**Board of Trustees of John Wood Community College**

**Counties of Adams, Pike, Hancock, Calhoun,**

**Schuyler, Brown, Morgan, Scott, Cass**

**And State of Illinois**

**May 26, 2022**

 **BOARD RETREAT MINUTES**

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| Date: **05.26.2022** Board of Trustees **Retreat** MinutesRE: **Retreat Meeting**Location: ComPeer Financial, 430 S 54th Street Quincy IL 623051. **Call to Order/Appointment of Assistant Secretary**The **05.26.22** Board of Trustees meeting was called to order at ComPeer Financial**, at 436 S. 54th St.** in Quincy, Il 62305, by **Ms. Diane Ary, Board Chair**. **Mr. Rhea** appointed Ms. Benz assistant secretary.  2. **Roll Call** Ms. Benz called roll:

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| **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, Dr. Laurel Klinkenberg, (via audio), Ms. Melanie Lechtenberg, Mr. Bill LaTour, Ms. Tracy Orne, Ms. Barbara Holthaus, Ms. Dana Keppner, Ms. Tracy Hagman (via audio) and Mr. Josh Brueck.**3. Public Comment –** None **4. Agenda & Discussion Items-** *Mr. Andy Sprague joined the meeting.*President Elbe extended a welcome to all Board members, Cabinet, and direct reports in attendance. Mr. Fischer expressed the need for future growth for the College and Career, Technical, Education programs. 4.1 **Cyber Security Plans and Best Practices for minimizing risk** – Mr. Josh Brueck provided an update on JWCC’s security plans for the College’s network and practices to minimize risk in the event of a cyber- attack. He shared statistics of the increasing numbers of attacks that are being attempted every day and the amount of funds being requested as ransom to restore those systems. Currently JWCC has grown from 16 servers to 69 with many in-house and public devices being used. Cyber-attacks have seen a 600% increase since the pandemic, and it is being committed by organized crime with minimal numbers being prosecuted. We have only one point of entry and one point of exit and firewalls as a safety feature. There are internal and external measures being practiced. The College has blocked 13,163 attacks within a 90-day period. Some procedures in place include category blocking, firewall connecting to our resources; multi authentication, on and off-site backup, patches, training for employees, audits, filters, 16 letter passwords characters, and monitoring. Future recommendations would be continue monitoring 24-7. Mr. Brueck expressed his belief that insurance providers will be dictating more stringent requirements as this continues. As we move forward additional personnel and resources will be needed to keep ahead of cyber-security threats.  4.2 **Retaining and Recruiting quality faculty and staff -** Ms. Keppner provide data on compensation and benefits for the future. Currently the college is experiencing the same problem as many businesses in retaining and recruiting quality faculty and staff. Human Resources provides employees training on sexual harassment, diversity, and other mandate requirements by the state of Illinois. Professional development for staff and faculty is done annually. This year a speaker for all was offered in the Spring. Faculty participate in Center for Excellence Teaching and Learning (CETL) workshops and webinars are offered for employees on different topics. The Human Resource department continue to review onboarding techniques. Discussion was held on the value of our benefits package which includes health insurance, sick and vacation leave was acknowledged as attractive. Currently we don’t offer remote work options.4.3 **Institutional growth strategies –** The Enrollment and Retention Management Plan was recently reviewed. Groups on campus held brainstorming sessions reflecting on the past and projecting to the future. Three key questions were proposed. 1. What current programs have the most enrollment growth potential and how can they be enhanced to attract and retain more students?
2. How can we improve the student experience to better attract, retain, and graduate students?
3. As students’ paradigms shift in terms of the value and source of education, what opportunities can we package/create to competitively position the college?

**The Board was asked to complete these questions also and submit their thoughts to Ms. Benz.**Ms. Orne stated the College has seen more mental health needs amongst students, a loss of adult learners (mostly women), and individuals securing a higher paying job due to the increase in wages instead of seeing the need to attend College.Discussion followed on the mental health issues, anxiety, depression, COVID aftereffects, coping skills, and advisory councils. It is a real struggle for all after the pandemic to comeback as normal as we were.Engaging of faculty in their field of expertise was discussed. Discussion was held on career pathways. The College is using the acronym of MATH – Manufacturing, Agricultural, Transportation/Logistics, and Healthcare to promote these key career options.Ms. Orne shared a document on “The Great Upheaval”. This is a book on “An Excellent Analysis of Higher Education”. A summary of this document and book by Ms. Orne was also shared.4.4 **5-Year Financial Report -** included in packet of information for the retreat was a 5-year financial report. 4.5 **Morning recap and take-a-ways --** The Board commented on the following items as take-a-ways:* + - * Examining pay/compensation of all employees will be key to retaining and attracting talent.
			* Creating job families as a way to group positions which are in higher demand for competitive wages
* The need for students to participate in activities and be engaged on campus
* Advancing our career programs,developing technical directors
* Engagement of faculty with students
* Monitoring 24-7 for cyber-security attacks
* Development of enrollment growth initiatives
* Need for job shadowing; internships

4.6 **Presidential search**Angela Provart, search consultant, attended the afternoon session discussing various aspects of the search process. President Elbe shared presidential characteristics. He left the meeting at 1:45 p.m.**Qualifications/characteristics of next President**Some noted remarks were:*Education Requirement* - Masters required with doctorate preferred *Characteristics* *needed to lead the College toward goals in next five years* - * President Elbe and Board shared these characteristics:
* Fundraising capabilities
* Reconnect, refocus, and be a relationship builder
* Student focus
* CTE background, knowledge
* Instructional experience/background
* Strategic Leader, creative
* Financial understanding
* Visible within the district
* Transparent, team approach
* Successful administrative experience

*Challenges a new president will face** Enrollment growth, assisting in engagement of students
* Competition of providing salary equity in the workplace, retaining employees, adapting to changes in education delivery

**Search committee make-up and members by the consultant** - All nominations from the various contingency groups were presented for consideration to the Board of Trustees. Each workgroup was asked to submit up to four names. The categories and number of representatives were:* Exempt - 1
* Non-Exempt - 1
* Leadership Council - 1
* Student - 1
* Faculty - 2
* Foundation Board member - 2
* Community member – TBD

The board reviewed the names of the individuals presented by the search firm to serve on a search committee. Consultant, Angela Provart, noted the names of the members selected and contact will be made by the firm.**Presidential Salary Compensation -** Discussion on compensation package and salary of the next president was held. Angela Provart noted the items and will share a document when completed.The Board will meet with Angela Provart prior to the June meeting via virtually to continue next steps.5. **Adjournment** 5.1 **MOTION:** *Adjourn the May 26, 2022, Board of Trustees* retreat *meeting.* Moved by: Dr. GreenwellSeconded by: Mr. Hess

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| **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 |  |  |  |  |

**6.** **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |