**Board of Trustees of John Wood Community College**

**Counties of Adams, Pike, Hancock, Calhoun,**

**Schuyler, Brown, Morgan, Scott, Cass**

**And State of Illinois**

**September 27, 2021**

 **BOARD RETREAT MINUTES**

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| Date: **09.27.2021** Board of Trustees **Retreat** MinutesRE: **Retreat Meeting**Location: Workforce Development Center, 4220 Kochs Lane, Quincy, IL 623051. **Call to Order/Appointment of Assistant Secretary**The **09.27.21** Board of Trustees meeting was called to order at the Workforce Development Center**,** Koch’s Lane Quincy, Il 62305, by **Ms. Diane Ary, Board Chair**. **Ms. Ary** appointed Ms. Benz assistant secretary.  2. **Roll Call** Ms. Benz called roll:

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| **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, Ms. Leah Benz, Mr. Josh Welker, Dr. Laurel Klinkenberg, (via Zoom) Ms. Melanie Lechtenberg, Mr. Bill LaTour, and Ms. Tracy Orne. **3. Public Comment -** None**4. Agenda & Discussion Items**4.1 **Review of Strategic Planning Model**  –  4.2 **Validation of Mission, Vision, Core Values, Strategic Goals, KPI’s**4.3 **HEERF Update/Plans for FY22** - Mr. Welker and Ms. Lechtenberg shared this update.Under the Higher Education Emergency Relief Fund there were several grants awarded to higher education institutions. Below are the names and funding amount and information on the funds spent. **CARES** – Coronavirus Aid, Relief, and Economic Security Act. This act provided the institution with $622,896. The funding was used to waive blended and online fees for students, PPE and cleaning supplies, technology (laptops, network upgrades, and Zoom licenses) and instructional materials and technology.* **GEER** – Governors Emergency Education Relief. This act provided the institution with $222,241. The funding was used for the Pathfinder program (50 -$1,000 student scholarships, and spring distribution of laptops to students who applied and met the criteria), updated videos and closed captioning for online video, and COVID response personnel.

**CRRSA** – Coronavirus Response and Relief Supplemental Appropriations Act. This act provided the institution with $2,094,734. The funding covered lost revenue for FY20 and FY21, HVAC upgrades, automation/electronic records project, and items similar to CARES.* **GEER** - Governors Emergency Education Relief. This act provided the institution with $108,866.

The funding was used for SHIELD testing, EO implementation, instructional technology in classrooms, emotional support, first-aid training, and COVID response personnel.**ARPA** – American Rescue Plan Act. This act provided the institution with $2,339,199. The funding was used for lost revenue (FY22) and items similar to CARES and CRRSA.The total amount the institution received thus far $5,387,756. (Unspent as of this meeting $1,628,691)*For the student portion of these funds the breakdown is below:***CARES** – awarded $622,896 – disbursed $622,896 Average award to student $404. Number of students awarded - 1,542. **CRRSAA** – awarded $622,896 – disbursed $620,013 Average award to student $356. Number of students award – 1,696.**ARPA** – awarded $2,476,850 disbursed $338,500, remaining $2,138,350. Average award to student $500. Number of students 677.Total $3,722,642 – Total disbursed $1,584,292 – Remaining $2,141,233. JWCC”s disbursements considers a student’s need and enrollment status through FAFSA information. A fall disbursement and spring disbursement was the plan.4.4 **Enrollment Growth Opportunities** - Two enrollment growth opportunities were discussed. The first opportunity is the Adult Market which is defined as anyone not right out of high school. JWCC has hired an adult education recruiter, Melissa Hess. Goals have been assigned to assist with this growth initiative. Those goals include making weekly contacts, hosting adult recruitment events, and developing partnerships with community, business, and work force outreach. Currently we are down 28 students for 322 credit hours. COVID has hit the adult female market. The College started an initiative to offer childcare, waivers have been repurpose and the College is looking at more short term training to allow the business and industry side to coincide with the credit side. Also being looked at is credit for prior learning experience. Recruitment of workers to come to Quincy community is being kicked off through outside agencies within the community.The second opportunity for growth is the Missouri market. Progress is being made on this initiative. The recruiter is Keely Ragar. Enrollment of students from last year to this year is relatively flat or low but Admissions is considering that to be a win. Contacts are connections are being made. Counselors and teachers are being contacted discussing what we have available. Vo-tech is a field being explored.4.5 **Student Trustee Reflection** - Mr. Noah Gay stated he sent a survey to all students. He received 78 response which he felt was good as a survey has never been done in the past. Students felt information/communication on COVID-19 was good . Students top choice of classes are in-person. They enjoy the social connections and interactions within the classroom. On-line classes do provide greater flexibility for a work schedule. TRIO services were very helpful with textbooks, tutoring and disability services. Students stated what attracted them to JWCC was affordability and close to home. 4.6 **Take a Ways from last year’s retreat -** The Board discussed the take-a-ways from the previous retreat. Free tuition was discussed. The average out of pocket for a JWCC student is $9,500.4.7 **5 Year Strategic Planning Brainstorming Session** . *What will be happening in the next 5 years:** *WDC Expansion Project (timeline) completed*
* Mr. LaTour is working with Klingner & Associates, BLDD Architects. He shared a proposed timeline. Costs might come in higher due to higher pricing now. Marketing of programs is being looked at.
* *Orr Corporation Multi-Purpose Ag Facility*
* Concrete footings have been poured. Pictures are being taken daily. Funding raised thus far was reported at 1.75 million.
* *Deferred maintenance list*
* Mr. LaTour provided a deferred maintenance plan. Items in red were noted as critical projects, yellow, potentially critical, and green not yet critical.
* *Bond update*
* Bond processing is progressing. Documents have been signed, additional requests and requirements will be presented in the next couple of months.
* *50th Anniversary Celebratory Year*
* Work continues on this celebratory year preparations. Mr. Conover and Dr. Letts are co-chairing.
* *Multiple Capital Projects*
* With the 2021 bonding issuance (O & M Restricted; Facility Plan) items will be completed.
* *Post pandemic*
* The College continues to feel the ripple effect of COVID-19 with declining high school graduates and enrollment.
* *Significant retirements*
* With significant retirements of faculty and staff administration is reviewing transition of workforce and succession planning. Discussion was held on the importance of notification to Administration for necessary time to rehire.
* *Legal counsel transition*
* Board discussed the transition that will need to take place once our legal counsel retires.

**Two Questions:**1. How does the College proactively plan for all of these major factors?
2. How do maintain a vibrant, healthy, and growing institution?

President Elbe asked all attendees to provide two thoughts from the retreat.Other:Mr. Rapp joined the meeting to discuss the Right of Conscience Act. This Act is being presented to employers as a means to be exempted from testing/vaccination. Discussion continues within the state and community on what the legal interpretation is of this Act. No final determination of acceptance will be made until further review.5. **Adjournment** 5.1 **MOTION:** *Adjourn the September 27, 2021 Board of Trustees* retreat *meeting.* Moved by: Mr. SpragueSeconded by: Mr. Fischer

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| **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 |  |  |  |  |

**6.** **Approval:**Approved the **20th day of October 2021**, at a meeting of the Board of Trustees of Community College District No. 539, meeting in rooms D04/D025 Paul Heath Community Education and Fine Arts 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

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