



**Board of Trustees of John Wood Community College  
Counties of Adams, Pike, Hancock, Calhoun,  
Schuyler, Brown, Morgan, Scott, Cass  
and State of Illinois**

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*The meeting will begin at 6:00 o'clock p.m. Requests for public comment may be submitted in accordance with board policy or by calling Leah Benz at (217) 641-4102 or by email at [lbenz@jwcc.edu](mailto:lbenz@jwcc.edu) and arrangements will be made to allow public comment through teleconferencing.*

Date: **06.21.23 BOARD OF TRUSTEES REGULAR MEETING AND REORGANIZATIONAL MEETING**

Location: Board Room, Student Administrative Center, 1301 South 48<sup>th</sup> Street, Quincy IL 62305

Time: **6:00 P.M.**

**AGENDA**

**Page**

- 1. Call to Order/Appointment of Assistant Secretary**
- 2. Roll Call**
- 3. Pledge of Allegiance; Mission Statement** – JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value
- 4. Introduction**
  - Carol Lightner - PT Receptionist, SEC
  - Amy Wear - PT Assistant, Records & Registration
- 5. Special Report**
- 6. Consideration of Items from the Floor**
- 7. Public and/or Employee Comment**

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June 21, 2023, Board of Trustees Regular Meeting

**Mission:** JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

**Core Values:** Excellence Accountability Integrity Servant Leadership Lifelong Learning



Office of the President

**8. President and Committee Reports**

- 8.1 **ICCTA/West Central Region Report** – *Mr. Andrew Sprague, Ms. Paula Hawley*
- 8.2 **Board Executive Committee Report** – *Mr. Bob Rhea, Mr. Andrew Sprague, Ms. Paula Hawley* Table Folder
- 8.3 **Board Curriculum Committee Report** – *Mr. Larry Fischer, Ms. Angela Gregor* Table Folder
- 8.4 **Board Finance and Audit Committee Report** – *Mr. Don Hess, Dr. Randy Greenwell* Table Folder
- 8.5 **Student Trustee Report** – *Ms. Kaydence Gregory*
- 8.6 **Administration Report** – *Dr. Bryan Renfro*

**9. Consent Agenda**  
**Consent business Items**

- 9.1 Request approval of 05.17.23 regular Board meeting minutes; 05.30.23 retreat Board meeting minutes **1-13**
- 9.2 Request approval of bills for May payment **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for May **Finance and Audit Committee**
- 9.4 Request approval of trustee & employee travel expenditures for May **Finance and Audit Committee**

**10. Grant items**

- 10.1 Request authorization accept grant funds from Dollar General Literacy Foundation for Adult Education/GED Testing Fees **Amount Requested: \$4,200** **14**
- 10.2 Request authorization to accept grant funds from United Way of Adams County for RSVP Support Grant **Amount Requested: \$5,000** **15**
- 10.3 Request authorization to accept grant funds from the Illinois Department on Aging for Illinois Department on Aging RSVP Grant **Amount Requested: \$50,364** **16**
- 10.4 Request authorization to accept grant funds from Illinois Community College Board for Trades School Grant Program **Amount Requested: \$138,319** **17**

**11. Business**

- 11.1 Request approval of the Fiscal Year 2024 tentative budget resolution **18-21**

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June 21, 2023, Board of Trustees Meeting

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Office of the President

11.2	Request adoption of the School Treasurer's Bond with THE HARTFOLD through the Illinois Community College Risk Management Consortium RE: Bond level 6.3 million	22-24
11.3	Request approval to renew the United Way Partner agreement for FY2024	25-31
11.4	Request approval to renew the Regional Office of Education agreement at the Southeast Education Center	32-34
11.5	Request approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within	-
12.	Discussion Items	
12.1	Calendar of Events	35
13.	<b>Notices and Communications</b>	
14.	<b>Personnel Items</b>	
14.1	Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented	36-37
15.	<b>Other Items</b>	
16.	<b>Closed Session</b>	
16.1	A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.	
17.	<b>Resume Open Session</b>	
18.	<b>Open Session Matters</b>	
	Approve any matter discussed in closed session as necessary and limited to those matters authorized for discussion in closed session by motion to enter closed session.	
19.	<b>Adjournment</b>	

*"The agenda may refer to addenda, reports, presentations, or other documents. These are available in the board Packet and are incorporated by reference. The packet is available from the President's office and may be posted on the website with the agenda."*

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June 21, 2023, Board of Trustees Meeting

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Office of the President

Date: **05.17.23** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

Location: Board room, Student Administrative Center, 1301 South 48<sup>th</sup> Street, QY, IL 62305

**1. Call to Order/Appointment of Assistant Secretary**

The **05.17.23** Board of Trustees meeting was called to order in the Board room, Student Administrative Center, 1301 South 48<sup>th</sup> Street, Quincy, IL 62305, at 6:00 p.m. by Mr. Andy Sprague, vice-chair. Mr. Sprague appointed Ms. Benz assistant secretary.

**2. Roll Call**

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory			X	
Ms. Greger			X	
Mr. Hess				X
Mr. Sprague			X	
Ms. Hawley			X	
Dr. Greenwell			X	
Mr. Fischer			X	
Mr. Rhea			x (via phone)	
Voice Vote				

**Attendees:** Dr. Bryan Renfro, Ms. Leah Benz, Mr. Josh Welker, Ms. Tracy Orne, Dr. Laurel Klinkenberg, Mr. Dave Hetzler, Ms. Norma Klingele, Ms. Rachel Hansen, Ms. Barbara Holthaus, Mr. Dan Stupavsky, and Mr. Sam Tedrow.

**3. Pledge of Allegiance; Mission Statement** – Ms. Kaydence Gregory read the mission statement which states JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

**4. Introductions** - Ms. Nora Klingele, Director of Fiscal Services

**5. Special Report** – None

**6. Consideration of Items from the Floor** - At the April 26, 2023, meeting, items 6.2 and 6.3 were tabled. Item 6.2 was selection/appointment of Board of Trustees Committees. Mr. Rhea, via phone, share that appointment to the Finance and Audit Committee would remain as Mr. Don Hess, and Dr. Randy Greenwell. Appointment to the Curriculum Committee will be Mr. Larry Fischer and Ms. Angela Greger. ICCTA representative will be Mr. Andy Sprague and alternate Ms. Paula Hawley. No objections were noted.

05.17.23 Board of Trustees meeting

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7. **Public and/or Employee Comment** - None

8.1 **ICCTA/West Central Region Report** – *Ms. Paula Hawley, ICCTA representative, Mr. Don Hess, alternate* – No report for May.

8.2 **Board Executive Committee Report** – *Mr. Andy Sprague, Ms. Paula Hawley, Mr. Bob Rhea, Mr. Larry Fischer, (alternate)*. The Executive Committee met on Thursday, May 11, 2023, in room C252 at 1:30. Attendees were Mr. Bob Rhea, Mr. Larry Fischer, and Ms. Paul Hawley, (via Zoom).

Mr. Andy Sprague was absent.

The committee discussed the May agenda items.

- **Consent Agenda were:**
  - Regular Board minutes, bills, travel expenditures
  - Financials April
  - Curriculum items

Mr. Rhea noted his appointments for the Board sub committees that were left vacant due to two trustees being absence at the April meeting.

- **Grants**  
The board discussed the five grant submissions being presented on the agenda for May.
- **Personnel**  
Discussion was held on a creation of a new position, Dean of External Relations and Communication, a status change of the grant officer, a reorganizational change in Public Relations/Advancement departments and an appointment of an Interim Dean of Students/Enrollment Management.
- **Business Agenda**  
No Business agenda items are being presented. Discussion was held on the formation of a Decennial Committee on Local Governmental Efficiency Act.
- **Discussion Items**  
The committee heard Administrations plans to implement additional staff compensation as presented by an outside consultant who analyzed all staff positions. Adjustments were calculated to account for compression.

Board retreat agenda was reviewed.

Commencement ceremony process was shared.



## Office of the President

The committee was reminded that training for all Board members will be held in the upcoming months. Mr. Rapp and Mr. Renfro will meet to establish the criteria.

**8.3 Board Curriculum Committee Report** – The Curriculum Committee met on Monday, May 15, 2023. Attending virtually via zoom were Ms. Paula Hawley, trustee; Mr. Andy Sprague, trustee; Dr. Laurel Klinkenberg, vice president of instruction; Dr. Bryan Renfro, president; Ms. Kristina Johnson, note taker.

Course changes in Computer Science and Business noted minor title changes and updates to course description were revised to align with our 4-year institutional partners.

