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| Date: **09.15.21** 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 **09.15.21** 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, Ms. Heidi, Lanier, Dr. Chris Kaelke, Ms. Melanie Lechtenberg and Dr. Laurel Klinkenberg (audio).  3. **Pledge of Allegiance; Mission Statement** - Mr. Noah Gay read the mission statement. JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.  4. **Introduction -** Ms. Heidi Lanier, Assistant Director Public Relations and Market was introduced to the Board of Trustees**.** Dr. Chris Kaelke, and Mike Sorenson were acknowledged.  5. **Special Report -** None  6. **Consideration of Items from the Floor -** None  7.  **Public and/or Employee Comment** - None  8.  **President and Committee Reports -** None  8.1 **ICCTA/West Central Region Report – *Dr. Randy Greenwell, ICCTA representative*, *Mr. Andrew Sprague, alternate.***  Dr. Greenwell attended the ICCTA meeting via phone. Mr. Jim Reed, ICCTA executive director, highlighted items to all trustees: (1) if available he is willing to attend any board retreats being conducted around the state; (2) discussed COVID-19 executive order no. 87 & 88 as mandated by the governor; (3) talked about a Joyce Foundation grant in the amount of $75,000. Which is research on applied Bachelor degrees at community colleges in childhood education. The state of Ohio is currently allowing community colleges to offer specific bachelor degrees.  A company called “ The Burning Glass Corporation” is developing a data system that gathers all job postings on the intranet. It will compile these job openings and specific skills necessary for a job category. The plan is to make this data available to all community colleges. Community colleges can then use this data to make regional based justification to offer an applied Bachelor’s degree. SIUE currently leads Illinois in BSN degrees. Focus groups are being used to assist with degree requirements.  ICCTA committee reports were shared:   1. Budget – Initial budget numbers for community colleges for Illinois came out on 9.16.2021. Nine billion promised to community colleges. 2. Roundtable discussion - There were three items the trustees are focused on: 3. Techniques used to determine 21 century critical skill sets 4. How other community colleges are addressing the Governor’s executive orders 5. How trustees can discuss/talk issues (not college business) outside of meetings 6. Finance – This committee is working on ICTA dues for the next year 7. Public Relations - Beginning a new implementation/strategy   8.2 **Board Executive Committee Report** – ***Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on August 31, 2021, at 1:30 p.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 committee heard a notification was received from the governor’s office that beginning on Monday, August 30, 2021, all individuals in Illinois would be required to cover their nose and mouth with a face covering when in an indoor public place. Vaccination or testing requirements for Higher Education were also spelled out in this Executive Order.  President Elbe shared with the committee the steps/preparation the college was undertaking to adhere to these new mandates.  The Executive Committee met on September 9, 2021, at 8:30 a.m. in room C252 with Ms. Diane Ary, Mr. Larry Fischer, (via Zoom), Mr. Bob Rhea, (absent), Mr. Michael Elbe president, and Ms. Leah Benz, note taker both (in-person).  September Board agenda items were discussed that were being presented at the regular meeting.. Other items of discussion included the updates to the Collective Bargaining Agreement, review of the Board retreat agenda, progress on the details of complying with the mandates, and options for a progressive discipline procedure for non-compliance.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague***. The Curriculum Committee did not meet.  8.4 **Board Finance and Audit Committee Report** – ***Ms.* *Paula Hawley, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, September 9, 2021 at 10:00 a.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.  Bills for payment, out of district ravel requests, financials, board budget, president’s expense account and investments were reviewed. The committee heard that the College is obtaining three new CD’s.  Discussion was held on the Geothermal Vault RFP. Proposals were requested to provide a geothermal vault for the College’s Student Activity Center. The SAC’s geothermal heating and cooling system developed a large crack in the supply line inside the buried vault, which supplies the distribution to the three well fields.  The committee also reviewed the Resolution authorizing Debt certificates.  Other items discussed included the assessment appeals received, collective bargaining agreement, and the bond timeline.  8.5 **Student Trustee Report** - ***Mr. Noah Gay -*** SGA held two events. One was goat yoga of which had 36 participants and a paint night of which 26 people participated.  The SGA participated in clean-up at Madison Park and on Harrison Street.  Mr. Noah Gay plans to send out a student survey on items of Covid. The results will be provided at the Board retreat.  8.6 **Administration Report** - ***Mr. Elbe*** - President Elbe share that enrollment numbers are tracking behind last year. Ten day numbers will be available in October. Ag Center numbers are reporting up.  The College is working on complying with the latest mandates of the Executive Order from the Governor regarding COVI-19 vaccination / testing. Currently 53% of employees have submitted their vaccination records. Student vaccination records are tracking behind at 9%.  Mr. Latour has received 5,00 Shield testing units. The College is anticipating to offer testing on Monday, October 4. Additional personnel has been hired to implement the testing and drive tubes to the SHIELD testing center. Administration is reviewing a progressive discipline procedure for non-compliance. Testing will be available at all centers.  The College is putting forth a good faith effort and realizes the plan will need to adapt to change as we move forward.  The Collective Bargaining Agreement was signed by the faculty. This agreement will be presented to the Board of Trustees at the October meeting for approval.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 08.18.21 regular Board meeting minutes  9.2 Request approval of bills for payment for August payment **Finance and Audit Committee**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9.3 Request approval of monthly financial statements for August **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for August **Finance and Audit Committee**   |  |  |  | | --- | --- | --- | |  |  | 20 | |  |  |   **MOTION:**  *Request approval of the consent agenda items*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **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 Illinois Board of Education for a GAST (Grant of Agriculture Science Teachers) in the amount of $25,000*  Moved by: Mr. Rhea  Seconded by: Dr. Greenwell  **Discussion:** This grant application is for the 3rd year of a three-year grant for $25,000 each year to be used to ultimately create a pathway to a 4-year university degree by recruiting and supporting students interested in pursuing Ag Education careers.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 submit a grant application to Illinois Green Economy Network for IGEN – Multiple projects in the funding range of $110,000 -$123,000*  Moved by: Ms. Hawley  Seconded by: Mr. Hess  **Discussion:** This grant is for multi projects. $22,00-$25,000 is for replacing all four foot fluorescent light bulbs with LED bulbs. Approximately 4,000 light bulbs. $73,00- $78,000 for EV charging station and an electric vehicle. $15,000 - $20,000 for materials and installation of solar powered soccer scoreboard with integrated solar panels and battery storage.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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: Dr. Greenwell  Seconded by: Mr. Rhea  **Discussion:** The non-board approved part-timestatus changes were note. Five individuals are changing their status from non-Board approved part - time position to Board approved part-time position in Informational Technology or Physical Plant/Ag Center.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to accept the proposal for a geothermal vault and award to Durbin Geothermal, Inc., in the amount of $95,000*    Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** Request for proposals to provide a geothermal vault for the Student Activity Center were solicited. On proposal was received from Durbin Geothermal, Inc. out of Beecher City, Il. In the amount of $95,000.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 adoption of a Resolution authorizing and providing for the issue of approximately $5,000,000 Debt Certificates of the District for the purpose of constructing certain capital improvements, providing for the security for and means of payment for the Certificates, and authorizing the sale of the Certificate to the purchaser thereof*  Moved by: Mr. Fischer  Seconded by: Dr. Greenwell  **Discussion:** Chapman and Cutler on behalf of the College prepared to allow for the issuance and sale of $5,000,000 Debt Certificates to First Bankers Trust.  The funds are necessary to provide the matching funds necessary for the Workforce Development Center expansion project along with other capital improvement projects.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 adoption of the 2022-2023 Academic Calendar*  Moved by: Mr. Sprague  Seconded by: Mr. Hess  **Discussion:** The Academic Calendar was revised to comply with the mandate that the College is to be closed on Election Day, and align with Board policy and Collective Bargaining Agreement. Juneteenth will be recognized but not an actual day off.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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**  14. **Notices and Communications –** Mr. David Penn will present the next Boardtraining at 4:00 p.m. in October.  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. Hess  Seconded by: Mr. Fischer   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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: Dr. Greenwell  Seconded by: Mr. Hess  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 September 15, 2021 Board of Trustees regular meeting*    **Moved by:** Mr. Fischer  **Seconded by**: Mr. Sprague   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 **20th day of October, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |