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| Date: **06.15.22** 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 **06.15.22** 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. Josh Welker, Ms. Tracy Hagman, Dr. Laurel Klinkenberg (via Zoom), Ms. Melanie Lechtenberg (via Zoom), Mr. Dave Hetzler, Mr. Bill LaTour, Ms. Barb Lieber, Mr. Colby Melton, Ms. Rachel Hansen, Mr. Dan Stupavsky, Mr. Dave Deters, and Ms. Rebekah Keim.  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:   * Colby Melton, Financial Assistant, Business Office * Rebekah Keim, Administrative Assistant, Learning Resources Center   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.*** ICCTA held their annual convention meeting on June 10-11. No virtual options were available. The next meeting is scheduled for September 10.  8.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Thursday, June 9, 2022, at 11:00 a.m. in room C252 with Ms. Diane Ary (Via Zoom), Mr. Bob Rhea, Mr. Larry Fischer, trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker in-person.  The committee was informed the college received notification of the EDA grant acceptance. Bid projects will be going forward for the Workforce Development Center. Naming opportunities are also being explored.  June Board agenda items were reviewed and discussed. Four grants were presented; two for submission and two for acceptance of funds. Items on the agenda included tentative budget resolution for FY23, School Treasure’s bond, courtyard bid rejection of concrete, acceptance of Orr Research Center furniture bid and submission of five RAMP documents.  The committee briefly discussed follow-up items from the Board retreat, discussed the policy review committee reconvening to review the remaining policies, heard the official name of the new Orr building being Agricultural Sciences Complex, noted that open house scheduled for this building is August 9 with a time change to 10:30 a.m., discussed the progress on the national presidential search, and discussed a request to Administration for documents.  8.3 **Board Curriculum Committee Report** - The Curriculum Committee met on Monday, June 13, 2022, at 10:30 a.m. at John Wood Community College, meeting virtually by Zoom. Attending were Ms. Paula Hawley, trustee, Dr. Laurel Klinkenberg, vice president of Instruction, President Michael L. Elbe and Kristina Johnson, note taker. Absent was trustee Andy Sprague.  The annual and five-year program review process was discussed and explained. The annual reviews align with the more comprehensive five-year review.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, June 9th, 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, 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.  Board items were reviewed. The proposed budget is balanced. Revenues and expenses were reviewed in the budget, heard the School Treasurer’s Bond level is 6.3 million, noted five RAMP documents are being submitted to Illinois Community College Board, with matching funds commitment, informed of the acceptance of the bid for the Orr Research Center furniture, and rejection of the concrete for the courtyard.  8.5 **Student Trustee Report** – ***Ms. Lauren Archer -*** The SGA officers retreat was held in Pittsfield Illinois in June. All student life activities through January were planned. This included two of the large activities, haunted trail, and homecoming.  Peer-to-peer mentorship program for engagement is being done. Scholarship requirements were discussed with incoming freshman and sophomores.  8.6 **Administration Report** - ***Mr. Elbe*** - Administration received notification from the EDA grant that our plan was accepted. Klingner and Associates will begin the process of bidding for the project. These bids will be presented to the Board for approval. The next steps will be a groundbreaking ceremony, and start-up of construction The Board heard that materials are higher than when the grant was submitted but the College has taken steps for this increase of cost.  Notification was received that the early childhood equity grant submitted was approved. The College is anticipated to receive funds over $616,000 over the next three years. Approval of this acceptance of fund will be on the July agenda.  The Quincy Park District approached Administration on a proposal to utilize 10.7 acres of land on our property to establish a park on the southeast side of Quincy. A map of the designated location was shared with all Board members. The proposal would include the construction of a shelter house with restrooms, playground equipment for 2–5-year-old age group, and equipment for 5–12-year-old age group. Also in the proposal would be a basketball court, parking, and lightening. A representative from the park district will be invited to a Board meeting for further discussion and detail.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 05.18.2022 regular meeting minutes and 05.26.22 Board retreat minutes  9.2 Request approval of bills for payment for May payment **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for May **Finance & Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for May **Finance &** **Audit** **Committee**  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Dr. Greenwell  Seconded by: Mr. Rhea  **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*:*** *Authorized to submit a grant application to the U.S. Department of Labor for a grant titled: Strengthening Community College Training Grants RE: AMOUNT: $540,000.00 over 4 years - $5,000,000 total grant for consortium*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** This is a consortium of Illinois Community Colleges led by Parkland Community College and facilitated by ICCB. There is no match required of JWCC for the funds. It builds the capacity of community colleges to address identified equity gaps and meet the skill development needs of employers in in-demand industries and career pathways leading to quality jobs   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   10.2 **MOTION:** *Authorized to submit a grant application to Local Workforce Area 14- Workforce Innovation Board of Western Il for a grant titled: Class-Sized Training Program RE: AMOUNT $120,000-$150,000*  Moved by: Mr. Rhea  Seconded by: Dr. Greenwell  **Discussion:** The Workforce Office of Western Illinois issues this Request for Proposal (RFP) to solicit qualified training providers to offer class-sized training programs under the Workforce Innovation and Opportunity Act (WIOA) Title 1-B in Illinois.Class-sized training, resulting in a certification, for a minimum of six (6) WIOA eligible individuals including adults, dislocated workers, and out of school youth. For positive performance all participants must receive a training certification   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   10.3 **MOTION**: *Authorized acceptance of grant funds from Illinois Manufacturing Excellence Center for a grant titled Computer Networking & Cybersecurity Innovation RE: AMOUNT: $15,000*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** JWCC will revise the existing Computer Networking course and develop a new Cybersecurity course to better prepare students for local in-demand manufacturing jobs/careers. JWCC will produce a cybersecurity educational video to present to local manufacturing companies. IMEC will also use the video presentation to distribute statewide to other manufacturing communities.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   10.4 **MOTION**: *Authorized the acceptance of grant funds from the Department of Education for Upward Bound RE: Amount: 297,601 annually, $1,488,005 over 5 years*  Moved by: Mr. Rhea  Seconded by: Mr. Fischer  **Discussion:**  This proposal is for the Upward Bound TRIO grant. This grant serves at-risk youth, namely those that are first generation in their family to attend college and low-income students. All students must demonstrate an academic need for program services and have the ability to attend postsecondary education. Funds support the TRIO-UB program in Quincy Public, Meredosia/Chambersburg, Griggsville/Perry, and Pittsfield high schools. We have received this grant for 20 years   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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.*  Moved by: Mr. Fischer  Seconded by: Mr. Sprague  **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**  12.1 **MOTION***: Request approval of the Fiscal Year 2023 tentative budget resolution*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:** The proposed budget is balanced with operating revenue and expenditures of $16,412,835. This is an increase from the fiscal year 2022 budget of $213,406.  Operating revenue projections include:   * Federal Higher Education Relief Fund (HEERF) lost revenue of $250,000 * State funding of $2,261,279 which represents 8.5% of total revenues * Tuition revenue based on 34,000 credit hours which represents a decrease of 6,300 credit hours from FY2022 budgeted credit hours * Local property tax levy of $5,629,406 based on an estimated flat tax rate which represents 34.3% of total revenues * Corporate Personal Property Replacement Tax revenue of $750,546 which represents an increase of $275,546 over the FY2022 budgeted amount * Tuition increase of $7.00 per credit hour   Operating expenditure projections include:   * All contractual obligations including all debt payments * Items from the College’s Strategic Master Plan * Faculty and staff salary increases of approximately 4.75% for all Board approved positions and associate faculty * Funding for the following position changes: upgrade of Financial Aid Coordinator to Financial Aid Manager, upgrade of Concurrent Enrollment Coordinator to Concurrent Enrollment Manager, creation of new PT Concurrent Enrollment Success Coach  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | x |  |  |  |   12.2 **MOTION*:*** *Request adoption of the School Treasurer’s Bond with THE HARTFORD through the Illinois Community College Risk Management Consortium RE: Bond Level 6.3 million*  Moved by: Ms. Hawley  Seconded by: Mr. Sprague  **Discussion:** Based upon Illinois Statue 110 ILCS 805/3-19, the treasurer of the community college district is required to be bonded. The Illinois Community College Risk Management Consortium has contracted with The Hartford to provide this coverage to its members. The level of bonding is $6,300,000.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | x |  |  |  | | 12.3 **MOTION*:*** *Request authorization to reject the courtyard concrete improvement proposal from Million Construction RE: AMOUNT: $136,932*  Moved by: Mr. Rhea  Seconded by: Dr. Greenwell  **Discussion:** JWCC solicited request for proposals to provide courtyard concrete improvements. One request was received from Million Construction and was recommended for rejection.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | x |  |  |  | | | | | | | |  |  |   12.4 **MOTION***: Request authorization to accept the proposal and award to Henricksen & Company of total cost option number 2 for furniture for the Orr Research center in the amount of $46,877.93*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** JWCC solicited request for proposals to provide furniture for the Orr Research Center. The recommendation was to received Option 2 from Henricksen & Company.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | x |  |  |  |   12.5 **MOTION***: Request approval to submit five RAMP documents and the matching funds commitment to the Illinois Community College Board*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** Five RAMP (Resource Allocation Management Plan) documents regarding an Illinois Community College Board Capital Budget Request for FY 2023. These projects are identified below:   1. Parking Lot Repairs – Main Campus 2. Heat Pump Replacement - Agricultural Education Center 3. Roof Replacement – Learning Center (B Building of Main Campus) 4. Restroom Stall Partition Replacements – Main Campus and Agricultural Education Center 5. Entrance Vestibule – Heath Center (D Building of Main Campus)   As with previous RAMP projects, these requests will involve a matching funds commitment by the Board of Trustees. Upon Board approval, it will be submitted to the Illinois Community College Board for inclusion in the FY 2023 capital budget. Approval includes a guarantee to the State of Illinois that matching funds will be available for these projects.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | x |  |  |  |   13. **Discussion Item**  **Calendar of Events**  13.1 Calendar of Events August 9 ribbon cutting @10:30 at the Orr Center, two additional  meetings were note by Mr. Fischer of July 11 and August 13.  14. **Notices and Communications**   * Wine Pull by the Foundation September 22 * August 9 Ribbon Cutting at Orr Center   15. **Other Items**  Mr. Dedert shared some dates from the Ag Alumni   * July 8 – Ag Alumni golf outing. * September 16 - JWCC livestock judging, * February 18 – Orr annual meeting   16. **Closed Session - No closed session was held.**  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:  Seconded by:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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:  Seconded by:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 June 15, 2022, Board of Trustees regular meeting*    Moved by: Mr. Hess  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 |  |  |  |  |   21. **Approval:**  Approved the **20th day of July 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |