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| Date: **03.16.22** Board of Trustees Meeting  RE: **Regular Meeting Minutes**  Location: Southeast Education Center, 39637 260th Ave, Pittsfield, IL 62363  1. **Call to Order/Appointment of Assistant Secretary**  The **03.16.22** Board of Trustees meeting was called to order at the Southeast Education Center, 39637 260th Ave., Pittsfield, Il 62363, 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 (Zoom), Ms. Tracy Orne (Zoom), Mr. Josh Welker, Dr. Laurel Klinkenberg (Zoom), Mr. Bill LaTour, Ms. Diane Vose, Dr. Jeff Galle, Mr. Matt Bradshaw, Jack Deornellas, and Mr. Josh Faivre.  3. **Pledge of Allegiance; Mission Statement** - JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value was read by student trustee Noah Gay.  4. **Introduction** – President Elbe introduced Mr.Matt Bradshaw chair of the Orr Corporation. He provided a brief update to the Board members on the current building project. The annual meeting is scheduled for Wednesday, October 23 with a tour immediately following. August 9 is the date set for the official ribbon cutting. More details to follow. at 20l00 ribbon cutting.  Also introduced was Mr. Josh Faivre, representative from WIPFLi auditing firm.  Mr. Faivre presented information on the audit. Business agenda items 12.1 and 12.2 were voted on after his presentation.  5. **Special Report** - None  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***. No meeting was held. Dr. Greenwell and Mr. Fischer have RSVP to attend the West Central Regional Trustee meeting at Carl Sandburg College on March 25, 2022, from 9:00-1:00.  8.2 **Board Executive Committee Report** – ***Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Thursday, March 10, 2022, at 8:30 a.m. in room C252 with Ms. Diane Ary, (via zoom) Mr. Bob Rhea (via zoom), Mr. Larry Fischer, (in person) trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker (in-person).  The committee reviewed March Board Business agenda items which included:   * Approval of a 3-year contract to provide independent audit services to WIPFLi, LLP with an option of a 2-year extension * Authorization to accept and file the fiscal year 2021 audit report as presented from the firm WIPFLi, LLP * Authorization to accept the automated rigging system in the auditorium to Associate Controls & Design for $77,451   Discuss items –  *48th and Harrison project* – A letter of recommendation was sent from the college endorsing a proposed roundabout at 48th and State. This phase of the project includes a bike path and sidewalk. Phase III of the project will address 48th and State.  *Graduation* – The College is planning a more traditional in-person graduation this year. Mace bearer and professor emeritus are being determined.  *Board Policy Review Update – chapter 5 - The Board sub-committee of board policies will resume in June to complete updating our policies.*  *Election of Board Officers -* Board of Trustees will elect new officers at their April meeting. This is an annual item of the reorganization of the board.  *Orr Corp and Multi – Purpose Facility* *promotional tour*- 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 with a promotional tour.  *Board member e-mail -* The multi-authentication log-in requirement will be done at a later date.  *President’s job description* – A revised job description of the president was presented to the Executive Committee for their review and input. A search firm will be identified to assist with the search.  *Board retreat* - May 26 was the proposed date of a Spring Board retreat. Three topics were identified to be discussed at this retreat. No location has been determined as of this date.  *West Central Regional meeting -* Carl Sandburg is hosting the West Central Regional meeting on March 25, from 9:00-1:00 p.m. Dr. Greenwell and Mr. Fischer will be attending.  *Budget* – The FY21 budget was shared as well as the plans on balancing the budget for FY22. Tuition increase will be proposed this year. Mr. Gay, student trustee, stated he did a survey on this proposal with the students, and they understood the reason behind the increase.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague***. No curriculum committee meeting was held for March. The committee received an e-mail notification that the two-degree changes discussed at the February 25th Curriculum Committee meeting gives the student more options geared toward their program of study.  8.4 **Board Finance and Audit Committee Report** – ***Ms.* *Paula Hawley, Mr. Don Hess*** -The Finance and Audit Committee met on Wednesday, March 16, 2022, at 4:00 p.m. vat the John Wood Community College Southeast Education Center. 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 Mr. Josh Faivre.  The committee reviewed the bills for payment, travel requests, financials for February investments, Board and President’s expense account.  The audit draft was distributed and presented by Josh Faivre. The audit has been delayed this year due to the HEERF funding guidance and problems at the ICCB. Overall, it was a clean audit with no significant findings.  8.5 **Student Trustee Report** - ***Mr. Noah Gay -*** SGA will host their annual Mr. John Wood event on Friday, March 18. This is a fun event. All Board members were invited to attend. The next Meals on Wheels distribution by SGA is Wednesday, March 23. Last event served 40 families.  8.6 **Administration Report** - ***Mr. Elbe*** - Budget and Planning Committee continues to meet every week. The fiscal year FY21 will end with a positive balance. The committee continues to work on balancing the budget for FY22. There are less credit hour projection for the next fiscal year.  Graduation plans are ongoing. Over 200 applications have been completed to participate in this year’s ceremony on May 13.  Board Retreat is scheduled for May 26. Three topics were identified by the Executive Committee. Cabinet members will be invited to attend.  Administration submitted a recommendation letter from the college in support of the roundabout on 48th and State. This is part of a three-phase project. The third phase includes a roundabout at 48th and State.  *Bob Rhea left the meeting by Zoom.*  9. **Consent Agenda**  **Consent business**  9.1Request approval of 02.16.2022 regular Board meeting minutes  9.2 Request approval of bills for payment for February payment **Finance and**  **Audit Committee**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 9.3 Request approval of monthly financial statements for February **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for February **Finance and Audit Committee**   |  |  |  | | --- | --- | --- | |  |  | 20 | |  |  |   **MOTION:**  *Request approval of the consent agenda items*  Moved by: Dr. Greenwell  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 |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **10**. **Grant Items**   |  |  |  | | --- | --- | --- | | 10.1 **MOTION:** *Request authorization to submit a grant application to Illinois State Library/Jesse White Secretary of State of Adult Volunteer Literacy grant RE: Amount: $55,000* |  | 15 |   Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** This grant funds provide volunteer training and coordination for instruction to help adults who read below a ninth-grade level or speak English at a beginning level, to improve their basic reading, writing, math and English language proficiency.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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: Mr. Fischer  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 |  |  |  |  |   12. **Business**  12.1 **MOTION**: *Request approval to award a 3-year contract to provide independent audit services to WIPFLi with an option of a 2-year extension – five-year total cost in the amount of $228,700*  Moved by: Mr. Sprague  Seconded by: Ms. Hawley  **Discussion:** JWCC solicited proposals from qualified vendors to provide independent audit services. The request for proposals were advertised in the Quincy-Herald Whig. Two proposals were received. Proposal details:  **Vendor Total Cost from WIPFLi of Sterling, IL**  FY 22 $41,000.00  FY 23 $43,250.00  FY 24 $45,600.00  FY 25 $48,100.00  FY 26 $50,750.00  .   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to accept and file the draft fiscal year 2021 audit report as presented from the firm WIPFLI, LLP*    Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** The firm of WIPFLi, LLP has completed its audit of the financial records of John Wood Community College for fiscal year 2021. Representatives are attending March 16, 2022, meeting of the Board to present the audit with no findings. This is just in draft form therefore “draft was added to the motion.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to accept the proposal of Option #2 and award the automated rigging system in the auditorium to Associate Controls & Design in the amount of*  *$77,451*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley    **Discussion:** JWCC solicited proposals from qualified vendors to provide an automated rigging system in the auditorium. The request for proposals were advertised in the Quincy-Herald Whig. One proposal was received. Proposal details:  **Vendor Total Cost** Associated Controls & Design  Associated Controls & Design Total Cost: $119,835.00  Option #1: $100,509.00  Option #2: $ 77,451.00   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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** -A spring retreat date was chosen. May 26 at the Workforce Development Center.  14. **Notices and Communications**  Graduation – May 13 at 6:00 p.m.  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: Dr. Greenwell  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 |  |  |  |  |   **17. Resume Open Session**  **18. Public Session a**  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 | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the March 16, 2022, Board of Trustees regular meeting*    **Moved by:** Mr. Sprague  **Seconded by**: Mr. Gay   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 April 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |