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| Date: **11.16.22** Board of Trustees Meeting  RE: **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 **11.16.22** 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 Ms. Diane Ary**,** Board chair. Ms. Aryappointed 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 |  |  | x |  | | Ms. Ary |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Mr. Michael Elbe,Ms. Leah Benz, Mr. Josh Welker, Ms. Tracy Orne, Ms. Tracy Hagman Dr. Laurel Klinkenberg, Mr. Mike Sorensen from the Quincy Herald Whig, Mr. W. Dave Hetzler, Ms. Rachel Hansen, Mr. Bill LaTour, Dr. Laurel Klinkenberg, Mr. Josh Faivre, Mr. John Reinhardt, Dr. Chris Kaelke, Mr. Heath Richmond, Mr. Justin Bailey, Ms. Kelly Herzog, and Ms. Monica Taft.  3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was said. 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**   * Mr. Justin Bailey**,** Justin Bailey, Coordinator, Digital Media * Kelly Herzog, Concurrent Enrollment Success Coach (PT) * Monica Taft, Advisor, Academic (PT)   5. **Special** **Report -** Mr. Josh Faivre, auditor from WIPFLI, provided an audit recap of John Wood Community College for fiscal year 2022. Based on the financial statements a clean “unmodified” opinion was given. There was one finding related to refund paid after the deadline, and one finding related to HEERF reporting (which has been corrected)  Items to note included $869 increase in federal grant revenue due to additional HEERF funding, implementation GASB87 related to leases, $6.7 million of bonds issued in 2022, and all cash and deposits properly collateralized.  Included in the recap was change in net position – current year to prior year, revenue and expenses by function for 2022, credit hours (ICCB reimbursable), assessed valuation, and real estate tax rate.  A complete copy of the audit will be presented for approval at the December 19, 2022, Board of Trustees meeting.  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 meeting November 11 and November 12. As of this meeting no minutes were available. Ms. Hawley did not attend.  8.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on, November 14, 2022, at 1:00 p.m. in room C252. Ms. Diane Ary and Mr. Larry Fischer participated in-person. Mr. Bob Rhea, participated via zoom. Mr. Michael Elbe president, and Ms. Leah Benz, note taker were in-person.  **November Board of Trustees Agenda items**  Business/consent agenda items included:   * Truth in Taxation Resolution/Certificate * Board Meeting Dates 2023 * Rejection of proposal to provide electric automation for the auditorium stage * Acceptance to provide lighting for the auditorium stage * December meeting date change to Monday, December 19 * Regular Board minutes, bills, travel expenditures * Financials October   No grants were presented for November.  Other items discussed included personnel items, confirming a token of appreciation was mailed to the presidential search community committee members, and were given a proposed visit schedule for incoming president Dr. Bryan Renfro.  8.3 **Board Curriculum Committee Report** – The Curriculum Committee met on Monday, November 14, 2022, at 2:30 p.m. via zoom. Attendees were Mr. Andy Sprague, trustee; Ms. Paula Hawley, trustee; Dr. Laurel Klinkenberg, vice president of instruction; Mr. Mike Elbe, president; Ms. Kristina Johnson, note taker.  Computer-Aided Design was discussed. A new course CAD 210-Design and Prototyping is being proposed. The new course is focused on 3D printing. A course lab fee has been assessed to assist in sustaining the equipment and supplies required for the course.  In addition, education courses were discussed with a change to EDU certificate. The Early Childhood Gateways level 2 & 3 credentials have been updated. Certificate changes in TDT were also discussed to better support the industry and hiring of incoming Truck Driver Training instructors.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** -The Finance and Audit Committee met on Wednesday, November 16, 2022, at 4:00 p.m. at John Wood Community College, room, C240. Present were Dr. Randy Greenwell, trustee, Mr. Josh Welker, Dean of Business Services & Institutional Effectiveness, Mr. John Reinhardt, Director of Fiscal Services, Mr. Mike Elbe, President, and Ms. Jenny Venvertloh, note taker. Also attending was Mr. Josh Faivre, auditor with WIPFLi.   1. Josh Faivre gave an overview of the audit. A draft audit is being presented. The final audit will be presented in December. 2. Bills for Payment - The bills were reviewed and will be recommended for payment. 3. Out of District Travel Requests – The committee reviewed the out of district travel forms that were submitted and recommended them for approval. 4. Financials - The financials were reviewed and will be recommended for approval. 5. Board Budget – The board budget was reviewed. 6. President’s Expense Account – The President’s expense account was reviewed. 7. Review & Discuss Investments - The investment report was reviewed. There was discussion about future investment options. 8. Board Items  * Tax Levy –A Resolution Regarding the Truth in Taxation Act is being taken to the Board to adopt. The 2022 tax levy will not exceed 105% of the 2021 tax levy. * The College requested proposals to provide lighting for the auditorium stage. Four proposals were received. It is recommended that the Board of Trustees accept the proposal and award to LiveSpace, LLC in the amount of $41,317.71. * The College requested proposals to provide electric automation for the auditorium stage. Two proposals were received. It is recommended that the Board of Trustees reject both proposals. The proposals will be revised and readvertised.   8.5 **Student Trustee Report** – ***Ms. Lauren Archer*** – SGA held their annual haunted trail. A profit of $3,000 was made. SGA students assisted with “senior skip day” which hosted and estimated 200 students; and a Thanksgiving dinner will be served on Thursday evening to student with over 150 who have RSVP.  8.6 **Administration Report** - ***Mr. Elbe*** – President Elbe discussed a power point document included in the table folder. This presentation was presented to the Hannibal Board of Education on a Hannibal Innovation Campus. Four institutions were asked to present program proposals with JWCC being the only out of state request. Our representatives were Keely Ragar, Dave Hetzler, and Mike Elbe. Susan Johnson stated our proposal was well received by their board.  Dr. Bryan Renfro was on campus November 10. President Elbe and he met. It was decided he would be back on campus December 8 & 9 to meet staff and the community members.  Mr. Rapp shared additional EDA grant information per last month’s discussion. President Elbe asked if any further clarification/documentation was requested.    9. **Consent Agenda**  **Consent business**  9.1Request approval of 10.26.22 regular meeting minutes,  9.2 Request approval of bills for payment for October payment **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for October **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for October **Finance &** **Audit** **Committee**   |  |  |  | | --- | --- | --- | | 9.5 Request approval of new course CAD 210, Design and Prototyping *(addendum- table folder)* |  | 1 |   **MOTION:**  *Request approval of the consent agenda items 9.1-9.4*  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 |  |  |  |  |   **MOTION:**  *Request approval of the consent agenda item 9.5 (addendum in table folder)*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **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 –** No grants  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. Rhea  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 |  |  |  |  |   12. **Business**  12.1 **MOTION**: *Request adoption of a Resolution and Certificate regarding the Truth in Taxation Law (Hearing not required)*  Moved by: Dr. Greenwell  Seconded by: Mr. Rhea  **Discussion:** John Wood Community College is required to have the Board of Trustees adopt a resolution and certificate prior to the passing of a tax levy. John Wood Community College does not intend to increase the tax levy more than 105% of last year’s levy, so a hearing is not required as part of the Truth in Taxation Act requirement.  The proposed aggregate levy for the JWCC District is $7,376,533 which represents the amount of collectible property tax we intend to levy on the district. The taxable rate for the tax year 2022 is anticipated to be $0.36239 per $100 of equalized assessed valuation.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Archer | x |  |  |  | | Ms. Hawley | x |  |  | x | | Mr. Hess |  |  |  |  | | Mr. Rhea | x |  |  |  | | Mr. Sprague | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   12.2 **MOTION***: Request approval of the regular meeting dates of the John Wood Community College Board of Trustees 2023 changing April Board date to read April 19*  Moved by: Mr. Rhea  Seconded by: Mr. Fischer  **Discussion:** The Board of Trustees regular meetings are normally held the third Wednesday of every month **at 6:00** **p.m**. at John Wood Community College, 1301 South 48th Street, Quincy IL. The dates recommended for approval for the regular meetings of the John Wood Community College Board of Trustees for calendar year 2023 were presented for approval. *It was noted that the April Board meeting date should read April 19.*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 |  |  |  |  |   12.3 **MOTION*:*** *Request approval to reject the two proposals from qualified vendors to provide electric automation for the auditorium stage*  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide electric automation for the auditorium stage. Two proposals were received.  Technical Productions, Inc. $185,410.94  Associated Controls + Design $137,838.00  It is recommended that the Board of Trustees reject both proposals and readvertise.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 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 |  |  |  |  | | | |  | | | | | | | | |  | |  | | 12.4 **MOTION*:*** *Request approval to accept the proposal and award to Live Space, LLC in the amount of $41,317.71 to provide lighting for the auditorium stage*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide lighting for the auditorium stage. There was an option 1 for some miscellaneous add-on items. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Four proposals were received. Live Space, LLC was recommended for approval.  **Vendor**  Live Space, LLC $35,548.80  4995 Starr St. S.E. $ 5,768.91 Option 1  Grand Rapids, MI 49546 $41,317.71 Total Cost   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 |  |  |  |  | | | | | | | | | |  | |  | |  | | | | | |  | 24 | | | |  | | | | | |  |  | | | |  | | | | | |  |  | | | | 12.5 **MOTION*:*** *Request approval to change the Board of Trustees meeting of December 14, 2022, Board meeting date to Monday, December 19, 2022*  Moved by: Mr. Rhea  Seconded by: Mr. Sprague  **Discussion:** Correction was made to the motion from the proposed agenda request. Normally, the Board meeting would have been scheduled for December 21 but due to tax levy requirements that date was revised to December 14. The original motion stated December 21 but should have read December 14. The change is from December 14 to December 19.  Due to numerous conflicts the meeting now will be held on MONDAY, December 19, 2022, at 6:00 p.m. in the Board room of the Student Administrative Center.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 |  |  |  |  | | | | | | | | | |  | |  |   12.6 **MOTION*:*** *Request approval of the proposed fee range for the new course CAD 210 – Fee Range $0-$40 Proposed Credit hour fee $15.00*  Moved by: Mr. Rhea  Seconded by: Mr. Sprague  **Discussion:** The below fee range to cover the cost of material used when completing the 3D printing projects. This fee will apply to CAD 210 (Design and Prototyping).  Request Fee Range: $0 - $40  Proposed Credit Hour Fee: $15   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 |  |  |  |  |   13. **Discussion Item**  Calendar of Events  14. **Notices and Communications**   * 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 body, to consider collective bargaining matters.*  Moved by: Mr. Sprague  Seconded by: Mr. Fischer   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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: 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 |  |  |  | | Ms. Ary | x |  |  |  | | Voice Vote |  |  |  |  |   19. **Adjournment**    19.1 **MOTION:** *Adjourn the November 16, 2022, Board of Trustees regular meeting*    Moved by: Dr. Greenwell  Seconded by: Mr. Sprague   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 **19th day of December 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |