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| Date: **11.17.21** Board of Trustees Meeting  RE: **Regular Meeting Minutes**  Location: Rooms 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 **11.17.21** 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 (via zoom) |  | | Mr. Sprague |  |  | x |  | | Dr. Greenwell |  |  | x |  | | Mr. Fischer |  |  | x |  | | Ms. Ary |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Mr. Michael Elbe, Ms. Leah Benz, Mr. James Rapp, Ms. Tracy Hagman, Ms. Tracy Orne, Mr. Josh Welker, Dr. Chris Kaelke, Dr. Laurel Klinkenberg (Zoom), Ms. Lori Eschweiler, Ms. Melanie Lechtenberg, Mr. Dave Hetzler, and Mr. Bill LaTour (zoom).  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. Lori Eschweller, Administrative Specialist, Career, Technical & CBO Education was introduced to the Board of Trustees.  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.***  ICCTA meeting was held on November 13. Dr. Greenwell attended via Zoom. His report included:   * John A Logan Community college was awarded a cyber security program (new) * ICCTA dues are being discussed at March meeting. (dues will not increase dramatically) Chief Financial Officers will be contacted. A vote will be taken at the April meeting. * Legislation update – heard about pending legislation and asked to contact state lawmakers - “Build Back Better” a community college plan on funding, and additional $50 million for Pell grant starting 2022. For profit schools no increase. Dr. Greenwell provided a breakdown of the funding proposal at this time. * Committee reports - discussed six new videos to increase enrollment, vocational and technical programs. * Strategic Plan – included in the Strategic Plan is workshops on budget, new board membership training, and community college bachelor’s degree conference on how to develop. * ACCT update - focusing on diversity, student success, equity, and inclusion. There is a new director, Dr. Lee. * Committee reports were heard. Three questions noted as most important were:  1. Need to increase enrollment – marketing, dual credit, stackable programs 2. Vocational and Technical programs – sustainability, stackable, TDT, electric vehicles, entrepreneurship 3. COVID issues   Other items from committee reports included bylaws and onboarding – developing video for new trustees; awards, new established award “Greg Chadwick Community Service Award”, dropping age requirement on the Life Long Learning Award, accepting the budget and checks, heard that April is Community College month, November is Native American month, read and approved the anti-racism statement, trustees are using tablets instead of maiing packets, discussed veto session, discussed TDT to be financial aid eligible, and Brian Durham is seeking addition 5% higher education budget.  8.2 **Board Executive Committee Report** – ***Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Thursday, November 11, 2021 at 10:00 a.m. in room C252 with Ms. Diane Ary, Mr. Bob Rhea (via zoom), Mr. Larry Fischer, trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker. (in-person).  The committee reviewed November Board meeting items which included the Truth in Taxation Law resolution and certificate (hearing not required), and Board meeting dates for 2022.  Three grants were on the agenda. One for submission and two for acceptance of funds.  Closed session minutes and destruction of closed session recordings will be presented for release and destruction of at the Board meeting.  Discuss items –  *Governors Executive Order update* - Currently JWCC employees are complying with the mandated requirements on being vaccinated, testing, or completing a Right of Conscience Act form.  *Updated mandate* - The College was contacted by Blessing Rieman College of Nursing, that our nursing students will need to meet the newly mandated vaccination requirement by CMS to finish clinicals. Correspondence is being sent to our students updating them on this new mandate.  *Board Christmas dinner* - This year the Board and Foundation will have a joint dinner for Christmas. It will be held on December 14 at the Quincy Country Club beginning at 5:30 with the social.  *Board Policy review* - The Board has appointed a subcommittee to review Board policies. Chapter 1-3 were reviewed. Upon completion all policy change proposals the document will be shared with all Board members.  *Executive subcommittee meetings for 2022* -The executive committee meeting dates were established. They will be held the Thursday prior to the Board meeting at 8:30. Ms. Benz will send the meeting dates to subcommittee members Outlook calendar.  *Succession planning* - The Board continues to discuss Succession Planning due to the large number of employees eligible to retire.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague***. The Curriculum Committee met on Monday, November 15, at 2:00 p.m. Present were Dr. Randy Greenwell, trustee, Mr. Andy Sprague, trustee, Mr. Mike Elbe; president, Dr. Laurel Klinkenberg, vice president of instruction, (via zoom) and Kristina Johnson; note taker.  Education courses were discussed. April Darringer, full-time Education Instructor, has made positive changes to this program and incorporated title changes to better align with course descriptions.  The course change for PSY 221 Social Psychology, has been tabled until clarification is received by the Illinois Articulation Initiative.  The Board is in the process of reviewing Board policies and procedures for Instruction, in preparation for the comprehensive tenure review. As part of this review policy 202 was also reviewed.  8.4 **Board Finance and Audit Committee Report** – ***Ms.* *Paula Hawley, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, November 11, 2021 at 3:30 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.  Bills for payment, out-of-district travel requests, financials, board budget, president’s expense account and investments were reviewed. Also Purchasing Cards were reviewed.  *Bond payments* – Mr. Welker is working with Chapman & Cutler. Three sets of bonds will be issued. One to pay off the debt certificates issued this fall, the other two will be to refund current bonds. Local banks are presenting proposals on these issues. The proposals will be brought to the December Board of Trustees meeting for approval.  The Tax levy resolution/certificate was discussed. The college does not intend to increase the tax levy more than 105% of last year’s levy so a hearing is not required.  8.5 **Student Trustee Report** - ***Mr. Noah Gay -*** In November SGA 14 hosted a drive through to collect food/can goods to distribute to families in need for Thanksgiving.  8.6 **Administration Report** - ***Mr. Elbe*** - Administration/Board of Trustees worked through the progressive exclusion as it related to the Governor’s mandate regarding vaccination/testing/ and Right of Conscience form. All JWCC employees have complied by vaccinating, testing, or completing a Right of Conscience Act form.  