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| Date: **08.17.22** Board of Trustees Meeting  RE: **Regular Board Meeting Minutes**  Location: Agricultural Sciences Complex Building, 37803 Street, HWY 104, Baylis, IL 62314  1. **Call to Order/Appointment of Assistant Secretary**  The **08.17.22** Board of Trustees meeting was called to order at the Agricultural Sciences Complex Building, 37803 Street, HWY 104, Baylis, IL 62314 at 6:00 p.m. by Mr. Andrew Sprague**,** Board secretary serving as chair in the absence of Diane Ary chair and Bob Rhea vice chair. Mr. Spragueappointed 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 Zoom |  | | 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 Orne, Ms. Tracy Hagman (via Zoom), Mr. Dave Hetzler, Mr. Bill LaTour, Mr. Bill LaTour.  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 Ms. Bethany Beeler, newly hired Ag Instructor, Mr. Justin Lewis, Ag Instructor, Ms. Amy Lefferinghouse, U of I extension representative, Mr. Dave Dedert, Ag Alumni, and Mr. Garris Brown.  5. **Special** **Report –** No special report.  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.*** Ms. Hawley, trustee, will be attending the ICCTA meeting at the Crowne Plaza in Springfield on September 8-10.  8.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Thursday, August 11, 2022, at 11:00 a.m. in room C252. Mr. Bob Rhea, (via Zoom), Mr. Larry Fischer (in-person), and Mr. Andrew Sprague, (via Zoom) trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker in-person. Ms. Diane Ary was absent.  **August Board of Trustees Agenda items**  Business items included:   * DEI Position Statement * College Catalog 2022-2023 * Bid opening for boilers for D building   **Grants** – Four grants were presented. Three were acceptance of funds and one an application for submission.  The Agricultural Sciences Complex located at the Orr Center held its ribbon cutting on August 9. The event had agricultural leaders, legislators, U of I representatives, extension representatives, and community members in attendance.  WDC groundbreaking was discussed. The date scheduled is September 7 at 10.30 a.m.  The committee heard HLC criteria is being reviewed. Evaluators have been identified and steps continue for the October visit.  Convocation will be held on October 18, 2022, beginning at 5:00.  A tentative fall retreat date of October 17 was set. Agenda items are being requested.  Presidential search continues to move forward, application deadline to the consultant is August 29.  8.3 **Board Curriculum Committee Report** - The Curriculum Committee met on Monday, August 15, 2022, at John Wood Community College, meeting virtually by Zoom. Attending were Ms. Andrew Sprague, trustee, Dr. Laurel Klinkenberg, vice president of Instruction, and Kristina Johnson, note taker. Absent was President Michael L. Elbe and trustee Paula Hawley.  The Curriculum process was discussed and reviewed. This process was developed by Matt Carey Curriculum Chair, to help guide faculty when making a change to the curriculum. The process was revised to help simplify the manner of updating curriculum changes. An electronic curriculum approval form was created to streamline the submission process and approvals. The recently developed form will go before the Faculty Senate Curriculum Committee for approval in August.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, August 11, 2022, at 2:00 p.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, Out of District Travel request, financials, board budget, president’s expense account, and investments were reviewed. * Board Items were reviewed. They include   + Boiler Request for Proposals   + Discussion of the auditor visit   + Heard the transfer of funds will be brought to the Board next month   + Head that Request for Proposals for chillers for C building are being sent out   8.5 **Student Trustee Report** – ***Ms. Lauren Archer –***  Camp Trail Blazer was held on August 2. This is an annual event for SGA. An estimated 40 students were involved (double for the last several years). The camp is located in Nauvoo.  Student orientation is being held prior to the start of the first day of school. The goal was to have 220 students attend; this goal has been surpassed. Currently, 300 students have gone through orientation.  8.6 **Administration Report** - ***Mr. Elbe*** – The Higher Learning Commission site visit is drawing closer. Administration has been contacted by the lead reviewer who indicated five peer reviewers will be on campus on October 24 and October 25. Dr. Klinkenberg and Mr. Welker are leading the team through this visit. The assurance argument locked date is September 25. Cabinet has been reviewing each criterion for the last several weeks. Further college community involvement is being planned by public relations.  The Workforce Development groundbreaking date is scheduled for September 7 beginning at 10:30 A list of community members, board members is being developed to invite. More details will follow.  Board election information was just received today. There are three trustees whose term expires in April of 2023. They are Mr. Larry Fischer, Ms. Diane Ary, and Mr. Bob Rhea. Information will be sent to the media next week. First day of circulation is September 20.  The Board retreat is scheduled for Monday, October 17. This is also the date the Board will select the final presidential candidate. Retreat agenda items can be submitted to the president’s office.    President Elbe highlighted:  College wide meeting – August 18  Convocation – August 18  Wine Pull - September 22  Scholarship Reception – October 25  The College newsletter was mailed out to district residents this past week. It includes highlights and updates of the college.    9. **Consent Agenda**  **Consent business**  9.1Request approval of 07.20.2022 regular meeting minutes  9.2 Request approval of bills for payment for Julye payment **Finance and Audit Committee**  9.3 Request approval of trustee and employee travel expenditures for July **Finance &** **Audit** **Committee**  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   10. **Grant Items - All grants were proposed in one motion under item 10.1.**  10.1 **MOTION*:*** *Authorization of acceptance of grant funds from Illinois State Library/Jesse White Secretary of State for Adult Volunteer Literacy RE AMOUNT: $52,815*  Moved by: Mr. Rhea  Seconded by: Dr. Greenwell  **Discussion:** 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** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   10.2 **MOTION*:*** *Authorization of acceptance of grant funds from ICCB for Coronavirus Urgent Remediation Emergency Fund – College Bridge program RE AMOUNT: $220,000*  Moved by:  Seconded by:  **Discussion:** Provide minority, first generation, and low-income students with the skills and resources to succeed as they transition into the community college from their high school, or for adults beginning or returning to college, as they transition into college.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  | x | | Voice Vote |  |  |  |  |   10.3 **MOTION**: *Authorization of acceptance of grant funds from Illinois Bureau of Higher Education for Illinois Cooperative Work Study RE AMOUNT: $21,840*  Moved by:  Seconded by:  **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.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   10.4 **MOTION**: *Authorization to apply for a grant from ICCB for a grant entitled the Pipeline for the Advancement of the Healthcare Workforce RE AMOUNT: $312,095*  Moved by:  Seconded by:  **Discussion:** To create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the fields of CNA, LPN/RN, CMA, and Surgical Tech.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   11. **Personnel Items**  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. Hess  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   12. **Business**  12.1 **MOTION***: Request adoption of Diversity, Equity, Inclusion, position statement for John Wood Community College*  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion:** The presented Diversity, Equity, and Inclusion position statement for John Wood Community College. This statement and definitions are the work of our DEI Standing Committee that I chair working towards making a more diverse, equitable and inclusive College.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | NAME | AYE | NAY | PRESENT | ABSENT | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | X Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   12.2 **MOTION*:*** *Request adoption of the 2022-2023 JWCC College Catalog*  Moved by: Mr. Hess  Seconded by: Dr. Greenwell  **Discussion:**  The 2022-2023 John Wood Community College Catalog and Student Handbook serves as the primary informational document for prospective students and others who are interested in obtaining information about programs, services, and activities offered by the College. Because some court cases have ruled that a college catalog is a legally binding document, it is recommended that the Board adopt the John Wood Community College Catalog and Student Handbook for 2022-2023.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | NAME | AYE | NAY | PRESENT | ABSENT | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | x Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  | | 12.3 **MOTION*:*** *Request authorization to accept the proposal and award Peters Heating & Air Conditioning to provide replacement boilers for Building D RE: Amount $245,750*  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion:**  JWCC solicited request for proposals from qualified vendors to provide replacement boilers for Building D. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One proposal was received.  **Vendor**  Peters Heating & Air Conditioning Total Cost: $245,750.00  4520 Broadway  Quincy, IL 62305  It is recommended that the Board of Trustees accept the proposal and award to Peters Heating & Air Conditioning in the amount of $245,750.00.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | NAME | AYE | NAY | PRESENT | ABSENT | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | X Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  | | | | | | | |  |  |   13. **Discussion Item**  **Calendar of Events**  13.1 Board of Trustees Fall retreat is scheduled for October 17. This date is reserved also to make a final selection of a presidential candidate if necessary.  14. **Notices and Communications**   * Wine Pull by the Foundation September 22 * JWCC Foundation Scholarship reception October 25 * December 1 honoring President Elbe at a reception   15. **Other Items**  Mr. Dedert share information from the Ag alumni. Golf outing was held in July; good day. Many alumni attended the ribbon cutting on August 9. Preparations are being made on the livestock judging event which will be held on September 16. The alumni bought a trailer.  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 and consideration of presidential search matters.*  Moved by:  Seconded by:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer |  |  |  |  | | Ms. Hawley |  |  |  |  | | Mr. Hess |  |  |  |  | | Mr. Rhea |  |  |  |  | | Mr. Sprague |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Ms. Ary |  |  |  |  | | Voice Vote |  |  |  |  |   **18. Public Session**  18.1**MOTION:** *Resume to Open Session*  Moved by:  Seconded by:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer |  |  |  |  | | Ms. Hawley |  |  |  |  | | Mr. Hess |  |  |  |  | | Mr. Rhea |  |  |  |  | | Mr. Sprague |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Ms. Ary |  |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the August 17, 2022, Board of Trustees regular meeting*    Moved by: Dr. Greenwell  Seconded by: Mr. Hess   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Rhea | X Zoom |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | X |  |  |  | | Ms. Ary |  |  |  | x | | Voice Vote |  |  |  |  |   20. **Approval:**  Approved the **21thth day of September 2022**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48th Street, Quincy Il 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.  **CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |