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| Date: **09.21.22** Board of Trustees Meeting  RE: **Regular Board Meeting Minutes**  Location: Board Room, Student Administrative Center, 1301 South 48th Street, Quincy IL 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **09.21.22** Board of Trustees meeting was called to order at the Student Administrative Center, Board Room, 1301 South 48th Street, Quincy, IL 62305 at 6:00 p.m. by Mr. Bob Rhea**,** Board vice-chair. Mr. Rheaappointed Ms. Benz assistant secretary.    2. **Roll Call**  Ms. Benz called roll:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  | Via phone |  | | Ms. Ary |  |  | Via zoom |  | | Voice Vote |  |  |  |  |   **Attendees:** Mr. Michael Elbe,Ms. Leah Benz, Mr. Josh Welker, Ms. Tracy Orne via Zoom, Ms. Tracy Hagman, via Zoom, Dr. Laurel Klinkenberg, via Zoom, Mark Meyer, Quincy Herald Whig representative.  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. Heather Amos, Accounting Instructor, Ms. Paula Chapman, Academic Talent Search Advisor, and Ms. Amy Hustead, Assistant Director, PR & Marketing.  5. **Special** **Report –** No special report.  6. **Consideration of Items from the Floor** –Closed Session request regarding presidential search. Closed session verbiage below was read.  *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: Mr. Andy Sprague  Seconded by: Mr. Don 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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  |   **MOTION:** *Resume to Open Session*  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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  |   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, attended the ICCTA meeting at the Crowne Plaza in Springfield on September 9-10. Ms. Hawley reported the Illinois Central College president share community colleges are not coming back as they were prior to COVID. Discussion on how to continue be competitive in the market because of students wants and needs are changing. It was compared to a museum where students can pick courses, go in, and exit quickly. Lots of changes to explore. Discussion was held on soft skills as part of Truck Driver Training program.  The Saturday meetings consisted of committee meetings of ICCTA.  8.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on Tuesday, September 13, 2022, at 1:00 p.m. in room C252. Mr. Bob Rhea, Mr. Larry Fischer (in-person), and Mr. Andrew Sprague, trustees; Mr. Michael Elbe president, and Ms. Leah Benz, note taker in-person. Ms. Diane Ary was absent.  **September Board of Trustees Agenda items**  Business items included:   * Approval to revise Board policies reviewed by the sub-committee of the Board * Approval to pays 1st installment of ICCTA dues * Approval to transfer 1,400,000 from Operating Funds to Operations and Maintenance Restricted Fund * Acceptance of the proposal from Keck heating & Air Conditioning for HAVC rooftop replacement unit * Acceptance of the proposal from Peters Heating and Air Conditioning for a replacement chiller for Building C * Acceptance of the proposal from SJ Smith Company for a plasma table for our welding program   **Grants** – Two grants requesting acceptance of funds were shared.  Personnel items were discussed.  The committee discussed the WDC groundbreaking ceremony and the future capital campaign, AAIM- who has been contracted by the college to review employee compensation, a request for consideration to offer Lawyers for Learning service to students, the fall retreat agenda, enrollment numbers for fall, the renewal of the Pepsi agreement, and an update on the presidential search.  Other items noted were the Wine Pull, farewell reception for President Elbe, and a college wide meeting to discuss HLC where Board members will be invited to attend.  8.3 **Board Curriculum Committee Report** - The Curriculum Committee met on Monday, September 19, 2022, at John Wood Community College, meeting virtually by Zoom. Attending was Paula Hawley, trustee, Dr. Laurel Klinkenberg, vice president of Instruction, and Kristina Johnson, note taker. Absent was President Michael L. Elbe and trustee Andrew Sprague.  During the meeting, the September 16th Curriculum Brown Bag information was shared and discussed which included presentations covering the updated curriculum process, the value and approvals of curriculum, and the importance of developing the electronic curriculum approval form which will streamline the submission process and approvals.  Other items included HLC Assurance argument. On September 30 a college wide mandatory meeting is scheduled to discuss with faculty and staff.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** -The Finance and Audit Committee met on Thursday, August 30, 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. John Reinhardt, Director of Fiscal Services, Mr. Mike Elbe, President, and Jenny Venvertloh, note taker.  At this meeting, the committee met with the auditors. The auditors were in the process of doing their field work. They do not have to test financial aid due to the HERFF funding. Testing for TRIO will be done as it is tested every three years. Lost revenue is a big part of their process this year. They explained that a lot of work was done ahead of time before arriving to campus. Three-fourths of the testing is done. Administration left the meeting so the auditors could meet with Board members only.  The Finance and Audit Committee met on Wednesday, September 14, 2022, at 8:30 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. John Reinhardt, Director of Fiscal Services, 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   + Request for Proposals on the chiller   + Request for Proposals on the rooftop HVAC unit   + Request for Proposals on the plasma table for the welding program   + Transfer of funds from Operations and Maintenance Restricted fund.   Other items discussed included assessment notifications and noting the auditors would be attending the October meeting.  8.5 **Student Trustee Report** – ***Ms. Lauren Archer –***  On August 2 an annual SGA event, Camp Trail Blazer, was held in Nauvoo. An estimated 40 students were involved (doubled from last year).  On August 31 the Back-to-School Barbeque was held. Local businesses were in attendance providing samples. An estimated 332 people attended.  Blazer Bash was held on September 17. This event showcased local athletes, school clubs and organizations. It was open to the community.  SGA meeting is experiencing their highest attendance after COVID. Two new clubs requested to be on campus; the fitness club and book club. Both clubs were approved.  8.6 **Administration Report** - ***Mr. Elbe*** – Blazer Bash event held with good attendance, livestock judging event had an estimated 400 ag students. Ag alumni did a fantastic job.  Petitions are available for available seats on the JWCC Board of Trustees. Election is held in April.  Board Retreat is scheduled for October 17; an agenda is being worked on. The consultant, Angela Provart, will be in attendance in the morning. The event will be held at the College.  The renewal of the Refreshment Services Agreement - Pepsi contract will be presented at the October meeting for approval.  Fall enrollment is flat. We saw 62 more students than in 2021. Adult learners are starting to return.  Lawyers for Learning program is being explored. It is a program at no cost to JWCC or students. It is a free service for students who have criminal records but at a lower level to be expunged to allow them to enter programs to further their education.  AAIM is a company that the college is working with to begin the process of reviewing our current compensation plan. This is a result of the campus climate survey.  A capital campaign to support the WDC expansion project is beginning.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 08.17.22regular meeting minutes  9.2 Request approval of bills for payment for August payment **Finance and Audit Committee**  9.3 Request approval of trustee and employee travel expenditures for August **Finance &** **Audit** **Committee**  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Mr. Sprague  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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | 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 Green Economy Network for the IGEN – Auditorium State LED Replacement Project RE: Amount: $40,073*  Moved by: Mr. Hess  Seconded by: Mr. Sprague  **Discussion:** Auditorium Stage LED Replacement Project to replace the auditorium’s 24 ellipsoidal stage lights with energy and cost-efficient LED fixtures  10.2 **MOTION*:*** *Authorization of acceptance of grant funds from Illinois community College Board for the Pipeline for the Advancement of the Healthcare Workforce (PATH) 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 |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | X via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | 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. Sprague  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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  |   12. **Business**  12.1 **MOTION***: Request approval to transfer $1,400,000 from Operations Funds to Operations and Maintenance Restricted Fund for fiscal year 2022*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The College would like to request to transfer $1,400,000 from the Operating Funds to the Operations and Maintenance Restricted Fund for fiscal year 2022.  This transfer will replenish deferred maintenance and capital project funds that were spent in fiscal year 2022, and also help fund maintenance and capital projects planned for fiscal year 2023 and future years.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | NAME | AYE | NAY | PRESENT | ABSENT | | Ms. Archer | x |  |  |  | | Ms. Hawley | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | X via phone |  |  |  | | Mr. Fischer | X via zoom |  |  |  | | Ms. Ary |  |  |  |  | | Voice Vote |  |  |  |  |   12.2 **MOTION*:*** *Request approval to revise the Board policies presented by the Board sub-committee who reviewed policies and recommend all policies be review every three years*  *The motion was revised to table approval of the Board policies presented to the October meeting.*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The Board of Trustees formed a sub-committee to complete a comprehensive review of the College’s Board Policy Manual. This committee, comprised of Larry Fischer, Dr. Randy Greenwell, and Paula Hawley, worked with me and Executive Assistant Leah Benz. This review process has taken over a year and was completed this past month. Any changes to board policy have been reviewed by legal counsel to ensure relevancy. The following policy revisions are being presented for consideration to be approved. The board subcommittee is recommending a thorough board policy review be done every 3 years. *After review, additional changes are being made to the policies and will be presented at the October meeting.*  Administration is also including Board Policy 421 – *Transcripts*. Recently, the Student Debt Assistance Act (Public Act 102-0998) law changed on releasing transcripts. The revisions made were to comply with this new law. *Dr. Greenwell will adjust another policy.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  | | 12.3 **MOTION*:*** *Request approval to pay the ICCTA dues 1st installment for FY23 in the amount of $4,208.00*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** Attached is an updated renewal notice for the 1st installment dues for John Wood Community College to the Illinois Community College Trustees Association. At the July 2022 Board of Trustees meeting a recommendation was requested for approval to ICCTA for $4,250.00. This notice was actually the dues for ICCTA presidential council. The attached ICCTA dues notice is in the amount of $4,028.00. A recommendation is being request for payment of ICCTA dues.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  | | | | | | | |  |  | | 12.4 **MOTION*:*** *Request acceptance and award the proposal from Keck Heating & Air Conditioning for HVAC rooftop replacement unit - Amount: $348,325.00*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide a replacement rooftop HVAC unit for Building D. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received.  **Vendor**  Peters Heating & Air Conditioning Total Cost: $368,550.00  4520 Broadway  Quincy, IL 62305  Keck Heating and Air Conditioning Total Cost: $348,325.00  431 State St.  Quincy, IL 62301   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  | | | | | | | |  |  |   12.5 **MOTION*:*** *Request acceptance and award the proposal from Peters Heating & Air Conditioning for a replacement chiller for Building C – Student Administrative Center - Amount: $351,800.00 for DIAKEN*  Moved by: Mr. Hess  Seconded by: Dr. Greenwell  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide a replacement chiller for Building C. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received.  **Vendor**  Peters Heating & Air Conditioning Diaken: $351,800.00  4520 Broadway Carrier: $332,180.00  Quincy, IL 62305 Quantric: $339,948.00  Keck Heating and Air Diaken: $382,250.00  431 State St.  Quincy, IL 62301   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 via phone |  |  |  | | Ms. Ary | X via zoon |  |  |  | | Voice Vote |  |  |  |  |   12.6 **MOTION*:*** *Request acceptance and award the proposal from SJ Smith Company for a plasma table for the welding program Amount $38,685.41*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide a plasma table for our welding program. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received.  **Vendor**  Tiles In Style Total Cost: $44,786.00  16940 Vincennes Ave.  South Holland, IL 60473  SJ Smith Company Total Cost: $38,685.41  210 Spring St.  Quincy, IL 62301   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  |   13. **Discussion Item**  **Calendar of Events**  13.1 Board of Trustees Fall retreat is scheduled for October 17. This date is also reserved 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**  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 and consideration of presidential search matters and collective bargaining agreement.*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  |   **18. Public Session**  18.1**MOTION:** *Resume to Open Session*  Moved by: Ms. Hawley  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 via phone |  |  |  | | Ms. Ary | X via zoom |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the September 21, 2022, Board of Trustees regular meeting*    Moved by: Dr. Greenwell  Seconded by: Mr. Hess   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer |  |  |  |  | | Ms. Hawley |  |  |  |  | | Mr. Hess |  |  |  |  | | Mr. Rhea |  |  |  |  | | Mr. Sprague |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Ms. Ary |  |  |  |  | | Voice Vote | x |  |  |  |   20. **Approval:**  Approved the **26th day of October 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |