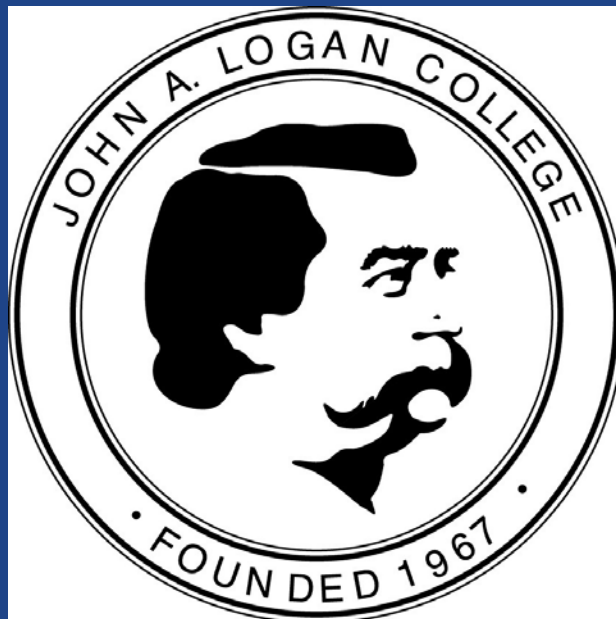


**John A. Logan College**

**Board of Trustees**

**Board Packet for November 25, 2025**





# JOHN A. LOGAN COLLEGE

## Board of Trustees

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### **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, November 25, 2025, at 6:00 p.m.** in the F104 Ivey/F105 Tarvin Banquet rooms in the Conference Center on the College's Carterville Campus.

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

[Click Here to View the Meeting](#)

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#### **BOARD OF TRUSTEES**

##### **Regular Meeting**

Tuesday, November 25, 2025

6:00 p.m.

F104 Ivey/F105 Tarvin Banquet rooms in the Conference Center

#### **1. CALL TO ORDER**

##### **PLEDGE OF ALLEGIANCE**

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

#### **3. PRESENTATIONS**

Program Development – Stephanie Hartford & Emily Monti

#### **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

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

- A. Personnel
- B. Funding from the Illinois Department of Commerce & Economic Opportunity (DCEO)

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

- A. HVAC Instructional Equipment and Supplies
- B. Forklift Purchase
- C. Ford F-150 Pickup Truck
- D. D-Wing Roof Replacement
- E. F-Wing Building Envelope & Insulation Project
- F. Softdocs Etrieve Forms & Flow
- G. Mimecast Email Security
- H. PHS Projects
- I. 2025 Tax Levy
- J. Personnel Action Items
- K. Expenditure Report for the period ending October 31, 2025
- L. Treasurer's and Financial Report for the period ending September 30, 2025
- M. Minutes of the October 28, 2025, Regular Meeting

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

- A. Board Policy Revisions for Final Action
- B. Resolution abating the working cash fund of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, and the State of Illinois.

### **10. NEW BUSINESS (No Action)**

- A. Board Policy Revisions for First Reading
- B. Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving District facilities and for the issue of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

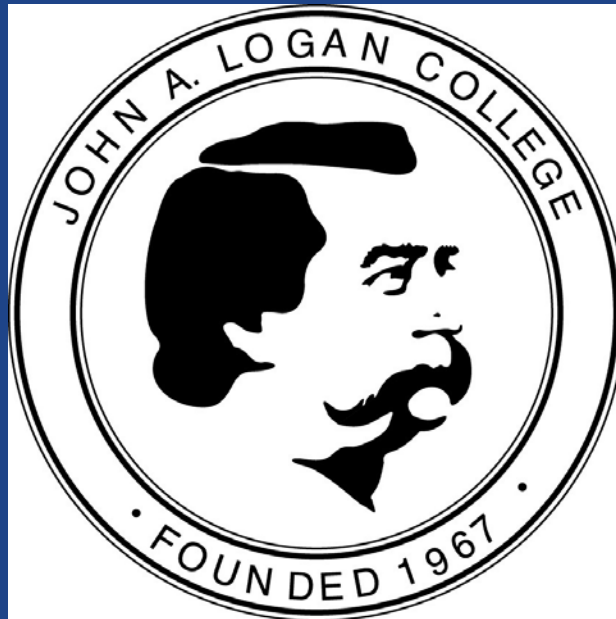
### **11. EXECUTIVE SESSION**

### **12. ANNOUNCEMENTS**

### **13. ADJOURNMENT**

## Consent Agenda Item 7.A

### Personnel Informational Item



**JOHN A. LOGAN COLLEGE  
INFORMATIONAL ITEM**

**7.A – Personnel**

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**1. RETIREMENTS**

a.

**2. RESIGNATIONS**

a. Reba Ourun, Transfer Specialist / Advisor, effective November 21, 2025

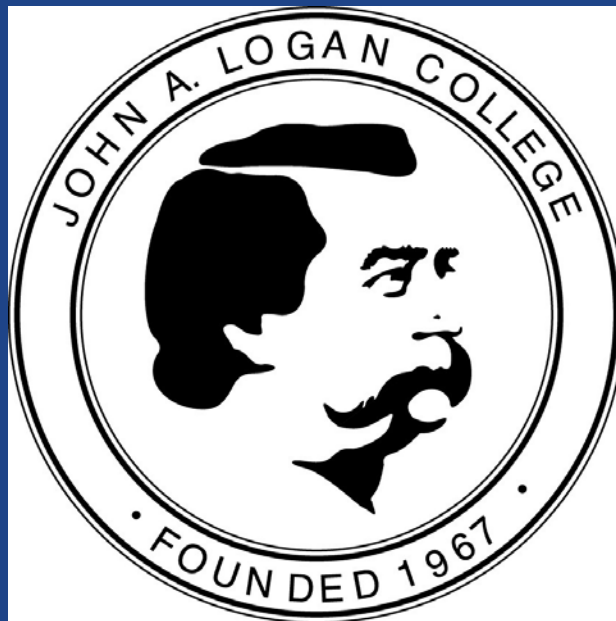
**3. OTHER**

a. Martin Merrill, Coordinator of HCCTP, effective October 24, 2025

**Staff Contact:** President Kirk Overstreet

## **Informational Item 7.B**

**Funding from the Illinois Department  
of Commerce & Economic Opportunity (DCEO)**



**JOHN A. LOGAN COLLEGE****Informational Item****7.B – Funding from the Illinois Department of Commerce & Economic Opportunity (DCEO)**

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**1. REASON FOR CONSIDERATION**

Funding from the Illinois Department of Commerce and Economic Opportunity (DCEO) Energy Transition Community Grant requires that stakeholders be given the opportunity to provide public comment during a public meeting regarding the proposed use of allocated funds.

John A. Logan College has received \$126,471.25 in Energy Transition Community Grant funding.

**2. BACKGROUND INFORMATION**

The Energy Transition Community Grant provides support to entities impacted by mine or energy plant closures or reductions in the energy workforce. John A. Logan College qualified for this funding due to the reductions of the Lake of Egypt Power Plant in Williamson County.

The College will have up to three years to expend the funds. The proposed use of funding focuses on workforce development by creating a short-term training program for **Smart Machine Maintenance Technician**.

This program will equip students with the skills to troubleshoot, repair, and maintain automated equipment used across manufacturing, retail, and service industries. The course emphasizes practical, hands-on learning with electrical, mechanical, and control systems to prepare participants for real-world maintenance and field service roles.

Grant funds will support:

- Curriculum development in collaboration with the Smart Automation Certification Alliance (SACA) to ensure alignment with industry-recognized standards.
- Purchase of instructional equipment and tools necessary to deliver hands-on training and support incumbent worker upskilling opportunities.
- Tuition and fee assistance for eligible students, as the grant budget allows, to reduce financial barriers and encourage participation.

This initiative will expand the College's technical training offerings, strengthen partnerships with regional employers, and help meet the growing demand for skilled appliance repair and maintenance professionals in Southern Illinois.

**3. RECOMMENDATION**

The item is placed on the agenda to allow for public comments. No action is required by the Board.

**Staff Contact:**

Dr. Stephanie Chaney Hartford, Provost  
Dr. Nathan Arnett, Assistant Provost of Academic Affairs  
Scott Wernsman, Dean  
Gretchen Cudworth, Manager of Grants



October 22<sup>nd</sup>, 2025

Subject: Phase 2 Award Letter & Instructions for ETCG (NOFO ID: 3071-2992)-Phase 2

Dear John A. Logan College

Congratulations! You have been selected to receive an Energy Transition Community Grant in the amount of \$126,471.25 from the Illinois Department of Commerce and Economic Opportunity (DCEO). DCEO looks forward to working with you to complete your project and helping to address the economic and social impact on your community of plant or mine retirements.

If you are part of a joint application, please note that this is the total funding amount for that joint application, and it is up to the applicants to determine how to allocate the funding toward a project. (Sub-Applicants were determined by a Letter of Support in Phase 1).

In Phase 2, Phase 1 Applicants receiving this letter must submit the Phase 2 Application and all required documents by **December 19<sup>th</sup>, 2025, by 5pm CST.**

#### Eligible Projects

Energy Transition Community Grants must be used to plan and/or address the economic and social impact on the community or region of plant or mine retirement or transition. Eligible uses of grant funds include, but are not limited to, the following:

- Capacity building, consultants/professional services, etc.
- Energy Efficiency/Renewable Energy/Clean Energy Transition planning, development, and implementation.
- Workforce development, including upskilling and reskilling for high-demand/high-wage opportunities in regional industries, and investment in training facilities. This may include tuition assistance and wrap-around services for trainees, including stipends for housing, transportation, and childcare.
- Financial assistance for unemployed, underemployed, and/or low-income residents, including direct cash benefits, childcare, housing, transportation, and health care.
- Public infrastructure investment, including water/sewer, transportation, drainage, broadband, public facilities, and other.
- Site cleanup and environmental remediation.
- Grants to incentivize relocation or retention of companies.
- Marketing and other investment to boost tourism, recreation, and business development opportunities.
- Affordable housing.



- Public health initiatives and community health care facilities.
- Downtown/commercial redevelopment, including investment to enhance public space, improve energy efficiency/sustainability of facilities or infrastructure, and renovate/revitalize historic buildings.
- Planning, along with supporting research and analysis, for economic development, transportation, or other programs to address the impact of closure.
- Investment in local or regional operational capacity for economic development/business development/grant writing/planning through local governments or nonprofits.

Anticipated start date for awards is Spring of 2026. The period of performance is expected to be 1 to 3 years but may exceed this if needed for a proposed eligible use of grant funds. If you have an existing grant agreement under this program, it is an option to amend that agreement to include this additional funding and any additions or changes to the project scope.

Allowable grant expenses include procurement of third-party vendors for grant writing and implementation costs, including guidance and opportunities to apply for additional federal, State, local, and private funding resources. If the application is approved, one-time reimbursable costs to apply for the Energy Transition Community Grant are authorized up to 3% of the award.

#### Phase 2 Applications should consist of:

- I. *Phase 2 Application:* Complete the Phase 2 application and use the text spaces provided in the application. Organization demographics and description of project need, activities, project timeline deliverables, and outcomes (**Appendix A: Project Timeline**). Be sure to complete and attach all Appendices.
- II. *Stakeholder Engagement Process:* Prior to submitting a Phase 2 application, grantees will be required to solicit community input and consult with a diverse set of stakeholders, including, but not limited to:
  - a. Regional Planning Councils, in areas where a Regional Planning Council is active;
  - b. Economic development organizations;
  - c. Low-income or environmental justice communities;
  - d. Educational institutions;
  - e. Elected and appointed officials;
  - f. Organizations representing workers; and
  - g. Other relevant organizations, if applicable.

To ensure that you have complied with this statutory requirement, you will be required to complete and submit the Stakeholder Engagement Form (**Appendix B**) to show that you have:

- 1) hosted at least one public meeting that allowed for public input, in which a discussion of the proposed use of Energy Transition Community Grant funds was on the agenda, and
- 2) for at least one person in each category in the bulleted list above, solicited input and feedback regarding use of Energy Transition Community Grant funds by:
  - a. holding one or more meetings (this may include participation in the public meeting described in (1)), or

- a. submitting a direct written request for input and feedback via e-mail or mail correspondence
- I. **Project Activity Table:** complete Appendix C: Project Activity Table
  - a. Complete the table in **Appendix C**, by filling in how the project activity addresses the following:
    - Social Goal
    - Financial/Revenue Generation Goal
    - Environmental Goal
  - b. Be sure to provide trackable metrics for each project activity
- II. **Uniform Budget:** utilize the template provided by DCEO for this project.
  - a. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned, and submitted with application.

**Please submit Phase 2 application materials to the Department via electronic form at**

<https://app.smartsheet.com/b/form/79b19a5c1c1549798d53002b7c757186>

\*\*\*SmartSheet will ask for Uniform Grant Application, Conflict of Interest, and Mandatory Disclosure. Please ignore as these documents were required in Phase 1\*\*\*

#### Application Review Information

Grants will be issued to communities that meet the following criteria:

- Lead applicant is an eligible local government entity that received approval and an allocated funding amount from the Department following Phase 1.
- Phase 2 application is complete and sufficiently detailed with all Appendices.
- Applicant has completed the required stakeholder process to identify proposed use of grant funds, and properly documented that process in their submission of the Stakeholder Engagement Form.
- The proposed project is eligible for funding because it entails planning for or addressing the economic and social impact on the community or region of plant or mine retirement or transition.

#### Phase 2 Submission Document Checklist:

- ☐ Phase 2 Application
- ☐ Appendix A: Project Timeline Template
- ☐ Appendix B: Stakeholder Engagement Form
- ☐ Appendix C: Project Activity Table
- ☐ Uniform Budget Template – needs to be signed & dated

Please direct any further questions directly to [CEO.CEJACOMMTRANSITION@illinois.gov](mailto:CEO.CEJACOMMTRANSITION@illinois.gov)

## Appendix

### Award Administration Information

#### 1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

#### 2. Administrative and National Policy Requirements.

**Subrecipients and Subcontractors:** Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

**Grant Uniform Requirements:** The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

**Procurement:** Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

**Business Enterprise Program:** For grant awards of \$250,000 or more, grantees will be required to comply with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/0.01 *et seq.*), which establishes a goal for contracting with businesses that have been certified as owned and controlled by persons who are minority, female or who have disabilities. The Department will work with the grantees to ensure compliance prior to the establishment of the grant agreement as well as through the life of the grant.

**Environmental Review Requirements:** Capital grants will be reviewed to determine environmental review requirements. Based on the scope of the project, the grantees may be required to complete additional environmental approvals before a grant agreement can be initiated.

**Illinois Works Jobs Program Act (30 ILCS 559/20-1 et seq.):** For grants with an estimated total project cost of \$500,000 or more, the grantee will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules. The “estimated total project cost” is a good faith approximation of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Grantees will be permitted to seek from the Department a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The grantee must ensure compliance for the life of the entire project, including during the term of the grant and after the term ends, if applicable, and will be required to report on and certify its compliance.

**Prevailing Wage Act (820 ILCS 130/0.01 et seq.):** Applicants that are awarded grants shall comply with all requirements of the Prevailing Wage Act, including but not limited to, inserting into all contracts for construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project shall be paid to all laborers, workers, and mechanics performing work under the award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract. Grantees will be required to report on Prevailing Wage Act compliance on a monthly basis.

**Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et seq.):** All grantees will be required to comply with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et seq.) (the “Act”), which provides that whenever there is a period of excessive unemployment in Illinois (as defined by the Act), if the Grantee is using Grant Funds for (1) constructing or building any public works, or (2) performing the clean-up and on-site disposal of hazardous waste for the State of Illinois or any political subdivision of the State, then the Grantee shall employ at least 90% Illinois laborers on such project. Illinois laborers refers to any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident. Grantees may receive an exception from this requirement by submitting a request and supporting documents certifying that Illinois laborers are either not available, or are incapable of performing the particular type of work involved. The certification must: (a) be submitted to the grant manager within the first quarter of the Award Term; (b) provide sufficient support that demonstrates the exception is met; (c) be signed by an authorized signatory of the Grantee; and (d) be approved by DCEO in consultation with the Illinois Department of Labor. In addition, every contractor on a public works project or improvement or hazardous waste clean-up and on-site disposal project in this State may place on such work no more than 3 (or 6 in the case of a hazardous waste clean-up and on-site disposal project) of the contractor’s regularly employed non-resident executive and technical experts.

In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.

c) De Minimis Rate. An organization may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

State Universities may request an indirect cost rate of 10% due to the State of Illinois' continuous funding of a portion of facility and administrative costs.

## **1. Reporting.**

### **Periodic Performance Report (PPR) and Periodic Financial Report (PFR)**

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

**Monitoring**

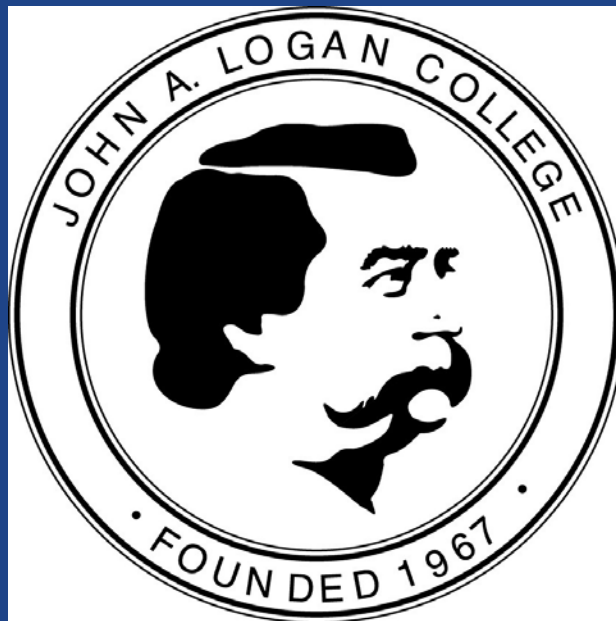
Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

**Audit**

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply (See 30 ILCS 708/65(c)).

## Consent Agenda Item 8.A

### HVAC Instructional Equipment & Supplies



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

**8.A – HVAC Instructional Equipment and Supplies**

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**1. REASON FOR CONSIDERATION**

Materials needed to build HVAC trainers for HVAC classes. The trainers will create a realistic, work-simulated learning environment. The trainers will allow students to gain practical, hands-on experience that mirrors the expectations of the workplace. By strengthening classroom simulations, the College ensures students continue developing the technical skills and confidence needed to transition successfully into the workforce.

**2. BACKGROUND INFORMATION**

The estimated cost for the purchase was expected to exceed \$25,000 so a competitive bid process was conducted. The bid advertised in The Southern Illinoisan on 10/16/2025. The bid packet was distributed to eight (8) different vendors, six (6) of which were BEP certified firms. One bid was received. Funding for the purchase has been approved by ICCB via a budget modification from the ICCB Trades III grant in Fund 06.

**3. RECOMMENDATION**

That the Board approves the purchase of HVAC instructional Equipment & Supplies and awards the bid to Johnstone Supply Co. for a total cost of \$78,541.86 funded in Fund 06 by the ICCB Trades III Grant.

**Staff Contact:**

Jason Stutes, Chair of Applied Technology, Professor of Heating & Air Conditioning



Remit to:  
P.O. Box 757  
Carbondale, IL 62903-0757  
618-549-7365  
618 457-7372 fax

Carbondale JohnstoneSupply.com  
137 Johnstone Rd. • Murphysboro, IL 62966  
618-549-7365 • 618-457-7372 fax  
for all accounting/billing questions please call 618-549-7365

Page 1

Printed 09/24/25 SJ

### Quoted

JOHN A LOGAN COLLEGE  
700 LOGAN COLLEGE DR  
CARTERVILLE IL 62918  
Buyer: JASON 571-2968  
Tel:618-549-7335 Fax:

### Ship To

JOHN A LOGAN COLLEGE  
700 LOGAN COLLEGE DR  
CARTERVILLE IL 62918

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
Q120325	09/18/2025	10/15/2025	0001271	EQUIPMENT GRANT	J/S TRUCK DELIVERY	SJ
Job ID			Customer Terms		Salesman	
EQUIPMENT GRANT			NET 10TH PROX		HOUSE ORDERS	
Product	Description	UM	Quant	Unit Price	Extension	
	***** * EQUIPMENT GRANT * *****					
OX-AC13424R454B	OXBOX J5AC3024A1000A 13.4 SEER2 R454B 2 TON 208/230V 1PH A/C CONDENSING UNIT	EA	24	1054.63	25311.12	
B10-120	LLD-083S FILTER DRIER LIQUID 3/8ODF 8CU 5.25IN GOLD LABEL PARKER	EA	24	19.21	461.04	
G38-076	96415 SURGE PROTECTOR	EA	24	56.41	1353.84	
OX-CC1836BR454B	OXBOX J5GXCB004AC6HU UP/DN R454B 1.5-3 TON CASED A COIL 17.5"	EA	24	472.31	11335.44	
OX-UF9660K3B	L962X060BU3SEA 96% 60K GAS FURNANCE OX-BOX 2-STATE UP HORIZ 17.5" LP KIT INCLUDED	EA	24	1195.00	28680.00	
B96-720	WCDRC221 CHILLER WATER PACKAG E	EA	1	7926.60	7926.60	
B93-050	ST-H-5 COOLING TOWER 5T	EA	1	1091.29	1091.29	
L63-949	TRX085-S2 BOILER NG OR LP WATER TUBE 85000 BTUH 2" FLUE DIAM. 16-3/4""X15-1/8" X38-1/4" 78LBS	EA	1	1953.18	1953.18	
L51-418	99986998 FLOOR STAND LIGHT WEIGHT 85-285	EA	1	230.31	230.31	
X: (Accepted by)			Sub Total		\$78,342.82	
			Freight		\$560.00	
			Misc Charges		\$0.00	
			Tax Amount		\$0.00	
					T o t a l	
					\$78,902.82	

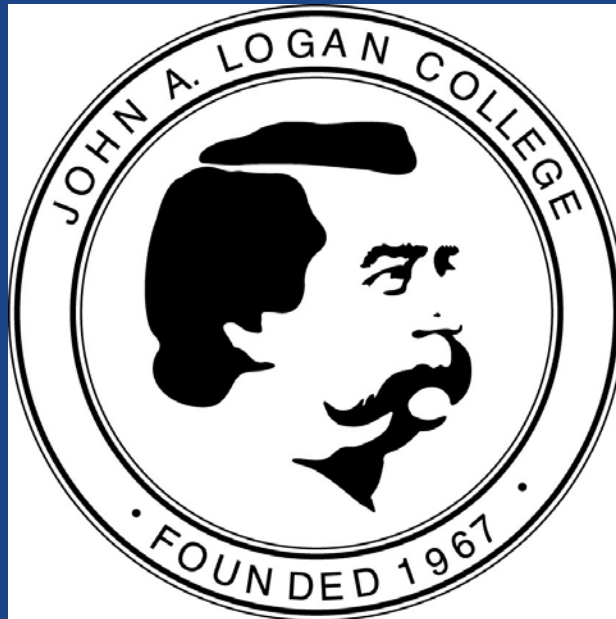
### MESSAGE

### TERMS

THIS QUOTE WILL BE HONORED FOR 15 DAYS FROM DATE  
SHOWN ABOVE UNLESS OTHERWISE NOTED. ACCEPTANCE OF  
THIS QUOTE MAY BE SUBJECT TO A DEPOSIT.  
NO RETURNS ON SPECIAL ORDER ITEMS.

## Consent Agenda Item 8.B

### Forklift Purchase



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

**8.B – Forklift Purchase**

---

**1. REASON FOR CONSIDERATION**

The forklift is needed for the Maintenance and Shipping & Receiving Departments for loading and unloading pallets on and off freight trucks and hauling heavy items around campus. The old forklift has a failing motor, and it is more expensive to continue to repair and maintain than to replace it.

**2. BACKGROUND INFORMATION**

Since the expected cost for a new forklift was expected to exceed \$25,000, a competitive bidding process was conducted. The bid advertised in The Southern Illinoisan on November 6, 2025. One sealed bid was received and opened publicly on November 20, 2025. The only bid received was over budget. We plan to research more cooperative purchasing groups as well as potentially used equipment options over the next month to find a forklift that meets our needs, within the budget allocated for this purchase. The equipment purchase was planned in the approved FY26 budget.

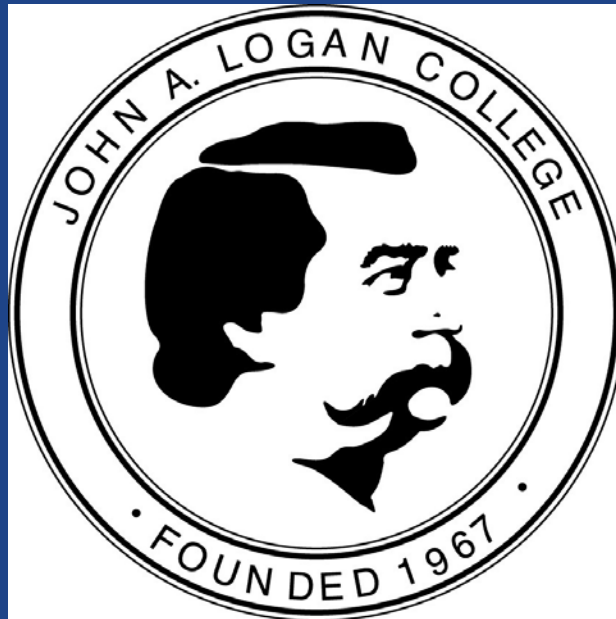
**3. RECOMMENDATION**

That the Board approves the purchase of a forklift not to exceed \$40,000 to be funded from Fund 02 by FY26 approved budgeted funds from the Maintenance Department.

**Staff Contact:** Jeremy Sargent, Assistant VP of Construction, Planning, & Facilities Management  
Jeremy Mueller, Director of Buildings and Grounds

## Consent Agenda Item 8.C

### Ford F-150 Pickup Truck



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

**8.C – Ford F-150 Pickup Truck**

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**1. REASON FOR CONSIDERATION**

A new truck is needed by the Maintenance Department for loading, hauling, and towing on and off campus and is part of the fleet replacement cycle between the Maintenance Department and the Grounds Department. One of the older trucks that currently belongs to Maintenance is planned to be passed down to the Grounds department where it will be used for hauling and spreading salt and brine. This purchase will complete the rebuild of both fleets as two (2) trucks have already been retired from the Grounds department.

**2. BACKGROUND INFORMATION**

Since the expected cost for a new pickup truck was expected to exceed \$25,000, a competitive bidding process was conducted. The bid advertised in The Southern Illinoian on November 6, 2025. The bid packet was distributed to six (6) local or nearby dealerships requesting a 2025 or newer Ford F-150 and sealed bids were received and opened publicly on November 20, 2025. The bid results are included. Watermark Ford Hyundai of Marion submitted the lowest bid at \$46,332.00. The bid contents have been reviewed to be complete and responsive.

**3. RECOMMENDATION**

That the Board approves the purchase of the 2026 Ford F-150 Pickup Truck and award the bid and purchase order to Watermark Ford Hyundai of Marion for a total cost of \$46,332.00 to be funded from Fund 02 with approved budgeted funds from the Maintenance Department.

**Staff Contact:** Jeremy Sargent, Assistant VP of Construction, Planning, & Facilities Management  
Jeremy Mueller, Director of Buildings and Grounds

**JOHN A. LOGAN COLLEGE**

700 Logan College Drive  
Carterville, Illinois 62918

**BID OPENING****Date:** 11/20/2025**Bid No:** B26-1125-02 – Ford F-150 Pickup Truck

Bidder Name & Address	DBE?	Bid Amount
Vogler Motor Company – Carbondale, IL	<input type="text" value="N"/>	Base: \$50,276.72
Watermark Ford Hyundai of Marion – Marion, IL	<input type="text" value="N"/>	Base: \$46,332.00
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base: Alt 1: Alt 2:

The above bids were received by the office of the Director of Purchasing on or before 2:00 P.M., Thursday, November 20, 2025. The sealed bids were opened publicly at that time in the Administrative Building Conference room.

*Shannon L Newman*

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Shannon Newman, Director of Purchasing and Auxiliary Services

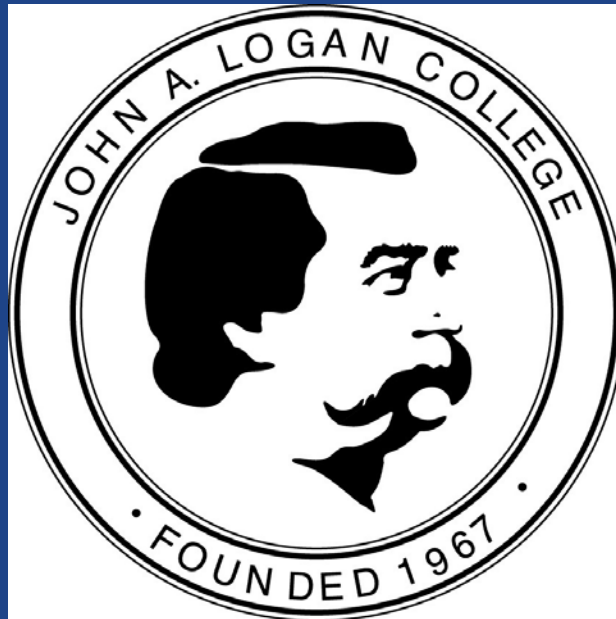
*Tara McCaffrey*

---

Witness: Purchasing Specialist I

## Consent Agenda Item 8.D

### D-Wing Roof Replacement



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

**8.D – D-Wing Roof Replacement**

---

**1. REASON FOR CONSIDERATION**

The D-Wing roof is out of warranty and has a considerable number of leaks requiring its replacement.

**2. BACKGROUND INFORMATION**

BHDG Architects, Inc. worked with JALC personnel to evaluate the D-Wing roof and develop a scope of work necessary for its replacement. They performed the publicly advertised bidding process which included a base bid and two alternates. The base bid includes the removal of the existing roof with a TPO membrane replacement, fascia and edge metal replacement, roof drain replacement, roof scupper and insulation system installation, and required penetration detailing. Alternate 1 includes a metal roof substitution. Unit Price is the cost of underlying plywood decking that may be determined to need replacement upon removal of the existing metal roof system.

BHDG evaluated proposals received from three bidders. The low base bid price was submitted by D7 Roofing LLC for \$264,462, with an Alternate 1 cost of \$143,105, and the Unit Price of \$75 per 4' x 8' sheet of plywood decking. BHDG has determined the bid package to be responsive and complete and recommend the contract be awarded to D7 Roofing LLC for a total cost of \$407,567 plus \$75 per sheet of plywood decking needing replacement.

**3. RECOMMENDATION**

That the Board approves the D-Wing roof replacement project and award the contract to D7 Roofing LLC per BHDG Architect, Inc.'s recommendation for a total cost of \$407,567 plus \$75 per sheet of plywood decking as needed to be funded by 2023 & 2024 PHS levy funding.

**Staff Contact:** Jeremy Sargent, Assistant VP of Construction, Planning, & Facilities Management



November 13, 2025

Mr. Jeremy Sargent, NCARB, AIA  
Assistant Vice-President of Construction, Planning, & Facilities Management  
John A. Logan College  
700 Logan College Drive  
Carterville, IL 62918

RE: Building D Roof Replacement – Bid Award Recommendation

Dear Jeremy,

On Wednesday, November 12, 2025, bids were opened for the above referenced project. The project was advertised publicly, and three bids were received. The low base bid price was submitted by D7 Roofing LLC from New Baden, Illinois in the amount of \$264,462.00 with Alternate 1 in the amount of \$143,105.00 and Unit Price plywood decking at \$75.00 per 4' x 8' sheet.

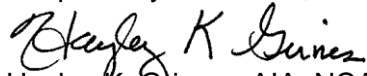
The base bid covered the existing roof removal with TPO membrane replacement, fascia and edge metal replacement, roof drain replacement, roof scupper, and insulation system installation, and required penetration detailing.

We conducted an evaluation of the contractor's bid package and believe their bid to be responsive and complete. All addenda have been acknowledged, all alternates applicable to the project have been included in the bid, a bid bond and bidder's certification form was included, and the bid package included no qualifications.

Based upon our review of the bid package and responsiveness of the contractor, it is our opinion that D7 Roofing LLC is qualified to complete the project. It is our recommendation that the base bid, alternate #1 and unit price amount be awarded to D7 Roofing LLC as the funding source budget allows.

The information contained herein is provided to you for reference and use in your decision to award the contractor. As always, we appreciate the opportunity to continue working with John A. Logan College and look forward to the successful completion of this project.

Respectfully Submitted,



Hayley K. Grimes, AIA, NCARB, RID  
BHDG Architects, Inc.  
cc. file



**BHDG Architects, Inc.**  
2008 W. Main St., Suite B  
Marion, Illinois 62959  
Phone: 618-998-8015  
Fax: 618-998-8032

**BID TABULATION SHEET**  
PROJECT: Building D Roof Replacement  
OWNER: John A. Logan College  
PROJECT NO: 25006  
DATE: November 12, 2025  
TRADE: **General Contract (all trades)**

CONTRACTOR	BID BOND	ADDENDA No. (1)	BASE BID	ALT. BID 1:	UNIT PRICE 1:
D.E. Martin Roofing Co., Inc.	5%	Y	\$333,111.00	\$148,147.00	\$6.00 / SF
Glandt Roofing LLC	5%	Y	\$270,650.00	\$166,800.00	\$140.00 / 4'x8' sheet
D7 Roofing LLC	5%	Y	\$264,492.00	\$143,105.00	\$75.00 / 4'x8' sheet

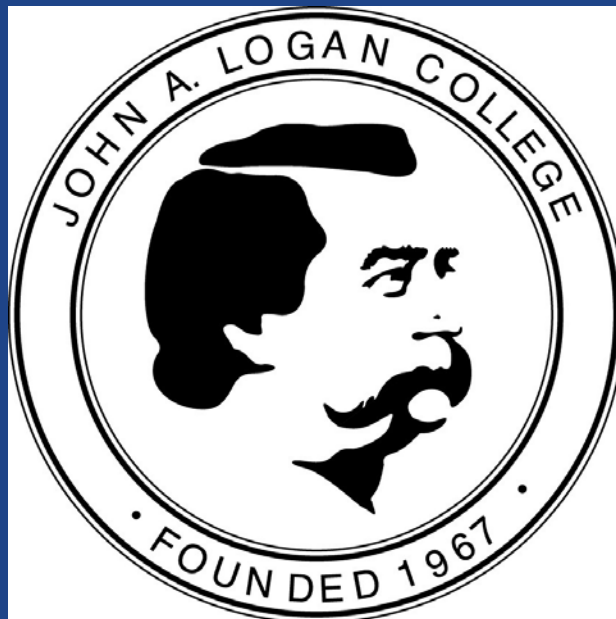
Base Bid: Project consists of TPO roof removal and replacement, fascia and edge metal replacement, roof drain replacement, roof scupper, and insulation system installation, and required penetration detailing.

Alternate Bid No. 1: Includes all work related to removing and replacing existing metal roofing system, and all associated components, as indicated on drawings, in accordance with section 074113.16.

Unit Price No. 1: Includes removal and replacement of any severely worn or water damaged plywood roof decking under existing metal roof with 3/4" CDX plywood, as required, in accordance with section 061053.

## Consent Agenda Item 8.E

### F-Wing Building Envelope & Insulation Project



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

**8.E – F-Wing Building Envelope & Insulation Project**

---

**1. REASON FOR CONSIDERATION**

The F-Wing Building Envelope and Insulation project addresses the building integrity and lack of insulation in the wall of F-Wing.

**2. BACKGROUND INFORMATION**

BHDG Architects, Inc. worked with JALC personnel to evaluate the affected areas of F-Wing to develop a scope of work necessary for its repair. The project involves repairs and supplemental improvements to the existing exterior building envelope along a limited section of the F-Wing on the main campus and includes the construction of an insulated wall assembly above the existing glazing line of the F-Wing Conference corridor area. BHDG solicited bids through an invitation to bid process. Five potential contractors were invited to bid.

BHDG evaluated proposals received from two bidders. The low bid price submitted was from Fager-McGee Commercial Construction, Inc. for \$39,709.00. BHDG has determined the bid package to be responsive and complete and recommend the contract be awarded to Fager-McGee Commercial Construction, Inc. for a total cost of \$39,709.00.

**3. RECOMMENDATION**

That the Board approves the F-Wing Building Envelope & Insulation project and award the contract to Fager-McGee Commercial Construction, Inc. per BHDG Architect, Inc.'s recommendation for a total cost of \$39,709.00. to be funded by FY26 IGEN grant funding.

**Staff Contact:** Jeremy Sargent, Assistant VP of Construction, Planning, & Facilities Management

November 13, 2025

Mr. Jeremy Sargent, NCARB, AIA  
Assistant Vice-President of Construction, Planning, & Facilities Management  
John A. Logan College  
700 Logan College Drive  
Carterville, IL 62918

RE: F-Wing Building Envelope Improvements – Bid Award Recommendation

Dear Jeremy,

On Thursday, November 13, 2025, bids were opened for the above referenced project, which was solicited through an Invitation to Bid process. Five general contractors were invited to submit proposals, and two bids were received.

The low base bid price was submitted by Fager-McGee Commercial Construction, Inc. from Murphysboro, Illinois in the amount of \$39,709.00, inclusive of Base Bid plus Alternate Bids 1 and 2.

The project involved repairs and supplemental improvements to the existing exterior building envelope along a limited section of the F-Wing on the main campus. The scope of work includes the construction of an insulated wall assembly above the existing glazing line of the F-Wing Conference corridor area.

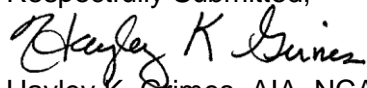
We conducted an evaluation of the contractor's bid package and believe their bid to be responsive and complete. All addenda have been acknowledged, all alternates applicable to the project have been included in the bid, a bid bond and bidder's certification form was included, and the bid package included no qualifications.

Additionally, we contacted Fager-McGee Commercial Construction to discuss their bid and project approach. The contractor confirmed their ability to complete the work within the specified schedule and indicated that they have sufficient staffing and resources to perform the project successfully.

Based on our review of the submitted bid documents and subsequent discussions with the contractor, it is our opinion that Fager-McGee Commercial Construction, Inc. is qualified and capable of completing this project. We therefore recommend award of the base bid and both alternate bids to Fager-McGee Commercial Construction, Inc., subject to availability of budgeted funding.

The attached bid tabulation is provided for your reference and use in making a final determination regarding the award. We appreciate the opportunity to continue working with **John A. Logan College** and look forward to the successful completion of this project.

Respectfully Submitted,



Hayley K. Grimes, AIA, NCARB, RID  
BHDG Architects, Inc.  
cc. file

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT) (reissued 11/11/2025)

1.1 BID INFORMATION

- A. Bidder: Fager-McGee Commercial Construction, Inc.
- B. Project Name: JALC F-Wing Building Envelope Improvements
- C. Project Location: John A. Logan College – Carterville Campus, 700 Logan College Drive, Carterville, IL 62918.
- D. Owner: John A. Logan College (JALC).
- E. Owner Project Identifier: 512
- F. Architect: BHDG Architects, Inc., 2008 W. Main St., Suite B., Marion, IL 62959.
- G. Architect Project Number: 25012.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by BHDG Architects, Inc. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. Thirty-two thousand seven hundred twenty-four Dollars (\$ 32,724.00).

1.3 ALTERNATES

- A. The undersigned Bidder proposes the amount below be added to or deducted from the Base Bid if particular Alternates are accepted by Owner. Amounts listed for each Alternate include costs of related coordination, modification, or adjustment.
- B. If the Alternate does not affect the Contract Sum, the Bidder to indicate "NO CHANGE."
- C. If the Alternate does not affect the Work of this Contract, the Bidder to indicate "NOT APPLICABLE."
- D. The Bidder is responsible for determining from the Contract Documents the effects of each Alternate on the Contract Time and the Contract Sum.

E. Owner reserves the right to accept or reject any Alternate, in any order, and to award or amend the Contract accordingly within [60] <Insert number> days of the Notice of Award unless otherwise indicated in the Contract Documents.

F. Acceptance or non-acceptance of any Alternates by Owner is to have no effect on the Contract Time unless the Alternate description below provides a formatted space for the adjustment of the Contract Time.

G. Alternate No. **G-1**: Remove and replace additional exterior gypsum board soffit:

1. ☒ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE.

2. Five thousand Dollars (\$ 5,000.00).

H. Alternate No. **G-2**: Install sealant and additional wood blocking to secure existing vapor barrier:

1. ☐ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE.

2. One-thousand nine hundred eighty-five Dollars (\$ 1,985.00).

#### 1.4 TIME OF COMPLETION

A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within the following time frame:

1. Construction Work shall be completed by April 24, 2026
2. Final Completion shall be completed by May 29, 2026
3. Owner shall complete all final payments by June 20, 2026

#### 1.5 ACKNOWLEDGMENT OF ADDENDA

A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated 11/11/2025.
2. Addendum No. 2, dated \_\_\_\_\_.
3. Addendum No. 3, dated \_\_\_\_\_.
4. Addendum No. 4, dated \_\_\_\_\_.

#### 1.6 BID SUPPLEMENTS

A. The following supplements are a part of this Bid Form and are attached hereto.

1. References Form.
2. JALC Bidder's Certification Form.



1.7 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Illinois, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.8 SUBMISSION OF BID

- A. Respectfully submitted this 13th day of November, 2024, 2025  
Fager-McGee Commercial Construction Inc  
B. Submitted By: \_\_\_\_\_ (Name of bidding firm or corporation).  
C. Authorized Signature: Darin P. Fager (Handwritten signature).  
D. Signed By: Darin P. Fager (Type or print name).  
E. Title: President (Owner/Partner/President/Vice President).  
F. Witnessed By: Angela C. Bance (Handwritten signature).  
G. Attest: [Signature] (Handwritten signature).  
H. By: Brad E. Fager (Type or print name).  
I. Title: Corporate Secretary (Corporate Secretary or Assistant Secretary).  
J. Street Address: 347 S Williams Street.  
K. City, State, Zip: Murphysboro, IL 62966.  
L. Phone: 618-687-3900.  
M. License No.: 104.003681 105.008541.  
N. Federal ID No.: 37-1200792 (Affix Corporate Seal Here)

Company is certified DBE firm:

Yes

☒ No

If yes, please include a copy of certification with Bid Form.

END OF DOCUMENT 004113





## REFERENCES

Bidder must be able to present evidence of satisfactory experience in providing similar materials and/or services to that requested in this Request for Bid document. List as references is the three nearest companies or governmental agencies for the proposed goods and/or services which can be contacted or inspected for an assessment of past client satisfaction.

<b>Name of Entity/Firm</b>	WJ Burke Electric Co		
<b>Address</b>	10575 Hwy 127 South		
<b>City/State/Zip Code</b>	Murphysboro, IL 62966		
<b>Contact Person</b>	Bill Burke	<b>Title</b>	Owner/President
<b>Phone Number</b>	618-687-3262	<b>Ext#</b>	

<b>Name of Entity/Firm</b>	RP Coatings, Inc		
<b>Address</b>	330 Bargraves Blvd		
<b>City/State/Zip Code</b>	Troy, IL 62294		
<b>Contact Person</b>	Randy Penrod	<b>Title</b>	Owner/President
<b>Phone Number</b>	618-667-3150	<b>Ext#</b>	

<b>Name of Entity/Firm</b>	A&K Specialty		
<b>Address</b>	710 W Robinson		
<b>City/State/Zip Code</b>	Marion, IL 62959		
<b>Contact Person</b>	Dale Arnold	<b>Title</b>	Owner/President
<b>Phone Number</b>	618-997-1241	<b>Ext#</b>	

Bidder Signature: \_\_\_\_\_

Darin P. Fager, President

**JOHN A. LOGAN COLLEGE**  
**BIDDER'S CERTIFICATION**


TO WHOM IT MAY CONCERN:

I, Fager-McGee Commercial Construction Inc, being a bidder for sales of goods or services to John A. Logan College hereby certify:

- a. I am not barred from bidding on this contract as a result of violation of 720 Illinois Compiled Statutes, Section 33E-3, within the preceding five years of the submission of this bid.
- b. I am not barred from bidding on this contract as a result of violation of 720 Illinois Compiled Statutes, Section 33E-4, prior to the bidding of this contract.
- c. That as of the date of this certification, I am not aware of any action by any person who is an official of, or employed by John A. Logan College, which would constitute a violation of any of the terms of 720 Illinois Compiled Statutes, Section 33E.

I understand that the bid submission requires that I provide this certification, and that John A. Logan College will rely upon this certification, and that the above certification is true and accurate to the best of my knowledge.

Signature:

  
Darin P Fager, President

Date:

11/13/2025



**BHDG Architects, Inc.**

2008 W. Main St., Suite B  
Marion, Illinois 62959  
Phone: 618-998-8015  
Fax: 618-998-8032

**BID TABULATION SHEET**

PROJECT: JALC F-Wing Building Envelope Improvements  
OWNER: John A. Logan College  
PROJECT NO: 25012  
DATE: November 13, 2025  
TRADE: **General Contract (all trades)**

CONTRACTOR	BID BOND	ADDENDA No. (1)	BASE BID	ALT. BID G-1:	ALT. BID G-2
H.E. Mitchell Construction	N/A	Y	\$41,395.00	No Change	\$2,200.00
Fager-McGee Commercial Construction	N/A	Y	\$32,724.00	\$5,000.00	\$1,985.00

- Base Bid:

Project consists of the provision and installation of an exterior building envelope system above the existing storefront system to separate the existing above ceiling coffit cavaties at the east exterior wall of Building F and other Work indicated in the Contract Documents.
- Alternate Bid G-1:

Remove and replace additional gypsum board soffit. Provide new soffit to match the existing soffit construction and finish.
- Alternate Bid G-2:

Install sealant and install additional wood blocking as needed at existing wall assembly to secure existing vapor barrier.

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT) (reissued 11/11/2025)

1.1 BID INFORMATION

- A. Bidder: H.E. Mitchell Construction Company, Inc.
- B. Project Name: JALC F-Wing Building Envelope Improvements
- C. Project Location: John A. Logan College – Carterville Campus, 700 Logan College Drive, Carterville, IL 62918.
- D. Owner: John A. Logan College (JALC).
- E. Owner Project Identifier: 512
- F. Architect: BHDG Architects, Inc., 2008 W. Main St., Suite B., Marion, IL 62959.
- G. Architect Project Number: 25012.

1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by BHDG Architects, Inc. and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. Forty-One Thousand Three Hundred Ninety-Five Dollars (\$ 41,395.00 ).

1.3 ALTERNATES

- A. The undersigned Bidder proposes the amount below be added to or deducted from the Base Bid if particular Alternates are accepted by Owner. Amounts listed for each Alternate include costs of related coordination, modification, or adjustment.
- B. If the Alternate does not affect the Contract Sum, the Bidder to indicate "NO CHANGE."
- C. If the Alternate does not affect the Work of this Contract, the Bidder to indicate "NOT APPLICABLE."
- D. The Bidder is responsible for determining from the Contract Documents the effects of each Alternate on the Contract Time and the Contract Sum.



- E. Owner reserves the right to accept or reject any Alternate, in any order, and to award or amend the Contract accordingly within [60] **<Insert number>** days of the Notice of Award unless otherwise indicated in the Contract Documents.
- F. Acceptance or non-acceptance of any Alternates by Owner is to have no effect on the Contract Time unless the Alternate description below provides a formatted space for the adjustment of the Contract Time.
- G. Alternate No. **G-1**: Remove and replace additional exterior gypsum board soffit:
1. ☐ ADD ☐ DEDUCT ☒ NO CHANGE ☐ NOT APPLICABLE.
  2. \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).
- H. Alternate No. **G-2**: Install sealant and additional wood blocking to secure existing vapor barrier:
1. ☒ ADD ☐ DEDUCT ☐ NO CHANGE ☐ NOT APPLICABLE.
  2. \_\_\_\_\_ Two Thousand Two Hundred \_\_\_\_\_ Dollars (\$ 2,200.00 ).

#### 1.4 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within the following time frame:
1. Construction Work shall be completed by April 24, 2026
  2. Final Completion shall be completed by May 29, 2026
  3. Owner shall complete all final payments by June 20, 2026

#### 1.5 ACKNOWLEDGMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:
1. Addendum No. 1, dated 11/11/2025 .
  2. Addendum No. 2, dated \_\_\_\_\_ .
  3. Addendum No. 3, dated \_\_\_\_\_ .
  4. Addendum No. 4, dated \_\_\_\_\_ .

#### 1.6 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.
1. References Form.
  2. JALC Bidder's Certification Form.

1.7 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the State of Illinois, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.8 SUBMISSION OF BID

- A. Respectfully submitted this 13 day of November, ~~2024~~ <sup>2025</sup>.
- B. Submitted By: H.E. Mitchell Construction Company, Inc. (Name of bidding firm or corporation).
- C. Authorized Signature: [Handwritten Signature] (Handwritten signature).
- D. Signed By: Jim Rann (Type or print name).
- E. Title: President (Owner/Partner/President/Vice President).
- F. Witnessed By: [Handwritten Signature] (Handwritten signature).
- G. Attest: [Handwritten Signature] (Handwritten signature).
- H. By: Jim Rann (Type or print name).
- I. Title: Corporate Secretary (Corporate Secretary or Assistant Secretary).
- J. Street Address: 600 E. Walnut Street.
- K. City, State, Zip: Harrisburg, IL 62946.
- L. Phone: (618) 253-8904.
- M. License No.: N/A.
- N. Federal ID No.: 37-1310285 (Affix Corporate Seal Here).

Company is certified DBE firm:

Yes

No

If yes, please include a copy of certification with Bid Form.

END OF DOCUMENT 004113

## REFERENCES

Bidder must be able to present evidence of satisfactory experience in providing similar materials and/or services to that requested in this Request for Bid document. List as references is the three nearest companies or governmental agencies for the proposed goods and/or services which can be contacted or inspected for an assessment of past client satisfaction.

Name of Entity/Firm	John A Logan College		
Address	700 Logan College Dr.		
City/State/Zip Code	Cartervill, IL 62918		
Contact Person	Jeremy Sargent	Title	Assistant VP of Construction
Phone Number	(618) 985-2828	Ext#	8915

Name of Entity/Firm	Harrisburg CUSD #3		
Address	411 W. Poplar St.		
City/State/Zip Code	Harrisburg, IL 62946		
Contact Person	Amy Dixon	Title	Superintendant
Phone Number	(618) 253-7637	Ext#	

Name of Entity/Firm	Galatia CUSD #1		
Address	200 N. Hickory St.		
City/State/Zip Code	Galatia, IL 62935		
Contact Person	Shain Crank	Title	Superintendant
Phone Number	(618) 297-4570	Ext#	

Bidder Signature: 

**JOHN A. LOGAN COLLEGE**

**BIDDER'S CERTIFICATION**

TO WHOM IT MAY CONCERN:

I, H.E. Mitchell Construction Company, Inc being a bidder for sales of goods or services to John A. Logan College hereby certify:

- a. I am not barred from bidding on this contract as a result of violation of 720 Illinois Compiled Statutes, Section 33E-3, within the preceding five years of the submission of this bid.
- b. I am not barred from bidding on this contract as a result of violation of 720 Illinois Compiled Statutes, Section 33E-4, prior to the bidding of this contract.
- c. That as of the date of this certification, I am not aware of any action by any person who is an official of, or employed by John A. Logan College, which would constitute a violation of any of the terms of 720 Illinois Compiled Statutes, Section 33E.

I understand that the bid submission requires that I provide this certification, and that John A. Logan College will rely upon this certification, and that the above certification is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

11/13/2025



**JOHN A. LOGAN COLLEGE**

700 Logan College Drive  
Carterville, Illinois 62918

**BID OPENING****Date:** 11/13/2025**Bid No:** F-Wing Building Envelope and Insulation

Bidder Name & Address	DBE?	Bid Amount
Fager-McGee Commercial Construction, Inc	<input type="text" value="N"/>	Base: \$39,709.00
H.E. Mitchell Construction Company, Inc.	<input type="text" value="N"/>	Base: \$43,595.00
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base:
	<input type="text"/>	Base: Alt 1: Alt 2:

The above bids were received by the office of the Director of Purchasing on or before Thursday, November 13, 2025 at 2:00 P.M. This was not a formal bid process so there was no public bid opening.

*Shannon L Newman*

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Shannon Newman, Director of Purchasing and Auxiliary Services

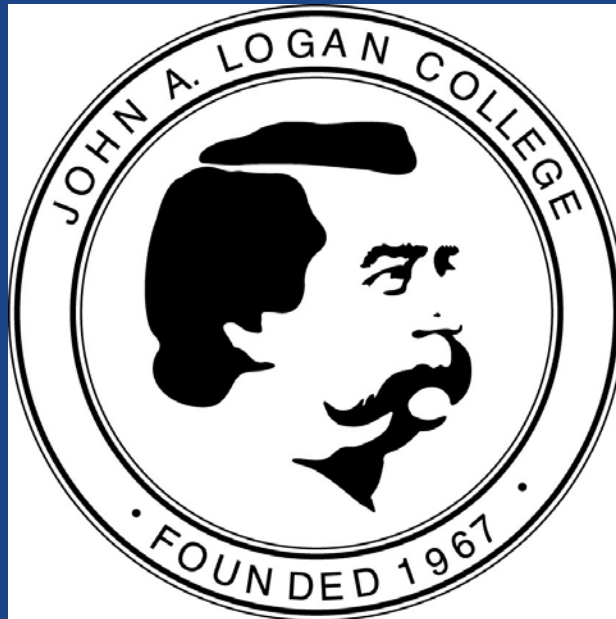
*Jeremy Sargent*

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Witness: Jeremy Sargent, Assistant Vice President of Construction, Planning, & Facilities Management

## Consent Agenda Item 8.F

### Softdocs Etrieve Forms & Flow



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

**8.F – Softdocs Etrieve Forms & Flow**

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**1. REASON FOR CONSIDERATION**

John A. Logan College seeks to implement the Softdocs Etrieve Forms & Flow solution to modernize and streamline electronic forms and workflow processes across campus departments. This cloud-based platform will enhance operational efficiency, support digital transformation initiatives, and improve service delivery for students, faculty, and staff. This solution will help John A. Logan College achieve two main goals: Improving Internal Processes, as defined in the Strategic long-range plan, and working toward WCAG 2.1 Level AA compliance for electronic forms.

**2. BACKGROUND INFORMATION**

The College has identified the need for a robust electronic forms and workflow automation system to replace manual and paper-based processes and to standardize the use of electronic forms. Softdocs Etrieve Forms & Flow was selected for its comprehensive features, including a form builder, workflow automation, integration capabilities, and training support.

The Softdocs agreement covers a three-year term from December 1, 2025, to November 30, 2028. The Jenzabar integration agreement covers implementation costs and one-year term costs from December 1, 2025, to November 30, 2026.

**Softdocs Costs:**

- Software as a Service Fees: \$120,236 (three-year term)
  - Year 1: \$38,900
  - Year 2: \$40,067
  - Year 3: \$41,269
- Implementation Services Fees: \$26,145

**Jenzabar Integration Costs:**

- Software as a Service Fees: \$11,900 (one-year term)
- Implementation Costs: \$7,960

Total Project Cost: \$166,241

**3. RECOMMENDATION**

That the Board of Trustees approve the purchase and implementation of Softdocs Etrieve Forms & Flow for a total not-to-exceed amount of \$166,241 based on the above-listed terms and costs.

**Staff Contact:**

Scott Elliott, Assistant Vice President of Integrated Technology

Scott Ward, Director of Enterprise Systems



Client Name:	John A. Logan College	Primary Contact Name:	Scott Elliott
Client Address:	700 Logan College Road Carterville, IL 62918-2500	Primary Contact Email:	Scott.Elliott@jalc.edu

This Order is placed pursuant to the Master Agreement between Jenzabar and Client dated as of June 3, 2019.

All prices shown on this Order are valid through **November 26, 2025**.

Third-Party Software as a Service	
<b>Softdocs Etrieve Forms &amp; Flow Only</b>	
<b>Includes:</b> Form Builder	
<b>Statement of Work: Etrieve Forms/Flow Implementation Services</b>	
Fees and Payment Terms	
<b>Fees:</b>	
Softdocs Etrieve Forms & Flow Fees .....	\$120,236
Softdocs Etrieve Forms & Flow Implementation Services Fees .....	\$26,145
<b>Payment Terms:</b>	
<b>Softdocs Etrieve Forms &amp; Flow Fees:</b>	
First year of Third-Party Software as a Service Fee due by Start Date of Order .....	\$38,900
Second year of Third-Party Software as a Service Fee due by first anniversary of Start Date of Order .....	\$40,067
Third year of Third-Party Software as a Service Fee due by second anniversary of Start Date of Order .....	\$41,269
<b>Third Party Professional Services Fees:</b>	
Softdocs Etrieve Forms & Flow Implementation Services Fees due by Start Date of Order .....	\$26,145

Term for Third-Party Software as a Service	Start Date	End Date	Renewal Date
	December 1, 2025	November 30, 2028	December 1 <sup>st</sup>
<b>Third-Party Software Terms and Conditions</b>	All Third-Party Software as provided on this Order will be subject to any applicable Third-Party terms and conditions that may apply.		

This Order has been executed on behalf of the parties by their duly authorized representatives.

**JENZABAR, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_  
("Effective Date")

**CLIENT**

By: \_\_\_\_\_

Name: Scott Elliott

Title: Assistant Vice President of Integrated Technology

Date: \_\_\_\_\_



This Statement of Work describes Professional Services which Jenzabar, Inc. agrees to undertake or make available to Client. This Statement of Work is attached to and made a part of the Master Agreement between Jenzabar, Inc. and Client. The General Terms and Conditions of the Master Agreement, and the terms of Professional Services Addendum apply to this Statement of Work. This Statement of Work relates only to the Order to which it is attached and is not valid unless signed by an authorized representative of Jenzabar and Client.

1. **Services Invoicing.** This Statement of Work represents Jenzabar's estimate of the time needed for the Professional Services ordered by Client. Except as otherwise indicated in the Order for Software and Services, the Professional Services will be either (i) billed on a time and materials basis for Professional Services provided by the hour or by the day or (ii) billed, if provided on a fixed pricing basis, by deliverables or upon completion.
2. **Expenses for Professional Services.** All expenses for on-site work by Jenzabar associates (travel, meals, and lodging) are the responsibility of the Client. Jenzabar will use commercially reasonable efforts to minimize billable travel expenditures.
3. **Travel Time & Expenses.** Travel time and expenses are not included in the estimate in this Statement of Work and will be billed monthly as incurred. Jenzabar will use commercially reasonable efforts to ensure travel time and expenses are kept to a minimum whenever possible. Jenzabar will bill Client separately at One Hundred Dollars (\$100) per hour for time spent traveling to Client's location to perform the Professional Services in this Statement of Work. The maximum charge for any trip to perform the Professional Services will be limited to eight (8) hours for the entire trip (four (4) hours each way).
4. **Cancellation Fees.** If Client cancels or reschedules any confirmed Professional Services engagement less than seven (7) business days in advance and Jenzabar is unable to reschedule the assigned resource to another billable project for the entire cancellation period, Jenzabar will bill Client a late-cancellation penalty of One Thousand Six Hundred Dollars (\$1,600). Client will also be billed for any non-refundable travel expenses associated with the cancellation of the scheduled visit, regardless of resource rescheduling efforts. Future rescheduling of the Professional Services may be contingent upon the full payment of any cancellation fees.
5. **Change Orders.** Any requested changes or additions to the scope of the Professional Services including, without limitation, a change in scope of the data to be converted, will be considered a change order and will be priced at then-current rates and addressed in a change order to this Statement of Work.
6. **Exclusions.** The following items are excluded from Jenzabar's provision of the Professional Services:
  - Data entry as part of installation, conversion, or training.
  - Client workstation operating system, web server operating system, office productivity products, database, and backup software. Clients must purchase the appropriate type and number (quantity) of licenses for the indicated products. Most Microsoft products are available at significant higher education discounts.
  - Modifications to the standard Software applications. Client may engage Jenzabar to perform such modifications under a separate Statement of Work for Professional Services.
7. **Professional Services.** Jenzabar will use commercially reasonable efforts to perform the Professional Services listed below. Client may engage Jenzabar for additional Professional Services that are not listed on this Statement of Work with a separate Statement of Work priced at then-current rates.
8. **Third Party Consultant.** This Statement of Work is an estimate and/or a fixed price offering in which the hours, costs, and fees listed herein are based on a number of assumptions including, without limitation, that Client is not engaging an independent third party consultant to assist Client with the Professional Services as provided in this Statement of Work. If Client engages a third party consultant to assist Client with part or all of the Professional Services, Client understands that such involvement may result in additional time, costs, and/or fees for the Professional Services. Therefore, Jenzabar reserves the right to adjust the estimate and/or assess additional times, fees, and/or costs that might result from the third party consultant's involvement. Prior to any involving any third party consultant, Client must have such third party consultant execute a Jenzabar approved nondisclosure agreement.
9. **Recording of Jenzabar's Training Services.** Jenzabar does not permit the recording of any of the training sessions ordered pursuant to this Statement of Work.

John A. Logan College  
Professional Services to be provided:

Third Party Professional Services				
Description	Quantity	Rate Type	Unit Cost	Total Cost
Softdocs Forms & Flow Implementation Services	1	Fixed	\$26,145	\$26,145
Total Services Cost:				\$26,145

Additional Notes Related to the Professional Services Identified Above.

1. **Softdocs Implementation Services.** A more detailed breakdown of the Softdocs Implementation Services is provided on the Appendix to this Statement of Work and attached hereto.

This Statement of Work has been executed on behalf of the parties by their duly authorized representatives.

JENZABAR, INC.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
(“Effective Date”)

CLIENT

By: \_\_\_\_\_  
Name: Scott Elliott  
Title: Assistant Vice President of Integrated Technology  
Date: \_\_\_\_\_

## Statement of Work

November 7<sup>th</sup>, 2025

### Cloud-based Enterprise Etrieve Forms & Flow Deployment, Implementation, and Training

Client Name:	John A. Logan College
Department Name(s):	Academic Affairs

### Project Overview and Approach

This Statement of Work ("SOW") outlines the services to be provided by Softdocs, the responsibilities of both the Client and Softdocs, as well as the procedures and criteria which will indicate acceptance of project deliverables. Any products or services demonstrated or discussed during the sales engagement preceding a contract that are not specifically listed as deliverables in the corresponding approved Softdocs Order Form are not included in the scope of products or services to be provided to the Client by Softdocs.

### Project Control

Project control is best conducted in a collaborative manner between the Client and Softdocs. The Softdocs Project Manager and a client-designated Project Lead will be responsible for and have the authority to approve project deliverable acceptance ("PDAs") and project change requests ("PCRs").

#### *Project Deliverable Acceptance*

As the project deliverables in scope, as defined by the Softdocs Order Form, are met in accordance with their definition in this document, the Softdocs Project Manager will initiate the following PDA request process:

- The Softdocs Project Manager will submit the Client Project Lead a standard PDA request document which details the project deliverable requiring acceptance and the date upon which the deliverable was met.
- Once presented with the PDA, the Client Project Lead will respond within (5) business days of receipt to approve or reject the PDA request in writing, within the PDA request document or via email.
- If the PDA request document is rejected, the Client Project Lead will provide written explanation as to the reason(s) for rejection, which details all manners in which the Client believes Softdocs has not met the project deliverable, including sufficient information to allow Softdocs to meet the deliverable in a reasonable and timely manner. Once Softdocs has met the deliverable in accordance with its documentation within this SOW document, a new PDA request document will be submitted to the Client Project Lead.
- If the Client Project Lead does not provide written acceptance or rejection of the deliverable with reasons for rejection documented in writing or provide a written request for additional time to review the deliverable within ten (10) business days of the receiving the PDA, the deliverable shall be deemed accepted.

#### *Project Change Management*

For Softdocs to ensure successful, timely, and economical delivery of products and services to Clients, Softdocs must adhere to the expressly defined project deliverables as listed in the corresponding approved Softdocs Order Form. Project changes, whether to scope, timeline, level of service, or any deliverable listed in the corresponding Softdocs

Order Form may require, as determined solely by the Softdocs Project Manager, written approval of a PCR by the Client's Project Lead. Depending upon the nature of the requested change, PCRs may require consequential adjustments be made to original project scopes, timelines, or costs, and should be carefully considered and exercised sparingly.

When a PCR is identified as necessary during a project, by both the Softdocs Project Manager and Client's Project Lead, the following will occur:

- The Softdocs Project Manager will document and submit the requested change, in a standard PCR document, to the Client Project Lead.
- The Client Project Lead will approve or reject the requested change, in writing within the PCR document or via email, within three (3) business days of their receipt of the PCR.
- If the Client Project Lead approves the PCR, the Client Project Lead will provide a signed copy of the PCR to the Softdocs Project Manager, who will consider the change request approved and make the necessary adjustments to the project scope, timeline, or other affected item(s).
- If the Client Project Lead does not approve or request additional time, up to an additional five (5) business days, to review the PCR within three (3) business days of their receipt of the PCR, the Softdocs Project Manager will document the decision as a potential known and Client-accepted project risk or concern and proceed with project work as though the PCR has been rejected by the Client. Client rejection of a PCR does not relieve the Client of any costs previously approved and due by the Client.

## Softdocs Deliverables

Softdocs will provide the services associated with the deliverables outlined in this statement of work. All Softdocs Professional Services engagements include General Consulting, Project Management and Post-Implementation Support as defined below, even if it is not listed as a deliverable on the corresponding Softdocs Order Form.

### *Project Management*

Softdocs will provide project management throughout implementation cycle. A Softdocs Project Manager will be assigned to the project for the purposes of planning project deliverables and tasks, following up with Softdocs and client staff assigned to the project to ensure that tasks are completed on time, project control and change management.

### *Deployment*

Softdocs will provide deployment assistance including production instance installation of the solutions licensed as listed on the corresponding approved Softdocs Order Form.

### **Etrieve Flow (Softdocs will build two forms and two flows as part of the training delivery)**

- Training – Softdocs will provide the client with Etrieve Flow training to support the use of Etrieve Forms based on the solutions licensed on the approved Softdocs Order Form. This training material will be covered during Etrieve Forms Training accordingly and will not be a stand-alone training engagement.
  - Softdocs services will build two workflows as part of the training delivery.
  - Note that workflows with up to six (6) steps will be considered in scope of this onboarding implementation.



## **Etrieve Forms (Softdocs will build two forms and two flows as part of the training delivery)**

- Training – Softdocs will provide the client with hands-on Etrieve Forms training. The training will be conducted in 2 separate phases. The first training phase will include how to discover the requirements for a form and workflow process utilizing the Etrieve Forms Builder. The second training phase will include security configuration; advanced forms design; basic and advanced workflow configuration; basic integrations configuration utilizing Etrieve Connect; and how to take a form and workflow process live. Softdocs recommends the training be limited to no more than 5 participants and that the participants in the second training phase have general experience with CSS, HTML, and JavaScript.
- Progress Review and Assessment – Following the completion of the Etrieve Forms Training and after the client has had ample opportunity to make progress with forms and workflow design, Softdocs will provide the client a review and assessment to include adjustment, improvement, and advancement recommendations.
  - Softdocs services will build two forms as part of the training delivery.
  - Note that forms with up to 30 fields and up to two (2) integrations will be considered in scope of this onboarding implementation. More sophisticated forms (web applications) may require a project change request (PCR).

### **General Consulting**

Softdocs will provide general consulting to client staff as requested or as necessary to ensure the best opportunity for successful training and solution implementation.

### **Post-Implementation Support**

For up to fifteen (15) business days following the completion of Etrieve Content End-User Training, Softdocs will provide Client staff with Post-Implementation Support, including on-call assistance, related to any of the Softdocs project deliverables included in this document, to the extent necessary for Client staff to sufficiently use the licensed products. Following the completion of the Post-Implementation Support period, Softdocs will work with the Client to transition the Client's account from the care of the Softdocs Professional Services Team to the Softdocs Product Support Team.

## **Client Responsibilities**

### **Project Management**

The client should appoint a Project Lead responsible for standard project management, including but not limited to assigning client resourcing, partnering with the Softdocs Project Manager to plan the project phases and tasks, and monitoring and resolving project risks. This Project Lead will also be responsible for review of all PCRs and PDA requests.

### **Technical Requirements and Resources**

Client IT staff should provide, configure, and maintain the necessary hybrid server hardware, scan/capture hardware, operating system, network environment, user and data imports and Single Sign-On solution(s) necessary to operate the licensed solutions in the desired manner. The client is also responsible for providing technical resources for assistance with any third-party application integration.

### **Software Administration**

Softdocs' implementation approach is structured to deliver services in a manner that promotes rapid client self-sufficiency. Softdocs will work closely with the client's designated Etrieve system administrator(s) during the implementation. Throughout the project, the client's administrator(s) will assume increasing responsibility for administering and configuring the software.

### **Training Documentation**

Generally, the client is responsible for end-user training documentation and materials. The client may create the materials during the training through screen shots of the system and by using existing Softdocs templates. Estimates for the creation of custom solution specific documentation can be provided if desired.

### **Environment Access**

The Client is responsible for providing Softdocs with network access for all hardware components necessary for Softdocs to meet the project deliverables set forth in this document. Additionally, to ensure appropriate security measures are enabled and observed for Client environment access by Softdocs resources, Softdocs requires Client-attended screen-share access or that ConnectWise be installed and enabled to allow for unattended or consent-required unattended access. ConnectWise is provided to Softdocs Clients for this purpose without charge. To facilitate this, the Client must inform Softdocs of its connection preference and facilitate assistance for Softdocs with installing ConnectWise as necessary and appropriate.

### **Site**

All services will be delivered remotely, unless requested by client to be on-site. The client is responsible for arranging professional quality audio-visual capabilities and an environment where staff can have uninterrupted participation to ensure the remote services can be conducted effectively. The client shall arrange for parking, security badges, access codes, and clearances necessary to ensure that Softdocs has access to the work site. All travel costs are billed to the client as incurred.

### **Timeliness**

The Client is responsible for timely decision-making, proper attendance at all scheduled project engagements, and timely completion of client-designated deliverables per the mutually agreed-upon project plan.

## **Assumptions**

The following assumptions apply to all Softdocs implementations. Any deviation may cause a change in project scope and/or fees, which will be managed through the Project Change Management process.

- All Softdocs Project Deliverables will be conducted remotely unless otherwise noted in this document or approved mutually by both the Client Project lead and Softdocs Project Manager. For on-site delivery of any project component, the client will be billed for expenses incurred for travel (airfare or personal mileage), lodging, meals, cancelation fees, etc. for each Softdocs associate.
- Upon execution of the Softdocs Order Form, a Softdocs Project Manager will be assigned for the duration of this implementation. This Project Manager will work directly with the Client Project Lead throughout the implementation to ensure successful completion of all deliverables in scope in accordance with the Softdocs Order Form and as defined in this SOW.
- All communication between project teams will include the Softdocs Project Manager and the Client Project Lead to facilitate effective project communication and follow-up.
- For the purposes of all Softdocs implementations, departments are defined as specific business or functional units (i.e. Admissions, Financial Aid, Accounts Payable, Procurement) within broader areas of divisions of services (i.e. Student Services / Finance).
- Specific departmental assumptions or constraints may be identified during the Etrieve Content Discovery

engagement. This will be documented in the associated project documentation provided to the client as part of the Etrieve Content Documentation deliverable.

- Client will assign adequate resources to complete their assigned activities and deliverables within the timeframes specified in the project plan, including, but not limited to, requirements definition, review, and approval of project documents, testing and end-user training.
- Should the Client cause any delays in the mutually agreed-upon project plan or impact the project in any manner which causes Softdocs to increase its effort required for the successful delivery of this project, the Client may be responsible for the procurement of additional professional services, as deemed necessary by the Softdocs Project Manager.

## Softdocs Master Services Agreement

This Softdocs Master Services Agreement (this “Agreement”) is entered into by John A Logan College (“Client”) and Softdocs SC, LLC (“Softdocs”) taking effect upon the mutual signing of both parties (the “Effective Date”) and sets forth the terms and conditions that govern Client’s access to and use of Our Solutions. Each party agrees as follows:

### 1. Ordering Procedures

Subject to Client’s compliance with the terms set forth herein, Softdocs will provide Client access to Our Solutions and deliver the Services detailed in the applicable Order. This Agreement, the Order, and any attachments or exhibits thereto, which may include statements of work for Services (each an “SOW”), constitute the complete and entire agreement and supersede all other agreements between Softdocs and Client concerning such subject matter. In the event of any conflict in terms, an Order, or an SOW, the following order of precedence shall apply: (1) Order; (2) this Agreement; (3) SOW.

### 2. Access and Use Rights

- a. **Access and Renewals.** Employees of Client may access and use Subscriptions and the Documentation for Client’s internal business purposes only during the term set forth on the Order. Client further acknowledges and agrees that the Solutions are limited to only those licensed departments as expressly set forth on the applicable Order and any use beyond the expressly licensed departments shall constitute a material breach of this Agreement, which may result in immediate termination by Softdocs or an invoice commensurate to the expanded usage by Client. Unless Client notifies Softdocs in writing of Client’s desire to cancel at least forty-five (45) days prior to the start of the upcoming renewal term, the Subscription shall renew for consecutive one (1) year terms after the initial term. Renewal fees or Subscription pricing for renewal terms are subject to an annual adjustment unless agreed to otherwise in writing at least forty-five (45) days prior to the start of the upcoming renewal term.
- b. **Suspension.** Softdocs may suspend access to any Solution upon written notice if Client fails to pay fees when due or violates this Agreement. Suspensions are rare and exercised in a manner proportionate to the severity of the violation. Softdocs agrees to work with Client in good faith to address any violations in a reasonable manner, to prevent similar violations, and to reinstate the affected Solutions as quickly as possible.

### 3. Fees, Expenses, and Payment

- a. **Fees, Duties, and Taxes.** Fees for Solutions are set forth in the applicable Order, exclusive of taxes. Client will be responsible for all applicable taxes. If Client is tax-exempt, Client must provide Softdocs with written evidence of such tax exemption prior to any invoicing.
- b. **Expenses.** If Softdocs incurs reasonable travel and living expenses to perform the Services in the Order, Client is required to reimburse Softdocs for such expenses.
- c. **Invoices.** Invoices shall be paid in accordance with the applicable Order. The initial invoice for the Solutions is issued immediately following an Order signature. All other invoices shall be issued as follows: (i) invoices for Services will be issued in accordance with the applicable SOW; (ii) pro forma invoices for upcoming Subscription renewals shall be sent to Client at least forty-five (45) days prior to the start of the renewal term; (iii) and unless terminated in compliance with the Agreement, renewal invoices for Subscriptions will be issued at least thirty (30) days prior to the start of the renewal term.
- d. **Payments and Late Payments.** Payment is due as stated on the Order. All payments are non-refundable except for breach of this Agreement by Softdocs. If Client believes an invoice is inaccurate, Client must notify Softdocs in writing within ten (10) days from the date of such invoice. Except for amounts subject to a good faith dispute, Softdocs may invoice an interest rate at eighteen percent (18%) per year, or the maximum amount allowable under applicable laws, for any outstanding invoice not paid when due.

### 4. Confidential Information

- a. **Definitions.** “Confidential Information” means (i) all information disclosed by Client or Softdocs (“Discloser”) to the other (“Recipient”) electronically, visually, orally or in a tangible form which is either (a) marked as “confidential” (or with a similar legend), (b) is identified at the time of disclosure as being confidential, or (c) should be reasonably understood to be confidential or proprietary, regardless as to whether marked as such; (ii) the terms of this Agreement, Our architecture, software, data, and technology that comprise the Solutions, Order(s), SOW(s), and any proposals or other documents that preceded this Agreement; and (iii) donor, prospect and financial information. Recipient shall not obtain any rights, title, or interest in any Confidential Information of Discloser. Information generally known to the public, independently developed by Recipient without access to

Confidential Information, in the possession of Recipient without an obligation of confidentiality, or information required to be disclosed by court order or applicable law after Discloser has been notified shall not be considered Confidential Information if Recipient can provide sufficient evidence of the foregoing.

- b. **Treatment of Confidential Information.** Recipient shall only (i) use Discloser's Confidential Information to carry out the purposes of this Agreement; and (ii) disclose Discloser's Confidential Information to those third parties operating under non-disclosure provisions no less restrictive than those set forth in this Agreement and who have a justified business "need to know." Recipient shall be responsible for any mistreatment of Confidential Information by such third parties. Recipient shall protect Discloser's Confidential Information using the same degree of care it uses to protect its own confidential and proprietary information, but in any case, not less than reasonable care, and shall protect such information in accordance with applicable laws. Upon termination of this Agreement, Recipient shall return or destroy all Discloser Confidential Information in its possession or control, if feasible. If not destroyed, Recipient shall continue to protect such information as required above.

## 5. Security

Client and Softdocs agree that it takes both parties to protect the Client's Data and Softdocs' Solutions. Softdocs has implemented and will maintain administrative, physical, and technical safeguards designed to: (i) protect against anticipated threats or hazards to the security of Client's Confidential Information, and (ii) protect against unauthorized access to or use of Confidential Information that could materially cause harm to Client. Softdocs' technical safeguards include firewalls, virus and intrusion detection, and authentication protocols. In order to continually improve these safeguards, Softdocs reserves the right to make changes to the physical and technical safeguards at any time, and creation or changes to all policies and data security programs that may be affected, provided, Softdocs will, at all times, maintain commercially reasonable database security procedures and standards. Client and Softdocs acknowledge that Solutions may include sending email and publishing web pages over the public Internet using SMTP or HTTP protocols, and that these standard protocols do not support many enhanced data security protections. In no case will the use of the public Internet in this manner be deemed to violate Softdocs' obligations under this Agreement.

- a. **Client Obligations.** Client acknowledges and agrees to abide by the Shared Responsibility Model available at <https://www.softdocs.com/trust>. Further, Client commits to take commercially reasonable security precautions to prevent unauthorized or fraudulent use of Solutions that Client has access to. Upon request, Softdocs may provide Client with additional information about Our security standards. Client shall take reasonable security precautions to prevent unauthorized use of the Solutions and Client's Data. Solutions may only be used or accessed from devices and systems of the Client that meet the System Requirements. Client shall administer and monitor the use of all login IDs, passwords, and all accesses to the Solutions by Client's employees and authorized agents pursuant to Softdocs guidelines.

If Client's technology infrastructure is compromised via ransomware, malware, or other malicious activity, Client is required to notify Softdocs immediately, but in no event later than 24 hours from the discovery of such compromise. In the event of such compromise, Softdocs reserves the right to suspend Client access to Our Solutions or take other action(s) to protect Client data and/or Our Solutions. To restore access following a compromise-related suspension, Client must provide written confirmation certifying the complete remediation of the compromise including comprehensive details on the steps taken for clearance and demonstration of commercially reasonable measures implemented to prevent future compromises. Failure to notify Softdocs of such compromise within the specified timeframe shall constitute willful negligence and material breach of this agreement.

## 6. Indemnity

Each party shall indemnify and defend the other party against any third-party claims arising from the indemnifying party's gross negligence or willful misconduct. Client shall indemnify and defend Softdocs against any third-party claims in the case of breach of this agreement by Client or obligations of Client. The indemnified party shall give the indemnifying party prompt written notice of any claims for indemnification and the indemnified party agrees to relinquish control of defending any such claim to the indemnifying party, including the right to settle; provided however, that the indemnifying party will not settle any such suit or claim without the indemnified party's prior written consent if such settlement would be adverse to the indemnified party's interests. This section states the entire liability of each party with respect to any type of third-party claim.

## 7. Representations, Warranties, and Disclaimer

- a. **Mutual Representations and Warranties.** Each party represents and warrants that (i) it has the right and power to enter into this Agreement, (ii) an authorized representative has accepted this Agreement, and (iii) it will comply with all applicable laws and regulations pertaining to this Agreement.

- b. **Softdocs Limited Warranties.** Solutions will materially perform pursuant to their then-current Documentation. All Services will

be performed in a professional manner in accordance with industry standards. If Client believes that a Solution fails to perform as described in the Documentation, Client must notify Softdocs in writing within thirty (30) days of the occurrence of the problem, and Softdocs will use reasonable efforts to repair or replace the Solution without charge. If a Service has been improperly performed, Client must notify Softdocs in writing within thirty (30) days of the occurrence of the problem, and Softdocs will reperform the Service without charge. The foregoing provides Client with the sole remedy for Solutions or Services that do not comply with the foregoing promise.

- c. **Disclaimer.** EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION 7, SOFTDOCS EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY (BY ANY TERRITORY OR JURISDICTION) TO THE EXTENT PERMITTED BY LAW, AND FURTHER Softdocs EXPRESSLY EXCLUDES ANY WARRANTY OF NON-INFRINGEMENT, TITLE, FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY.

## 8. Limitation of Liability

TO THE FULLEST EXTENT PERMITTED BY LAW, AND EXCEPT FOR THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 6 AND CLIENT'S PAYMENT OBLIGATIONS, EACH PARTY'S MAXIMUM LIABILITY TO THE OTHER PARTY FOR ANY ACTION ARISING UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION AND WHETHER IN TORT OR CONTRACT, SHALL BE LIMITED TO THE GREATER OF (X) \$25,000 OR (Y) THE AMOUNT OF FEES PAID OR PAYABLE BY CLIENT FOR THE SOLUTION FROM WHICH THE CLAIM AROSE DURING THE SIX (6) MONTHS PRECEDING THE CLAIM. TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CLIENT AND SOFTDOCS AGREE TO THE ALLOCATION OF RISK SET FORTH HEREIN. SOFTDOCS' TOTAL, AGGREGATE LIABILITY FOR ITS INDEMNIFICATION AS SET FORTH HEREIN SHALL NOT EXCEED FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00 USD).

## 9. Ownership

- a. **Ownership and License.** Client owns Client's data, Client's Confidential Information and any artwork, logos, trade names, and trademarks that Client provides to Softdocs ("Client Data"). In order for Softdocs to provide the Solutions, Client assigns to Softdocs and its suppliers all rights to use, reproduce, store, modify, and display Client Data. Softdocs may aggregate benchmarking results of Client's use of Solutions with results of other customers' use and use and disclose such results for business or commercial purposes provided Softdocs does not individually identify Client, identifiable Confidential Information, or Client's individual use of Solutions (the "Aggregated Data"). Softdocs will own all such Aggregated Data.
- b. **Softdocs Ownership and License.** Subject to Client's rights to Client Data set forth above, Softdocs has all right, title, and interest in and to any expressions and results of Solutions, the work, findings, analyses, conclusions, opinions, recommendations, ideas, techniques, know-how, designs, programs, tools, applications, interfaces, enhancements, other technical information, and all derivatives of the foregoing created in connection with this Agreement ("Work Product"). Softdocs grants to Client a nonexclusive, fully paid-up license to use Work Product, solely to the extent necessary for Client's end users to use Solutions in accordance with this Agreement. If Client provide any feedback, comments, suggestions, ideas, requests, or recommendations for modifications or improvements to Softdocs, Client hereby assigns all right, title, and interest in any such feedback to Softdocs to be used for any appropriate business or commercial purpose. All rights not expressly granted to Client hereunder are reserved by Softdocs.

## 10. Notice

All notices or other communications sent pursuant to or in connection with this Agreement shall be made in writing and sent to the applicable address set forth on the Order, or as designated from time to time in writing in accordance with this Section 10. All notices shall be deemed given if delivered receipt confirmed using email or facsimile transmission, registered, or certified first class mail, postage prepaid, or recognized courier delivery.

## 11. Publicity

Client acknowledges and agrees and hereby grant to Softdocs the right to use the Client's name, logo and/or trademark(s) for Softdocs' marketing materials, customer lists, website testimonials, publications and/or as a referral. Softdocs may display Client's name, logo and/or trademark(s) on Softdocs' website and/or any other marketing materials in its sole discretion.

## 12. Force Majeure



Neither Client nor Softdocs shall be liable for any failure to perform its obligations under this Agreement if prevented from doing so by a cause(s) beyond its reasonable control.

### 13. Dispute Resolution; Governing Law

Unresolved disputes shall be submitted to and resolved exclusively by arbitration conducted in accordance with American Arbitration Association rules, with one (1) arbitrator appointed to conduct arbitration and arbitration taking place in a mutually agreed location, or the State of South Carolina, if the parties cannot agree otherwise within thirty (30) days of an initial filing. Any decision in arbitration shall be final and binding upon Us. In addition to the above, either party may sue or seek injunctive relief in any court for infringement of its proprietary or intellectual property rights. Softdocs may sue in any court to collect unpaid amounts. CLIENT AND Softdocs EXPRESSLY WAIVE ANY RIGHT TO A TRIAL BY JURY IN ANY PROCEEDING ARISING UNDER OR RELATED TO THIS AGREEMENT. This Agreement shall be governed by the laws of the State of South Carolina, excluding choice of law principles. Applicable laws may limit the terms and conditions of this Agreement for public educational or government institutions, and in such cases, the terms and conditions shall apply to the fullest extent allowed.

### 14. Term and Termination

- a. **Term.** The term of this Agreement commences on the Effective Date and remains in effect for as long as there is an Order Form in effect.
- b. **Default.** Either party may terminate this Agreement if the other party materially defaults in performing its obligations under this Agreement and the default remains uncured for at least thirty (30) days following receipt of written notice from the party requesting termination, and immediately by Softdocs upon written notice for Client's failure to pay undisputed invoices when due. In addition, this Agreement may be terminated by Softdocs upon written notice and the making of an assignment for the benefit of creditors by Client or the dissolution of Client's entity.
- c. **Effect of Termination.** Upon termination of this Agreement or termination of a Solution, Softdocs may immediately cease providing the terminated Solution(s). Subject to Softdocs' then-current rates, Softdocs will provide a copy of Client's Data in a mutually agreed upon format to the extent Softdocs has Client's Data in its possession upon termination. If Softdocs has archive copies of Client's Data created during the course of performing its obligations under this Agreement, Client agree that Softdocs may retain such copies following termination subject to Softdocs' internal practices for record destruction. All earned and unpaid fees and expenses are due upon termination.

### 15. General

Except as specifically stated herein, remedies are cumulative. No failure or delay in enforcing any term or exercising any option shall be construed as a waiver unless agreed to in writing by Us. If any provision of this Agreement is held to be unenforceable, the other provisions shall remain in full force and effect. No purchase order, RFP response, marketing materials, or other ordering document that purports to modify or supplement the printed text of this Agreement or any attached or referenced document shall add to or vary the terms of this Agreement. All proposed modifications to this Agreement, Order(s) or SOW(s) are objected to and deemed material unless otherwise mutually agreed to in writing. Orders may be executed electronically, and in counterparts, which together form one legal instrument. If any provision of this Agreement is held to be invalid, excessive, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be stricken in its entirety and the remainder of this Agreement shall remain in full force and effect. A copy of an executed Order and any purchases within a Solution and made by reliable means, including but not limited to electronic acceptance, shall be considered an original. Client may not assign Client's rights or obligations under this Agreement without Our written consent. Softdocs performs its obligations under this Agreement as an independent contractor, not as Client's employee, partnership, or agent. Sections 3(b), 4, 5, 8 – 17 survive the termination of this Agreement. Client has accepted this Agreement by the signing of an Order by a duly authorized officer or officer representative of the Client.

### 16. Definitions

- "Documentation" applicable manuals and documentation that Softdocs generally provides or makes available for Solutions.
- "Order" and "Order Form" mean the Softdocs order form signed by You (electronically or otherwise) and accepted by Softdocs setting forth the Solutions You have ordered.
- "Services" means services provided by Softdocs other than Subscriptions that are pursuant to an Order (and SOW if applicable) and may include professional, consulting, or training services.
- "Softdocs", "Our", and "We" mean Softdocs SC, LLC and its affiliates and subsidiaries.
- "Solution" means Subscriptions and Services collectively.

- “Subscription” means any Softdocs subscriptions, including maintenance, support, application services and payment services provided by Softdocs pursuant to an Order.
- “System Requirements” means the requirements located in the portal, as updated from time to time by Softdocs.

---

**Agreement Signatures**

**John A Logan College**

**SOFTDOCS SC, LLC**

**Signature:**

**Signature:**

**Name:** Scott Elliott

**Name:**

**Title:** Assistant Vice President of Integrated Technology

**Title:**

**Date:**

**Date:**





Client Name:	John A. Logan College	Primary Contact Name:	Scott Elliott
Client Address:	700 Logan College Road Carterville, IL 62918-2500	Primary Contact Email:	Scott.Elliott@jalc.edu

This Order is placed pursuant to the Master Agreement between Jenzabar and Client dated as of June 3, 2019.

All prices shown on this Order are valid through **November 26, 2025**.

JaaS Services	Fees
Unity Platform Base Package <i>Unity Platform Includes API Publish and one (1) software connection to Jenzabar Platform</i>	\$3,800
Three (3) Unity Platform Connectors	\$8,100
Softdocs Unity Platform Integration	\$2,200
Professional Services: Statement of Work	\$5,760
<b>Payment Terms:</b>	
Unity Platform Fees by Start Date of Order .....	\$3,800
Connector Fees due by Start Date of Order .....	\$8,100
Integration Fees due by Start Date of Order .....	\$2,200
Professional Services due as rendered .....	\$5,760

JaaS Third-Party Term	JaaS Third-Party Start Date	JaaS Third-Party End Date	JaaS Third-Party Renewal Date
	December 1, 2025	November 30, 2026	December 1 <sup>st</sup>

The term of the JaaS Services specified above (the "JaaS Third-Party Term") begins on the JaaS Third-Party Start Date and continues until the JaaS Third-Party End Date or as otherwise provided herein. The JaaS Third-Party Term will be automatically renewed for successive annual renewal terms commencing on the JaaS Third-Party Renewal Date unless either party provides written notice of nonrenewal at least sixty (60) days prior to the end of the current JaaS Third-Party Term. During the JaaS Third-Party Term, Client cannot terminate the JaaS Services prior to the end of such term.

#### Additional SaaS Terms

Client agrees to the following terms with respect to the above-listed Third-Party Software.

No Support of Connections Built by Client. Jenzabar shall have no obligation to support any connections built by Client using the above-listed Third-Party Software.

Not for Use in High-Risk Environments. Client agrees not to use the above-listed Third-Party Software in any high-risk or hazardous environment, including without limitation, the operation of nuclear facilities, aircraft navigation, air traffic control, life support machines, weapons systems, or any other application where the failure or malfunction of any product can reasonably be expected to result in death, personal injury, severe property damage or severe environmental harm, and Client agrees that Jenzabar, Boomi, Inc., its affiliates and suppliers will not be liable to Client in any way for use of the Third-Party Software in a high risk environment.

Terms of Boomi's Master Services Agreement Apply. Client acknowledges and agrees that its use of the above-listed Third-Party Software is subject to the applicable terms of the Boomi Master Services Agreement located at [www.boomi.com/msa](http://www.boomi.com/msa) (the "MSA") as of the date Boomi grants access to the Boomi Products to Client. In addition, Client acknowledges and agrees that Dell, Inc. and its affiliates, including, but limited to, Boomi, Inc., will be intended third party beneficiaries of the MSA and therefore entitled to enforce the terms of the MSA directly against Client.

No Direct Claims Against Boomi, Inc. Client agrees not to bring any claim against, Boomi, Inc. or Boomi, Inc.'s affiliates, relating to or arising from Client's use of, or Jenzabar's provision of the above-listed Third-Party Software to Client.

This Order has been executed on behalf of the parties by their duly authorized representatives.

**JENZABAR, INC.**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
(*Effective Date*)

**CLIENT**

By: \_\_\_\_\_  
Name: Scott Elliott  
Title: Assistant Vice President of Integrated Technology  
Date: \_\_\_\_\_



This Statement of Work describes Professional Services which Jenzabar, Inc. agrees to undertake or make available to Client. This Statement of Work is attached to and made a part of the Master Agreement between Jenzabar, Inc. and Client. The General Terms and Conditions of the Master Agreement, and the terms of Professional Services Addendum apply to this Statement of Work. This Statement of Work relates only to the Order to which it is attached, and is not valid unless signed by an authorized representative of Jenzabar and Client.

1. **Services Invoicing.** This Statement of Work represents Jenzabar's estimate of the time needed for the Professional Services ordered by Client. Except as otherwise indicated in the Order for Software and Services, the Professional Services will be either (i) billed on a time and materials basis for Professional Services provided by the hour or by the day or (ii) billed, if provided on a fixed pricing basis, by deliverables or upon completion.
2. **Expenses for Professional Services.** All expenses for on-site work by Jenzabar associates (travel, meals, and lodging) are the responsibility of the Client. Jenzabar will use commercially reasonable efforts to minimize billable travel expenditures.
3. **Travel Time & Expenses.** Travel time and expenses are not included in the estimate in this Statement of Work and will be billed monthly as incurred. Jenzabar will use commercially reasonable efforts to ensure travel time and expenses are kept to a minimum whenever possible. Jenzabar will bill Client separately at One Hundred Dollars (\$100) per hour for time spent traveling to Client's location to perform the Professional Services in this Statement of Work. The maximum charge for any trip to perform the Professional Services will be limited to eight (8) hours for the entire trip (four (4) hours each way).
4. **Cancellation Fees.** If Client cancels or reschedules any confirmed Professional Services engagement less than seven (7) business days in advance and Jenzabar is unable to reschedule the assigned resource to another billable project for the entire cancellation period, Jenzabar will bill Client a late-cancellation penalty of One Thousand Six Hundred Dollars (\$1,600). Client will also be billed for any non-refundable travel expenses associated with the cancellation of the scheduled visit, regardless of resource rescheduling efforts. Future rescheduling of the Professional Services may be contingent upon the full payment of any cancellation fees.
5. **Change Orders.** Any requested changes or additions to the scope of the Professional Services including, without limitation, a change in scope of the data to be converted, will be considered a change order and will be priced at then-current rates and addressed in a change order to this Statement of Work.
6. **Exclusions.** The following items are excluded from Jenzabar's provision of the Professional Services:
  - Data entry as part of installation, conversion, or training.
  - Client workstation operating system, web server operating system, office productivity products, database, and backup software. Clients must purchase the appropriate type and number (quantity) of licenses for the indicated products. Most Microsoft products are available at significant higher education discounts.
  - Modifications to the standard Software applications. Client may engage Jenzabar to perform such modifications under a separate Statement of Work for Professional Services.
7. **Professional Services.** Jenzabar will use commercially reasonable efforts to perform the Professional Services listed below. Client may engage Jenzabar for additional Professional Services that are not listed on this Statement of Work with a separate Statement of Work priced at then-current rates.
8. **Third Party Consultant.** This Statement of Work is an estimate and/or a fixed price offering in which the hours, costs, and fees listed herein are based on a number of assumptions including, without limitation, that Client is not engaging an independent third party consultant to assist Client with the Professional Services as provided in this Statement of Work. If Client engages a third party consultant to assist Client with part or all of the Professional Services, Client understands that such involvement may result in additional time, costs, and/or fees for the Professional Services. Therefore, Jenzabar reserves the right to adjust the estimate and/or assess additional times, fees, and/or costs that might result from the third party consultant's involvement. Prior to any involving any third party consultant, Client must have such third party consultant execute a Jenzabar approved nondisclosure agreement.
9. **Recording of Jenzabar's Training Services.** Jenzabar does not permit the recording of any of the training sessions ordered pursuant to this Statement of Work.

**John A. Logan College**  
**Professional Services to be provided:**

<b>Summary of Professional Services Costs</b>				
<b>Description</b>	<b>Quantity</b>	<b>Rate Type</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Softdocs Integration Configuration Services	20	Hourly	\$240	\$4,800
Project Management Services	4	Hourly	\$240	\$960
<b>Total Services Cost:</b>				<b>\$5,760</b>

1. **Data Conversion.** No data conversion services are included in this Statement of Work. If it is determined that data conversion services may be required for this project or Client desires to purchase data conversion services, the parties will sign a separate Statement of Work priced at then-current rates for such services. All data conversion services related to this Statement of Work must be performed by Jenzabar.

2. **Integration.** If the Professional Services include services to create an integration or interface, Client represents that Jenzabar will be provided with all access to such third party product, that Client is authorized to permit such access and that Jenzabar shall not be held responsible for performing such Professional Services if the third-party do not provide information, access, and other assistance that may be needed for Jenzabar to perform such services. If there is any claim by such third party against Jenzabar relating to the Professional Services to be rendered, Client will indemnify Jenzabar.

This Statement of Work has been executed on behalf of the parties by their duly authorized representatives.

**JENZABAR, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_  
 ("Effective Date")

**CLIENT**

By: \_\_\_\_\_

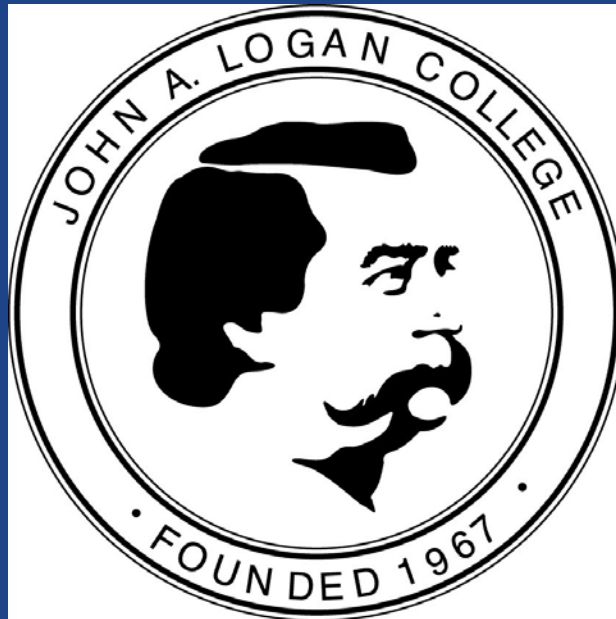
Name: Scott Elliott

Title: Assistant Vice President of Integrated Technology

Date: \_\_\_\_\_

## **Consent Agenda Item 8.G**

### **Mimecast Email Security**



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

**8.G Mimecast Email Security — 1-Year Term (CDW-G/IPHEC)**

---

**1. REASON FOR CONSIDERATION**

Mimecast provides essential email security, archiving, and continuity services for John A. Logan College. The current service with Mimecast will expire on December 10, 2025. Renewing the service will ensure continued protection against email-based threats, compliance with archiving requirements, and uninterrupted email service continuity. Mimecast has been a reliable partner, and their services are integral to maintaining the security and efficiency of our email communications. The renewal of the Mimecast contract is completed through the current IPHEC purchasing agreement.

**2. BACKGROUND INFORMATION**

Mimecast has provided email security services to John A. Logan College for the past several years. Their services include advanced threat protection, data loss prevention, and email archiving. The proposed renewal will maintain the same level of service and support, ensuring that the college's Email systems remain secure and compliant with regulatory requirements.

**3. RECOMMENDATION**

That the Board of Trustees approve the renewal of the Mimecast order for a one-year term, effective December 11, 2025, through December 10, 2026, at an annual cost of \$37,371.57.

**Staff Contact:**

Scott Elliott, MSCS, Assistant Vice President of Integrated Technology

Travis Geske, MCP, MDAA, NCP-MCI, ECSE #2597, Senior Director of Network Infrastructure



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
PRGX987	11/12/2025	PRGX987	0614264	\$37,371.57

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">MIMECAST RELENTLESS PROT</a> Mfg. Part#: M_M365-PROTECT_1000_A-2 Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	3177	7733149	\$9.26	\$29,419.02
<a href="#">Mimecast Privacy Pack - subscription license (1 year) - 1 seat</a> Mfg. Part#: M_HPUSA_1000_A Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	3177	7806924	\$0.00	\$0.00
<a href="#">Mimecast Large File Send - subscription license (1 year) - 1 user</a> Mfg. Part#: M_LFS_PU_1_A Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	418	7806925	\$4.14	\$1,730.52
<a href="#">MIMECAST ADDON SEC MESSAGING</a> Mfg. Part#: M_SM_PU_1_A Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	418	5907145	\$4.14	\$1,730.52
<a href="#">Mimecast Advanced Support - technical support - 1 year</a> Mfg. Part#: M_ADV-SP_1_A Electronic distribution - NO MEDIA Contract: IPHEC IPHEC2011 Computer Components - Catalog (IPHEC2011)	1	7805949	\$4,491.51	\$4,491.51

<b>SUBTOTAL</b>	\$37,371.57
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$37,371.57</b>

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



### Sales Contact Info

**Eric Cheng** | (866) 723-3279 | [ericche@cdwg.com](mailto:ericche@cdwg.com)

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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**From:** Eric Cheng <ericche@cdwg.com>  
**Sent:** Wednesday, November 12, 2025 5:11 PM  
**To:** Travis Geske <Travis.Geske@jalc.edu>  
**Cc:** Brendan McKenna <bmckenna@mimecast.com>  
**Subject:** Mimecast

**[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,

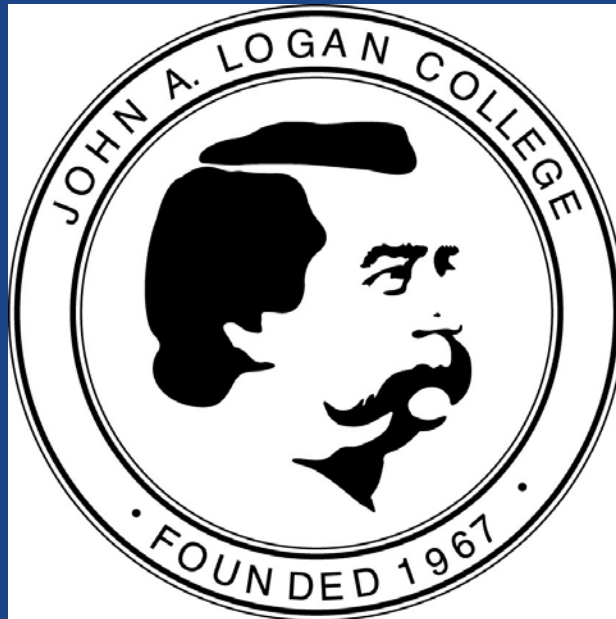
Attached is updated quote# PNTH761 for the upgrade option at higher discounting as well as quote# PRGX987 for the base renewal (same renewal parts as last year). Either option has the same coverage dates of 12/11/25 to 12/10/26. Let us know if you have any questions.

Thanks,

**Eric Cheng**  
Executive Account Manager  
Phone: 866.723.3279 | Fax: 732.380.6448  
[ericche@cdwg.com](mailto:ericche@cdwg.com)

## Consent Agenda Item 8.H

### PHS Projects



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

**8.H – Protection, Health, and Safety Projects (PHS)**

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**1. REASON FOR CONSIDERATION**

To bring anticipated Protection, Health, and Safety projects to be funded in the 2025 tax levy to the Board of Trustees.

**2. BACKGROUND INFORMATION**

The College previously levied for the B Wing Cooling Tower replacement that has exceeded expected useful life. The 2024 levy provided \$114,003 toward the total cost of replacement. The anticipated cost of this project was updated by our architects at \$1,064,962 per the attached application forms.

This Cooling Tower was first installed and became operational in 2012. The frame, covers, and inner workings of the unit are beginning to show significant rust, and its performance has become problematic at times. The best solution for this is a full replacement of the equipment using stainless steel rather than provide repair due to the age of the components, according to BHDG Architects and WRF Engineering.

The second project in this proposal is for the replacement of the G Building Chiller. The existing 175-ton chiller serving the G Building was installed in 1997 and is original to the building. It has reached the end of its useful life and exhibits declining efficiency, increased maintenance costs, and a higher risk of unscheduled failure.

The existing chiller will be replaced with a new high-efficiency chiller designed to meet IECC efficiency standards. Mechanical and electrical connections including chilled water and condenser piping, and connections to the existing power feeds and controls will be included.

This estimate will need to be updated for the future 2027 tax levy year to secure the remaining funds.

**3. RECOMMENDATION**

That the Board of Trustees approves the PHS projects for the B-Wing Cooling Tower replacement and the G-Wing Chiller Replacement as presented in the attached Capital Projects applications.

**Staff Contact:**

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

Jeremy Sargent, NCARB, AIA, AVP – Construction, Planning and Facilities Management

## CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Project Title \_\_\_\_\_

Project Budget \$ \_\_\_\_\_ ( ) check ☒ here if the proposed project is to be financed with a combination of local, state,

federal, foundation gifts, etc and disclose on funding attachment 2

Date \_\_\_\_\_

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

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

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

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

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

## **Section II**

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

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

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

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

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

## **Section III**

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

**Project Programmatic Justification  
and Scope of Work**

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

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

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

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

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



## **Programmatic Justification**

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

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

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

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

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

## Scope of Work

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

The Communications Cooling tower was first installed and became operational in 2012. The frame, covers, and inner workings of the unit are beginning to show significant rust, and performance has become problematic at times. The best solution for this is a full replacement of the equipment using stainless steel rather than a repair due to the age of the components. BHDG Architects, in conjunction with WRF Engineering, has developed an estimate for full replacement.

## Attachment #1 Project Budget

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

- ☐ **New Construction**  
☐ **Remodeling**

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

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

Date \_\_\_\_\_

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

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

**Protection, Health, and Safety Project Name** \_\_\_\_\_

	Budget Amounts
Project Costs	
Contingency	\$ 87,746.87
A/E Professional Fees	
Total	

## Attachment #2 Funding Source

**District/College Name** \_\_\_\_\_

**Project Name** \_\_\_\_\_

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

Available fund balance \_\_\_\_\_ Fund name(s): \_\_\_\_\_  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance(s): \_\_\_\_\_  
(including protection, health,  
and safety bonds)

Protection, Health, and \_\_\_\_\_ Tax rate/fiscal year: \_\_\_\_\_  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

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

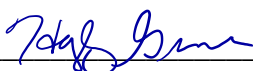
**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Hayley K. Grimes

Marion, IL 62959

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



Architect/Engineer's Signature

Date

Illinois Registration or License Number



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

## **Attachment PHS**

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

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

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

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

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

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

Date \_\_\_\_\_

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

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




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

Name and address of architect/engineer providing the estimate:

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

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



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

Date \_\_\_\_\_

\_\_\_\_\_  
Illinois Registration or License Number



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

		Material	Labor	Equipment	Total
27	Communications	\$ -	\$ -	\$ -	\$ -
28	Electronic Safety and Security	\$ -	\$ -	\$ -	\$ -
29					
30					
31	Earthwork	\$ -	\$ -	\$ -	\$ -
32	Exterior Improvements	\$ -	\$ -	\$ -	\$ -
33	Utilities	\$ -	\$ -	\$ -	\$ -
34	Transportation	\$ -	\$ -	\$ -	\$ -
35	Waterway and Marine Transporation	\$ -	\$ -	\$ -	\$ -
36					
37					
38					
39					
40	Process Integration	\$ -	\$ -	\$ -	\$ -
41	Material Processing and Handling Equipment	\$ -	\$ -	\$ -	\$ -
42	Process Heating, Cooling & Drying	\$ -	\$ -	\$ -	\$ -
43	Process Gass & Liquid Handling	\$ -	\$ -	\$ -	\$ -
44	Pollution Control Equipment	\$ -	\$ -	\$ -	\$ -
45	Industry Specific Manufacturing Equipment	\$ -	\$ -	\$ -	\$ -
46				\$ -	
47					
48	Electric Power Generation	\$ -	\$ -	\$ -	\$ -
	Alternates				
	Trades				
	Assemblies	\$ -	\$ -	\$ -	\$ -

<b>GRAND TOTAL</b>	<b>\$ 887,468.69</b>
--------------------	----------------------

\$ 272,250.00    \$ 373,500.00    \$ -    \$ 645,750.00

## CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Project Title \_\_\_\_\_

Project Budget \$ \_\_\_\_\_ ( ) check ☒ here if the proposed project is to be financed with a combination of local, state,

federal, foundation gifts, etc and disclose on funding attachment 2

Date \_\_\_\_\_

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

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

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

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

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

## **Section II**

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

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

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

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

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

## **Section III**

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

**Project Programmatic Justification  
and Scope of Work**

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

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

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

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

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

## **Programmatic Justification**

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



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

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

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

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

## Scope of Work

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

The existing 175-ton chiller serving the G Building was installed in 1997 (original to building). The existing chiller has reached the end of its useful life and exhibits declining efficiency, increased maintenance costs, and a higher risk of unscheduled failure.

The existing chiller will be replaced with a new high-efficiency chiller designed to meet current IECC efficiency standards. Mechanical and electrical connections including, chilled water and condenser piping, and connections to the existing power feeds and controls will be included.

The replacement will enhance system performance, reduce energy consumption, and ensure continuity of critical cooling services for building operations and occupant comfort.

## Attachment #1 Project Budget

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

- ☐ **New Construction**  
☐ **Remodeling**

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

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

Date \_\_\_\_\_

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

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

**Protection, Health, and Safety Project Name** \_\_\_\_\_

	Budget Amounts
Project Costs	
Contingency	\$ 101,528.07
A/E Professional Fees	
Total	

## Attachment #2

### Funding Source

**District/College Name** \_\_\_\_\_

**Project Name** \_\_\_\_\_

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

Available fund balance \_\_\_\_\_ Fund name(s): \_\_\_\_\_  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance(s): \_\_\_\_\_  
(including protection, health,  
and safety bonds)

Protection, Health, and \_\_\_\_\_ Tax rate/fiscal year: \_\_\_\_\_  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

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

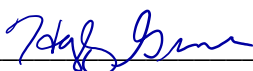
**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Hayley K. Grimes

Marion, IL 62959

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



Architect/Engineer's Signature

Date

Illinois Registration or License Number



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

## **Attachment PHS**

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

**Protection, Health, and Safety Signature/Certification Page**Check if Applicable

Budget Certification (see attachment, always required)

\_\_\_\_\_

Structural Integrity Certification (see attachment, if applicable)

\_\_\_\_\_

Energy Conservation Certification (see attachment, if applicable)

\_\_\_\_\_

Feasibility Study Identifying Need of the Project  
(district generated document)

\_\_\_\_\_

Other District Documentation to Support the Justification  
of this Project

\_\_\_\_\_

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

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

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

Date \_\_\_\_\_

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


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

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

Name and address of architect/engineer providing the estimate:

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

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



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

Date \_\_\_\_\_

\_\_\_\_\_  
Illinois Registration or License Number



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



Project Name: G Building Chiller  
BHDG Architects

Estimator: Hayley Grimes  
FY27

Date: 13 November 2025  
PHS Levy Estimate

**Division Summary (MF04)**

	Material	Labor	Equipment	Total		Material	Labor	Equipment	Total
01 General Requirements	\$ -	\$ -	\$ -	\$ -	27 Communications	\$ -	\$ -	\$ -	\$ -
02 Existing Conditions	\$ -	\$ -	\$ -	\$ -	28 Electronic Safety and Security	\$ -	\$ -	\$ -	\$ -
03 Concrete	\$ -	\$ -	\$ -	\$ -	29				
04 Masonry	\$ -	\$ -	\$ -	\$ -	30				
05 Metals	\$ -	\$ -	\$ -	\$ -	31 Earthwork	\$ -	\$ -	\$ -	\$ -
06 Wood, Plastic, and Composites	\$ -	\$ -	\$ -	\$ -	32 Exterior Improvements	\$ -	\$ -	\$ -	\$ -
07 Thermal and Moisture Protection	\$ -	\$ -	\$ -	\$ -	33 Utilities	\$ -	\$ -	\$ -	\$ -
08 Openings	\$ -	\$ -	\$ -	\$ -	34 Transportation	\$ -	\$ -	\$ -	\$ -
09 Finishes	\$ -	\$ -	\$ -	\$ -	35 Waterway and Marine Transporation	\$ -	\$ -	\$ -	\$ -
10 Specialties	\$ -	\$ -	\$ -	\$ -	36				
11 Equipment	\$ -	\$ -	\$ -	\$ -	37				
12 Furnishings	\$ -	\$ -	\$ -	\$ -	38				
13 Special Construction	\$ -	\$ -	\$ -	\$ -	39				
14 Conveying Equipment	\$ -	\$ -	\$ -	\$ -	40 Process Integration	\$ -	\$ -	\$ -	\$ -
15					41 Material Processing and Handling Equipmen	\$ -	\$ -	\$ -	\$ -
16					42 Process Heating, Cooling & Drying	\$ -	\$ -	\$ -	\$ -
17					43 Process Gass & Liquid Handling	\$ -	\$ -	\$ -	\$ -
18					44 Pollution Control Equipment	\$ -	\$ -	\$ -	\$ -
19					45 Industry Specific Manufacturing Equipment	\$ -	\$ -	\$ -	\$ -
20					46			\$ -	
21 Fire Suppression	\$ -	\$ -	\$ -	\$ -	47				
22 Plumbing	\$ -	\$ -	\$ -	\$ -	48 Electric Power Generation	\$ -	\$ -	\$ -	\$ -
23 HVAC	\$ 311,250.00	\$ 408,750.00	\$ -	\$ 720,000.00	Alternates				
24					Trades				
25				\$ -	Assemblies				
26 Electrical	\$ 5,625.00	\$ 13,125.00	\$ -	\$ 18,750.00		\$ -	\$ -	\$ -	\$ -
	\$ 316,875.00	\$ 421,875.00	\$ -	\$ 738,750.00					
					<b>MF04 Bare Total</b>	\$ 316,875.00	\$ 421,875.00	\$ -	\$ 738,750.00

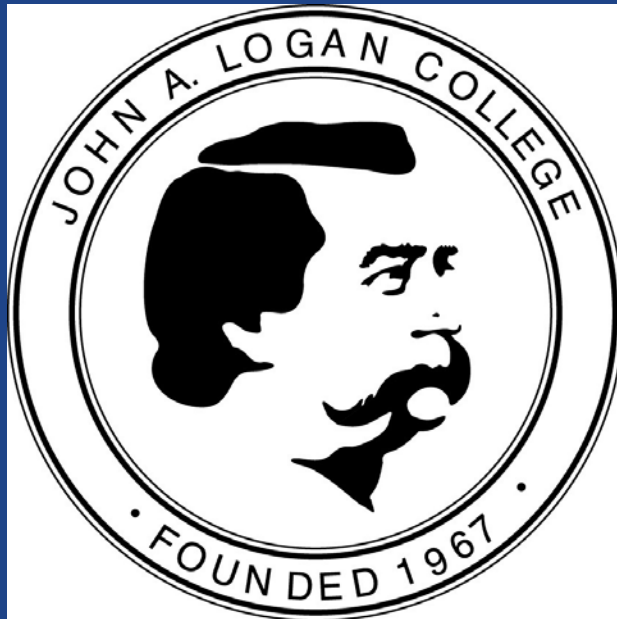
**Material, Labor, and Equipment Totals**

Material	\$ 316,875.00
Labor	\$ 421,875.00
Equipment	\$ -
Subtotal	\$ 738,750.00
General Conditions, Bonds, Insurance (Total 3%)	\$ 22,162.50
Overhead and Profit (15%)	\$ 110,812.50
Escalation to Start of Construction (5.88%)	\$ 51,257.43
Design Contingency (10%)	\$ 92,298.24

**GRAND TOTAL** \$ 1,015,280.67

## Consent Agenda Item 8.I

### 2025 Tax Levy



**JOHN A. LOGAN COLLEGE  
REGULAR BOARD MEETING**

**8.I - 2025 Tax Levy Resolution**

---

**1. REASON FOR CONSIDERATION**

That amounts in Certificate of Tax Levy be certified and returned to the County Clerks of Franklin, Jackson, Perry, Randolph, and Williamson Counties on or before the last Tuesday in December 2025, and that the Chairman and Secretary of the Board of Trustees certify the tax levy in the form and manner as prescribed by statute.

**2. BACKGROUND INFORMATION**

A proposed resolution for the 2025 tax year requests that \$7,620,083 be levied as a tax for educational purposes; that \$1,270,861 be levied as a tax for operations and maintenance purposes; that \$2,197,694 be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that \$300,000 be levied as a special tax for Social Security and Medicare insurance purposes; that \$86,295 be levied as a special tax for audit purposes; and that \$1,219,296 be levied as a special tax for protection, health, and safety purposes, for a total of \$12,694,859. This represents a 4.86% increase over the previous year's extensions. Since the proposal is less than a 5.00% aggregate increase, a public hearing is not necessary to approve the proposed tax levy.

The estimated additional property taxes to be levied for debt service for the 2025 tax year are \$5,012,629. This makes a total of \$17,707,488 in estimated property taxes to be levied on an equalized assessed valuation of the taxable properties of said District for the year 2025 to be collected in the year 2026. The levy for the year 2025 will be allocated 100% to Fiscal Year 2027.

The College's prior 2024 tax rate was calculated at \$0.64495 by Williamson County. The proposed 2025 tax levy is anticipated to result in a levy rate of approximately \$0.62742 per \$100 of equalized assessed valuation. The final rates will be calculated by the individual counties after taking into consideration changes in EAV and the College's levy request and bond issues.

Attached documents:

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

**3. RECOMMENDATION**

That the Board of Trustees adopt the attached 2025 resolution certifying the tax levy for Community College District No. 530, and that certificates of tax levy be properly filed, so taxes can be extended and collected by the County Clerks of Franklin, Jackson, Perry, Randolph, and Williamson.

**STAFF CONTACT:** Susan LaPanne, Ph.D., CPA – Vice President of Business Services/CFO  
Colby Chamness, - Associate Controller

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

**TAX LEVY RESOLUTION**

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 530, counties of Williamson, Jackson, Franklin, Randolph and Perry, and the State of Illinois, that all legal requirements have been complied with, and said Community College District No. 530 requires the following tax levy: That **\$7,620,083** be levied as a tax for educational purposes; that **\$1,270,861** be levied as a tax for operations and maintenance purposes; that **\$2,197,694** be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act; that **\$300,000** be levied as a special tax for Social Security and Medicare insurance purposes; that **\$86,925** be levied as a special tax for audit purposes; and that **\$1,219,296** be levied as a special tax for protection, health, and safety purposes, for a total of **\$12,694,859** on an equalized assessed valuation of **the taxable properties of said District for the year 2025 to be collected in the year 2026; and that the levy for the year 2025 be allocated for Fiscal Year 2027**. This represents a **4.86% increase** over the prior year. Due to the proposal being less than a 5.00% aggregate increase, a public hearing was not necessary to approve the proposed tax levy.

The estimated property taxes to be levied for debt service and public building commission leases **for 2025 are \$5,012,629**. The estimated total property taxes to be levied **for 2025 are \$17,707,488**.

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

I HEREBY CERTIFY that the above Tax Levy Resolution was approved in public session by the John A. Logan College Board of Trustees, Community College District No. 530, meeting in regular session on November 25, 2025. FURTHERMORE, I CERTIFY that all provisions of Public Act 82-102 have been met, particularly Sections 4 through 7 of Public Act 82-102.

---

Aaron R. Smith, Chair  
Board of Trustees  
Community College District No. 530

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

**CERTIFICATE**

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

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

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

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

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

Date: November 25, 2025

---

Aaron R. Smith, Chair  
Board of Trustees  
Community College District No. 530

CERTIFICATE OF TAX LEVY

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

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

We hereby certify that we require:

the sum of \$ 7,620,083 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and  
the sum of \$ 1,270,861 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and  
the sum of \$ \_\_\_\_\_ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and  
the sum of \$ 2,197,694 to be levied as a special tax for purposes of Local Governmental and Governmental Employees Tort Immunity Tax (745 ICLS 10/9-107), and  
the sum of \$ 300,000 to be levied as a special tax for Social Security and Medicare Insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and  
the sum of \$ 86,925 to be levied as a special tax for financial audit purposed (50 ILCS 310/9), and  
the sum of \$ 1,219,296 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and  
the sum of \$ \_\_\_\_\_ to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20\_\_\_\_.

Signed this 25th day of November 2025

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

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

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

Number of bond issues of said community college district which have not been paid in full 3

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

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

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2025 was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20\_\_\_\_.

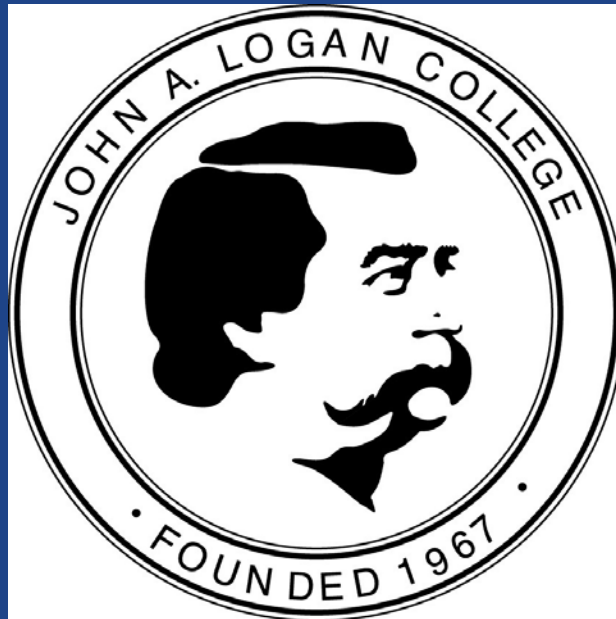
In addition to an extension of taxes authorized by levies made by the Board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the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

\_\_\_\_\_  
Date

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

## Consent Agenda Item 8.J

### Personnel Action Items



**JOHN A. LOGAN COLLEGE**  
**8.J - PERSONNEL ACTION ITEMS**

**A. Full-Time Professional Staff**

Confer, Chrissy	Quality Specialist Coordinator – CCR&R	\$45,000/year	11/03/2025
Luttenbacher, Melissa	CCAP Case Manager – CCR&R	\$44,000/year	11/17/2025

**B. Professional Staff Changes**

Haar, Elijah	Advisor/Counselor/Recruiter for Applied Technologies	No change	10/16/2025
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**C. Full-Time Executive Support**

None

**D. Full-Time Faculty**

None

**E. Full-Time Operational Staff**

Adams, Amanda	Administrative Assistant II – Workforce and Community Education	\$17.50/hour	11/17/2025
Francis, Amy	Specialist II - Bursar	\$19.50/hour	11/03/2025
Zeschke, Myranda	Administrative Assistant II – CCR&R	\$16.25/hour	11/17/2025

**F. Full-Time Campus Police**

None

**G. Adjunct Faculty**

Somers, Ciara	Instructor of Nursing	\$815/cr. hour	01/12/2026
Tacderas, Deanna	Instructor of Nursing	\$815/cr. hour	01/12/2026

**H. Campus Police Staff Changes**

None

**I. Campus Safety Interns**

None

**J. Part-Time Staff**

Hall, Leah	Community Education Instructor	\$35.00/hour	10/20/2025
Haupt, Geoffrey	Head Lifeguard	\$15.50/hour	10/01/2025
Taylor, Cassidy	Fitness Desk Attendant	\$15.00/hour	11/03/2025

**K. Athletic Stipend Positions**

None

**L. Volunteer Staff**

Ardor, Alexandra	Adult Learners – Literacy and ESL
Jurnicie, Leona	Scheduling Office – Art
May, Joanna	Adult Learners – Literacy and ESL
Stearns, Gayle	Adult Learners – Literacy and ESL



**JOHN A. LOGAN COLLEGE**  
**8.J - PERSONNEL ACTION ITEMS**

**M. Student Workers**

Banovz, Haley	Student Worker – Library	\$15.00/ hour	11/03/2025
Beaumont, Elizabeth	Student Worker – Biology Lab	\$15.00/hour	11/03/2025
Eaton, Collin	Student Worker – Student Success Center	\$15.00/hour	11/03/2025

**N. Game Workers**

Lynn, Reagan	Game Worker	Per Event	10/24/2025
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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: November 25, 2025  
SUBJ: Additional Board Items

The additional personnel items for the November 25th, 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 II – CCR&R**

Myranda Zeschke *Associate of Science*  
John A. Logan College – Carterville, IL

Previous: *Lead Childcare Teacher*  
Kid's Day Out Center – Murphysboro, IL

Unqualified Applicants: 11  
Qualified Applicants: 21  
Applicants interviewed: 2 (one other chosen, but declined)  
Committee Chair: Missy Brown  
Committee Members: Ashleigh Couty, Jil Deaton

### **2) Administrative Assistant II – Workforce Development & Community Education**

Amanda Adams *Bachelor of Science – Computer Information Systems*  
Strayer University – Arlington, VA

Previous: *Principal Cyber Security Engineer/Control Account Manager*  
Raytheon – Springfield, VA

Unqualified Applicants: 1  
Qualified Applicants: 20  
Applicants interviewed: 6 (one other chosen, but didn't return calls)  
Committee Chair: Crystal Bouhl  
Committee Members: Jo Dick, Lisa Smith

**3) Specialist II – Bursar Office**

Amy Francis                      *High School Diploma*  
Burlington Community High School - Burlington, IA

Previous:                      *Concierge Banker*  
Banterra Bank – Carterville, IL

Unqualified Applicants: 3  
Qualified Applicants: 17  
Applicants interviewed: 6  
Committee Chair: Stephan Ackermann  
Committee Member: Jason Snider

**FULL-TIME PROFESSIONAL**

**1) CCAP Case Manager, CCR&R**

Melissa Luttenbacher              *Associate of Arts*  
John A. Logan College – Carterville, IL

Previous:                      *Director of Business & Workforce Development*  
Shawnee Community College – Ullin, IL

Unqualified Applicants: 1  
Qualified Applicants: 16  
Applicants interviewed: 4  
Committee Chair: Missy Brown  
Committee Members: Genea Lowe, Jil Deaton

**2) Quality Specialist, CCR&R**

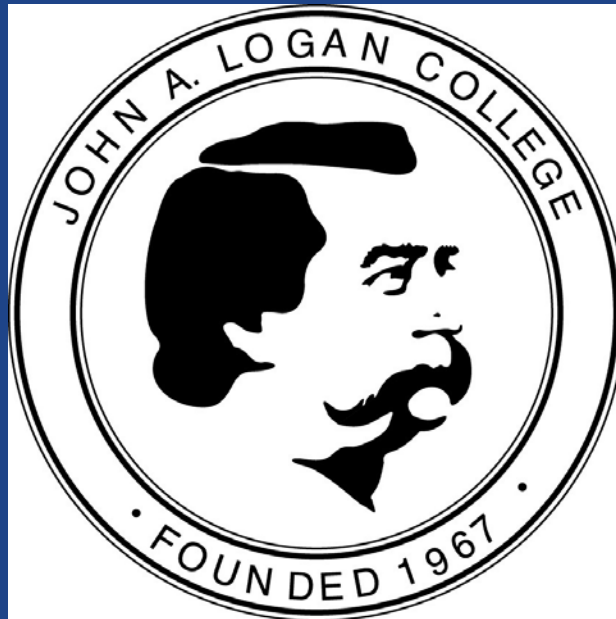
Chrissy Confer                      *Bachelor of Science – Early Childhood*  
Southern Illinois University – Carbondale, IL

Previous:                      *Pre-K Coordinator*  
Herrin Pre-K Center – Herrin, IL

Unqualified Applicants: 3  
Qualified Applicants: 5  
Applicants interviewed: 2  
Committee Chair: Missy Brown  
Committee Members: Ashleigh Couty, Colleen McLaughlin

## Consent Agenda Item 8.K

### Expenditure Report



# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005604	1st Phorm International LLC	Nutrition Bar Supplies	1,660.00	
10/09/25	2005416	A Book Company LLC	Credit - Financial Aid Book Vouchers Books- Perkins Financial Aid Book Vouchers 9/1-9/30/25 Books - Perkins	14,197.34	Y
10/16/25	558726	A Taste of Bev Catering and More	Catering - Provider Appreciation Event	941.85	
10/14/25	2005504	Aaliyah Sharece Converse	Meal Allowance 10/15	125.00	
10/29/25	2005692	Aaliyah Sharece Converse	Meal Allowance 10/30	125.00	
10/09/25	2005406	Aaron James Wyatt	HCCTP Student Stipend	960.00	
10/09/25	2005493	Aaron Uhls	Game Official 9/6/25 10:00 am Game Official 9/27/25 12:00 & 2:00 pm Game Official 9/6/25 2:00 pm Game Official 9/6/25 12:00 pm	525.00	
10/09/25	2005478	Abby Porter	Travel 9/4-9/18/25	51.10	
10/16/25	2005575	Abby Porter	Travel Advance 10/26-10/28/25	307.20	
10/09/25	2005417	Ace Hardware Of Energy	Grounds Supplies	62.13	
10/30/25	2005709	ACEN	Accreditation Nursing Fee 1/1-12/31/26	3,195.00	
10/09/25	2005418	ACT	Scoring Service	81.00	
10/23/25	2005647	Adam C Karr	Rev Up EV Stipend FL25	270.00	
10/30/25	2005715	Adam M Bilderback	Mileage Reimbursement 9/15-9/25/25	31.92	
10/30/25	2005763	Aiden R Peek	Mileage Reimbursement 9/15-9/25/25	179.20	
10/23/25	2005668	Alec Theodore Popov	Rev Up EV Stipend FL25	270.00	
10/02/25	2005305	Alertus Technologies LLC	Licensing & Support 12/6/25-12/5/26	5,495.00	
10/14/25	2005502	Alexander Joseph Morgan Bryant	Meal Allowance 10/15	125.00	
10/29/25	2005690	Alexander Joseph Morgan Bryant	Meal Allowance 10/30	125.00	
10/23/25	2005605	Allegion Access Technologies LLC	Door Repair	2,367.44	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/09/25	2005487	Allen Andrew Stensland	Game Official 9/29/25 6:30 pm	155.00	
10/01/25	2005393	Alphonse M Stadler	Health Ins-October	82.51	
10/09/25	2005403	Amber M Rogers	HCCTP Student Stipend	1,200.00	
10/23/25	2005601	Amber M Rogers	HCCTP Student Stipend	1,200.00	
10/03/25	6899	Ameren Illinois	Gas Service - Main Campus 7/1-8/1/25 Electric & Gas Service - DQ Ext Electric Service - DQ Ext 8/18-9/17/25	3,785.48	
10/07/25	6900	Ameren Illinois	Gas Service - DQ Ext 7/8-8/6/25	68.51	
10/13/25	6903	Ameren Illinois	Gas Service - WF Ext 7/8-8/6/25 Electric Service - WF Ext 7/8-8/6/25	872.84	
10/20/25	6907	Ameren Illinois	Gas Service - Annex 7/21-8/19/25	77.87	
10/27/25	6912	Ameren Illinois	Electric Service - Main Campus 7/19-8/19	27,038.48	Y
10/08/25	2005407	American Family Life Assurance	AFLAC Deduction/September	514.45	
10/09/25	2005419	American Heart Association	Course Cards	1,704.70	
10/23/25	2005606	Amro Music Stores, Inc	Musical Instruments	8,501.00	
10/30/25	2005716	Amy L Biley	Travel 8/14-10/20/25	94.57	
10/30/25	2005757	Andrew D Nesler	Mileage Reimbursement 9/18-9/25/25	84.00	
10/09/25	2005447	Angela Lynn Harper	Travel 10/1-10/3/25	30.52	
10/23/25	2005637	Angela Lynn Harper	Travel 10/8/25	32.34	
10/14/25	2005505	Antaniya Janell Marie Davis	Meal Allowance 10/15	125.00	
10/29/25	2005693	Antaniya Janell Marie Davis	Meal Allowance 10/30	125.00	
10/30/25	2005710	Anthology Inc of NY	Course Evaluation Renewal 12/1-11/30/26	27,699.00	Y
10/23/25	2005625	Anthony D Fletcher	Rev Up EV Stipend FL25	270.00	
10/16/25	2005565	April A Martinez	Travel 8/24-9/19/25	265.37	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/30/25	2005754	April A Martinez	Travel Advance 11/6-11/8/25	102.00	
10/30/25	2005711	Arthur Agency	Advertising - PO 24073	1,124.00	
10/02/25	2005313	Ashleigh K Couty	Travel Advance 10/8-10/9/25	102.00	
10/30/25	2005724	Ashleigh K Couty	Travel 10/21/25	42.00	
10/08/25	2005408	Assoc of Term Faculty IEA/NEA	Term IEA/NEA Dues Ded/September	101.45	
10/01/25	2005348	Audrey M Calhoun	Health Ins-October	16.50	
10/02/25	2005306	Auto Tire & Parts Co Inc	Instructional Supplies	73.46	
10/09/25	2005421	Auto Tire & Parts Co Inc	Instructional Supplies Auto Supplies for Resale	966.21	
10/16/25	2005529	Auto Tire & Parts Co Inc	Auto Supplies for Resale Instructional Supplies	149.18	
10/23/25	2005608	Auto Tire & Parts Co Inc	Auto Supplies for Resale Instructional Supplies	837.55	
10/16/25	2005530	B&H Foto & Electronics Corp	Printer - PATH	698.82	
10/12/25	6864	Bank of Montreal MC	September P-Card Charges - A Biley	309.11	
10/12/25	6865	Bank of Montreal MC	September P-Card Charges - P Brewer	244.48	
10/12/25	6866	Bank of Montreal MC	September P-Card Charges - J Dethrow	425.58	
10/12/25	6867	Bank of Montreal MC	September P-Card Charges - CS Fuel	334.14	
10/12/25	6868	Bank of Montreal MC	September P-Card Charges - M Garrison	1,383.88	
10/12/25	6869	Bank of Montreal MC	September P-Card Charges - M Guy	609.72	
10/12/25	6870	Bank of Montreal MC	September P-Card Charges - M Hamlin	359.49	
10/12/25	6871	Bank of Montreal MC	September P-Card Charges - S Harner	775.62	
10/12/25	6872	Bank of Montreal MC	September P-Card Charges - G Cudworth	1,160.00	
10/12/25	6873	Bank of Montreal MC	September P-Card Charges - C Hoekstra	594.91	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/12/25	6874	Bank of Montreal MC	September P-Card Charges - C Hosselton	1,304.81	
10/12/25	6875	Bank of Montreal MC	September P-Card Charges - A Martinez	235.85	
10/12/25	6876	Bank of Montreal MC	September P-Card Charges - F Matzker September P-Card Credit - F Matzker	807.00	
10/12/25	6877	Bank of Montreal MC	September P-Card Charges - F Morhet	215.67	
10/12/25	6878	Bank of Montreal MC	September P-Card Charges - R Ourun	70.83	
10/12/25	6879	Bank of Montreal MC	September P-Card Charges - K Overstreet	8,029.26	
10/12/25	6880	Bank of Montreal MC	September P-Card Charges - K Pinto	30.96	
10/12/25	6881	Bank of Montreal MC	September P-Card Charges - A Porter	158.09	
10/12/25	6882	Bank of Montreal MC	September P-Card Charges - A Rubin	261.58	
10/12/25	6883	Bank of Montreal MC	September P-Card Charges - J Snider	75.13	
10/12/25	6884	Bank of Montreal MC	September P-Card Charges - J Stutes	1,418.27	
10/12/25	6885	Bank of Montreal MC	September P-Card Charges - R Sveda-Webb	237.64	
10/12/25	6886	Bank of Montreal MC	September P-Card Charges - R Webb	2,475.73	
10/12/25	6887	Bank of Montreal MC	September P-Card Charges - S Wernsman	2,594.39	
10/12/25	6888	Bank of Montreal MC	September P-Card Charges - D Winget	1,267.70	
10/12/25	6913	Bank of Montreal MC	September P-Card Charges -N Arnett	963.75	
10/12/25	6914	Bank of Montreal MC	September P-Card Charges - N Arnett September P-Card Charges -N Arnett	2,876.27	
10/12/25	6915	Bank of Montreal MC	September P-Card Charges -A Bafford	299.00	
10/12/25	6916	Bank of Montreal MC	September P-Card Charges -C Bouhl	1,087.99	
10/12/25	6917	Bank of Montreal MC	September P-Card Charges -N Brooks	1,954.46	
10/12/25	6918	Bank of Montreal MC	September P-Card Charges -M Brown	792.82	
10/12/25	6919	Bank of Montreal MC	September P-Card Charges -A Carr	559.40	



# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/12/25	6920	Bank of Montreal MC	September P-Card Charges -Clubs II	75.99	
10/12/25	6921	Bank of Montreal MC	September P-Card Charges -Clubs III	206.64	
10/12/25	6922	Bank of Montreal MC	September P-Card Charges -R Corbit	829.69	
10/12/25	6923	Bank of Montreal MC	September P-Card Charges -J Dick	434.56	
10/12/25	6924	Bank of Montreal MC	September P-Card Charges -M Dnikins	600.75	
10/12/25	6925	Bank of Montreal MC	September P-Card Charges -Custodial Fuel	280.23	
10/12/25	6926	Bank of Montreal MC	September P-Card Charges -Grounds Fuel	284.27	
10/12/25	6927	Bank of Montreal MC	September P-Card Charges - C Jones September P-Card Charges -T Geske	2,574.04	
10/12/25	6928	Bank of Montreal MC	September P-Card Charges -E McGuire	1,838.94	
10/12/25	6929	Bank of Montreal MC	September P-Card Charges -M Merrill	24.14	
10/12/25	6930	Bank of Montreal MC	September P-Card Charges -J Mueller September P-Card Charges - J Mueller	4,976.93	
10/12/25	6931	Bank of Montreal MC	September P-Card Charges -C Muhlolland September P-Card Charges -C Mulholland	2,636.67	
10/12/25	6932	Bank of Montreal MC	September P-Card Charges -S Newman	1,876.78	
10/12/25	6933	Bank of Montreal MC	September P-Card Charges -C Pearson	791.19	
10/12/25	6934	Bank of Montreal MC	September P-Card Charges -K Reagan	2,060.41	
10/12/25	6935	Bank of Montreal MC	September P-Card Charges -C Rushing	86.14	
10/12/25	6936	Bank of Montreal MC	September P-Card Charges -T Siefert	4,037.97	
10/12/25	6937	Bank of Montreal MC	September P-Card Charges - G Starrick September P-Card Charges -G Starrick September P-Card Credit - G Starrick	2,049.82	
10/12/25	6938	Bank of Montreal MC	September P-Card Charges - K Teal	1,393.63	
10/12/25	6939	Bank of Montreal MC	September P-Card Charges - K Yosanovich September P-Card Charges -K Yosanovich	2,941.07	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/12/25	6939	Bank of Montreal MC	September P-Card Credit - K Yosanovich	2,941.07	
10/12/25	6940	Bank of Montreal MC	September P-Card Charges - Clubs September P-Card Charges - A B Giffin September P-Card Credit - A B Giffin	920.72	
10/12/25	6941	Bank of Montreal MC	September P-Card Charges - B Burnside	3,872.20	
10/12/25	6942	Bank of Montreal MC	September P-Card Charges - S Elliott	959.40	
10/12/25	6943	Bank of Montreal MC	September P-Card Charges - B Griffith	4,468.04	
10/12/25	6944	Bank of Montreal MC	September P-Card Charges - S Hartford	78.38	
10/12/25	6945	Bank of Montreal MC	September P-Card Charges - J May	750.00	
10/12/25	6946	Bank of Montreal MC	September P-Card Charges - M Mooneyham September P-Card Credit - M Mooneyham	7,924.97	
10/12/25	6947	Bank of Montreal MC	September P-Card Credit - S O'Keefe September P-Card Charges - S O'Keefe	2,762.90	
10/12/25	6948	Bank of Montreal MC	September P-Card Charges - J Sargent	1,029.84	
10/12/25	6949	Bank of Montreal MC	September P-Card Charges - S Shafer	1,274.98	
10/12/25	6950	Bank of Montreal MC	September P-Card Charges - K Surprenant	9,927.63	
10/12/25	6951	Bank of Montreal MC	September P-Card Charges - P Vaughn	1,732.24	
10/12/25	6963	Bank of Montreal MC	September P-Card Charges - C Naegele September P-Card Credit - C Naegele	4,667.52	
10/12/25	6964	Bank of Montreal MC	September P-Card Charges - T Smithpeters	2,423.93	
10/01/25	2005369	Barbara A James	Health Ins-October	16.50	
10/01/25	2005360	Barbara J Harris	Health Ins-October	16.50	
10/01/25	2005394	Barbara Throgmorton	Health Ins-October	16.50	
10/01/25	2005358	Barry Ray Hancock	Health Ins-October	2,026.67	
10/30/25	2005717	Benjamin Brewer	Travel Advance 11/12-11/16/25	884.03	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/16/25	2005532	BEST Engineered Systems	Technology Group Cable at Village & School House	2,267.00	
10/01/25	2005376	Beverly Ann McCabe	Health Ins-October	16.50	
10/09/25	2005424	BHDG Architects, Inc	Professional Services - C125 Boiler Professional Services BB/SB Facility	14,175.50	Y
10/23/25	2005609	BHDG Architects, Inc	MEP Additional Services-Pole Barn Floor	1,730.00	
10/30/25	2005714	BHDG Architects, Inc	Basic Svc Fee - D Bldg Roof Replacement Professional Services - Nursing Renovations Professional Services - CTC Project	96,015.43	Y
10/01/25	2005391	Billy Rae Smillie	Health Ins-October	82.51	
10/16/25	2005533	Blue Cardinal Chemical, LLC	Maintenance Supplies	669.11	
10/31/25	6966	Blue Cross Blue Shield of Illinois	Health Insurance 11/1-12/1/25	308,750.84	Y
10/09/25	2005425	Bluebird Network	Network Facilities Rental 10/1-10/31/25	1,190.14	
10/16/25	2005534	Bluegrass Containers	20' Used Container	2,450.00	
10/14/25	2005506	Brady Matthew Davis	Meal Allowance 10/15	250.00	
10/30/25	2005723	Brayden Matthew Cleland	Mileage Reimbursement 9/15-9/26/25 Mileage Reimbursement 9/2-9/12/25	1,037.40	
10/09/25	2005422	Brenda K Beggs	Sewing Service / CS Apparel	10.00	
10/30/25	2005712	Brenda K Beggs	Sewing Service 10/21/25	20.00	
10/09/25	2005476	Brian S Pennington	Game Official 9/6/25 12L00 pm Game Official 9/27/25 12:00 & 2:00 pm Game Official 9/6/25 10:00 am Game Official 9/6/25 2:00 pm	525.00	
10/14/25	2005503	Brooklynn G Burnett	Meal Allowance 10/15	125.00	
10/29/25	2005691	Brooklynn G Burnett	Meal Allowance 10/30	125.00	
10/09/25	2005498	Bryce T Wiley	Travel 9/12/25	29.40	
10/02/25	2005309	BSN Sports LLC	Athletic Apparel	75.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005610	BSN Sports LLC	Athletic Apparel Athletic Supplies	24,082.89	Y
10/09/25	2005429	Bumper to Bumper Auto Parts	Instructional Supplies	82.87	
10/23/25	2005611	Bumper to Bumper Auto Parts	Instructional Supplies	238.00	
10/30/25	2005719	Bumper to Bumper Auto Parts	Instructional Supplies	375.27	
10/09/25	2005430	Burghof Group LLC	Pole Barn Rent - HCCTP - October	300.00	
10/23/25	2005632	Caden Calahan Grant	Rev Up EV Stipend FL25	270.00	
10/14/25	2005515	Camron L McDaniels	Meal Allowance 10/15	125.00	
10/29/25	2005699	Camron L McDaniels	Meal Allowance 10/30	125.00	
10/23/25	2005613	Canva US Inc	Subscription 10/3-10/2/26	3,900.00	
10/09/25	2005431	Capitol Strategies Consulting Inc	Consulting Service 9/1-9/15/25	4,171.50	
10/23/25	2005614	Capitol Strategies Consulting Inc	Consulting Service 9/16-9/30/25	4,583.50	
10/01/25	2005350	Carl D Cottingham	Health Ins-October	82.51	
10/30/25	2005731	Carlos C Giron	Mileage Reimbursement 9/22-9/26/25 Mileage Reimbursement 9/15-9/19/25	196.00	
10/09/25	2005402	Carnice L Purdiman	HCCTP Student Stipend	1,200.00	
10/23/25	2005600	Carnice L Purdiman	HCCTP Student Stipend	1,200.00	
10/02/25	2005310	Carolina Biological Supply Company	Instructional Supplies	2,112.97	
10/16/25	2005536	Carolina Biological Supply Company	Instructional Supplies	134.67	
10/16/25	2005548	Carolynne Dawn Hedrick	General Store Inventory - Charger Plush	70.00	
10/20/25	6908	Carterville Water and Sewer Dept	Water Service - Annex 9/1-9/30/25 Water Service - BB Sprinklers 9/1-9/30 Water Service - Main Campus 9/1-9/30/25 Water Service - Logan Fitness 9/1-9/30 Water Service - SB Sprinklers 9/1-9/30	11,653.64	Y
10/02/25	2005311	Carterville Winair Co	Instructional Supplies	1,372.17	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005616	Carterville Winair Co	Charge and Air Test Kits - Perkins Highway M & C Materials	3,933.45	
10/30/25	2005721	Carterville Winair Co	Instructional Supplies	358.18	
10/09/25	2005432	Carterville Winlectric Co	HFD Maintenance Supplies Network Cabinet	1,700.00	
10/16/25	2005537	Carterville Winlectric Co	Maintenance Repair Supplies	274.90	
10/13/25	558725	Cash	Replenish Change Fund-Pell Refund	1,123.00	
10/09/25	2005451	Cathrine Hoekstra	Travel Advance 10/25-10/29/25	306.00	
10/16/25	2005538	CDW Government	SonicWall Advanced Protection Suite Software Subscription Renewal	21,317.09	Y
10/30/25	2005722	CDW Government	Artic Wolf Licenses 9/14/25-9/13/26 Printer	114,074.77	Y
10/06/25	6889	Central States Funds H&W Fund	Health Premium - September	37,638.00	Y
10/16/25	2005539	Charlie's Air Conditioning and Heating	Ice Machine Rental - September	280.00	
10/14/25	2005508	Charolette DeLisle	Meal Allowance 10/15	125.00	
10/29/25	2005695	Charolette DeLisle	Meal Allowance 10/30	125.00	
10/09/25	2005481	Cheri K Rushing	Travel 8/27-9/19/25	92.68	
10/14/25	2005509	Christian Lee Doerr I	Meal Allowance 10/15	125.00	
10/29/25	2005696	Christian Lee Doerr I	Meal Allowance 10/30	125.00	
10/01/25	2005395	Christie A Williams	Health Ins-October	16.50	
10/01/25	2005344	Christopher B Bell	Health Ins-October	1,324.93	
10/09/25	2005495	Christopher J. Vaughn	Travel Advance 10/15-10/17/25	332.00	
10/23/25	2005686	Christopher J. Vaughn	Travel Advance 11/2-11/8/25	654.80	
10/16/25	2005558	Christopher Kays	Volleyball Official 10/6/25 6:30 pm	155.00	
10/30/25	2005744	Christopher Kays	Volleyball Official 10/20/25 6:30 pm	155.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/01/25	2005370	Cindy D Johnson	Health Ins-October	1,419.25	
10/09/25	2005433	Cintas Fire Protection	Alarm Repair - Main Campus	1,286.63	
10/10/25	6901	City of Du Quoin	Water Service - DQ Ext 7/29-8/28/25	63.76	
10/16/25	2005540	Clean As A Whistle LLC	Cleaning Service - DQ Ext 9/1-9/30/25 Cleaning Service - WF Ext 9/1-9/30/25	3,174.18	
10/01/25	6898	Clearwave Communications	Internet Service - DQ & WF 9/4-10/3/25 Phone Service - WF Ext 9/4-10/3/25 Phone & Internet Service - Main Campus	3,775.77	
10/09/25	2005449	Clifford E Higgerson	DataBase Maintenance	500.00	
10/02/25	2005312	Cold Blooded Coffee & Roastery	Refreshments - Coffee with a Cop	579.00	
10/09/25	2005434	Cold Blooded Coffee & Roastery	Gift Cards - REV UP EV	60.00	
10/16/25	2005541	Cold Blooded Coffee & Roastery	Room Setups - September - Internal Event Volunteer & Student Ambassador Lunches Room Setups - September - External Event	1,452.00	
10/23/25	2005617	Cold Blooded Coffee & Roastery	IDOC Meals 9/8-9/24/25	12,100.00	Y
10/14/25	2005518	Cole Michael Noreuil	Meal Allowance 10/15	200.00	
10/02/25	2005320	Colleen McLaughlin	Travel 7/22-8/26/25	200.83	
10/09/25	2005468	Colleen McLaughlin	Travel 8/27-10/1/25 Travel 9/25-9/26/25	403.00	
10/09/25	2005435	CollegeBoard	Membership Fee	400.00	
10/01/25	2005363	Connie S Hensley	Health Ins-October	16.50	
10/10/25	6902	Constellation NewEnergy Inc	Electric Service - DQ Ext 8/18-9/17/25	1,314.74	
10/20/25	6909	Constellation NewEnergy Inc	Electric Service - Main Campus 8/19-9/18	40,087.06	Y
10/29/25	6953	Constellation NewEnergy Inc	Electric Service - WF Ext 9/7-10/6/25	476.76	
10/02/25	2005308	Crystal K Bouhl	Reimburse Meeting Supplies	56.22	
10/09/25	2005437	Crystal's Catering and More	Discipline Specific Workshop Lunch	1,082.50	

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## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/09/25	2005438	D&H Distributing Company	Flash drivers for Resale	576.68	
10/30/25	2005726	D&H Distributing Company	General Store Inventory	111.60	
10/09/25	2005439	D2L LTD	Contract Renewal 9/1/25-8/31/26	10,000.00	Y
10/14/25	2005521	Dainen D Rucker I	Meal Allowance 10/15	125.00	
10/29/25	2005704	Dainen D Rucker I	Meal Allowance 10/30	125.00	
10/30/25	2005772	Dakota James Simmons	Mileage Reimbursement 8/26-9/23/25	302.40	
10/30/25	2005718	Dalton I Brimm	Mileage Reimbursement 9/16-9/25/25	156.80	
10/14/25	2005528	Damieona J Williams-Woulard	Meal Allowance 10/15	125.00	
10/29/25	2005708	Damieona J Williams-Woulard	Meal Allowance 10/30	125.00	
10/23/25	2005633	Danica Patrick Greeley	Rev Up EV Stipend FL25	270.00	
10/23/25	2005626	David L Freeman	HFD Presenter - Camo the Clown	700.00	
10/30/25	2005727	Deaconess Illinois Clinic, Inc.	Clinic Signage Costs	6,500.00	
10/02/25	6894	Dearborn Life Insurance Company	Vision Insurance 10/1-10/31/25	2,134.14	
10/23/25	2005619	Dell Marketing LP	Laptop - Perkins	3,373.59	
10/30/25	2005745	Dennis Kellerman	Travel 8/22-9/22/25 Travel 9/22-10/2/25	308.98	
10/23/25	2005612	Diego Anthony Cano	Rev Up EV Stipend FL25	270.00	
10/23/25	2005659	Djordje Milosevic	Travel 9/11-10/9/25	168.00	
10/01/25	2005378	Don Middleton	Health Ins-October	82.51	
10/01/25	2005354	Donna B Fell	Health Ins-October	16.50	
10/02/25	2005315	Doug Halterman	Game Official 9/19/25 6:30 pm	155.00	
10/09/25	2005445	Doug Halterman	Game Official 9/24/25 6:30 pm	155.00	
10/23/25	2005636	Doug Halterman	Volleyball Official 10/13/25 6:30 pm	155.00	

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10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005681	Drake B Taylor	Rev Up EV Stipend FL25	270.00	
10/23/25	2005669	Drake S Prepejchal	Rev Up EV Stipend FL25	270.00	
10/16/25	2005569	Dustin A Myers	Travel Advance 10/26-10/30/25	306.00	
10/14/25	2005514	Dylan Michael Mannino	Meal Allowance 10/15	250.00	
10/09/25	2005440	EAN Services LLC	Car Rental - C Hosselton 9/22-9/24/25 Car Rental - R Ourun 9/17/25 Car Rental - S Wernsman 9/15-9/17/25	292.75	
10/30/25	2005728	EAN Services LLC	Car Rental - T Staats 9/9-9/10/25	42.35	
10/16/25	2005594	Eddie R Webb	Travel 9/23-9/26/25	8.80	
10/16/25	2005544	Egyptian Electric Coop Association	Electric Service - Annex 9/2-10/1/25 Electric Service - SB Scoreboard Electric Service - Sign 9/2-10/1/25	1,876.38	
10/23/25	2005621	Egyptian Electric Coop Association	Electric Service - Logan Fitness Electric Service - Player Dev Center	17,464.71	Y
10/23/25	2005618	Eli Amomy Conner	Rev Up EV Stipend FL25	270.00	
10/09/25	2005444	Elijah Ryan Haar	Travel 9/4/25	21.00	
10/23/25	2005622	Elite Products Group, Inc	Instructional Equipment	7,805.00	
10/30/25	2005756	Emily Monti	Travel Advance 11/10-11/13/25	238.00	
10/09/25	2005441	Enviro-Tech Termite and Pest Control	Pest Control - WF Ext 9/23/25	40.00	
10/16/25	2005545	Enviro-Tech Termite and Pest Control	Pest Control - Main Campus 10/3/25 Pest Control - Annex 10/6/25	575.00	
10/30/25	2005729	Enviro-Tech Termite and Pest Control	Pest Control - DQ Ext 10/13/25	50.00	
10/01/25	2005352	Eric George Ebersohl	Health Ins-October	2,026.67	
10/30/25	2005768	Erin Sagaskie	Travel 7/21-10/3/25	308.00	
10/01/25	2005372	Eunice A Lantagne	Health Ins-October	82.51	
10/23/25	2005629	Evan J Giles	Rev Up EV Stipend FL25	270.00	



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## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/30/25	2005737	Evan L Hooper	Mileage Reimbursement 9/15-9/18/25	84.00	
10/01/25	2005381	Evelyn P Morrison	Health Ins-October	16.50	
10/23/25	2005623	FIRM Systems	Fingerprinting Service - E Haar	55.00	
10/16/25	2005546	Fisher Healthcare	Instruction Supplies - Perkins Instructional Supplies	1,071.65	
10/23/25	2005624	Fisher Healthcare	Instructional Supplies	247.96	
10/25/25	6910	Futiva	Internet Service 10/1-10/31/25	493.99	
10/14/25	2005525	Gabe Emmett Smith	Meal Allowance 10/15	250.00	
10/30/25	2005762	Gabriel B Patterson	Mileage Reimbursement 9/3-9/15/25	88.20	
10/30/25	2005767	Gabriela Guadalupe Romero	Mileage Reimbursement 9/15-9/25/25	156.80	
10/16/25	2005595	Gallagher Affinity Insurance Services Inc	Athletic Insurance Renewal 8/1-7/31/26	74,355.00	Y
10/23/25	2005627	Garratt-Callahan Co	Maintenance Supplies	240.00	
10/01/25	2005347	Gary W Caldwell	Health Ins-October	275.14	
10/23/25	2005630	Global Industrial	Instructional Equipment & Supplies Instructional Equipment & Supplies	15,352.79	Y
10/16/25	6906	GoTo Communications, Inc	Phone Service - CCRR 10/1-10/31/25 Phone Service & Equipment - Disaster Rec Phone Service & Equipment 10/1-10/31/25	8,745.58	
10/14/25	2005517	Gracyn Elizabeth Morris	Meal Allowance 10/15	125.00	
10/29/25	2005701	Gracyn Elizabeth Morris	Meal Allowance 10/30	125.00	
10/23/25	2005635	H.E. Mitchell Construction Co Inc.	CTC Project - Pay App #1	588,361.81	Y
10/14/25	2005512	Hannah Summer Jarnegan	Meal Allowance 10/15	250.00	
10/30/25	2005735	HD Supply Facilities Maintenance LTD	Custodial Supplies	529.09	
10/03/25	6895	HealthEquity Inc	HRA Replenishment	53,211.52	Y
10/08/25	6896	HealthEquity Inc	HRA Fees - October	526.50	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/16/25	2005570	Henry D Nicolaides	Piano Servicing 9/1-10/6/25	330.00	
10/23/25	2005638	Herriott's Rents, Tents, & Events	Tents for HFD	30,445.00	Y
10/09/25	2005458	Hilary B Johnson	Travel 8/27-9/4/25 Travel 9/25-9/26/25	166.82	
10/30/25	2005741	Hilary B Johnson	Travel 10/16/25	51.80	
10/09/25	2005450	Hilltop Securities Asset Management LLC	Arbitrage Rebate Calculation Services	2,000.00	
10/09/25	2005405	Horatio J Watson	HCCTP Student Stipend	1,200.00	
10/23/25	2005603	Horatio J Watson	HCCTP Student Stipend	1,200.00	
10/16/25	2005549	HSG Mechanical Contractors Inc	HVAC Repairs in Pool Building	2,911.01	
10/09/25	2005452	Huelsmann Distributing Company Inc	Instructional Supplies	312.88	
10/30/25	2005773	Hunter Scott Smith	Trades 9/9-10/2/25	425.60	
10/02/25	2005316	ICCET	Conference Registration 10/16-10/17/25	200.00	
10/30/25	2005739	ICCET	Membership Dues - J Dick	30.00	
10/16/25	2005550	Idea Creative Marketing	Web Development & Website Hosting	2,150.00	
10/08/25	2005409	Illinois FOP Labor Council	Union Dues (LU) September	594.00	
10/02/25	2005317	ILMO Products Company	Instructional Supplies	390.11	
10/09/25	2005453	ILMO Products Company	Instructional Supplies	222.40	
10/16/25	2005551	ILMO Products Company	Instructional Supplies	3,302.07	
10/23/25	2005641	ILMO Products Company	Instructional Supplies	545.79	
10/30/25	2005740	ILMO Products Company	Instructional Supplies	298.80	
10/16/25	2005552	Inflatable Fun	Inflatables for Trick or Treat Event	750.00	
10/28/25	558728	InnoSoft Canada Inc	Fusion Transactions for July-September	641.88	
10/02/25	2005318	Intek Manufacturing LLC	45lb Olympic Plates for Logan Fitness	2,388.00	

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## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/16/25	2005553	Intek Manufacturing LLC	Logan Fitness Events Materials -PO 23508	1,395.75	
10/09/25	2005454	Interplay Learning Inc.	Licenses for Trades Students	11,600.00	Y
10/30/25	2005753	Isaiah Cleveland Martin	Mileage Reimbursement 9/2-9/25/25 Mileage Reimbursement 8/14-8/28/25	134.40	
10/16/25	2005554	IXL Learning, Inc	Site License	1,350.00	
10/01/25	2005392	Jack Smothers	Health Ins-October	82.51	
10/23/25	2005628	Jackson Wayne Gaydos	Rev Up EV Stipend FL25	270.00	
10/30/25	2005761	Jacob D Oetjen I	Mileage Reimbursement 9/22-10/3/25 Mileage Reimbursement 9/8-9/19/25	348.46	
10/30/25	2005764	Jacob Richard Prince	Mileage Reimbursement 9/15-9/26/25	266.00	
10/09/25	2005443	Jacob W Griffith	Travel 9/10/25	35.00	
10/30/25	2005732	Jacob W Griffith	Travel 10/16/25	35.43	
10/08/25	2005410	JALC - IEA/NEA Chapter	IAHE Dues Ded/ September	5,040.70	
10/02/25	2005319	JALC Foundation	Clearing Account	1,046.59	
10/08/25	2005411	JALC Foundation	Foundation Ded (LF)	252.00	
10/09/25	2005455	JALC Foundation	Clearing Account	3,500.00	
10/16/25	2005555	JALC Foundation	Clearing Account	1,600.00	
10/01/25	2005361	James W Harris	Health Ins-October	16.50	
10/01/25	2005366	Jane A House	Health Ins-October	16.50	
10/01/25	2005385	Janice R Palese	Health Ins-October	16.50	
10/23/25	2005667	Jason S Plichta	Travel 10/9/25	162.40	
10/14/25	2005516	Jayden N Miles	Meal Allowance 10/15	125.00	
10/29/25	2005700	Jayden N Miles	Meal Allowance 10/30	125.00	
10/23/25	2005646	Jennifer D Jordan	Travel Advance 11/5-11/8/25	1,365.96	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/16/25	2005543	Jenny L Ditch	Travel Advance 10/26-10/29/25	238.00	
10/09/25	2005456	Jenzabar Inc	Cloud Hosting (Additional 2CPU)	300.00	
10/09/25	2005484	Jeremey J Shelton	Advertising	3,235.00	
10/09/25	2005448	Jeremiah C Henson	Reimburse for Interplay License	266.39	
10/30/25	2005736	Jeremiah C Henson	Mileage Reimbursement 8/11-8/28/25	477.40	
10/09/25	2005397	Jeremiah Ezekiel Boens	HCCTP Student Stipend	1,200.00	
10/23/25	2005596	Jeremiah Ezekiel Boens	HCCTP Student Stipend	1,200.00	
10/09/25	2005483	Jessica M Seals	Travel 9/24/25	11.62	
10/23/25	2005643	Jewell Psychological Services LLC	New Officer Psych Evaluations	900.00	
10/01/25	2005342	Jim R Bales	Health Ins-October	82.51	
10/02/25	2005314	Jo A Dick	Travel Advance 10/15-10/17/25	353.61	
10/30/25	2005783	Joe Van Wood III	Mileage Reimbursement 9/2-9/15/25	390.60	
10/16/25	2005556	Joe's Lawn & Snow Service LLC	Mowing Service - WF Ext 9/2-9/29/25 Mowing Service - DQ Ext 9/2-9/29/25	490.00	
10/23/25	2005644	Johannes Construction, Inc	C125 Boiler Replacement - Pay App #1	36,114.05	Y
10/01/25	2005389	John C Sala	Health Ins-October	16.50	
10/01/25	2005388	John J Profilet	Health Ins-October	99.23	
10/23/25	2005671	John Kyle Antig Rozear	Rev Up EV Stipend FL25	270.00	
10/01/25	2005364	Johnna Lynn Herren	Health Ins-October	1,419.25	
10/09/25	2005457	Johnson Controls Inc	Service Agreement 10/1-12/31/25	7,188.50	
10/09/25	2005459	Johnstone Supply	Maintenance Repair Supplies	1,919.95	
10/23/25	2005645	Johnstone Supply	Instructional Supplies	446.96	
10/30/25	2005742	Johnstone Supply	Maintenance Repair Supplies	857.25	

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## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005631	Jonah V Goodpastor	Rev Up EV Stipend FL25	270.00	
10/23/25	2005682	Jonathan Levi Taylor	Rev Up EV Stipend FL25	270.00	
10/16/25	2005542	Joseph Dethrow	Travel Advance 10/30-10/31/25	102.00	
10/09/25	2005479	Joseph E Roach	Travel Advance 10/15-10/17/25	642.06	
10/01/25	2005359	Joseph R Hancock	Health Ins-October	16.50	
10/14/25	2005522	Josilynne A Scott	Meal Allowance 10/15	125.00	
10/29/25	2005705	Josilynne A Scott	Meal Allowance 10/30	125.00	
10/01/25	2005371	Judith C Korando	Health Ins-October	82.51	
10/23/25	2005661	Julian E Mize	Rev Up EV Stipend FL25	270.00	
10/14/25	2005507	Justice D Decker	Meal Allowance 10/15	125.00	
10/29/25	2005694	Justice D Decker	Meal Allowance 10/30	125.00	
10/09/25	2005460	JW Pepper & Son Inc	Instructional Supplies	27.99	
10/16/25	2005557	JW Pepper & Son Inc	Instructional Supplies	38.99	
10/14/25	2005520	Kahlen Alexis Robinson	Meal Allowance 10/15	125.00	
10/29/25	2005703	Kahlen Alexis Robinson	Meal Allowance 10/30	125.00	
10/23/25	2005675	Kaleb Michael Stanhouse I	Rev Up EV Stipend FL25	270.00	
10/01/25	2005390	Karen Sala	Health Ins-October	16.50	
10/16/25	2005582	Kaylee Nichole Smith	Travel Advance 10/29-10/30/25	102.00	
10/30/25	2005774	Kaylee Nichole Smith	Travel Advance 11/6-11/7/25	102.00	
10/23/25	2005657	Kaylin M Melvin	Rev Up EV Stipend FL25	270.00	
10/09/25	2005461	KBM Technologies Inc	Remove & Relocate Equipment - CTE Relocate Equipment - CTE Project Remove Equipment - CTE Project	3,300.00	
10/30/25	2005738	Kendal Hopkins	Mileage Reimbursement 9/15-9/26/25	327.60	

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10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/09/25	2005472	Kendra Moon	Travel 9/18/25	36.82	
10/14/25	2005500	Keyshawn Barfield	Meal Allowance 10/15	125.00	
10/29/25	2005689	Keyshawn Barfield	Meal Allowance 10/30	125.00	
10/14/25	2005527	Kiera Raelyn Whitaker	Meal Allowance 10/15	125.00	
10/29/25	2005707	Kiera Raelyn Whitaker	Meal Allowance 10/30	125.00	
10/16/25	2005559	Kimberly A. Kellerman	Reimburse - Club Shirts	300.00	
10/23/25	2005620	Kimberly Ann Doolin	Rev Up EV Stipend FL25	270.00	
10/23/25	2005666	Kirk E Overstreet	Travel 10/6/25	93.43	
10/23/25	2005648	Konica Minolta Business Solutions USA Inc	Maintenance & Click Charges - September	5,058.83	
10/26/25	6911	Konica Minolta Premier Finance	Equipment Lease 9/26-10/25/25	3,954.50	
10/16/25	2005577	Krystal N Reagan	Travel Advance 10/27-10/30/25	512.40	
10/16/25	2005560	Labster Inc	Course Access - SCI 101 VG	462.00	
10/23/25	2005649	Lakeshore Learning Materials	Provider Materials - CCRR Provider Materials - CCRR Core	1,096.21	
10/30/25	2005746	Lakeshore Learning Materials	LE Grant Materials - CCRR	193.14	
10/23/25	2005639	Landon M Hobbs	Rev Up EV Stipend FL25	270.00	
10/23/25	2005685	Larissa Kaitlin Van	Travel 9/30-10/9/25	64.61	
10/01/25	2005374	Larry Dale Marrs	Health Ins-October	89.80	
10/01/25	2005384	Larry Maurice Page	Health Ins-October	89.80	
10/23/25	2005651	Lee's Sports	Embroidery on provided materials	81.00	
10/16/25	2005561	Little Treasures Child Development Center	Reimburse for CPR & First Aid Training	1,500.00	
10/08/25	2005412	Logan Operational Staff Association	LOSA Dues/September	924.24	
10/23/25	2005652	Logan Operational Staff Association	LOSA Dues / October	922.49	

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## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/16/25	2005562	Logan Solar LLC	Solar Production 9/1-9/30/25	6,892.73	
10/09/25	2005463	Long Haul Leasing LLC	Fox Box Rental - HCCTP - October	100.00	
10/30/25	2005743	Lottie Leigh Jones	Travel 8/12-10/20/25	90.16	
10/16/25	2005563	Lowe's of Illinois Inc	Maintenance Repair Supplies	21.83	
10/09/25	2005426	Lydia Bowen	Reimburse Clothing Allowance	280.81	
10/16/25	2005547	Mabel J Hayes	Refreshments for Meeting	48.00	
10/16/25	2005564	Maier's Tidy Bowl Inc.	Portable Toilet & Handwashing Rentals	1,455.00	
10/23/25	2005653	Maier's Tidy Bowl Inc.	Portable Toilet Rental 10/13-11/9/25	80.00	
10/30/25	2005750	Maier's Tidy Bowl Inc.	Portable Toilet Rental 10/21-11/17/25	80.00	
10/30/25	2005751	Majestic Enterprize, Inc.	Mold Removal in Fitness Center	6,942.25	
10/30/25	2005759	Makenna Fay Newell	Mileage Reimbursement 9/16-9/29/25	526.40	
10/09/25	2005465	Management, Training and Consulting Corp	Sponsorship - Workforce Summit 10/1/25	500.00	
10/23/25	2005654	Management, Training and Consulting Corp	Infrastructure & Shared Delivery MOU Q1	865.82	
10/30/25	2005752	Management, Training and Consulting Corp	Infrastructure & Shared Delivery MOU	412.92	
10/09/25	2005462	Mandy J Little	Travel Advance 10/21-10/25/25	657.02	
10/30/25	2005747	Mandy J Little	Travel 11/12-11/15/25	477.73	
10/30/25	2005730	Marcus Gilmore	Mileage Reimbursement 9/23-10/3/25 Mileage Reimbursement 9/9-9/19/25	267.12	
10/14/25	2005513	Mariah Destiny Maclin	Meal Allowance 10/15	125.00	
10/29/25	2005698	Mariah Destiny Maclin	Meal Allowance 10/30	125.00	
10/01/25	2005387	Marie Perkins	Health Ins-October	16.50	
10/01/25	2005367	Mary Ann Hudson	Health Ins-October	16.50	
10/01/25	2005351	Mary DeHoff	Health Ins-October	16.50	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/01/25	2005340	Mary E Abell	Health Ins-October	16.50	
10/01/25	2005383	Mary O'Hara	Health Ins-October	82.51	
10/14/25	2005501	Mason James Beno	Meal Allowance 10/15	250.00	
10/16/25	2005576	Mathew James Ray	Reimburse Clothing Allowance	95.98	
10/09/25	2005398	Maurice E Boyd	HCCTP Student Stipend	1,200.00	
10/23/25	2005597	Maurice E Boyd	HCCTP Student Stipend	720.00	
10/09/25	2005467	MBI Worldwide Background Checks and Drug Scree	Background Checks 9/1-10/1/25	456.30	
10/01/25	2005386	Melanie Pecord	Health Ins-October	2,026.67	
10/09/25	2005428	Melissa K Brown	Travel 9/29/25	70.42	
10/16/25	2005535	Melissa K Brown	Travel 10/9/25	69.72	
10/02/25	2005321	Menards	Instructional Supplies - HCCTP Maintenance Supplies - HFD	188.49	
10/09/25	2005469	Menards	Maintenance Repair Supplies	435.86	
10/16/25	2005566	Menards	HFD Maintenance Supplies Maintenance Repair Supplies	1,312.65	
10/23/25	2005658	Menards	Maintenance Repair Supplies	861.27	
10/30/25	2005755	Menards	Maintenance Repair Supplies	419.69	
10/01/25	2005382	Merian Norris	Health Ins-October	16.50	
10/01/25	2005368	Michael Kevin Jakubco	Health Ins-October	99.23	
10/01/25	2005380	Michael Morgan	Health Ins-October	2,404.70	
10/09/25	2005446	Michelle D Hamlin	Travel 9/25-9/26/25	179.00	
10/01/25	2005357	Michelle Hamilton	Health Ins-October	1,419.25	
10/30/25	2005733	Michelle L Guy	Travel 7/6-10/9/25	140.00	
10/14/25	2005511	Miller Scott Green	Meal Allowance 10/15	250.00	



# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/30/25	2005720	Miran Byun	Travel Advance 11/13-11/15/25	440.80	
10/09/25	2005470	Mississippi River Radio LLC	Advertising	7,655.00	
10/23/25	2005660	Mississippi River Radio LLC	Advertising - PO 23915 Advertising - PO 23916 Advertising - PO 23918 Advertising - PO 23917 Advertising - PO 23919 Advertising - PO 23920 Advertising - PO 23921	3,002.00	
10/02/25	2005322	Mohawk Lifts LLC	Scissor Lift	41,757.42	Y
10/16/25	2005568	MSC Industrial Supply Co.	Instructional Supplies	1,224.39	
10/23/25	2005662	NAACP	Advertising - Freedom Fund Gala 10/26/25	50.00	
10/01/25	2005373	Nancy C Lawson	Health Ins-October	16.50	
10/02/25	2005328	Nancy K Rawson	Reimburse Clothing Allowance	338.32	
10/09/25	2005400	Natasha Y Oliver	HCCTP Student Stipend	120.00	
10/15/25	6905	Nelnet Business Services	Refund Maintenance 9/1-9/30/25	547.30	
10/09/25	2005420	Nicholas J Anderson	Consulting Services 7/1-12/31/25	6,667.00	
10/23/25	2005664	NJCAA Region XXIV	2025-2026 Dues	2,000.00	
10/14/25	2005519	O'Niya Starr Reed	Meal Allowance 10/15	125.00	
10/29/25	2005702	O'Niya Starr Reed	Meal Allowance 10/30	125.00	
10/09/25	2005473	ODP Business Solutions, LLC	Office Supplies Office Supplies for Resale	531.09	
10/16/25	2005571	ODP Business Solutions, LLC	Office Supplies for Resale	529.69	
10/23/25	2005665	ODP Business Solutions, LLC	Supplies for Resale - Paper Supplies for Resale - Toner	924.40	
10/30/25	2005760	ODP Business Solutions, LLC	Toner for Resale	102.82	
10/23/25	2005688	Oliver John Wrase	Rev Up EV Stipend FL25	270.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/02/25	2005324	Omnigo Software LLC	License & Support 11/20/25-11/19/26	4,971.20	
10/09/25	2005474	Omnilert LLC	Annual User Fee 11/1-10/31/26	4,320.00	
10/02/25	2005325	Owens, Amy	Screen Printing on LF Apparel	123.50	
10/09/25	2005475	Paducah Sun	Advertising	1,700.00	
10/16/25	2005572	Paymerang LLC	Fees 9/1-9/30/25	840.00	
10/16/25	2005573	Phi Theta Kappa	Membership Dues	195.00	
10/09/25	2005427	Philip Brewer	Travel 8/23-9/22/25	245.42	
10/09/25	2005477	Pitney Bowes Reserve Account	Reimburse Recruitment Bulk Mailing	362.02	
10/02/25	2005326	Pocket Nurse	Instructional Supplies Medical Supplies - PATH	786.26	
10/16/25	2005574	Pocket Nurse	Instructional Supplies	446.31	
10/01/25	2005355	Priscilla L Gray	Health Ins-October	16.50	
10/02/25	2005327	ProctorU Inc	Meazure Learning Exam Fees	28.00	
10/01/25	2005345	Rebecca G Borgsmiller	Health Ins-October	82.51	
10/14/25	2005523	Reed Davis Sherrard	Meal Allowance 10/15	250.00	
10/08/25	2005413	Reliance Standard Life Insurance Company	VLTD October	644.61	
10/30/25	2005765	Rent-All and Sales Inc	Rental Equipment - Grounds	289.00	
10/02/25	2005329	Republic Services #732	Waste Disposal - Temp Room 9/3/25	536.03	
10/30/25	2005766	Republic Services #732	Waste Container - Main Campus 10/1-10/31 Waste Disposal - DQ Ext 11/1-11/30/25 Waste Disposal - WF Ext 11/1-11/30/25	2,121.05	
10/02/25	2005330	Rides Mass Transit District	Fall 2025 Bus Passes	1,225.00	
10/09/25	2005436	Rob H Craig	Travel Advance 10/15-10/19/25	1,203.37	
10/30/25	2005725	Rob H Craig	Travel 10/15-10/19/25	200.00	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/01/25	2005377	Robert L Mees	Health Ins-October	82.51	
10/09/25	2005464	Robert Lucas	Travel Advance 10/22-10/24/25	342.20	
10/30/25	2005749	Robert Lucas	Travel Advance 11/10-11/13/25	403.20	
10/23/25	2005670	Robert R Reynolds	Travel 10/9/25	181.30	
10/01/25	2005353	Roberta Egelston	Health Ins-October	991.96	
10/14/25	2005524	Roman Patrick Sienza	Meal Allowance 10/15	250.00	
10/01/25	2005356	Ronald D Hall	Health Ins-August Health Ins-October Health Ins-Sept	2,975.88	
10/09/25	2005480	Royal Wholesale	Custodial Supplies	1,400.60	
10/23/25	2005656	Ruby Eileen Medina	Photo Shoot / Foundation Golf Scramble	100.00	
10/09/25	2005471	Sam Mitchell	Health Insurance - August Health Insurance - October Health Insurance - September	49.50	
10/09/25	2005482	Samron Midwest Contracting	Player Development Center - Pay App 11	168,180.70	Y
10/30/25	2005769	Samron Midwest Contracting	Paint Booth Removal - 100% Complete	30,250.00	Y
10/30/25	2005758	Samuel Joseph Nett	Mileage Reimbursement 9/9-10/2/25	60.48	
10/01/25	2005343	Sandra Bechtel	Health Ins-October	16.50	
10/16/25	2005578	Scantron Corporation	Instructional Supplies	2,106.00	
10/23/25	2005677	Seth C Stein	Rev Up EV Stipend FL25	270.00	
10/09/25	2005401	Sharese Perteet	HCCTP Student Stipend	1,200.00	
10/23/25	2005599	Sharese Perteet	HCCTP Student Stipend	1,200.00	
10/23/25	2005680	Shawn J Talluto	Reimburse Clothing Allowance	135.83	
10/16/25	2005579	Shawnee Division IASA	Dues 2025-2026 - S Hartford	100.00	
10/30/25	2005770	Sherwin-Williams Company	Paint Supplies	82.44	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/01/25	2005349	Shirley Calhoun	Health Ins-October	16.50	
10/01/25	2005362	Shirley Hays	Health Ins-October	16.50	
10/16/25	2005580	Shred-It	Credit - Shredding Service 8/11/25 Credit - Shredding Service 7/14/25 Shredding Service	204.36	
10/23/25	2005673	Shred-It	Shredding Service 10/6/25	105.19	
10/02/25	2005332	SIH WorkReady/Herrin Hospital	Athletic Training for 6/24/25 Tournament Athletic Training for July Tournaments	1,425.00	
10/02/25	2005333	Silkworm Inc	General Store Inventory - Shirts	9,328.50	
10/16/25	2005581	Silkworm Inc	Promotional Items - Community Events	1,594.06	
10/23/25	2005674	Silkworm Inc	Promotional Items - Keytags Promotional Items - First Aid Kits	1,021.85	
10/30/25	2005771	Silkworm Inc	Setup of Promotional Items - Cups Promotional Items - Cups Setup of Promotional Items - Pens Promotional Items - Hand Sanitizer Promotional Items - Pens Setup of Promotional Items - H Sanitizer	3,146.53	
10/09/25	2005485	South Side Lumber Inc	Instructional Supplies - HCCTP	26.58	
10/16/25	2005583	South Side Lumber Inc	Maintenance Supplies Instructional Supplies - HCCTP Fence Panels - Annex	1,640.34	
10/30/25	2005775	South Side Lumber Inc	Maintenance Supplies	608.36	
10/02/25	2005334	Southern FS Inc	Grounds Fuel Grounds Fuel - Diesel	705.21	
10/09/25	2005486	Southern Illinois University Carbondale	Interpreting Service - Fall Kickoff	1,567.06	
10/02/25	2005335	St Louis Boiler Supply Co	Maintenance Repair Supplies	1,329.50	
10/01/25	2005346	Stacy Buckingham	Health Ins-October	1,419.25	
10/01/25	2005365	Stacy Holloway	Health Ins-October	1,419.25	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/16/25	2005584	Staples Business Credit	Office Supplies	47.81	
10/23/25	2005676	Staples Business Credit	Office Supplies	102.07	
10/10/25	6891	State Universities RetirementSystem	SURS 9/15/25 PR	65,699.22	Y
10/14/25	6892	State Universities RetirementSystem	SURS 9/30/25 PR	141,308.03	Y
10/30/25	2005777	State Universities RetirementSystem	6 % Billing - J Towle	9,629.22	
10/31/25	6965	State Universities RetirementSystem	SURS 10/15/25 PR	73,414.80	Y
10/23/25	2005642	Stephanie Jarvis	Travel 9/20/25	74.90	
10/09/25	2005404	Stephen Ross	HCCTP Student Stipend	1,200.00	
10/23/25	2005602	Stephen Ross	HCCTP Student Stipend	1,110.00	
10/16/25	2005585	Stericycle, Inc.	Waste Disposal 10/1-10/31/25	234.58	
10/09/25	2005442	Steven R Gray	Game Official 9/29/25 6:30 pm	155.00	
10/09/25	2005488	Stiles Office Solutions Inc	Custodial Supplies	4,007.95	
10/16/25	2005586	Stiles Office Solutions Inc	Supplies	113.69	
10/23/25	2005678	Stiles Office Solutions Inc	Office Supplies	9.62	
10/16/25	2005587	Stryker Sales LLC	Battery for EMS Trailer - PATH	760.00	
10/01/25	2005375	Susan May	Health Ins-October	1,419.25	
10/16/25	2005588	Swinford Publications LLC	Advertising	1,000.00	
10/08/25	2005414	Symetra Life Insurance Company	Life Ins/October	8,023.18	
10/16/25	2005589	T Street Rides VIP Limo	Bus Trip - Baseball 9/26/25 Van Rental - Softball 9/20/25 Bus Trip - Baseball 9/30/25 Van Rental - Women's Golf 9/28/25 Van Rental - Men's Golf 9/28/25 Van Rental - Softball 9/28/25	6,829.00	
10/23/25	2005679	T Street Rides VIP Limo	Bus Trip - Baseball 10/9/25 Van Rental - Men's Basketball 10/12/25	8,117.50	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005679	T Street Rides VIP Limo	Van Rental - Men's Basketball 10/10/25 Bus Trip - Baseball 10/3/25 Van Rental - Softball 10/4/25 Van Rental - Volleyball 10/8/25 Van Rental - Volleyball 10/9/25	8,117.50	
10/30/25	2005778	T Street Rides VIP Limo	Van Rental - Women's Golf 10/4/25 Van Rental - Men's Golf 10/7/25	750.00	
10/02/25	2005336	T&T Recycling Inc	Instructional Supplies	2,313.15	
10/14/25	2005510	Ta'Marcus J Eaves	Meal Allowance 10/15	125.00	
10/29/25	2005697	Ta'Marcus J Eaves	Meal Allowance 10/30	125.00	
10/14/25	2005526	Taylor Bernard Cental Smith	Meal Allowance 10/15	125.00	
10/29/25	2005706	Taylor Bernard Cental Smith	Meal Allowance 10/30	125.00	
10/02/25	2005331	Taylor M Siefert	Reimburse Travel Expenses	363.40	
10/08/25	2005415	Teamsters Local 50	Union Dues (TU) September	2,609.00	
10/02/25	2005307	Tena M Bennett	Game Official 9/19/25 6:30 pm	155.00	
10/09/25	2005423	Tena M Bennett	Game Official 9/24/25 6:30 pm	155.00	
10/16/25	2005531	Tena M Bennett	Volleyball Official 10/6/25 6:30 pm	155.00	
10/30/25	2005713	Tena M Bennett	Volleyball Official 10/20/25 6:30 pm	155.00	
10/23/25	2005615	Terah Kendell Carlton	Rev Up EV Stipend FL25	270.00	
10/23/25	2005683	The Office of the State Fire Marshal	Boiler Certificate	70.00	
10/09/25	2005490	The Westbury Five LLC	Athletic Apparel	210.00	
10/30/25	2005748	Tim Loyd	Reimburse Clothing Allowance	175.58	
10/23/25	2005663	Tim Neels	Volleyball Official 10/13/25 6:30 pm	155.00	
10/09/25	2005491	Tim Williams Collaborations	Presenter - Discipline Specific Workshop	500.00	
10/09/25	2005492	TimeClock Plus LLC	Scheduling License 10/28-11/27/25	133.75	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/01/25	2005396	Timothy Allen Williams	Health Ins-October	1,419.25	
10/16/25	2005590	TK Elevator Corporation	Elevator Maintenance 10/1-12/31/25	5,748.80	
10/23/25	2005640	Toby R Hollister	Rev Up EV Stipend FL25	270.00	
10/23/25	558727	Tracie J Griffith	Payroll Reprint	1,193.11	
10/16/25	2005591	Trackman Inc	TrackMan Practice System	11,620.00	Y
10/09/25	2005399	Tyler L Bundren	HCCTP Student Stipend	1,200.00	
10/23/25	2005598	Tyler L Bundren	HCCTP Student Stipend	1,200.00	
10/30/25	2005776	Tyler Wayne Staats	Travel 10/23/25 Travel 9/10/25	261.10	
10/23/25	2005634	Tylor Scott Grob	Rev Up EV Stipend FL25	270.00	
10/16/25	6897	U S Department of Veterans Affairs	CH33 Refund A Fones CH 33 Refund - B Hodge CH33 Refund S Viernum	1,521.02	
10/27/25	6952	U S Department of Veterans Affairs	CH33 Refund - B Hodge	297.00	
10/23/25	2005684	Uline Inc	Shop Stools	2,145.31	
10/09/25	2005494	Uniform Headquarters Inc	Name Badge - PATH - K Clemons EMT Badge - PATH - J Ennis Name Badge - PATH - S Cox Name Badge - PATH - A Shupe Scrubs - PATH - B Mitchem Name Badge - PATH - B Mitchem Scrubs - PATH - A Shupe Scrubs - PATH - H Cook Scrubs - PATH - S Cox Scrubs - PATH - A Primm Scrubs - PATH - K Clemons Scrubs - PATH - J Ennis Scrubs - PATH - K Bayne Scrubs - PATH - O Elders	604.85	
10/30/25	2005779	United Parcel Service	Shipping - Return Body Cameras	67.41	
10/02/25	2005337	University of Illinois	Law Enforcement Academy 9/2-9/5/25	903.63	

# John A. Logan College

## Monthly Expenditure List

10/1/2025 - 10/31/2025

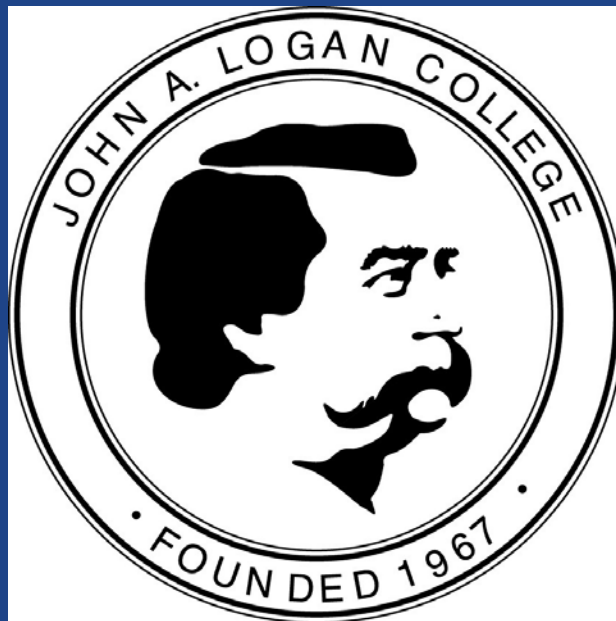
Check Date	Check Number	Payee	Transaction Description	Check Amount	Over \$10,000
10/23/25	2005672	Valarie Kathy Shaw	Travel 10/9-10/11/25	898.05	
10/02/25	2005338	VelocityEHS Inc.	Hazard Communication Software Service	4,900.00	
10/23/25	2005650	Venice J Lamb	Rev Up EV Stipend FL25	270.00	
10/13/25	6904	Verizon Wireless	Internet Service - GED Zion Church Phone & Internet Service 9/22-10/21/25 Phone Service - Marketing 9/22-10/21/25	623.01	
10/16/25	2005592	Verizon Wireless	Phone Service - Safety Towers 8/28-9/27	124.31	
10/01/25	2005341	Vicki Autry	Health Ins-October	16.50	
10/07/25	6890	VOYA Institutional Trust Company	Annuities 9/30/25 PR	4,280.00	
10/22/25	6893	VOYA Institutional Trust Company	Annuities 10/15/25 PR	1,955.00	
10/09/25	2005496	VWR International LLC	Instructional Supplies	505.08	
10/16/25	2005593	VWR International LLC	Instructional Supplies	3,632.41	
10/23/25	2005687	VWR International LLC	Instructional Supplies	702.42	
10/30/25	2005780	VWR International LLC	Instructional Supplies	18.65	
10/09/25	2005497	WageWorks Inc	Administrative Fee (COBRA) 9/1-9/30/25	118.95	
10/23/25	2005655	William B McKinney	Pumpkins for Pumpkin Plunge	360.00	
10/02/25	2005339	William Woods University	Fall Invitational - Men's Golf 9/29/25 Fall Invitational - Women's Golf 9/29/25 Fall Invitational -Women's Golf 10/27/25	2,450.00	
10/30/25	2005781	William Woods University	Entry Fee - Women's Golf 10/27-10/28/25	275.00	
10/30/25	2005782	Wisconsin Technical College	System Foundation WIDS Consulting for Welding - Pay 3 of 3	11,666.66	Y
10/09/25	2005499	ZebraGraphics Inc	Parent's Night Postcards & Mailing	848.00	
<b>Grand Total</b>				<u>2,670,633.55</u>	



# **Addendum to Expenditure Report**

## **Travel over \$3,500, Board Travel**

### **and Checks Voided**



# John A. Logan College

Travel over \$3,500 and Board Travel  
Board Meeting November 2025

				Travel Costs			
Traveler	Travel Purpose	Description	Dates of Travel	Travel	Lodging	Meals	Total Travel
Little, Mandy	ACCT 2025 Leadership Congress	New Orleans, LA	10/21-10/25/25	\$ 351.02	\$ 996.00	\$ 306.00	1,653.02
Little, Mandy	ICCTA/ACCT GLI Meeting	Naperville, IL	11/12-11/15/25	889.73	932.15	238.00	2,059.88
Ali, Zoren Anado Mohamad	ICCTA Seminar	Springfield,IL	9/11-9/13/25		\$ 294.12		\$ 294.12
							-
							-
Overall - Total				\$ 1,240.75	\$ 2,222.27	\$ 544.00	\$ 4,007.02

**JOHN A. LOGAN COLLEGE**

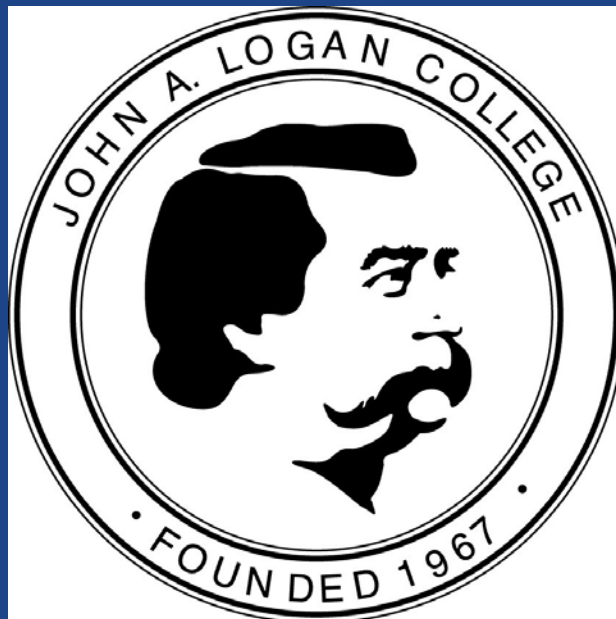
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**Checks Voided****10/1/2025 - 10/31/2025**

<b>Void Date</b>	<b>Check Date</b>	<b>Check #</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Amount</b>
10/22/2025	9/18/2025	2005109	A Taste of Bev Catering and More	Deposit for Catering Service/CCRR	879.75
10/9/2025	10/9/2025	2005466	April A Martinez	Travel 8/24-9/19/25	291.97
10/23/2025	10/23/2025	2005607	Arthur Agency	Advertising	1,124.00
10/1/2025	10/1/2025	2005379	Carol A Mitchell	Health Ins-Aug Health Ins-October Health Ins-Sept	49.50
10/10/2025	9/26/2025	558724	James T Vitaro	The Hawg Trough HFD 2025	5,500.00
10/30/2025	10/30/2025	2005734	Michelle D Hamlin	Travel 10/16/25 Travel 8/13-10/2/25	324.80
10/16/2025	10/16/2025	2005567	Mississippi River Radio LLC	Advertising	3,002.00
10/2/2025	10/2/2025	2005323	ODP Business Solutions, LLC	Office Supplies for Resale - PO 22709	460.33
10/31/2025	10/31/2025	558730	State Universities Retirement System	SURS 10/15/25 PR	73,414.80
10/9/2025	10/9/2025	2005489	The Hanover Insurance Group	Insurance Premiums - Payment 1 of 2	180,357.00
Total Checks Voided During Period					<u>265,404.15</u>

## **Consent Agenda Item 8.L**

### **Treasurer's & Financial Report**



**JOHN A. LOGAN COLLEGE**  
**TREASURER'S REPORT**  
**&**  
**FINANCIAL REPORT**  
**THREE MONTHS ENDED**  
**SEPTEMBER 30, 2025**

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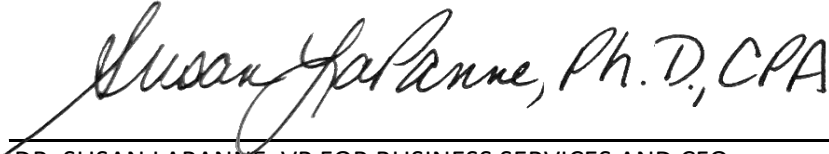
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## JOHN A. LOGAN COLLEGE

TREASURER'S REPORT  
SEPTEMBER 30, 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	79,091.44	2,202,805.60	855,318.96	13,882,758.37	15,577,246.72	32,597,221.09
O/S Deposits/(Deductions)	14,923.84	3,478,706.70	-	520,378.29	8,121.73	4,022,130.56
	94,015.28	5,681,512.30	855,318.96	14,403,136.66	15,585,368.45	36,619,351.65
Less O/S Checks	-	-	-	109,513.54	-	109,513.54
	94,015.28	5,681,512.30	855,318.96	14,293,623.12	15,585,368.45	36,509,838.11
Plus Cash on Hand	6,400.00	-	-	-	-	6,400.00
BANK BALANCE PER BOOKS	100,415.28	5,681,512.30	855,318.96	14,293,623.12	15,585,368.45	36,516,238.11
% of Invested Cash Balances	0.2%	6.8%	2.6%	42.6%	47.8%	
					All Cash	\$ 13,723,336.82
					All Investments	22,792,901.29
						\$ 36,516,238.11

RESPECTFULLY SUBMITTED,



DR. SUSAN LAPANNE, VP FOR BUSINESS SERVICES AND CFO

**JOHN A. LOGAN COLLEGE  
SCHEDULE OF INVESTMENTS  
SEPTEMBER 30, 2025**

INVESTMENT FUND	TYPE OF INVESTMENT	INTEREST/ DIVIDEND RATE*	MATURITY DATE	AMOUNT
Education	Illinois Funds	4.369%	On Demand	\$ 9,994,404.01
	Higher Reach E-Pay	4.369%	On Demand	30,044.73
	Business Office E-Pay	4.369%	On Demand	95,956.08
	General Store & Student Activities E-Pay	4.369%	On Demand	11,326.37
	Banterra ICS	2.530%	On Demand	37,189.69
Building	Illinois Funds	4.369%	On Demand	239,453.59
	Business Office E-Pay	4.369%	On Demand	(4,115.10)
	Banterra ICS	2.530%	On Demand	-
Building-Restricted	Illinois Funds	4.369%	On Demand	-
	Banterra ICS Bonds	1.070%	On Demand	2,474,625.18
	Banterra ICS	2.530%	On Demand	1,166,443.91
Bond & Interest	Illinois Funds	4.369%	On Demand	-
	Banterra ICS	2.530%	On Demand	412,654.64
Auxiliary Fund	Illinois Funds	4.369%	On Demand	-
	Business Office E-Pay	4.369%	On Demand	8,653.38
	General Store & Student Activities E-Pay	4.369%	On Demand	17,891.12
Restricted Purposes	Illinois Funds	4.369%	On Demand	870,086.14
	Higher Reach E-Pay	4.369%	On Demand	-
	Business Office E-Pay	4.369%	On Demand	(19,100.00)
	General Store & Student Activities E-Pay	4.369%	On Demand	-
	Banterra ICS	2.530%	On Demand	1,374,869.78
Working Cash	Illinois Funds	4.369%	On Demand	4,340,688.13
	Banterra ICS	2.530%	On Demand	1,532,127.99
Student Activity	Illinois Funds	4.369%	On Demand	80.00
Audit Fund	Illinois Funds	4.369%	On Demand	-
	Banterra ICS	2.530%	On Demand	2,198.72
Liability Protection & Settlement Fund	Illinois Funds	4.369%	On Demand	-
	Banterra ICS	2.530%	On Demand	207,422.93
				<u>\$ 22,792,901.29</u>
Weighted Average Rate		<b>3.629%</b>		
3 Month Treasury Bill Rate 9/30/2025		<b>3.86%</b>		
Target Federal Funds Rate 9/30/2025		<b>4.00% -4.25%</b>		

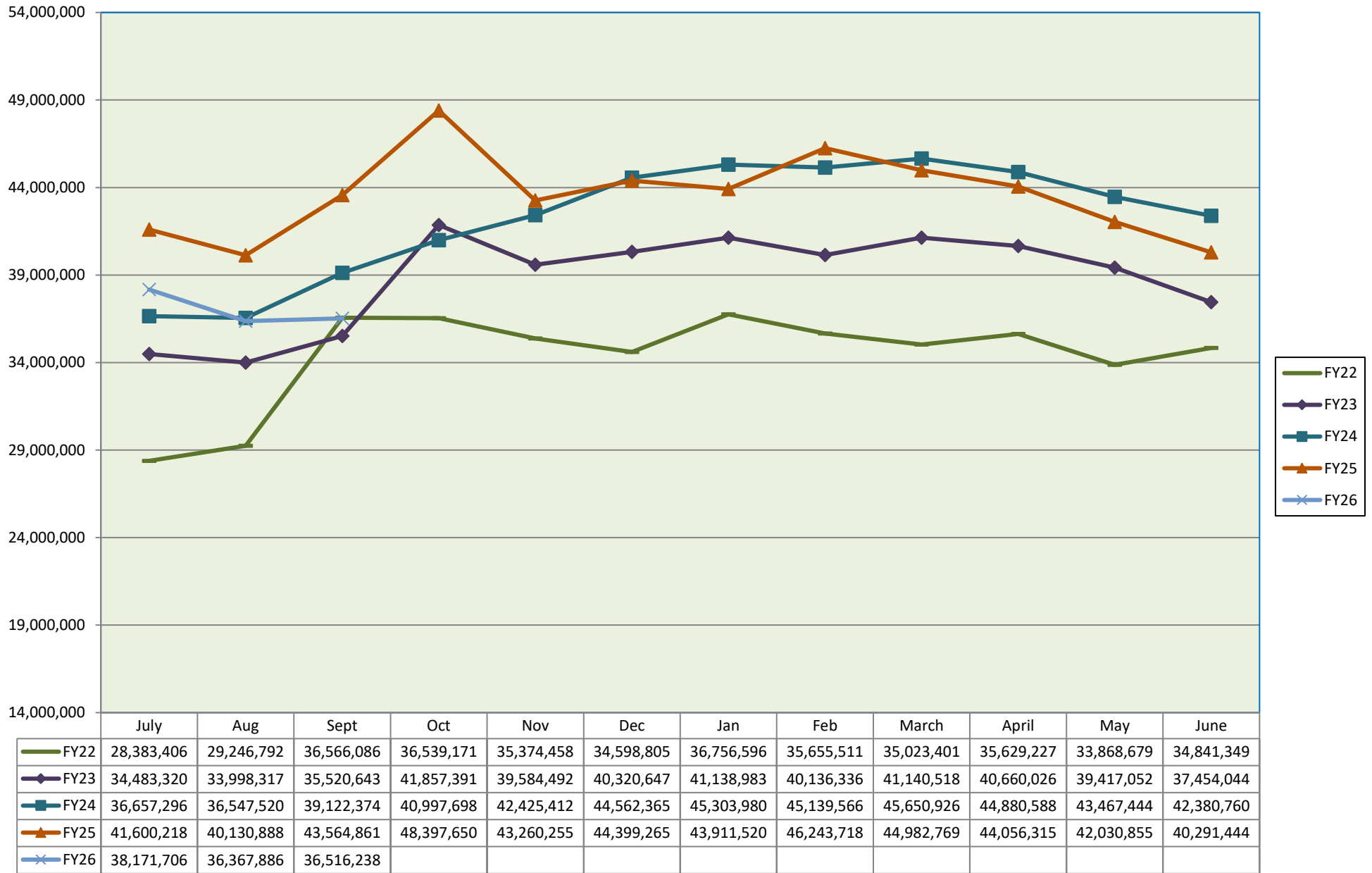
\*Interest/dividend rates are the average Illinois Funds rates and ending Banterra rates for September.



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

<b>Fund Name</b>	<b>Beginning Balance</b>	<b>Month Activity</b>	<b>Ending Balance</b>
<b>First Mid-Illinois Bank - Depository &amp; Logan Fitness</b>			
Education Fund	\$ 76,070.75	\$ (19,554.34)	\$ 56,516.41
Operations & Maintenance Fund	13,293.78	(12,013.78)	1,280.00
Oper Bldg & Maint-Rest Fund	-	-	-
Bond & Interest Fund	-	-	-
Auxiliary Enterprises Fund	47,793.35	(150,149.81)	-102,356.46
Restricted Purposes Fund	183,860.41	(49,785.43)	134,074.98
Student Activity Fund	2,712.35	1,788.00	4,500.35
Audit Fund	-	-	-
Liability Protection & Settle Fund	-	-	-
<b>Subtotals</b>	<b>\$ 323,730.64</b>	<b>\$ (229,715.36)</b>	<b>\$ 94,015.28</b>
<b>Bank of Herrin - CDB Trust Accounts</b>			
Oper Bldg & Maint-Rest Fund	\$ 2,045,795.58	\$ 3,635,716.72	5,681,512.30
<b>Subtotals</b>	<b>\$ 2,045,795.58</b>	<b>\$ 3,635,716.72</b>	<b>\$ 5,681,512.30</b>
<b>First Southern Bank - CDB Trust Account</b>			
Oper Bldg & Maint-Rest Fund	\$ 854,458.98	\$ 859.98	855,318.96
<b>Subtotals</b>	<b>\$ 854,458.98</b>	<b>\$ 859.98</b>	<b>\$ 855,318.96</b>
<b>Banterra Bank - Operating &amp; Payroll</b>			
Education Fund	\$ 706,598.58	\$ 3,749,288.77	\$ 4,455,887.35
Operations & Maintenance Fund	940,056.89	(52,939.56)	887,117.33
Oper Bldg & Maint-Rest Fund	1,331,222.68	(44,069.36)	1,287,153.32
Bond & Interest Fund	202,687.33	240,814.53	443,501.86
Auxiliary Enterprises Fund	624,535.94	(126,822.66)	497,713.28
Restricted Purposes Fund	1,159,984.82	(3,416,845.91)	(2,256,861.09)
Working Cash Fund	725,982.27	2,637.30	728,619.57
Student Activity Fund	43,567.63	1,661.96	45,229.59
Audit Fund	74,971.87	4,916.74	79,888.61
Liability Protection & Settle Fund	1,374,468.36	(456,627.90)	917,840.46
<b>Subtotals</b>	<b>\$ 7,184,076.37</b>	<b>\$ (97,986.09)</b>	<b>\$ 7,086,090.28</b>
<b>Grand Totals All Bank Accounts</b>			
Education Fund	\$ 782,669.33	\$ 3,729,734.43	\$ 4,512,403.76
Operations & Maintenance Fund	953,350.67	(64,953.34)	888,397.33
Oper Bldg & Maint-Rest Fund	4,231,477.24	3,592,507.34	7,823,984.58
Bond & Interest Fund	202,687.33	240,814.53	443,501.86
Auxiliary Enterprises Fund	672,329.29	(276,972.47)	395,356.82
Restricted Purposes Fund	1,343,845.23	(3,466,631.34)	(2,122,786.11)
Working Cash Fund	725,982.27	2,637.30	728,619.57
Student Activity Fund	46,279.98	3,449.96	49,729.94
Audit Fund	74,971.87	4,916.74	79,888.61
Liability Protection & Settle Fund	1,374,468.36	(456,627.90)	917,840.46
<b>Cash in Bank Totals</b>	<b>\$ 10,408,061.57</b>	<b>\$ 3,308,875.25</b>	<b>\$ 13,716,936.82</b>
Plus Cash on Hand	3,200.00	3,200.00	6,400.00
<b>Grand Totals</b>	<b>\$ 10,411,261.57</b>	<b>\$ 3,312,075.25</b>	<b>\$ 13,723,336.82</b>

### All CASH AND INVESTMENTS BY MONTH



**JOHN A. LOGAN COLLEGE  
OPERATING FUNDS  
SEPTEMBER 30, 2025  
25% FISCAL YEAR COMPLETE**

<b>REVENUE BY SOURCE</b>	<b>Original FY 2026 Budget</b>	<b>Current Month</b>	<b>Y-T-D FY 2026 Actual</b>	<b>% Y-T-D of Original Budget</b>	<b>Prior Y-T-D Same Period</b>	<b>% Change in \$ from Prior Year</b>
<b>LOCAL GOVERNMENT</b>						
CURRENT TAXES	\$ 8,461,130.00	\$ 719,502.56	\$ 725,207.31	8.6%	\$ 1,871,659.72	-61.3%
CORP PERSONAL PROP REPLACE	900,000.00	-	25,372.62	2.8%	40,341.29	-37.1%
OTHER LOCAL GOVERNMENT	-	-	-	N/A	8,625.00	-100.0%
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>9,361,130.00</b>	<b>719,502.56</b>	<b>750,579.93</b>	<b>8.0%</b>	<b>1,920,626.01</b>	<b>-60.9%</b>
<b>STATE GOVERNMENT</b>						
ICCB STATE BASE OPERATING GRANT	3,120,564.00	178,694.36	724,771.75	23.2%	786,418.25	-7.8%
ICCB STATE EQUALIZATION GRANT	6,339,407.00	543,991.67	1,631,975.01	25.7%	1,569,159.99	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	22,464.02	22,464.02	15.9%	10,825.03	107.5%
OTHER STATE GOVERNMENT	15,000.00	5,429.22	5,429.22	36.2%	4,678.25	16.1%
<b>TOTAL STATE GOVERNMENT SOURCES</b>	<b>9,980,971.00</b>	<b>750,579.27</b>	<b>2,384,640.00</b>	<b>23.9%</b>	<b>2,537,802.52</b>	<b>-6.0%</b>
<b>FEDERAL GOVERNMENT</b>						
DEPARTMENT OF EDUCATION	41,700.00	7,069.15	12,329.36	29.6%	9,974.34	23.6%
DEPARTMENT OF HEALTH & HUMAN SERVICES	370,000.00	32,221.18	96,597.98	26.1%	86,224.17	12.0%
OTHER FEDERAL GOVERNMENT	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL FEDERAL GOVERNMENT SOURCES</b>	<b>436,700.00</b>	<b>39,290.33</b>	<b>108,927.34</b>	<b>24.9%</b>	<b>96,198.51</b>	<b>13.2%</b>
<b>STUDENT TUITION &amp; FEES</b>						
TUITION	10,364,500.00	(28,645.00)	5,409,077.00	52.2%	5,313,745.25	1.8%
FEES	751,000.00	(1,335.68)	359,047.84	47.8%	359,205.87	0.0%
<b>TOTAL STUDENT TUITION &amp; FEES</b>	<b>11,115,500.00</b>	<b>(29,980.68)</b>	<b>5,768,124.84</b>	<b>51.9%</b>	<b>5,672,951.12</b>	<b>1.7%</b>
<b>OTHER SOURCES</b>						
PUBLIC SERVICE FEES	31,000.00	1,327.50	6,445.87	20.8%	3,749.00	71.9%
SALES AND SERVICE FEES	212,000.00	17,000.00	19,266.85	9.1%	279.00	6805.7%
FACILITIES REVENUE	176,450.00	9,755.00	38,636.66	21.9%	21,475.00	79.9%
INTEREST ON INVESTMENTS	849,650.00	52,322.76	167,855.93	19.8%	226,333.57	-25.8%
OTHER NONGOVT REVENUE	15,000.00	1,556.90	2,004.90	13.4%	748.86	167.7%
<b>TOTAL OTHER SOURCES</b>	<b>1,284,100.00</b>	<b>81,962.16</b>	<b>234,210.21</b>	<b>18.2%</b>	<b>252,585.43</b>	<b>-7.3%</b>
<b>TRANSFERS IN</b>	270,000.00	-	-	0.0%	-	N/A
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 32,448,401.00</b>	<b>\$ 1,561,353.64</b>	<b>\$ 9,246,482.32</b>	<b>28.5%</b>	<b>\$ 10,480,163.59</b>	<b>-11.8%</b>

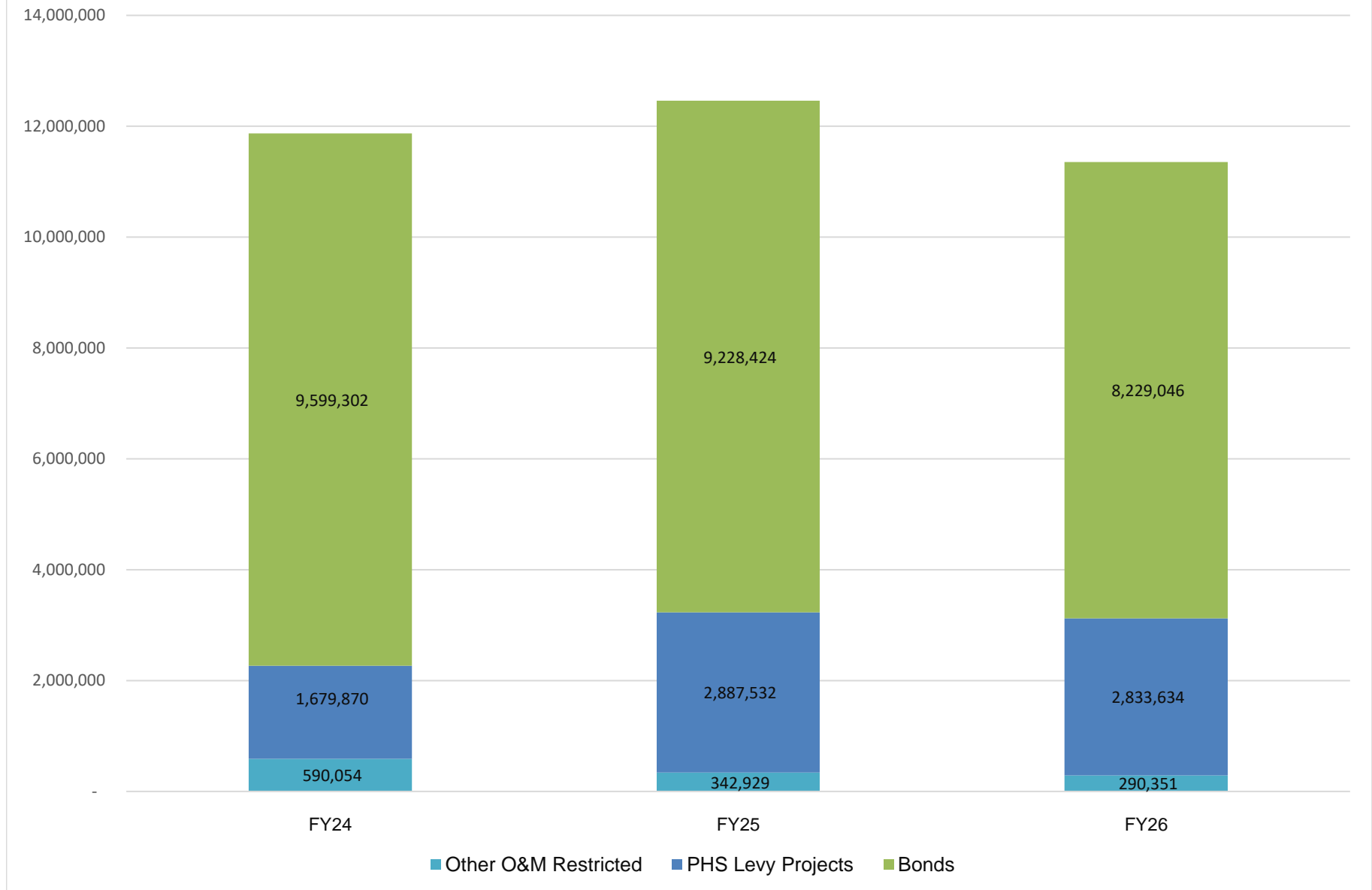
\* Operating funds consist of Education fund plus Operating and Maintenance fund.

**JOHN A. LOGAN COLLEGE  
OPERATING FUNDS  
SEPTEMBER 30, 2025  
25% FISCAL YEAR COMPLETE**

	<b>Original FY 2026 Budget</b>	<b>Current Month</b>	<b>Y-T-D FY 2026 Actual</b>	<b>% Y-T-D of Original Budget</b>	<b>Prior Y-T-D Same Period</b>	<b>% Change in \$ from Prior Year</b>
<b><u>EXPENSE BY PROGRAM</u></b>						
INSTRUCTION	\$ 8,958,542.00	\$ 834,508.81	\$ 1,909,684.43	21.3%	\$ 1,744,457.27	9.5%
ACADEMIC SUPPORT	2,668,196.00	208,393.22	752,447.93	28.2%	699,282.03	7.6%
STUDENT SERVICES	2,825,904.00	238,081.35	721,943.47	25.5%	615,625.94	17.3%
PUBLIC SERVICES/CONTINUING EDUCATION	718,504.00	87,069.87	200,504.85	27.9%	146,955.96	36.4%
OPERATION & MAINTENANCE OF PLANT	4,701,414.00	455,475.51	1,107,175.96	23.5%	914,481.20	21.1%
INSTITUTIONAL SUPPORT	7,497,604.00	591,866.57	2,057,525.37	27.4%	1,902,623.89	8.1%
SCHOLARSHIPS, STUDENT GRANTS & WAIVERS	2,710,000.00	281,731.50	1,321,484.00	48.8%	1,430,708.75	-7.6%
TRANSFERS OUT	2,360,000.00	166,666.00	500,000.00	21.2%	594,250.00	-15.9%
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>\$ 32,440,164.00</b>	<b>\$ 2,863,792.83</b>	<b>\$ 8,570,766.01</b>	<b>26.4%</b>	<b>\$ 8,048,385.04</b>	<b>6.5%</b>
<b><u>EXPENSE BY OBJECT</u></b>						
SALARIES & WAGES	\$ 18,650,012.00	\$ 1,630,038.51	\$ 4,395,929.94	23.6%	\$ 4,051,119.83	8.5%
EMPLOYEE BENEFITS	2,670,571.00	315,607.37	770,212.60	28.8%	600,873.83	28.2%
CONTRACTUAL SERVICES	2,022,690.00	222,834.09	619,251.18	30.6%	512,224.05	20.9%
GENERAL MATERIALS & SUPPLIES	1,514,110.00	99,841.01	268,141.27	17.7%	211,018.25	27.1%
CONFERENCE & MEETING EXPENSE	581,787.00	8,926.22	40,480.92	7.0%	62,942.20	-35.7%
FIXED CHARGES	526,378.00	2,820.28	408,976.55	77.7%	51,555.19	693.3%
UTILITIES	1,052,694.00	130,164.29	239,056.20	22.7%	196,161.96	21.9%
CAPITAL OUTLAY	121,000.00	-	-	0.0%	334,106.00	-100.0%
OTHER	2,775,600.00	286,895.06	1,328,717.35	47.9%	1,434,133.73	-7.4%
CONTINGENCY	165,322.00	-	-	0.0%	-	N/A
TRANSFERS OUT	2,360,000.00	166,666.00	500,000.00	21.2%	594,250.00	-15.9%
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 32,440,164.00</b>	<b>\$ 2,863,792.83</b>	<b>\$ 8,570,766.01</b>	<b>26.4%</b>	<b>\$ 8,048,385.04</b>	<b>6.5%</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ 8,237.00</b>	<b>\$ (1,302,439.19)</b>	<b>\$ 675,716.31</b>	<b>8203.4%</b>	<b>\$ 2,431,778.55</b>	<b>-72.2%</b>

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

## Operations & Maintenance Restricted Fund Balances as of September



**JOHN A. LOGAN COLLEGE**  
**AUXILIARY FUND**  
**SEPTEMBER 30, 2025**  
 25% FISCAL YEAR COMPLETE

<b>REVENUE BY SOURCE</b>	<b>Original FY 2026 Budget</b>	<b>Current Month</b>	<b>Y-T-D FY 2026 Actual</b>	<b>% Y-T-D of Original Budget</b>	<b>Prior Y-T-D Same Period</b>	<b>% Change in \$ from Prior Year</b>
<b>STUDENT FEES</b>						
STUDENT ACTIVITY FEES	\$ 264,000.00	\$ (1,380.00)	\$ 142,200.00	53.9%	\$ 132,580.00	7.3%
<b>TOTAL STUDENT FEES</b>	<b>264,000.00</b>	<b>(1,380.00)</b>	<b>142,200.00</b>	<b>53.9%</b>	<b>132,580.00</b>	<b>7.3%</b>
<b>OTHER SOURCES</b>						
PUBLIC SERVICE FEES	130,000.00	12,528.31	28,044.82	21.6%	27,392.29	2.4%
SALES AND SERVICE FEES	853,850.00	98,571.81	411,556.32	48.2%	282,559.79	45.7%
INTEREST ON INVESTMENTS	-	9.37	39.39	N/A	-	N/A
OTHER NONGOVT REVENUE	39,450.00	-	-	0.0%	-	N/A
<b>TOTAL OTHER SOURCES</b>	<b>1,023,300.00</b>	<b>111,109.49</b>	<b>439,640.53</b>	<b>43.0%</b>	<b>309,952.08</b>	<b>41.8%</b>
<b>TRANSFERS IN</b>	2,070,000.00	166,666.00	500,000.00	24.2%	500,000.00	0.0%
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 3,357,300.00</b>	<b>\$ 276,395.49</b>	<b>\$ 1,081,840.53</b>	<b>32.2%</b>	<b>\$ 942,532.08</b>	<b>14.8%</b>
<b>EXPENSE BY OBJECT</b>						
<b>PUBLIC SERVICES</b>						
SALARIES & WAGES	\$ 559,781.00	\$ 49,901.48	\$ 158,923.07	28.4%	\$ 145,899.48	8.9%
BENEFITS	44,179.00	8,420.76	43,016.26	97.4%	37,361.59	15.1%
CONTRACTUAL SERVICES	37,015.00	3,330.28	13,505.55	36.5%	12,333.12	9.5%
GENERAL MATERIALS & SUPPLIES	90,350.00	5,008.49	52,149.54	57.7%	16,300.43	219.9%
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	18,720.53	35,401.83	23.5%	30,468.40	16.2%
CAPITAL OUTLAY	20,000.00	-	-	0.0%	-	N/A
OTHER	-	-	-	N/A	-	N/A
<b>TOTAL PUBLIC SERVICES</b>	<b>921,295.00</b>	<b>85,381.54</b>	<b>315,716.45</b>	<b>34.3%</b>	<b>255,224.27</b>	<b>23.7%</b>
<b>INDEPENDENT OPERATIONS</b>						
SALARIES & WAGES	800,692.00	90,960.03	196,243.67	24.5%	174,676.61	12.3%
EMPLOYEE BENEFITS	91,435.00	11,541.43	28,982.76	31.7%	17,830.86	62.5%
CONTRACTUAL SERVICES	275,985.00	45,093.69	66,400.38	24.1%	32,964.48	101.4%
GENERAL MATERIALS & SUPPLIES	291,782.00	21,806.53	62,874.91	21.5%	66,008.02	-4.7%
CONFERENCE & MEETING EXPENSE	275,148.00	8,141.59	14,202.64	5.2%	18,139.99	-21.7%
FIXED CHARGES	36,940.00	-	-	0.0%	560.00	-100.0%
UTILITIES	12,000.00	2,024.65	4,707.27	39.2%	-	N/A
CAPITAL OUTLAY	-	-	-	N/A	10,361.00	-100.0%
SCHOLARSHIPS AND OTHER	223,150.00	7,950.00	14,678.00	6.6%	37,391.69	-60.7%
<b>TOTAL INDEPENDENT OPERATIONS</b>	<b>2,007,132.00</b>	<b>187,517.92</b>	<b>388,089.63</b>	<b>19.3%</b>	<b>357,932.65</b>	<b>8.4%</b>
<b>INSTITUTIONAL SUPPORT</b>						
CONTRACTUAL SERVICES	38,000.00	2,770.03	4,447.25	11.7%	8,064.81	-44.9%
GENERAL MATERIALS & SUPPLIES	52,150.00	-	2,455.80	4.7%	7,020.59	-65.0%
FIXED CHARGES	47,454.00	3,954.50	11,863.50	25.0%	16,383.53	-27.6%
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>162,604.00</b>	<b>6,724.53</b>	<b>18,766.55</b>	<b>11.5%</b>	<b>31,468.93</b>	<b>-40.4%</b>
<b>SCHOLARSHIPS, STUDENT GRANTS, WAIVERS</b>						
OTHER - WAIVERS	452,000.00	244,380.00	254,925.00	56.4%	246,577.00	3.4%
<b>TOTAL SCHOLARSHIPS, GRANTS, WAIVERS</b>	<b>452,000.00</b>	<b>244,380.00</b>	<b>254,925.00</b>	<b>56.4%</b>	<b>246,577.00</b>	<b>3.4%</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 3,543,031.00</b>	<b>\$ 524,003.99</b>	<b>\$ 977,497.63</b>	<b>27.6%</b>	<b>\$ 891,202.85</b>	<b>9.7%</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ (185,731.00)</b>	<b>\$ (247,608.50)</b>	<b>\$ 104,342.90</b>	<b>-56.2%</b>	<b>\$ 51,329.23</b>	<b>103.3%</b>

**JOHN A. LOGAN COLLEGE**  
**LIABILITY, PROTECTION, & SETTLEMENT FUND**  
**SEPTEMBER 30, 2025**  
**25% 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
<b><u>REVENUE BY SOURCE</u></b>						
LOCAL GOVERNMENT						
CURRENT TAXES	\$ 2,393,292.00	\$ 204,584.63	\$ 206,386.43	8.6%	\$ 598,078.80	-65.5%
<b>TOTAL LOCAL GOVERNMENT SOURCES</b>	<b>2,393,292.00</b>	<b>204,584.63</b>	<b>206,386.43</b>	<b>8.6%</b>	<b>598,078.80</b>	<b>-65.5%</b>
OTHER SOURCES						
INTEREST ON INVESTMENTS	69,300.00	4,374.30	14,113.88	20.4%	12,350.65	14.3%
OTHER NONGOVT REVENUE	-	-	5.00	N/A	-	N/A
<b>TOTAL OTHER SOURCES</b>	<b>69,300.00</b>	<b>4,374.30</b>	<b>14,118.88</b>	<b>20.4%</b>	<b>12,350.65</b>	<b>14.3%</b>
<b>TOTAL BUDGETED REVENUES</b>	<b>\$ 2,462,592.00</b>	<b>\$ 208,958.93</b>	<b>\$ 220,505.31</b>	<b>9.0%</b>	<b>\$ 610,429.45</b>	<b>-63.9%</b>
<b><u>EXPENSE BY OBJECT</u></b>						
OPERATIONS AND MAINTENANCE OF PLANT						
SALARIES & WAGES	\$ 735,992.00	\$ 50,460.79	\$ 154,334.04	21.0%	\$ 146,445.43	5.4%
EMPLOYEE BENEFITS	89,380.00	4,712.27	18,008.06	20.1%	18,984.72	-5.1%
CONTRACTUAL SERVICES	27,408.00	163.75	14,345.01	52.3%	14,298.39	0.3%
GENERAL MATERIALS & SUPPLIES	59,740.00	2,157.81	8,887.98	14.9%	3,499.93	153.9%
CONFERENCE & MEETING EXPENSE	13,450.00	768.93	1,183.33	8.8%	-	N/A
<b>TOTAL OPERATIONS AND MAINT OF PLANT</b>	<b>925,970.00</b>	<b>58,263.55</b>	<b>196,758.42</b>	<b>21.2%</b>	<b>183,228.47</b>	<b>7.4%</b>
INSTITUTIONAL SUPPORT						
SALARIES & WAGES	95,909.00	5,151.08	10,036.56	10.5%	23,286.72	-56.9%
EMPLOYEE BENEFITS	664,853.00	42,806.89	122,928.37	18.5%	119,050.96	3.3%
CONTRACTUAL SERVICES	237,500.00	1,206.20	24,822.39	10.5%	131,668.61	-81.1%
GENERAL MATERIALS & SUPPLIES	21,250.00	8.50	8.50	0.0%	4,696.45	-99.8%
CONFERENCE & MEETING EXPENSE	2,500.00	-	-		-	
FIXED CHARGES	506,500.00	236,021.86	470,132.09	92.8%	130,382.76	260.6%
CAPITAL OUTLAY	152,500.00	-	-	0.0%	176,374.27	-100.0%
OTHER	-	5.00	5.00	N/A	-	N/A
CONTINGENCY	25,000.00	-	-	0.0%	-	N/A
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>1,706,012.00</b>	<b>285,199.53</b>	<b>627,932.91</b>	<b>36.8%</b>	<b>585,459.77</b>	<b>7.3%</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 2,631,982.00</b>	<b>\$ 343,463.08</b>	<b>\$ 824,691.33</b>	<b>31.3%</b>	<b>\$ 768,688.24</b>	<b>7.3%</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ (169,390.00)</b>	<b>\$ (134,504.15)</b>	<b>\$ (604,186.02)</b>	<b>356.7%</b>	<b>\$ (158,258.79)</b>	<b>281.8%</b>

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## **FUND DESCRIPTIONS**

John A. Logan College has two Operating funds: the Education Fund and the Operations and Maintenance Fund. The Education fund works in combination with the Operations and Maintenance fund to make up the College's General Fund.

### **EDUCATION FUND**

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational programs of the college.

### **OPERATIONS AND MAINTENANCE FUND**

This fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the installation, improvement, repair, replacement, and maintenance of the building fixtures; interior decoration; rental of buildings and property for community college purposes; payment of all premiums for insurance on buildings and building fixtures. If approved by resolution of the local board, the payment of salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, custodial supplies, and equipment; and professional surveys of the condition of college buildings are allowed.

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

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

### **AUXILIARY ENTERPRISES FUND**

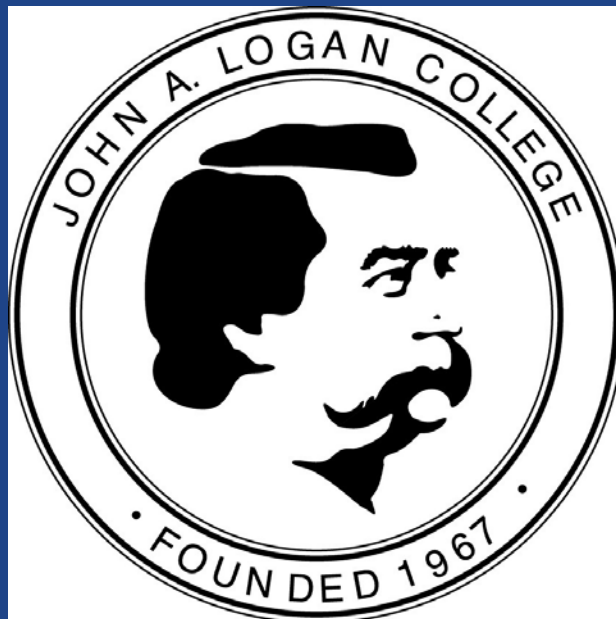
The Auxiliary Enterprises Fund accounts for college services where a fee is charged to students/staff and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, bookstore, copy/supply center, and intercollegiate athletics. Subsidies for Auxiliary Services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

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

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



**OLD BUSINESS**  
**Board Policy Revisions 9.A**  
**for Final Action**



**JOHN A. LOGAN COLLEGE  
OLD BUSINESS**

**9.A – Board Policy Revisions for Final Action**

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**1. REASON FOR CONSIDERATION**

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

<b>Board Policy</b>	<b>Title</b>
2380	Student Trustee
3250.A	Permanent Closure (NEW)
3361	Copyright Protection ( <b>REPEAL</b> )
3375	Fraud Prevention and Whistleblower Protection ( <b>REPEAL</b> )
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, and are now back before the Board 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 Board Policy Committee*

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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	<b>NEW POLICY</b> to address HLC Assumed Practice D.7, and further expand BP 3250 (Academic Continuity)
3361	Copyright Protection	<b>RECOMMEND REPEAL</b>
3375	Fraud Prevention and Whistleblower Protection	<b>RECOMMEND REPEAL</b>
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

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 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.

The student member shall participate in all Board functions. The student member is allowed an advisory vote on all matters, but such a vote is not official. The student member may serve on Board committees, and attend executive sessions (when permitted), however their attendance does not constitute 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.

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;  
NOVEMBER 25, 2025

REVIEWED: OCTOBER 12, 2015; OCTOBER 20, 2025

LEGAL REF.: 110 ILCS 805/3-7.24

CROSS REF.: ADMINISTRATIVE PROCEDURE 812

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.

ADOPTED: NOVEMBER 25, 2025

AMENDED:

REVIEWED: OCTOBER 20, 2025

LEGAL REF.: 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.: 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; NOVEMBER 25 2025
REVIEWED:	OCTOBER 20, 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

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.

ADOPTED:	NOVEMBER 24, 2009
AMENDED:	SEPTEMBER 24, 2024 ( <i>FORMER BP 3367</i> ); NOVEMBER 25, 2025
REVIEWED:	OCTOBER 20, 2025
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.



ADOPTED: JANUARY 25, 2000 (BY COMBINING FORMER BOARD POLICIES 5221B AND 6150)  
AMENDED: FEBRUARY 28, 2012; JUNE 28, 2022; NOVEMBER 25, 2025  
REVIEWED: MAY 17, 2022; OCTOBER 20, 2025  
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 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.

ADOPTED: JUNE 8, 1987

AMENDED: NOVEMBER 25, 2025

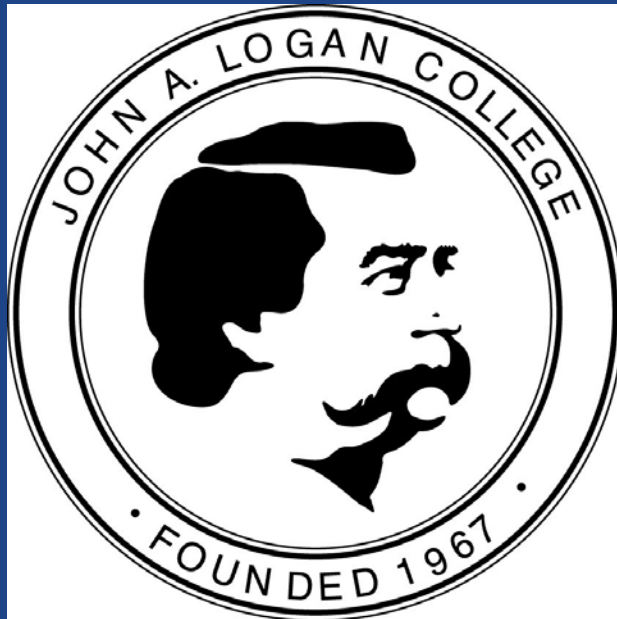
REVIEWED: OCTOBER 20, 2025

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

## Old Business 9.B

### Abatement of Working Cash Funds



**JOHN A. LOGAN COLLEGE**  
**Old Business**

**9.B – Resolution abating the working cash fund of Community College District No. 530,  
Counties of Williamson, Jackson, Franklin, Perry, and Randolph, and the State of Illinois**

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**1. REASON FOR CONSIDERATION**

On October 20, 2025, closing documents related to the sale of Working Cash Bonds of \$7.3m for John A. Logan College were successfully completed and the funds related to the sale of these bonds were transmitted to the College's Working Cash Fund. At this time, however, we are requesting an abatement of these proceeds from the JALC Working Cash Fund (07) to the College's Operations and Maintenance Fund (Restricted)(Fund 03).

This abatement is a permanent transfer to allow the College to use these funds for the purposes that have been outlined in the Preliminary Offer Statement as well as in discussions with the Finance Committee and the full Board during the board planning phase.

The amount to be transferred is \$7,001,382.94, which represents the net proceeds of the sale after issuance costs had been paid.

**2. BACKGROUND INFORMATION**

Because Fund 07 – Working Cash has been established by the Board as a permanent fund holding cash resources for the College, the Board must give permission for these funds to be used as operational needs arise. The standard process is for the Treasurer to request permission to abate funds for temporary use in normal college operations and to return those transferred funds by the end of the fiscal year.

The proceeds of such things as bond issuances are deposited directly to this Working Cash Fund where specific permission must be given by the Board in order for their use in the payment of debts incurred by the specific projects for which the borrowings were made.

This resolution is allowing a permanent abatement of these funds in Fund 07 to Fund 03 which is the money from which capital and maintenance/refreshment projects are paid.

**3. RECOMMENDATION**

That the Board of Trustees approves the permanent abatement of the recent bond proceeds in the amount of \$7,001,382.94 from Working Cash Funds (Fund 07) to the Operations and Maintenance Fund (Restricted) (Fund 03).

**Staff Contact:**

Susan LaPanne, Ph.D., CPA, Vice President-Business Services and CFO

RESOLUTION abating the working cash fund of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*District*”), has heretofore created and is maintaining a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 3-33.6a of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), authorizes the Board to abate the Fund:

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

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

*Section 2. Amount of Abatement.* The Fund shall be abated as of the date hereof by the amount of \$7,001,382.94 (the “*Abatement Amount*”).

*Section 3. Permanent Transfer.* The Treasurer of the Board is hereby authorized and directed to forthwith permanently transfer the Abatement Amount to the Operations and Maintenance Fund (Restricted) of the District (the “*O&M Fund*”), the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that following said abatement, the balance to the credit of the Fund, and amounts transferred pursuant

to Section 3-33.6 of the Act and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

*Section 4. Outstanding Loans.* If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the O&M Fund, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Act.

*Section 5. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repealer and Effective Date.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 25, 2025.

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Chair, Board of Trustees

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Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, held in the Board Room in the Administration Building, 700 Logan College Drive, Carterville, Illinois, in said Community College District at 6:00 o'clock P.M., on the 25th day of November, 2025.

\* \* \*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_ (non-voting student trustee).

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

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

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

\_\_\_\_\_  
The Chair announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution abating the working cash fund of the District.

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

RESOLUTION abating the working cash fund of Community College  
District No. 530, Counties of Williamson, Jackson, Franklin, Perry  
and Randolph and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*District*”), has heretofore created and is maintaining a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 3-33.6a of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), authorizes the Board to abate the Fund:

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

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

*Section 2. Amount of Abatement.* The Fund shall be abated as of the date hereof by the amount of \$7,001,382.94 (the “*Abatement Amount*”).

*Section 3. Permanent Transfer.* The Treasurer of the Board is hereby authorized and directed to forthwith permanently transfer the Abatement Amount to the Operations and Maintenance Fund (Restricted) of the District (the “*O&M Fund*”), the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that following said abatement, the balance to the credit of the Fund, and amounts transferred pursuant to Section 3-33.6 of the Act and to be reimbursed to the Fund, is at least equal to 0.05% of the



value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

*Section 4. Outstanding Loans.* If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the O&M Fund, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Act.

*Section 5. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 6. Repealer and Effective Date.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 25, 2025.

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Chair, Board of Trustees

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Secretary, Board of Trustees

Member \_\_\_\_\_ moved and Member \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

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

Upon the roll being called, the following members voted AYE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following members voted NAY: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS                )  
  ) SS  
COUNTY OF WILLIAMSON )

**CERTIFICATION OF MINUTES AND RESOLUTION**

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 25th day of November, 2025, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the working cash fund of Community College  
District No. 530, Counties of Williamson, Jackson, Franklin, Perry  
and Randolph and State of Illinois.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Act and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

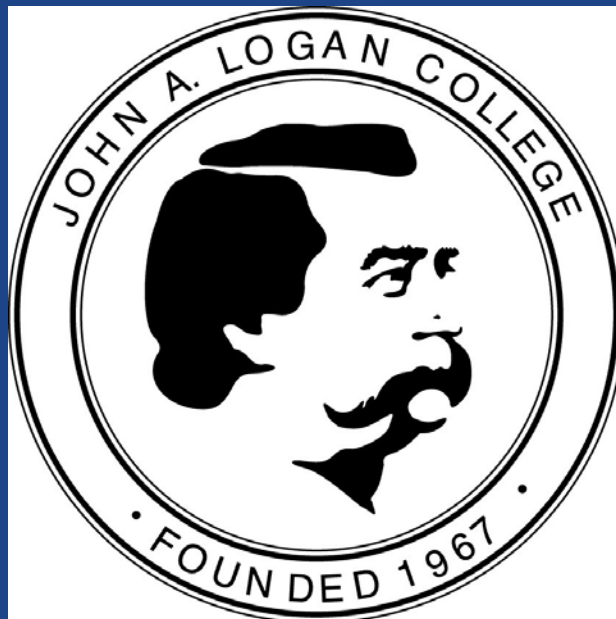
IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of November, 2025.

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Secretary, Board of Trustees

## **NEW BUSINESS**

### **Board Policy Revisions for First Reading 10.A**



**JOHN A. LOGAN COLLEGE  
NEW BUSINESS**

**10.A – Board Policy Revisions for Review**

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**1. REASON FOR CONSIDERATION**

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

<b>Board Policy</b>	<b>Title</b>
4311	Chronic Infectious Disease & Personal Hygiene
4320	Policy Prohibiting Sex Discrimination, Sexual Misconduct, and Hazing (Formerly Title IX)
5260	Vacation Time

**2. BACKGROUND INFORMATION**

The revisions are submitted to the Board Policy Committee for review in November of 2025, and after this review, will come back to the Board in January 2026 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*

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November 3, 2025 (Exec Hearing)

November 17, 2025 (Board Policy Committee Hearing)

November 25, 2025 (Board Review)/January 27, 2026 (Final Action)

Policy #	Policy Title	Comments
4311	Chronic Infectious Disease & Personal Hygiene	Updating Board Policy to include compliance with Public Health and Personal Hygiene Standards
4320	Policy Prohibiting Sex Discrimination, Sexual Misconduct, and Hazing (formerly Title IX)	<b>Revised Policy</b> to include new language for Stop Campus Hazing Acts
5260	Vacation Time	Updating policy to reflect change from fiscal year to hiring date accrual, as well as other necessary changes

John A. Logan College prioritizes preventing the spread of chronic infectious diseases/conditions on campus by educating staff, students, and the community about transmission and prevention methods. Students and employees with chronic communicable diseases/conditions may participate in normal activities and retain their positions if reasonable accommodation can be made to minimize transmission risks. The College respects the privacy of affected individuals, disclosing medical conditions only as necessary to protect health and safety. Decisions regarding participation and employment will be based on current public health guidelines and individual case facts.

Enforcement decisions will be made by utilizing the general legal standard in conjunction with current, available public health department, i.e., county, state, federal and the Centers for Disease Control and Prevention, guidelines concerning the particular disease-or condition in question.

ADOPTED: NOVEMBER 9, 1987

AMENDED: MARCH 22, 2016; SEPTEMBER 24, 2024 (*FORMER BP 3363*); AUGUST 26, 2025

REVIEWED: NOVEMBER 10, 2015, JUNE 16, 2025

LEGAL REF.: AMERICANS WITH DISABILITIES ACT (42 U.S.C. § 12101 ET SEQ.); SECTION 504 OF THE REHABILITATION ACT (29 U.S.C. § 794); HIPAA (FOR MEDICAL PRIVACY, 45 CFR PARTS 160 AND 164)

CROSS REF.:

DRAFT



John A. Logan College is committed to maintaining a safe and healthy educational and employment environment. In addition to compliance with the Violence Against Women Reauthorization Act (VAWA), Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Preventing Sexual Violence in Higher Education Act, the College also complies with the federal Stop Campus Hazing Act and the Illinois Stop Campus Hazing Act.

This Policy prohibits sex-based discrimination, sexual harassment, sexual misconduct, and all forms of hazing. It applies to all members of the College community, including students, employees, contractors, visitors, and third parties, whenever misconduct occurs on College property or in connection with College programs or activities.

~~John A. Logan College is committed to maintaining a safe and healthy educational and employment environment. It is the policy of John A. Logan College to comply with the Violence Against Women Reauthorization Act ("VAWA"), Title IX of the Education Amendments of 1972 ("Title IX"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.~~

~~The College's Policy applies to all members of the College community, including students, employees, contractors, visitors, and third parties, whenever the misconduct occurs on College property or off College property in the event that the conduct was in connection with a College or College-recognized program or activity, or otherwise has a connection to the College.~~

~~The College's established procedures for implementing this Policy are outlined in Administrative Procedure 414, Procedures Implementing the College's Policy Prohibiting Sex Discrimination.~~

ADOPTED: JANUARY 24, 2017

AMENDED: APRIL 27, 2017; MARCH 26, 2024; NOVEMBER 26, 2024

REVIEWED: NOVEMBER 7, 2016; MARCH 11, 2021; FEBRUARY 14, 2024; OCTOBER 3, 2024

LEGAL REF: TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (20 U.S.C. §§ 1681–1688); VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) (34 U.S.C. §§ 12291 ET SEQ.); ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1-101 ET SEQ.); JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT) (20 U.S.C. § 1092(F)); PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT (ILLINOIS) (110 ILCS 155/1 ET SEQ.); FEDERAL STOP CAMPUS HAZING ACT (34 U.S.C. §§ 12401–12406 (ADDED AS PART OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FY 2023))); ILLINOIS STOP CAMPUS HAZING ACT (110 ILCS 22/1 ET SEQ.); 110 ILCS 155/1 ET. SEQ.

CROSS REF.: ~~BOARD POLICY 8317—TITLE IX~~

ADMINISTRATIVE PROCEDURE 414

**PROFESSIONAL AND EXECUTIVE SUPPORT STAFF**

John A. Logan College recognizes the importance of providing vacation leave to support the well-being, work-life balance, and professional sustainability of its Professional and Executive Support Staff.

The College shall grant vacation leave to eligible employees in accordance with their years of service, ensuring equitable accrual and usage standards. Vacation leave shall be administered in a manner that supports operational continuity, financial accountability, and compliance with applicable laws and retirement system guidelines.

The specific terms, accrual rates, usage conditions, and administrative processes for vacation leave are outlined in the corresponding administrative procedure.

Professional and Executive Support Staff shall be entitled to annual vacation based on the following schedule:

<u><b>Fiscal Years of Employment (based on Anniversary Date)</b></u>	<u><b>Number of Days / Hours</b></u>
1 – 3	19 / 152
4 – 8	21 / 168
9	22 / 176
10 – 12	23 / 184
13	24 / 192
14	25 / 200
15	26 / 208

Accrued vacation leave shall be awarded to an employee on a monthly basis. If employment is for less than a full month, a pro-rated amount will be awarded. Vacation leave must be accrued to be utilized.

Vacation leave will be awarded and reported in hourly units. Vacation leave will be taken in no less than one (1) hour increments. A full day absence results in an eight (8) hour charge to the employee's vacation leave.

Employees may carry over a maximum of 448 vacation hours (56 days) at the end of a fiscal year. Days beyond the maximum carryover limit shall be forfeited on July 1 without compensation for those days.

Employees or their assigned heirs in case of death are entitled to be paid for accumulated vacation leave when they terminate employment. Such payment will be reported to the State Universities Retirement System.

Vacation time may be taken at any time during the year. However, it must be planned to accommodate the flow of work and must be approved by the immediate supervisor. As a matter of financial accountability and internal audit procedures, employees with duties defined in the job description that are associated with the processing of financial transactions must use a minimum of four (4) contiguous working days of vacation leave each fiscal year. Supervisors have the responsibility of scheduling vacation leave within their respective area(s) of responsibility.

~~Holidays occurring during vacation leave will not be charged against vacation days.~~

~~Part-time employees shall be entitled to earn a proportionate amount of vacation time to that which a full-time employee earns.~~

ADOPTED: AUGUST 5, 1968

AMENDED: APRIL 1, 1980; MARCH 11, 1985; MARCH 13, 1989; JUNE 27, 1995; JUNE 23, 1998;  
SEPTEMBER 28, 1999 (RETRO TO 7-1-99); JANUARY 25, 2000 (INCLUDED FORMER BOARD POLICY  
6160); JULY 26, 2005; OCTOBER 24, 2006; JUNE 24, 2008; SEPTEMBER 23, 2008; NOVEMBER 25,  
2014; OCTOBER 2018 (TITLES); SEPTEMBER 24, 2019

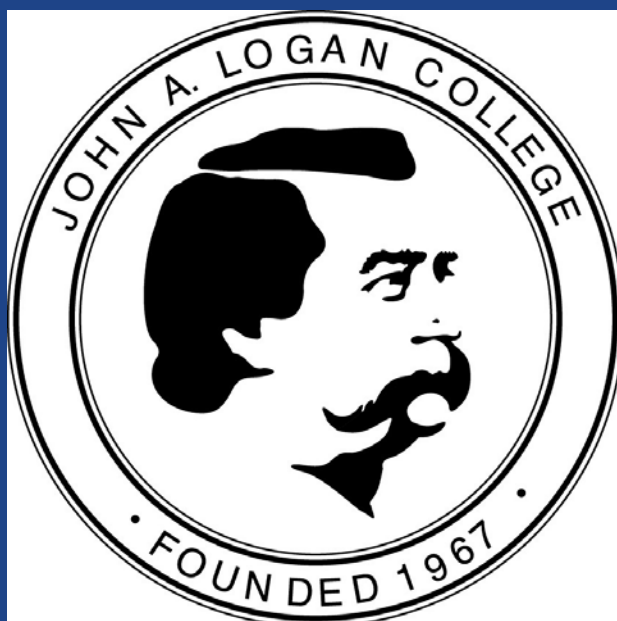
REVIEWED: AUGUST 2, 2019

LEGAL REF.: ILLINOIS PAID LEAVE FOR ALL WORKERS ACT (820 ILCS 192/1 ET SEQ.); ILLINOIS  
ADMINISTRATIVE CODE (80 ILL. ADM. CODE § 303.250); FAIR LABOR STANDARDS ACT (29 U.S.C. §  
201 ET SEQ.; 29 CFR § 4.173); SURS GUIDELINES; ICCB ADMINISTRATIVE RULES (23 ILL. ADM. CODE  
§ 1501 ET SEQ.)

CROSS REF.: ADMINISTRATIVE PROCEDURE 530

## **NEW BUSINESS**

### **Resolution for Parameters 10.B**



**JOHN A. LOGAN COLLEGE  
NEW BUSINESS AGENDA ITEM FOR BOARD APPROVAL**

***10.B – Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving District facilities and for the issue of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.***

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**1. REASON FOR CONSIDERATION**

John A. Logan College, Community College District #530, is anticipating the sale of its General Obligation Debt Certificates on or about January 26, 2026. The issue of not to exceed \$20,300,000 General Obligation Debt Certificate (Limited Tax) of Community College District #530 is anticipated to provide funds for the completion of certain construction, as well as renovation, refreshment, and equipping areas of the District's buildings. This resolution provides for an Installment Purchase Agreement.

**2. BACKGROUND INFORMATION**

This resolution from the Board provides for the issuance of not to exceed \$20,300,000. These bonds will provide funding for the improvement of District facilities and sites including, without limitation, construction of the Career and Technical Education Building, renovating and equipping District buildings, as well as renovating and equipping District buildings and resurfacing and lighting parking lots and adjacent roadways, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful or advisable for these projects.

**3. RECOMMENDATION**

That the Board of Trustees approves the resolution providing for an Installment Purchase Agreement for the purpose of paying the cost of improving District facilities and for the issue of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

**Staff Contact:**

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

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, held in the Board Room in the Administration Building, 700 Logan College Drive, Carterville, Illinois, in said Community College District at 6:00 o'clock P.M., on the 25th day of November, 2025.

\* \* \*

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

\_\_\_\_\_

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

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

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

The Chair announced that the next item for consideration was the issuance of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) to be issued by the District pursuant to Section 17(b) of the Local Government Debt Reform Act, and that the Board of Trustees would consider the adoption of a resolution providing for an Installment Purchase Agreement for the purpose of improving District facilities and sites, including, without limitation, construction of the Career and Technical Education Building, renovating and equipping District buildings and resurfacing and lighting parking lots and adjacent roadways, authorizing the issuance of said Certificates evidencing the rights to payment under said Agreement and providing for the sale of said Certificates. The Chair then explained that the resolution sets forth the parameters for the issuance of said Certificates and sale thereof by designated officials of the district and

summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest and purchase price for said Certificates.

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



RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving District facilities, in and for Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, and for the issue of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

\* \* \*

WHEREAS, Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*District*”), is a community college district of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois, as amended (the “*Public Community College Act*”), the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the “*Installment Purchase Provisions*”); and

WHEREAS, the Board of Trustees of the District (the “*Board*”) has considered the needs of the District and, in so doing, the Board has deemed and does now deem it advisable, necessary, and for the best interests of the District for the purpose of improving District facilities and sites, including, without limitation, construction of the Career and Technical Education Building, renovating and equipping District buildings and resurfacing and lighting parking lots and adjacent roadways, including, in connection with said work, acquisition of all land or rights in land, mechanical, electrical, and other services necessary, useful or advisable thereto (the “*Project*”), all as shown on preliminary plans and cost estimates on file with and approved by the Board; and

WHEREAS, the Board has determined the total cost of the Project and expenses incidental thereto, including financial, legal, architectural, and engineering services related to such work (the “*Related Expenses*”) and to the Agreement hereinafter provided for in this Resolution to be not

less than \$20,300,000, plus estimated investment earnings which may be received on said sum prior to disbursement; and

WHEREAS, sufficient funds of the District are not available to pay the costs of the Project, and it will, therefore, be necessary to borrow money in the amount of not to exceed \$20,300,000 for the purpose of paying such costs; and

WHEREAS, pursuant to the Installment Purchase Provisions, the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements; and

WHEREAS, the Board finds that it is desirable and in the best interests of the District to avail of the provisions of the Installment Purchase Provisions to authorize one or more Installment Purchase Agreements (collectively, the “*Agreements*”); name as counter-party to the Agreement the Treasurer of the Board (the “*Treasurer*”), as nominee-seller; authorize the Chair (the “*Chair*”) and Secretary (the “*Secretary*”) of the Board to execute and attest, respectively, the Agreements on behalf of the District and to file same with the Secretary in his or her capacity as keeper of the records and files of the District; and issue certificates evidencing the indebtedness incurred under the Agreements in the amount of not to exceed \$20,300,000:

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

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

*Section 2. Authorization.* It is necessary and advisable for the residents of the District to pay the costs of the Project, including all Related Expenses, and to borrow money and, in evidence thereof and for the purpose of financing same, enter into the Agreement and, further, to provide for the issuance and delivery of certificates evidencing the indebtedness incurred under the Agreement.

*Section 3. Agreement is a General Obligation; Annual Budget.* The District hereby represents, warrants, and agrees that the obligation to make the payments due under the Agreement shall be a general obligation of the District payable from any funds of the District lawfully available for such purpose. The District represents and warrants that the total amount due under the Agreement, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of the Agreement.

*Section 4. Execution and Filing of the Agreement.* From and after the effective date of this Resolution, the Chair and Secretary be and they are hereby authorized and directed to execute and attest, respectively, the Agreement, in substantially the form set forth in Section 5 of this Resolution, and to do all things necessary and essential to effectuate the provisions of the Agreement, including the execution of any documents and certificates incidental thereto or necessary to carry out the provisions thereof. Further, as nominee-seller, the Treasurer is hereby authorized and directed to execute the Agreement. Upon full execution, the original of the Agreement shall be filed with the Secretary and retained in the District records and shall constitute authority for the issuance of the Certificates hereinafter authorized.

*Section 5. Form of Agreement.* The Agreement shall be in substantially the form as follows:

INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois.

\* \* \*

THIS INSTALLMENT PURCHASE AGREEMENT (this “*Agreement*”) dated as of \_\_\_\_\_, 20\_\_\_\_, by and between the Treasurer of the Board of Trustees (the “*Board*”) of the District (as hereinafter defined), as Nominee-Seller (the “*Seller*”), and Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, a community college district of the State of Illinois (the “*District*”):

**WITNESSETH**

A. The Board has determined to complete projects in and for the District, including, but not limited to, improving District facilities and sites, including, without limitation, construction of the Career and Technical Education Building, renovating and equipping District buildings and resurfacing and lighting parking lots and adjacent roadways (the “*Project*”), all as previously approved by the Board and on file with the Secretary of the Board (the “*Secretary*”).

B. Pursuant to the provisions of the Public Community College Act of the State of Illinois (the “*Public Community College Act*”), the Local Government Debt Reform Act of the State of Illinois (the “*Debt Reform Act*”), and, in particular, the provisions of Section 17(b) of the Debt Reform Act (the “*Installment Purchase Provisions*”), in each case, as supplemented and amended (collectively “*Applicable Law*”), the District has the power to purchase real or personal property through agreements that provide that the consideration for the purchase may be paid through installments made at stated intervals for a period of no more than 20 years, to sell, convey and reacquire either real or personal property upon any terms and conditions and in any manner as the Board shall determine, if the District will lease, acquire by purchase agreement, or otherwise

reacquire the property as authorized by applicable law and to issue certificates evidencing indebtedness incurred under such agreements.

C. On the 25th day of November, 2025, the Board, pursuant to Applicable Law and the need to provide for the Project, adopted a resolution (the “*Resolution*”) authorizing the borrowing of money for the Project, the execution and delivery of this Agreement to finance same, and the issuance of certificates evidencing the indebtedness so incurred.

D. The Resolution is

- (a) incorporated herein by reference; and
- (b) made a part hereof as if set out at this place in full;

and each of the terms as defined in the Resolution is also incorporated by reference for use in this Agreement.

E. The Seller, as nominee as expressly permitted by the Installment Purchase Provisions, has agreed to make, construct and acquire the Project on the terms as hereinafter provided.

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained and other valuable consideration, it is mutually agreed between the Seller and the District as follows:

1. MAKE AND ACQUIRE PROJECT

The Seller agrees to make, construct, and acquire the Project upon real estate owned or to be owned by or upon which valid easements have been obtained in favor of the District.

2. CONVEYANCE

The District conveys to the Seller any portion of the Project heretofore acquired by the District and to be paid from proceeds of the Certificates (as defined in the Resolution). The Seller agrees to convey each part of the Project to the District and to perform all necessary work and convey all necessary equipment; and the District agrees to purchase the Project from the Seller and

pay for the Project the purchase price of \$\_\_\_\_\_; plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates and in no event shall the total aggregate principal purchase price to be paid pursuant to this Agreement exceed the sum of \$\_\_\_\_\_, plus the amount of investment earnings which are earned on the amount deposited with the Treasurer from the sale of the Certificates.

### 3. PAYMENTS

The payment of the entire sum of \$\_\_\_\_\_ of said purchase price shall:

- (a) be payable in installments due on the dates and in the amounts;
  - (b) bear interest at the rates percent per annum which interest shall also be payable on the dates and in the amounts;
  - (c) be payable at the place or places of payment, in the medium of payment, and upon such other terms, including prepayment (redemption);
- all as provided for payment of the Certificates in the Resolution.

### 4. ASSIGNMENT

Rights to payment of the Seller as provided in this Agreement are assigned as a matter of law under the Installment Purchase Provisions to the owners of the Certificates. This Agreement and any right, title, or interest herein, shall not be further assignable. The Certificates, evidencing the indebtedness incurred hereby, are assignable (registrable) as provided in the Resolution.

### 5. TAX COVENANTS

The covenants relating to the tax-exempt status of the Certificates, as set forth in the Resolution, insofar as may be applicable, apply to the work to be performed and the payments made under this Agreement.

## 6. TITLE

(a) *Vesting of Title.* Title in and to any part of the Project, upon delivery or as made, during all stages of the making or acquisition thereof, shall and does vest immediately in the District.

(b) *Damage, Destruction, and Condemnation.* If, during the term of this Agreement, (i) all or any part of the Project shall be destroyed, in whole or in part, or damaged by fire or other casualty or event; or (ii) title to, or the temporary or permanent use of, all or any part of the Project shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm, or corporation acting under governmental authority; or (iii) a material defect in construction of all or any part of the Project shall become apparent; or (iv) title to or the use of all or any part of the Project shall be lost by reason of a defect in title; then the District shall continue to make payments as promised herein and in the Certificates and to take such action as it shall deem necessary or appropriate to repair and replace the Project.

## 7. LAWFUL CORPORATE OBLIGATION

The District hereby represents, warrants, and agrees that the obligation to make the payments due hereunder shall be a lawful direct general obligation of the District payable from the general funds of the District and such other sources of payment as are otherwise lawfully available. The District represents and warrants that the total amount due the Seller hereunder, together with all other indebtedness of the District, is within all statutory and constitutional debt limitations. The District agrees to budget funds of the District annually and in a timely manner so as to provide for the making of all payments when due under the terms of this Agreement.

## 8. GENERAL COVENANT AND RECITAL

It is hereby certified and recited by the Seller and the District, respectively, that as to each, respectively, for itself, all conditions, acts, and things required by law to exist or to be done



precedent to and in the execution of this Agreement did exist, have happened, been done and performed in regular and due form and time as required by law.

**9. NO SEPARATE TAX**

**THE SELLER AND THE DISTRICT RECOGNIZE THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.**

**10. DEFAULT**

In the event of a default in payment hereunder by the District, the Seller or any Certificateholder may pursue any available remedy by suit at law or equity to enforce the payment of all amounts due or to become due under this Agreement, including, without limitation, an action for specific performance.

IN WITNESS WHEREOF the Seller has caused this Installment Purchase Agreement to be executed, and his or her signature to be attested by the Secretary of the Board, and the District has caused this Installment Purchase Agreement to be executed by the Chair of its Board, and also attested by the Secretary of its Board, all as of the day and year first above written.

SELLER:      Signature: \_\_\_\_\_ SPECIMEN

Susan LaPanne  
as Nominee-Seller and the Treasurer of the  
Board of Trustees

ATTEST:

\_\_\_\_\_  
SPECIMEN  
Secretary, Board of Trustees

COMMUNITY COLLEGE DISTRICT NO. 530,  
COUNTIES OF WILLIAMSON, JACKSON,  
FRANKLIN, PERRY AND RANDOLPH AND  
STATE OF ILLINOIS

\_\_\_\_\_  
SPECIMEN  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
SPECIMEN  
Secretary, Board of Trustees

STATE OF ILLINOIS                )  
  ) SS  
COUNTY OF WILLIAMSON )

**CERTIFICATE OF INSTALLMENT PURCHASE AGREEMENT FILING**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “*Board*”) of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois (the “*District*”), and as such officer I do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, there was filed in my office a properly certified copy of that certain document, executed by the Chair of the Board, attested by me in my capacity as Secretary of the Board, and further executed, as Nominee-Seller, by the Treasurer of the Board, also attested by me, dated as of \_\_\_\_\_, 202\_\_, and entitled “INSTALLMENT PURCHASE AGREEMENT for purchase of real or personal property, or both, in and for Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois”; and supporting the issuance of certain General Obligation Debt Certificates (Limited Tax), Series 2026[A][B], of the District; that attached hereto is a true and complete copy of said Agreement as so filed; and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF I hereunto affix my official signature, this \_\_\_\_ day of \_\_\_\_\_, 2026.

SPECIMEN  
Secretary, Board of Trustees

*Section 6. Certificate Details.* For the purpose of providing for the Project, there shall be issued and sold certificates of the District in the principal amount of not to exceed \$20,300,000, and such certificates, if issued, shall be designated “General Obligation Debt Certificates (Limited Tax), Series 2026” (the “*Certificates*”) with such additional series designations and descriptions as may be necessary to describe the Certificates, as set forth in the Certificate Notification (as hereinafter defined). The Certificates may be issued in one or more series, as taxable (the “*Taxable Certificates*”) or tax-exempt (the “*Tax-Exempt Certificates*”), as set forth in the Certificate Notification. The Certificates shall be dated the date of the issuance thereof and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$100,000 each and multiples of \$5,000 in excess thereof (unless otherwise set forth in the Certificate Notification) (but no single Certificate shall represent installments of principal maturing on more than one date) or such other denominations as set forth in the Certificate Notification, and shall be numbered 1 and upward. The Certificates shall become due and payable serially or be subject to mandatory redemption (subject to prior redemption as hereinafter set forth) on June 1 of each of the years (not later than 2036 for the Taxable Certificates and not later than 2041 for the Tax-Exempt Certificates), in the amounts (not exceeding \$775,000 per year for the Taxable Certificates and not exceeding \$2,250,000 per year for the Tax-Exempt Certificates) and bearing interest at the interest rates per annum (not exceeding 6.0%) as set forth in the Certificate Notification. The Certificates shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Certificates is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Certificate Notification, and on June 1 and December 1 of each year thereafter to maturity.

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

The Certificates shall be signed by the manual or facsimile signatures of the Chair and Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer, as they shall determine, and in case any officer whose signature shall appear on any Certificate shall cease to be such officer before the delivery of such Certificate, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

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

be necessary that the same officer sign the certificate of authentication on all of the Certificates issued hereunder.

*Section 7. Registration of Certificates; Persons Treated as Owners.* (a). *General.* The District shall cause books (the “*Certificate Register*”) for the registration and for the transfer of the Certificates as provided in this Resolution to be kept at the principal office of the Certificate Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Certificate Registrar shall keep custody of, multiple Certificate blanks executed by the District for use in the transfer and exchange of Certificates.

Upon surrender for transfer of any Certificate at the principal office of the Certificate Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Certificate Registrar and duly executed by the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Certificate Registrar shall authenticate, date, and deliver in the name of the transferee or transferees a new fully registered Certificate or Certificates of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Certificate or Certificates may be exchanged at said office of the Certificate Registrar for a like aggregate principal amount of Certificate or Certificates of the same maturity of other authorized denominations. The execution by the District of any fully registered Certificate shall constitute full and due authorization of such Certificate and the Certificate Registrar shall thereby be authorized to authenticate, date, and deliver such Certificate; *provided, however*, the principal amount of outstanding Certificates of each maturity authenticated by the Certificate Registrar shall not exceed the authorized principal amount of Certificates for such maturity less previous retirements.

The Certificate Registrar shall not be required to transfer or exchange any Certificate during the period beginning at the close of business on the 15th day of the month next preceding

any interest payment date on such Certificate and ending at the opening of business on such interest payment date, nor to transfer or exchange any Certificate after notice calling such Certificate for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates.

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

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

(b) *Global Book-Entry System.* If so requested by the Purchaser, the following provisions shall apply: The Certificates shall be initially issued in the form of a separate single fully registered Certificate for each of the maturities of the Certificates determined as described in Section 6 hereof. If requested by the Purchaser, upon initial issuance, the ownership of each such Certificate may be registered in the Certificate Register in the name of Cede & Co., or any successor thereto (“Cede”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). In such event, all of the outstanding Certificates shall be registered in the Certificate Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chair and Secretary and the President, Vice President of Finance and Administration and any other business official of the District and the Certificate Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC



as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Certificates by wire transfer.

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

District's obligations with respect to payment of the principal of and interest on the Certificates to the extent of the sum or sums so paid. No person other than a registered owner of a Certificate as shown in the Certificate Register, shall receive a Certificate evidencing the obligation of the District to make payments of principal and interest with respect to any Certificate. Upon delivery by DTC to the Certificate Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 6 hereof with respect to the payment of interest to the registered owners of Certificates at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this Resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Certificate Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Certificates that they be able to obtain certificated Certificates, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Certificates and the Certificates shall no longer be restricted to being registered in the Certificate Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Certificates shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Certificates may be registered in whatever name or names registered owners of Certificates transferring or exchanging Certificates shall designate, in accordance with the provisions of Section 7(a) hereof.

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

*Section 8. Redemption.* (a) *Optional Redemption.* All or a portion of the Certificates, if any, due on and after the date, if any, specified in the Certificate Notification shall be subject to redemption prior to maturity at the option of the District from any available funds, as a whole or in part, and if in part in integral multiples of \$5,000, in any order of their maturity as determined by the District (less than all of the Certificates of a single maturity to be selected by the Certificate Registrar), on the date specified in the Certificate Notification, if any, and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

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

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

(c) *General.* The Certificates shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof subject to the limitations set forth in this section. The District shall, at least twenty (20) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Certificate Registrar) notify the Certificate Registrar of such redemption date and of the principal amount and maturity or maturities of Certificates to be redeemed. For purposes of any redemption of less than all of the outstanding Certificates of a single maturity, the particular Certificates or portions of Certificates to be redeemed shall be selected by lot by the Certificate Registrar from the Certificates of such maturity by such method of lottery as the Certificate Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Certificates or portions thereof so that any \$5,000 Certificate or \$5,000 portion of a Certificate shall be as likely to be called for redemption as any other such \$5,000 Certificate or \$5,000 portion. The Certificate Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Certificates to be redeemed or the time of the giving of official notice of redemption.

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

*Section 9. Redemption Procedure.* Unless waived by any holder of Certificates to be redeemed, notice of the call for any such redemption shall be given by the Certificate Registrar on behalf of the District by mailing the redemption notice by first class mail at least twenty (20) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Certificate or Certificates to be redeemed at the address shown on the Certificate Register or at such other address as is furnished in writing by such registered owner to the Certificate Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Certificates are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Certificates to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Certificate or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Certificates are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Certificate Registrar, and
- (6) such other information then required by custom, practice or industry standard.

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

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice,

the Certificates or portions of Certificates so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Certificates or portions of Certificates shall cease to bear interest. Upon surrender of such Certificates for redemption in accordance with said notice, such Certificates shall be paid by the Certificate Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Certificate, there shall be prepared for the registered holder a new Certificate or Certificates of the same maturity in the amount of the unpaid principal.

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

*Section 10. Form of Certificate.* The Certificates shall be in substantially the following form; *provided, however*, that if the text of the Certificate is to be printed in its entirety on the front side of the Certificate, then paragraph [2] and the legend “See Reverse Side for Additional Provisions”, shall be omitted and paragraphs [6] through [11] shall be inserted immediately after paragraph [1]:

[Form of Certificate - Front Side]

REGISTERED  
NO. \_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

**UNITED STATES OF AMERICA**

**STATE OF ILLINOIS**

**COUNTIES OF WILLIAMSON, JACKSON, FRANKLIN, PERRY AND RANDOLPH**

**COMMUNITY COLLEGE DISTRICT NO. 530**

**[TAXABLE] GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2026[A][B]**

See Reverse Side for Additional Provisions
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Interest	Maturity	Dated	
Rate: ____%	Date: June 1, 20__	Date: _____, 2026	[CUSIP _____]

Registered Owner:

Principal Amount:

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

Registered Owner hereof as shown on the registration books of the District maintained by the Certificate Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Certificate Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Certificate Registrar.

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

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Certificate did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of certificates of which this is one, does not exceed any limitation imposed by law; that the obligation to make payments due hereon is a general obligation of the District payable from any funds of the District legally available for such purpose, and that the District shall budget funds annually and in a timely manner so as to provide for the making of all payments hereon when due. THE OWNER OF THIS CERTIFICATE ACKNOWLEDGES THAT THERE IS NO STATUTORY AUTHORITY FOR THE LEVY OF A SEPARATE TAX IN ADDITION TO OTHER TAXES OF THE DISTRICT OR THE LEVY OF A SPECIAL TAX UNLIMITED AS TO RATE OR AMOUNT TO PAY ANY OF THE AMOUNTS DUE HEREUNDER.

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



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

SPECIMEN

Chair, Board of Trustees

SPECIMEN

Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN

Treasurer, Board of Trustees

Date of Authentication: \_\_\_\_\_, 2025

CERTIFICATE  
OF  
AUTHENTICATION

Certificate Registrar and Paying Agent:

This Certificate is one of the Certificates described in the within-mentioned resolution and is one of the [Taxable] General Obligation Debt Certificates (Limited Tax), Series 2026[A][B], of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois.

\_\_\_\_\_,  
as Certificate Registrar

By \_\_\_\_\_  
SPECIMEN  
Authorized Officer

[Form of Certificate - Reverse Side]

**COMMUNITY COLLEGE DISTRICT NO. 530**

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

**[TAXABLE] GENERAL OBLIGATION DEBT CERTIFICATE (LIMITED TAX), SERIES 2026[A][B]**

[6] This Certificate is one of a series of certificates issued by the District to complete projects in and for the District, including but not limited to improving District facilities and sites, including, without limitation, construction of the Career and Technical Education Building, renovating and equipping District buildings and resurfacing and lighting parking lots and adjacent roadways, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Trustees of the District by a resolution duly and properly adopted for that purpose, in all respects as provided by law. The Certificates issued by the District in connection with the Project have been issued in evidence of the indebtedness incurred pursuant to a certain Installment Purchase Agreement (the “*Agreement*”), dated as of \_\_\_\_\_, 2026, entered into by and between the District and the Treasurer of the Board, as Seller-Nominee, to which reference is hereby expressly made for further definitions and terms and to all the provisions of which the holder by the acceptance of this certificate assents.

[7] [Optional and Mandatory Redemption provisions, as applicable, will be inserted here].

[8] Notice of any such redemption shall be sent by first class mail not less than twenty (20) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Certificate to be redeemed at the address shown on the registration books of the District maintained by the Certificate Registrar or at such other address as is furnished in writing by such registered owner to the Certificate Registrar. When so called for redemption, this Certificate will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

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

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

during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Certificates].

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

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Certificate and does hereby irrevocably constitute and appoint \_\_\_\_\_

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

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

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

*Section 11. Sale of Certificates.* The Chair or Vice Chair of the Board, together with the President or Vice President of Business Services/Chief Financial Officer of the District (the “Designated Representatives”) are hereby authorized to proceed not later than May 25, 2026, without any further authorization or direction from the Board, to sell the Certificates upon the terms as prescribed in this Resolution. The Certificates hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Certificate Notification, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Certificate Registrar, be

delivered by the Treasurer to Stifel, Nicolaus & Company, Incorporated (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 99.0% of the principal amount of each series of the Certificates (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any, it being hereby found and determined that the sale of the Certificates to the Purchaser is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the sale of the Certificates to the Purchaser

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

Upon the sale of the Certificates, the Designated Representatives shall prepare a Notification of Sale of the Certificates, which shall include the pertinent details of sale as provided herein (the “*Certificate Notification*”). In the Certificate Notification for the Certificates, the Designated Representatives shall find and determine that the Certificates have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Certificates does not exceed the maximum rate otherwise authorized by applicable law, and that the true interest cost for the Certificates does not exceed 9.00%. The Certificate Notification shall be entered into the records of the District and made available to the

Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Certificate Notification.

Upon the sale of the Certificates, as evidenced by the execution and delivery of the Certificate Notification by the Designated Representatives, the Chair, the Treasurer, the President of the District, the Vice President of Business Services/Chief Financial Officer of the District and any other officer of the District, as shall be appropriate, shall be and are each hereby authorized and directed to approve or execute, or both, such documents of sale of the Certificates as may be necessary, including, without limitation, the contract for the sale of the Certificates between the District and the Purchaser (which may be evidenced by an executed bid form or term sheet) (each a "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find that the Purchase Contract is in the best interests of the District and that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract; the surety bond executed by the Treasurer of the Board in connection with the issuance of the Certificates as required by Section 3-19 of the Public Community College Act is hereby approved and shall be filed with the County Clerks of The Counties of Williamson, Jackson, Franklin, Perry and Randolph, Illinois; and the Certificates before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Certificates issued, including the number, date, to whom issued, amount, rate of interest and when due.

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

*Section 12. Use of Certificate Proceeds.* Accrued interest received on the delivery of the Certificates is hereby appropriated for the purpose of paying first interest due on the Certificates and is hereby ordered deposited into the “General Obligation Debt Certificate (Limited Tax) Fund of 2026” (the “*Certificate Fund*”), which shall be the fund for the payment of the principal of and interest on the Certificates. Funds lawfully available for the purpose of paying the principal of and interest on the Certificates shall be deposited into the Certificate Fund and used solely and only for such purpose.

The principal proceeds of the Certificates and any premium received on the delivery of the Certificates are hereby appropriated to pay the costs of issuance of the Certificates and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the “Project Fund of 2026” (the “*Project Fund*”), hereby created. It is hereby found and determined and hereby declared and set forth that the Board (i) has not entered into an agreement of any kind with any entity, party or person (including, but not limited to, the Purchaser) to not expend the proceeds of the Certificates deposited into the Project Fund for any period of time and (ii) is not required by any contract, decree, instrument, order, regulation or ruling, to not expend the proceeds of the Certificates deposited into the Project Fund

for any period of time. Moneys in the Project Fund shall be used to pay costs of the Project in accordance with the following procedures:

1. Contracts (“*Work Contracts*”) have been or shall be awarded, from time to time, by the Board for the work on the Project; and the Board represent and covenant that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same.

2. Each Work Contract shall be filed with the Treasurer, as Nominee-Seller of the Project, and the Treasurer shall identify such Work Contract to the Agreement. The filing of the Work Contracts with such officer shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, orders, vouchers, warrants or other proceedings as may be required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Alternatively to the creation of the funds described above, the appropriate officers may allocate the funds to be deposited into the Certificate Fund or proceeds of the Certificates to one or more related funds of the District already in existence and in accordance with good accounting practice; *provided, however*, that this shall not relieve such officers of the duty to account and invest such funds and the proceeds of the Certificates, as herein provided, as if the funds described above had in fact been created. At the time of the issuance of the Certificates, the costs of issuance of the Certificates may be paid by the Purchaser on behalf of the District from the proceeds of the Certificates.



*Section 13. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Tax-Exempt Certificates) if taking, permitting or omitting to take such action would cause any of the Tax-Exempt Certificates to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended, or would otherwise cause the interest on the Tax-Exempt Certificates to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “IRS”) of the exemption from federal income taxation for interest paid on the Tax-Exempt Certificates, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

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

The Board hereby authorizes the officials of the District responsible for issuing the Tax-Exempt Certificates, the same being the Chair, Secretary and Treasurer of the Board, to make such further covenants and certifications regarding the specific use of the proceeds of the Tax-Exempt Certificates as approved by the Board and as may be necessary to assure that the use thereof will not cause the Tax-Exempt Certificates to be arbitrage bonds and to assure that the interest on the Tax-Exempt Certificates will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable;

(b) to consult with counsel approving the Tax-Exempt Certificates and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Tax-Exempt Certificates; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 14. Reimbursement.* With respect to expenditures for the Project paid with proceeds of the Tax-Exempt Certificates and within the 60 day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Tax-Exempt Certificates in the amount indicated in the Tax Exemption Certificate and Agreement to be delivered in connection with the issuance of the Tax-Exempt Certificates to reimburse said expenditures.

*Section 15. List of Certificateholders.* The Certificate Registrar shall maintain a list of the names and addresses of the holders of all Certificates and upon any transfer shall add the name and address of the new Certificateholder and eliminate the name and address of the transferor Certificateholder.

*Section 16. Duties of Certificate Registrar.* If requested by the Certificate Registrar, the Chair and Secretary are authorized to execute the Certificate Registrar's standard form of agreement between the District and the Certificate Registrar with respect to the obligations and duties of the Certificate Registrar hereunder which may include the following:

- (a) to act as certificate registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Certificateholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

- (c) to give notice of redemption of Certificates as provided herein;
- (d) to cancel and/or destroy Certificates which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Certificates cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Certificates paid, Certificates outstanding and payments made with respect to interest on the Certificates.

*Section 17. Continuing Disclosure Undertaking.* The Chair of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Certificate to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 18. Municipal Bond Insurance.* In the event the payment of principal and interest on the Certificates is insured pursuant to a municipal bond insurance policy (the “*Municipal Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Certificate Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of

the Certificates, subrogation of the rights of the Certificateholders to the Bond Insurer upon payment of the Certificates by the Bond Insurer, amendment hereof, or other terms, as approved by the Chair of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 19. Record-Keeping Policy and Post-Issuance Compliance Matters.* On October 28, 2014, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 20. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 21. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 25, 2025.

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Chair, Board of Trustees

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Secretary, Board of Trustees

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

After a full discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following Trustees voted NAY: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WILLIAMSON )

**CERTIFICATION OF MINUTES AND RESOLUTION**

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 25th day of November, 2025, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving District facilities, in and for Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, and for the issue of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

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

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of November, 2025.

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Secretary, Board of Trustees

STATE OF ILLINOIS                 )  
  ) SS  
COUNTY OF WILLIAMSON    )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of the Board of Trustees (the “*Board*”) of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, and as such official I do hereby certify that on the 25th day of November, 2025, there was filed in my office and has been deposited in the official files and records of my office a properly certified copy of a resolution adopted by the Board on the 25th day of November, 2025, and entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving District facilities, in and for Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry and Randolph and State of Illinois, and for the issue of not to exceed \$20,300,000 General Obligation Debt Certificates (Limited Tax) of said Community College District evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to the purchaser thereof.

and that the same have all been deposited in, and all as appears from, the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of November, 2025.

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Treasurer, Board of Trustees