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| Date: **02.16.22** 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 **02.16.22** 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.  *Ms. Hawley was appointed secretary due to the absence of Mr. Andrew Sprague*.    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 phone) |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell |  |  | X (via phone) |  | | Mr. Fischer |  |  | X (via phone) |  | | 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 (Zoom), Mr. Dave Hetzler, Mr. Bill LaTour (Zoom), Ms. Joni Smith, Dr. Chris Kaelke, Mr. Matt Carey, Mr. Joe Knochel, Mr. Bruce Maxey, (Zoom) Mr. Carson Durham, (Zoom) and Mr. Mike Sorenson.  3. **Pledge of Allegiance; Mission Statement** – Ms. Ary read the mission statement.  4. **Introduction** –Introductions included the Quincy Herald Whig representative, Mike Sorenson, Ms. Joni Smith, and Mr. Matt Carey, Ms. Smith and Mr. Carey were the two of the faculty being awarded tenure.  Mr. Rhea joined the meeting in person.  5. **Special Report –** *Klingner/BLDD WDC Expansion Project Update* - BLDD Architects/Klingner and Associates, P.C. representatives are working on the expansion of the JWCC Workforce Development Center. They presented the site plan, overall floorplan, space utilization plan, floor finishes, and exterior rendering of the project. The board was shown the updated schedule. February and March are when the construction documents were completed. The bidding process will begin in April – May (4-weeks). Actual construction is listed to be seventy-four (74) weeks in length with an anticipated completion date of October of 2023.  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 shared that the next ICCTA meeting is scheduled for March 10-11 in East Peoria. Trustees also received information on the 2022 West Central Regional Trustee Meeting to be held at Carl Sandburg College on March 25, 2022, from 9:00 – 1:00. Specific details will be sent in the near future.  8.2 **Board Executive Committee Report** – ***Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Friday, February 11, 2022, at 10:30 a.m. in room C252 with Ms. Diane Ary, Mr. Bob Rhea (via zoom), Mr. Larry Fischer, (via phone) trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker (in-person).  The committee reviewed February Board Business agenda items which included:   * Approval of tenure for full-time faculty members * Authorization of consideration and action on the vice president of Instruction’s contract   Discuss items –  *Spring Enrollment Update* - The committee heard Spring enrollment numbers are trending downward.  *President’s Council January meeting* – Cyber-attacks have become the topic of discussion among Presidents throughout the state. A presentation was given on additional steps to protect one’s system.  *Statement of Economic Interest –* Each year the Board of Trustees are required to file a Statement of Economic Interest. The county clerk will send information to all trustees to complete this form.  *Multifactor Authentication to log into account* – For additional cyber security all Board members will be asked to complete the multifactor authentication to log into their JWCC account. IT department will assist the Board members prior to the start of the February meeting.  *Board Policy Review Update* - Chapter 5 policies will be reviewed upon the return of Mr. Larry Fischer in March.  *Early notification of retirement discussions –* With the number of eligible employees who meet retirement status Administration is considering a possible early retirement notification incentive to allow for transition planning for continuity of quality instruction and services to serve our students. Administration met with faculty representation regarding faculty retirements. No final determination is being presented at this time.  *Orr Corp and Multi – Purpose Facility* - The committee was provided an update on the progress being made at the Orr Corp on the Multi-Purpose Ag Facility. Heard that the annual meeting of the Orr Corp will be held on Wednesday, March 23 at the JWCC Agricultural Education Center.  *EDA/WDC expansion project update* – The Board was informed of the expansion updates thus far. A report was provided at the February meeting.  *West Central Regional meeting -* Carl Sandburg is hosting the West Central Regional meeting on March 25, from 9:00-1:00 p.m.  *COVID – Mask Update* – The governor of Illinois held a press conference where he announced the removal of masks for specific businesses. Clarification was made with ICCB that this will apply to higher education. Masks can be removed on Monday, February 28.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague***. The Curriculum Committee met on Monday, February 14, 2022, 2:00 p.m. Present were Dr. Randy Greenwell, trustee, (via Zoom) Mr. Andy Sprague, trustee (absent), Mr. Mike Elbe; president, Dr. Laurel Klinkenberg, vice president of instruction, (via zoom) and Kristina Johnson; note taker.  Agriculture courses were discussed. The agriculture program received a grant to fund the development of the Conservation Certificate. This certificate stacks into the AAS Agri-Business degree or could be taken either by students or other interested community members as a certificate only. The current issues course will focus on relevant just-in-time topics which will appeal to students.  Education Courses were discussed as well as being informed of the four-tenured faculty being awarded.  8.4 **Board Finance and Audit Committee Report** – ***Ms.* *Paula Hawley, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, February 10, 2022, at 11:00 a.m. via zoom. Present were Ms. Paula Hawley, and Mr. Don Hess, trustees, (via Zoom), 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.  The committee reviewed the bills for payment, travel requests, financials for December and January, investments, Board and President’s expense account. Learned that the checking account rate will decrease from .25 to .20.  The audit continues to be delayed due to guidance from the Department of Education and some completed reports from ICCB. Plans are still to be able to present it at the March meeting.  The committee heard the RFP for audit services will be on the March agenda. It is a three-year service agreement with the ability to renew annual for two years.  8.5 **Student Trustee Report** - ***Mr. Noah Gay -*** In January student government students volunteered to assist with Meals on Wheels. There were seven (7) volunteers who served meals to 40 families within the system. Another opportunity to assist with Meals on Wheels will be held on Friday, February 25. Coordinator, Eric Foster, took student leaders to Kansas City for a conference on campus activities. Plans are being made to implement some of the new ideas. On March 18, the Mr. John Wood pageant will be held. It was rescheduled from a snow date.  8.6 **Administration Report** - ***Mr. Elbe*** - President Elbe talked about the downward enrollment numbers. Stimulus money will assist to bridge year’s decline. Credit hour projects will be projected less for next year. There will be some additional property tax revenue and an increase of 5% state funding to assist with the deficit  Planning and Budget committee are meeting weekly on revenue and expenses to present a budget.  At President’s Council, president Elbe heard steps community colleges could incorporate to be better prepared for a cyber-attack. IT department and Administration met to review the suggestions. Currently the college was doing six of the seven items. Additional initiatives are being looked into.  The Governor of Illinois held a press conference recently regarding the mandate of masks in schools. A recent court order ruled in favor of multiple K-23 schools’ whose lawsuit ask to allow mask optional. The Governor announced to remove masks as optional on Monday, February 28. Schools were still in question. A decision from the college will be made the week of February 21.  President Elbe shared documentation from Sunset home on their Sunset Senior Living project. This project is working to revitalize senior living and elderly care. Their team has asked for a letter of support from the College on the need in the community.  The Board agreed to provide a letter of support to Sunset project. creative a new living center, housing of those in need of the elderly care. President Elbe will draft the letter and review with the Executive Committee.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 12.15.2022 regular Board meeting minutes  9.2 Request approval of bills for payment for December and January payment **Finance and Audit Committee**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9.3 Request approval of monthly financial statements for December and January **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for December and January **Finance and Audit Committee**  9.5Request approval of curriculum items as presented   |  |  |  | | --- | --- | --- | |  |  | 20 | |  |  |   **MOTION:**  *Request approval of the consent agenda items 9.1 through-9.5*  Moved by: Mr. Rhea  Seconded by: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | ~~Mr. Hess~~ |  |  |  | x | | ~~Mr. Rhea~~ | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **10**. **Grant Items**   |  |  |  | | --- | --- | --- | | 10.1 **MOTION:** *Request authorization to submit a grant application to ICCB for a Developmental Education Co-Requisite Instruction grant for up to RE: Amount: $23,000*  10.2 **MOTION:** *Request authorization to submit a grant application to ICCB for a Transitional English Instruction grant for RE: Amount: $13,000*  10.3 **MOTION:**  *Request authorization to submit a grant application to Dollar General Literacy Foundation for Adult Education / GED Testing Fees Grant for RE: Amount $4,500* |  | 15 |   Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** Three grants were presented to submit applications to. Two to ICCB. One grant for a Developmental Education Co-Requisite for Instruction; second grant for Transitional English for Instruction. The third grant is to Dollar General Literacy Foundation for Adult Education / GED Testing Fees.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | 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: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  |  | | Dr. Greenwell | X (via phone) |  |  | x | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12. **Business**  12.1 **MOTION**: *Request approval of tenure for full-time faculty members; Justin Lewis, Joni Smith, Richard Gertz, and Matthew Carey, effective at the beginning of the 2022-2023 academic year*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** Each candidate submitted a written request for tenure review in a timely manner and successfully completed the Tenure Process as defined in the Collective Bargaining Agreement. The individuals have been recommended by their tenure review committees and respective deans, who have reviewed their annual evaluations, student evaluations and classroom observation documents.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.2 **MOTION*:*** *Request authorization of consideration and action on the vice president of Instruction’s contract*    Moved by: Mr. Rhea  Seconded by: Ms. Hawley  **Discussion:** Dr. Klinkenberg’s contract was presented for 2022-2023. It is a one-year contract.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   13. **Discussion Item** -A spring retreat date was discussed. Each trustee was asked to look at their calendars for the following dates:   * April 5 or 6 * May 24, 25, 26   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. Rhea  Seconded by: Ms. Hawley   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **17. Resume Open Session**  **18. Public Session**  18.1**MOTION:** *Request to return to open session.*  Moved by: Mr. Rhea  Seconded by: Ms. Hawley   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the February 16, 2022, Board of Trustees regular meeting*    **Moved by:** Ms. Hawley  **Seconded by**: Mr. Rhea   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Gay | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Rhea | x |  |  |  | | Mr. Sprague |  |  |  | x | | Dr. Greenwell | X (via phone) |  |  |  | | Mr. Fischer | X (via phone) |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   20. **Approval:**  Approved the **16th day of March 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |