John A. Logan College
Board of Trustees

Board Packet for October 28, 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 **Tuesday, October 28, 2025, at 6:00 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
Tuesday, October 28, 2025
6:00 p.m.
Administrative Board Room

1. **CALL TO ORDER**

   PLEDGE OF ALLEGIANCE

2. **OPPORTUNITY FOR PUBLIC COMMENTS/QUESTIONS**

3. **PRESENTATIONS**

   Workforce Clarity Initiative – Stephanie Harner & Tracie Zoller

4. **BOARD OF TRUSTEES 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**

6. **EXECUTIVE LEADERSHIP 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
   B. Employee Satisfaction Survey Analysis

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

   A. Approve the three-year renewal of Cisco Duo Multi-Factor Authentication with Annual Payments
   B. Approve the contract extension for Janitorial Services at the West Frankfort & Du Quoin Extension Centers.
   C. Personnel Action Items
   D. Expenditure Report for the period ending September 30, 2025
   E. Treasurer's and Financial Report for the period ending August 31, 2025
   F. Minutes of the September 22, 2025, Regular Meeting

9. **OLD BUSINESS** ***(Roll Call Vote)***

   A. Board Policy Revisions for Final Action

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. None

2. **RESIGNATIONS**
   a. Dustin Neace, Occupational Health & Safety Trainer and Coordinator, effective September 29, 2025

   b. Kellerman, Dennis, Advisor/Counselor, Recruiter for Applied Technology, effective October 31, 2025

3. **OTHER**
   a. None

Staff Contact: President Kirk Overstreet

Consent Agenda Item 7.B

Employee Satisfaction Survey Analysis

JALC 2025 Employee Satisfaction Survey Results Summary

Overview

27%
Response Rate

The 2025 Employee Satisfaction Survey was completed by JALC employees of John A. Logan College (JALC) in Spring 2025. The survey had a 27% response rate (169 respondents out of a population of 630).

Employee Priorities

Institutional Goals (Ranked 1 - 6)	Job Satisfaction Priorities (Top 6 Listed)
1. Healthy/Safe Community	*1. Work-life Balance*
2. Communication	*2. Compensation/Benefits*
3. Core Values	*3. Workplace Culture*
4. Strategic Partner in Economic Development	*4. Job Security*
5. Student Success	*5. Leadership*
6. Diversity/Inclusion	*6. Career Growth*

Training & Performance

Training & Job Preparedness
- 92% of JALC employees feel prepared for their job.
- 54% agree training is tailored to their needs.

Job Performance & Feedback
- 82% agree that job responsibilities are clearly communicated.
- 68% of respondents see Performance Reviews as Fair.

Compensation & Growth

Compensation & Benefits
- 41% agree compensation is fair compared to other institutions.
- 82% are satisfied or neutral with health benefits.

Career Growth & Development
- 66% say John A. Logan College invests in their growth.
- 39% find advancement opportunities clear and attainable.

Technology & Safety

More than 80% of employees feel technology meets their needs and the campus is safe.

JALC 2025 Employee Satisfaction Survey Results Summary

Communication & Decision-Making

Communication

- 70% receive clear instructions for job tasks.
- 35% agree that decision-making is transparent.

Involvement in Decision-Making

- 78% of JALC Employees feel "just the right" or "more" involvement in decision-making.
- 27% feel that Students, Trustees, and the Community are less involved in decision-making

Work-Life Balance, Culture, and Relationships

Work-Life Balance

- 48% agree their work-life balance is "perfect".
- 42% feel their workload is too heavy.

Workplace Environment & Culture

- 68% say their workspace meets their needs.
- 79% feel the environment is inclusive.

Nearly 90% of employees state that they work well with their colleagues and feel respected.

Leadership, Values Alignment, and Job Security

Leadership & Management

- 82% of employees feel supported by leadership and their suggestions are valued.
- 60% trust the leadership team to make fair decisions.

Values Alignment & Job Security

- 92% say their work aligns with the college's mission.
- 45% are concerned about political actions affecting their job.

Conclusion

This survey revealed generally positive employee sentiment regarding job preparedness, safety, resources, and alignment with institutional goals. Areas for improvement include transparency in decision-making, advancement opportunities, and compensation fairness.

Most employees feel valued, engaged, and committed to John A. Logan College's mission, but there are notable concerns about work-life balance and job security.

The College has implemented a number of plans and strategies embedded in E.R.I.C. to address areas for improvement and growth.

Full details from the Employee Satisfaction Survey will be presented on November 4th in the O'Neil Auditorium at 2:30PM.

Return to Agenda

Consent Agenda Item 8.A
Cisco Duo Multi-Factor Authentication (MFA) Renewal

JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL

8.A – Cisco Duo Multi-Factor Authentication (MFA) Renewal
3-Year Term with Annual Payments (CDW-G/IPHEC)

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1. REASON FOR CONSIDERATION

The College relies on Cisco Duo multi-factor authentication (MFA) to reduce account compromise risk and protect access to college systems containing student, employee, and institutional data. Renewal is required to ensure uninterrupted protection for our Single Sign-On (SSO) environment and to maintain compliance expectations related to information security and data privacy (e.g., FERPA/GLBA controls). Approval of this renewal will continue to be critical for a security control across our environment without service disruption.

2. BACKGROUND INFORMATION

John A. Logan College has successfully used Duo to protect student and employee accounts since 2020, integrating MFA with key applications and identity services. The proposed renewal is a three-year subscription for our existing Duo environment, billed annually, with a total not-to-exceed $140,334 for the 12/19/2025–12/18/2028 term. Pursuant to the Illinois Public Community College Act (110 ILCS 805/3-27) and Board Policy 7154 (Purchasing), data processing and telecommunications purchases are exempt from formal bidding.

3. RECOMMENDATION

That the Board of Trustees approve the three-year renewal of Cisco Duo MFA for a total not-to-exceed amount of $140,334.00, billed in annual installments of $46,778.00 during the term 12/19/2025–12/18/2028, to be procured via CDW-G under IPHEC.

Staff Contact: Scott Elliott, Assistant Vice President of Integrated Technology
Travis Geske, Senior Director of Network Infrastructure

From: Eric Cheng <ericche@cdwg.com>
Sent: Thursday, September 25, 2025 11:20 AM
To: Travis Geske <Travis.Geske@jalc.edu>
Cc: Rachael Mavronicolas (rmavroni) <rmavroni@cisco.com>; Christopher Demers (chdemers) <chdemers@cisco.com>
Subject: Cisco Duo

[EXTERNAL SENDER]
This message did not originate from John A Logan College. Please report any suspicious attachments, links, or requests for sensitive information.

Hi Travis,

Attached is quote# PPXQ794 for a 3yr annually invoiced Cisco Duo subscription covering from 12/19/2025 - 12/18/2028. This is for 650 Duo ADV for Faculty/Staff licenses and 5,000 Duo ADV Student licenses. Please review and let us know if you have any questions.

Thank you,

Eric Cheng

Executive Account Manager

Phone: 866.723.3279 | Fax: 732.380.6448

ericche@cdwg.com

Thank you for choosing CDW. We have received your quote.

Hardware | Software | Services | IT Solutions | Brands | Research Hub

QUOTE CONFIRMATION

TRAVIS GESKE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPXQ794	9/25/2025	PPXQ794	0614264	$100,170.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Cisco Duo Advantage - subscription license - 1 user Mfg. Part#: DUO-EDU-ADV-F Electronic distribution - NO MEDIA Contract: IPHEC RM071017 Software Balance of Line (RM071017)	650	7447140	$12.60	$8,190.00
Cisco Duo Advantage - subscription license - 1 user Mfg. Part#: DUO-EDU-ADV-S Electronic distribution - NO MEDIA Contract: IPHEC RM071017 Software Balance of Line (RM071017)	5000	7447143	$5.04	$25,200.00
Cisco Duo Advantage - subscription license - 1 user Mfg. Part#: DUO-EDU-ADV-F Electronic distribution - NO MEDIA Contract: IPHEC RM071017 Software Balance of Line (RM071017)	650	7447140	$12.60	$8,190.00
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SUBTOTAL	$100,170.00
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	**$100,170.00**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: JOHN A. LOGAN COLLEGE ACCTS PAYABLE 700 LOGAN COLLEGE DR CARTERVILLE, IL 62918-2500 **Phone:** (618) 985-3741 **Payment Terms:** NET 30 Days-Govt/Ed	**Shipping Address:** JOHN A. LOGAN COLLEGE TRAVIS GESKE 700 LOGAN COLLEGE DR CARTERVILLE, IL 62918-2500 **Phone:** (618) 985-3741 **Shipping Method:** ELECTRONIC DISTRIBUTION
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

Sales Contact Info

Eric Cheng | (866) 723-3279 | ericche@cdwg.com

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For more information, contact a CDW account manager.

Cisco
BY PLACING AN ORDER FOR ABOVE CISCO PRODUCTS, Customer acknowledges and agrees: (1) that it is receiving the Cisco Products and Services directly from Cisco Systems Canada Co. (“Cisco”) and hereby agrees to the Cisco’s terms and conditions (“Cisco Terms”), which can be found at Cisco’s Customer Contract Experience site at the following URL: https://www.cisco.com/site/us/en/about/legal/contract-experience/index.html, which includes Cisco’s General Terms at the following URL: https://www.cisco.com/c/dam/en_us/about/doing_business/legal/Cisco_General_Terms.pdf, and the Offer Descriptions at the following URL: https://www.cisco.com/c/en/us/about/legal/cloud-and-software/software-terms.html#offer-descriptions-product, and (2) that Cisco or its affiliates and not Seller will be responsible for the performance of the Cisco Products and Services.

Consent Agenda Item 8.B
Janitorial Services
West Frankfort & Du Quoin Extension Centers

Return to Agenda

JOHN A. LOGAN COLLEGE
CONSENT AGENDA ITEM FOR BOARD APPROVAL

8.B - Janitorial Services at West Frankfort & Du Quoin Extension Centers

1. REASON FOR CONSIDERATION

The Janitorial Services contract at the West Frankfort and Du Quoin Extension Centers will expire on November 30, 2025, and those services are needed to keep the facilities clean, doing our part to ensure the health and safety of the students, faculty, staff, and other community members who work in programs housed in those facilities.

2. BACKGROUND INFORMATION

The current contract in place incorporated an option to extend the agreement for one year at 3% of the annual cost for the 2-year contract ending. The College is happy with the service provided over the last two years and would like to utilize the extension option with Clean As A Whistle! LLC for an annual cost of $39,232.86 covering both facilities. They are also a certified Female-owned business with Illinois' Commission on Equity and Inclusion (CEI). They will help us reach toward achieving the CEI's aspirational goal of 30% of total contract spend with BEP-certified businesses.

3. RECOMMENDATION

That the Board of Trustees approves the contract extension for one year with Clean As A Whistle, LLC for a total cost of $39,232.86.

STAFF CONTACT: Vice-President/CFO - Dr. Susan LaPanne
Assistant Vice-President - Jeremy Sargent
Manager of Custodial Services - Michael Dinkins

Consent Agenda Item 8.C

Personnel Action Items

Return to Agenda

JOHN A. LOGAN COLLEGE
8.C - PERSONNEL ACTION ITEMS

A. Full-Time Professional Staff
None

B. Professional Staff Changes
None

C. Full-Time Executive Support
None

D. Full-Time Faculty
None

E. Full-Time Operational Staff

Dodd, Breanna	Specialist II	$ 19.25 / hour	10/16/2025
Karns, Katherine	Administrative Assistant I	$ 16.25 / hour	10/01/2025
Rongey, Jenifer (Internal Candidate)	Administrative Assistant II	$ 21.88 / hour	10/16/2025

F. Full-Time Campus Police

Smith, Alec	Campus Law Enforcement Officer	$ 20.75 / hour	10/01/2025

G. Adjunct Faculty

Ford, Donna	Adjunct – Biology	$915 / credit hr	08/07/2025

H. Campus Police Staff Changes

Garcia, Jaime	PT to FT Campus Law Enforcement		09/16/2025

I. Campus Safety Interns
None

J. Part–Time Staff

Baylor, Barnard	ABE/GED Instructor	$ 21.00 / hour	10/01/2025
Johnson, Luke	Logan Fitness – Personal Trainer	$ 25.00 / hour	10/01/2025
Lovel, Gavin	Logan Fitness – Personal Trainer	$ 25.00 / hour	10/01/2025
Marks, Heather	Logan Fitness – Fitness Instructor	$ 25.00 / hour	10/16/2025
Orr, R. John Michael	Logan Fitness – Lifeguard	$ 15.00 / hour	10/16/2025
Plichta, Jason	Campus Law Enforcement Officer	$ 19.00 / hour	10/01/2025
Reynolds, Robert	Campus Law Enforcement Officer	$ 19.00 / hour	10/01/2025
Scherschel, Emerson	Logan Fitness – Lifeguard	$ 15.00 / hour	10/01/2025
Spencer, Ethan	Logan Fitness – Personal Trainer	$ 25.00 / hour	09/16/2025
Valdez, Dayanara	Logan Fitness – Swim Instructor	$ 25.00 / hour	11/01/2025

K. Athletic Stipend Positions
None

JOHN A. LOGAN COLLEGE
8.C - PERSONNEL ACTION ITEMS

L. Volunteer Staff			
None			
M. Student Workers			
Pinkston, Kaitlyn	Student Worker – Financial Aid	$ 15.00 / hour	11/03/2025
Remp, Jade	Student Worker - Peer Tutor	$ 15.00 / hour	10/01/2025
Upchurch, Mikyla	Student Worker – IT	$ 15.00 / hour	10/16/2025
Wycoff, Warren	Student Worker – Testing Services	$ 15.00 / hour	10/16/2025
N. Game Workers			
Whitehead, Jessica	Game Worker	Per Event	9/17/2025
Adcock, Ava	Game Worker	Per Event	9/4/2025
Frye, Natalie	Game Worker	Per Event	9/4/2025
Hess, Lyla	Game Worker	Per Event	9/4/2025
Korte, Larkin	Game Worker	Per Event	9/4/2025
Stadler, Maggie	Game Worker	Per Event	9/4/2025
Wallace, William	Game Worker	Per Event	9/4/2025
Smith, Edward	Game Worker	Per Event	9/4/2025

1. **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: October 28th, 2025

SUBJ: Additional Board Items

The additional personnel items for the October 28th, 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 OPERATIONAL

1) **Administrative Assistant I – CCR&R**

Katherine Karns — High School Diploma
Eldorado High School - Eldorado, IL

Previous: SEL Coordinator
Gallatin County School District – Junction, IL

Unqualified Applicants: 6
Qualified Applicants: 43
Applicants interviewed: 2 (one other selected for an interview, but did not return calls)
Committee Chair: Missy Brown
Committee Members: Genea Lowe

2) **Administrative Assistant II – Campus Information and Admissions**

Jenifer Rongey — Bachelor of Arts - History
Southern Illinois University – Carbondale, IL

Previous: Coordinator of Curriculum
John A. Logan College – Carterville, IL

Unqualified Applicants: 1
Qualified Applicants: 22
Applicants interviewed: 4
Committee Chair: Kaylee Smith
Committee Members: Hilary Johnson, Katie Marks

3) **<u>Specialist II – Bursar</u>**

Breanna Dodd	Associate's Degrees in both Arts and Science Shawnee Community College – Ullin, IL
Previous:	Assistant Manager Comfort Inn – Marion, IL

Unqualified Applicants: 3
Qualified Applicants: 30
Applicants interviewed: 8 (one other candidate was selected, but declined)
Committee Chair: Stephan Ackerman, chair
Committee Members: Jason Snider

FULL-TIME CAMPUS POLICE

1) **<u>Campus Law Enforcement Officer</u>**

Alec Smith	*State Certification – Law Enforcement Officer* Southwestern Illinois College – Belleville, IL
Previous:	Police Officer Carterville Police Department – Carterville, IL

Unqualified Applicants: 0
Qualified Applicants: 5
Applicants interviewed: 1
Committee Chair: Ron Webb, chair
Committee Members: Brennan Stover

Consent Agenda Item 8.D

Expenditure Report

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/25/25	2005210	1st Phorm International LLC		3,367.14	
			Nutrition Bar Supplies @ PD Center		
09/11/25	2005026	A Book Company LLC		14,581.76	Y
			Credit - Financial Aid		
			Books - PATH Library		
			Books - Perkins 7/1-7/31/25		
			Books - Perkins 8/1-8/31/25		
09/18/25	2005108	A Book Company LLC		174,724.17	Y
			Financial Aid Book Vouchers 8/1-8/31/25		
09/18/25	2005109	A Taste of Bev Catering and More		879.75	
			Deposit for Catering Service/CCRR		
09/18/25	2005110	AACRAO		682.00	
			Edge Subscription - 10 users		
09/12/25	2005000	Aaliyah Sharece Converse		125.00	
			Meal Allowance 9/15		
09/30/25	2005287	Aaliyah Sharece Converse		125.00	
			Meal Allowance 9/30		
09/11/25	2004989	Aaron James Wyatt		945.00	
			HCCTP Student Stipend		
09/04/25	2004926	Accreditation Review Council On Education in		6,000.00	
			Initial Site Visit Fee & Application Fee		
09/11/25	2005027	ACT		67.50	
			Scoring Service		
09/04/25	2004928	Adam M Bilderback		285.70	
			Interplay Subscription Reimbursement		
09/11/25	2005034	Adam M Bilderback		47.88	
			Mileage Reimbursement 8/11-8/21/25		
			Mileage Reimbursement 8/25-8/28/25		
09/18/25	2005117	Adam M Bilderback		27.72	
			Mileage Reimbursement 9/2-9/11/25		
09/11/25	2005028	Adams Shoe Store, Inc.		1,499.50	
			PPE Supplies - HCCTP		
09/04/25	2004977	Addasyn M Kell		35.00	
			Notetaker 6/3-7/15/25 COM 115-01		
09/01/25	6791	ADP Inc		872.50	
			Workforce Now Payroll Solution Bundle		
09/01/25	6812	ADP Inc		3,618.00	
			Payroll Services		
09/11/25	2005029	ADP Inc		16,627.24	Y
			Payroll & Attendance Services		
09/12/25	6792	ADP Inc		16,627.24	Y
			Payroll & Attendance Services		
09/11/25	2005080	Aiden R Peek		560.50	
			Mileage Reimbursement 8/11-8/21/25		
			Mileage Reimbursement 8/25-8/28/25		
			Reimburse Interplay Subscription		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/18/25	2005176	Aiden R Peek	Mileage Reimbursement 9/2-9/11/25	156.80	
09/25/25	2005219	Alexander Joseph Morgan Bryant	Meal Allowance 9/15/25	125.00	
09/30/25	2005285	Alexander Joseph Morgan Bryant	Meal Allowance 9/30	125.00	
09/04/25	2004937	Alisha Craddock	Travel 8/19/25	9.10	
09/18/25	2005192	Allen Andrew Stensland	Game Official 9/4/25 6:30 pm	155.00	
09/03/25	2004922	Alphonse M Stadler	September Health Ins.	82.51	
09/11/25	2004986	Amber M Rogers	HCCTP Student Stipend	1,080.00	
09/25/25	2005207	Amber M Rogers	HCCTP Student Stipend	1,200.00	
09/02/25	6587	Ameren Illinois	Gas Service - Main Campus 6/1-7/1/25	2,451.20	
09/03/25	6770	Ameren Illinois	Electric & Gas Service - DQ Ext Electric Service - DQ Ext 7/20-8/18/25	1,473.04	
09/08/25	6588	Ameren Illinois	Gas Service - DQ Ext 6/5-7/8/25 Electric & Gas Service - WF Ext 6/5-7/8	980.42	
09/22/25	6776	Ameren Illinois	Gas Service - Annex 6/18-7/21/25	79.11	
09/29/25	6779	Ameren Illinois	Electric Service - Main Campus 6/18-7/19	24,293.54	Y
09/10/25	2004990	American Family Life Assurance	AFLAC Deduction/August	514.45	
09/25/25	2005211	American Heart Association	Course Cards - PO 23177	2,537.42	
09/11/25	2005035	Amy L Biley	Travel Advance 9/16-9/17/25	243.92	
09/11/25	2005076	Andrew D Nesler	Mileage Reimbursement 8/12-8/28/25	168.00	
09/11/25	2005056	Angela Lynn Harper	Travel 9/5/25 Travel 8/25-8/29/25	104.72	
09/18/25	2005146	Angela Lynn Harper	Travel 9/8-9/9/25 Travel Advance 10/6-10/7/25	179.00	
09/25/25	2005236	Angela Lynn Harper	Travel 9/22/25	28.00	
09/12/25	2005001	Antaniya Janell Marie Davis	Meal Allowance 9/15	125.00	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/30/25	2005288	Antaniya Janell Marie Davis		125.00	
			Meal Allowance 9/30		
09/18/25	2005112	Apple Inc		1,645.00	
			iPads for Athletic Training Center		
09/04/25	2004944	Ariella Gomez		9.10	
			Travel 8/19/25		
09/11/25	2005030	Ascend Learning Holdings LLC		50,003.40	Y
			Nursing Assessments - ADN FT		
			Nursing Assessments - ADN PT		
			Nursing Assessments - LPN FT		
			Nursing Assessments - LPN Supplement		
			Nursing Assessments - RN Hybrid		
			Nursing Assessments - Supplemental		
09/25/25	2005212	ATIS Elevator Inspections, LLC		1,325.00	
			Hydraulic Elevator Testing		
09/03/25	2004878	Audrey M Calhoun		16.50	
			September Health Ins.		
09/04/25	2004927	Auto Tire & Parts Co Inc		268.17	
			Instructional Supplies		
			Auto Supplies for Resale		
09/11/25	2005031	Auto Tire & Parts Co Inc		42.05	
			Auto Supplies for Resale		
09/18/25	2005113	Auto Tire & Parts Co Inc		204.47	
			Auto Supplies for Resale		
09/25/25	2005213	Auto Tire & Parts Co Inc		251.76	
			Auto Supplies for Resale		
			Instructional Supplies		
09/11/25	2005032	B&H Foto & Electronics Corp		1,747.55	
			Wirless Display Receivers & Mounts		
09/18/25	2005114	B&H Foto & Electronics Corp		1,333.49	
			Monitors & Mounts - TRIO Testing Room		
09/18/25	2005115	Bank of Herrin		27.28	
			Safekeeping Fee - July 810-064-022		
			Safekeeping Fee - July 810-064-020		
09/12/25	6799	Bank of Montreal MC		1,365.40	
			August P-Card Charges - C Bouhl		
09/12/25	6800	Bank of Montreal MC		3,925.73	
			August P-Card Charges - N Brooks		
			August P-Card Credit - N Brooks		
09/12/25	6801	Bank of Montreal MC		360.68	
			August P-Card Charges - A Carr		
09/12/25	6802	Bank of Montreal MC		1,436.54	
			August P-Card Charges - R Corbit		
09/12/25	6803	Bank of Montreal MC		155.49	
			August P-Card Charges - M Garrison		
09/12/25	6804	Bank of Montreal MC		199.00	
			August P-Card Charges - R Jeter		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/12/25	6805	Bank of Montreal MC	August P-Card Charges - F Matzker	194.54	
09/12/25	6806	Bank of Montreal MC	August P-Card Charges - M Merrill	324.90	
09/12/25	6807	Bank of Montreal MC	August P-Card Charges - R Ourun	1,169.24	
09/12/25	6808	Bank of Montreal MC	August P-Card Credit - K Overstreet August P-Card Charges - K Overstreet	8,240.22	
09/12/25	6809	Bank of Montreal MC	August P-Card Charges - J Stutes	581.57	
09/12/25	6810	Bank of Montreal MC	August P-Card Charges - R Sveda Webb August P-Card Charges - R Sveda-Webb	3,328.88	
09/12/25	6811	Bank of Montreal MC	August P-Card Charges - D Winget	109.00	
09/12/25	6815	Bank of Montreal MC	August P-Card Charges - E McGuire	145.00	
09/12/25	6816	Bank of Montreal MC	August P-Card Charges - A Biley	397.49	
09/12/25	6817	Bank of Montreal MC	August P-Card Charges - M Brown	1,404.82	
09/12/25	6818	Bank of Montreal MC	August P-Card Charges - JALC Clubs	353.56	
09/12/25	6819	Bank of Montreal MC	August P-Card Charges - J Dick	79.85	
09/12/25	6820	Bank of Montreal MC	August P-Card Charges - CS Fuel	197.68	
09/12/25	6821	Bank of Montreal MC	August P-Card Charges - B Griffith	4,413.47	
09/12/25	6822	Bank of Montreal MC	August P-Card Charges - M Guy	668.00	
09/12/25	6823	Bank of Montreal MC	August P-Card Charges - S Harner	411.36	
09/12/25	6824	Bank of Montreal MC	August P-Card Charges - C Hosselton	611.63	
09/12/25	6825	Bank of Montreal MC	August P-Card Charges - C Love	32.00	
09/12/25	6826	Bank of Montreal MC	August P-Card Charges - E McGuire	1,129.11	
09/12/25	6827	Bank of Montreal MC	August P-Card Charges - C Pearson	511.54	
09/12/25	6828	Bank of Montreal MC	August P-Card Charges - A Rubin	299.78	
09/12/25	6829	Bank of Montreal MC	August P-Card Charges - J Sargent	1,323.06	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/12/25	6830	Bank of Montreal MC		1,249.83	
			August P-Card Charges - K Teal		
09/12/25	6831	Bank of Montreal MC		1,378.88	
			August P-Card Credits - R Webb		
			August P-Card Charges - R Webb		
09/12/25	6832	Bank of Montreal MC		2,093.52	
			August P-Card Credit - K Yosanovich		
			August P-Card Charges - K Yosanovich		
09/12/25	6833	Bank of Montreal MC		72.23	
			August P-Card Charges - A Bafford		
09/12/25	6834	Bank of Montreal MC		2,819.45	
			August P-Card Charges - A B Giffin		
09/12/25	6835	Bank of Montreal MC		511.54	
			August P-Card Charges - JALC Clubs II		
09/12/25	6836	Bank of Montreal MC		1,119.89	
			August P-Card Charges - J Dethrow		
09/12/25	6837	Bank of Montreal MC		758.96	
			August P-Card Charges - M Dinkins		
09/12/25	6838	Bank of Montreal MC		364.76	
			August P-Card Charges - Custodial Fuel		
09/12/25	6839	Bank of Montreal MC		324.12	
			August P-Card Charges - Grounds Fuel		
09/12/25	6840	Bank of Montreal MC		551.01	
			August P-Card Charges - C Jones		
09/12/25	6841	Bank of Montreal MC		661.43	
			August P-Card Charges - D Myers		
09/12/25	6842	Bank of Montreal MC		1,983.21	
			August P-Card Charges - S Newman		
09/12/25	6843	Bank of Montreal MC		798.00	
			August P-Card Charges - K Reagan		
09/12/25	6844	Bank of Montreal MC		6,022.92	
			August P-Card Charges - N Arnett		
09/12/25	6845	Bank of Montreal MC		3,404.03	
			August P-Card Charges - B Burnside		
09/12/25	6846	Bank of Montreal MC		104.96	
			August P-Card Charges - S Elliott		
09/12/25	6847	Bank of Montreal MC		200.00	
			August P-Card Charges - J Fuller		
09/12/25	6848	Bank of Montreal MC		2,706.35	
			August P-Card Charges - T Geske		
09/12/25	6849	Bank of Montreal MC		3,310.41	
			August P-Card Charges - M Mooneyham		
09/12/25	6850	Bank of Montreal MC		5,777.00	
			August P-Card Charges - J Mueller		
			August P-Card Credits - J Mueller		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/12/25	6851	Bank of Montreal MC	August P-Card Charges - C Mulholland	2,065.06	
09/12/25	6852	Bank of Montreal MC	August P-Card Charges - C Naegele	3,579.26	
09/12/25	6853	Bank of Montreal MC	August P-Card Credit - S O'Keefe August P-Card Charges - S O'Keefe	2,076.54	
09/12/25	6854	Bank of Montreal MC	August P-Card Charges - S Shafer	807.46	
09/12/25	6855	Bank of Montreal MC	August P-Card Charges - T Siefert	6,253.41	
09/12/25	6856	Bank of Montreal MC	August P-Card Charges - T Smithpeters	2,041.18	
09/12/25	6857	Bank of Montreal MC	August P-Card Charges - G Starrick	2,203.34	
09/12/25	6858	Bank of Montreal MC	August P-Card Charges - K Surprenant	2,855.34	
09/12/25	6859	Bank of Montreal MC	August P-Card Charges - P Vaughn	2,850.59	
09/12/25	6860	Bank of Montreal MC	August P-Card Charges - S Wernsman August P-Card Credit - S Wernsman	3,707.33	
09/03/25	2004899	Barbara A James	September Health Ins.	16.50	
09/03/25	2004890	Barbara J Harris	August Health Ins. September Health Ins.	33.00	
09/03/25	2004923	Barbara Throgmorton	September Health Ins.	16.50	
09/03/25	2004888	Barry Ray Hancock	September Health Ins.	2,026.67	
09/25/25	2005215	BEST Engineered Systems Technology Group	Camera Installation - Disaster Recovery	10,672.00	Y
09/03/25	2004906	Beverly Ann McCabe	September Health Ins.	16.50	
09/25/25	2005216	BHDG Architects, Inc	Schematic Design - HBV Building 40% Design Development - Bldg B Floor 3 Service Fee - D Bldg Roof	73,906.62	Y
09/03/25	2004920	Billy Rae Smillie	September Health Ins.	82.51	
09/04/25	2004929	Blue Cardinal Chemical, LLC	Maintenance Supplies	1,189.60	
09/18/25	2005118	Blue Cardinal Chemical, LLC	Custodial Supplies	1,062.14	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/30/25	6862	Blue Cross Blue Shield of Illinois	Health Insurance 10/1-11/1/25	319,194.88	Y
09/18/25	2005119	Bluebird Network	Network Facilities Rental 9/1-9/30/25	1,190.14	
09/25/25	2005217	Bluebird Network	Network Facilities Rental 8/1-8/31/25	1,190.14	
09/12/25	2005002	Brady Matthew Davis	Meal Allowance 9/15	250.00	
09/11/25	2005044	Brayden Matthew Cleland	Mileage Reimbursement 8/11-8/15/25 Mileage Reimbursement 8/18-8/29/25	819.00	
09/11/25	2005033	Brenda K Beggs	Sewing Services - Campus Safety Sewing Service - Campus Safety	30.00	
09/18/25	2005134	Brendan John Conway	Mileage Reimbursement 8/11-8/21/25	382.20	
09/12/25	2004999	Brooklynn G Burnett	Meal Allowance 9/15	125.00	
09/30/25	2005286	Brooklynn G Burnett	Meal Allowance 9/30	125.00	
09/18/25	2005124	Brozio Safety LLC	Flagger Training - HCCTP	1,408.32	
09/11/25	2005036	BSN Sports LLC	Credit - Athletic Apparel Credit - Athletic Supplies Athletic Apparel & Supplies Athletic Apparel Athletic Supplies	13,863.71	Y
09/25/25	2005220	BSN Sports LLC	Athletic Apparel	107.95	
09/11/25	2005037	Bumper to Bumper Auto Parts	Auto Supplies for Resale	22.76	
09/25/25	2005221	Bumper to Bumper Auto Parts	Instructional Supplies	51.63	
09/04/25	2004931	Burghof Group LLC	Pole Barn Rent - HCCTP - September	300.00	
09/18/25	2005180	Camden E Reed	Mileage Reimbursement 8/12-8/21/25	35.70	
09/12/25	2005012	Camron L McDaniels	Meal Allowance 9/15	125.00	
09/30/25	2005295	Camron L McDaniels	Meal Allowance 9/30	125.00	
09/18/25	2005126	Capitol Strategies Consulting Inc	Consulting Service 8/16-8/31/25	4,171.50	
09/03/25	2004880	Carl D Cottingham	September Health Ins.	82.51	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/11/25	2005053	Carlos C Giron	Mileage Reimbursement 8/11-8/15/25	98.00	
09/18/25	2005142	Carlos C Giron	Mileage Reimbursement 8/29-9/9/25	137.20	
09/11/25	2004985	Carnice L Purdiman	HCCTP Student Stipend	1,080.00	
09/25/25	2005206	Carnice L Purdiman	HCCTP Student Stipend	1,200.00	
09/04/25	2004932	Carolina Biological Supply Company	General Store Inventory - Biology Kits	4,540.00	
09/11/25	2005039	Carolina Biological Supply Company	Instructional Supplies	140.01	
09/18/25	2005127	Carolina Biological Supply Company	Instructional Supplies	167.82	
09/25/25	2005222	Carolina Biological Supply Company	Instructional Supplies	16.01	
09/25/25	2005239	Carolynne Dawn Hedrick	General Store Inventory - Charger Plush	130.00	
09/04/25	2004961	Carson A Pearson	Reimburse - Water for Fitness Center	25.00	
09/22/25	6784	Carterville Water and Sewer Dept	Water Service - Annex - August Water Service - BB Sprinklers - August Water Service - Main Campus - August Water Service - SB Sprinklers - August	11,193.85	Y
09/22/25	6795	Carterville Water and Sewer Dept	Water Service - Logan Fitness - August	413.53	
09/04/25	2004933	Carterville Winair Co	Instructional Supplies	285.87	
09/11/25	2005040	Carterville Winlectric Co	Maintenance Repair Supplies	196.49	
09/25/25	2005223	Carterville Winlectric Co	Maintenance Repair Supplies	212.88	
09/04/25	2004934	Carterville Winsupply	Maintenance Repair Supplies	860.77	
09/25/25	2005224	Carterville Winsupply	Grounds Supplies	16.45	
09/03/25	558718	Cash	Change Fund for Foundation Glow Bingo	2,195.00	
09/22/25	558720	Cash	Change Fund for Hunting & Fishing Days	2,000.00	
09/18/25	2005128	CDW Government	Azure Overage - July Office Supplies for Resale	553.89	
09/25/25	2005225	CDW Government	Electronic Equipment @ PD Center	62,822.30	Y

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/25/25	2005225	CDW Government		62,822.30	Y
			Subscriptions/Licenses		
			Electronic Equipment		
			Office Supplies for Resale - Toner		
09/10/25	6782	Central States Funds H&W Fund		46,464.00	Y
			Health Premium - August		
09/11/25	2005042	Charlie's Air Conditioning and Heating		280.00	
			Ice Machine Rental - August		
09/12/25	2005004	Charolette DeLisle		125.00	
			Meal Allowance 9/15		
09/30/25	2005290	Charolette DeLisle		125.00	
			Meal Allowance 9/30		
09/11/25	2005048	Chris F Deichman		200.00	
			Game Official 8/28/25 1:00 pm		
			Game Official 8/29/25 1:00 pm		
09/18/25	2005135	Chris F Deichman		100.00	
			Game Official 9/9/25 1:00 pm		
09/12/25	2005005	Christian Lee Doerr I		125.00	
			Meal Allowance 9/15		
09/30/25	2005291	Christian Lee Doerr I		125.00	
			Meal Allowance 9/30		
09/18/25	2005181	Christian Scott Rees		662.20	
			Mileage Reimbursement 8/11-8/25/25		
09/03/25	2004924	Christie A Williams		16.50	
			September Health Ins.		
09/03/25	2004874	Christopher B Bell		1,324.93	
			September Health Ins.		
09/25/25	2005246	Christopher Kays		155.00	
			Game Official 9/10/25 6:30 pm		
09/25/25	2005251	Christy McBride		115.62	
			Reimburse - Meeting Supplies		
09/03/25	2004900	Cindy D Johnson		1,419.25	
			September Health Ins.		
09/18/25	2005130	Cintas Fire Protection		3,128.63	
			Elevator Alarm 5 Year Testing		
09/10/25	6772	City of Du Quoin		63.76	
			Water Service - DQ Ext 7/1-7/29/25		
09/04/25	2004935	Clean As A Whistle LLC		3,174.18	
			Cleaning Service - DQ Ext 8/1-8/31/25		
			Cleaning Service - WF Ext 8/1-8/31/25		
09/01/25	6768	Clearwave Communications		3,775.77	
			Phone Service - WF Ext 8/4-9/3/25		
			Internet Service - DQ & WF 8/4-9/3/25		
			Phone & Internet Service - Main Campus		
09/04/25	2004930	Cody M Blumenstock		114.19	
			Reimburse Clothing Allowance		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/04/25	2004930	Cody M Blumenstock	Reimburse Officer Supplies	114.19	
09/25/25	2005226	Colby J Chamness	Travel Advance 10/1-10/3/25	51.00	
09/04/25	2004936	Cold Blooded Coffee & Roastery	Room Setups - July	720.00	
09/11/25	2005045	Cold Blooded Coffee & Roastery	IASA Breakfast 9/2/25 IDOC Meals 8/25-9/5/25	11,391.25	Y
09/18/25	2005131	Cold Blooded Coffee & Roastery	Room Setups - August - External Events IDOC Meals 8/11-8/22/25 Room Setups - August - Internal Events	6,005.00	
09/25/25	2005227	Cold Blooded Coffee & Roastery	Team Leader Meeting Breakfast Refreshments for Healthcare Showcase Rev Up Gift Certificates	2,264.97	
09/12/25	2005015	Cole Michael Noreuil	Meal Allowance 9/15	200.00	
09/11/25	2005046	CollegeBoard	PowerFaids Subscription & Maintenance	29,002.48	Y
09/03/25	2004893	Connie S Hensley	September Health Ins.	16.50	
09/02/25	6769	Constellation NewEnergy Inc	Electric Service - WF Ext 7/8-8/6/25	1,100.69	
09/10/25	6773	Constellation NewEnergy Inc	Elec Svc - DQ Ext 7/20-8/18/25 Electric Service - DQ Ext 7/20-8/18/25	1,590.03	
09/19/25	6783	Constellation NewEnergy Inc	Electric Service - Main Campus 8/19-9/19	57,010.64	Y
09/30/25	6797	Constellation NewEnergy Inc	Electric Service - WF Ext 8/6-9/7/25	1,050.69	
09/25/25	2005218	Crystal K Bouhl	Reissue Ck# 2004670 - Travel Travel 9/10/25	220.08	
09/11/25	2005060	Crystal M Hosselton	Travel Advance 9/22-9/23/25	102.00	
09/04/25	2004938	Daikin TMI LLC	Chiller Service 7/21/25	1,830.00	
09/12/25	2005018	Dainen D Rucker I	Meal Allowance 9/15	125.00	
09/30/25	2005300	Dainen D Rucker I	Meal Allowance 9/30	125.00	
09/18/25	2005186	Dakota James Simmons	Mileage Reimbursement 8/12-8/21/25	134.40	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/18/25	2005121	Dalton I Brimm	Mileage Reimbursement 9/2-9/11/25	156.80	
09/11/25	2005094	Damian Sundly	Travel Advance - Academy	328.20	
09/12/25	2005025	Damieona J Williams-Woulard	Meal Allowance 9/15	125.00	
09/30/25	2005304	Damieona J Williams-Woulard	Meal Allowance 9/30	125.00	
09/26/25	558722	Dancin Dog Productions LLC	Dock Dogs agreement for HFD 2025	6,000.00	
09/02/25	6785	Dearborn Life Insurance Company	Vision Insurance 9/1-9/30/25	2,114.21	
09/11/25	2005047	Decisions LLC	Financial LIteracy License 9/1-8/31/26	1,000.00	
09/18/25	2005182	Denise M Rolape	Reimburse Clothing Allowance	169.72	
09/25/25	2005228	Denise M. Cripps	Reimburse Clothing Allowance	35.12	
09/18/25	2005168	Djordje Milosevic	Travel 8/12-9/9/25	151.20	
09/03/25	2004908	Don Middleton	September Health Ins.	82.51	
09/03/25	2004884	Donna B Fell	September Health Ins.	16.50	
09/18/25	2005133	Donovan Contreras	Mileage Reimbursement 8/18-9/3/25	112.00	
09/12/25	2005011	Dylan Michael Mannino	Meal Allowance 9/15	250.00	
09/18/25	2005139	E-Z Rental Center, Inc	Rental Equipment 9/5-9/6/25 - HCCTP	573.00	
09/04/25	2004939	EAN Services LLC	Car Rental - J Seals 7/13-7/17/25 Car Rental - R Burkett 7/19-7/25/25	438.53	
09/11/25	2005049	EAN Services LLC	Car Rental - C Jones 7/17-7/18/25 Car Rental - S Hartford 7/29-8/3/25	400.56	
09/11/25	2005106	Eddie R Webb	Travel Advance 9/23-9/26/25	238.00	
09/25/25	2005278	Eddie R Webb	Travel 9/16-9/17/25	301.50	
09/01/25	6789	EFTPS	Federal Payroll Tax Late Fee Penalty	5,302.18	
09/30/25	6863	EFTPS	Federal Payroll Tax Late Fee Penalty	2,610.94	
09/18/25	2005137	Egyptian Electric Coop Association	Electric Service - Annex 8/1-9/2/25	4,215.50	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/18/25	2005137	Egyptian Electric Coop Association	Electric Service - BB/SB Facility Electric Service - Sign 8/1-9/2/25 Electric Service - SB Scoreboard 8/1-9/2	4,215.50	
09/25/25	2005229	Egyptian Electric Coop Association	Electric Service - Logan Fitness 8/1-9/2	18,307.00	Y
09/04/25	2004940	Enviro-Tech Termite and Pest Control	Pest Control - Main Campus 8/1/25 Pest Control - DQ Ext 8/11/25	550.00	
09/25/25	2005231	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext 9/15/25 Pest Control - Annex 9/8/25 Pest Control - Main Campus 9/5/25 Pest Control - WF Ext 8/26/25	665.00	
09/03/25	2004882	Eric George Ebersohl	September Health Ins.	2,026.67	
09/04/25	2004959	Erica Marks	Travel 7/2-8/27/25	128.10	
09/03/25	2004902	Eunice A Lantagne	September Health Ins.	82.51	
09/11/25	2005058	Evan L Hooper	Mileage Reimbursement 8/25-8/28/25	84.00	
09/18/25	2005149	Evan L Hooper	Mileage Reimbursement 9/8-9/11/25	84.00	
09/03/25	2004910	Evelyn P Morrison	September Health Ins.	16.50	
09/26/25	558723	Firehouse Bounce	Bounce House Set HFD 2025	2,500.00	
09/11/25	2005050	Fishback Media Inc	Advertising	900.00	
09/04/25	2004941	Fisher Healthcare	Instructional Supplies	129.19	
09/11/25	2005051	Forestry Suppliers	Instructional Supplies	941.11	
09/25/25	6794	Futiva	Internet Service 9/1-9/30/25	493.99	
09/12/25	2005022	Gabe Emmett Smith	Meal Allowance 9/15	250.00	
09/11/25	2005079	Gabriel B Patterson	Mileage Reimbursement 8/11-8/22/25 MIleage Reimbursement 8/25-9/2/25	156.80	
09/04/25	2004965	Gabriela Guadalupe Romero	Interplay Subscription Reimbursement	291.03	
09/18/25	2005183	Gabriela Guadalupe Romero	Mileage Reimbursement 8/11-8/22/25 Mileage Reimbursement 8/25-8/29/25 Mileage Reimbursement 9/2-9/12/25	456.40	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/04/25	2004943	Galls LLC		277.75	
			Officer Supplies & Apparel		
			Officer Apparel		
09/03/25	2004877	Gary W Caldwell		275.14	
			September Health Ins.		
09/18/25	2005132	Gary W Conley		224.11	
			Reimburse Clothing Allowance		
09/16/25	6775	GoTo Communications, Inc		8,472.74	
			Phone Service & Equipment - Disaster Rec		
			Phone Service - CCRR 9/1-9/30/25		
			Phone Service & Equipment 9/1-9/30/25		
09/12/25	2005014	Gracyn Elizabeth Morris		125.00	
			Meal Allowance 9/15		
09/30/25	2005297	Gracyn Elizabeth Morris		125.00	
			Meal Allowance 9/30		
09/18/25	2005144	Great Rivers Athletic Conference		1,675.00	
			Confrerence Dues 2025-2026 Season		
09/11/25	2005054	Greater Egypt Regional Planning		150.00	
			Membership Dues FY26		
09/25/25	2005234	Growing Media LLC		750.00	
			Digital Marketing		
09/04/25	2004945	Hale's Automotive Inc		600.33	
			Service on 2014 Ford F150		
09/12/25	2005009	Hannah Summer Jarnegan		250.00	
			Meal Allowance 9/15		
09/25/25	2005237	HD Supply Facilities Maintenance LTD		1,058.18	
			Custodial Supplies		
09/03/25	6786	HealthEquity Inc		340.79	
			HRA Replenishment		
09/04/25	6787	HealthEquity Inc		36,498.44	Y
			HRA Replenishment		
09/08/25	6788	HealthEquity Inc		494.00	
			HRA Fees - September		
09/25/25	2005238	Heartland Community College-ICISP		500.00	
			Volleyball Entry Fee 9/12-9/13/25		
09/11/25	2005057	Heiberg Consulting, Inc.		1,799.00	
			Student Access Annual Support for SSS		
09/18/25	2005147	Henry Schein Inc		950.70	
			Dental Assisting Equipment Maintenance		
09/18/25	2005148	Hilary M Holdinghausen		170.00	
			Travel Advance 10/1-10/3/25		
09/04/25	2004947	HLN Boutique LLC		340.00	
			PPE Supplies - HCCTP		
09/11/25	2004988	Horatio J Watson		1,080.00	
			HCCTP Student Stipend		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/25/25	2005209	Horatio J Watson	HCCTP Student Stipend	1,200.00	
09/04/25	2004949	HSG Mechanical Contractors Inc	HVAC Maintenance	1,511.81	
09/25/25	2005240	HSG Mechanical Contractors Inc	Preventative Maintenance 1st Qtr FY26	1,500.00	
09/04/25	2004950	Huelsmann Distributing Company Inc	Instructional Supplies	159.46	
09/11/25	2005092	Hunter Scott Smith	Mileage Reimbursement 8/12-8/21/25	212.80	
09/18/25	2005188	Hunter Scott Smith	Mileage Reimbursement 8/26-9/4/25	212.80	
09/25/25	2005250	Hunter T Mattingly	Reimburse Clothing Allowance	23.90	
09/04/25	2004951	ICCTA - IL Community College Trustees Associa	Special Events Econ Impact Study	15,000.00	Y
09/18/25	2005152	Illinois Central College	Entry Fee - Men's Golf 9/8-9/9/25	630.00	
09/25/25	2005241	Illinois Community College Board	Annual Membership Fee 7/1/25-6/30/26	500.00	
09/10/25	2004991	Illinois FOP Labor Council	Union Dues (LU) August	594.00	
09/04/25	2004952	Illinois Partners for Human Service	Annual Dues FY26	150.00	
09/04/25	2004953	ILMO Products Company	Instructional Supplies	251.47	
09/11/25	2005062	ILMO Products Company	Instructional Supplies	222.60	
09/18/25	2005153	ILMO Products Company	Instructional Supplies Insttructional Supplies	543.75	
09/25/25	2005242	ILMO Products Company	Instructional Supplies	318.98	
09/25/25	2005243	Inframappa Inc	Subscription 10/1/25-9/30/26	7,200.00	
09/04/25	2004954	InMotion Systems, LLC	Hit Trax Baseball Simulator - PO 22249 Subscription - PO 22249	16,069.00	Y
09/25/25	2005244	Innovative Safety Solutions Inc	Rigger Course & Signal Person Training	3,413.90	
09/11/25	2005063	Interplay Learning Inc.	Software Licenses - Perkins	5,000.00	
09/18/25	2005155	Isabella Catherine Jerrells	Notetaker 8/12-9/25/25 DMS200-01	60.00	
09/03/25	2004921	Jack Smothers	September Health Ins.	82.51	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/11/25	2005078	Jacob D Oetjen I	Mileage Reimbursement 8/11-8/22/25	183.40	
09/18/25	2005174	Jacob D Oetjen I	Mileage Reimbursement 8/25-9/5/25	165.06	
09/04/25	2004962	Jacob Richard Prince	Interplay Subscription Reimbursement	291.03	
09/18/25	2005178	Jacob Richard Prince	Mileage Reimbursement 9/2-9/12/25 Mileage Reimbursement 8/11-8/16/25 Mileage Reimbursement 8/18-8/29/25	665.00	
09/18/25	2005145	Jacob W Griffith	Travel 8/25/25	32.20	
09/18/25	2005140	Jaime Javier Garcia	Reimburse Clothing Allowance	106.56	
09/25/25	2005232	Jaime Javier Garcia	Reimburse Clothing Allowance	181.61	
09/10/25	2004992	JALC Foundation	Foundation Ded (LF) August	252.00	
09/11/25	2005064	JALC Foundation	Clearing Account Return Scholarship to Foundation	23,667.50	Y
09/18/25	2005154	JALC Foundation	Clearing Account	4,335.00	
09/16/25	6790	JALC/CDB Trust #810-064-022	Trust Balance Increase 810-064-022	3,681,663.00	Y
09/26/25	558724	James T Vitaro	The Hawg Trough HFD 2025	5,500.00	
09/03/25	2004891	James W Harris	September Health Ins.	16.50	
09/03/25	2004896	Jane A House	Health Ins.July Health Ins-August September Health Ins.	49.50	
09/03/25	2004914	Janice R Palese	September Health Ins.	16.50	
09/12/25	2005013	Jayden N Miles	Meal Allowance 9/15	125.00	
09/30/25	2005296	Jayden N Miles	Meal Allowance 9/30	125.00	
09/25/25	2005270	Jennifer L Sykes	Training For CCRR Providers	300.00	
09/11/25	2004980	Jeremiah Ezekiel Boens	HCCTP Student Stipend	1,080.00	
09/25/25	2005201	Jeremiah Ezekiel Boens	HCCTP Student Stipend	1,200.00	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/11/25	2005077	Jeremy J Neu Jr	Mileage Reimbursement 8/11-8/18/25	67.20	
09/18/25	2005170	Jeremy J Neu Jr	Reimburse Interplay Subscription	42.55	
09/04/25	2004966	Jessica M Seals	Travel 8/24/25	33.32	
09/03/25	2004872	Jim R Bales	September Health Ins.	82.51	
09/25/25	2005282	Joe Van Wood III	Mileage Reimbursement 8/19-8/29/25	390.60	
09/11/25	2005065	Joe's Lawn & Snow Service LLC	Mowing Service - WF Ext - August Mowing Service - DQ Ext - August	490.00	
09/03/25	2004918	John C Sala	September Health Ins.	16.50	
09/03/25	2004917	John J Profilet	September Health Ins.	99.23	
09/18/25	2005138	John William Eibeck III	Reimburse Clothing Allowance	345.69	
09/25/25	2005230	John William Eibeck III	Reimburse Clothing Allowance	47.12	
09/03/25	2004894	Johnna Lynn Herren	September Health Ins.	1,419.25	
09/11/25	2005066	Johnson Controls Inc	Service on 2 York Chillers	2,929.25	
09/18/25	2005156	Johnson Controls Inc	Pool Unit HVAC Service Repair Coil on Pool Air Handling Unit	33,861.80	Y
09/04/25	2004955	Johnstone Supply	Instructional Supplies	286.48	
09/18/25	2005171	Jon A Neville	Reimburse Clothing Allowance	20.31	
09/18/25	2005151	Jonathan Huerta	Reimburse Interplay Subscription Mileage Reimbursement 8/19-8/28/25	342.76	
09/18/25	2005136	Joseph Dethrow	Travel Advance 9/29-9/30/25	102.00	
09/11/25	2005085	Joseph E Roach	Travel 7/20-7/22/25	589.99	
09/03/25	2004889	Joseph R Hancock	September Health Ins.	16.50	
09/12/25	2005019	Josilynne A Scott	Meal Allowance 9/15	125.00	
09/30/25	2005301	Josilynne A Scott	Meal Allowance 9/30	125.00	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/03/25	2004901	Judith C Korando	September Health Ins.	82.51	
09/12/25	2005003	Justice D Decker	Meal Allowance 9/15	125.00	
09/30/25	2005289	Justice D Decker	Meal Allowance 9/30	125.00	
09/25/25	2005257	Justin Nuckles	Travel Advance 9/29-9/30/25	163.74	
09/04/25	2004956	JW Pepper & Son Inc	Instructional Supplies	34.50	
09/18/25	2005158	JW Pepper & Son Inc	Instructional Supplies	178.20	
09/25/25	2005245	JW Pepper & Son Inc	Music	64.59	
09/12/25	2005017	Kahlen Alexus Robinson	Meal Allowance 9/15	125.00	
09/30/25	2005299	Kahlen Alexus Robinson	Meal Allowance 9/30	125.00	
09/18/25	2005116	Kara Bevis	Travel Advance 10/1-10/3/25	51.00	
09/03/25	2004919	Karen Sala	September Health Ins.	16.50	
09/18/25	2005159	KBM Technologies Inc	Instructional Supplies	496.81	
09/11/25	2005069	Kemper CPA Group LLP	Lease Crunch Software 9/7/25-9/6/26	1,228.50	
09/04/25	2004948	Kendal Hopkins	Interplay Subscription Reimbursement	291.03	
09/11/25	2005059	Kendal Hopkins	Mileage Reimbursement 8/11-8/18/25 Mileage Reimbursement 8/19-8/29/25	545.30	
09/18/25	2005150	Kendal Hopkins	Mileage Reimbursement 9/2-9/12/25	327.60	
09/12/25	2004997	Keyshawn Barfield	Meal Allowance 9/15	125.00	
09/30/25	2005284	Keyshawn Barfield	Meal Allowance 9/30	125.00	
09/12/25	2005024	Kiera Raelyn Whitaker	Meal Allowance 9/15	125.00	
09/30/25	2005303	Kiera Raelyn Whitaker	Meal Allowance 9/30	125.00	
09/18/25	2005160	Kimball International Marketing Inc.	Furniture - C&E Wing Lobby Renovation	12,568.16	Y
09/11/25	2005068	Kimberly A. Kellerman	Travel Advance 9/24-9/26/25	853.57	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/18/25	2005184	Kirk A Rosendahl	Reimburse Clothing Allowance	42.88	
09/25/25	2005264	Kirk A Rosendahl	Reimburse Clothing Allowance	16.31	
09/25/25	2005259	Kirk E Overstreet	Travel 9/11-9/12/25	349.80	
09/12/25	2005007	Kodie T Gordon	Meal Allowance 9/15	125.00	
09/30/25	2005293	Kodie T Gordon	Meal Allowance 9/30	125.00	
09/18/25	2005161	Konica Minolta Business Solutions USA Inc	Maintenance & Click Charges - August	2,770.03	
09/26/25	6778	Konica Minolta Premier Finance	Equipment Lease 8/26-9/25/25	3,954.50	
09/25/25	2005276	Larissa Kaitlin Van	Travel 8/27-9/16/25	56.84	
09/03/25	2004904	Larry Dale Marrs	September Health Ins.	89.80	
09/03/25	2004913	Larry Maurice Page	September Health Ins.	89.80	
09/10/25	2004993	Logan Operational Staff Association	LOSA Dues/August	841.90	
09/25/25	2005247	Logan Operational Staff Association	LOSA Dues / September	924.24	
09/11/25	2005070	Logan Solar LLC	Solar Production 8/1-8/31/25	10,989.01	Y
09/11/25	2005071	Long Haul Leasing LLC	Fox Box Rental - HCCTP - September	100.00	
09/04/25	2004957	Lowe's of Illinois Inc	Maintenance Repair Supplies	271.83	
09/18/25	2005120	Lydia Bowen	Reimburse Clothing Allowance	92.23	
09/04/25	2004958	Maier's Tidy Bowl Inc.	Portable Toilet Rental 8/18-9/14 HCCTP Portable Toilet Rental 8/26-9/22	160.00	
09/25/25	2005249	Maier's Tidy Bowl Inc.	Portable Toilet Rental 9/23-10/20/25	80.00	
09/18/25	2005172	Makenna Fay Newell	Mileage Reimbursement 8/11-8/21/25 Mileage Reimbursement 8/25-9/2/25	723.80	
09/24/25	6777	Mansfield Power & Gas LLC	Gas Service - Main Campus 8/1-8/31/25	3,687.38	
09/11/25	2005052	Marcus Gilmore	Travel 8/12-8/22/25	133.56	
09/18/25	2005141	Marcus Gilmore	Mileage Reimbursement 8/26-9/5/25	133.56	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/25/25	2005233	Marcus Gilmore		155.82	
			Reissue Ck# 2004466 - Travel		
			Reissue Ck # 2004445 - Travel		
			Reissue Ck#2004575 - Travel		
09/12/25	2005010	Mariah Destiny Maclin		125.00	
			Meal Allowance 9/15		
09/30/25	2005294	Mariah Destiny Maclin		125.00	
			Meal Allowance 9/30		
09/03/25	2004916	Marie Perkins		16.50	
			September Health Ins.		
09/03/25	2004897	Mary Ann Hudson		16.50	
			September Health Ins.		
09/03/25	2004881	Mary DeHoff		16.50	
			September Health Ins.		
09/03/25	2004870	Mary E Abell		16.50	
			September Health Ins.		
09/03/25	2004912	Mary O'Hara		82.51	
			September Health Ins.		
09/12/25	2004998	Mason James Beno		250.00	
			Meal Allowance 9/15		
09/11/25	2005041	Mathew James Cavins I		226.80	
			Mileage Reimbursement 8/12-8/27/25		
09/18/25	2005179	Mathew James Ray		313.06	
			Reimburse Clothing Allowance		
09/25/25	2005262	Mathew James Ray		10.16	
			Reimburse Clothing Allowance		
09/11/25	2004981	Maurice E Boyd		1,080.00	
			HCCTP Student Stipend		
09/25/25	2005202	Maurice E Boyd		1,200.00	
			HCCTP Student Stipend		
09/18/25	2005164	MBI Worldwide Background Checks and Drug Scre		964.30	
			Background Checks 8/1-9/1/25		
09/25/25	2005252	MedTech		3,427.76	
			Custom Clinical Kits - EMS & EMT		
09/03/25	2004915	Melanie Pecord		2,026.67	
			September Health Ins.		
09/18/25	2005123	Melissa K Brown		102.00	
			Travel 9/9-9/10/25		
09/11/25	2005072	Menard Consulting Inc		300.00	
			GASB 75 Roll Forward Calculation FY25		
09/04/25	2004960	Menards		1,134.46	
			Maintenance Repair Supplies		
09/11/25	2005073	Menards		637.38	
			Instructional Supplies		
			Maintenance Repair Supplies		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/18/25	2005166	Menards	Maintenance Repair Supplies	127.89	
09/25/25	2005253	Menards	HFD Electrical Supplies Maintenance Repair Supplies	686.24	
09/03/25	2004911	Merian Norris	September Health Ins. Health Ins-August	33.00	
09/25/25	2005248	Michael G Lukens	Reimburse Clothing Allowance	76.64	
09/03/25	2004898	Michael Kevin Jakubco	September Health Ins.	99.23	
09/03/25	2004909	Michael Morgan	September Health Ins.	2,404.70	
09/25/25	2005235	Michelle D Hamlin	Travel 9/17/25	212.80	
09/03/25	2004887	Michelle Hamilton	September Health Ins.	1,419.25	
09/11/25	2005055	Michelle L Guy	Travel Advance 9/16-9/17/25	102.00	
09/11/25	2005074	Midwest Gym Services	Fitness Machine Service	210.00	
09/18/25	2005167	Midwest Gym Services	Fitness Machine Service	150.00	
09/03/25	6771	Midwest Insurance Company	Workers Comp Insurance Premium	94,136.00	Y
09/12/25	2005008	Miller Scott Green	Meal Allowance 9/15	250.00	
09/11/25	2005075	Mississippi River Radio LLC	Advertising	2,555.00	
09/25/25	2005254	Murdale Ace Hardware	Maintenance Repair Supplies	15.96	
09/03/25	2004903	Nancy C Lawson	September Health Ins.	16.50	
09/11/25	2004983	Natasha Y Oliver	HCCTP Student Stipend	1,080.00	
09/25/25	2005204	Natasha Y Oliver	HCCTP Student Stipend	1,200.00	
09/15/25	6793	Nelnet Business Services	Refund Maintenance 8/1-8/31/25	452.60	
09/18/25	2005163	Nicholas C Love	Mileage Reimbursement 8/25-8/28/25 Mileage Reimbursement 8/11-8/21/25	151.20	
09/18/25	2005122	Nikki Brooks	Travel Advance 9/23-9/26/25	238.00	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/25/25	2005256	Northern Safety Co Inc	First Aid Supplies	114.74	
09/12/25	2005016	O’Niya Starr Reed	Meal Allowance 9/15	125.00	
09/30/25	2005298	O’Niya Starr Reed	Meal Allowance 9/30	125.00	
09/18/25	2005173	ODP Business Solutions, LLC	Office Supplies for Resale - Toner	380.64	
09/18/25	2005175	Paymerang LLC	Fees 8/1-8/31/25	800.00	
09/11/25	2005081	Phi Theta Kappa	International Membership Fee - M Bates	65.00	
09/18/25	2005162	Phillip Lane	Travel Advance 10/1-10/3/25	170.00	
09/11/25	2005082	Pitney Bowes Reserve Account	Postage Reimbursement - Poshard Fndt	467.21	
09/11/25	2005043	Preston W Childers	Game Official 8/28/25 1:00 pm Game Official 8/29/25 1:00 pm	200.00	
09/18/25	2005129	Preston W Childers	Game Official 9/9/25 1:00 pm	100.00	
09/03/25	2004885	Priscilla L Gray	September Health Ins.	16.50	
09/04/25	2004963	R House Sports and Embroidery	Embroidery & Printing Athletic Apparel Embroidery on Athletic Supplies	1,091.00	
09/11/25	2005084	R House Sports and Embroidery	Screen Printing - Athletic Apparel Screen Printing on Athletic Apparel	171.00	
09/18/25	2005125	Ramon A Campos	Reimburse Clothing Allowance	180.25	
09/25/25	2005261	Rascal X-Press, Inc.	Reimburse CPR Training	594.00	
09/03/25	2004875	Rebecca G Borgsmiller	September Health Ins.	82.51	
09/10/25	558719	Record-A-Hit Entertainment	Rental-360 Photobooth Loganpalooza 9/10	1,720.00	
09/04/25	2004979	Reed Davis Sherrard	Meal Allowance 8/15	250.00	
09/12/25	2005020	Reed Davis Sherrard	Meal Allowance 9/15	250.00	
09/10/25	2004994	Reliance Standard Life Insurance Company	VLTD September	644.61	
09/04/25	2004964	Republic Services #732	Waste Disposal - Main Campus 8/1-8/31 Waste Disposal - WF Ext 9/1-9/30/25	1,752.90	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/04/25	2004964	Republic Services #732	Waste Disposal - DQ Ext 9/1-9/30/25	1,752.90	
09/25/25	2005263	Republic Services #732	Waste Disposal - WF Ext 10/1-10/31/25 Waste Disposal - DQ Ext 10/1-10/31/25 Waste Disposal - Main Campus 9/1-9/30	2,040.05	
09/03/25	2004907	Robert L Mees	September Health Ins.	82.51	
09/03/25	2004883	Roberta Egelston	September Health Ins.	991.96	
09/12/25	2005021	Roman Patrick Sienza	Meal Allowance 9/15	250.00	
09/11/25	2005087	Safety-Kleen Systems Inc	Equipment Maintenance	236.23	
09/25/25	2005265	Samron Midwest Contracting	HCCTP Pole Barn Flooring - Pay App 1	135,089.99	Y
09/18/25	2005169	Samuel Joseph Nett	Mileage Reimbursement 8/12-9/4/25	52.92	
09/03/25	2004873	Sandra Bechtel	Health Ins August September Health Ins.	33.00	
09/11/25	2005088	Science Interactive Group LLC	General Store Inventory	4,179.00	
09/04/25	2004976	Scott Wernsman	Travel Advance 9/15-9/16/25	102.00	
09/11/25	2005107	Scott Wernsman	Travel Advance 9/24-9/26/25	170.00	
09/18/25	2005193	Shanda R Sylwester	Travel 7/30-8/20/25	65.80	
09/11/25	2004984	Sharese Perteet	HCCTP Student Stipend	1,080.00	
09/25/25	2005205	Sharese Perteet	HCCTP Student Stipend	1,080.00	
09/11/25	2005097	Shawn J Talluto	Reimburse Clothing Allowance	33.58	
09/04/25	2004967	Sherwin-Williams Company	Paint Supplies	338.53	
09/11/25	2005089	Sherwin-Williams Company	Paint Supplies	135.95	
09/03/25	2004879	Shirley Calhoun	September Health Ins.	16.50	
09/03/25	2004892	Shirley Hays	September Health Ins.	16.50	
09/25/25	2005266	Shred-It	Shredding Service	105.19	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/04/25	2004968	Silkworm Inc		1,540.42	
			Promotional Items - Embroidered Keytags		
			Setup of Promotion Items - Keytags		
09/11/25	2005090	Silkworm Inc		533.78	
			Digital Banner - Golf Scramble		
			Dugout Decals		
			Foam Can Coolers - Softball		
09/18/25	2005185	Silkworm Inc		7,052.00	
			General Store Inventory - Shirts		
09/11/25	2005091	Simple Higher Ed		6,018.00	
			Annual License 10/1/25-9/30/26		
09/04/25	2004969	SiteOne Landscape Supply, LLC		755.02	
			Grounds Supplies		
09/18/25	2005187	SiteOne Landscape Supply, LLC		1,683.55	
			Grounds Supplies		
			Softball Field Supplies - Mound Clay		
09/18/25	2005189	Snead State Community College		550.00	
			Entry Fee - Men's Golf 9/20-9/23/25		
09/04/25	2004970	South Side Lumber Inc		99.99	
			Instructional Supplies		
09/18/25	2005190	South Side Lumber Inc		33.97	
			Instructional Supplies - HCCTP		
09/18/25	2005191	Southeastern Illinois College		378.00	
			Training for Child Care Providers 8/16		
09/04/25	2004971	Southern Illinois Piping Contractors, Inc.		1,716.36	
			Service on Storm Water Pump		
09/04/25	2004972	Southern Illinois University Carbondale		1,105.00	
			CNA State Board Testing Vouchers		
09/11/25	2005093	St Louis Boiler Supply Co		1,366.09	
			Maintenance Repair Supplies		
09/03/25	2004876	Stacy Buckingham		1,419.25	
			September Health Ins.		
09/03/25	2004895	Stacy Holloway		1,419.25	
			September Health Ins.		
09/04/25	6813	State Universities RetirementSystem		70,263.89	Y
			SURS 8/15/25 PR		
09/15/25	6814	State Universities RetirementSystem		127,610.30	Y
			SURS 8/31/25 PR		
09/25/25	2005267	State Universities RetirementSystem		38.18	
			Interest on Contributions - D Falmier		
09/11/25	2004987	Stephen Ross		1,035.00	
			HCCTP Student Stipend		
09/25/25	2005208	Stephen Ross		1,200.00	
			HCCTP Student Stipend		
09/25/25	2005260	Stephen W Porter		281.00	
			Reimburse Clothing Allowance		

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/04/25	2004973	Stericycle, Inc.	Waste Disposal - Annex 9/1-9/30/25	223.41	
09/18/25	2005143	Steven R Gray	Game Official 9/4/25 6:30 pm	155.00	
09/04/25	2004974	Stiles Office Solutions Inc	Custodial Supplies	1,242.40	
09/25/25	2005268	Stiles Office Solutions Inc	Office Supplies	66.31	
09/03/25	2004905	Susan May	September Health Ins.	1,419.25	
09/25/25	2005269	Swinford Publications LLC	Advertising	2,400.00	
09/10/25	2004995	Symetra Life Insurance Company	Life Ins/September	8,010.59	
09/11/25	2005095	Syndaver EDU, Inc	Service Agreement - Year 3 of 5	2,975.00	
09/11/25	2005096	T Street Rides VIP Limo	Van Rental - B Burnside 8/25/25 Bus Rental - B Burnside 9/2/25	2,230.50	
09/18/25	2005194	T Street Rides VIP Limo	Bus Trip - Volleyball 8/14/25 Car Rental - Men's Golf 9/7/25 Car Rental - T Smithpeters 9/8-9/9/25 Van Rental - Volleyball 9/8/25	5,501.50	
09/25/25	2005271	T Street Rides VIP Limo	Van Rental - Softball 9/14/25 Bus Trip - Normal, IL 9/12/25 Bus Trip - Westfield, IN 9/11/25 Van Rental - Softball 9/12/25	6,972.00	
09/04/25	2004978	Ta’Marcus J Eaves	Meal Allowance 8/15 Meal Allowance 8/30	250.00	
09/12/25	2005006	Ta’Marcus J Eaves	Meal Allowance 9/15	125.00	
09/30/25	2005292	Ta’Marcus J Eaves	Meal Allowance 9/30	125.00	
09/12/25	2005023	Taylor Bernard Cental Smith	Meal Allowance 9/15	125.00	
09/30/25	2005302	Taylor Bernard Cental Smith	Meal Allowance 9/30	125.00	
09/04/25	2004975	Teamsters Local 50	Union Dues - July	2,609.00	
09/10/25	2004996	Teamsters Local 50	Union Dues (TU)	2,694.00	
09/25/25	2005214	Tena M Bennett	Game Official 9/17/25 6:30 pm	155.00	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/18/25	2005195	TEquipment	Siglent Dual Power Supply - PO 23058	13,953.60	Y
09/26/25	558721	Terry Wayne Brooks	DJ for HFD 2025	1,300.00	
09/25/25	6861	The Hanover Insurance Group	Insurance Premiums - Pay #1 PO 23652	180,357.00	Y
09/25/25	2005272	The Office of the State Fire Marshal	Annual Boiler Inspection Certifications	420.00	
09/11/25	2005099	The Tedrick Group	Cyber Liability Insurance 8/15-8/14/26 Earthquake Insurance 8/15-8/14/26	76,741.00	Y
09/18/25	2005196	The Tedrick Group	General Obligation Bond 7/1/25-6/30/26 Working Cash Bond 7/1/25-6/30/26 Treasurer's Bond 7/1/25-6/30/26	11,115.00	Y
09/25/25	2005273	The Westbury Five LLC	Athletic Apparel	210.00	
09/25/25	2005274	Theatrical Rights Worldwide	Licensing Fee - Grumpy Old Men	2,735.00	
09/25/25	2005255	Tim Neels	Game Official 9/17/25 6:30 pm Game Official 9/10/25 6:30 pm	310.00	
09/11/25	2005100	TimeClock Plus LLC	Scheduling License 9/28-10/27/25	133.75	
09/03/25	2004925	Timothy Allen Williams	September Health Ins.	1,419.25	
09/11/25	2005101	Titans Foundation Skills Academy Inc	Reimburse for A Lee's Travel Expenses	777.42	
09/04/25	2004946	Travis D Hicks	Reimburse Officer Supplies	194.97	
09/11/25	2005102	Treign Limited	Athletic Apparel	555.00	
09/11/25	2004982	Tyler L Bundren	HCCTP Student Stipend	1,080.00	
09/25/25	2005203	Tyler L Bundren	HCCTP Student Stipend	1,200.00	
09/22/25	6796	U S Department of Veterans Affairs	CH33 Refund - Darion Rogers	772.00	
09/11/25	2005103	Uline Inc	Maintenance Supplies - HVAC	8,134.68	
09/11/25	2005104	Uniform Headquarters Inc	Student Name Tag - PATH Student Scrubs - PATH Student Scrubs - PATH	1,876.56	
09/25/25	2005275	Universal Glass-Carpet Inc	Glass Installation	1,290.00	

John A. Logan College

Monthly Expenditure List

9/1/2025 - 9/30/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over $10,000
09/13/25	6774	Verizon Wireless		622.87	
			Phone Service - Marketing 8/22-9/21/25		
			Internet Service- GED Zion Church		
			Phone & Internet Service 8/22-9/21/25		
09/18/25	2005197	Verizon Wireless		124.89	
			Phone Service - Safety Towers 7/28-8/27		
09/03/25	2004871	Vicki Autry		16.50	
			September Health Ins.		
09/05/25	6780	VOYA Institutional Trust Company		4,280.00	
			Annuities 8/31/25 PR		
09/22/25	6798	VOYA Institutional Trust Company		1,955.00	
			Annuities 9/15/25 PR		
09/11/25	2005105	VWR International LLC		3,011.40	
			Instructional Equipment		
			Instructional Supplies		
09/18/25	2005198	WageWorks Inc		150.95	
			Administrative Fees 8/1-8/31/25		
09/25/25	2005279	West Frankfort Chamber of Commerce		270.00	
			Chamber Dinner (8) 9/25/25		
09/25/25	2005280	WestEd		6,100.00	
			Registration Fee - Zoom Training		
09/11/25	2005038	William E Burnside		2,734.52	
			Reimburse - Travel Expense		
09/25/25	2005281	Wisconsin Technical College System Foundation		11,666.67	Y
			Consulting Services - Payment 2 of 3		
09/25/25	2005283	WSIL-TV		3,010.00	
			Advertising		
09/18/25	2005200	Zogics		1,139.43	
			Logan Fitness Supplies - Wipes		

Grand Total 5,973,445.26

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 October 2025

Traveler	Travel Purpose	Description	Dates of Travel	Travel Costs			Total Travel
				Travel	Lodging	Meals	
Little, Mandy	ICCTA Planning Retreat	Chicago,IL	8/7-8/9/25		$ 528.30		$ 528.30
Little, Mandy	ICCTA Seminar	Springfield,IL	9/12-9/13/25	$ 165.00			$ 165.00
Ali, Zoren Anako Mohamad	ICCTA Seminar	Springfield,IL	9/12-9/13/25	$ 165.00			$ 165.00
Smith, Aaron	ACCT Annual Leadership	New Orleans, LA	10/22-10/25/25	$ 1,459.00			$ 1,459.00
							$ -
Overall - Total				**$ 1,789.00**	**$ 528.30**	**$ -**	**$ 2,317.30**

JOHN A. LOGAN COLLEGE
Checks Voided
9/1/2025 - 9/30/2025

Void Date	Check Date	Check #	Vendor Name	Transaction Description	Check Amount
9/18/2025	9/18/2025	2005111	American Heart Association		2,537.42
				Course Cards - First Aid/CPR/AED	
9/4/2025	9/4/2025	2004942	Andrew Furgeson		481.60
				Travel 8/17-8/22/25	
				Travel 8/24-8/29/25	
9/18/2025	9/18/2025	2005165	Christy McBride		115.62
				Reimburse Meeting Expense	
9/11/2025	9/11/2025	2005086	Gabriela Guadalupe Romero		182.00
				Mileage Reimbursement 8/11-8/22/25	
9/11/2025	9/11/2025	2005061	Illinois Community College Board		2,010.02
				Annual Membership Fee 7/1/25-6/30/26	
				FY24 ECACE Grant Refund ECE-53001-22	
				FY25 ESL Grant Refund ESLTP6-530-25	
9/11/2025	9/11/2025	2005083	Jacob Richard Prince		523.60
				Mileage Reimbursement 8/11-8/16/25	
				Mileage Reimbursement 8/18-8/29/25	
				Mileage Reimbursement 8/25-8/29/25	
9/18/2025	9/18/2025	2005199	Joe Van Wood III		737.80
				Mileage Reimbursement 8/11-8/18/25	
				Mileage Reimbursement 8/19-8/29/25	
9/30/2025	7/17/2025	2004445	Marcus Gilmore		22.26
				Travel 6/30/25	
9/30/2025	7/17/2025	2004466	Marcus Gilmore		66.78
				Travel 7/2-7/9/25	
9/30/2025	8/7/2025	2004575	Marcus Gilmore		66.78
				Travel 7/14-7/21/25 (HVAC Class)	
9/25/2025	9/25/2025	2005258	ODP Business Solutions, LLC		460.33
				Office Supplies for Resale - Toner	
9/18/2025	9/11/2025	2005067	Richard Joyner (Three Stars Golf		210.00
				Athletic Apparel	
9/18/2025	9/18/2025	2005157	Richard Joyner (Three Stars Golf		210.00
				Athletic Apparel - PO 23350	
9/3/2025	9/3/2025	2004886	Ronald D Hall		5,440.36
				Health Ins.August	
				September Health Ins.	
9/18/2025	9/18/2025	2005177	Stephen W Porter		281.00
				Reimburse Clothing Allowance	
9/11/2025	9/11/2025	2005098	TEquipment		13,953.60

JOHN A. LOGAN COLLEGE
Checks Voided
9/1/2025 - 9/30/2025

Void Date	Check Date	Check #	Vendor Name	Transaction Description	Check Amount
9/11/2025	9/11/2025	2005098	TEquipment	Siglent Dual Power Supply - Perkins	13,953.60
9/25/2025	9/25/2025	2005277	VWR International LLC	Instructional Supplies	184.74
				Total Checks Voided During Period	27,483.91

Consent Agenda Item 8.E

Treasurer's & Financial Report

JOHN A. LOGAN COLLEGE

TREASURER'S REPORT

&

FINANCIAL REPORT

TWO MONTHS ENDED

AUGUST 31, 2025

CONTENTS

JOHN A. LOGAN COLLEGE

TREASURER'S REPORT
AUGUST 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	319,310.57	2,202,805.60	854,458.98	17,109,699.01	15,556,831.02	36,043,105.18
O/S Deposits/(Deductions)	4,420.07	(157,010.02)	-	623,850.89	(22,468.09)	448,792.85
	323,730.64	2,045,795.58	854,458.98	17,733,549.90	15,534,362.93	36,491,898.03
Less O/S Checks	-	-	-	127,211.61	-	127,211.61
	323,730.64	2,045,795.58	854,458.98	17,606,338.29	15,534,362.93	36,364,686.42
Plus Cash on Hand	3,200.00	-	-	-	-	3,200.00
BANK BALANCE PER BOOKS	326,930.64	2,045,795.58	854,458.98	17,606,338.29	15,534,362.93	36,367,886.42
% of Invested Cash Balances	0.9%	6.1%	2.4%	47.5%	43.1%	

All Cash	$	10,411,261.57
All Investments		25,956,624.85
	$	36,367,886.42

RESPECTFULLY SUBMITTED,

Susan LaPanne, Ph.D., CPA

DR. SUSAN LAPANNE, VP FOR BUSINESS SERVICES AND CFO

JOHN A. LOGAN COLLEGE
SCHEDULE OF INVESTMENTS
AUGUST 31, 2025

INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	4.436%	On Demand	$ 9,966,367.17
	Higher Reach E-Pay	4.436%	On Demand	29,179.98
	Business Office E-Pay	4.436%	On Demand	52,812.97
	General Store & Student Activities E-Pay	4.436%	On Demand	11,368.64
	Banterra ICS	2.530%	On Demand	5,376.59
Building	Illinois Funds	4.436%	On Demand	300,225.10
	Business Office E-Pay	4.436%	On Demand	(4,340.10)
	Banterra ICS	2.530%	On Demand	845.04
Building-Restricted	Illinois Funds	4.436%	On Demand	-
	Banterra ICS Bonds	1.070%	On Demand	6,152,385.43
	Banterra ICS	2.530%	On Demand	1,069,389.34
Bond & Interest	Illinois Funds	4.436%	On Demand	-
	Banterra ICS	2.530%	On Demand	226,787.89
Auxiliary Fund	Illinois Funds	4.436%	On Demand	-
	Business Office E-Pay	4.436%	On Demand	367.33
	General Store & Student Activities E-Pay	4.436%	On Demand	14,357.17
Restricted Purposes	Illinois Funds	4.436%	On Demand	857,968.14
	Higher Reach E-Pay	4.436%	On Demand	-
	Business Office E-Pay	4.436%	On Demand	(19,100.00)
	General Store & Student Activities E-Pay	4.436%	On Demand	-
	Banterra ICS	2.530%	On Demand	1,435,860.05
Working Cash	Illinois Funds	4.436%	On Demand	4,325,156.53
	Banterra ICS	2.530%	On Demand	1,528,948.59
Student Activity	Illinois Funds	4.436%	On Demand	-
Audit Fund	Illinois Funds	4.436%	On Demand	-
	Banterra ICS	2.530%	On Demand	48.79
Liability Protection &	Illinois Funds	4.436%	On Demand	-
Settlement Fund	Banterra ICS	2.530%	On Demand	2,620.20
				$ 25,956,624.85

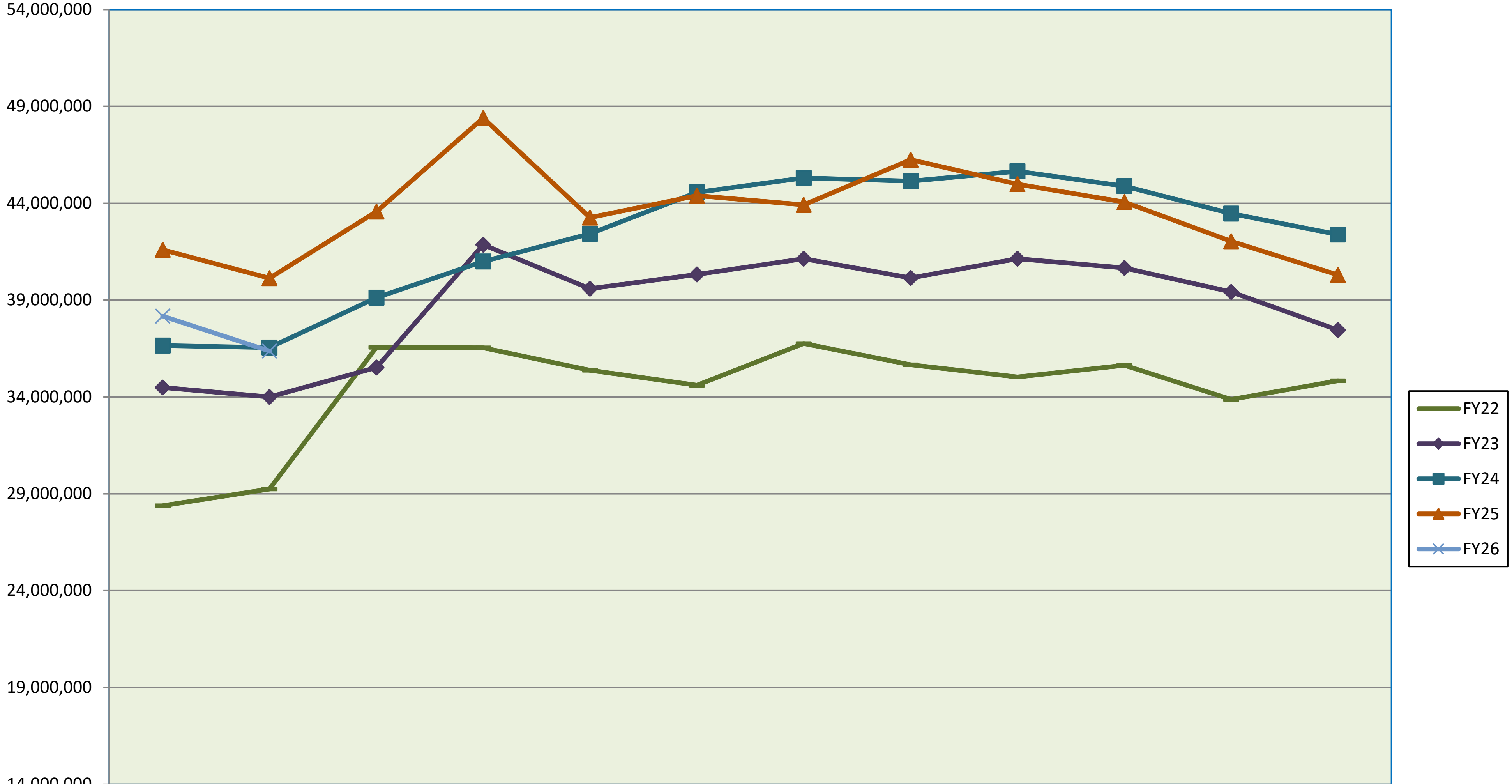
Weighted Average Rate	**3.325%**
3 Month Treasury Bill Rate 8/31/2025	**4.05%**
Target Federal Funds Rate 8/31/2025	**4.25% -4.50%**

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

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

Fund Name	Beginning Balance	Month Activity	Ending Balance
First Mid-Illinois Bank - Depository & Logan Fitness			
Education Fund	$ 117,934.76	$ (41,864.01)	$ 76,070.75
Operations & Maintenance Fund	21,773.80	(8,480.02)	13,293.78
Oper Bldg & Maint-Rest Fund	-	-	-
Bond & Interest Fund	-	-	-
Auxiliary Enterprises Fund	145,105.75	(97,312.40)	47,793.35
Restricted Purposes Fund	39,615.81	144,244.60	183,860.41
Student Activity Fund	1,473.87	1,238.48	2,712.35
Audit Fund	-	-	-
Liability Protection & Settle Fund	450.00	(450.00)	-
Subtotals	**$ 326,353.99**	**$ (2,623.35)**	**$ 323,730.64**
Bank of Herrin - CDB Trust Accounts			
Oper Bldg & Maint-Rest Fund	$ 2,175,703.87	$ (129,908.29)	2,045,795.58
Subtotals	**$ 2,175,703.87**	**$ (129,908.29)**	**$ 2,045,795.58**
First Southern Bank - CDB Trust Account			
Oper Bldg & Maint-Rest Fund	$ 853,680.33	$ 778.65	854,458.98
Subtotals	**$ 853,680.33**	**$ 778.65**	**$ 854,458.98**
Banterra Bank - Operating & Payroll			
Education Fund	$ 542,826.56	$ 163,772.02	$ 706,598.58
Operations & Maintenance Fund	921,786.13	18,270.76	940,056.89
Oper Bldg & Maint-Rest Fund	1,370,232.43	(39,009.75)	1,331,222.68
Bond & Interest Fund	192,925.26	9,762.07	202,687.33
Auxiliary Enterprises Fund	489,044.25	135,491.69	624,535.94
Restricted Purposes Fund	1,127,534.54	32,450.28	1,159,984.82
Working Cash Fund	723,267.29	2,714.98	725,982.27
Student Activity Fund	41,749.69	1,817.94	43,567.63
Audit Fund	82,419.56	(7,447.69)	74,971.87
Liability Protection & Settle Fund	708,239.36	666,229.00	1,374,468.36
Subtotals	**$ 6,200,025.07**	**$ 984,051.30**	**$ 7,184,076.37**
Grand Totals All Bank Accounts			
Education Fund	$ 660,761.32	$ 121,908.01	$ 782,669.33
Operations & Maintenance Fund	943,559.93	9,790.74	953,350.67
Oper Bldg & Maint-Rest Fund	4,399,616.63	(168,139.39)	4,231,477.24
Bond & Interest Fund	192,925.26	9,762.07	202,687.33
Auxiliary Enterprises Fund	634,150.00	38,179.29	672,329.29
Restricted Purposes Fund	1,167,150.35	176,694.88	1,343,845.23
Working Cash Fund	723,267.29	2,714.98	725,982.27
Student Activity Fund	43,223.56	3,056.42	46,279.98
Audit Fund	82,419.56	(7,447.69)	74,971.87
Liability Protection & Settle Fund	708,689.36	665,779.00	1,374,468.36
Cash in Bank Totals	**$ 9,555,763.26**	**$ 852,298.31**	**$ 10,408,061.57**
Plus Cash on Hand	3,200.00	-	3,200.00
Grand Totals	**$ 9,558,963.26**	**$ 852,298.31**	**$ 10,411,261.57**

All CASH AND INVESTMENTS BY MONTH



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY22	28,383,406	29,246,792	36,566,086	36,539,171	35,374,458	34,598,805	36,756,596	35,655,511	35,023,401	35,629,227	33,868,679	34,841,349
FY23	34,483,320	33,998,317	35,520,643	41,857,391	39,584,492	40,320,647	41,138,983	40,136,336	41,140,518	40,660,026	39,417,052	37,454,044
FY24	36,657,296	36,547,520	39,122,374	40,997,698	42,425,412	44,562,365	45,303,980	45,139,566	45,650,926	44,880,588	43,467,444	42,380,760
FY25	41,600,218	40,130,888	43,564,861	48,397,650	43,260,255	44,399,265	43,911,520	46,243,718	44,982,769	44,056,315	42,030,855	40,291,444
FY26	38,171,706	36,367,886										

October 2020 $10.0 million received for Debt Certificate issue.

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
AUGUST 31, 2025
17% FISCAL YEAR COMPLETE

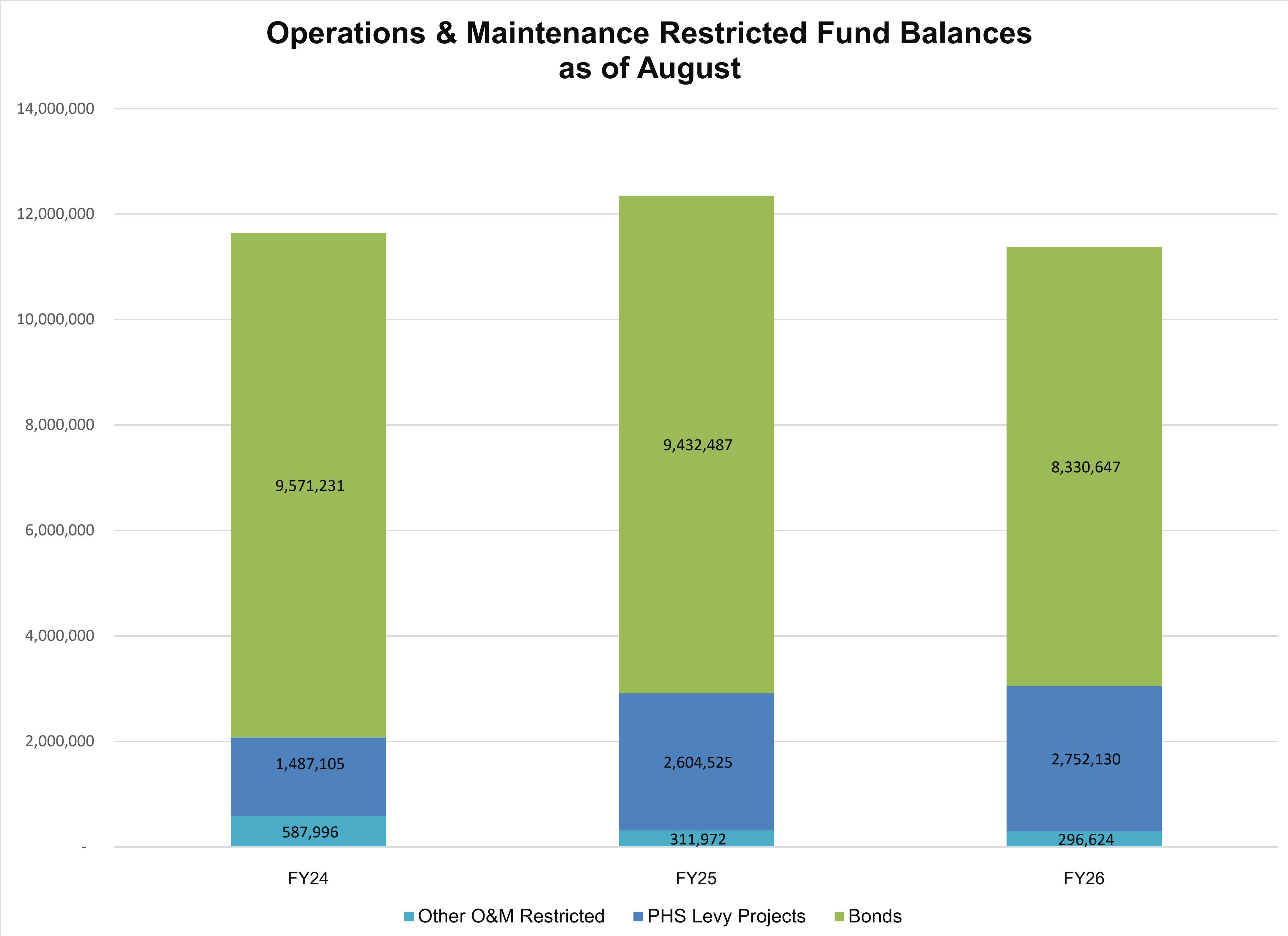
REVENUE BY SOURCE	Original FY 2026 Budget	Current Month	Y-T-D FY 2026 Actual	% Y-T-D of Original Budget	Prior Y-T-D Same Period	% Change in $ from Prior Year
LOCAL GOVERNMENT						
CURRENT TAXES	$ 8,461,130.00	$ 5,704.75	$ 5,704.75	0.1%	$ -	N/A
CORP PERSONAL PROP REPLACE	900,000.00	25,372.62	25,372.62	2.8%	40,341.29	-37.1%
TOTAL LOCAL GOVERNMENT SOURCES	**9,361,130.00**	**31,077.37**	**31,077.37**	**0.3%**	**40,341.29**	**-23.0%**
STATE GOVERNMENT						
ICCB STATE BASE OPERATING GRANT	3,120,564.00	178,694.36	546,077.39	17.5%	600,600.58	-9.1%
ICCB STATE EQUALIZATION GRANT	6,339,407.00	543,991.67	1,087,983.34	17.2%	1,046,106.66	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**	**722,686.03**	**1,634,060.73**	**16.4%**	**1,813,428.24**	**-9.9%**
FEDERAL GOVERNMENT						
DEPARTMENT OF EDUCATION	41,700.00	3,672.38	5,260.21	12.6%	4,197.96	25.3%
DEPARTMENT OF HEALTH & HUMAN SERVICES	370,000.00	33,996.37	64,376.80	17.4%	57,142.60	12.7%
OTHER FEDERAL GOVERNMENT	25,000.00	-	-	0.0%	-	N/A
TOTAL FEDERAL GOVERNMENT SOURCES	**436,700.00**	**37,668.75**	**69,637.01**	**15.9%**	**61,340.56**	**13.5%**
STUDENT TUITION & FEES						
TUITION	10,364,500.00	742,137.50	5,437,722.00	52.5%	5,361,152.75	1.4%
FEES	751,000.00	18,204.28	360,383.52	48.0%	359,410.07	0.3%
TOTAL STUDENT TUITION & FEES	**11,115,500.00**	**760,341.78**	**5,798,105.52**	**52.2%**	**5,720,562.82**	**1.4%**
OTHER SOURCES						
PUBLIC SERVICE FEES	31,000.00	3,713.12	5,118.37	16.5%	2,791.00	83.4%
SALES AND SERVICE FEES	212,000.00	-	2,266.85	1.1%	279.00	712.5%
FACILITIES REVENUE	176,450.00	14,241.66	28,881.66	16.4%	16,820.00	71.7%
INTEREST ON INVESTMENTS	849,650.00	55,111.97	115,533.17	13.6%	154,599.52	-25.3%
OTHER NONGOVT REVENUE	15,000.00	206.00	448.00	3.0%	435.16	3.0%
TOTAL OTHER SOURCES	**1,284,100.00**	**73,272.75**	**152,248.05**	**11.9%**	**174,924.68**	**-13.0%**
TRANSFERS IN	270,000.00	-	-	0.0%	-	N/A
TOTAL BUDGETED REVENUES	**$ 32,448,401.00**	**$ 1,625,046.68**	**$ 7,685,128.68**	**23.7%**	**$ 7,810,597.59**	**-1.6%**

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

JOHN A. LOGAN COLLEGE
OPERATING FUNDS
AUGUST 31, 2025
17% 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
EXPENSE BY PROGRAM						
INSTRUCTION	$ 8,958,542.00	$ 730,659.62	$ 1,075,175.62	12.0%	$ 952,612.67	12.9%
ACADEMIC SUPPORT	2,668,196.00	239,599.76	544,054.71	20.4%	467,357.07	16.4%
STUDENT SERVICES	2,825,904.00	232,484.24	483,862.12	17.1%	414,499.12	16.7%
PUBLIC SERVICES/CONTINUING EDUCATION	718,504.00	58,664.51	113,434.98	15.8%	94,936.42	19.5%
OPERATION & MAINTENANCE OF PLANT	4,701,414.00	392,095.92	651,700.45	13.9%	575,351.21	13.3%
INSTITUTIONAL SUPPORT	7,497,604.00	517,922.07	1,465,658.80	19.5%	1,338,301.01	9.5%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	2,710,000.00	429,547.50	1,039,752.50	38.4%	1,118,151.25	-7.0%
TRANSFERS OUT	2,360,000.00	166,667.00	333,334.00	14.1%	355,083.00	-6.1%
TOTAL BUDGETED EXPENDITURES	**$ 32,440,164.00**	**$ 2,767,640.62**	**$ 5,706,973.18**	**17.6%**	**$ 5,316,291.75**	**7.3%**
EXPENSE BY OBJECT						
SALARIES & WAGES	$ 18,650,012.00	$ 1,501,859.36	$ 2,765,891.43	14.8%	$ 2,550,961.45	8.4%
EMPLOYEE BENEFITS	2,670,571.00	279,506.32	454,605.23	17.0%	328,913.70	38.2%
CONTRACTUAL SERVICES	2,022,690.00	175,568.36	396,417.09	19.6%	297,208.00	33.4%
GENERAL MATERIALS & SUPPLIES	1,514,110.00	90,402.75	168,300.26	11.1%	140,842.00	19.5%
CONFERENCE & MEETING EXPENSE	581,787.00	20,042.96	31,554.70	5.4%	43,879.85	-28.1%
FIXED CHARGES	526,378.00	1,679.64	406,156.27	77.2%	51,555.19	687.8%
UTILITIES	1,052,694.00	101,178.73	108,891.91	10.3%	92,616.33	17.6%
CAPITAL OUTLAY	121,000.00	-	-	0.0%	334,106.00	-100.0%
OTHER	2,775,600.00	430,735.50	1,041,822.29	37.5%	1,121,126.23	-7.1%
CONTINGENCY	165,322.00	-	-	0.0%	-	N/A
TRANSFERS OUT	2,360,000.00	166,667.00	333,334.00	14.1%	355,083.00	-6.1%
TOTAL BUDGETED EXPENSES	**$ 32,440,164.00**	**$ 2,767,640.62**	**$ 5,706,973.18**	**17.6%**	**$ 5,316,291.75**	**7.3%**
NET REVENUE OVER (UNDER) EXPENSE	**$ 8,237.00**	**$ (1,142,593.94)**	**$ 1,978,155.50**	**24015.5%**	**$ 2,494,305.84**	**-20.7%**

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



Operations & Maintenance Restricted Fund Balances
as of August
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
9,571,231
1,487,105
587,996
9,432,487
2,604,525
311,972
8,330,647
2,752,130
296,624
FY24
FY25
FY26
Other O&M Restricted
PHS Levy Projects
Bonds

JOHN A. LOGAN COLLEGE
AUXILIARY FUND
AUGUST 31, 2025
17% 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
STUDENT FEES						
STUDENT ACTIVITY FEES	$ 264,000.00	$ 11,960.00	$ 143,580.00	54.4%	$ 133,180.00	7.8%
TOTAL STUDENT FEES	**264,000.00**	**11,960.00**	**143,580.00**	**54.4%**	**133,180.00**	**7.8%**
OTHER SOURCES						
PUBLIC SERVICE FEES	130,000.00	6,314.16	15,516.51	11.9%	16,352.68	-5.1%
SALES AND SERVICE FEES	853,850.00	161,075.20	312,984.51	36.7%	214,279.40	46.1%
INTEREST ON INVESTMENTS	-	22.36	30.02	N/A	-	N/A
OTHER NONGOVT REVENUE	39,450.00	-	-	0.0%	-	N/A
TOTAL OTHER SOURCES	**1,023,300.00**	**167,411.72**	**328,531.04**	**32.1%**	**230,632.08**	**42.4%**
TRANSFERS IN	2,070,000.00	166,667.00	333,334.00	16.1%	333,333.00	0.0%
TOTAL BUDGETED REVENUES	**$ 3,357,300.00**	**$ 346,038.72**	**$ 805,445.04**	**24.0%**	**$ 697,145.08**	**15.5%**

EXPENSE BY OBJECT	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
PUBLIC SERVICES						
SALARIES & WAGES	$ 559,781.00	$ 50,503.20	$ 109,021.59	19.5%	$ 97,983.71	11.3%
BENEFITS	44,179.00	27,214.55	34,595.50	78.3%	31,839.35	8.7%
CONTRACTUAL SERVICES	37,015.00	5,682.50	10,175.27	27.5%	6,979.21	45.8%
GENERAL MATERIALS & SUPPLIES	90,350.00	7,791.74	47,141.05	52.2%	12,742.69	269.9%
CONFERENCE & MEETING EXPENSE	6,750.00	-	-	0.0%	511.55	-100.0%
FIXED CHARGES	12,720.00	-	12,720.20	100.0%	12,349.70	3.0%
UTILITIES	150,500.00	16,681.30	16,681.30	11.1%	14,822.86	12.5%
CAPITAL OUTLAY	20,000.00	-	-	0.0%	-	N/A
OTHER	-	-	-	N/A	-	N/A
TOTAL PUBLIC SERVICES	**921,295.00**	**107,873.29**	**230,334.91**	**25.0%**	**177,229.07**	**30.0%**
INDEPENDENT OPERATIONS						
SALARIES & WAGES	800,692.00	51,130.27	105,283.64	13.1%	92,753.76	13.5%
EMPLOYEE BENEFITS	91,435.00	8,625.49	17,441.33	19.1%	11,462.79	52.2%
CONTRACTUAL SERVICES	275,985.00	10,874.69	21,306.69	7.7%	3,263.49	552.9%
GENERAL MATERIALS & SUPPLIES	291,782.00	34,735.20	41,068.38	14.1%	26,748.81	53.5%
CONFERENCE & MEETING EXPENSE	275,148.00	4,936.05	6,061.05	2.2%	6,143.13	-1.3%
FIXED CHARGES	36,940.00	-	-	0.0%	280.00	-100.0%
UTILITIES	12,000.00	2,682.62	2,682.62	22.4%	-	N/A
CAPITAL OUTLAY	-	6,728.00	6,728.00	N/A	10,762.55	-37.5%
SCHOLARSHIPS AND OTHER	223,150.00	-	-	0.0%	-	N/A
TOTAL INDEPENDENT OPERATIONS	**2,007,132.00**	**119,712.32**	**200,571.71**	**10.0%**	**151,414.53**	**32.5%**
INSTITUTIONAL SUPPORT						
CONTRACTUAL SERVICES	38,000.00	1,677.22	1,677.22	4.4%	2,649.82	-36.7%
GENERAL MATERIALS & SUPPLIES	52,150.00	2,455.80	2,455.80	4.7%	5,193.96	-52.7%
FIXED CHARGES	47,454.00	3,954.50	7,909.00	16.7%	8,286.02	-4.6%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	**162,604.00**	**8,087.52**	**12,042.02**	**7.4%**	**16,129.80**	**-25.3%**
SCHOLARSHIPS, STUDENT GRANTS, WAIVERS						
OTHER - WAIVERS	452,000.00	-	10,545.00	2.3%	23,475.00	-55.1%
TOTAL SCHOLARSHIPS, GRANTS, WAIVERS	**452,000.00**	**-**	**10,545.00**	**2.3%**	**23,475.00**	**-55.1%**
TOTAL BUDGETED EXPENSES	**$ 3,543,031.00**	**$ 235,673.13**	**$ 453,493.64**	**12.8%**	**$ 368,248.40**	**23.1%**
NET REVENUE OVER (UNDER) EXPENSE	**$ (185,731.00)**	**$ 110,365.59**	**$ 351,951.40**	**-189.5%**	**$ 328,896.68**	**7.0%**

JOHN A. LOGAN COLLEGE
LIABILITY, PROTECTION, & SETTLEMENT FUND
AUGUST 31, 2025
17% 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	$ 2,393,292.00	$ 1,801.80	$ 1,801.80	0.1%	$ -	N/A
TOTAL LOCAL GOVERNMENT SOURCES	**2,393,292.00**	**1,801.80**	**1,801.80**	**0.1%**	**-**	**N/A**
OTHER SOURCES						
INTEREST ON INVESTMENTS	69,300.00	4,720.37	9,739.58	14.1%	8,870.65	9.8%
OTHER NONGOVT REVENUE	-	5.00	5.00	N/A	-	N/A
TOTAL OTHER SOURCES	**69,300.00**	**4,725.37**	**9,744.58**	**14.1%**	**8,870.65**	**9.9%**
TOTAL BUDGETED REVENUES	**$ 2,462,592.00**	**$ 6,527.17**	**$ 11,546.38**	**0.5%**	**$ 8,870.65**	**30.2%**

EXPENSE BY OBJECT	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
OPERATIONS AND MAINTENANCE OF PLANT						
SALARIES & WAGES	$ 735,992.00	$ 49,088.75	$ 103,873.25	14.1%	$ 99,974.35	3.9%
EMPLOYEE BENEFITS	89,380.00	7,812.73	13,295.79	14.9%	12,480.69	6.5%
CONTRACTUAL SERVICES	27,408.00	1,475.25	14,181.26	51.7%	14,144.64	0.3%
GENERAL MATERIALS & SUPPLIES	59,740.00	5,940.24	6,730.17	11.3%	1,615.23	316.7%
CONFERENCE & MEETING EXPENSE	13,450.00	252.00	414.40	3.1%	-	N/A
CAPITAL OUTLAY	-	-	-	N/A	-	N/A
TOTAL OPERATIONS AND MAINT OF PLANT	**925,970.00**	**64,568.97**	**138,494.87**	**15.0%**	**128,214.91**	**8.0%**
INSTITUTIONAL SUPPORT						
SALARIES & WAGES	95,909.00	2,442.74	4,885.48	5.1%	15,524.48	-68.5%
EMPLOYEE BENEFITS	664,853.00	38,258.69	80,121.48	12.1%	78,037.01	2.7%
CONTRACTUAL SERVICES	237,500.00	1,044.00	23,616.19	9.9%	127,411.40	-81.5%
GENERAL MATERIALS & SUPPLIES	21,250.00	-	-	N/A	4,674.05	N/A
CONFERENCE & MEETING EXPENSE	2,500.00	-	-		-	
FIXED CHARGES	506,500.00	-	234,110.23	46.2%	60,711.41	285.6%
CAPITAL OUTLAY	152,500.00	(2,494.52)	-	0.0%	176,374.27	-100.0%
OTHER	-	-	-	N/A	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
TOTAL INSTITUTIONAL SUPPORT	**1,706,012.00**	**39,250.91**	**342,733.38**	**20.1%**	**462,732.62**	**-25.9%**
TOTAL BUDGETED EXPENSES	**$ 2,631,982.00**	**$ 103,819.88**	**$ 481,228.25**	**18.3%**	**$ 590,947.53**	**-18.6%**
NET REVENUE OVER (UNDER) EXPENSE	**$ (169,390.00)**	**$ (97,292.71)**	**$ (469,681.87)**	**277.3%**	**$ (582,076.88)**	**-19.3%**

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 for Final Action 9.A

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	Title
2310	Duties of Board Members
2410	Meetings of the Board
3373	Weapons and Firearms Policy
4325	Support for Homeless and Unhoused Students
5130	Holidays
5141	Retirement Benefits
5143	Purchase of Service Credit for Prof. and Exec. Support Staff
5144	Email Continuity (REPEAL)
5152	Patent and Copyright
5250	Employment Benefits
5270	Leaves from Employment
7120	Adoption of Budget and Budget Transfer Authorization
7126	Disadvantaged Business Enterprises
7130	Audit of College Accounts
7140/7141	Check Signatures/Safety Deposit Box (REPEAL)
7151/7152	Contracts and Conflicts of Interest
7154/7155	Purchasing
7160/7161	Investments & Disclosures
7170/7171/7172/ 7173/7174	Grants & Grant Management
7180	Debt Collection
7190	Payroll
7210	Facility Use Policy
7240	Disposal of Surplus Property
7280	Records Retention
7310	Tuition and Fees
7370	Tuition Waivers
7410	Traffic and Parking Regulations
7420	Travel on College Business
7430	Use of College Vehicles
8110	Admission, Transfer, and Prior Learning Credit
8151	Academic Progress, Probation, and Suspension
8230	Credit Hours & Grading
8239	Early College and Dual Credit
8244	Program Requirements for Graduation
8310	Student Handbook
8410	Student Records Policy
8510	Comprehensive Student Support
8560	Student Withdrawals
8570	Support for Veterans & Military Personnel

JOHN A. LOGAN COLLEGE
OLD BUSINESS

9.A – Board Policy Revisions for Final Action

2. **BACKGROUND INFORMATION**

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

Duties of the Board of Trustees *2310*

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.

ADOPTED: AUGUST 5, 1968
AMENDED: APRIL 1, 1980; SEPTEMBER 1, 1981; JULY 28, 1998; JANUARY 22, 2008; JUNE 28, 2011; JULY 16, 2025; OCTOBER 28, 2025
REVIEWED: OCTOBER 2007; MAY 11, 2011; OCTOBER 12, 2015; MAY 19, 2025; SEPTEMBER 15, 2025
LEGAL REF.: 110 ILCS 805/3-21 THROUGH 3-29.2
CROSS REF.: BOARD POLICY 7154

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; OCTOBER 28, 2025
REVIEWED:	OCTOBER 12, 2015; JANUARY 29, 2016; SEPTEMBER 15, 2025
LEGAL REF.:	5 ILCS 120/2 THROUGH 120/2A; 110 ILCS 805/3-8
CROSS REF.:	

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.

ADOPTED:	MARCH 25, 2014
AMENDED:	OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
LEGAL REF.:	ILLINOIS FIREARM CONCEALED CARRY ACT (430 ILCS 66/1 ET SEQ.); 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

Support for Homeless & Unhoused Students — *4325*

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:	OCTOBER 28, 2025
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.

ADOPTED:	JUNE 4, 1968
AMENDED:	MARCH 11, 1985; FEBRUARY 11, 1992; JULY 26, 2005; OCTOBER 26, 2021; MARCH 22, 2022; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 21, 2021; FEBRUARY 10, 2022; AUGUST 18, 2025; SEPTEMBER 15, 2025
LEGAL REF.:	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

Retirement Benefits 5141

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 Human Resources Department. 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.

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; OCTOBER 28, 2025

REVIEWED: NOVEMBER 10, 2015; SEPTEMBER 21, 2016; OCTOBER 11, 2017; JANUARY 16, 2019; MAY 26, 2020; SEPTEMBER 19, 2023; SEPTEMBER 15, 2025

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.:

Purchase of Service Credit
<u>Professional and Executive Support Staff</u> ***<u>5143</u>***

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.

ADOPTED:	OCTOBER 21, 2008
AMENDED:	NOVEMBER 22, 2016; OCTOBER 28, 2025
REVIEWED:	FEBRUARY 12, 2016; SEPTEMBER 21, 2016; SEPTEMBER 15, 2025
LEGAL REF.:	40 ILCS 5/15-136(B)
CROSS REF.:	

Patent and Copyright Policy ***5152***

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.

ADOPTED:	MAY 14, 1984
AMENDED:	OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
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.:	

Employment Benefits 5250

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.

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);* OCTOBER 28, 2025
REVIEWED:	AUGUST 2, 2019; SEPTEMBER 15, 2025
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.:	

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.*

ADOPTED:	JULY 6, 1972
AMENDED:	APRIL 1, 1980; JANUARY 25, 2000; OCTOBER 23, 2012; MARCH 22, 2016; OCTOBER 28, 2025
REVIEWED:	FEBRUARY 12, 2016; SEPTEMBER 15, 2025
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;

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."

ADOPTED: JUNE 4, 1974
AMENDED: MARCH 9, 1982; OCTOBER 28, 2025
REVIEWED: SEPTEMBER 15, 2025
LEGAL REF.: 110 ILCS 805/3-20.1; ILLINOIS OPEN MEETINGS ACT
CROSS REF.:

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.

ADOPTED:	NOVEMBER 22, 2016
AMENDED:	OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 21, 2016; SEPTEMBER 15, 2025
LEGAL REF.:	30 ILCS 575/0.01 ET SEQ; 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.

ADOPTED: AUGUST 6, 1974
AMENDED: SEPTEMBER 23, 2008; OCTOBER 28, 2025
REVIEWED: SEPTEMBER 15, 2025
LEGAL REF.: 110 ILCS 805/3-22.1; FEDERAL: GENERALLY ACCEPTED AUDITING STANDARDS (GAAS); GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP); SARBANES-OXLEY ACT OF 2022 (PUBLIC LAW 107-204)
CROSS REF.: ADMINISTRATIVE PROCEDURE 713

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))

ADOPTED: APRIL 1, 1980
AMENDED: APRIL 10, 1989; MARCH 24, 2009; OCTOBER 28, 2025
REVIEWED: SEPTEMBER 15, 2025
LEGAL REF.: 110 ILCS 805/3-48; 110 ILCS 805/3-27.1; 20 U.S.C. § 1001 ET SEQ.
CROSS REF.: BOARD POLICIES 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.

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; OCTOBER 28, 2025
REVIEWED:	JULY 24, 2017; MAY 17, 2022; SEPTEMBER 15, 2025
LEGAL REF.:	110 ILCS 805/3-27.2; 30 ILCS 540; FEDERAL PROCUREMENT STANDARDS
CROSS REF.:	BOARD POLICIES 7151; ADMINISTRATIVE PROCEDURES 701, 715,

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.

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 16, 1999; OCTOBER 28, 2025
REVIEWED: SEPTEMBER 15, 2025
LEGAL REF.: 30 ILCS 235/1; ; 110 ILCS 805/3-47; SECURITIES EXCHANGE ACT OF 1934, RULE 15C2-12
CROSS REF.: ADMINISTRATIVE PROCEDURE 717

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.

Adopted:	April 1, 1980
Amended:	June 24, 2008; November 24, 2015; January 11, 2017; October 28, 2025
Reviewed:	October 12, 2015; January 11, 2017; September 15, 2025
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.:	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.

ADOPTED: MARCH 5, 1974
AMENDED: AUGUST 26, 2008, OCTOBER 25, 2022; FEBRUARY 28, 2023; SEPTEMBER 24, 2024; OCTOBER 28, 2025
REVIEWED: SEPTEMBER 15, 2022; JANUARY 12, 2023; AUGUST 6, 2024; SEPTEMBER 15, 2025
LEGAL REF.: PUBLIC ACT 102-0998/15; 225 ILCS 425; 815 ILCS 505; 15 U.S.C. §§ 1692-1692P
CROSS REF.: ADMINISTRATIVE PROCEDURE 718

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.

ADOPTED:	MAY 7, 1968
AMENDED:	NOVEMBER 5, 1974; AUGUST 26, 2008; FEBRUARY 22, 2011; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
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

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.

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; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 21, 2016; JULY 18, 2018; SEPTEMBER 15, 2025
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

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).

ADOPTED: DECEMBER 2, 1975
AMENDED: APRIL 1, 1980; FEBRUARY 24, 2009; NOVEMBER 28, 2017; OCTOBER 28, 2025
REVIEWED: OCTOBER 11, 2017; SEPTEMBER 15, 2025
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

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.

ADOPTED: AUGUST 16, 1982
AMENDED: JULY 9, 1984; MARCH 24, 2009; OCTOBER 28, 2025
REVIEWED: SEPTEMBER 15, 2025
LEGAL REF.: 5 ILCS 160/) STATE RECORDS ACT; STATE RECORDS MANAGEMENT MANUAL FOR ILLINOIS STATE AGENCIES;
CROSS REF.:

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.

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; OCTOBER 28, 2025
REVIEWED:	OCTOBER 12, 2015; AUGUST 2, 2019; SEPTEMBER 15, 2025
LEGAL REF.:	110 ILCS 805/3-45 AND 6-4; 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

Tuition Waivers *7370*

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.

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; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2022; NOVEMBER 2, 2022; JANUARY 12, 2023; SEPTEMBER 15, 2025
LEGAL REF.:	SENIOR CITIZEN COURSE ACT 110 ILCS 990/1, Ch. 144; 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).

ADOPTED:	FEBRUARY 9, 1976
AMENDED:	APRIL 1, 1980; JULY 9, 1984; FEBRUARY 2, 2009; SEPTEMBER 30, 2016; JANUARY 2022; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
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.

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; OCTOBER 28, 2025
REVIEWED:	NOVEMBER 7, 2016; SEPTEMBER 15, 2022; SEPTEMBER 15, 2025
LEGAL REF.:	50 ILCS 150/10; 23 Ill. Adm. Code §1501.201
CROSS REF.:	ADMINISTRATIVE PROCEDURE 742

Use of College Vehicles 7430

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).

ADOPTED:	MARCH 2, 2010
AMENDED:	SEPTEMBER 30, 2016; JANUARY 2022 (TITLES); OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
LEGAL REF.:	625 ILCS (Illinois Vehicle Code); 23 Ill. Adm. Code §1501.116
CROSS REF.:	ADMINISTRATIVE PROCEDURE 743

Admission, Transfer, and Prior Learning Credit *8110*

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.

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; OCTOBER 28, 2025
REVIEWED:	NOVEMBER 7, 2016; SEPTEMBER 15, 2025
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.

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; OCTOBER 28, 2025
REVIEWED:	NOVEMBER 7, 2016; FEBRUARY 10, 2022; SEPTEMBER 15, 2025
LEGAL REF:	TITLE IV (34 CFR 668.34); ILLINOIS STUDENT ASSISTANCE COMMISSION (ISAC) RULES
CROSS REF.:	AP 833, SATISFACTORY ACADEMIC PROGRESS; *STUDENT 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.

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

- **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.

ADOPTED: JULY 27, 1971
AMENDED: JUNE 23, 2009; NOVEMBER 24, 2015; OCTOBER 28, 2025
REVIEWED: OCTOBER 12, 2015; SEPTEMBER 15, 2025
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 & Dual Credit 8239

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.

ADOPTED:	MARCH 28, 2023
AMENDED:	OCTOBER 28, 2025
REVIEWED:	JANUARY 12, 2023; SEPTEMBER 15, 2025
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.:	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.

ADOPTED:	SEPTEMBER 23, 2014
AMENDED:	SEPTEMBER 24, 2024; OCTOBER 28, 2025
REVIEWED:	AUGUST 6, 2024; SEPTEMBER 15, 2025
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

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.

ADOPTED: APRIL 1, 1980
AMENDED: NOVEMBER 9, 1992; SEPTEMBER 24, 1996; SEPTEMBER 22, 2009; JUNE 24, 2014; APRIL 26, 2022; OCTOBER 28, 2025
REVIEWED: MARCH 7, 2022; SEPTEMBER 15, 2025
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; ADMINISTRATIVE PROCEDURES 823, 824, 825, 826, 827, 830, 831, 832

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.

ADOPTED:	AUGUST 3, 1976
AMENDED:	MARCH 13, 1989; MARCH 22, 2016; JANUARY 17, 2017; OCTOBER 28, 2025
REVIEWED:	JANUARY 29, 2016; SEPTEMBER 15, 2025
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 841; *STUDENT HANDBOOK*

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 (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 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.

ADOPTED:	MAY 6, 1969
AMENDED:	MAY 6, 1975; MARCH 27, 2001; FEBRUARY 24, 2009; FEBRUARY 22, 2011; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
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

Student Withdrawals 8560

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.

ADOPTED:	OCTOBER 26, 2010
AMENDED:	MAY 27, 2014; SEPTEMBER 30, 2016; OCTOBER 28, 2025
REVIEWED:	SEPTEMBER 15, 2025
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: OCTOBER 28, 2025
AMENDED:
REVIEWED: SEPTEMBER 15, 2025
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

NEW BUSINESS

Board Policy Revisions for First Reading 10.A

Return to Agenda

JOHN A. LOGAN COLLEGE
NEW BUSINESS

10.A – Board Policy Revisions for Review

1. REASON FOR CONSIDERATION

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

Board Policy	Title
2380	Student Trustee
3250.A	Permanent Closure (NEW)
3361	Copyright Protection (REPEAL)
3375	Fraud Prevention and Whistleblower Protection (REPEAL)
3610	Electronic Use
3615	Identity Theft Protection
5224	Change of Position & Promotion
5311	Requirement for English Oral Proficiency

2. BACKGROUND INFORMATION

The revisions are submitted to the Board Policy Committee for review in October of 2025, and after this review, will come back to the Board in November 2025 for approval.

3. RECOMMENDATION

Recommend approval for full Board consideration.

Staff Contact: President Kirk Overstreet

Summary of Proposed Revisions to Board Policy

presented to the JALC Board of Trustees

October 13, 2025 (Exec Hearing)
October 20, 2025 (Board Policy Committee Hearing)
October 28, 2025 (Board Review)/November 25, 2025 (Final Action)

Policy #	Policy Title	Comments
2380	Student Trustee	Updated to remove specific language, and illustrate compliance with IL Community College Act/ICCB Rules
3250.A	Permanent Closure	**NEW POLICY** to address HLC Assumed Practice D.7, and further expand BP 3250 (Academic Continuity)
3361	Copyright Protection	**RECOMMEND REPEAL** Policy language being updated and moved to Admin Procedure
3375	Fraud Prevention and Whistleblower Protection	**RECOMMEND REPEAL** Policy language being updated and moved to Admin Procedure
3610	Electronic Use	Updated to clarify policy language, point specifics to Admin Procedures
3615	Identity Theft Protection	Updated to clarify policy language, point specifics to Admin Procedures
5224	Change of Position & Promotion	Updating to comply with state/federal law and to match current practice
5311	Requirement for English Oral Proficiency	Updated and clarified to comply with current ICCB/State Statute

Student Board Member ***2380***

John A. Logan College is committed to fostering inclusive and representative governance by ensuring student participation in its Board of Trustees. The College affirms the importance of student perspectives in institutional decision-making and supports the inclusion of a student member on the Board. This policy reflects the College's dedication to democratic principles, educational equity, and civic engagement.

~~The student board member shall participate in Board activities in accordance with all applicable laws and regulations, including the Illinois Public Community College Act (110 ILCS 805/), relevant federal statutes, and the Illinois Community College Board (ICCB) Administrative Rules.~~

~~The selection, responsibilities, and privileges of the student board member shall be governed by these legal frameworks, ensuring compliance with all eligibility, procedural, and operational standards as mandated by state and federal authorities.~~

The John A. Logan College Board of Trustees shall have one member who is a student enrolled in at least nine (9) credit hours at the College, and reside within District 530, and cannot be a full-time employee of JALC. The student member shall be selected by campus-wide student referendum for a one-year term beginning on April 15 of each year.

~~All candidates must reside within the John A. Logan College District; must be a John A. Logan College student enrolled for at least nine (9) hours; and may not be a full-time employee of John A. Logan College District 530.~~

The student member shall participate in all Board functions. T~~, The~~he student member is allowed an advisory vote on all matters, but such a vote is not official. The student member may ~~including~~ serv~~ing~~e on Board committees, ~~offering motions,~~ and attend~~ing~~ executive sessions (when permitted), however their attendance does not constitute a quorum.~~and performing all other acts of a non-student member. The student member is allowed an advisory vote on all matters, but such a vote is not official. The student member shall not be used to determine a quorum.~~ The student member is encouraged to attend the annual Illinois Community College Board Student Leadership Institute and one of two regular meetings of the Student Advisory Committee each semester.

The student member will be entitled to a tuition waiver (tuition only -- maximum of 15 hours per semester) during his/her term of office.

~~To fill an unexpired term of a student Board member in the event of a vacancy, the student senate may recommend to the Board a qualified student to fill the remainder of the term.~~

A student board member may run for a second term of office. A student may serve only two years as the student board member.

ADOPTED: AUGUST 6, 1974
AMENDED: APRIL 1, 1980; JUNE 8, 1982; FEBRUARY 27, 1996; JANUARY 22, 2008; MARCH 23, 2010
REVIEWED: OCTOBER 12, 2015
LEGAL REF.: 110 ILCS 805/3-7.24
CROSS REF.: ADMINISTRATIVE PROCEDURE 812

~~Policy Title~~Permanent Closure ~~0000~~3250.A

In the event that John A. Logan College (JALC) faces permanent closure, the College is committed to ensuring the secure storage, transfer, and ongoing accessibility of all essential institutional records, student academic records, financial assets, and other critical information. JALC will comply with all applicable state and federal regulations, as well as the Higher Learning Commission (HLC) Assumed Practice D.7, to protect the interests of students, employees, and stakeholders. The College will establish formal agreements with appropriate state agencies or designated custodians to ensure that academic records and other required documents remain accessible to students and authorized parties after closure. Procedures for the orderly transfer of funds, records, and information will be developed and maintained as part of the College's Academic Continuity Plan.

~~Policy Title~~Permanent Closure ~~0000~~3250.A

Adopted: ~~Original Adoption Date~~

Amended: ~~List all dates of BOT Approved changes to the policy~~

Reviewed: ~~List most recent date the poli y was reviewed by Staff and/or Board Policy Committee~~

Legal Ref.: ~~Cite all federal and state laws, as well as ICCB Administrative Rules and other policies, using legal notation~~HLC Assumed Practices D.7; Family Educational Rights and Privacy Act (FERPA) – 20 U.S.C. § 1232g; 34 CFR Part 99; Title IX of the Education Amendments of 1972 – 20 U.S.C. § 1681 et seq.; 34 CFR Part 106 Title VI of the Civil Rights Act of 1964 – 42 U.S.C. § 2000d et seq.; Americans with Disabilities Act (ADA) – 42 U.S.C. § 12101 et seq.; Uniformed Services Employment and Reemployment Rights Act (USERRA) – 38 U.S.C. § 4301 et seq.; Gun-Free School Zones Act – 18 U.S.C. § 922(q); Family and Medical Leave Act (FMLA) – 29 U.S.C. § 2601 et seq.; Violence Against Women Act (VAWA) – 34 U.S.C. § 12291 et seq.; Higher Education Act of 1965 – 20 U.S.C. § 1001 et seq.; Illinois Public Community College Act – 110 ILCS 805/; Illinois Educational Labor Relations Act – 115 ILCS 5/; Illinois Military Leave of Absence Act – 5 ILCS 325/; Illinois Victims' Economic Security and Safety Act (VESSA) – 820 ILCS 180/; Preventing Sexual Violence in Higher Education Act – 110 ILCS 155/; Illinois Firearm Concealed Carry Act – 430 ILCS 66/1 et seq.; Illinois Criminal Code – Trespass to State Supported Land – 720 ILCS 5/21-6; ICCB System Rules Manual – Credit Hour Calculation – 23 Ill. Adm. Code § 1501.309; ICCB Academic Guidelines – Referenced in 3250 Academic Continuity Plan; ICCB Institutional Accountability Framework – Referenced in ICC-FY24-Institutional-Accountability-Report;

Cross Ref.: ~~List all applicable board policies and administrative procedures~~Board Policy 3250, 4330; Administrative Procedure 364, 364.A

John A. Logan College (JALC) provides electronic mail, internet access, and other electronic media and equipment as business and educational tools to facilitate timely and efficient conduct of college business.

Authorized users must comply with all state, federal, and local laws and regulations. Violations of this policy may result in disciplinary action, including termination of employment, expulsion from school, and/or legal action.

All users must comply not only with College policies and applicable laws but also with the terms and conditions of service and any user agreements associated with the electronic resources, platforms, or applications they access. Failure to adhere to these agreements may result in suspension of access, disciplinary action, and/or legal consequences.

ADOPTED: MARCH 14, 1988
AMENDED: JUNE 23, 1998; NOVEMBER 26, 2013; **XXXXXXX 2025**
LEGAL REF.: 5 ILCS 420/1-101 ET SEQ.; **STATE OF ILLINOIS DEPARTMENT OF INNOVATION & TECHNOLOGY ACCEPTABLE USE POLICY; ILLINOIS HUMAN RIGHTS ACT; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964;**
CROSS REF.: **ADMINISTRATIVE PROCEDURE 361**

~~Electronic mail, internet access, and other electronic media and equipment are business tools that are provided by John A. Logan College (JALC) to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, JALC has developed the following acceptable use policy. This policy addresses access, use, and disclosure of electronic mail and Internet messages and material created, sent, or received by JALC employees and students using the College's systems.~~

~~As a condition of access to and use of the College's computer and network system, users are deemed to acknowledge and agree to comply with the Board's policies and the Administration's rules and regulations.~~

~~**Purpose.** JALC maintains electronic mail, Internet access, local network storage, and other information systems. These systems are provided by the College to assist in the conduct of business within the College.~~

~~**Relation to Other Policies.** Employees and students are to use JALC's electronic mail, Internet systems, and other network resources in a manner consistent with other College policies.~~

~~**Acceptable Use.** The use of electronic mail and Internet/LAN (Local Area Network) systems is reserved primarily for the conduct of business at the College. Limited personal use of the electronic mail and Internet/LAN systems is permitted, but should not be excessive or interfere with normal operations of the College.~~

~~**College Property.** The electronic mail and Internet/LAN systems and hardware are College property. Additionally, all documents, messages, and attachments composed, sent, received or stored on the electronic mail or Internet/LAN storage systems are and remain the property of JALC.~~

~~**Password Accountability.** Employees or students shall not use a password, access a file, or retrieve any stored communication other than where authorized. All passwords used in the conduct of College business are the property of JALC. Employees or students may not use passwords on critical systems that~~

~~have not been disclosed to the Chief Information Technology Officer or other account manager. Any compromised password should be reported to the account administrator. Student passwords are confidential, and students are accountable for all usage under their password on the JALC computer systems. Students should change their default password as soon as possible.~~

~~**Non-Removal.** Employees or students may not remove from the premises any hardware, software, sensitive files, or data without prior authorization by the Chief Information Technology Officer. Licensing agreements can only be used for College purposes unless otherwise specifically authorized by the Chief Information Technology Officer and shall comply with the terms of the relevant third-party licensing agreement.~~

~~**Downloading.** In downloading documents from the Internet, JALC requires that such documents shall be related to College business and constitute a reasonable use of the College resources. Executable files may not be downloaded without prior management authorization. Applications such as Peer to Peer file-swapping tools and unauthorized browser enhancements/plug-ins are STRICTLY PROHIBITED.~~

~~**Offensive or Harassing Use Prohibited.** The electronic mail and Internet/LAN systems are not to be used to create or distribute any offensive or disruptive messages. Among those that are considered offensive are messages or material that contain sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry, or disability. In addition, electronic mail and Internet/LAN systems shall not be used to communicate other improper messages, such as messages or material that is defamatory, derogatory, obscene, or otherwise inappropriate.~~

~~**Compliance with the Law.** The electronic mail and Internet/LAN systems shall not be used to commit any crime, including but not limited to sending obscene emails over the Internet with the intent to annoy, abuse, threaten, or harass another person, and users shall comply with all state, federal and local laws and regulations.~~

~~**No Sexually Explicit Sites.** College-owned equipment, hardware, and infrastructure shall not be used to visit sexually explicit or otherwise offensive or inappropriate Web sites or to send, display, download, or print offensive material, pornographic or sexually explicit pictures, or any other materials which would be found offensive by most reasonable people. Content filters that are designed to disrupt access to these materials shall not be bypassed or altered without prior approval of the Chief Information Technology Officer.~~

~~**Solicitation Prohibited and/or Restricted.** The electronic mail and Internet/LAN systems may not be used by College employees to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related. JALC may provide access to a public electronic bulletin board system which will facilitate voluntary participation in non-business related messages and other transactions. Employees shall not engage in activity that violates the Illinois Governmental Ethics Act (5 ILCS 420/1-101 et seq.).~~

~~**Viruses.** Employees or students may not use JALC email or Internet systems to develop or send any virus or otherwise destructive programs. Employees or students should not open emails or attachments unless they are confident of the identity of the sender and the content of any attachments.~~

~~**Copyrighted Material and Trade Secrets.** The electronic mail and Internet/LAN systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Any attempt to bypass current bandwidth management systems is strictly prohibited.~~

~~**Right to Monitor.** JALC reserves the right to review, audit, intercept, access and/or disclose any and all traffic in the system, including messages or material, including attachments created, received, or sent, websites visited and/or files downloaded over the College's electronic mail or Internet/LAN systems. Authorized representatives of the College may monitor the use of its systems at any time, with or without notice to any user, and may bypass any password. Such monitoring is capable of tracking and recording email messages sent and received as well as websites visited by employees and students.~~

~~**Confidentiality.** The confidentiality of any message or material should not be assumed. Even when a message or material is erased, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Notwithstanding JALC's right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other employees or students and accessed only by the intended recipient. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior authorization from the President or a designated representative, employees or students are not permitted to retrieve or read email messages that are not sent to them. The contents of electronic mail or Internet messages or material may be disclosed to others to enforce this policy.~~

~~**Representation of College.** Employees and students should be aware that Internet sites accessed from JALC's computer network may identify the College as the originator of each visit. Employees should make clear when they are or are not representing the College in their email or Internet communications. Usage of an appropriate disclaimer on the footer of all messages is encouraged.~~

~~**Disciplinary Action.** A violation of this policy may result in disciplinary action ranging from a verbal warning up to and including discharge from employment, expulsion from school and/or pursuit of legal action in accordance with policy and collective bargaining agreements.~~

~~ADOPTED: MARCH 14, 1988~~
~~AMENDED: JUNE 23, 1998;~~ ~~**NOVEMBER 26, 2013**~~
~~LEGAL REF.: 5 ILCS 420/1-101 ET SEQ.~~
~~CROSS REF.:~~

John A. Logan College is committed to safeguarding all confidential and sensitive information assets entrusted to the institution. Through this policy, the College establishes a comprehensive framework to detect, prevent, and mitigate identity theft and related security risks. All members of the College community—including employees, service providers, and affiliates—are expected to uphold these standards and comply with applicable laws and regulations. The College will maintain procedures to ensure ongoing protection, compliance, and prompt response to any incidents involving identity theft or misuse of personal information.

Biometric Information Privacy

John A. Logan College recognizes its obligations under the Illinois Biometric Information Privacy Act (BIPA), 740 ILCS 14/1 et seq. The College will not collect, capture, purchase, receive, or otherwise obtain an individual's biometric identifiers or biometric information unless:

1. The individual is first informed in writing that such information is being collected or stored;
2. The individual is informed in writing of the specific purpose and length of term for which the biometric information is being collected, stored, and used; and
3. The College receives a written release from the individual authorizing the collection, storage, and use of such information.

The College will not sell, lease, trade, or otherwise profit from any individual's biometric information. Biometric information will not be disclosed without the individual's consent, unless required by law. The College will develop and make publicly available a written policy establishing a retention schedule and guidelines for permanently destroying biometric information when the initial purpose for collection has been satisfied or within three years of the individual's last interaction with the College, whichever occurs first. All biometric information will be stored, transmitted, and protected using a reasonable standard of care and in a manner that is the same as or more protective than the manner in which the College protects other confidential and sensitive information.

~~John A. Logan College (JALC) is committed to protecting confidential and sensitive information assets and the resources that support them. This policy aims to reduce the risk of loss or breach of such information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior.~~

~~**Purpose**~~

~~The purpose of this policy is to minimize the risk of identity theft and other security incidents that could result in loss of confidentiality, financial damages, fines, and penalties for JALC.~~

~~**Scope**~~

~~This policy applies to all owners, executives, management, employees, and service providers of JALC, including contractors, consultants, temporaries, and personnel of third-party affiliates who may come into contact with confidential and sensitive information.~~

~~**Roles and Responsibilities**~~

- ~~Board of Trustees: Responsible for the design, implementation, and oversight of the Identity Theft Prevention Program. They may appoint a senior administration member as the Identity Theft Prevention Officer.~~
- ~~Identity Theft Prevention Officer: Responsible for conducting risk assessments, designing policy guidelines, implementing training, monitoring compliance, enforcing the policy, and creating a response plan for security incidents.~~
- ~~Employees and Service Providers: Responsible for adhering to the guidelines and reporting any security incidents immediately.~~

~~**Compliance with Illinois' Biometric Information Privacy Act (BIPA)**~~
~~In accordance with the Illinois Biometric Information Privacy Act (BIPA), the College will provide written notice and obtain consent before collecting biometric data, ensure secure storage, prohibit its sale, and destroy it according to a defined retention schedule.~~

ADOPTED: NOVEMBER 24, 2009
AMENDED: SEPTEMBER 24, 2024 *(FORMER BP 3367)*; **XXXXXX 2025**
REVIEWED:
LEGAL REF.: FEDERAL TRADE COMMISSION RED FLAGS RULE (16 C.F.R. § 681.2); FAIR AND ACCURATE CREDIT TRANSACTION ACT (FACT ACT) OF 2003 (15 U.S.C. § 1681M(E); 16 C.F.R. § 681.2); ILLINOIS BIOMETRIC INFORMATION PRIVACY ACT (740 ILCS 14/1 ET SEQ.); ILLINOIS IDENTITY THEFT LAW (720 ILCS 5/16-30)
CROSS REF.: ADMINISTRATIVE PROCEDURE 362

I. Purpose and Scope

This policy governs the process for employee hiring and promotions at John A. Logan College, ensuring compliance with all applicable federal and state laws and Illinois Community College Board (ICCB) regulations.

II. Hiring for Open Positions

- **Open positions** are vacancies that are publicly posted and available for application by internal and external candidates.
- The hiring process for open positions is initiated through the Human Resources Information System (HRIS) system, which includes posting the position, conducting a formal search, and evaluating candidates based on established criteria.
- All applicants must meet the minimum requirements for the position and complete the application process as outlined in the HRIS system.
- Compensation for new hires is determined by the current salary schedule as outlined in Administrative Procedure 522A.1.
- Final hiring recommendations are made by the relevant department and forwarded to the President for approval.

III. Promotions

- **Promotions** refer to the advancement of a current employee to a higher-level position without a formal search process.
- Promotions are made at the discretion and recommendation of an executive administrator (e.g., President, Vice President, or other designated executive).
- **Board Approval Requirement:**
    - Promotions that move an employee to a Level 3 (Administrator) or Level 4 (Senior Administrator), as defined in Administrative Procedure 522, must be recommended by the President and approved by the Board of Trustees at a regular or special meeting.
    - All other promotions or changes in employment status (including lateral moves, reclassifications, or changes within Levels 1 or 2) shall be reported to the Board of Trustees by the President as part of an informational item in the board packet. No formal board action is required for these changes.

Compensation shall be based on the current salary schedule listed in Administrative Procedure 522A.1. Any change in position, promotion, or salary adjustment must comply with the State Universities Retirement System (SURS) 6% rule, which prohibits increases in reportable earnings exceeding 6% over the previous year for employees nearing retirement eligibility, as outlined in 40 ILCS 5/15-139.8 and SURS administrative guidelines.

~~**The opportunity to apply for other positions on campus is open to current employees. Current employees are expected to complete applications per the HRIS system and meet the minimum**~~

~~**requirements to be considered for the position. Compensation shall be based on the current salary schedule listed in Administrative Procedure 522A.1.**~~

~~An employee who changes position laterally shall maintain his/her previous salary regardless of the entry-level for the new position. Grant personnel who change positions laterally may maintain their previous salary if the grant can sustain the previous salary.~~

~~The President is responsible for recommending to the Board of Trustees promotions from one position to another.~~

ADOPTED:	JANUARY 25, 2000 (BY COMBINING FORMER BOARD POLICIES 5221B AND 6150)
AMENDED:	FEBRUARY 28, 2012; JUNE 28, 2022
REVIEWED:	MAY 17, 2022
LEGAL REF.:	TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 U.S.C. § 2000E ET SEQ.); EQUAL PAY ACT (29 U.S.C. § 206(D)); AMERICANS WITH DISABILITIES ACT (42 U.S.C. § 12101 ET SEQ.); ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/); ICCB ADMINISTRATIVE RULES, 23 ILL. ADM. CODE § 1501.201, § 1501.203
CROSS REF.:	BOARD POLICIES~~Y~~ 5110, 5220, 5220A ADMINISTRATIVE PROCEDURE 522, 522A, 522A.1

Purpose

To ensure effective communication between faculty and students, John A. Logan College requires all instructional faculty to demonstrate oral English proficiency in accordance with Section 3-29.2 of the Illinois Public Community College Act.

Applicability

This policy applies to all full-time and part-time faculty members with direct student contact.

~~Effective August 15, 1987, all faculty members must demonstrate oral proficiency in the English language. All faculty employed prior to July 1, 1987, and all faculty employed after that date for whom English is their natural language will be assumed to be orally proficient except as stipulated below.~~

~~All faculty employed after June 30, 1987, for whom English is not their native language or other part-time faculty employed prior to that date for whom substantial complaints are received as determined by division chairpersons and the Provost shall demonstrate oral proficiency through a passing score on the Speaking Proficiency English Assessment Kit (SPEAK) test of spoken English as administered by the College. Individuals who fail the SPEAK test may elect to retake the exam at a later date; however, the cost of administering the exam shall be borne by the faculty member or applicant. Applicants who fail the exam will not be hired. Currently employed part-time instructors will not be rehired until proficiency is demonstrated.~~

~~**ASSESSMENT OF ORAL ENGLISH LANGUAGE PROFICIENCY**~~

~~The Speaking Proficiency English Assessment Kit (SPEAK) is a product of the Test of English as a Foreign Language (TOEFL)* program, which is sponsored by the Educational Testing Service. It is an off-the-shelf product for administering and scoring the Test of Spoken English, and it was developed in response to the interest expressed by many institutions as an instrument to assess the spoken English proficiency of foreign teaching assistants and other international students. Because the kit includes rater training materials as well as testing materials, results from the test can be obtained without delay.~~

~~The purpose of the test is to evaluate the spoken English proficiency of persons whose native language is not English. The original test was developed as the result of an extensive TOEFL research effort involving the development and experimental administration of a variety of test formats and question types designed to measure English-speaking proficiency. The test provides direct testing of speaking proficiency in English--direct in the sense of requiring the examinee actually to speak in English--in a format that retains a high degree of validity inherent in face-to-face interview procedures while virtually eliminating subjective measurement problems associated with direct interviewing.~~

~~All responses for the test are spoken; examinees do not write at any time during the test. Each examinee is given a test book at the beginning of the test session and asked to read a set of general instructions before starting the test. During the test, the examinee listens to instructions and questions recorded on the test tape. The responses given by the examinees are recorded on a separate answer tape. The test can be completed in about 20 minutes. Answers are rated on three diagnostic areas--pronunciation, grammar, and fluency, and an overall comprehensibility score. There are no passing or failing scores for this test. Each institution must determine which scores reflect acceptable English-speaking proficiency skills for its own purposes.~~

~~* The TOEFL program is under the direction of a policy council established by and affiliated with the College Board and the Graduate Record Examination Board.~~

ADOPTED: JUNE 8, 1987
AMENDED: NOVEMBER 25, 2025
REVIEWED: OCTOBER 13, 2025
LEGAL REF.: ILLINOIS PUBLIC COMMUNITY COLLEGE ACT (110 ILCS 805/3-29.2); ILLINOIS HUMAN RIGHTS ACT; TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; AMERICANS WITH DISABILITIES ACT
CROSS REF.: ADMINISTRATIVE PROCEDURE 531