

# JOHN A. LOGAN COLLEGE

## Board of Trustees

### Carterville, Illinois

Minutes of the regular meeting of the Board of Trustees of Community College District No. 530, Counties of Williamson, Jackson, Franklin, Perry, and Randolph, State of Illinois, held at Carterville, Illinois, on **Tuesday, August 27, 2024**, commencing at 6:00 pm. The meeting was open to the public and streamed on the College's YouTube channel.

Chairman Bill Kilquist called the meeting to order and directed the recording secretary to call the roll.

Rebecca Borgsmiller	-- present
Brent Clark	-- present
Bill Kilquist	-- present
Mandy Little	-- present
Glenn Poshard	-- present
Jake Rendleman	-- present
Aaron R. Smith	-- present
Madilyn Kerrigan	-- present

Also present were President Dr. Kirk Overstreet, Legal Counsel Rhett Barke, Provost Dr. Stephanie Chaney Hartford, Vice-President of Business Services and CFO Dr. Susan LaPanne, Recording Secretary Susan May, and other College personnel.

Chairman Kilquist led the Board in the Pledge of Allegiance.

#### **OPPORTUNITY FOR PUBLIC COMMENTS**

There were no public comments.

#### **BOARD OF TRUSTEES REPORTS**

##### **A. Chairman's Report**

Chairman Kilquest announced that the Southeast Regional Trustee Meeting will be on Tuesday, October 15, 2024, at Southeastern Illinois College. Chairman Kilquist recognized three students in attendance who were earning extra points for their Orientation course.

##### **B. Athletics Advisory Committee**

Athletic Director Greg Starrick reported that things are going well, and they are filling the positions of Assistant Coaches. He thanked everyone who supported the Athletic Fundraiser, which was held at the Celebrations Event Center.

##### **C. Building, Grounds, and Safety Committee**

Trustee Jake Rendleman reported that asbestos abatement is moving along safely and quickly on the C & E Wing Renovation. Construction on this project is on schedule and should be completed in July 2025. The elevator project is progressing well; most of the concrete has been cut out, and excavation is ongoing. The elevator for the project should arrive within the next six weeks. Earthwork

construction began last week on the Harrison Bruce Baseball/Softball Player Facility. The footings should be poured next month, and the building is scheduled to arrive in September. The pre-bid meeting for the West Lobby Expansion is set for October 9, with a bid opening date of October 29. Construction should begin in December or January.

**D. Board Policy Committee**

Trustee Becky Borgsmiller reported that there were four Policy Revisions for the first reading, and they will take a vote on them next month. The Committee reviewed the proposed updates electronically and agreed to present them for first reading.

**E. Budget and Finance Committee**

No report.

**F. Integrated Technology Committee**

Trustee Mandy Little reported that the consent agenda includes the Microsoft Agreement Renewal, Quest KACE Renewal, and Wi-Fi Infrastructure Upgrade. The first two are a continuation of existing services, and the Wi-Fi Infrastructure upgrade will replace ten-year-old access points. It is important for the College to support new technologies and stay current with Wi-Fi security and communication protocols. In addition, they are in the process of implementing the new HR/Payroll system, ADP. They have had several internal meetings and meetings with ADP discussing a needs analysis regarding payroll and benefits. This week, they are meeting with ADP to conduct a needs analysis regarding time, attendance, and the General Ledger. They are planning to migrate from the Community Education student information system to a product called Campus Marketplace.

**G. Illinois Community College Trustees Association (ICCTA)**

Trustee Jake Rendleman reported that the Southeast Regional Trustee Meeting will be at Southeastern Illinois College on Tuesday, October 15, 2024, at 5:30 pm.

**H. John A. Logan College Foundation**

Trustee Jake Rendleman reported that the JALC Foundation is planning a Legacy Luncheon at the Mees Center on Tuesday, October 1, at 11:00 am. Tiffany Sievers from SI Elder Law will be discussing the importance of protecting your legacy through estate planning with a focus on charitable giving to the College.

The Foundation Campus Grants committee awarded \$25,500 to purchase essential media production equipment to build and enhance the Media Arts program. This equipment will be pivotal in teaching hands-on skills in video production, journalism, and digital content creation, ultimately elevating their work to a professional standard. The Campus Grants Committee will review the remaining applications on September 9.

**I. Student Trustee**

Student Trustee Madilyn Kerrigan reported that one of the Student Senate's goals this year is to bridge the gap between students and faculty. They are planning some different activities where the students can meet various faculty, staff, and possibly some board members.

Student Senate will participate in the CleanSOIL highway cleanup planned for September 14. Planning for the Thanksgiving Food Drive is in the works.

Student Senate members will attend a Chair Chat meeting with department chairs in September. They will discuss Open Educational Resources (OERs) that come at no cost to students, instructors, or the College. Student Senate recognized faculty who offered OERs at the Fall Kickoff event with bookmarks to show their appreciation.

## **ASSOCIATION REPORTS**

### **A. Faculty Associations Report**

Association President Dr. Jane Bryant commented on the retirement return to work timeframe in Board Policy 5113, Retiree Return to Work. She also shared concerns on behalf of the association regarding insurance deductibles, prescriptions, preventative care, etc.

## **EXECUTIVE LEADERSHIP REPORTS**

### **Fall Headcount**

President Kirk Overstreet reported that they are working towards retention goals for the year in their strategic planning. The fall headcount is 3,207, which is a 2.8 % increase since last year at this time. The credit hours are up 3.1% which is almost 1,000 more than they were last year at this time. Since the Fall of 2021, headcount has increased by 8.6% overall, and credit hours have increased by 8.6%.

### **Retention**

President Overstreet reported that retention was the focus at Fall Kickoff, and Vice-President Susan LaPanne showed that a 1% increase in retention is equivalent to \$360,000.00 in revenue to the College.

### **Welcome Week**

Provost Dr. Stephanie Chaney Hartford reported that the Fall 2024 semester was off to a great start. Student Affairs staff did an excellent job organizing a full week of welcome activities for students. She stated that the faculty-student panel was well-attended and had the most attendance of all welcome week panels in years prior. Additionally, the College hosted several other events for students in the courtyard and E-wing coffee shop.

Dr. Hartford provided a summary of students seen in Academic Advising and Financial Aid during late registration. From August 1 to 14, Advisors helped 523 students in person and 118 students by email or phone. On August 12, they saw 108 students, their highest total. Also, Financial Aid assisted 470 students from August 1 to 23.

### **Academic Affairs**

Dr. Hartford praised the Academic Affairs staff for launching several new or revised programs in Fall 2024, including Hospitality, Digital Media Technology, Medical Laboratory Technology, Surgical Technology, and Media Arts. She added that the College now offers evening classes at Carbondale High School to close the transportation gap for people wanting in-person courses.

### **New Governmental Regulations**

Dr. Hartford said her division is currently working through several new governmental regulations. They are Title IX, Title IV professional licensure, and Gainful Employment.

## **Congratulations**

Dr. Hartford congratulated Dr. Kristin Yosanovich, Dean of Health Sciences and Director of Nursing, on her recognition as Alumni of the Year by McKendree University's Division of Nursing & Health Professions. Dr. Yosanovich is a BSN and doctoral graduate from McKendree University. She will be honored on October 11 at their Alumni Awards Ceremony.

## **Business Services Division**

Vice-President for Business Services Susan LaPanne reported that the finance staff is deeply involved with audit preparation. The outside auditors are expected to be on-site within the next few weeks.

The ADP implementation preparation is going well. This system will become our new HRIS system, automating recruitment, hiring, and human resources administration. The APECS payroll system, which the College has used since the early 1990s, will also be replaced with ADP. In addition to the detailed implementation of wages, benefits, and employee records, we are working with the vendor to create a smooth link to our general accounting records in Jenzabar (J1). We are working toward the implementation date of January 7, 2025, for the first payroll to sunset our current system at the calendar year-end as it relates to employee tax reporting. The new payroll system will begin at that date so that the entire tax year for 2025 will be contained in ADP.

We have completed the insurance renewal cycle, and the annual expense for the portfolio came in within the acceptable range, confirmed by the Board at our last meeting in July.

The finance staff has been working prudently on the transition to our payment management system, Paymerang, with the conversion of vendor, employee, and student data that will all be for automated payments.

## **INFORMATIONAL ITEMS**

### **A. Personnel**

President Overstreet accepted resignations from the following: Janelle Horton, Coordinator of Disability Support, effective July 1, 2024; Haley Rhoads, Coordinator of Veteran's Services and Financial Aid, effective July 22, 2024; Jackson Nugent, Technology Services Technician, effective July 24, 2024; and Isiah Blades, Campus Safety Law Enforcement Officer, effective August 16, 2024.

## **CONSENT AGENDA**

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

### **A. Proposed New Certificate – Esthetics**

Approved the Esthetics certificate, effective Fall 2025.

### **B. ATI Testing Software**

Approved the testing product provided through the Assessment Technology Institute, LLC, in the amount of \$101,507.16.

### **C. Bank Account for Bond Proceeds**

Approved the College to open an interest-rate restricted bank account with Banterra Bank and move all unspent Series 2020A bond proceeds and related interest earned to that account.

**D. Bond Fund Reallocation**

Authorized the transfer of the funds used for the renovations to the SIH suite from the Restricted Operations and Maintenance (Restricted O&M) Fund Balance to FY 2020 Bond Proceeds effective June 30, 2024.

**E. Johnson Controls Maintenance Agreement**

Approved the three-year maintenance agreement with Johnson Controls through June 30, 2026, for a total of \$82,218. This will be paid quarterly at an approximate cost of \$6,851.50 per quarter, less payments made in FY24.

**F. Ford F-150 EV Purchase**

Approved the purchase of one (1) Ford F-150 Lightning Lariat and awarded the bid to Watermark Ford Hyundai of Marion, a local dealership within our district, for a total cost of \$71,971.03 to be funded through the FY24/FY25 Rev Up EV Grant.

**G. Trade-in and Purchase of Grounds Mower**

Authorized the issuance of a purchase order for two new lawnmowers per description and approval for the trade-in of the existing equipment for a net purchase of \$17,178.00.

**H. Microsoft Agreement Renewal**

Approved the purchase of licensing described in the CDW-G quote for \$58,493.45 using IPHEC and E&I purchasing contracts.

**I. Quest KACE Renewal**

Approved the purchase of a one-year Quest KACE maintenance agreement for \$26,264.17 from CDW-G.

**I. Wi-Fi Infrastructure Upgrade**

Approved the Juniper Mist hardware and a three-year subscription from Qubit Networks at a total cost of \$193,413.32.

**K. Collective Bargaining Agreement with Fraternal Order of Police**

Approved the three-year collective bargaining agreement with the Fraternal Order of Police, effective July 1, 2024.

**J. Personnel Actions (Appendix A)**

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

**M. Expenditure Report**

Approved the Expenditure Report for the period ending July 31, 2024.

**N. Treasurer's and Financial Report**

Approved the Treasurer's and Financial report for the period ending June 30, 2024.

**O. Regular Meeting Minutes**

Approved the minutes of the July 23, 2024, regular meeting of the Board of Trustees.

**NEW BUSINESS**

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

The Board Policy Committee presented revisions to the following policies to the Board of Trustees for first reading. Policy revisions will be available for employee comment and will be presented to the Board for final action on September 24, 2024.

Board Policy 5230	Evaluation
Board Policy 7180	Debt Collection
Board Policy 8244	Program Requirements for Graduation
Board Policy 8520	Continuing Education

**ANNOUNCEMENTS**

Trustee Glenn Poshard shared that 25 years ago, they formed the Poshard Foundation to help abused, neglected, and abandoned children across 36 counties in Southern Illinois. On Saturday, September 7, they will host a thank-you celebration at John A. Logan College in the Waterfall Courtyard from 10:30 – 1:00 pm.

Stacy Shafer shared that Friday, October 4, is the Foundation Golf Outing at Crab Orchard Golf Course. Contact the Foundation Office if you would like to be a sponsor or participate in this event.

Jake Rendleman and Mandy Little moved and seconded that the Board of Trustees approve Consent Agenda Items A – O, as presented.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4363)

**ADJOURNMENT**

Mandy Little and Glenn Poshard moved and seconded that the regular meeting of the Board of Trustees be adjourned.

Upon roll call, all members present voted yes. Motion carried.  
(Resolution #16-4364)

The meeting was duly adjourned at 7:10 pm.

Respectfully submitted by Pixie Vaughn, Recording Secretary to the Board of Trustees.



William J. Kilquist, Chairman



Jacob "Jake" Rendleman, Secretary

**APPENDIX A**  
**PERSONNEL ACTION ITEMS**

**A. Full-Time Professional Staff**

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Ackermann, Stephan	Assistant Bursar	\$57,500	08/16/2024
Elliott, Jill	Coordinator of Talent Acquisition	\$53,000	08/01/2024
Force, Jessica	Benefits Manager	\$66,000	08/16/2024
Hamlin, Michelle	Manager of Student Transitions	\$58,000	08/01/2024
Itokazu, Naomi	Professional Tutor/Advisor	\$48,000	08/16/2024
Grigsby, Stephanie	Counselor/Facilitator	\$40,000	09/01/2024
Hoekstra, Cathrine*	Assistant Dean of Academic Affairs		08/01/2024

*\*Title change only. No change in level or salary.*

**B. Full-Time Tenure Track Faculty**

Beckman, Eric	Hospitality Management	\$80,345	08/12/2024
Hayes, Alexander	Computer Information Systems	\$47,748	08/12/2024
Johnson, Brandon	Digital Media Technology	\$66,624	08/12/2024
Mays, Catherin	Nursing	\$47,748	08/12/2024
Kellerman, Kim	Dental Assisting	\$49,679	08/12/2024
Vaughn, Christopher	Auto Services Technology	\$60,690	08/12/2024

**C. Full-Time Operational Staff**

McCaffrey, Tara	Specialist I (Purchasing)	\$18.25	08/01/2024
-----------------	---------------------------	---------	------------

**D. Adjunct Faculty**

Brewer, Robert	Auto Services Technology		08/12/2024
Childers, James	Applied Music Lessons		08/12/2024
Curtis, Sarah	English		08/12/2024
Cusumano, Anthony	Sociology		08/12/2024
Porritt, Beth	Business		08/12/2024
Stamatikos, Asterios	Philosophy		08/12/2012
Teal, Cassandra	Physical Education		08/12/2024

## F. Part-Time Staff

Barrington, Drew	Fitness Desk Attendant	08/20/2024
Henson, Rachel	Fitness Desk Attendant	08/19/2024
Hiltebeitel, Olivia	Intern for Information Technology	08/19/2024
Holt, Kamryn	Lifeguard	08/16/2024
Kimble, Cheyanne	Lifeguard	08/16/2024
Weibrecht, Hailey	Lifeguard	08/26/2024
Weibrecht, Hailey	Aquatics Instructor	08/28/2024
Specker, Amy	Instructor of Math Mary Logan High School	08/12/2024

## E. Volunteer Staff

Starnaman, Sandra	Logan Academy Tutor	07/18/2024
-------------------	---------------------	------------