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| Date: **12.19.22** Board of Trustees Meeting RE: **Board Meeting Minutes**Location: Board Room, Student Administrative Center, 1301 South 48th Street, Quincy IL 623051. **Call to Order/Appointment of Assistant Secretary**The **12.19.22** 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:

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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 (via phone) |  |
| 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, Dr. Curt Oldfield, Mr. Dave Hetzler, Ms. Lisbeth Lefler, Ms. Barb Holthaus, Dr. Christ Kaelke, Mr. Matt Rolando.*Note: Mr. Fischer’s vote is not counted due to absent regulations.*3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was recited; the mission statement of JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value was read by Ms. Diane Ary.4. **Introductions** * Lisbeth Lefler, Coordinator, Adult Education Transition
* Matt Rolando – Assistant Director, Server Administrator

5. **Special** **Report –** Dr. Curt Oldfield, president of Spoon River College recognized President Elbe on behalf of President’s Council with a clock for his service to the organization. He complimented President Elbe for all his work throughout the years.Ms. Ary, on behalf of the Board of Trustees also honored President Elbe for his years of service to the College, students, and community. 6. **Consideration of Items from the Floor -** None7.  **Public and/or Employee Comment** - None 8.1 **ICCTA/West Central Region Report – *Ms. Paula Hawley, ICCTA representative*, *Mr. Don Hess, alternate.*** ICCTA shared a newsletter electronic, copies of the document were included in the table folder.8.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on, December 8, 2022, at 10:30 a.m. in room C252. Ms. Diane Ary and Mr. Larry Fischer, Mr. Bob Rhea. Mr. Andy Sprague, and Dr. Bryan Renfro, Mr. Michael Elbe president, and Ms. Leah Benz, note taker were in-person. **December Board of Trustees Agenda items**Business/consent agenda items included:* Adoption of Resolution and Certificate to levy additional tax
* Adoption of a Resolution to levy taxes and Certificate of the tax levy
* ICCTA dues - second half for 2022 - $4,028.00
* Accept and award the electric automation for the auditorium stage
* Accept and award Heat Pump proposal to Peters Heating & Air Conditioning for Student Activity Center
* Accept and award the proposal for the Courtyard sound equipment
* Authorization to approve Deters Farm Lease
* Approval to accept and file the audit report as presented
* Consideration and action on Resolution accepting donation from Orr Corporation of Improvements located at the Agriculture Center
* Regular Board minutes, bills, travel expenditures
* Financials November

No grants were presented for December.* Other items discussed included
* Tenure letters sent – Ms. Jaime Chapman, Dr. Osman Cen
* HLC Review response
* Park District
* Innovation Center Hannibal Missouri
* Board Election Update
* Dr. Curt Oldfield, Spoon River College president attending meeting
* Personnel Board items for closed session were noted.

8.3 **Board Curriculum Committee Report** – The Curriculum Committee met on Thursday, December 15, 2022, at 10:30 a.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. Biology, Computer Science and Education courses were discussed. **Biology** - The Natural Sciences department has implemented a 10-year limit for the prerequisite to BIO 275, Human Anatomy and Physiology I and BIO 276, Human Anatomy and Physiology II. The cutoff point will aide in student success, considerations can be made on an individual basis. **Computer Science** - The Fundamentals of Networking course added 1 credit hour to change the course from 2 credit hours to 3. The change was motivated by including additional software that prepares students to test for the NETWORK+, an industry credential. **Education courses** - They are adding a prerequisite option to course work to provide opportunities for students to take courses during any semester, offering flexibility and removing barriers. Degree changes in Radiologic Technology degree is solely offered as a bachelor’s degree, AAS degree has been inactivated.Health Sciences and Emergency Services - The Nursing department suggests completing Biology and Anatomy Physiology I course prior to enrolling in the Nursing Program. However, certain test scores for admission will be considered. 8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** -The Finance and Audit Committee met on Monday, December 12, 2022, at 1:00 p.m. at John Wood Community College, room, C240. Present were Dr. Randy Greenwell, and Mr. Don Hess, 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. Bills for payment, approval of travel requests, financials, board budget, president’s expense account were all reviewed. Investments were discussed. First Bankers Trust increased the rate on our checking account. People’s Prosperity savings account will be closed. Checks will be sent in the future. Board items discussed include the tax levy, audit, heat pump request proposals, state electric automation proposals, courtyard sound equipment proposals, and farm lease.8.5 **Student Trustee Report** – ***Ms. Lauren Archer*** – Ms. Archer was absent.8.6 **Administration Report** - ***Mr. Elbe*** – President Elbe shared the itinerary of Dr. Renfro when he visited campus December 8 and 9. President Elbe introduced him to several community leaders, employees, and faculty executive senate. President Elbe received an-mail notification from Susan Johnson stating the Hannibal Innovation Center representatives liked JWCC’s recent presentation. More information will be following.  9. **Consent Agenda**  **Consent business** 9.1Request approval of 11.16.22 regular meeting minutes, 9.2 Request approval of bills for payment for November payment **Finance and Audit Committee**9.3 Request approval of monthly financial statements for November **Finance and Audit Committee**9.4 Request approval of trustee and employee travel expenditures for November **Finance &** **Audit** **Committee**

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| 9.5 Request approval of curriculum items as presented9.6 Request approval of a proposed fee range for CSC 163 |  | 1 |

**MOTION:**  *Request approval of the consent agenda items* Moved by: Mr. RheaSeconded by: Mr. SpragueA fee range was established to cover the cost of simulation software and equipment maintenance. This fee will apply to CSC 163 (Fundamentals of Networking), which helps support students in obtaining the NETWORK+ credential. A fee range to cover the cost of simulation software and equipment maintenance. This fee will apply to CSC 163 (Fundamentals of Networking), which helps support students in obtaining the NETWORK+ credential. Proposed Fee Range: $0 - $100Proposed Credit Hour Fee: $65

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

10. **Grant Items –** No grants11. **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. SpragueSeconded by: Dr. Greenwell**Discussion:** President Elbe acknowledged the retirement of Dr. Laurel Klinkenberg, vice president of Instruction and thanked her for her six years of service.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

12. **Business** 12.1 **MOTION**: *Request adoption of a Resolution and Certificate relating to levying additional taxes*Moved by: Dr. GreenwellSeconded by: Mr. Hess**Discussion:** Ill. Compiled Stat., 805/3-14.3 requires taxing districts intending to levy an additional tax to publish the intent 30 days prior to passage. This intent was published in accordance with the resolution passed at the October 26, 2022, Board meeting and there have been no public petitions filed with the Board of Trustees.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

12.2 **MOTION***: Request adoption of a Resolution to levy taxes and Certificate of the tax levy*Moved by: Dr. GreenwellSeconded by: Mr. Hess**Discussion:** Ill. Compiled Stat., 805/3-20.5 provides that a community college district may levy against the assessed valuation of its district amounts for various purposes to support the operation and debt service obligations of the College. The Truth in Taxation Law (35 Illinois Compiled Statutes 200/18-55, et seq.) requires that the taxing district give public notice of and hold a public hearing on our intent to adopt an amount which is more than 105% of the extensions. The 2022 levy will not exceed the previous year’s extension by more than 5%, thus a public hearing will not be required.

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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 not counted |  |  |  |
| Ms. Ary | X  |  |  |  |
| Voice Vote |  |  |  |  |

12.3 **MOTION*:*** *Request authorization to pay the second half of the ICCTA dues for 2022 in the amount of $4,028* Moved by: Ms. HawleySeconded by: Mr. Rhea**Discussion:** The 2022 renewal notice for the 2nd installment dues for John Wood Community College to the Illinois Community College Trustees Association is $4,028.00.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |
| 12.4 **MOTION*:*** *Request approval to accept and award the Heat Pump proposal to Peters Heating & Air Conditioning to provide heat pumps for the Student Activity Center in the amount of $51,667*Moved by: Dr. GreenwellSeconded by: Mr. Hess**Discussion:** JWCC solicited request for proposals from qualified vendors to provide heat pumps for the Student Activity Center. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Peters Heating and Air Conditioning was the low bid.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

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| 12.5 **MOTION*:*** *Request approval to accept and file the audit report as presented*Moved by: Mr. SpragueSeconded by: Dr. Greenwell**Discussion** The firm of WIPFLi, LLP has completed its audit of the financial records of John Wood Community College for fiscal year 2022. Representatives attended the November 16, 2022, meeting of the Board of Trustees to present the audit and respond to any Board members’ questions.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

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12.6 **MOTION:** *Request consideration and action on Resolution accepting a donation from Orr Corporation for the new Agricultural Sciences Complex*Moved by: Mr. SpragueSeconded by: Mr. Hess**Discussion:** The Orr Corporation presented John Wood Community College with a Bill of Sale or Donation relative to the newly constructed Agricultural Sciences Complex completed by the Orr Corporation. The corporation constructed improvements from privately donations to the Orr Corporation. The land this new facility was constructed on is leased to JWCC from the University of Illinois. Last week, the Orr Corporation approved a resolution formally donating this new facility to the College. As authorized by Public Community College Section 3-29.1, the Board of Trustees has the power to accept gifts, grants or legacies from any source when made for community college purposes.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

12.7 **MOTION:** *Request approval to accept the proposal for courtyard sound equipment to Conference Technologies in the amount of $37,069.80*Moved by: Dr. GreenwellSeconded by: Mr. Rhea**Discussion:** JWCC solicited request for proposals from qualified vendors to provide sound equipment for the courtyard. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Conference Technologies was the low bid.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

12.8 **MOTION:** *Request approval to accept the proposal for state electric automation to Associated Controls + Design in the amount of $105,631*Moved by: Mr. Rhea Seconded by: Dr. Greenwell**Discussion:** JWCC solicited request for proposals from qualified vendors to provide electric automation for the auditorium stage. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website.

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

12.9 **MOTION:** *Request authorization to renew the cash rent farm lease with Michael and William Deters*Moved by: Ms. HawleySeconded by: Mr. Sprague**Discussion:** Since 1996 John Wood Community College has had a cash rent farm lease for real estate not needed for college purposes at the 48th & Harrison St. campus site. The lease is with Michael and William Deters. It is recommended that the Board of Trustees authorize the College to renew the cash rent farm lease with Michael and William Deters.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

13. **Discussion Item** Calendar of Events - May 19, 2023, was noted as graduation. 14. **Notices and Communications** 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* Moved by: Dr. GreenwellSeconded by: Mr. Rhea

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

**18. Public Session**18.1**MOTION:** *Resume to Open Session*Moved by: Dr. GreenwellSeconded by: Ms. Hawley

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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 not counted |  |  |  |
| Ms. Ary | x  |  |  |  |
| Voice Vote |  |  |  |  |

19. **Adjournment** 19.1 **MOTION:** *Adjourn the December 19, 2022, Board of Trustees regular meeting* Moved by: Dr. GreenwellSeconded by: Mr. Hess

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Archer |  |  |  | x |
| Ms. Hawley |  |  |  |  |
| Mr. Hess |  |  |  |  |
| Mr. Rhea |  |  |  |  |
| Mr. Sprague |  |  |  |  |
| Dr. Greenwell  |  |  |  |  |
| Mr. Fischer | X not counted |  |  |  |
| Ms. Ary |  |  |  |  |
| Voice Vote | x |  |  |  |

20. **Approval:**Approved the **15th day of February 2023**, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |