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| Date: **12.15.21** 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 **12.15.21** 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 (via Zoom) |  | | 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. James Rapp, Ms. Tracy Hagman, Ms. Tracy Orne, Mr. Josh Welker, Dr. Laurel Klinkenberg (Zoom), Ms. Melanie Lechtenberg (via Zoom), Mr. Dave Hetzler, Mr. Bill LaTour (zoom), Ms. Madeline Davis, Ms. Rachel Hansen, and Mr. Mike Sorenson.  3. **Pledge of Allegiance; Mission Statemen** ~~-~~ Ms. Diane Ary read the mission statement. JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.  4. **Introduction –** Ms. Madeline Davis, Specialist, Advising & Retention and Ms. Rachel Hansen, Director, Curriculum, Programs, and Instructional Support  5. **Special Report –** Dr. Laurel Klinkenberg provided an update on the progress of the HLC accreditation work. A brief power point was shared depicting the work being done, steering committee members, timeline, and criterions.  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***. No report.  8.2 **Board Executive Committee Report** – ***Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Thursday, December 9, 2021 at 8:00 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 December Board Business agenda items which included:   * Adoption of a Resolution and Certificate relating to levying additional taxes * Adoption of a Resolution to levy taxes and Certificate of the tax ley * Authorization to pay the second half of the ICCTA dues of in the amount of $4,028 * Approval of the renewal of the consortium agreement between JWCC and Blessing-Rieman College of Nursing and Health Sciences to provide the associate in applied Science degree in Surgical Technology * Adoption of Resolutions for the sale of Bonds * Authorization to accept the proposals and award the DCL Truck Driving simulator to Virage Simulation Inc. for $111,895   Discuss items –  *Spring Enrollment Update* - The committee heard the numbers for Spring enrollment. Currently the enrollment is down from last year. Events have been scheduled. Data is showing adult population is behind.  *Employee Progressive Exclusion Plan* - The College continues to follow their progressive exclusion plan. Currently, all employees are in compliance.  *Board Policy Review –* Chapters 1-4 have been reviewed. Chapter 5 will be reviewed in March. The entire Board will review all the proposed updates for adoption upon completion of the Policy Committee.  *Board Christmas events* - All Board Christmas events at the College were shared.  *Orr Corp and Multi – Purpose Facility* - This facility is now under roof. Work will continue through the winter months on interior completion. The committee heard that our IT presented an estimated cost ($225,000) to equip the building with technology. Further discussion was held on this topic.  *EDA/WDC expansion project update* - A meeting is scheduled to finalize the WDC design phase. Next opportunity for feedback will be in February. Completion of the project is anticipated for fall of 2023.  *Succession Planning*- The committee heard and discussed the need to plan for the succession of vacant positions that will be happening over the next several years. A meeting was held with faculty representatives on this topic. A sub-committee is being formed.  ***Tenure*** – Four non-tenured faculty are eligible candidates for tenure and were sent a letter. They are Rick Gertz, Joni Smith, Justin Lewis, and Matthew Carey.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague***. The Curriculum Committee met on Monday, December 13, at 2:00 p.m. Present were Dr. Randy Greenwell, trustee, Mr. Andy Sprague, trustee (via Zoom), Mr. Mike Elbe; president, Dr. Laurel Klinkenberg, vice president of instruction, (via zoom) and Kristina Johnson; note taker.  Education course and adult education courses were discussed. OFT course pre-requisite changes and degree changes in industrial Maintenance Technology were discussed.  The new Ag courses were tabled for approval until February and will be submitted to the State with the Agriculture Conservation Certificate as the ICCB curriculum system continues to unavailable for submissions.  The Curriculum committee reviewed Chapter 3 Board policies (Instructional category).  8.4 **Board Finance and Audit Committee Report** – ***Ms.* *Paula Hawley, Mr. Don Hess*** -The Finance and Audit Committee met twice this month. The first time was on Thursday, December 2, 2021 at 3:00 p.m. via zoom. Present were Ms. Paula Hawley, and Mr. Don Hess, trustees, Mr. Josh Welker, Dean of Business Services & Institutional Effectiveness, Mr. Mike Elbe, president, and Jenny Venvertloh, note taker.  The committee reviewed bond proposals from First Bankers Trust, Mercantile, and People’s Prosperity.  There are three bond issues:  2021-A New Money Creation  Mercantile had an average interest rate of 1.40%. After reviewing it was decided to move the amortization schedule up a year which lowers the average interest rate to 1.29%.  2021-B Refunding of 2011 Bonds  Mercantile had an average interest rate of .78%  2021-C Refunding of 2012 Bonds  Mercantile had an average interest rate of 1.42%  The recommendation from the committee to the entire Board is to move forward with Mercantile for all three bond issues.  The second meeting was on Thursday, December 9, 2021, at 2:30 p.m. via zoom. Present were Ms. Paula Hawley, and Mr. Don Hess, trustees, Mr. Josh Welker, Dean of Business Services & Institutional Effectiveness, Ms. Nora Klingele, Director of Fiscal Services, Mr. Mike Elbe, president, and Jenny Venvertloh, note taker.  Bills for Payment, travel requests, financials, Board budget, president’s expense account, and investments were all reviewed. Proposals have been sent out for two 36-month CD’s and a 24-month CD. All three Certificate of Deposit’s obtain are with People’s Prosperity Bank.  The committee reviewed the Board items which included the tax levy, bonds, and TDT simulator.  The committee heard the College is still waiting for the HEERF guidelines for the audit.  Mr. Hess noted the TDT simulator proposals and expressed his view on consulting an expert in that field for input. He noted the additional modules for EMT, Bus, and police are a great benefit.  8.5 **Student Trustee Report** - ***Mr. Noah Gay -*** SGA members completed the November food drive. Socktober was a success. 100 pair of socks will be donated to a shelter. JWCC’s mascot “Woody” participated in the Salvation Army area mascot challenge.  8.6 **Administration Report** - ***Mr. Elbe*** - All College Christmas luncheon and award ceremony was held on December 10. Ms. Diane Ary and Mr. Don Hess were in attendance. Ms. Ary shared the announcement of appreciation to staff of a gift certificate. Staff/faculty were very pleased with the appreciation.  EDA/WDC expansion continues to progress. A meeting was to finalize the design. Bidding process for that will being in April of 2022, construction in June of 2022, and a year to the project completed. Klinger and Associates are scheduled to share a report at the February meeting.  Four faculty are eligible for tenure. They submit their documentation in January and will be on the February agenda for approval.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 11.17.2021 regular Board meeting minutes  9.2 Request approval of bills for payment for November payment **Finance and Audit Committee**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9.3 Request approval of monthly financial statements for November **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for November **Finance and Audit Committee**  **9..5** Request approval of curriculum items as presented   |  |  |  | | --- | --- | --- | |  |  | 20 | |  |  |   **MOTION:**  *Request approval of the consent agenda items 9.1 through-9.4*  Moved by: Ms. Hawley  Seconded by: Mr. Sprague  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | ~~Mr. Rhea~~ |  |  |  | x | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **MOTION:**  *Request approval of consent agenda item 9.5 - approval of curriculum items as presented*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 -** No grant items.  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. Hess  Seconded by: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 adoption of a Resolution and Certificate relating levying additional taxes*    Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** Ill. Compiled Stat., 805/3-14.3 requires taxing districts intending to levy an additional tax to publish the intent 30 days prior to passage. This intent was published in accordance with the resolution passed at the October 20, 2021, Board meeting and there have been no public petitions filed with the Board of Trustees. The attached Resolution and Certificate Levying Additional Tax accomplishes the legal requirement regarding levying an additional tax.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 to levy taxes and Certificate of the tax levy*  Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** Ill. Compiled Stat., 805/3-20.5 provides that a community college district may levy against the assessed valuation of its district amounts for various purposes to support the operation and debt service obligations of the College. The Truth in Taxation Law (35 Illinois Compiled Statutes 200/18-55, et seq.) requires that the taxing district give public notice of and hold a public hearing on our intent to adopt an amount which is more than 105% of the extensions. The 2021 levy will not exceed the previous year’s extension by more than 5%, thus a public hearing will not be required.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 pay the second half of the ICCTA dues for 2021 in the amount of $4,028*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:** The 2021 renewal notice for the 2nd installment dues for John Wood Community College to the Illinois Community College Trustees Association was presented. The amount is $4,028.00   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 approval of the renewal of the consortium agreement between John Wood Community College and Blessing-Rieman College of Nursing and Health Sciences to provide the associate in applied science (AAS) degree in surgical technology (SUR)*  **Amended MOTION**: *Request approval of the renewal of the ~~consortium~~ agreement between John Wood Community College and Blessing-Rieman College of Nursing and Health Sciences to provide the associate in applied science (AAS) degree in surgical technology (SUR) and the associate in applied science (AAS) degree in nursing (ADN).*  Moved by: Mr. Hess  Seconded by: Dr. Greenwell  **Discussion:** It is recommended that the Board of Trustees approve the renewal agreements between John Wood Community College and Blessing-Reiman College of Nursing and Health Sciences to provide the associate in applied science (AAS) degree in surgical technology (SUR) and the associate in applied science (AAS) degree in nursing (ADN). JWCC will continue to teach the first-year courses and all support and elective courses related to the degrees. JWCC students will receive instruction from BRCNHC to complete the AAS programs. JWCC will continue to be the degree granting institution.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea |  |  |  | x | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.5 **MOTION*:*** *Request adoption of a Resolution providing for the issue of $5,045,000 General Obligation Bonds, Series 2021A, and $825,000 General Obligation Refunding Bonds, Series 2021B, for the purpose of paying claims against the District and refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Mercantile Bank*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The Resolution was prepared by Chapman and Cutler on behalf of the College to allow for the issuance and sale of $5,045,000 General Obligation Funding Bonds and $825,000 General Obligation Refunding Bonds to Mercantile Bank.  The GO Funding Bonds are necessary to pay off existing Debt Certificates issued for the Workforce Development Center expansion project along with other capital improvement projects. The GO Refunding bonds provide for savings.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea |  |  |  | x | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Ms. Ary | x |  |  |  | | Voice Vote | x (via Zoom) |  |  |  |   12.6 **MOTION*:*** *Request adoption of a Resolution authorizing and providing for the issuance of $835,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C, for the purpose of refunding certain outstanding bonds of the District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Mercantile Bank*  Moved by: Mr. Sprague  Seconded by: Ms. Hawley  **Discussion:** TheResolution was prepared by Chapman and Cutler on behalf of the College to allow for the issuance and sale of $835,000 General Obligation Refunding Bonds (Alternative Revenue Source) to Mercantile Bank.  The GO Refunding bonds provide for savings for the College.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | ~~Mr. Rhea~~ |  |  |  | x | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | ~~Mr. Fischer~~ |  |  |  | x | | Ms. Ary | x |  |  |  | | Voice Vote | x (via Zoom) |  |  |  |   12.7 **MOTION*:*** *Request authorization to accept the proposal and award the CDL Truck Driving simulator to Virage Simulation Inc. in the amount of $111,895.00*  Moved by: Mr. Sprague  Seconded by: Mr. Hess  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide a CDL Truck driving simulator. JWCC advertised the request in the Quincy- Herald Whig and on the John Wood Community College website. Two proposals were received.  **Vendor Total Cost**  Doron Precision Systems, Inc $99,550.00  150 Corporate Drive  Binghamton, NY 13904    Virage Simulation Inc. $94,995.00  85 Montpellier Option $4,000.00 Warranty  Montreal, QC, H4N 2G3, Canada Option $9,000.00 Fire Truck  Option $7,900.00 School Bus  The proposal included the options of the F ire Truck and School Bus software for the total of $111,895.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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**  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  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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: Mr. Sprague  Seconded by: Dr. Greenwell   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 December 15, 2021 Board of Trustees regular meeting*    **Moved by:** Ms. Hawley  **Seconded by**: Mr. Hess   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x (via Zoom) |  |  |  | | 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 **16th day of February 2022**, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |