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| Date: **08.18.21** Board of Trustees Meeting  RE: **Regular Meeting Minutes**  Location: Room D024/D025, Paul Heath Community Education and Fine Arts Center, 1301 South 48th Street, Quincy IL 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **08.18.21** Board of Trustees meeting was called to order in rooms D024/D025, Paul Heath Community Education and Fine Arts Center, 1301 South 48th Street, Quincy, IL 62305 at 6:00 p.m. by Ms. Diane Ary**,** Board Chair. Ms. Aryappointed Ms. Benz assistant secretary.    2. **Roll Call**  **Ms. Benz called roll**: The meeting was conducted through audio, and/or telephonic access means with a quorum being physically present.  Members of the public were provided an opportunity to listen to the meeting by telephoning.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay |  |  | x |  | | Ms. Hawley |  |  | x |  | | Mr. Hess |  |  | x |  | | Mr. Rhea |  |  | x |  | | Mr. Sprague |  |  | x |  | | Dr. Greenwell |  |  | x |  | | Mr. Fischer |  |  | x |  | | Ms. Ary |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Mr. Michael Elbe, and Ms. Leah Benz, Mr. James Rapp, Ms. Tracy Hagman, Mr. Mike Sorensen, QHW reporter, Ms. Tracy Orne, Mr. Josh Welker, Ms. Barbara Holthaus, Mr. Dan Stupavsky, Ms. Melanie Lechtenberg, and Dr. Laurel Klinkenberg (Zoom), and Mr. Bill LaTour.  3. **Pledge of Allegiance; Mission Statement**  4. **Introduction -** Mr. Dan Stupavsky, Manager of Grant Development and Compliance Officer, was introduced to the Board and Mr. Mike Sorensen, QHW reporter.  5. **Special Report -** None  6. **Consideration of Items from the Floor –** None  7.  **Public and/or Employee Comment** – None  8.  **President and Committee Reports**  8.1 **ICCTA/West Central Region Report – *Dr. Randy Greenwell, ICCTA representative*, *Mr. Andrew Sprague, alternate.***  Dr. Greenwell and Mr. Elbe will attend the September 10, 2021 ICCTA meeting in Springfield.  8.2 **Board Executive Committee Report** – ***Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on August 12, 2021 at 8:00 a.m. in room C252 with Ms. Diane Ary, and Mr. Bob Rhea, (via Zoom), trustees; Mr. Larry Fischer, Mr. Michael Elbe president, and Ms. Leah Benz, note taker. (in-person)  The Executive Committee discussed consent, grant, and business items on the August 18, 2021 Board of Trustees meeting agenda. Those items included:   * a transfer request from Operating Funds to Operations and Maintenance Restricted Funds, * a transfer of $115,000 to a trustee agreement as a 25% match to do a Capital Development Board project to repair the Colleges parking lot, * a revision to Board Policy 411 – Academic Requirements to align with ongoing practice of higher standards in some specialized programs   Discussion followed on the prioritization of capital projects for issuance of bonds, the cancellation of the USDA/RISE grant, the Orr corporation groundbreaking event scheduled for August 24, updates on the administration/faculty contract negotiations, a summer and fall enrollment update, the renormalization plan dealing with COVID outbreak, the HLC visit, and a request for President Elbe to serve on the YMCA Board.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague***. The Curriculum Committee held a committee meeting on Monday, August 16, 2021 at 2:00 p.m. Attendees were Dr. Randy Greenwell, trustee *(in person);* Mr. Andy Sprague (*via Zoom*) Dr. Laurel Klinkenberg, vice president for Instruction (*via Zoom)*, Mr. Michael Elbe, (in person) Ms. Kristina Johnson, notetaker, *via zoom.*  The Fall semester preparation and current process was discussed. Classrooms are resuming 3-foot distance between students; masks required if 6 ft physical distancing is not possible. Spring schedules are in progress. Anticipating to offer face-to-face, hybrid, and online courses.  Prior to fall semester union/Administration meetings have been held.  Institutional goals were shared. The first workshop is scheduled for August 20, 2021 with the HLC Assessment Academy Midpoint Round Table to be held virtually in October.  HLC ten-year comprehensive review is scheduled October 24 and 25, 2022. Dr. Klinkenberg and Mr. Welker will oversee the steering committee, evaluating documents and processes to prepare for the site visit.  Discussion was held on the process of sought-after programs, the 5-year program review submission date moved to October 1, opportunities for Cyber Security and other security programs, Back 2 Business grant kick-off, enrollment numbers and Board Policy 411.  8.4 **Board Finance and Audit Committee Report** – ***Ms.* *Paula Hawley, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, August 12, 2021 at 3:00 p.m. Present were Ms. Paula Hawley, and Mr. Don Hess trustees, Mr. Josh Welker; Dean of Business Services & Institutional Effectiveness, and Mr. Mike Elbe; president, Ms. Nora Klingele, Director of Fiscal Services, and Jenny Venvertloh; note taker. Present at the start of the meeting was Mr. Josh Faivre, auditor  The audit process was reviewed. Mr. Faivre said the final audit may be presented in October if the federal piece is complete.  Bills for payment, out of district travel requests, financials, and investments were reviewed and recommended for payment.  Board agenda items were discussed.  Mr. Welker and President Elbe met with local banks to gauge interest in a private placement of bonds. Each of the banks met with expressed interest in working with the College on a private placement. The Board directed Administration to proceed locally and seek bond counsel.  Tax levy documents will be forthcoming in the next couple of months.  8.5 **Student Trustee Report** - ***Mr. Noah Gay –*** Mr. Gay stated that on August 3 and 4 the annual student retreat camp was held. Thirty incoming freshman student attended with a lot of leadership events held.  The first SGA meeting was held outdoors. Fifty-two students were at this meeting. The annual splash bash at Sheridan swim club will be held on August 19. The Back to School BBQ will be held on Wednesday, August 25 from 11:00-1:00. (Board members were invited to attend). A second retreat is planned for in September in Pittsfield at Pine Lake with thirty-five student indicating they will be attending.  8.6 **Administration Report** - ***Mr. Elbe***  - Mr. Elbe share that the 2.5 renormalization plan for JWCC was included in the table folder. This document outlines the plans to return to campus as of August 9 due to COVID outbreak.  President Elbe is meeting with the Adams County Task Force weekly to keep informed.  First week of class numbers will be shared at the September meeting after 10 day numbers are provided. These numbers are used by ICCB for state reporting to compare enrollment to other community colleges. JWCC saw a lot of first day activity with the start of school.  ICCB is conducting a report on Illinois Community Colleges’ economic impacts and student employment outcomes. Data has been submit to ICCB from JWCC. President Elbe and Josh Welker anticipated to bring further information to the Board at their September meeting.  President Elbe highlighted documents included in the table folder which were prioritization of capital projects for bond funding, a draft of the Board retreat agenda, discussion of the two holidays from state and federal government – Juneteenth and Election Day, HLC visit scheduled for October 2022 of which Dr. Klinkenberg and Mr. Welker will c0-chair, involvement with a Board subcommittee to review Board policies prior to the HLC review. Mr. Fischer, Dr. Greenwell, and Ms. Hawley were discussed to be members of this committee.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 07.21.21 regular Board meeting minutes  9.2 Request approval of bills for payment for July payment **Finance and Audit Committee**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9.3 Request approval of monthly financial statements forJuly **and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for July **Finance and Audit Committee**   |  |  |  | | --- | --- | --- | |  |  | 20 | |  |  |   **MOTION:**  *Request approval of the consent agenda items*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items**  **10.1 MOTION:**  *Request authorization to submit a grant application to the Department of Education for a TRIO-Upward Bound grant – Funding - $297,600 annually, or $1,488,005 over a five-year grant period*  Moved by: Dr. Greenwell  Seconded by: Mr. Rhea  **Discussion:** This grant serves at-risk youth, who are first generation in their family to attend college and low-income students. All students must demonstrate an academic need for program services and have the ability to attend postsecondary education. TRIO-Upward Bound program is in 4- high schools.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | X |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **10.2 MOTION:** *Request authorization to accept grant funds from the Department of Education for TRIO-Academic Talent Search funding $371,632 annually, or $1,858,160 over a 5-year grant period*  Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** This grant serves at-risk youth, first generation in their family to attend college and low-income students. All students must demonstrate an academic need for program services and have the ability to attend postsecondary education. TRIO programs – Academic Talent Search is supported in all area high schools. JWCC has received this grant for 30 years.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   11. **Personnel Items**  11.1 **MOTION:** *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented*  Moved by: Mr. Rhea  Seconded by: Mr. Hess  **Discussion:** The Board heard that Administration will be inviting new employees to attend the Board meeting again in-person. Since COVID this practice had to be eliminated.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12. **Business**  12.1 **MOTION*:*** *Request approval to transfer $1521,478.78 from the Operating Funds to the Operations and Maintenance Restricted Fund*    Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** This transfer will replenish deferred maintenance and capital project funds that were spent in fiscal year 2021, and also help fund maintenance and capital projects planned for fiscal year 2022 and future years.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.2 **MOTION*:*** *Request approval of the trust agreement and transfer of $155,00 to the trust*  Moved by: Mr. Sprague  Seconded by: Mr. Hawley  **Discussion:** The request to approve the transfer of these funds is so the College can match the 25% requirement of an approved Capital Development Board project to repair the College’s parking lot   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.3 **MOTION*:*** *Request authorization to revise Board Policy 411- Academic Requirements*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** This policy was revised so that it aligns with ongoing practices of some higher standards in some specialized programs on our campus.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.4 **MOTION*:*** *Request consideration and action on a Supplement agreement to the President Employment agreement*  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion:**  The Board approved to revised the supplement agreement to the President’s employment agreement for 2021.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   13. **Discussion Item**  13.1 Calendar of Events   * August 24 – Orr Center groundbreaking * September 23 – Wine Pull * Board training begins at 4:00 p.m. prior to the September Board of Trustee meeting with Mr. David Penn * Board retreat is scheduled for September 17 from 8:30-Noon.   14. **Notices and Communications**  15. **Other Items**  16. **Closed Session**  16.1 *A closed session will be necessary to consider the appointment, employment, discipline, performance or dismissal of specific employees of the public body and to consider collective bargaining matters.*  Moved by: Mr. Fischer  Seconded by: Dr. Greenwell   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **17. Resume Open Session**  **18. Public Session**  18.1**MOTION:** *Request to return to open session.*  Moved by:  Seconded by:  Discussion:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the August 18, 2021 Board of Trustees regular meeting*    **Moved by:** Mr. Hess  **Seconded by**: Dr. Greenwell   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   20. **Approval:**  Approved the **15th of September 2021**, at a meeting of the Board of Trustees of Community College District No. 539, meeting in the Board Room, Student/Administrative Center in the city of Quincy, Illinois 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.  **CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |