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| Date: **05.18.22** Board of Trustees Meeting  RE: **Regular Board Meeting Minutes**  Location: Room, C250, Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **05.18.22** Board of Trustees meeting was called to order at the Student/Administrative Center, room 250, at 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 video, audio, and/or telephonic access means without 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** | | Ms. Archer |  |  | 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. James Rapp, Ms. Tracy Orne, Mr. Josh Welker, Ms. Tracy Hagman, (via Zoom), Dr. Laurel Klinkenberg (via Zoom), Ms. Sara Deters, Mr. Bill Calkins, and Ms. Barb Holthaus.  3. **Pledge of Allegiance; Mission Statement** – The mission statement of JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value was read by student trustee Ms. Lauren Archer.  4. **Introductions**  President Elbe introduced two new employees:   * William Calkins Officer Campus Police * Sara Deters Advisor, Academic Enrollment   5. **Special** **Report -** None  6. **Consideration of Items from the Floor** -None  7.  **Public and/or Employee Comment** - None  8.1 **ICCTA/West Central Region Report – *Ms. Paula Hawley, ICCTA representative*, *Mr. Don Hess, alternate.***  8.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Thursday, May 12, 2022, at 1:30 p.m. in room C252 with Ms. Diane Ary, Mr. Bob Rhea, (Via Zoom), and Mr. Larry Fischer, trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker.  Mr. Welker joined the meeting in the beginning to provide comparisons of financials of peer schools.  May had no Business items but four grants were presented and discussed.  The committee also reviewed the retreat agenda. Search consultant, Angela Provart, will be attending the retreat from 1:00-3:00 p.m. for discussion regarding the presidential search.  The committee heard Representative Rodney Davis will be in Quincy on May 26. President Elbe has been asked to provide a tour of the main campus and Workforce Development Center for him.  Diane Ary, chair, shared information on the presidential search activities thus far.   * Board announced the hiring of the Pauly Group, a national search firm to conduct the JWCC presidential search * An invitation was sent out to all college constituency groups on May 4 to seek nominations for selection to serve as representatives on review of applications; forums were established for selection * Invited community members were asked to attend an open forum for input * A profile survey link was sent to all internal and community member to complete and return by June 6   **BOARD LIAISON TO SEARCH FIRM CONSULTANT APPOINTMENT**: Diane Ary in April requested the appointment of Bob Rhea as the Board liaison to the consultant who has been hired to conduct the JWCC presidential search of which he accepted. At this meeting, Dr.  Randy Greenwell was appointed to serve as an additional Board liaison with Paula Hawley as the alternate if needed.   Both accepted the appointment.  8.3 **Board Curriculum Committee Report** – ***Dr. Randy Greenwell, Mr. Andy Sprague.***  The Curriculum Committee met on Monday, May 16, 2022, at 2:00 p.m. virtually. Attendees included Mr. Mike Elbe, president; Mr. Andy Sprague, trustee; Ms. Paula Hawley, trustee; Dr. Laurel Klinkenberg, vice president of instruction, and Kristina Johnson, note taker.  The committee heard a new course in Developmental English will address a state mandate to decrease the number of semester hours. Students will gain skills needed for college-level coursework in one semester. A second course is being developed: a Transitional English high school course.  The Computer Science Department has completed major revisions to their program to better align with industry changes.  The Curriculum committee’s goal is to streamline the signature process to simplify the curriculum approval form. It is anticipated to have an online form available for the Fall of 2022.  Dr. Klinkenberg discussed the grants being awarded for Transitional English and Early Childhood Access Consortium.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** -The Finance and Audit Committee met on Wednesday, May 11, 2022, at 9:00 a.m. at the John Wood Community College, room, C242. Present were Dr. Randy Greenwell, 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, financials, travel requests, Board budget, president’s expense account, and investments were reviewed.  Current projections are showing the College ending in the black for FY22. Revenues are expected to come in above budget, despite credit hours dropping. This is due to supplemental state funding. The tentative budget will be presented at the June meeting.  Investments included a new money market account with First Bankers Trust. The rate will be equivalent to that of the Illinois Funds money market account rate.  8.5 **Student Trustee Report** – ***Ms. Lauren Archer -***  The end of the year SGA banquet was held where awards were given out in different categories. SGA members are recruiting businesses to promote the Back-to-School Barbeque scheduled for August 31.  Students met with the search firm consultant and followed up with the survey which will go out again. SGA members will be asked to complete it.  The Leadership Development Institute for students will begin this year. This program is modeled after President Elbe’s leadership offerings for employees.  8.6 **Administration Report** - ***Mr. Elbe*** - President shared the Board retreat agenda for May 26. Cabinet and direct reports will be participating in the morning discussion. The search firm consultant will meet with the Board from 1:00-3:00 pm. An e-mail with the agenda and supporting documents will be sent out on Tuesday.  President Elbe and Jim Rapp worked with the Illinois Rural Electrical Cooperative on an agreement which allows installation of an electric charging station at the Southeast Education Center. An additional document was drafted between the Southeast Education Center and owner, Steve Brink, on allowing this to be done.  **Higher Learning Commission** – Dr. Klinkenberg and Mr. Welker, co-chairs of our HLC accreditation, provided an update on the status of the work done thus far for the Higher Learning Commission submission. Our document will be sent in September one month prior to the scheduled visit with our peer reviewers. The first document is written and noted revisions being reviewed. Evidence files and a supportive narrative are currently being collected and linked to the writings.  Bond debit and refinancing options were discussed. Different projects are being reviewed and/or acknowledged. Board members noted to revisit the bond sheet at the Board retreat.  IGEN grant on the water nexus is completed. There were approximately 40 people on the webinar.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 04.20.2022 regular and reorganizational meeting minutes  9.2 Request approval of bills for payment for April payment **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for April **Finance & Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for April **Finance &** **Audit** **Committee**  9.5 Request approval new course for English CMN 099 withdrawal of courses and new courses for Computer Science  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | 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 - All grants were proposed in one motion.**  10.1 **MOTION:** *Authorize to accept funding from Illinois Community College Board for a grant titled “Transitional English Instruction” RE: Amount: $13,000*  **Discussion:** JWCC’s Transitional English Instruction project will develop a transition model that will prepare high school graduates for entry into college-level English courses.  10.2 **MOTION:** *Authorize to submit a grant application to the Department of Commerce and Economic Opportunity for a grant titled “Pulse Boiler Replacement Project: RE: Amount: $195,000*  **Discussion:** DCEO – Rebuild Illinois Capital Program: This grant’s Capital funding initiative is to address critical infrastructure needs in Illinois. JWCC is requesting funds to replace 3 malfunctioning/underperforming 750MBH Fulton Pulse Pak Hydronic boilers that are original to the D Building with 2 new 1500 MBH boilers with integral pumps.  10.3 **MOTION**: *Authorize to submit a grant application to Illinois Community College Board/Il Department of Human Services for a grant title “Early Childhood Access Consortium for Equity” RE: Amount: $616,693.08 (over a 3-year period)*   1. **Discussion:** In response to the shortage of quality childcare providers in Illinois, this 3-year statewide plan will streamline, coordinate, and improve accessibility of early childhood degree pathways. Focus will be put on incumbent early childhood workforce and the employers of childcare educators. JWCC is a member of the Illinois Early Childhood Access Consortium and is therefore mandated by statute to participate in the program. JWCC’s Implementation Plan must include how we will address the development, support, and implementation of AAS curriculum that meets the Gateways competencies. The Plan must also address course development, participation in regional hub partnerships, and elimination of barriers for students including financial assistance.   10.4 **MOTION**: *Authorize to submit a grant application to IBHE – Illinois Board of Higher Education for a grant titled “Illinois Cooperative Work Study” RE: Amount: $21,840*   1. **Discussion:**  JWCC provides a workforce education link between classroom studies and on-the-job real-world experience by partnering with local employers. Salaries for 10-14 student internships established through the program are partially funded by the grant, helping employers save money while they train the student. Internships take place in career areas such as Ag and Welding to reflect the workforce needs of the community and surrounding area.   Moved by: Mr. Sprague  Seconded by: Dr. Greenwell   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | 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 and including table folder item authorizing leave to Joni Smith.*  *Special Leave:*  *The motion was amended to state – grant unpaid leave to Joni Smith in accordance with Section 4.12 (Other Leave) of the Collective Bargaining Agreement during fall semester 2022 for the period after exhaustion of applicable paid leave and unpaid FMLA leave (paid leave being substituted for and reducing unpaid FMLA leave). The Section 4.12 unpaid leave would continue through the end of fall semester 2022 with the obligation to return to employment at the commencement spring semester 2023.*  Moved by: Mr. Rhea  Seconded by: Mr. Hess  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | 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**  13. **Discussion Item**  **Calendar of Events**  13.1 Calendar of Events August 9 ribbon cutting @10:30 at the Orr Center  14. **Notices and Communications**  15. **Other Items**  16. **Closed Session**  17.1 *A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public.*  Moved by: Dr. Greenwell  Seconded by: Mr. Rhea   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   **18. Public Session**  18.1**MOTION:** *Resume to Open Session*  Moved by: Ms. Hawley  Seconded by: Mr. Hess   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | 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 May 18, 2022, Board of Trustees regular meeting*    Moved by: Dr. Greenwell  Seconded by: Mr. Gay   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | X |  |  |  | | Mr. Rhea | X |  |  |  | | Mr. Sprague | X |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | X |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   21. **Approval:**  Approved the **15th day of June 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |