



**Office of the President**

TO: BOARD OF TRUSTEES  
FROM: MR. MICHAEL ELBE, PRESIDENT  
DATE: 05.06.2020  
RE: **SPECIAL REGULAR BOARD MEETING**

The agenda for the May 6, 2020 Board of Trustees special meeting is scheduled for 6:00 p.m. in room C252, Student/Administrative Center. The agenda is attached.

The purpose of the meeting will be to review and award a bid for solar arrays for the Agriculture Center at Perry, Illinois and a new Board Policy - 531 on Telecommuting.

If you have any questions, please let me know.

lrb  
c: Jim Rapp  
Vice Presidents  
Enclosure

As permitted by the Gubernatorial Disaster Proclamation, **the May 6, 2020**, meeting will be conducted through video, audio, and/or telephonic access means without a quorum being physically present. Members of the public may listen to the meeting by telephoning:

**Dial 217-641-4100 Enter PIN 556932**  
**Internal 7000 556932**

Join Zoom Meeting  
<https://jwcc.zoom.us/j/95155723886>

Meeting ID: 951 5572 3886  
One tap mobile  
+13126266799,,95155723886# US (Chicago)  
+13017158592,,95155723886# US (Germantown)

**Mission:** JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

**Core Values:** Excellence Accountability Integrity Servant Leadership Lifelong Learning



**Board of Trustees of John Wood Community College  
Counties of Adams, Pike, Hancock, Calhoun,  
Schuyler, Brown, Morgan, Scott, Cass  
And State of Illinois**

Date: **05.06.20 BOARD OF TRUSTEES SPECIAL MEETING**

Location: **C252 Student/Admin. Center, 1301 South 48<sup>th</sup> Street, Quincy, IL 62305**

Time: **6:00 P.M.**

**AGENDA**

	<u>Page</u>
<b>1. Call to Order/Appointment of Assistant Secretary</b>	
<b>2. Roll Call</b>	
<b>3. Mission Statement</b>	
<b>4. Business</b>	
4.1 Request authorization to accept and award a bid for solar panels for the Agricultural Education Center to Landmark Irrigation, Inc., in the amount of \$135,070.43	1
4.2 Request authorization to adopt Board Policy 531 – Telecommuting	2-4
<b>5. Other Items</b>	
<b>6. Closed Session</b>	
A closed session will be necessary to consider the appointment, employment, discipline, performance or dismissal of employees of the public body and lease of real property for the use of the public body	
<b>7. Adjournment</b>	
<i>“The agenda may make reference to addenda, reports, presentations, or other documents. These are available in the board Packet and are incorporated by reference. The packet is available from the President’s office and may be posted on the website with the agenda.”</i>	

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May 6, 2020 Board of Trustees Regular Meeting

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Date: **May 6, 2020** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Solar Panel Arrays – Ag Center

JWCC solicited request for proposals from qualified vendors to provide solar panel arrays along with installation to be purchased with grant dollars. JWCC advertised the proposal request in the Quincy-Herald Whig and on the John Wood Community College website. Four proposals were received.

<u>Vendor</u>	<u>Total Cost</u>
Landmark Irrigation, Inc., DBA Landmark Solar 30995 Old Hwy 61 Taylor, MO 63471	\$135,070.43
Independent Solar Concepts 400 Kochs Lane Quincy, IL 62305	\$156,883.00
EFS Energy, Inc. 9100 Midland Boulevard Overland, MO 63114	\$137,516.00
Tri-City Electric Company of Iowa 6225 N Brady Street Davenport, IA 52806	\$140,500.00

The recommendation requests the Board of Trustees authorize acceptance of the proposal and award it to Landmark Irrigation, Inc., in the amount of \$135,070.43.

**I concur with the recommendation and request the Board of Trustees authorize acceptance of the proposal and award it to Landmark Irrigation, Inc., in the amount of \$135,070.43.**



Date: **May 6, 2020** BOARD OF TRUSTEES MEETING  
From: Michael Elbe, president   
Item: **Business**  
RE: Board Policy 531 – Telecommuting

Administration proposed to adopt a telecommuting policy as a result of the recent state stay-at-home guidelines. Telecommuting allows an employee to be compensated for performing assigned duties and responsibilities in a non-campus, non-College affiliated work location, typically the employee’s place of residence.

This policy may permit telecommuting through an establish cooperative and collaborative arrangement between the College, and employee. Prior approval of the President, or designee, will be required. Administration is requesting adoption of this new policy.

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May 6, 2020 JWCC Board regular meeting

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**Telecommuting | Policy 531**

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**Purpose**

Telecommuting allows on a discretionary basis an employee to fulfill assigned duties and responsibilities at or from a non-campus, non-College affiliated work location, typically the employee's place of residence.

**Policy Statement**

Telecommuting is allowed only where special and extraordinary circumstances exist justifying the arrangement and only upon prior authorization of the President, or designee. Permitting telecommuting is entirely discretionary. If allowed, the arrangement is to continue only for so long as the special or extraordinary circumstances continue. A telecommuting arrangement may be ended at any time and for any reason by the College or employee. There is no right or entitlement under this policy or otherwise to telecommute. Employees are generally expected to perform duties and responsibilities from College designated location.

Telecommuting may be initiated by the College or employee but is a voluntary arrangement. Approval of telecommuting will consider all relevant factors, among them the special and extraordinary circumstances involved, the length of time such circumstances are likely to continue, whether the employee's duties and responsibilities may be fully and satisfactorily performed, what benefit or impact on College operations or productivity may result, and the ability to supervise the employee or work in the alternative work location. If permitted, the terms and conditions of telecommuting are to be developed collaboratively and be documented in writing.

A telecommuting arrangement does not change the terms, conditions, duties, responsibilities, requirements, or expected performance, of one's employment with the College. An employee's classification, compensation, hours, and benefits are not changed.

Employees will not be reimbursed any additional costs they might incidentally incur or be required to incur as a result of telecommuting. This includes, but is not necessarily limited to, alternate work location operating costs, maintenance, Internet, or other general costs associated with that location.

Nothing in this policy precludes an employee from utilizing any leave available to the employee.

**Delegated Authorities**

The President, or designee, with support from the Director of Human Resources, has overall responsibility for this policy.

**Exceptions**

This policy does not apply to or impact the authority of the College to place an employee on

Telecommuting | **Policy 531**

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administrative leave or require that an employee on administrative leave vacate campus or College-affiliated work locations.

This policy does not preclude the President from authorizing or directing that work be performed at a non-campus or non-College affiliated work location, for health or safety reasons or as a result of governmental order or action.

This policy does not apply to work or services contracted for or by their nature or terms are to be performed at or from a non-campus or non-College affiliated work location by independent contractors or outside employees.

**Reporting**

Material issues related to this policy or its implementation are to be promptly reported to the Chair of the Board of Trustees or the Board of Trustees by the President and recommendations made for changes to the policy to address such issues.

**Responsibilities**

As directed by the President, the Director of Human Resources or others shall perform such responsibilities as may be appropriate in the implementation of this policy.

**OFFICE OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES**

*BP ADOPTED: MAY 6, 2020*

**ADMINISTRATIVE PROCEDURE: 531.1**