OSHA was requiring community colleges to have a Board policy in place regarding their mandate, but as of 5:00 p.m. on this date that mandate has been placed on hold and a court decision is in progress. The policy 531 that was placed on the Board agenda will be tabled until the decision has been made by the courts.  The Foundation Board and the Board of Trustees will have a joint holiday celebration at the Quincy Country Club this year. The date is December 14 beginning with a social hour at 5:30 and dinner at 6:00 p.m.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 10.20.2021 regular Board meeting minutes  9.2 Request approval of bills for payment for October payment **Finance and Audit Committee**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9.3 Request approval of monthly financial statements for October **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for October **Finance and Audit Committee**   |  |  |  | | --- | --- | --- | |  |  | 20 | |  |  |   **MOTION:**  *Request approval of the consent agenda items*  Moved by: Mr. Sprague  Seconded by: Mr. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | 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 United Way of Adams County on behalf of RSVP for $5,000*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess   1. **Discussion:** This grant seeks funding for RSVP programing that supports “Seniors Health and Security”. 2. This would include the Carry**-**Out-Caravan grocery shopping program, Friendly Caller-Telephone Reassurance program, and programs that lower the incidences of social isolation and loneliness and help the older population to live independently in their own homes for a longer period.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **10.2 MOTION:** *Request authorization to accept grant funds in the amount of $108,686 from ICCB for Institutional Learning Renewal Plan*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** The purpose of these funds is to provide local educational agencies (LEAs), institutions of higher education (IHEs), and other education related entities with emergency assistance because of COVID-19. FY22 funds must be used to develop an “Institutional Learning Renewal Plan”. Funding distribution in the plan should represent 53.8% designated for Academic Support and 46.2% for Social Emotional Support activities. Allowable academic and social emotional support activities are outlined in the grant notification guidelines.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **10.3 MOTION:** *Request authorization to accept grant funds in the amount of $24,500 from IGEN LED-Bulb-Conversion Project*  Moved by: Mr. Fischer  Seconded by: Ms. Hawley  **Discussion:** The funds from this grant are allocated as listed:   * **$19,500** to replace all four-foot fluorescent light bulbs with LED bulbs in buildings Lower B, C, D, F, G, the Ag Center, and Mt. Sterling Center. Approximately 3,250 bulbs. * **$5,000** IGEN general membership benefit. This award is not a competitive grant and is given to all IGEN members. JWCC will use this funding to convert an additional 750 bulbs to LED**.**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | 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: Dr. Greenwell  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12. **Business**  12.1 **MOTION*:*** *Request adoption of a Resolution and Certificate regarding the Truth in Taxation Law (hearing not required)*    Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** The proposed aggregate levy for the JWCC District is $7,160,160 which represents the amount of collectible property tax we intend to levy on the District. The taxable rate for the tax year 2021 is anticipated to be $0.36975 per $100 of equalized assessed valuation.  John Wood Community College does not intend to increase the tax levy more than 105% of last year’s levy, so a hearing is not required as part of the Truth in Taxation Act requirement.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.2 **MOTION*:*** *Request approval of the regular meeting dates of the John Wood Community College*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** Each year the Board establishes the date, time, and location of their meetings dates for the calendar year. This approval establishes these dates, times, and locations.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | X (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.3 **MOTION*:*** *Request adoption of a new Board Policy 531 OSHA – Emergency Temporary Standard Compliance, effective November 5, 2021 through May 5, 2022.*  *AMENDED TO: Request to table item 12.3 adoption of a new Board Policy number 531 OSHA until further notice from the courts and legal counsel.*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** This policy was required to meet the OSHA mandates. As of 5:00 p.m. on this day, this mandate was placed on hold by the courts. This memo stated a new proposed board policy was established to meet the required guidelines for the Occupational Safety and Health Administration Emergency Temporary Standard for a six (6) month period effective date starting November 5, 2021 and ending May 5, 2022.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | X (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   13. **Discussion Item**  14. **Notices and Communications**  15. **Other Items**   * Holiday Christmas party for the College is on Friday, December 10 starting at 10:30 with the awards in the auditorium and a meal following in the cafeteria. * Board Holiday Christmas dinner this year will be held with the Foundation Board members and Board of Trustee Board members at the Quincy Country Club on December 14 beginning at 5:30.   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 review closed session minutes and authorize destruction of closed recordings per state statue according to the Open Meetings Act by audio recording  Moved by: Dr. Greenwell  Seconded by: Mr. Hess   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | 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. Sprague   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | X (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   18.1**MOTION:** *Authorize the release of closed session minutes of January 2021 - June 2021 with noted redactions and the destruction of the audio - recordings of closed sessions as follows: November 13, 2019 December 11, 2019, No January meeting, February 19, 2020, March 18, 2020.*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** The Board reviewed closed session minutes for release and destruction of closed session recordings.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | X (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the November 17, 2021 Board of Trustees regular meeting*    **Moved by:** Dr. Greenwell  **Seconded by**: Mr. Hawley   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x (via zoom) |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   20. **Approval:**  Approved the **15th day of December 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |