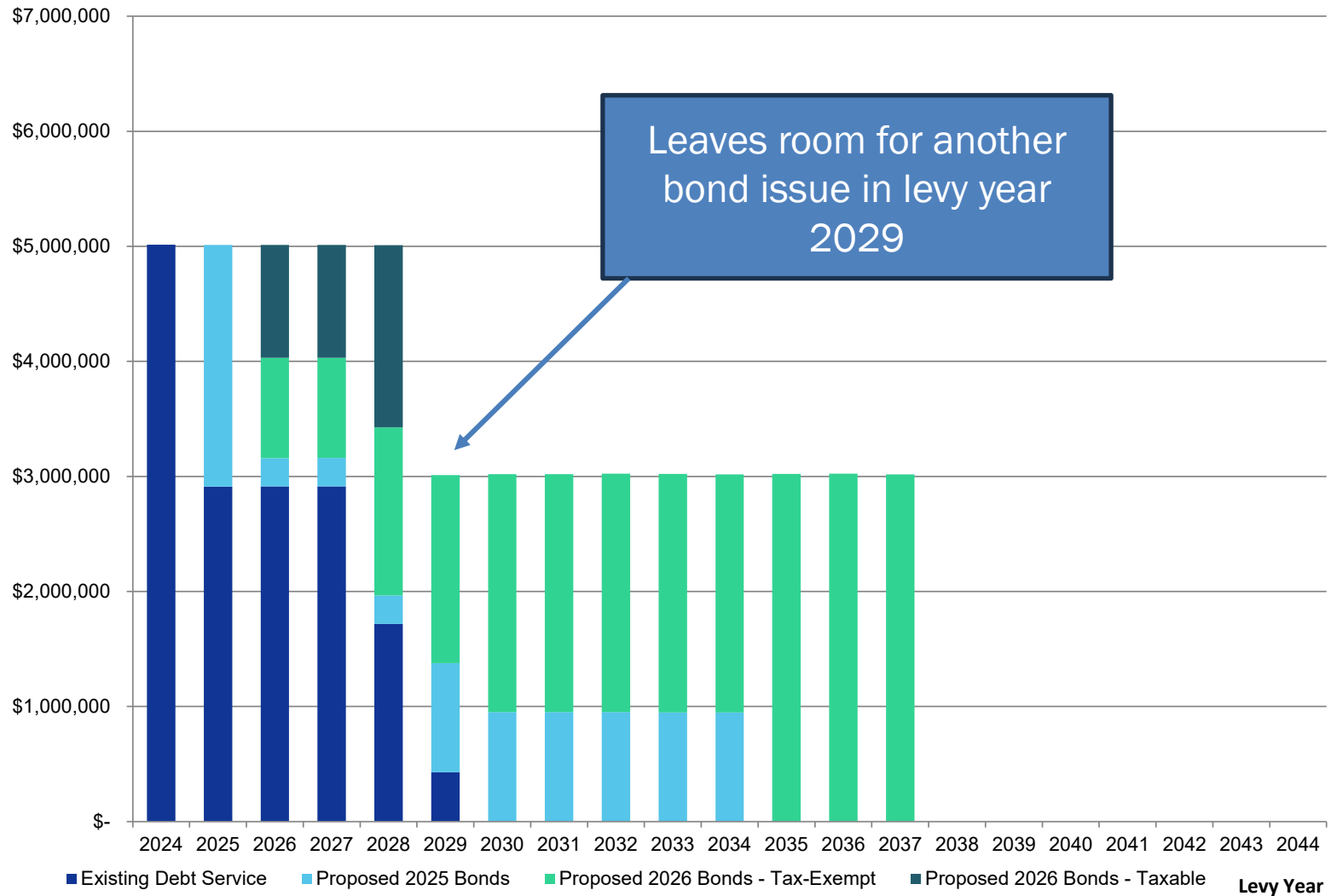
(2) Rates based upon market conditions as of September 12, 2025 and recent bond sales which PMA believes to be accurate and reliable. Estimated TIC = 3.30%.

(3) Rates based upon market conditions as of September 12, 2025 and recent bond sales which PMA believes to be accurate and reliable, plus 0.25%. Estimated TIC = 3.95%.

NOTE: Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.



Updated Financing Scenario





Scenario Comparison

	As of September 12, 2025		As of July 10, 2025	
Total Proceeds.....	\$	27,000,000	\$	27,000,000
October 20, 2025.....		7,000,000		7,000,000
Jan. 15, 2026 (Funding Bonds close April 2026)		20,000,000		20,000,000
Estimated Total Change in Debt Service.....	\$	36,335,301	\$	38,110,519
Estimated True Interest Cost.....	3.30%	3.95%	4.05%	4.39%
Fiscal Year of Final Payment.....		2039		2040



Remaining Steps - Series 2025 Working Cash Bonds

September 22	Board approves parameters resolution authorizing the sale of Working Cash Bonds at regular meeting
September 29	Working Cash Bonds sold; delegates approve final results
October 20	Bonds close; College receives Working Cash Bond proceeds



Two-Step Non-Referendum Funding Option – How It Works

Step 1: Issue Debt Certificates

- ✓ Depending upon the size of the financing, the College may sell the obligation directly to a bank or perhaps another unit of government
- ✓ Provides the proceeds to pay for capital projects/expenditures
- ✗ Would be payable from operating dollars instead of a separate property tax levy if not for Step 2
 - ▶ Establishes a claim against which the College may issue funding bonds



Step 2: Issue Non-Referendum Funding Bonds

- ✓ After the completion of a 30-day petition period and a BINA hearing, the College sells non-referendum funding bonds to payoff the debt certificates
- ✓ Proceeds from initial financing transfer to funding bonds for tax law purposes
- ✓ Paid from separate property tax levy



Preliminary Timeline for Series 2026A (Taxable)/2026B (Tax-Exempt) Debt Certificates and 2026C (Taxable)/2026D (Tax-Exempt) Funding Bonds

November 25, 2025	Board adopts parameters resolution for sale of Series 2026A/B Debt Certificates at regular meeting
Mid December 2025	Bids due for sale of 2026A/B Debt Certificates
Mid January 2026	2026A/B Debt Certificates close; College receives project proceeds
January 27, 2026	Board adopts resolution of intent and resolution calling Bond Issue Notification Act (BINA) Hearing for Series 202C/D Funding Bonds at regular meeting
February 24, 2026	Board holds public hearing for 2026C/D Funding Bonds at regular meeting
March 24, 2026	Board adopts parameters resolution for sale of 2026C/D Funding Bonds at regular meeting
Early April 2026	Series 2026C/D Funding Bonds sold; delegates approve results
Late April 2026	2026C/D Funding Bonds close; 2026A/B Debt Certificates paid off



Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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Debt Certificates

- ▶ Authorized by Section 17(b) of the Local Government Debt Reform Act
- ▶ May be issued to purchase real or personal property
- ▶ No separate property tax levy
- ▶ Payable from any lawfully available funds
- ▶ Count against debt limit

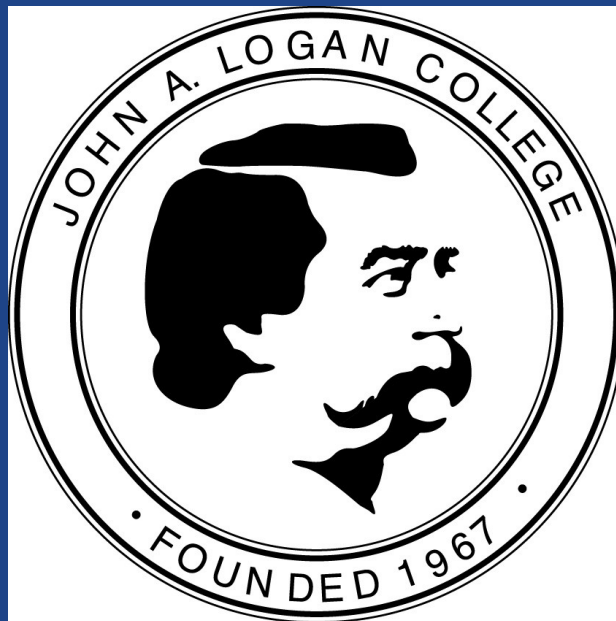


Funding Bonds

- ▶ Authorized by Section 3A-6 of the Public Community College Act
- ▶ Used to pay “claims” against the College
 - ▶ Examples of possible claims: Teachers’ Orders, ERO, contracted services, leases, installment contracts,
Alternate Revenue Bonds, Debt Certificates
- ▶ Subject to 30-day petition period
- ▶ Subject to BINA hearing requirement
- ▶ May be issued in excess of debt limit but count against debt limit once issued

NEW BUSINESS

Board Policy Revisions for First Reading 10.A



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

September 8, 2025 (Exec Hearing)

September 15, 2025 (Board Policy Committee Hearing)

September 22, 2025 (Board Review)/October 28, 2025 (Final Action)

Policy #	Policy Title	Comments
2310	Duties of Board Members	New language added to clarify duties of the Board Treasurer
2410	Meetings of the Board	New language added to allow for streaming and recording of BOT meetings
3373	Weapons and Firearms Policy	Updated to clarify and comply with state/federal law and caselaw. Created new Admin Procedure (337)
4325	Support for Homeless and Unhoused Students	NEW POLICY aimed at compliance with numerous federal and state laws.
5130	Holidays	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
5141	Retirement Benefits	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
5143	Purchase of Service Credit for Professional and Executive Support Staff	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
5144	Email Continuity	*RECOMMEND REPEAL* IT Recommends repeal, as this is no longer standard practice and it presents security concerns for college systems
5152	Patent and Copyright	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure
5250	Employment Benefits	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure and/or Employee Handbooks & Contracts.
5270	Leaves from Employment	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
7120	Adoption of Budget and Budget Transfer Authorization	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.

7126	Disadvantaged Business Enterprises	Reiterates College commitment, includes aspirational goals, and brings policy into compliance with current law.
7130	Audit of College Accounts	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
7140/7141	Check Signatures/Safety Deposit Box	Recommend repeal – moved to AP 714
7151/7152	Contracts and Conflicts of Interest	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure. Recommend repeal of 7152, as it was merged into 7151.
7154/7155	Purchasing	Adds clarification to expenditures, outlines compliance with Illinois' Prompt Payment Act. Recommend REPEAL of 7155, as it is merged into 7154
7160/7161	Investments & Disclosures	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure. Recommend repeal of 7161, as it was merged into 7160.
7170/7171/7172/ 7173/7174	Grants & Grant Management	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure. Recommend repeal of 7171-7174, as they were merged into 7170.
7180	Debt Collection	Reiterates commitment to transparency, sets up flexible payment and debt collection options.
7190	Payroll	Language merged with BP 2310 to illustrate Treasurer's duties; specific language moving to Admin Procedure
7210	Facility Use Policy	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
7240	Disposal of Surplus Property	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure as needed.
7280	Records Retention	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure.
7310	Tuition and Fees	Revising Board Policy to clarify and update, and moving specific language to Admin Procedure as needed.
7370	Tuition Waivers	Updating to clarify definitions and streamline workflow. (AP 528)

7410	Traffic and Parking Regulations	Updating for compliance. Operational detail moved to Admin Procedure.
7420	Travel on College Business	Updating for compliance. Operational detail moved to Admin Procedure.
7430	Use of College Vehicles	Updating for compliance. Operational detail moved to Admin Procedure.
8110	Admission, Transfer, and Prior Learning Credit	Updated to merge 8110 and 8242, updating compliance and moving operational detail to Admin Procedure.
8151	Academic Progress, Probation, and Suspension	Updated to merge 8151 and 8152, updating compliance and moving operational detail to Admin Procedure.
8230	Credit Hours & Grading	Updated to merge 8230 and 8231, updating compliance and moving operational detail to Admin Procedure.
8239	Early College and Dual Credit	Updated to merge 8239 and 8243, updating compliance and moving operational detail to Admin Procedure.
8244	Program Requirements for Graduation	Revising Board Policy to clarify, after moving specific language to Admin Procedure 814 (9/24).
8310	Student Handbook	Updated to merge 8310, 8311, 8313, and 8315. Updating compliance, moving operational detail to Admin Procedure.
8410	Student Records Policy	Updated to merge 8410, 8420, and 8430. Updating compliance and moving operational detail to Admin Procedure.
8510	Comprehensive Student Support	Updated to merge 8510, 8520, 8530, and 8550. Updating compliance and moving operational detail to Admin Procedure.
8560	Student Withdrawals	Updated to merge 8318 with 8560. Updating compliance and moving operational detail to Admin Procedure.
8570	Support for Veterans & Military Personnel	NEW POLICY aimed at compliance with numerous federal and state laws.

The duties of the Board of Trustees are included in the Illinois Public Community College Act, found in 5 ILCS 805/3-21.

In addition:

The Treasurer of the Board is authorized to make regular payroll disbursements in accordance with administrative procedures.

include but are not limited to the following:

- ~~1. To maintain records to substantiate all claims for state apportionment and retain such records for three years.~~
- ~~2. To cause a fiscal and management audit to be made at the end of each fiscal year by a certified public accountant appointed by the Board and submitted to the Board for appropriate action.~~
- ~~3. To publish annually a financial statement of the college.~~
- ~~4. To provide for the revenue necessary to maintain the college.~~
- ~~5. To designate the treasurer to receive the taxes of the district.~~
- ~~6. To adopt and enforce all necessary policies for the governance of the college. The Board will establish such policies for the conduct and administration of the College as are prescribed by law and such other policies that may seem advisable and have them prepared in such form that all concerned will be aware of them.~~
- ~~7. To authorize application to the ICCB for the approval of new units of instruction, research, or public service.~~
- ~~8. To select a president who will be the chief executive officer of the College and be directly responsible to the Board for its total administration.~~
- ~~9. To appoint and fix the salaries of a president, other administrative personnel, and all teachers.~~
- ~~10. To pay no orders except for teachers' salaries unless there are sufficient funds in the hands of the treasurer, except as otherwise provided by law.~~
- ~~11. To award contracts for the purchase of supplies, materials, or work in accordance with Board Policy 7154—Purchasing.~~
- ~~12. To adopt regulations for admissions of students which do not conflict with statutory requirements.~~
- ~~13. To indemnify and protect Board members and employees of the Board against civil rights damage claims and suits, constitutional rights damage claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such Board member, employee or student teacher is engaged in the exercise of performance of any powers or duties of the Board, or is acting within the scope of employment or under direction of the community college Board. Such indemnity may be through the purchase of insurance in a company licensed to write such coverage in this state.~~

~~14.—Other duties as required by law.~~

ADOPTED: AUGUST 5, 1968

AMENDED: APRIL 1, 1980; SEPTEMBER 1, 1981; JULY 28, 1998; JANUARY 22, 2008; JUNE 28, 2011; JULY 16, 2025

REVIEWED: OCTOBER 2007; MAY 11, 2011; OCTOBER 12, 2015; MAY 19, 2025

LEGAL REF.: 110 ILCS 805/3-21 THROUGH 3-29.2

CROSS REF.: BOARD POLICY 7154

DRAFT

John A. Logan College shall ensure that all regular and special meetings of the full Board of Trustees are accessible to the public. These meetings will be recorded and archived, and accessible to the public via the JALC website.

In accordance with the Illinois Open Meetings Act, all Board members shall complete electronic Open Meetings Act (OMA) training provided by the Illinois Attorney General's Public Access Bureau upon assuming office. Documentation of completion shall be maintained by the College.

A. NOTICE OF MEETINGS

Public notice of all meetings, whether open or closed to the public, shall be given as follows:

1. At the beginning of each fiscal or calendar year, the Board will give public notice of the schedule of its regular meetings stating the dates, times, and places of such meetings.
2. At least forty-eight (48) hours before the regular meeting, an agenda shall be posted at the College President's Office, outside the Board meeting room, and on the College website. The requirement of a regular meeting agenda will not preclude the consideration of items not specifically set forth in the agenda.
3. Public notice of any special meeting, except a meeting held in the event of a bona fide emergency, or in the event of any rescheduled regular meeting, or in the event of any reconvened meeting, shall be given at least forty-eight (48) hours before such meeting. The notice shall include the agenda for the special, rescheduled, or reconvened meeting.
4. The requirement of a public notice of a reconvened meeting does not apply to any case where the meeting was open to the public and (1) it is to be reconvened within twenty-four (24) hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting, and there is no change in the agenda.
5. Notice of an emergency meeting shall be given as soon as practicable, but in any event, prior to the holding of such meeting, to any news medium which has filed an annual request for notice of meetings.
6. If a change is made in regular meeting days, notice of the change will be given at least ten (10) days in advance in the same ways as specified for announcing the original schedule.

B. QUORUM

A majority of the voting membership of the Board shall constitute a quorum.

If a quorum is present, a majority of the votes of the members voting on a measure shall determine the outcome, except where otherwise provided by law.

The student member is not to be counted in determining a quorum.

C. PUBLIC RECORDING

Any person may record the proceedings at public meetings of John A. Logan College Board of Trustees by tape, film, or other means. However, because of the necessity and desirability of conducting orderly meetings, the following rules are prescribed to govern the right of individuals to make such recordings:

1. Request to record public meetings at John A. Logan College must be received at least 24 hours in advance of the scheduled meeting.
2. Technical arrangements for such recordings must be arranged and in place at least one hour before the scheduled time of the meeting.
3. Only the normal lighting in the Board meeting room will be allowed.
4. Noisy equipment will not be allowed in the Board meeting room.
5. The number of persons required to operate such recording equipment will be restricted to three persons.

C. PARLIAMENTARY PROCEDURE

Unless otherwise provided, the Board will conduct all its meetings according to the latest edition of Robert's Rules of Order, Newly Revised, and use the procedure for governing board meetings where there are less than twelve (12) members present.

1. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
2. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
3. Informal discussion of a subject is permitted while no motion is pending.
4. The Chairman can speak in discussion without rising or leaving the chair, can make motions, and usually votes on all questions.

D. ORDER OF BUSINESS

The order of business at all regular meetings shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of Previous Minutes
- IV. Financial Report
- V. Accounts Payable
- VI. Recognition of Guests
- VII. Opportunity for Public Comments/Questions
- VIII. Board of Trustees Reports
- IX. Group/Association Reports
- X. Officers' Reports

- XI. Consent Agenda
- XII. Old Business
- XIII. New Business
- XIV. Announcements
- XV. Adjournment

The order of business may be changed, or items of business may be deleted by the Chairman. These modifications may be overruled by a majority vote of the Board members--including the Chairman--present.

F. CONSENT AGENDA

The agenda for all regular meetings of the College Board may contain one or more groupings of items referred to as "Consent Agenda." These will be matters that the College Board discussed at a prior meeting and has indicated its willingness to approve and items similar in nature to those previously approved by the College Board and which, in the judgment of the president, appear to be routine and non-controversial.

All items on the Consent Agenda will be voted on in one motion but will be recorded individually by the Board's secretary in the Board minutes.

The Chair of the Board will give any other Board member and members of the public during the Public Audience for Comments/Questions an opportunity to request the removal of any item from the Consent Agenda. Any item that is requested to be removed shall be removed from the Consent Agenda, and, once removed from the Consent Agenda, the item will be treated as a separate matter under either "Old Business" or "New Business" as appropriate.

G. APPEARANCE OF THE PUBLIC BEFORE THE BOARD

The Board of Trustees will provide a reasonable opportunity for any person, or group, to speak to or ask relevant questions of the Board at any of its regular or special meetings (110 ILCS, 805/3-8). This policy shall be subject to reasonable constraints and shall not be used to thwart or disrupt the Board's governing functions and responsibilities to the College.

1. Individuals giving the presentations will normally be recognized at the agenda item "Public Audience for Comments/Questions." **The Board of Trustees reserves the right to change the order in which comments are received.**
2. Unless otherwise waived by the Chair or a majority vote of the Board, presentation by any one individual will be limited to five minutes. If more than one individual is to speak on the same topic, presentations will be called in consecutive order.
3. The Chair, or the Board by majority vote, may terminate presentations that:
 - a. Are not relevant to the purpose of John A. Logan College, or
 - b. Are repeats of matters already presented to the Board, or
 - c. Are clearly disruptive to the appropriate functioning of the Board.
4. The Board, at its sole option, *may*:
 - a. Comment on any presentations or respond to any questions.

- b. Ask questions of the presenter.
- c. Ask the administration to respond to any presentations or questions raised.

H. MINUTES

The Board shall keep written minutes of all of its meetings, whether open or closed and a verbatim record of all closed meetings in the form of an audio or video recording. Such minutes and/or recordings shall be written, maintained, and/or destroyed in accordance with the Illinois Open Meetings Act.

I. CLOSED SESSIONS

The Board may hold a meeting closed to the public or close a portion of the meeting to the public upon a majority vote of a quorum only for the specific exceptions contained in Section 2 of the Illinois Open Meetings Act. The vote of each member on the question of holding a meeting closed to the public and a citation of these specific exceptions which authorizes a closed session shall be stated at the time of the vote and shall be recorded and entered into the minutes of the meeting. No final action may be taken at a closed meeting.

ADOPTED: AUGUST 6, 1974
AMENDED: DECEMBER 7, 1981; JANUARY 22, 2008 (INCORPORATED FORMER BOARD POLICIES 2412, 2413, 2414, 2415, 2416, 2417, 2418, AND 2426); **MARCH 22, 2016**
REVIEWED: OCTOBER 12, 2015; JANUARY 29, 2016
LEGAL REF.: 5 ILCS 120/2 THROUGH 120/2A; **110 ILCS 805/3-8**
CROSS REF.:

DRAFT

John A. Logan College is committed to maintaining a safe and secure environment for all students, employees, and visitors by strictly prohibiting the possession, use, or display of firearms and weapons on any College-owned or controlled property, including vehicles and off-site College-sponsored events, regardless of permit status, except in narrowly defined circumstances involving law enforcement, authorized educational programs, or specific College-sanctioned events.

The College will post signs at all building and real property entrances indicating the campus policy.

Violations of this policy will result in disciplinary action or legal enforcement in accordance with applicable state and federal laws.

If any provision of this policy is found to be invalid or unenforceable under applicable law, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

I. Purpose and Scope

~~This Weapons and Firearms Policy (the "Policy") outlines John A. Logan College's (the "College") prohibition on the possession, use, or storage of weapons and firearms on College property or at College-sponsored events. The purpose of this Policy is to provide a safe and secure environment for students, faculty, staff, and visitors, in compliance with applicable Illinois laws and regulations, including but not limited to the Illinois Firearm Concealed Carry Act (430 ILCS 66/).~~

~~The College is committed to maintaining a safe and secure environment that fosters learning, personal growth, and professional development for all members of our campus community. This Policy reflects our dedication to upholding the highest standards of safety while respecting individual rights and adhering to state and federal laws.~~

II. Prohibited Items

~~The following items are strictly prohibited on College property or at College-sponsored events, regardless of whether the individual possesses a valid firearm license or permit:~~

~~A. Firearms of any kind, including but not limited to handguns, rifles, shotguns, and assault weapons, except as specifically permitted by the Illinois Firearm Concealed Carry Act (430 ILCS 66/). Pursuant to the Act, the College recognizes that individuals with a valid Illinois Concealed Carry License may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the College parking area. However, under no circumstances may a firearm be removed from the vehicle while on College property.~~

~~B. Explosives, including but not limited to bombs, grenades, blasting caps, and ammunition.~~

~~C. Other weapons, including but not limited to knives with a blade longer than four inches, brass knuckles, tasers, stun guns, and any other item designed or used to inflict harm.~~

~~D. Replica or toy weapons that could reasonably be mistaken for actual weapons.~~

~~III. Searches and Seizures~~

~~Consistent with the Illinois Community College Act (110 ILCS 805/) and applicable case law, including New Jersey v. T.L.O., 469 U.S. 325 (1985), the College reserves the right to search any individual, including students, employees, and visitors, and their personal property, including but not limited to bags, backpacks, purses, lockers, and vehicles, if there is reasonable suspicion that the individual is in possession of a prohibited item as defined in Section II.~~

~~The College is committed to respecting individual privacy rights and will conduct searches only when there is a legitimate and reasonable basis for doing so. Any search will be limited in scope to what is necessary to locate the suspected prohibited item. Searches will be conducted by authorized College personnel or law enforcement officers in accordance with established procedures that comply with constitutional requirements and applicable laws.~~

~~Any prohibited items discovered during a search will be immediately confiscated, and the College will notify the appropriate law enforcement authorities. The College will maintain detailed records of all searches conducted under this Policy.~~

~~IV. Disciplinary Actions~~

~~Violations of this Policy may result in disciplinary action, up to and including:~~

~~A. For students: suspension or expulsion from the College, in accordance with the Student Code of Conduct and applicable due process procedures.~~

~~B. For employees: termination of employment, in accordance with the Employee Handbook, applicable collective bargaining agreements, and state and federal employment laws.~~

~~C. For visitors: immediate removal from College property and prohibition from future access to the College.~~

~~The College may also refer violations to local law enforcement for potential criminal prosecution. The College will cooperate fully with law enforcement investigations related to weapons violations on campus.~~

V. Reporting and Incident Response

All members of the College community, including students, employees, and visitors, are required to immediately report any suspected violations of this Policy to the College's Campus Safety Office. Reports can be made in person, by phone, or through the College's online reporting system.

The College will maintain a centralized reporting system and coordinate with local law enforcement as necessary to ensure a prompt and effective response to any weapons-related incidents. The Campus Safety Office will:

- A. Maintain a 24/7 hotline for reporting weapons-related concerns.
- B. Conduct an initial assessment of all reports to determine the appropriate response.
- C. Coordinate with local law enforcement when necessary for incident response and investigation.
- D. Provide regular updates to the College community on the status of reported incidents, as appropriate and in compliance with privacy laws.
- E. Conduct after-action reviews of all weapons-related incidents to improve response protocols and prevent future occurrences.

VI. Resources, Training, and Education

The College is committed to providing comprehensive resources, training, and educational programs to promote awareness and compliance with this Policy. These initiatives include:

- A. Mandatory annual online training for all students, faculty, and staff on weapons awareness, reporting procedures, and emergency response protocols.
- B. In-person workshops conducted by Campus Safety personnel and local law enforcement on recognizing and responding to potential weapons threats.
- C. Integration of weapons awareness and safety topics into new student orientation and employee onboarding programs.
- D. Regular tabletop exercises and simulations for Campus Safety personnel and crisis response teams to practice and refine incident response procedures.
- E. Development and distribution of informational materials, including posters, brochures, and digital content, to reinforce key aspects of this Policy.

~~F. Establishment of a Weapons Policy Advisory Committee, comprising representatives from various campus constituencies, to provide ongoing input and recommendations for Policy implementation and improvement.~~

~~Employees who require assistance in complying with this Policy are encouraged to contact the College's Employee Assistance Program, which offers confidential counseling and support services. Students who have concerns or require support services related to this Policy should contact the College's Counseling Center, which provides free and confidential mental health services to all enrolled students.~~

~~VII. Policy Review and Updates~~

~~This Policy shall be reviewed annually by the College's administration in collaboration with the Public Safety Department, legal counsel, and the Weapons Policy Advisory Committee. The review process will consider:~~

- ~~A. Changes in applicable laws and regulations.~~
- ~~B. Feedback from the campus community and stakeholders.~~
- ~~C. Incident reports and response effectiveness.~~
- ~~D. Best practices from other educational institutions.~~
- ~~E. Recommendations from law enforcement and security experts.~~

~~Any proposed amendments to this Policy will be subject to approval by the College's Board of Trustees and will be communicated to the entire campus community in a timely manner.~~

~~VIII. Effective Date and Amendments~~

~~This Policy is effective as of [DATE]. The College reserves the right to amend this Policy at any time, with or without prior notice, as deemed necessary to ensure the safety and security of the College community and maintain compliance with applicable laws and regulations. The most current version of this Policy will be maintained on the College's official website.~~

~~IX. Acknowledgment~~

~~All students, employees, and visitors must acknowledge receipt and understanding of this Weapons and Firearms Policy by signing the attached Acknowledgment Form. This form must be submitted annually for students and employees, and upon each visit for campus visitors.~~

By signing the Acknowledgment Form, individuals affirm that they have read, understood, and agree to comply with all provisions of this Policy. Failure to sign the Acknowledgment Form does not exempt any individual from the requirements and enforcement of this Policy.

X. Legal Compliance and Severability

This Policy is intended to comply with all applicable federal, state, and local laws and regulations, including but not limited to the Illinois Firearm Concealed Carry Act, the Illinois Community College Act, and relevant case law. If any provision of this Policy is found to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect to the maximum extent permitted by law.

XI. Contact Information

For questions, concerns, or additional information regarding this Weapons and Firearms Policy, please contact:

Ron Webb
Director of Campus Safety
618-985-2828 X8162
Ron.Webb@JALC.edu

In case of emergency or to report an immediate threat, always call 911 or contact Campus Safety at 618-985-5550.

ADOPTED: MARCH 25, 2014

AMENDED:

REVIEWED:

LEGAL REF.: ILLINOIS FIREARM CONCEALED CARRY ACT (430 ILCS 66/1 ET SEQ.)~~430 ILCS 66/; 110 ILCS 805/;~~
Gun-Free School Zones Act (18 U.S.C. § 922(q)); Illinois Criminal Code (720 ILCS 5/21-6); New Jersey v. T.L.O., 469 U.S. 325 (1985);

CROSS REF.: STUDENT CODE OF CONDUCT; JALC EMPLOYEE HANDBOOK

John A. Logan College affirms its commitment to fostering an inclusive and supportive educational environment for all students, including those experiencing homelessness or housing insecurity. In accordance with the *Higher Education Housing and Opportunities*, the *Bill of Rights for the Homeless Act*, the *McKinney-Vento Homeless Assistance Act*, and the *Higher Education Act of 1965*, the College shall implement procedures that ensure equitable access financial aid, academic resources, and student services as it relates to housing support.

The College shall designate a “Housing and Opportunities that are Useful for Students' Excellence (HOUSE)” liaison to coordinate support services, facilitate access to independent financial aid status, and advocate for the needs of homeless students. All departments shall work collaboratively to uphold the dignity, privacy, and academic success of affected students, and to ensure compliance with all applicable laws and regulations.

This policy reflects the College’s ideal of being a compassionate institution that recognizes housing stability as a foundational element of student success and educational equity.

ADOPTED:

AMENDED:

REVIEWED:

LEGAL REF.: HIGHER EDUCATION HOUSING AND OPPORTUNITIES ACT (110 ILCS 151/); BILL OF RIGHTS FOR THE HOMELESS ACT (775 ILCS 45/; MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (42 U.S.C. § 11431 ET SEQ.); HIGHER EDUCATION ACT OF 1965 (20 U.S.C. § 1001 ET SEQ.)

CROSS REF.: ADMINISTRATIVE PROCEDURE 425

PURPOSE

The purpose of this policy is to define the holidays recognized by John A. Logan College and to outline the procedures for holiday observance.

SCOPE

This policy applies to all employees of the College, including those covered by collective bargaining agreements, administrative procedures, and other employment classifications.

The following holidays are recognized and observed by John A. Logan College:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday falls on a Sunday, the following Monday shall be observed as a holiday.

If a holiday falls during a scheduled College closure period (e.g., winter break), the College may designate an alternate day of observance or provide guidance on how the holiday will be recognized for payroll and leave purposes.

If it should be in the best interest of the College, the President may declare holidays in addition to those established by the Board and notify faculty, staff, and students accordingly.

Where applicable, language in Collective Bargaining Agreements (CBAs) regarding holiday observance and compensation will be followed.

The established holidays of the College are:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth National Freedom Day (June 19)
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
-

~~When the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When the holiday falls on a Sunday, the following Monday shall be observed as a holiday.~~

ADOPTED: JUNE 4, 1968
AMENDED: MARCH 11, 1985; FEBRUARY 11, 1992; JULY 26, 2005; OCTOBER 26, 2021; MARCH 22, 2022,
REVIEWED: SEPTEMBER 21, 2021; FEBRUARY 10, 2022; AUGUST 18, 2025
LEGAL REF.: 5 ILCS 140 / 63 ILLINOIS COMPILED STATUTES ON STATE HOLIDAYS (5 ILCS 490/); FAIR LABOR STANDARDS ACT (FOR HOLIDAY PAY IMPLICATIONS)
CROSS REF.: ADMINISTRATIVE PROCEDURES 364, 365, 366, COLLECTIVE BARGAINING AGREEMENTS

John A. Logan College provides comprehensive retirement benefits to support employees in their transition from active service. These include payment for unused sick leave, continued health insurance options, and recognition through Emeritus status for eligible retirees.

Retirement Notification and Eligibility

Employees planning to retire must submit a completed College retirement application along with a SURS retirement estimate to the Associate Director of Payroll. A benefits summary will be provided. If the employee chooses to proceed, written notification to the President's Office is required and shall be irrevocable. Years of full-time service, including non-contiguous years, are calculated from the anniversary date and rounded up to the nearest whole year. Eligibility for grant-funded employees is governed by Policy 7170.

Payment of Unused Sick Leave

- Employees hired full-time before July 1, 2005 with 10+ years of service may elect payment for up to 55 days of unused sick leave.
- Employees hired on or after July 1, 2005 may receive 2 days per year of full-time service, up to 55 days.
- Payment is limited to accrued sick leave and does not count toward SURS service credit.
- Payment may begin up to two SURS years prior to retirement upon written request; otherwise, it will be included in final pay.
- If an employee returns to work after receiving sick leave compensation, all payments must be repaid immediately.

Health Insurance for Retired Employees

- Retirees may continue group health insurance under COBRA, followed by participation in the College Insurance Program (CIP) administered by CMS.
- Employees hired after July 1, 2005 with 20+ years of full-time service, or those hired before July 1, 2005 with 10+ years, are eligible for partial premium refunds for themselves and their spouses.
- Surviving spouses may continue coverage if surviving spouse is enrolled at time of retiree's death.
- Refunds are based on the difference between CIP and College plan rates and are only issued if the retiree's cost exceeds that of active employees.
- Employees ineligible for CIP due to SURS plan selection may still receive a refund equivalent to CIP eligibility.
- Requests must be submitted in writing with proof of coverage.
- Employees hired after January 1, 2013, are not eligible for premium reimbursement.
- Retirees must enroll in Medicare or other applicable programs when eligible, or they will bear any additional insurance costs.
- Premiums from non-CIP programs are not considered for reimbursement.

Return to Work Policy

The College follows the Retiree Return to Work Policy in compliance with Public Act 97-0968 and SURS guidelines, ensuring that annuitants returning to work do not jeopardize their pension benefits.

Definition – Dependent

For the purposes of retirement benefits and insurance eligibility under the State Universities Retirement System (SURS) and the College Insurance Program (CIP) administered by the Illinois Department of Central Management Services (CMS), a *dependent* is defined as:

- A **spouse** who is legally married to the retiree;

- A **child** (biological, adopted, stepchild, or under legal guardianship) under the age of 26, or older if certified as disabled and dependent;
- Any other individual who qualifies as a dependent under IRS rules and is approved for coverage by CMS.

Eligibility for dependent coverage is subject to verification and must comply with applicable SURS and CMS regulations.

~~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 **Associate Director of Payroll**. 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 **Associate Director of Payroll** 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.~~

DRAFT

~~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

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

LEGAL REF.: ILLINOIS PENSION CODE (40 ILCS 5/) FEDERAL AGE DISCRIMINATION IN EMPLOYMENT ACT (29 U.S.C. § 621 ET SEQ.); ILLINOIS SECURE CHOICE SAVINGS PROGRAM ACT (820 ILCS 80/); EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA) (29 U.S.C. § 1001 ET SEQ.); CAN-SPAM ACT (15 U.S.C. § 7701 ET SEQ.); SURS: PUBLIC ACT 97-0968; ICCB ADMINISTRATIVE RULES (23 ILL. ADM. CODE 1501)

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

John A. Logan College (JALC) is committed to supporting its professional and executive support staff in achieving retirement readiness. As part of this commitment, JALC participates in the State Universities Retirement System (SURS), which offers a structured benefit program that facilitates the purchase of service credit to help employees meet retirement eligibility requirements and mitigate early retirement pension reductions.

The purpose of this benefit is to assist professional and executive support staff in reaching retirement eligibility and/or to eliminate early retirement pension reduction.

ELIGIBILITY REQUIREMENTS

1. Minimum service to the College of twenty (20) years of full time service. Part time service does not count toward meeting minimum service to the College.
2. The employee must present a written, irrevocable retirement letter to the College a minimum of six (6) months in advance of the retirement date. The letter is to be submitted to the Office of Human Resources and copied to the Office of the President.
3. The employee must need the additional service credit to either reach retirement eligibility or to eliminate an early retirement pension reduction as described in 40 ILCS 5/15-136(b). Service credit will not be purchased beyond the point that the total accumulated service credit exceeds thirty (30) years.
4. Eligibility will be based upon a first come, first served basis as described in the "Rationing" section below.

REQUIRED EMPLOYEE CONTRIBUTION LEVELS

<u>1 Year</u>	<u>0%</u>
<u>1.01 – 2.00 Years</u>	<u>25% of the total cost of purchase</u>
<u>2.01 – 5.00 Years</u>	<u>50% of the total cost of purchase</u>

Share of costs is determined by dollar (\$) cost, not years (#) of service credit.

Service credit purchased by the employee is eligible for reimbursement by the College. If service credit has been purchased in advance by the employee, the College will reimburse the employee in a manner as to provide the same benefit to the employee had s/he not purchased service credit in advance.

Example: Because the cost of service credit increases dramatically over time, the employee elects to purchase 100% of three (3) years of eligible service credit ten (10) years in advance of the anticipated retirement date. The employee later submits a JALC retirement application and an irrevocable retirement letter, as provided for in this policy, and is determined eligible for the benefit outlined in this policy. The employee provides proof of purchase, including the amount paid, and is reimbursed for 50% of the cost of the past service credit.

~~If the employee contribution is done through the SURS payroll reduction plan, the College will increase gross pay by the appropriate dollar amount necessary until the purchase is completed.~~

MAXIMUM COLLEGE PURCHASES

~~The maximum amount of service credit to be purchased by the College for professional and executive support staff is \$25,000 per year with the year defined as the period of August 1 — July 31. The maximum individual limit is \$12,500 per individual.~~

RATIONING

~~The benefit will be awarded up to the maximum individual and annual limitation expressed above. The benefit will be awarded based upon a first-come, first-served basis as determined by the date of receipt of the irrevocable retirement letter submitted in accordance with the instructions provided in the Eligibility section above. Should more than one (1) otherwise eligible employee irrevocable retirement letter be received on the same date, causing the annual maximum to be exceeded, the employee with the earliest full-time start date will receive first consideration.~~

Purchase of Service Credit
Professional and Executive Support Staff

5143

REVIEWED: FEBRUARY 12, 2016; SEPTEMBER 21, 2016
LEGAL REF.: 40 ILCS 5/15-136(B)
CROSS REF.:

DRAFT

John A. Logan College supports the equitable distribution of credit and responsibility for patents and copyrights resulting from College-sponsored research and creative writing conducted by its staff members.

Independent research and writing are free from College claims, while College-sponsored efforts may involve shared ownership and royalties.

Externally-sponsored research will adhere to agreements with cooperating agencies. The College aims to maximize public benefit from research and creative writing while ensuring proper protection and promotion of intellectual property.

In the event of any conflict between this Patent and Copyright Policy and the terms of a collective bargaining agreement, the language of the collective bargaining agreement shall prevail.

~~The primary mission of John A. Logan Community College is educational instruction. Even so, there are various occasions when the College personnel do research and creative writing. Research and creative writing leads to new ideas; new ideas may lead to patents and copyright. It follows that in regard to patents and copyrights, which result from research or creative writing conducted by staff members with assistance and encouragement of the College, there should be an equitable distribution of credit and responsibility. Further, the College also has a responsibility to itself and to the public in regard to the type of research it sponsors and in obtaining from such research and creative writing, the greatest public benefit. The policy of the College concerning research, patentable discoveries, and copyrights, and the benefits that may accrue from such patents and copyrights is as follows:~~

- ~~— A. Independent Research and Writing. Research or writing conducted by a staff member on his own time and at his own expense shall be termed “Independent Research and Writing.”~~
 - ~~1. No claims or restrictions shall be placed by the College on any copyrights, patents, patent rights, or discoveries obtained as the result of independent research.~~
 - ~~2. The individual researcher or writer, however, may voluntarily assign all of his or her claim to the results of such research or writing to the College.~~
- ~~— B. College-Sponsored Research and Writing. Research and writing conducted by a staff member with the help of the College, either in the form of a grant or grants or in the time assigned to research or write, or both, shall be termed “College-Sponsored Research and Writing.”~~
 - ~~1. If the College’s aid does not exceed ten percent (10%) for an individual’s research or creative writing, either in actual funds or in salary for the assigned time, or in both together, the College shall not be considered to have established a right to share in the results.~~
 - ~~2. In such cases where the College commissions the faculty work, the College pays such person to do the work and thereby acquires ownership in the same. Royalties or profits resulting from the work are to be divided between the College and the faculty member.~~
 - ~~3. Staff members shall have the responsibility of reporting to the proper College authorities any possible invention or creative writing coming from College-sponsored research, which should be protected by patent or copyright.~~

- ~~4. If the College determines not to assert a claim to possible patent or copyright materials, the College may release its proprietary interest to the researcher or writer of record.~~
- ~~5. The College or its designated agent shall assume all responsibility for protecting or promoting property rights to patents and copyrights developed with the financial support of the College unless the College elects to release its proprietary interests to the individual researcher or writer. If the College utilizes a patent or copyright management firm and such a firm assumes a part or all of the costs of patenting or copyrighting, distribution of royalties shall be agreed to by the College, the management firm, and the inventor or writer.~~
- ~~6. The researcher or writer shall be responsible for obtaining appropriate written releases from individuals identifiable in, or in some manner requested to participate in, the creation of College-sponsored materials or inventions. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge, all materials developed did not infringe on existing copyrights, patents, or other legal rights.~~
- ~~7. Each employee/inventor/writer will supply all information and execute all papers necessary for the purpose of presenting patent applications on inventions/discoveries or copyright materials covered under this policy.~~
- ~~8. Whenever income or royalties are divided, both the College and the faculty member will get at least ten percent (10%).~~

~~Division of the remaining eighty percent (80%) will be determined by negotiation and should be based upon the following criteria:~~

- ~~(a) The origin of the idea on which materials and/or inventions are based.~~
- ~~(b) The subject matter expertise involved.~~
- ~~(c) The investment (time, energy and money) of the faculty member in the development of materials and/or inventions.~~
- ~~(d) The extent to which the College supported or commissioned the materials and/or inventions.~~

- ~~9. Agreement regarding specific division of equity is to be arrived upon, if at all possible, upon inception of the project. If a project is begun without a specific agreement, such agreement is to be obtained as soon as possible using the criteria listed above.~~
- ~~10. Those materials and/or inventions developed with the College's involvement will be available for internal use by the College without charge.~~
- ~~C. Externally Sponsored Research. Research contracts between the College and other agencies shall state clearly the obligations and rights of the College and of the cooperating agency and the procedures to be followed in case patentable discoveries or materials subject to copyright grow out of the research or writing. In each case the College shall be free to negotiate with the sponsor and agency so far as the copyrights are concerned.~~

~~D. Definitions: The following definitions apply under the terms of this policy:~~

- ~~Inventions: All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereinafter amended or supplemented.~~
- ~~Materials: All instructional, literary, art, dramatic, and musical materials or works and all other material published or unpublished, whether or not copyrighted or copyrightable. This includes written and recorded materials.~~

~~_____ Faculty Members: Part-time and full-time, teaching and non-teaching professional level
_____ staff.~~

~~_____ College: John A. Logan Community College District No. 530.~~

~~_____ Support: Include use of College facilities, equipment (owned or rented), materials, funds,
_____ information, and/or time and services of College employees and/or students or College and
_____ related duties.~~

ADOPTED: MAY 14, 1984

AMENDED:

REVIEWED:

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/); INTELLECTUAL PROPERTY CLAUSE
(ARTICLE I, SECTION 8, CLAUSE 8 OF THE U.S. CONSTITUTION); TITLE 17 OF THE U.S. CODE (SECTION
106); FEDERAL PATENT ACT (35 U.S.C.)

CROSS REF.:

Professional Growth for Professional and Executive Support Staff Employment Benefits

5250

PROFESSIONAL STAFF

The College is committed to fostering a culture of continuous learning and professional growth for all employees. This commitment reflects the institution's belief that the development of its workforce is essential to achieving its mission and enhancing institutional effectiveness.

All employees not covered by a Collective Bargaining Agreement (CBA)—regardless of classification or employment status—are encouraged and supported in pursuing opportunities for professional development that enhance their skills, knowledge, and contributions to the College community.

Compensation for Educational Attainment

- Employees who earn degrees from regionally accredited institutions may be eligible for increases in base salary as follows:
 - \$750 for each fifteen (15) credit hours earned toward a master's or doctoral degree, up to a cumulative maximum of \$2,250 for a master's and \$3,750 for a doctorate.
 - Employees who earn an associate degree or higher may be eligible for a \$750 increase in base pay.
- These increases apply to degrees earned on or after February 28, 2012.
- For grant-funded positions, any salary adjustment is subject to approval by the appropriate grant authority.
- For part-time positions, compensation will be prorated based on the percentage of employment.
- **Sunset Provision:** To be eligible for compensation under this section, employees last hire date must be prior to January 1, 2026.

Professional employees of the College may take one (1) ~~credit bearing course~~ per semester during normal working hours for the employee. The employee must request and receive written approval from ~~their immediate supervisor~~ and vice president/~~provost~~ of his/her division prior to enrolling in these courses. The supervisor will approve these requests to accommodate the flow of work necessary for the operation of the College in a proper manner. A copy of the immediate supervisor's approval must be placed in the appropriate personnel files. A vice-president must receive prior approval from the President.

An increase of \$750 may be added to the base salary for each fifteen (15) hours toward a master's degree and/or doctorate degree earned following employment in a professional staff position to a cumulative maximum of \$2,250 for the master's and \$3,750 for the doctorate. Upon completing the degree(s), the

Professional Growth for Professional and Executive Support Staff**Employment Benefits** **5250**

full cumulative maximum shall be considered to have been earned. For grant employees, the base salary increase is subject to approval from the appropriate grant authority.

Degrees earned on or after February 28, 2012, shall be treated in accordance with this policy.

EXECUTIVE SUPPORT STAFF

An executive support staff employee may take one (1) ~~credit-bearing course~~ per semester during normal working hours for the employee. The employee must request and receive written approval prior to enrolling in these courses from the immediate supervisor. The immediate supervisor will approve these requests to accommodate the flow of work necessary for the operation of the College in a proper manner. A copy of the immediate supervisor's approval must be placed in the appropriate personnel files.

Employees who have earned an associate degree or higher from a regionally accredited educational institution will be eligible for a \$750 increase in base pay.

For positions that are less than full-time, professional growth compensation shall be prorated based upon the percentage of employment.

ADOPTED: SEPTEMBER 3, 1974

AMENDED: MARCH 11, 1985; MARCH 2, 2010; FEBRUARY 28, 2012; SEPTEMBER 24, 2013 (RETROACTIVE TO FEBRUARY 28, 2012); SEPTEMBER 24, 2019 (*INCORPORATED FORMER BP 5251*);

REVIEWED: AUGUST 2, 2019;

LEGAL REF.: ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); ILLINOIS WAGE PAYMENT AND COLLECTION ACT (820 ILCS 115/); AFFORDABLE CARE ACT; EMPLOYEE RETIREMENT INCOME SECURITY ACT

CROSS REF.: BOARD POLICY 7370 ADMINISTRATIVE PROCEDURE

John A. Logan College provides various types of leave for its professional and executive support staff pursuant to state and federal law, including but not limited to: disability leave, sick leave, maternity leave, leave of absence, military leave, jury duty leave, and insurance coverage during leave.

- Collective bargaining agreements governing certain employee groups may provide additional or alternative leave benefits. In such cases, the terms of the applicable agreement shall prevail.

Insurance coverage and other benefits during leave shall be provided where required by law.

*Sick leave and Personal leave are combined for a total of 160 hours per year per employee.

~~For purposes of this policy, an employee shall be disabled when he/she is unable, due to physical or mental illness or accident, to perform his/her duties for more than 60 days and beyond the period for which the employee would receive sick leave pay. An individual's disability shall be determined to have commenced at the earlier of the date on which he/she is first absent from work as a result of illness or accident or the date on which a competent physician determines that he/she is disabled. If a dispute arises over whether an individual is disabled or the Board is uncertain that an individual is disabled, a competent physician will be selected by the Board to make this determination; this determination will be binding on all parties.~~

~~If an employee is disabled for 180 consecutive days, the Board shall be entitled to terminate the individual's employment. The Board must give the employee written notice of termination of employment. Termination does not affect the Board's obligation to pay the disability payments provided for herein.~~

ADOPTED: JULY 6, 1972

AMENDED: APRIL 1, 1980; JANUARY 25, 2000; OCTOBER 23, 2012; MARCH 22, 2016

REVIEWED: FEBRUARY 12, 2016

LEGAL REF.: ILLINOIS EQUAL PAY ACT; FAIR LABOR STANDARDS ACT; TITLE VII OF THE CIVIL RIGHTS ACT; UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT; ILLINOIS MILITARY LEAVE OF ABSENCE ACT; FAMILY MEDICAL LEAVE ACT; ILLINOIS ADMINISTRATIVE CODE TITLE 80, § 303.130; PAID LEAVE FOR ALL WORKERS ACT (2024)

CROSS REF.: COLLECTIVE BARGAINING AGREEMENTS; ADMINISTRATIVE PROCEDURE

The Board of Trustees shall adopt an annual budget, in accordance with 110 ILCS 805/3-20.1.

In addition, pursuant to the law, “the board may from time to time make transfers between the various items in any fund not exceeding in the aggregate 10% of the total of such fund as set forth in the budget. The board may amend the annual budget from time to time at a regular meeting of the board if public notice of any amendment is provided pursuant to the Open Meetings Act.”

~~Transfers of funds affecting the adopted budget shall be reported to the Board on a monthly basis in conjunction with the monthly financial report. This report will include a comparison of the original budget and the budget as amended to insure the legal limit of 10 percent is not exceeded.~~

ADOPTED: JUNE 4, 1974
AMENDED: MARCH 9, 1982
LEGAL REF.: 110 ILCS 805/3-20.1; [ILLINOIS OPEN MEETINGS ACT](#)
CROSS REF.:

DRAFT

The College is committed to promoting the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities, in accordance with the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/0.01 et seq.) and the Business Enterprise Council.

~~The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the College's policy to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council ("Council") for Minorities, Females, and Persons with Disabilities which serves to implement, monitor, and enforce the goals of the Act.~~

~~In support of this policy, the College makes a commitment to utilize qualified minority, female and persons with disability owned businesses to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take affirmative steps to remove any barriers to the full participation of such firms in the procurement and contracting opportunities afforded. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.~~

In furtherance of the above:

- ~~1. The College is committed to meeting the requirements of the Act, of establishing aspirational goals to award 20% of contracts to businesses owned by minorities, females and persons with disabilities, and pursuing good faith efforts to meet such goals.~~
- ~~2. College administration has the responsibility to develop policies, plans and implementation procedures to achieve the goals of the Act.~~
- ~~3. The College President shall appoint the Director of Purchasing and Auxiliary Services or other designee as a liaison to the Council with all duties for such position as set forth in the Act.~~

ADOPTED: **NOVEMBER 22, 2016**

AMENDED:

REVIEWED: **SEPTEMBER 21, 2016**

LEGAL REF.: 30 ILCS 575/0.01 ET SEQ.; ~~PUBLIC ACT 99-0462~~ CIVIL RIGHTS ACT OF 1964 (42 U.S.C. § 2000D);
AMERICANS WITH DISABILITIES ACT (42 U.S.C. § 12101 ET SEQ.)

CROSS REF.: BOARD POLICY 7154 (PURCHASING); **ADMINISTRATIVE PROCEDURE 712**

The Board shall ensure an annual audit of college accounts by a licensed accounting firm in Illinois, with evaluation of services every three years. The audit, conducted in accordance with generally accepted auditing standards and ICCB regulations, will verify student enrollment and other figures for ICCB claims, and include a professional opinion.

The Board Finance Committee will review the audit before submission to the whole board and ICCB.

~~The Board shall cause an audit to be made at the end of each fiscal year by an accounting firm with at least one (1) accountant licensed to practice public accounting in Illinois. The auditing firm shall be selected for a three (3) year audit cycle, which may be extended one (1) additional year if mutually agreeable. An auditing firm may perform this service for no more than two (2) cycles, after which the auditing firm will be ineligible for consideration for the next auditing cycle.~~

~~The auditor shall perform the examination in accordance with generally accepted auditing standards and regulations prescribed by the ICCB and submit the report in accordance with generally accepted accounting principles.~~

~~The examination and report will include a verification of student enrollment and any other figures upon which claims are filed with the ICCB. The report will also contain a statement of the scope and findings of the audit and a professional opinion signed by the auditor. If a professional opinion is denied, the auditor will set forth the reasons for the denial. The Board will not limit the scope of the examination so as to cause a qualification of the professional opinion.~~

~~The Board Finance Committee shall serve as the audit committee for purposes of reviewing and discussing the final audit with the lead auditor and the board treasurer prior to submission to the whole board.~~

~~Copies of the audit report shall be filed with the ICCB in accordance with its regulations and shall be filed with the official records of the Board.~~

ADOPTED: AUGUST 6, 1974
AMENDED: SEPTEMBER 23, 2008
LEGAL REF.: 110 ILCS 805/3-22.1; FEDERAL: GENERALLY ACCEPTED AUDITING STANDARDS (GAAS); GENERALLY
ACCEPTED ACCOUNTING PRINCIPLES (GAAP); SARBANES-OXLEY ACT OF 2002 (PUBLIC LAW 107-204)
CROSS REF.: ADMINISTRATIVE PROCEDURE 713

DRAFT

No member of the Board of Trustees or full-time employee may be interested, directly or indirectly, in any contract, work, business, or sale involving the district, unless disclosed and approved by the president. The President and Vice-President/Provost are authorized to sign contracts on behalf of the Board of Trustees with external agencies as long as the total financial commitment does not exceed specified thresholds. Contracts exceeding these thresholds require Board approval. This policy is in accordance with other Board Policies, and relevant sections of the Community College Act.

No community college board member shall be interested, directly or indirectly, in his own name or in the name of any other person, association, trust or corporation, in any contract, work, or business of the district or in the sale of any article, whenever the expense, price, or consideration of the contract, work, business, or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. Additionally, no community college board member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the district, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the district. (See definitions and exceptions under 110 ILCS 805/3-48))

~~No member of the Board of Trustees may be interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in any contract, work, or business of the district or in the sale of any article, whenever the expense, price, or consideration of the contract, work, business, or sale is paid either from the treasury or by any assessment levied by any statute or ordinance. No community college Board Member shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the district, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the District. A Board Member may, pursuant to Sec 805/3-48 of the Community College Act, provide materials, merchandise, property, services, or labor if done so pursuant to the Act.~~

~~Any such interest on the part of a full-time employee must be disclosed and~~ will require the approval of the president, ~~in advance~~, that such ~~transaction~~ serves the interest of the College, ~~is in accordance with Board Policies 7152 and 7154~~, and should be approved.

ADOPTED: APRIL 1, 1980
AMENDED: APRIL 10, 1989; **MARCH 24, 2009**
LEGAL REF.: 110 ILCS 805/3-48; 110 ILCS 805/3-27.1; 20 U.S.C. § 1001 ET SEQ.
CROSS REF.: BOARD POLICIES ~~7152~~; 7154

The College's purchasing and disbursement activities are managed by the President and Vice-President for Business Services & CFO. Purchases must comply with accepted business procedures, audit requirements, and Illinois Statutes – including but not limited to 110 ILCS 5/3-27.1. Disbursements are authorized by the Treasurer and reviewed by the Board. All expenditures must comply with the State Prompt Payment Act.

~~College purchasing is the responsibility of the President and the Vice-President for Business Services & CFO. Purchases must be handled in accordance with a commonly accepted business procedure and substantiated with the necessary records to satisfy audit and inventory requirements. All expenditures must be compatible with the current budget and fully comply with all Illinois Statutes affecting purchasing. Products with recycled content shall be procured wherever and whenever cost, specifications, standards, and availability are comparable to products without recycled content.~~

- ~~1. Whenever possible, competitive prices are to be secured on items costing \$25,000 or less. With the exception of clothing, books, and postage purchases, written evidence documenting compliance with this statement will be maintained in the purchasing files of the business office for all purchases exceeding \$2,500 where available. The Director of Purchasing and Auxiliary Services may approve additional exceptions on a case by case basis.~~
- ~~2. Purchase of supplies, materials, or work involving an expenditure in excess of \$25,000 must be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability, after due advertisement, except the following:~~
 - ~~(a) contracts for the services of individuals possessing a high degree of professional skill (however, the Board may use a competitive selection process for such service whenever it is deemed appropriate);~~
 - ~~(b) contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness;~~
 - ~~(c) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures, not to exceed ten (10) percent of the contract price;~~
 - ~~(d) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;~~
 - ~~(e) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;~~
 - ~~(f) contracts for duplicating machines and supplies;~~
 - ~~(g) contracts for the purchase of natural gas when the cost is less than that offered by a public utility;~~
 - ~~(h) purchase of equipment previously owned by some entity other than the district itself;~~
 - ~~(i) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;~~
 - ~~(j) contracts for goods or services procured from another governmental agency;~~
 - ~~(k) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;~~

- ~~— (l) — contracts for utility services such as water, light, heat, telephone, or telegraph;~~
- ~~— (m) — emergency expenditures approved by three-fourths (3/4) of the members of the Board.~~

- ~~— 3. — Specifications on contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, must be brought to the Board for approval before bids are sought. For contracts involving less than \$25,000, the President shall use his judgment as to the most appropriate way to complete the transaction.~~
- ~~— 4. — Contractors who develop or draft specifications, requirements, statements of work (scope of services), or Requests for Proposals are excluded from competing from such procurements.~~
- ~~— 5. — Sealed bids must be opened and announced at a public bid opening. Bidders must be given at least three (3) days notice of time and place of bid opening, and at least one (1) public notice in a newspaper published in the district must be given ten (10) days before the bid date.~~
- ~~— 6. — The administration may utilize joint purchasing with the State of Illinois when such joint purchasing will benefit the College. As with contracts for supplies or work involving expenditures of more than \$25,000, which are not included in the budget, prior approval of the Board of Trustees will be obtained.~~
- ~~— 7. — The administration will report to the Board of Trustees all purchases and contracts between \$10,000 and \$25,000.~~
- ~~— 8. — Issuance of purchasing cards must be approved by the respective dean or vice president.~~
- ~~— 9. — All expenditures must be within the scope of the approved budget and in compliance with this Board Policy 7154. Purchasing not requiring Board approval in advance is subject to the following approval limitations:~~

— President	\$25,000
— <u>Level 5 — Executive Administrators</u>	\$ 5,000
— <u>Level 4 — Senior Administrators</u>	\$ 2,500
— <u>Level 3 — Administrators</u>	\$ 1,500
— <u>Head Coaches</u>	\$ 1,000
— <u>Levels 1-2 — Managers and Professional Staff</u>	\$ 500

ADOPTED: MAY 7, 1968
AMENDED: OCTOBER 6, 1981; MARCH 13, 1989; FEBRUARY 11, 1992; JULY 28, 1998; JANUARY 25, 2005;
OCTOBER 21, 2008; SEPTEMBER 22, 2009; MAY 22, 2012; FEBRUARY 24, 2015;
SEPTEMBER 26, 2017; JUNE 28, 2022
REVIEWED: JULY 24, 2017; MAY 17, 2022
LEGAL REF.: 110 ILCS 805/3-27.2; [30 ILCS 540](#); [FEDERAL PROCUREMENT STANDARDS](#)~~PUBLIC ACT 95-0990~~
CROSS REF.: ~~-~~BOARD POLICIES [7152](#)[7151](#); ADMINISTRATIVE PROCEDURES 701,[715](#), [522](#)

The Treasurer/Vice President for Business Services & CFO is responsible for managing investments, ensuring diversification, and maintaining liquidity to meet the College's operational needs.

Additionally, the College must adhere to disclosure requirements under the Securities Exchange Act of 1934, ensuring accurate and timely dissemination of financial information and material events.

The Treasurer/Vice President for Business Services & CFO oversees the preparation and review of official statements, annual financial information, and EMMA notices to ensure compliance with federal securities laws.

SCOPE OF POLICY

~~This investment policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Anything in this policy notwithstanding, the mandates of the Illinois Compiled Statutes shall take precedence over this policy except where this policy is more restrictive.~~

~~This procedure applies to all funds of the College. These funds are accounted for in the College's annual financial report and include all restricted, operating, capital, auxiliary, revolving trust, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule."~~

OBJECTIVES

~~The purpose of this College's Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds that are under the jurisdiction of the College. The specific objectives of this policy are:~~

- ~~1. Safety — The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.~~
- ~~2. Liquidity — The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.~~
- ~~3. Return — To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.~~
- ~~4. Local Considerations — The Treasurer shall use sound federally insured depositories located within the College District provided that the afore-described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.~~

GUIDELINES

~~To assist in attaining the stated objectives, the following guidelines shall be observed:~~

- ~~1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments is required. No one institution shall have more than 75% of the College's invested funds at any one time.~~
- ~~2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flows shall be reviewed quarterly.~~
- ~~3. Investments shall be limited to those permitted by law, to the extent this policy is not more restrictive than the law.~~
- ~~4. All funds shall be deposited/invested within three working days.~~
- ~~5. When appropriate, investments shall be selected on the basis of competitive bids.~~

DIVERSIFICATION

~~Diversification of the investment portfolio shall be consistent with the objectives described in the Objectives above.~~

RESPONSIBILITY

~~Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.~~

PERFORMANCE MEASURES

~~The use of U. S. Treasury bills, average Fed Fund rate, Illinois Funds, or other stable markets can be used to determine whether market yields are being achieved.~~

PERIODIC REVIEW

~~The Treasurer should establish an annual independent review for internal control, which assures compliance within the investment policy. This will be accomplished with the College's external auditors.~~

REPORTING

~~All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate, and other pertinent information deemed necessary will be submitted monthly to the board.~~

INVESTMENT VEHICLES

~~Except as may be further limited by these policies, the Treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes 30 ILCS 235/2. A summary of allowable securities follows:~~

- ~~a. notes, bonds certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America;~~

- ~~—b. bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;~~
- ~~—c. interest-bearing accounts, certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;~~
- ~~—d. short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if such obligations are rated at the time of purchase within the three highest classifications established by at least two standard rating services and which mature not later than 180 days from the date of purchase, and such purchases do not exceed 10% of the corporation's outstanding obligations, or in money market mutual funds registered under the Investment Company Act of 1940.~~

FINANCIAL INSTITUTIONS

~~The Board of Trustees, with the advice of the Treasurer, shall select which financial institutions will be eligible depositories for the College district. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this Investment Policy, may request to become a depository for the College funds. The Board of Trustees will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.~~

COLLATERALIZATION OF DEPOSITS

- ~~1. To meet the objective of safety of capital, the Treasurer will always require deposits in excess of the federally insured amount to be appropriately collateralized to the extent of One Hundred and Ten Percent (110%), and such collateralization shall be evidenced by an approved written agreement.~~
- ~~2. Eligible collateral instruments and collateral rates (market value divided by deposit) are as follows:~~
 - ~~—a. Negotiable obligations of the United States Government = 110%~~
 - ~~—b. Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government = 110%~~
 - ~~—c. Negotiable obligations of the State of Illinois which are rated A or better by Moody or Standard and Poor = 110%~~
 - ~~—d. Negotiable obligations of the College which are rated A or better by Moody or Standard and Poor = 110%~~
- ~~3. Maturity of acceptable collateral shall not exceed 120 months.~~
- ~~4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral will be requested when the ratio declines below the level required.~~

5. ~~Safekeeping of Collateral: Third-party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Treasurer. Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer.~~

~~SAFEKEEPING OF SECURITIES~~

~~Unless held physically by the Treasurer, all securities shall be kept in appropriate third-party safekeeping. The Treasurer will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.~~

~~INDEMNIFICATION~~

~~Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.~~

~~In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the College.~~

~~The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.~~

~~Treasurer and employees of the Treasurer acting in accordance with the investment policy and procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.~~

~~SECURITY CONTROLS~~

~~Only the Treasurer, with Board of Trustees approval, is authorized to establish financial accounts for the College. The Board of Trustees will designate the necessary signatory requirements when a College account is established. Facsimile signatures may be authorized by the Board of Trustees. Individuals who are authorized as signatories on College accounts will not be permitted to reconcile bank accounts at any time.~~

~~THE CORRUPT PRACTICE ACT~~

~~The Illinois Compiled Statutes governs ethics.~~

~~BONDING~~

~~The Treasurer and all employees shall be bonded for the benefit of the College for an amount determined to be reasonable. The surety shall be a corporate surety company.~~

~~CAPTIONS AND HEADINGS~~

The captions and headings used herein are for convenience of reference only and do not define or limit the contents.

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 16, 1999
LEGAL REF.: 30 ILCS 235/1; 30 ILCS 235/1 (1992); 110 ILCS 805/3-47 (1992); SECURITIES EXCHANGE ACT OF 1934, RULE 15C2-12
CROSS REF.: ADMINISTRATIVE PROCEDURE 717

Application For and Acceptance of Grants & Grant Management

7170

John A. Logan College is committed to ensuring the proper management and use of federal funds through adherence to established financial management systems, procurement policies, property management, and compliance with Office of Management and Budget (OMB) Circulars.

The College prohibits the use of federal funds for lobbying activities.

The College requires all research involving human subjects or animals to be reviewed and approved by the Institutional Review Board (IRB).

The President is the only authorized individual to commit the College to any grant or project, and all grant personnel must adhere to specific employment guidelines. This policy ensures compliance with federal and state regulations, including the Lobbying Disclosure Act of 1995, the Higher Education Opportunity Act of 2008, and the U.S. Department of Health and Human Services regulations.

The President of the College is the only person authorized to commit the College to any grant or project or to accept a grant award on behalf of the Board.

The **Office of the Provost** coordinates the College's efforts in the area of external grant funding. No proposal may be submitted without this office's approval. Furthermore, no individual may mail or deliver to a grantor agency without specific instructions to do so by the **Provost** or the President of the College. This rule is for the protection of John A. Logan College and must be observed. The Business Office is responsible for assisting with budget construction, for maintaining official fiscal records, and for financial reporting. The **Office of the Provost** must approve the budget that is submitted, along with the final submission. The fiscal office designated by the College is responsible for ensuring that federal, state, and College financial requirements are followed in expending and accounting for external funds received. This includes ensuring expenditures conform to the approved budget. The proposal initiator, appropriate **Assistant Provost**, Project Director, and the **Provost** are jointly responsible for ensuring a proposal conforms to all applicable federal and state financial requirements and to applicable College policies.

Unless exempted by the **Vice President for Business Services and CFO** or the President, grant initiators should seek to receive the maximum allowable administrative cost allowance or indirect costs when applying for external funding.

Upon receipt of a Notification of Grant Award, the recipient should immediately provide the original signature copy of the award document and all accompanying materials to the **Provost** or designee. The President accepts the grant, in writing, on behalf of the College. The funds are not awarded to any individual, but to the institution.

Application For and Acceptance of Grants & Grant Management

7170

ADOPTED: _____ APRIL 1, 1980

AMENDED: _____ JUNE 24, 2008; NOVEMBER 24, 2015; JANUARY 11, 2017

REVIEWED: _____ OCTOBER 12, 2015; JANUARY 11, 2017

LEGAL REF.: _____ 5 CFR PART 1310; 2 U.S.C. § 1601; PUBLIC LAW 110-315; 45 CFR PART 46; 30 ILCS 708/1 ET
SEQ.; 30 ILCS 500/

CROSS REF.: _____ ~~BOARD POLICY 7171~~; ADMINISTRATIVE PROCEDURE 750

The College is committed to fostering an environment that supports student success and financial responsibility. Our goal is to ensure that all students have access to the resources they need to complete their education while maintaining the financial health of the institution. To achieve this, the College will implement fair and transparent debt collection practices that comply with state and federal laws.

JALC aims to provide students with flexible payment options and support services to help them manage their financial obligations.

The College will not withhold transcripts or diplomas due to outstanding debts, ensuring that students can continue their educational and professional pursuits without unnecessary barriers.

~~The Bursar Office will make all efforts possible to collect debts owed to the College by students. After reasonable attempts have been made to collect debts, the Bursar Office should use all methods available, including the option to refer accounts to a collection agency or other collection methods.~~

~~A registration hold will be placed on a student's account with a high outstanding balance. A student with outstanding debt will be provided options to register for the upcoming semester as provided in Administrative Procedure 718.~~

~~An official transcript or diploma will not be withheld for any current or former student who owes an outstanding debt to the College.~~

ADOPTED: MARCH 5, 1974
AMENDED: AUGUST 26, 2008, OCTOBER 25, 2022; FEBRUARY 28, 2023; SEPTEMBER 24, 2024
REVIEWED: SEPTEMBER 15, 2022; JANUARY 12, 2023; AUGUST 6, 2024
LEGAL REF.: PUBLIC ACT 102-0998/15; 225 ILCS 425; 815 ILCS 505; 15 U.S.C. §§ 1692-1692P
CROSS REF.: ADMINISTRATIVE PROCEDURE 718

DRAFT

The Treasurer of the Board/Vice President for Business and CFO is authorized to make regular payroll disbursements, including electronic deposits for full-time and continuing part-time employees, in accordance with administrative procedures.

~~The Treasurer of the Board is authorized to make regular payroll disbursements in accordance with Administrative Procedure 719.~~

~~Effective September 1, 2008, full-time and continuing part-time employees' payroll will be electronically deposited into the bank account(s) of the employee choice unless specified otherwise in collective bargaining agreements.~~

DRAFT

ADOPTED: MAY 7, 1968

AMENDED: NOVEMBER 5, 1974; AUGUST 26, 2008; **FEBRUARY 22, 2011**

LEGAL REF.: ILLINOIS WAGE PAYMENT AND COLLECTION ACT (820 ILCS 115); INTERNAL REVENUE CODE (IRC) SECTIONS 403(B) AND 457; ILLINOIS INSURANCE CODE (215 ILCS 5); FAIR LABOR STANDARDS ACT (FLSA)

CROSS REF.: BOARD POLICY 2310; ADMINISTRATIVE PROCEDURE 719

DRAFT

John A. Logan College aims to make its facilities available for use by individuals and community groups within the district, prioritizing educational and community service activities. Requests for facility use must be directed to the Facility Scheduling Office and comply with all local, state, and federal laws.

Requests will be granted on a non-discriminatory basis in accordance with all applicable local, state, and federal laws.

Fees are required for facility use, with exceptions for certain community-beneficial events. Users must adhere to College policies, including prohibitions on illegal drugs, tobacco, vaping, and unauthorized alcohol consumption. Violations may result in expulsion and loss of future privileges.

Special considerations apply to outdoor facilities, the O'Neil Auditorium, and other specific areas.

John A. Logan College will attempt to make its facilities available for use by individuals and community groups in the district when possible. The following policies will be used in regulating the use of College facilities:

GUIDELINES TO BE USED FOR REQUEST APPROVAL

- ~~1. The order of priority of use of College facilities shall be as follows unless temporarily modified and approved by the College President:~~
 - ~~a. College instructional purposes as regularly scheduled.~~
 - ~~b. Educational/learning activities sponsored by the College.~~
 - ~~c. Activities sponsored by the College.~~
 - ~~d. Activities sponsored by College organizations.~~
 - ~~e. Activities sponsored by other local public educational institutions or organizations.~~
 - ~~f. Activities sponsored by local non-educational, public community service agencies or organizations.~~
 - ~~g. Activities sponsored by local non-educational, non-public community service agencies or organizations.~~
 - ~~h. Activities sponsored by not-for-profit community groups.~~
 - ~~i. Activities sponsored by for-profit community organizations.~~
 - ~~j. Other activities.~~
- ~~2. All requests for the use of College facilities should be directed to the Facility Scheduling Office.~~
- ~~3. All requests should be filed at least two (2) weeks in advance of the date requested.~~
- ~~4. Special consideration will be given to a request if the user request is of an educational or community service nature.~~
- ~~5. If the activity for which the facilities are being requested could lead to a riot or civil disorder, the request shall be denied.~~
- ~~6. No activity shall violate any local, state, or federal laws.~~
- ~~7. College facilities may be temporarily used for religious meetings in accordance with applicable College policies and state laws. A fee will be charged according to the schedule below.~~

- ~~—8. No approval will be given for any activity which would advocate the violent overthrow of the government of the United States.~~
- ~~—9. The individual/group using the facility must adhere to the same policies governing the use of the facility as the students and staff. This means that illegal drugs will be neither sold nor consumed on campus. Smoking is not permitted in accordance with State and Federal laws. Alcoholic beverages shall only be permitted to be consumed on campus as part of an approved contract for the use of the facilities or an approved College sponsored event.~~

SCHEDULE OF FEES AND USER RESPONSIBILITIES

- ~~—1. No individual or group will be given the use of any facility without payment of fees to the College unless otherwise specified in this policy.~~
- ~~—2. A schedule of rental fees will be maintained by the College in administrative procedure for various spaces.~~
- ~~—3. Where an admission charge or collection is made for all facilities other than classrooms, lab rooms, and teleconferences, the fee will be double the amount stated.~~
- ~~—4. In the following cases, the President or his/her designated representative is authorized to approve use of facilities without a fee charge:~~
 - ~~—a. Personal use of an area by an employee of John A. Logan College and his/her family unless it is used for profit.~~
 - ~~—b. A meeting of a general public character which is not conducted for profit and would benefit the whole community. This means no citizen of the College district would be prohibited from attending the meeting, nor would any money be collected at it. This definition will not be extended, nor is it intended to mean a political rally or a religious meeting.~~
- ~~—A charge for maintenance service could be made.~~
- ~~—5. Inappropriate or abusive language and/or behavior could result in a loss of privileges of College facilities.~~
- ~~—6. Any violations of the College's rules and guidelines on the use of its facilities may result in expulsion of that group from the campus. Should it be determined that College policies and procedures are being violated, the following steps will be taken:~~
 - ~~—a. The person, club, group, or organization will be approached and informed of existing College policy and procedure by campus police personnel.~~
 - ~~—b. If the violation continues, campus police personnel will again approach, inform, and present a printed copy of College policy to the person, club, group, or organization and issue a verbal warning.~~
 - ~~—c. If the violation still continues, campus police personnel will escort the offender(s) to College property boundaries, and they will be denied further access to the event.~~

- ~~—7. It shall be the obligation of a user to obtain any insurance protection beyond the public liability protection carried by the College, which a user should desire or would be required by the College.~~
- ~~—8. The user shall sign an agreement with the College assuming full financial responsibility for repair and/or replacement to the College's facilities resulting from his/her use or misuse of the premises.~~
- ~~—9. The College contracts food service, and it is billed directly through the food service contractor. Arrangements should be made for food service by contacting the director of food service.~~
- ~~—10. The user shall notify the Facility Scheduling Office of cancellation of the activity or any changes in the number of persons attending at least 24 hours in advance. Failure to do so may result in the loss of future privileges to reserve facilities at John A. Logan College and/or a charge of \$35.00.~~
- ~~—11. No person, organization, or group shall be allowed to hand out, solicit, sell items, or distribute information in any area of College facilities that is not in the immediate assigned, scheduled area of the event.~~

SPECIAL FACILITY CONSIDERATIONS

- ~~—1. Outdoor facilities may be open to use by the general public at all times when specific use is not being made of that facility by the College. Such use must conform to the general use for which the facility was constructed or maintained. The varsity baseball and softball fields and the hitting cages are not for general use by the public.~~
- ~~—2. There shall be no hunting, collection, destruction, or removal of wildlife, plant, or animal life, on or from the campus of the College. Fishing is allowed in campus ponds from 7 a.m. to 8 p.m. daily.~~
- ~~—3. The following policies shall apply to the use of the College's O'Neil Auditorium (B34):~~
 - ~~— a. No eating or drinking backstage, in the dressing rooms, or the main auditorium. Exceptions will be considered on a case by case basis.~~
 - ~~— b. No alcoholic beverage is permitted unless as part of an approved contract.~~
 - ~~— c. Only personnel approved by the **Humanities Department Chair** may be permitted to operate the stage lighting and sound reinforcement systems. Requests for a sound technician should be made through the director of desktop technology.~~
 - ~~— d. Use of the theatre workshop is to be requested through the **Humanities Department Chair** for both internal and external groups.~~
 - ~~— e. Attendance at events held in the auditorium shall be limited to 309.~~
- ~~—4. The following policies shall apply to the use of all College facilities:~~
 - ~~— a. If College property is damaged, please report this to Campus Police immediately.~~

- ~~—— b. Do not tape posters, bulletins, advertisements, etc., to the walls. Use bulletin boards provided. All items to be posted on bulletin boards must be approved by the **Assistant Vice President of Marketing, Communications, and Public Relations.**~~
- ~~—— c. If pyrotechnics are to be used, please obtain prior approval with the College administration.~~
- ~~—— d. Report all accidents immediately to Campus Police.~~
- ~~—— e. Posting of signs and advertisements shall be done in accordance with Administrative Procedure No. 310.~~
- ~~—— f. The serving of food by the facility user is prohibited except as provided in Administrative Procedure No. 761.~~
- ~~—— g. College building entrances are generally reserved for use by College-sponsored groups, clubs, and organizations for approved fund-raising purposes. Other uses of the entrance areas may be scheduled with permission from John A. Logan College administration or event organizers.~~
- ~~—— h. When employees modify facilities, the result is often loss of standardization, poor quality, disruption to the scheduling of facility maintenance staff, additional costs to the College, and jurisdictional disputes among labor groups. Should a College employee modify facilities without written approval from the director of buildings and grounds, which includes, but is not limited to, painting, papering, or the installation of floor coverings, this will be just cause for disciplinary action.~~

The Board of Trustees, the President, or his/her designee can at any time rescind the right of any group to use the facilities if it is determined to be in the best interest of the College.

ADOPTED: JANUARY 4, 1969

AMENDED: APRIL 1, 1980; MARCH 11, 1985; FEBRUARY 11, 1992; NOVEMBER 9, 1993; SEPTEMBER 27, 1994; ~~AUGUST 26, 1997; JULY 27, 1999; AUGUST 23, 2005; FEBRUARY 24, 2009; NOVEMBER 22,~~ 2016; ~~AUGUST 28, 2018~~

REVIEWED: SEPTEMBER 21, 2016; JULY 18, 2018

LEGAL REF.: **110 ILCS 805/3-42.1; 410 ILCS 82/10; AMERICANS WITH DISABILITIES ACT (ADA); CIVIL RIGHTS ACT OF 1964; DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

CROSS REF.: **BOARD POLICIES 4312, 4313;** ADMINISTRATIVE PROCEDURES 310, 761, 764, 721.5

DRAFT

The Board of Trustees authorizes the JALC administration to establish procedures for the disposal of obsolete and/or surplus property, ensuring compliance with the Illinois Public Community College Act 805/3-41 and the Code of Federal Regulations Procurement Standards (§§200.310-316).

~~The Board of Trustees authorizes the administration to establish procedures for the disposal of obsolete and/or surplus property.~~

~~Disposal procedures shall follow the Illinois Public Community College Act 805/3-41 Sale of Real or Personal Property and, where applicable, the Code of Federal Regulations Procurement Standards (§§200.310-316). Procedures shall also follow approval authority as represented in Board Policy 7154 with the exception that valuation be based upon current value, rather than purchase value.~~

~~Disposal of items with a current value of \$5,000 or greater must be approved by the Board of Trustees. Such request for approval shall include the method of disposal. The Vice President of Business Services & CFO shall have the right to reject any or all bids received for obsolete/surplus equipment when the bids are not in the best interest of the College~~

~~Donations of obsolete and/or surplus property made to charitable or educational organizations must be approved by the President. Donations must be to charitable or educational organizations within the College district.~~

~~Proceeds from the sale of property will be deposited in the Operations and Maintenance Fund, or, if directed by the Vice President of Business Services & CFO, deposited into the fund from which the item was purchased.~~

~~This policy may not apply to items purchased by, or received from, sources which restrict the sale or disposal of such.~~

ADOPTED: DECEMBER 2, 1975

AMENDED: APRIL 1, 1980; FEBRUARY 24, 2009; **NOVEMBER 28, 2017**

REVIEWED: **OCTOBER 11, 2017**

LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT 805/3-41; CODE OF FEDERAL REGULATIONS PROCUREMENT STANDARDS (§§200.310-316); [30 ILCS 105/7; 44 ILL. ADMIN. CODE 5000.760](#)

CROSS REF.: BOARD POLICY 7154; ADMINISTRATIVE PROCEDURE 724

DRAFT

John A. Logan College shall retain records for legal, fiscal, administrative, and historical purposes in compliance with applicable laws and regulations. Records of enduring value shall be preserved permanently, while others shall be retained for defined periods and disposed of appropriately.

Records are defined as all books, papers, digitized electronic material, maps, photographs, databases, or other official documentary materials made or received in connection with the transaction of public business and preserved as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the College.

A Records Management Officer (RMO) shall be designated by the administration to oversee the development and maintenance of methodologies for the appraisal, retention, and disposal of College records. These methodologies shall be updated as required by changes in law or institutional needs.

~~College records are to be retained in accordance with federal, state, and local laws for legal, fiscal, administrative, and historical purposes. Records of historical value will be identified and retained permanently, while other records will be retained for specified periods of time and then disposed of properly.~~

~~College records will be defined as set forth in federal, state, and local records acts:~~

~~¹"Record" or "records" means all books, papers, digitized electronic material, maps, photographs, databases, or other official documentary materials, regardless of physical form or characteristics, made, produced, executed or received by any agency in the State in pursuance of state law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the State or of the State Government, or because of the informational data contained therein.~~

~~A College Records Management Officer will be designated by the administration and will develop and maintain methodologies for appraisal, retention, and disposal of College records in accordance with federal, state, and local laws, making changes in those methodologies as required by changes in law.~~

~~Appraisal of College records will be coordinated by the Records Management Officer working in conjunction with College departments. The purpose of the appraisal will be to establish reasonable retention periods, identification of records that can be immediately destroyed, identification of records that can be transferred to a records center if necessary, and identification of records that should be placed in the State Archives.~~

~~In appraising records, the following criteria should be considered:~~

~~²Administrative Value — The primary administrative use of most records is exhausted when the transactions to which they are related have been completed. From that point on they lose their value rapidly. However, some administrative records contain basic facts about an agency's origin, policies, functions, organization, and significant administrative decisions. These records should be preserved to provide adequate documentation of an agency's operations.~~

Legal Value — Records have legal value if they contain evidence of legally enforceable rights or obligations of the state, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles, and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal Value — (Financial Transactions) After records have served their basic administrative function, they may still have sufficient fiscal value to justify their retention in storage for a time to protect the College against court action or to account for the expenditure of funds.

Research, Historical or Archival Value — Some records have enduring value because they reflect significant historical events or document the history and development of the College. The importance of preserving such records is obvious.

The period of retention of a record or series of records will be an appropriate amount of time defined during the appraisal process by the originating department and the Records Management Officer.

At the end of the retention period, the Records Management Officer will dispose of records in the manner specified by federal, state, and local records laws.

ADOPTED: AUGUST 16, 1982

AMENDED: JULY 9, 1984; MARCH 24, 2009

LEGAL REF.: 5 ILCS 160/) STATE RECORDS ACT; STATE RECORDS MANAGEMENT MANUAL FOR ILLINOIS STATE AGENCIES;

~~HTTP://WWW.CYBERDRIVEILLINOIS.COM/DEPARTMENTS/ARCHIVES/RECORDS-MANAGEMENT/
SRM_PROGRAM.HTML#INVENTORY~~

CROSS REF.: ADMINISTRATIVE PROCEDURE

DRAFT

In compliance with state law, by approval of the Board of Trustees, John A. Logan College (JALC) establishes tuition rates for in-district, out-of-district, out-of-state, and out-of-country students.

~~In-district students will pay tuition as approved by the Board of Trustees.~~

~~Out-of-district students will pay a minimum of 1.5 times the highest in-district tuition rate of any of John A. Logan College's neighboring contiguous Illinois community college districts. Students who qualify for charge-back payments by their home district or enrolled in a joint or career agreement program will pay the same rate as in-district students.~~

~~Out-of-state and out-of-country students will pay a minimum of 1.67 times the in-district tuition rate of John A. Logan College.~~

~~All online and hybrid classes will be billed at the current in-district rate plus 10%, rounded to the nearest dollar, for all students regardless of residency.~~

ADOPTED: MAY 7, 1968

AMENDED: APRIL 1, 1980; NOVEMBER 10, 1981;
DECEMBER 7, 1981; MARCH 11, 1985; **NOVEMBER 24, 2015 (EFFECTIVE SPRING 2016 ACADEMIC TERM); SEPTEMBER 24, 2019**

REVIEWED: OCTOBER 12, 2015; **AUGUST 2, 2019**

LEGAL REF.: 110 ILCS 805/3-45 AND 6/-4 ~~(1992)~~; ADMINISTRATIVE RULES OF THE ILLINOIS COMMUNITY COLLEGE BOARD, SECTION 1501.505/B) 7; HIGHER EDUCATION ACT OF 1965 (20 U.S.C. § 1001 ET SEQ.); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (20 U.S.C. § 1232G)

CROSS REF.: BOARD POLICY 7311; 7350; ADMINISTRATIVE PROCEDURE 730

DRAFT

John A. Logan College (JALC) offers tuition waivers to various eligible groups, including senior citizens under the Senior Citizen Course Act, full-time and certain part-time employees (including retirees and their dependents), Board of Trustees members and their families post-service, and the student representative to the Board during their term. The President may also grant waivers in special cases.

Waivers cover tuition but not fees, except where a total waiver is deemed necessary by the President. Tuition for special programs is excluded from waivers.

Eligibility and Participation

Schedule of Eligibility:

- **Full-time employees:** Eligible upon completion of 6 months of continuous employment.
- **Part-time employees:** Covered under collectively bargained contracts in accordance with the provisions of the contracts.
- **Retirees:** Eligible immediately upon retirement if they served a minimum of 10 years at JALC.
- **Dependents:** Eligible if the employee is eligible and the dependent is claimed on the employee's most recent tax return.
- **Board of Trustees members and dependents:** Eligible after completion of service (must serve at least one full six-year term).
- **Student representative to the Board:** Eligible during their term of service.

Definitions of Eligibility:

- **Employee:** Any individual employed by JALC in a full-time or qualifying part-time capacity.
- **Dependent:** A spouse or child who is financially dependent on the employee, as defined by IRS standards.
- **Retiree:** An individual who has officially retired from JALC and meets the service requirement.
- **Waiver:** A tuition exemption granted under this policy; does not include fees unless explicitly approved.

Employees may take one (1) credit-bearing JALC course per semester during their normal working hours, provided the course supports their professional development and does not interfere with the operational needs of the College. Participation requires prior written approval from the employee's immediate supervisor and, where applicable, the appropriate vice president or provost. A copy of the approval must be placed in the employee's personnel file. For vice presidents, presidential approval is required.

Tuition waivers shall be given to the following groups:

- 1) ~~Persons pursuant to 110 ILCS 990, the "Senior Citizen Course Act."~~
- 2) ~~Full time John A. Logan College employees, including retired full time employees with ten (10) years or more of continuous service, their spouse, and dependent children. In the event of the death of a~~

~~current full-time employee with ten (10) years or more of continuous service, spouse and dependent children at the time of death are extended this benefit.~~

- ~~3) Part-time employees covered under collectively bargained contracts in accordance with the provisions of the contracts;~~
- ~~4) Board of Trustees members, their spouses, and dependent children if they have completed one full term of service (6 years) and are no longer serving as a member of the Board of Trustees (post-service). This benefit shall be in effect as long as the use of said waiver is not in conjunction with active service on the Board of Trustees.~~
- ~~5) Student representative to the Board of Trustees, during their term of service, will receive a tuition-only waiver for a maximum of fifteen (15) hours per semester;~~
- ~~6) General institutional tuition waivers will not exceed fifteen (15) hours per semester for a lifetime maximum of 60 hours per eligible individual.~~
- ~~7) Part-time professional or executive support employees working in a regular (non-temporary) position a minimum of 20 hours per week who have worked for the College for a minimum of nine (9) months and their spouse and dependent children. Stipend positions are evaluated on a case-by-case basis to determine if the criteria are met.~~
- ~~8) The President may also waive tuition in special cases when it is in the best interest of the College or to serve a special need within the College district.~~

~~For the purposes of this policy, a dependent is defined in the Free Application for Federal Student Aid (FAFSA).~~

~~Tuition is defined as money collected for the general support of the College's instructional operation; fees are defined as money collected by the College that is designated as a charge to an individual class. Tuition for special programs (i.e., community education and workforce development) cannot be waived because they do not reflect the normal or traditional tuition.~~

~~Those individuals allowed tuition waivers shall be required to pay appropriate fees except in such cases where the intent of the tuition waiver, as determined by the President, is to provide a total waiver of tuition and fees. No release time from a person's job responsibilities shall be awarded to attend class or classes unless provided in Board Policy 5250—Professional Growth for Professional and Executive Support Staff or a collectively bargained agreement.~~

ADOPTED: SEPTEMBER 3, 1968

AMENDED: SEPTEMBER 7, 1976; MARCH 11, 1985; NOVEMBER 17, 1986; APRIL 9, 1990; NOVEMBER 12, 1990; SEPTEMBER 24, 1996; JUNE 24, 1997; JANUARY 25, 2000; MARCH 28, 2000; SEPTEMBER 26, 2000; MARCH 2, 2010; APRIL 28, 2011; FEBRUARY 28, 2023

REVIEWED: SEPTEMBER 15, 2022; NOVEMBER 2, 2022; JANUARY 12, 2023

LEGAL REF.: **SENIOR CITIZEN COURSE ACT** 110 ILCS 990/1, Ch. 144, ~~par. 1801~~; **Illinois Human Rights Act** (775 ILCS 5/1-101 et seq.); **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99); **Fair Labor Standards Act (FLSA)** (29 U.S.C. § 201 et seq.)

CROSS REF.: BOARD POLICIES 5410, 5250

John A. Logan College is committed to maintaining a safe, orderly, and accessible campus environment through the regulation of vehicular traffic and parking. In accordance with 110 ILCS 805/3-42.2 and 625 ILCS (Illinois Vehicle Code), the College shall, as administered by the Campus Police Department, enforce traffic and parking regulations applicable to all individuals operating or parking vehicles on College property. These regulations are designed to promote safety, ensure equitable access, and support the operational needs of the institution.

All enforcement actions, sanctions, and monetary charges shall be administered in compliance with state law and College procedures, through its state-certified police officers. The College shall ensure that all traffic and parking policies are consistent with ICCB Administrative Rules, including those governing local district administration and data confidentiality (23 Ill. Adm. Code §1501.116).

~~DIVISION I — TITLE, AUTHORITY, PURPOSE AND ENFORCEMENT~~

~~Section 1-101 — Title~~

~~These regulations shall be known as the Traffic and Parking Regulations for John A. Logan College.~~

~~Section 1-102 — Authority~~

~~The regulations contained herein are established under the authority and duty of the Board of Trustees granted by the legislature of the State of Illinois to establish, pursuant to Chapter 625, Section 103-42.2 of the Illinois Compiled Statutes, Traffic and Parking Regulations.~~

~~Section 1-103 — Purpose~~

- ~~—A. The regulations contained herein, the sanctions for violation of the same, and the monetary use charges, are for the purpose of providing and maintaining a safe and uncongested means for the movement and parking of vehicular traffic on the campus of John A. Logan College.~~
- ~~—B. It is necessary to establish equitable regulations controlling the parking and providing a means whereby individuals with need of parking on the campus will receive priority to the same.~~

~~Section 1-104 — Effective Date~~

~~These regulations are effective for John A. Logan College from and after July 31, 1984.~~

~~Section 1-105 — Enforcement~~

~~It shall be the duty and responsibility of all campus police officers employed at the College, unless otherwise provided herein, to enforce these regulations. Further, police officers for the City of Carterville, the Williamson County Sheriff's Department, and all State Police are granted authority to enforce the Rules and Regulations contained herein.~~

~~DIVISION II — COVERAGE, DEFINITIONS, AND DIVISIBILITY~~

~~Section 2-101 — Coverage, General~~

- ~~—A.— The regulations contained herein shall apply to all motor vehicles and users thereof, coming upon, or parking on, the campus of John A. Logan College, unless otherwise provided herein. Any person who operates or parks a motor vehicle or owns a motor vehicle which is operated or parked on John A. Logan College property accepts the obligations for monetary charges imposed by these regulations.~~
- ~~—B.— The provisions of these regulations shall apply to the driver of any vehicle owned or operated by the United States, the state, or any county, city, town, district, public corporation, or any other political subdivision of this or any other state, except as otherwise provided herein.~~
- ~~—C.— Faculty, staff, and students will be considered the operator and owner and will be responsible for citations issued to a motor vehicle having state registration in the name of any family member unless acceptable evidence to the contrary is presented within five business days of a citation notice.~~
- ~~D.— Faculty, staff, and students are responsible for knowing the regulations governing the operation of vehicles at John A. Logan College, and will be responsible for any violation thereof.~~

~~Section 2-102—Definitions~~

~~The words and the phrases used in these regulations, for the purpose of these regulations, shall have the meanings respectively ascribed to them in the Illinois **Compiled** Statutes, Chapter **625**, Sections 1-101 through 1-219, except where the context otherwise requires.~~

~~Section 2-103—Divisibility~~

~~Should any division, section, or subsection of these regulations be declared unconstitutional or void by any court of competent jurisdiction, the remainder of these regulations shall remain in effect. Under such circumstances, the president or his duly delegated representative, shall have the authority to establish a new division, section, or subsection for that which has been declared void or unconstitutional, without resubmission to the Board, in order to give full force and effect to the intent and the purpose of these regulations. New divisions, sections, or subsections, shall be submitted to the Board for ratification as soon thereafter as possible.~~

~~Section 2-104—The Illinois Vehicle Code~~

~~All laws of the State of Illinois concerning vehicles and their operation, including but not limited to the Illinois Vehicle Code, are hereby incorporated in these regulations as if reproduced Campus **Police** Office shall be deemed to have been duly done by local authority as therein defined.~~

~~Section 2-105—Speed Limit~~

~~The speed limit on campus roads or drives shall be twenty-five (25) miles per hour unless otherwise posted. The speed limit while traveling in a parking lot shall be twenty (20) miles per hour unless otherwise posted.~~

~~Section 2-106—Obedience to Traffic Signs~~

Every person shall obey the instructions of any traffic-controlled device, sign or notice, unless otherwise directed by a traffic control officer.

(Division III -- Motor Vehicle Registration is not applicable to John A. Logan College)

~~DIVISION IV -- PARKING~~

~~Section 4-101 -- Parking in General~~

No person in any way affiliated with the College or any activity or organization operating on the property belonging to or under the control of the College, whether as a student, or as an employee shall park any vehicle, nor shall any vehicle which he/she owns be parked on College property except in areas designated by sign.

~~Section 4-102 -- Authorized Parking Space~~

Parking in any location other than an authorized parking lot constitutes a violation of these regulations. No parking is permitted on any campus street or College office driveway unless otherwise directed by a traffic control officer or by duly posted signs.

~~Section 4-103 -- Location of Parking~~

Unless otherwise provided in these regulations, the parking privileges shall be in the prescribed parking lots which are clearly designated for faculty/staff and student parking.

~~Section 4-104 -- Persons Not Affiliated with the College~~

Unless otherwise provided herein, persons unaffiliated with the College shall park motor vehicles in authorized parking spaces.

~~Section 4-105 -- Prohibited Parking~~

No person shall park a vehicle, unless directed by a traffic control officer:

- ~~1. In a location other than an authorized parking lot or space.~~
- ~~2. In a location prohibited by a sign or marking.~~
- ~~3. In a marked loading zone for a period longer than the allotted time.~~
- ~~4. On or over the yellow line or outside the lines of individually marked parking spaces. The fact that one motor vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.~~
- ~~5. On walks or grass.~~
- ~~6. In a driveway unless marked and posted.~~
- ~~7. So as to block a crosswalk.~~
- ~~8. So as to block cars legally parked.~~
- ~~9. On a campus street or driveway except where posted.~~
- ~~10. In area designated for faculty and staff unless so authorized.~~

~~Section 4-106 -- No person shall park a vehicle:~~

- ~~—1.— So as to block a wheelchair ramp.~~
- ~~—2.— In designated handicapped parking spaces unless a State Handicap permit has been issued.~~

~~Section 4-107—Other Violations~~

~~College police officers, along with other officers designated in Section 1-105, may issue State of Illinois citations for any offenses under Chapter 625, Paragraphs 11-100 through 11-1507.1, otherwise known as the Rules of the Road.~~

~~DIVISION V—SANCTIONS AND MONETARY USE CHARGES~~

~~Section 5-101—General~~

~~Any person or vehicle found in violation of these regulations shall be subject to one or more of the following:~~

- ~~—1.— A monetary use charge as provided in Section 5-102 of this division.~~
- ~~—2.— Referral of the matter to appropriate College official for internal disciplinary action.~~
- ~~—3.— Revocation of parking privileges.~~
- ~~—4.— Removal of vehicle at owner's expense.~~

~~Section 5-102—Monetary Use Charges~~

~~The **Vice-President for Business Services and CFO**, or his designee, shall have authority to impose a monetary use charge in addition to the sanctions listed in Sections 5-101 and 5-104 of this division as established below:~~

- ~~—1.— False or deceptive practice in obtaining parking privileges of \$50.00 to each person.~~
- ~~—2.— Violation of any of the provisions of Section 4-105 will result in a monetary charge of \$15.00.~~
- ~~—3.— Violation of any of the provisions of Section 4-106 will result in a monetary charge of \$250.00.~~

~~Section 5-103—Imposition of Sanctions and of Monetary Use Charges~~

~~The **Vice-President for Business Services and CFO** is authorized to impose or cancel sanctions for violation of these provisions, withdraw motor vehicle privileges as provided in these regulations, refer the matter to internal disciplinary action, impose a monetary use charge, or any combination of the above.~~

~~Section 5-104—Revocation of Parking Privileges~~

~~The **Vice-President for Business Services and CFO** shall have the authority to revoke the parking privileges of any individual who:~~

- ~~—1.— Is ticketed and sanctioned, or charged a monetary use fee, on three (3) separate occasions during any academic year for violating these regulations.~~

- ~~—2. Is found guilty of reckless driving under Section 11-503, Chapter 625 of the Illinois Compiled Statutes while driving a vehicle on this campus.~~
- ~~—3. Is found guilty of driving while under the influence of alcohol under Section 11-501, Chapter 625 of the Illinois Compiled Statutes while driving a vehicle on this campus.~~
- ~~—4. Has his or her operator's license revoked by the State of Illinois.~~
- ~~—5. Fails to appear before the vice president for business services or his designee on a ticket received for violation of these regulations.~~
- ~~—6. Fails to pay a monetary use charge assessed.~~

~~Section 5-105 — Failure to Pay Monetary Use Charge~~

- ~~—A. Notwithstanding any provisions of these regulations, any person who is an employee of the College or the State of Illinois, who fails to pay a monetary use charge as set forth in these regulations will be subject to having such monetary charge owed to the College deducted from the sums due to such employee from the College or the State.~~
- ~~—B. Notwithstanding any provisions of these regulations, any student who fails, refuses, or neglects to pay a monetary use charge as set forth in these regulations will be subject to an administrative hold being placed on that student's registration, or the withholding of grades or transcripts, until such time as the amount is paid to the cashier.~~

~~Section 5-106 — Payment~~

- ~~—A. Payment for all violations may be made in person or by mail to John A. Logan College, Carterville, Illinois 62918. The telephone number is (618) 985-2828, Ext. 8218.~~
- ~~—B. Checks are payable to John A. Logan College and the license plate number of the vehicle should be placed on the lower left of the check. It is not advisable to send cash through the mail.~~

~~DIVISION VI — REVIEW~~

~~Section 6-101 — Right to Review~~

- ~~—A. Any person seeking review of a monetary use charge, towing charge, or loss of parking privileges must report to the Campus **Police** Office between 8:00 a.m. and 4:30 p.m., within five (5) business days immediately following the imposition of the same. The person seeking review shall specify in writing the reasons he or she feels that the sanction is inappropriate. The **Vice President for Business Services and CFO**, or his designee, shall review the material and advise the person, in writing, of his decision.~~
- ~~—B. Anyone who fails to pursue his or her review, waives the right to the same, and shall be subject to the monetary use charge and sanctions otherwise herein provided.~~

~~DIVISION VII — MISCELLANEOUS~~

~~Section 7-101--Revenue~~

~~All revenues derived as a result of these Regulations shall be paid into the Auxiliary Services fund. Such fund is to be used for costs, including operation of the parking division, hearing office, construction, renovation, and maintenance, or operations, connected with campus streets, drives, roads, and bicycle ways and with parking and traffic control of motor vehicle and bicycles on the campus of John A. Logan College and requests for approval of expenditures should indicate the recommendation of the Vice-President for Business Services and CFO.~~

DRAFT

~~Section 7-102—Future Covenants~~

~~These regulations shall not preclude any future covenants to the contrary in bond indentures or bond resolutions for wholly or partially self-liquidating construction or acquisition projects.~~

DRAFT

ADOPTED: FEBRUARY 9, 1976
AMENDED: APRIL 1, 1980; JULY 9, 1984; FEBRUARY 2, 2009; SEPTEMBER 30, 2016; JANUARY 2022-~~(TITLES)~~
LEGAL REF.: 110 ILCS 805/3-42.2; 625 ILCS; 23 Ill. Adm. Code §1501.116
CROSS REF.: ADMINISTRATIVE PROCEDURE 740

John A. Logan College shall regulate the reimbursement of travel, meal, and lodging expenses incurred by officers and employees while conducting pre-approved official College business. This policy is established in accordance with the Local Government Travel Expense Control Act (50 ILCS 150/10) and ICCB Administrative Rules governing fiscal accountability and reporting (23 Ill. Adm. Code §1501.201).

Reimbursement shall be limited to expenses that are necessary, reasonable, and directly related to the conduct of College business. Exceptions to maximum allowable expenses may be approved in cases of emergency or extraordinary circumstances.

~~In accordance with 50 ILCS 150, John A. Logan College shall regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: 1) the types of official business for which travel, meal, and lodging expenses are allowed; 2) maximum allowable reimbursement for travel, meal, and lodging expenses; and 3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of 50 ILCS 150. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances.~~

ADOPTED: APRIL 1, 1980
AMENDED: JULY 1, 1980; MARCH 13, 1989; JULY 14, 1992; JUNE 22, 2010 TO BE EFFECTIVE JULY 1, 2010; JUNE 28, 2011; JANUARY 24, 2017; OCTOBER 25, 2022
REVIEWED: NOVEMBER 7, 2016; SEPTEMBER 15, 2022
LEGAL REF.: 50 ILCS 150/10; [23 Ill. Adm. Code §1501.201](#)
CROSS REF.: ADMINISTRATIVE PROCEDURE 742

John A. Logan College shall ensure that all employees operating College-owned, leased, or rented vehicles meet established safety and eligibility standards. This policy is enacted to protect institutional assets, promote responsible vehicle use, and comply with applicable state laws including 625 ILCS (Illinois Vehicle Code) and internal record retention policies (Board Policy 7280).

Eligibility to operate College vehicles shall be determined through annual motor vehicle record (MVR) evaluations conducted by a qualified reporting agency. Drivers must be licensed, insured, and at least 21 years old. The College shall maintain confidentiality and integrity of all records in accordance with ICCB data security standards (23 Ill. Adm. Code §1501.116).

~~The College is required to obtain from all employees who drive an owned, leased, or rented vehicle evidence of the College's ability to ensure the driver while operating College vehicles. To comply with this requirement, a motor vehicle driving record (MVR) is required from a qualified reporting agency for each employee requesting to drive a College vehicle on an annual basis. The driving record will be used solely for the purpose of determining eligibility to operate a College motor vehicle and for no other purpose. Records pertaining to this policy are to be maintained by the **Chief of Police** in accordance with Board Policy 7280--Records Retention, and will not become part of the personnel file.~~

~~The evaluation of the MVR will be conducted according to Administrative Procedure 743, Driver Evaluation System. Employees who have had a drivers' license suspension or revocation, in addition to, arrests or citations for driving under the influence of alcohol and/or drugs, or reckless driving, are to immediately report this information to the **Chief of Police**. Under such circumstances, driving eligibility will be re-evaluated.~~

ADOPTED: _____ MARCH 2, 2010

AMENDED: _____ SEPTEMBER 30, 2016; **JANUARY 2022 (TITLES)**

LEGAL REF.: _____ 625 ILCS (Illinois Vehicle Code); 23 Ill. Adm. Code §1501.116

CROSS REF.: _____ ADMINISTRATIVE PROCEDURE 743

DRAFT

John A. Logan College establishes criteria for admission and awards credit through various avenues, including transfer credit from higher educational institutions, credit by examination, and prior learning experience. Full admission requires an official transcript certifying graduation from a secondary school, a home school diploma recognized by the state, a GED, or an official transcript from accredited post-secondary institutions.

Conditional admission is granted to applicants who do not meet full admission criteria, with specific guidelines for undocumented students, transfer students, and international students. Transfer credit and prior learning credit are awarded based on established guidelines to ensure academic progress and integrity.

John A. Logan College has established the following criteria for full admission to the College:

1. By providing an official transcript certifying graduation from a secondary school. John A. Logan College reserves the right to evaluate the validity and accreditation of all high school transcripts submitted for admission and financial aid purposes
 - A. A home school diploma will be considered equivalent to a high school diploma if the state in which the home school curriculum was completed recognizes home school diplomas.
 - OR
 - B. By providing an earned general equivalency diploma (GED).
 - OR
 - C. By providing an official transcript from all attended accredited post-secondary institution.
2. Transfer students that attended a non-regionally accredited post-secondary institute will need to submit high school transcripts and possibly complete the JALC placement test.
3. Placement scores are required for all students that have an ACT English and Math subtest score below 20.
4. Residency Verification.

CONDITIONAL ADMISSION

Applicants who do not meet the criteria for full admission will be conditionally admitted. Applicants will be granted full admission at the time all three criteria for regular admission has been met. A student admitted conditionally is not eligible for federal or state financial aid.

1. Non-high school graduate 18 years or older
2. Student whose connection with a secondary school is severed
3. Any student who is 16 years of age or over and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence.
4. Students currently enrolled in a secondary school or home school program may enroll in courses at John A. Logan College with prior approval of the chief executive officer of the secondary school district.
5. Undocumented Student Admission

Illinois Law 110 ILCS 305/7e-5 (HB60) allows admission to the College and in-state or in-district tuition for those applicants to John A. Logan College (U.S. citizens and non-citizens) who meet the following criteria:

- Attended an Illinois school for at least three years of high school prior to graduating or receiving the equivalent of a diploma;
- Graduated from an Illinois high school or received the equivalent of a diploma in Illinois;
- Resided with parents or guardians while attending an Illinois high school; and
- For those applicants who are not U.S. citizens or permanent residents of the U.S., provide the College with a notarized affidavit stating the applicant will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

The President may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.

TRANSFER STUDENT ADMISSION

Students transferring to John A. Logan College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College.

Any student expelled or suspended from another college or university for disciplinary reasons will not be eligible for admission to John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis by the Assistant Provost for Student Affairs.

After admission, any transfer student who is found to have been expelled from another college or university for disciplinary reasons, which was not disclosed to John A. Logan College prior to enrollment at John A. Logan College, and whose enrollment was not the result of an individual decision by the Assistant Provost for Student Affairs, shall be subject to immediate suspension. The suspended transfer student shall be entitled to an automatic hearing before the Disciplinary Hearing Committee, as provided in the student code of conduct, at which time the student may present evidence as to why the student should be permitted to remain enrolled at John A. Logan College.

Concealment of or failure to disclose a prior expulsion or suspension for disciplinary reasons shall be independent grounds for immediate suspension from John A. Logan College. Any student suspended for concealment of a prior expulsion shall likewise be entitled to an automatic hearing before the Disciplinary Hearing Committee.

INTERNATIONAL STUDENT ADMISSION

John A. Logan College will admit international (foreign) students on a basis to include the following:

- A. International students who have completed the equivalent of a high school (secondary) education.
- B. International students who have mastery of the English language as demonstrated by an acceptable score on the TOEFL test.

Admission, Transfer, and Prior Learning Credit to John A. Logan College

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- ~~C. International (foreign) students from Southern Illinois University at Carbondale who are in valid visa status there and attend John A. Logan College on special arrangement.~~
- ~~D. International students who can provide the necessary admission credentials.~~

~~The President may waive the above restrictions and limitations to accommodate students with special needs or to provide for the convenience of the College.~~

ADOPTED: JANUARY 10, 1974
AMENDED: APRIL 1, 1980; MARCH 11, 1985; NOVEMBER 9, 1992; JUNE 24, 1997; JUNE 23, 2009; SEPTEMBER 22, 2009; FEBRUARY 26, 2013; FEBRUARY 25, 2014 (*INCORPORATED FORMER BOARD POLICIES 8170, 8150, AND 8171 INTO THIS POLICY*); JANUARY 24, 2017
REVIEWED: NOVEMBER 7, 2016
LEGAL REF.: 110 ILCS 805/3-17; 110 ILCS 305/7E-5; **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA); HIGHER EDUCATION ACT (HEA)**
CROSS REF.: **ADMIN PROCEDURE 803, 804**

The College shall establish and maintain reasonable satisfactory academic progress procedures for determining whether an otherwise eligible student is making satisfactory academic progress in their educational program and may receive assistance under the Title IV Higher Education Act (HEA) programs.

These procedures shall comply with any requirements imposed by accreditation bodies and/or federal or state statutes, rules, or regulations, including (but not limited to) The Code of Federal Regulations – Title 34: Education, Part 668 – Student Assistance General Provisions Subpart C – Student Eligibility. The procedures for standards of progress are published in the College Catalog and Administrative Procedure 833.

Academic Suspension and Probation

- **Definition:** Academic probation occurs when a student's GPA falls below the institution's required minimum for good academic standing. Academic suspension is enforced when a student fails to meet academic standards after being placed on probation.
- **Criteria:** GPA thresholds, incomplete coursework, and failure to meet academic progress benchmarks.
- **Consequences:** Limited course enrollment, mandatory academic advising, and potential dismissal from the institution.
- **Process:** For further guidance and information, please refer to JALC's administrative procedures.

Financial Suspension and Probation

- **Definition:** Financial probation occurs when a student fails to meet financial aid eligibility requirements. Financial suspension is enforced when a student is no longer eligible for financial aid due to non-compliance with financial regulations.
- **Criteria:** Failure to meet financial aid satisfactory academic progress, defaulting on student loans, or incomplete financial documentation.
- **Consequences:** Loss of financial aid, requirement to pay tuition out-of-pocket, and ineligibility for future aid until compliance is restored.
- **Process:** For further guidance and information, please refer to JALC's administrative procedures.

~~The College shall establish Administrative Procedures defining Satisfactory Academic Progress and the conditions under which academic or financial aid sanctions may be applied. These procedures shall comply with any requirements imposed by accreditation bodies and/or federal or state statutes, rules, or regulations. These procedures shall be published in the College Catalog and the Student Guidebook.~~

ADOPTED: MARCH 12, 1984
AMENDED: SEPTEMBER 24, 1996; MAY 26, 2009; NOVEMBER 24, 2009; MAY 27, 2014 SEPTEMBER 30, 2016;
JANUARY 24, 2017; **MARCH 22, 2022**
REVIEWED: NOVEMBER 7, 2016; **FEBRUARY 10, 2022**
LEGAL REF.: **TITLE IV (34 CFR 668.34); ILLINOIS STUDENT ASSISTANCE COMMISSION (ISAC) RULES**
CROSS REF.: **AP 833, SATISFACTORY ACADEMIC PROGRESS; STUDENT ~~GUIDEBOOK~~HANDBOOK**

John A. Logan College complies with the Illinois Community College Board's Administrative Rules and Procedures for credit hour determination, awarding credit for successful completion of course work.

The academic year is divided into two semesters, with a shortened summer term and intersession terms. Course credits are recorded in semester hours.

College permission is required to enroll in more than eighteen credit hours during a semester (ten hours during the summer term).

Grades are assigned based on performance, with specific grade points associated with each grade. Incomplete grades may be made up at the discretion of the instructor within one semester, otherwise converting to an F.

<u>Grade</u>	<u>Description</u>	<u>Grade Points</u>
<u>A</u>	<u>Excellent</u>	<u>4</u>
<u>B</u>	<u>Good</u>	<u>3</u>
<u>C</u>	<u>Average</u>	<u>2</u>
<u>D</u>	<u>Poor</u>	<u>1</u>
<u>F</u>	<u>Failing</u>	<u>0</u>

- **INC:** Incomplete. It may be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding the summer semester.
- **W:** Authorized withdrawal. No grade points/no credit.
- **AU:** Audit. No credit.
- **P:** Pass (credit but no grade points).
- **CR:** Denotes credit earned but no grade points awarded.

COURSE REPEATS

A student may repeat a course, in accordance with ICCB Administrative Rules and applicable state and federal laws and policies.

APPEALS

JALC provides appeal and forgiveness processes for grades and other credit hour issues. They can be found in the JALC Student Handbook and in JALC Administrative Procedures.

~~In order to award credit for successful completion of course work, John A. Logan College complies with the Illinois Community College Board's Administrative Rules and Procedures for credit hour determination.~~

ADOPTED: JULY 27, 1971
AMENDED: JUNE 23, 2009; **NOVEMBER 24, 2015**
REVIEWED: OCTOBER 12, 2015
LEGAL REF.: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATIVE RULES 1501.309, ICCB ADMINISTRATIVE RULE 1501.507(E); TITLE 34 CFR §668.2(B); FEDERAL STUDENT AID HANDBOOK
CROSS REF.:

Early College and Dual Credit opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district.

Early College courses are outside of any existing Memorandum of Understanding with our partner high schools, while Dual Credit courses are specifically listed in each high school's Dual Credit Memorandum of Understanding (MOU) and take place during the high school district's regular school day.

Students will receive college credit for both Early College and Dual Credit courses upon successful course completion. Any high school credit awarded for Early College courses is at the discretion of the high school. Transcripts will be provided at the request of the student.

Dual Credit programs are structured in accordance with the Dual Credit Quality Act (110 ILCS 27/1) and the National Alliance of Concurrent Partnership (NACEP) accreditation standards.

JALC provides several types of Dual Credit to its high schools per the ISBE/ICCB Model Partnership Agreement.

~~Early College opportunities are available to high school juniors and seniors attending John A. Logan College district public and private high schools and homeschooled students residing in the district. Early College courses are outside of any existing Memorandum of Understanding with our partner high schools. Students will receive college credit for Early College courses.~~

~~Early College is offered to academically qualified students who are still enrolled in high school and also enrolled in a college-level course at JALC. Upon successful course completion, students earn college credit. Any high school credit awarded for these courses is at the discretion of the high school. Transcripts will be provided at the request of the student.~~

Tuition

~~Students enrolling in Early College courses taught at JALC, its extension centers, or online will pay all fees—tuition is waived for eight (8) credit hours each semester. Students wishing to enroll for additional course hours beyond those for which tuition is waived shall be required to pay all tuition and fees associated with the course(s).~~

~~Additional information regarding Early College and withdrawal procedures can be found in Administrative Procedure 806.~~

ADOPTED: MARCH 28, 2023

REVIEWED: JANUARY 12, 2023

LEGAL REF.: **DUAL CREDIT QUALITY ACT (110 ILCS 27/1); NATIONAL ALLIANCE OF CONCURRENT PARTNERSHIP
(NACEP) ACCREDITATION STANDARDS; ICCB ADMINISTRATIVE RULES 1501.507B**

CROSS REF.: ~~ICCB ADMINISTRATIVE RULES 1501.507B~~ ADMIN PROCEDURE 806

To be awarded an Associate degree (AAS, AA, AES, AFA, AGS, AS) or a Certificate of Achievement from John A. Logan College, students must complete a specified number of semester hours at the college with a minimum GPA of 2.0, fulfill all degree or certificate requirements as outlined in the program guide, and submit an application for graduation by the deadline set by Admissions and Records.

Multiple Associate in Applied Science degrees may be awarded if all requirements are met, while only one of each other Associate degree type may be awarded.

The General Education Core Curriculum (GECC) Credential requires completion of specific credit hours and adherence to the Illinois Articulation Initiative requirements.

~~To be awarded an Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), Associate in General Studies (AGS) or Associate in Science (AS) degree, a student must:~~

- ~~• complete at least twelve (12) semester hours of credit from John A. Logan College with an overall grade-point average of 2.0;~~
- ~~• satisfactorily complete all specific degree **and credit hour** requirements **outlined in the appropriate curriculum guide;**~~
- ~~• make an application for graduation **online by the application deadline set by Admissions and Records.**~~

~~A student can only be awarded one Associate in Arts, Associate in Engineering Science, Associate in Fine Arts, or Associate in Science degree; however, students can be awarded a combination of the above-mentioned degrees. A student can be awarded multiple Associate in Applied Science degrees if all requirements are met.~~

~~To be awarded a Certificate of Achievement, the student must:~~

- ~~• complete at least nine (9) semester hours of credit at John A. Logan College. If the certificate is less than fifteen (15) semester hours, three (3) semester hours of credit must be completed at John A. Logan College;~~
- ~~• satisfactorily complete all certificate program **and credit hour** requirements **outlined in the appropriate curriculum guide** with a 2.0 overall grade-point average; and~~
- ~~• make an application for graduation **online by the application deadline set by Admissions and Records.**~~

~~To be awarded the General Education Core Curriculum (GECC) Credential, the student must:~~

- ~~• complete at least nine (9) semester hours of credit at John A. Logan College with an overall grade-point average of 2.0; and~~
- ~~• satisfactorily complete all credential requirements noted in the IAI General Education Package Requirements on the Illinois Articulation Initiative Transfer Portal (iTransfer.org).~~

~~The GECC credential will not be awarded if a student has already earned an Associate of Arts or Science degree.~~

ADOPTED: SEPTEMBER 23, 2014
AMENDED: SEPTEMBER 24, 2024
REVIEWED: AUGUST 6, 2024
LEGAL REF.: ICCB SYSTEM RULES MANUAL; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA - 20 U.S.C. § 1232g; 34 CFR PART 99); HIGHER EDUCATION ACT (HEA - 20 U.S.C. § 1001 ET SEQ.)
CROSS REF.: ADMINISTRATIVE PROCEDURE 814 ~~PROGRAM REQUIREMENTS FOR GRADUATION~~

Student ~~Guidebook~~ Handbook
8310

John A. Logan College is committed to maintaining high academic, ethical, and professional standards. The College publishes related student policies in the Student Handbook, which must comply with federal and state laws.

Students are expected to adhere to the Student Handbook.

The ~~student policies of the~~ John A. Logan College Board of Trustees' ~~are published~~ in the latest edition of ~~the Student Guidebook~~. Each edition of ~~the Student Guidebook~~ is authorized by the Board of Trustees and is designated by Board Policy 3350 as an official publication of the College.

All information contained in this document must ~~comply~~ with federal and state law and current John A. Logan College Board Policies and Administrative Procedures.

Student ~~Guidebook~~ Handbook
8310

ADOPTED: APRIL 1, 1980

AMENDED: NOVEMBER 9, 1992; SEPTEMBER 24, 1996; SEPTEMBER 22, 2009; JUNE 24, 2014; APRIL 26, 2022

REVIEWED: MARCH 7, 2022

LEGAL REF.: TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. §§ 1681-1688); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G; 34 CFR PART 99); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); ILLINOIS SCHOOL CODE (105 ILCS 5/); CLERY ACT (20 U.S.C. § 1092(F)); AMERICANS WITH DISABILITIES ACT (ADA) (42 U.S.C. §§ 12101-12213); REHABILITATION ACT OF 1973 (29 U.S.C. § 794)

CROSS REF.: JALC STUDENT HANDBOOK; BOARD POLICIES 3350, 4320, 4321, 8315, 8560; ADMINISTRATIVE PROCEDUREs 823, 824, 825, 826, 827, 830, 831, 832

DRAFT

John A. Logan College will establish a comprehensive set of administrative procedures encompassing student attendance, retention of examination and evaluation materials, and the release and access to student information and records.

This policy mandates that student attendance is determined by individual instructors, examinations and evaluative materials are retained for a specified period, and student records are maintained and released in compliance with federal regulations.

This policy ensures that all procedures related to student attendance, evaluation, and information management are aligned with legal requirements and institutional standards.

The student attendance policy for each class will be determined by the instructor and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

ADOPTED: AUGUST 3, 1976

AMENDED: MARCH 13, 1989; MARCH 22, 2016; JANUARY 17, 2017

REVIEWED: JANUARY 29, 2016

LEGAL REF.: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), 20 U.S.C. § 1232g; 34 CFR PART 99; ILLINOIS FREEDOM OF INFORMATION ACT (FOIA), 5 ILCS 140/1, 5 ILCS 140/7; ILLINOIS PUBLIC RECORDS ACT, 5 ILCS 160/1, 5 ILCS 160/2

CROSS REF.: ADMINISTRATIVE PROCEDURE 84105

; STUDENT ~~GUIDEBOOK~~ HANDBOOK

DRAFT

John A. Logan College is committed to supporting its students through various initiatives.

The College offers merit-based and vocational scholarships to both currently enrolled and prospective students, ensuring financial support for academic excellence and career education.

For off-campus trips, students are responsible for expenses not directly related to instruction, with the College reserving the right to collect non-refundable deposits for lodging and transportation.

Enrolled Students

The Board of Trustees will grant to a currently enrolled student one scholarship each academic year ~~which waives tuition and fees for one (1) year~~ which will cover two full semesters and one summer term.

This scholarship will be designated the *John A. Logan College Board of Trustees Merit Scholarship*, and will be awarded annually during the Honors Day ceremonies. The criteria for determining the recipient of the scholarship is as follows. The recipient must be a full-time freshman student who has completed 12 or more hours and has been enrolled for two consecutive semesters, and must have a grade point average of ~~4.5~~ **3.5** or above. **The recipient will be awarded \$1,000 for each of two full semesters, and \$500 if enrolled in a summer semester.**

Prospective Students

~~Three scholarships, administered by the John A. Logan College Foundation and known as the John A. Logan College Foundation Academic Scholarships and Directors Vocational Award program, are available to each high school in the district in order to promote attendance at John A. Logan College by the best academic students and to encourage enrollment in the career education program. These scholarships are to be awarded to the two highest ranking academic and the highest ranking vocational student who will attend John A. Logan College. The students are designated by the high schools, _____ and _____ the _____ high _____ school can recommend alternates for the scholarships. The academic recipients must have a grade point average of 4.25 or higher (on a five point scale.) The vocational recipient must have a grade point average of 3.25 or higher. These scholarships may be renewed for a second year providing the student maintains a cumulative grade point average of 4.25 (for the academic) and 3.5 (for the vocational.)~~

~~Recipients of the John A. Logan College Foundation Academic Scholarships and Director's Vocational Award program receive full tuition and fee waivers from the College and a cash award each semester from the Foundation. The scholarships do not cover summer semesters and become effective the fall semester following the recipients' graduation from high school.~~

~~The John A. Logan College Board of Trustees Vocational Scholarships are administered by the John A. Logan College Foundation and are available for first-time students enrolled in an approved~~

~~associate in applied science, associate degree in general studies, certificate of achievement, or short term technical training program at John A. Logan College. First time students are defined as those who have not attended credit classes at John A. Logan College during the past five years.~~

~~Recipients of the John A. Logan College Board of Trustees Vocational Scholarships are awarded \$500 per semester, and scholarships may be renewed for up to four consecutive semesters (\$2,000 maximum total award), provided the student is enrolled in a minimum of 12 semester hours (or the hours required in their curriculum) and maintains a 3.5 grade point average. The scholarship may be used for summer semester courses required by the curriculum. Recipients of the scholarships are _____ selected _____ by _____ the _____ College _____ Scholarship Committee from a pool of applicants.~~

ADOPTED: _____

AMENDED: _____

REVIEWED: _____

LEGAL REF.: HIGHER EDUCATION ACT OF 1965 (20 U.S.C. § 1070 ET SEQ.); ILLINOIS STUDENT ASSISTANCE COMMISSION (ISAC) REGULATIONS (23 ILL. ADM. CODE 2700); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G); ILLINOIS ADMINISTRATIVE CODE (23 ILL. ADM. CODE 3020);

CROSS REF.: ADMINISTRATIVE PROCEDURE 850 Adopted: May 6, 1969

Amended: May 6, 1975; March 27, 2001; February 24, 2009 (Tentative)

Legal Ref.: _____

Cross Ref.: _____

John A. Logan College recognizes that students may face significant challenges that necessitate withdrawal from their studies. This policy provides a unified framework for both voluntary and involuntary withdrawals due to financial or physical hardship, as well as health or safety concerns.

Students may request withdrawal due to financial or physical hardship in accordance with the Student Debt Assistance Act (SB3032), or may be subject to involuntary withdrawal if they pose a substantial risk of harm to themselves or others, or if their condition significantly impedes lawful educational processes.

The College will make individualized and objective assessments, offer support for voluntary withdrawal, and ensure procedural fairness in involuntary withdrawal cases. This policy aims to safeguard the well-being of the student body while maintaining the integrity of the educational environment.

INTRODUCTION

~~The purpose of this policy is to describe the criteria and process for an involuntary health or safety withdrawal of a student from John A. Logan College.~~

POLICY

~~In accordance with College policy and applicable federal and state laws, a student who meets the criteria for involuntary health or safety withdrawal may be subject to involuntary health or safety withdrawal by the College.~~

CRITERIA FOR INVOLUNTARY HEALTH OR SAFETY WITHDRAWAL

~~The criteria for involuntary health or safety withdrawal of a student are met if there is a substantial risk of either of the following:~~

- ~~a) Significant harm to the health or safety of the student or others ("Harm"); or~~
- ~~b) Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student ("Impediment").~~

~~A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available and the student's circumstances can best be addressed through those responses. When practicable and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.~~

~~In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following: (i) the nature, duration and severity of the risk of Harm or Impediment, (ii) the probability that the Harm or Impediment will actually occur, and (iii) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.~~

CAMPUS VIOLENCE PREVENTION COMMITTEE

The College has established the Campus Violence Prevention Committee (CVPC) whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal. CVPC will include representatives from the Student Success Center, Campus Police, criminal justice faculty, allied health faculty, ABE/GED, Franklin Williamson Human Services, and the Provost. College legal counsel and an appropriate health professional may be added as needed.

INVOLUNTARY HEALTH OR SAFETY WITHDRAWAL PROCESS

1. Procedure Initiation

— Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the Assistant Provost for Student Affairs or the Chief of Police to request an informal review.

2. Preliminary Determination by Assistant Provost for Student Affairs

- a) During the informal review the Assistant Provost for Student Affairs shall preliminarily determine whether reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal has been received. In making that determination, the Assistant Provost for Student Affairs will consider whether (i) the information received is not inherently not credible, (ii) the information received (along with other information that the Assistant Provost for Student Affairs could reasonably anticipate receiving through the Involuntary Health or Safety Withdrawal process set forth below) could meet the requirements for involuntary health or safety withdrawal and (iii) disciplinary, academic, or other administrative responses are not available or the student's circumstances cannot best be addressed through those responses.
- b) If the Assistant Provost for Student Affairs has so found reasonable support for application of this policy, the Assistant Provost for Student Affairs, before determining whether to proceed further with the process for an involuntary health or safety withdrawal must determine whether the procedures for interim involuntary health or safety withdrawal or involuntary health or safety withdrawal (non-interim) should be applied. Upon making that determination, the Assistant Provost for Student Affairs shall proceed with the appropriate procedures as outlined below.

3. Interim Involuntary Health or Safety Withdrawal

- a) If health or safety is an immediate concern, the College may take interim action to protect the well-being of the student and/or other members of the College community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises and programs when the Assistant Provost for Student Affairs, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of harm exists and emergency interim withdrawal under these procedures is appropriate.
- b) If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the Assistant Provost for Student Affairs, and/or refuses to undergo assessment or to keep a scheduled appointment, the Assistant Provost for Student Affairs may require interim removal without a meeting and/or assessment if the Assistant Provost for Student Affairs concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.

- ~~c) Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.~~

4. Involuntary Health or Safety Withdrawal (Non-Interim)

- ~~a) Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the Assistant Provost for Student Affairs, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:~~
- ~~1) Exercise all reasonable efforts to meet with the student.~~
 - ~~2) If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria for involuntary health or safety withdrawal. The professional shall present his or her findings to the Assistant Provost for Student Affairs. The assessment will be provided to CVPC and other administrators involved under this policy and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the Assistant Provost for Student Affairs, CVPC and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of negative inferences against the student in the process for involuntary health or safety withdrawal (interim or non-interim).~~
- ~~b) The Assistant Provost for Student Affairs may, at his/her discretion, permit a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a lighter academic course load, or any combination thereof. When making a determination of appropriate probationary conditions, the Assistant Provost for Student Affairs (i) may consult on an informal basis with CVPC, faculty, and other College staff and (ii) will consider the risk of Harm or Impediment and the probability that the specified conditions will reliably and satisfactorily reduce the risk of Harm or Impediment.~~
- ~~c) Upon review of a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal, the Assistant Provost for Student Affairs, after consultation with CVPC, may (i) promptly proceed with a hearing as set forth below or (ii) recommend to the student that the student voluntarily withdraw for health or safety reasons. If the student does not agree to withdraw voluntarily, the Assistant Provost for Student Affairs shall promptly proceed with a hearing as set forth below.~~

5. Hearing

~~— The College shall afford the student an opportunity for an informal hearing on the matter as set forth below:~~

- ~~a) The Assistant Provost for Student Affairs shall conduct the hearing.~~
- ~~b) Representatives of CVPC shall attend the hearing.~~
- ~~c) At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the Assistant Provost for Student Affairs may exclude evidence that s/he deems cumulative or not relevant.~~
- ~~d) The student's rights at the informal hearing shall include the following:
 - ~~1) The right to be present, unless the student disrupts the hearing.~~
 - ~~2) The right to present relevant witnesses, evidence and statements.~~
 - ~~3) The right to question all witnesses at the hearing and to comment upon all documents — presented.~~
 - ~~4) The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).~~~~
- ~~— e) The Assistant Provost for Student Affairs and members of CVPC may also ask questions of the — student or any witness.~~
- ~~f) The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.~~
- ~~g) The hearing will be audio recorded and the recording will be made available to CVPC, the student (upon written request), and to any decision-maker involved in an appeal.~~

6. Decision

- ~~a) The Assistant Provost for Student Affairs shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from CVPC. If the Assistant Provost for Student Affairs concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the Assistant Provost for Student Affairs will so inform the student and CVPC in writing and the procedure shall terminate. If the Assistant Provost for Student Affairs concludes that the student does meet the criteria for involuntary health and safety withdrawal, the Assistant Provost for Student Affairs shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and CVPC within two (2) business days after the conclusion of the hearing.~~
- ~~b) If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the Assistant Provost for Student Affairs, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the Assistant Provost for Student Affairs' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.~~

7. Appeal of Involuntary Health or Safety Withdrawal

- ~~a) A student who is involuntarily withdrawn under this policy may submit a written request to the Provost or a review of the decision. To be timely, any such appeal must be received by the Provost within seven (7) business days of the notification of the Assistant Provost for Student Affairs to involuntarily withdraw the student. The student may request that the Office of Admissions notify the student's instructors of the student's absence from classes. The Provost shall review the written appeal within seven (7) business days of receipt of the written appeal.~~
- ~~b) At the conclusion of the review, the Provost shall determine whether to (i) require that a new hearing be conducted by the Assistant Provost for Student Affairs or other administrator designated by the Provost (ii) uphold the withdrawal; or (iii) reinstate the student. The Provost may also modify the conditions of readmission. The decision of the Provost shall be final.~~

8. Readmission

- ~~a) A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the Assistant Provost for Student Affairs and provide appropriate documentation to comply with the conditions of readmission.~~
- ~~b) The Assistant Provost for Student Affairs will review the request for readmission as follows:
 - ~~1) review and investigate compliance with the conditions of readmission;~~
 - ~~2) consult with appropriate members of CVPC; and~~
 - ~~3) meet with the student.~~~~
- ~~c) The Assistant Provost for Student Affairs will recommend to the Provost whether, in the judgment of the Assistant Provost for Student Affairs, the student should be readmitted.~~
- ~~d) The Provost will make the final decision regarding readmission.~~

9. Miscellaneous

- ~~a) Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.~~
- ~~b) Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this Policy.~~
- ~~c) Whenever an action may be or is required to be taken under this policy by the Assistant Provost for Student Affairs or Provost, the action may be taken respectively by the Assistant Provost or Provost's designee.~~
- ~~d) During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.~~

ADOPTED: OCTOBER 26, 2010

AMENDED: MAY 27, 2014; SEPTEMBER 30, 2016

LEGAL REF.: ILLINOIS STUDENT DEBT ASSISTANCE ACT (110 ILCS 66); AMERICANS WITH DISABILITIES ACT (ADA) (42 U.S.C. § 12101 ET SEQ.); FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 U.S.C. § 1232G); ILLINOIS CAMPUS SECURITY ENHANCEMENT ACT (110 ILCS 12/);

CROSS REF.: ADMINISTRATIVE PROCEDURE 820, 821

John A. Logan College affirms its commitment to supporting student veterans and their families by fostering a campus environment that promotes academic success, well-being, and equitable access to education. In accordance with federal law, including but not limited to, Title 38 U.S.C. § 3679(e), Executive Order 13607, and the Principles of Excellence, as well as the Illinois Public Community College Act (110 ILCS 805/) and ICCB administrative rules (23 Ill. Adm. Code § 1501.302 and § 1501.507), the College ensures that no covered individual is penalized due to delayed disbursement of U.S. Department of Veterans Affairs (VA) funding.

The College supports students called to military duty by providing options for withdrawal, incomplete grades, or early final exams, ensuring that military service does not disadvantage their academic progress.

Military duty refers to students who are required to participate in military service, including but not limited to active duty, regular weekend drills, and other training exercises as part of their commitment to the National Guard or other military reserves.

ADOPTED:

AMENDED:

LEGAL REF: VETERANS BENEFITS AND TRANSITION ACT OF 2018 (38 U.S.C. § 3679(E)); APPROVAL OF COURSES (38 U.S.C. § 3672); RISK-BASED SURVEYS (38 U.S.C. § 3673A); EXECUTIVE ORDER 13607; ILLINOIS PUBLIC COMMUNITY COLLEGES ACT (110 ILCS 805/); ILLINOIS DEPARTMENT OF VETERANS' AFFAIRS ACT (20 ILCS 2805/); ICCB ADMINISTRATIVE RULES (23 ILL. ADM. CODE § 1501.302 – *STUDENT SERVICES*, 23 ILL. ADM. CODE § 1501.507); ICCB POLICY MANUAL – SECTION 6.00: STUDENT SERVICES

CROSS REF.: ADMINISTRATIVE PROCEDURE 809, 813, 815