Articulation agreements are being collaborated with our four-year institutions to ensure our students have a streamlined path of completion.

**8.4 Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess** – The Finance and Audit Committee met on Wednesday, May 17, 2023, at 11:00 a.m., at John Wood Community College. Present were Randy Greenwell; trustee, Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker.

The committee reviewed the following:

- Bills for Payment - The bills were reviewed and will be recommended for payment.
- Approval of Travel Requests – The committee reviewed the out of district travel forms that have been submitted and recommended them for approval.
- Financials - The financials were reviewed and will be recommended for approval.
- Board Budget – The budget was reviewed.
- Review & Discuss Investments - The investment report was reviewed. Proposals for CD rates will be sent out to obtain new CD's.
- Other– An overview of the compensation plan was presented. Costs associated with the changes from the plan will be embedded in the FY24 budget that will be presented next month.

**8.5 Student Trustee Report – Ms. Kaydence Gregory** – In old business, students went to the Cardinal game in St. Louis of which Dr. Renfro attended also. This event is open to all students across campus. End of year award banquet was held. Numerous individuals received awards for their service from this last year. Mr. Gregory received outstanding freshman of the year. Some activities were held to destress during final weeks which included smashing a car and games, and free coffee from Trio office.



## Office of the President

In new business SGA summer retreat is schedule for the officers July 5-6. Camp Trail Blazer event for all SGA members will be held this fall at the boy scout camp.

8.6 **Administration Report – Dr. Renfro** – JWCC is celebrating the 48<sup>th</sup> annual graduation ceremony on Friday. Dr. Renfro shared an estimated 235 students are expected to walk this year. This number compares to 185 in 2022, 174 in 2019, 173 in 2018 and 150 in 2017. Of the 235 197 will received an Associate in Arts, 1 an Associate in Fine Arts, 3 an Associate in Engineering Science, 37 an Associate in Science, and 111 an Associate in Applied Science. College for Life will award 1 certificate. Addition to associate degrees 174 certificates will be awarded.

Nursing pinning will be held on Thursday, May 18. An estimated 23 A.D.N. students and 21 L.P.N. students are expected to receive their pin.

The board heard about the partnership with GREDF and QAVTC for the Career & Technical Signing Day Launch. Over 13 students and 8 business partners participated.

Hannibal innovation movement continues to move forward. Another meeting is scheduled.

Quincy Chamber Diversity, Equity, and Inclusion hosted their academy on the Quincy campus. Dr. Renfro was asked to serve on the panel of this academy.

Trail Blazer baseball team has experience success this year. They earned a spot in the first round of the Region 24 District tournament. Highlights of the team is Coach Hightower reached his 100-win career mark, an all-time program high of 19 conference wins, a program record of 68 team home runs, and a young gentleman, Payton Mansfield set the single season home run record of 23.

Dr. Renfro shared the Workforce Development Center project is progressing on schedule. Construction on the inside of the building is moving forward. A ribbon cutting date has not yet been identified.

## 9. **Consent Agenda**

### **Consent business**

- 9.1 Request approval of 04.26.23 Board regular meeting minutes
- 9.2 Request approval of bills for payment for April **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for April **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for April **Finance & Audit Committee**
- 9.5 Request approval of the curriculum items as presented in the packet

**MOTION:** *Request approval of the consent agenda items*

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05.17.23 Board of Trustees meeting

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Moved by: Dr. Greenwell

Seconded by: Ms. Greger

**Discussion:**

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x (via phone)			
Voice Vote				

**10. Grant Items All three grants were approved under one motion.**

**MOTION:** *Authorization to submit a grant application to Illinois Community College Board/Il Department of Human Services for Early Childhood Access Consortium for Equity RE: \$616,693.68*

Moved by: Ms. Gregory

Seconded by: Ms. Hawley

**Discussion:** In response to the shortage of quality childcare providers in Illinois, this statewide plan will streamline, coordinate, and improve accessibility of early childhood degree pathways. This will be the 3<sup>rd</sup> year of the three-year grant and will focus on incumbent early childhood workforce and the employers of childcare educators.

**MOTION:** *Authorization to submit an application to the Illinois Community College Board for Pipeline for the Advancement of the healthcare Workforce (IPATH) RE: \$312,095*

**Discussion:** This grant is 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. In year 2, all EMS programs will also be eligible under the PATH grant.

**MOTION:** *Authorization to submit an application to the Illinois Department on Aging for the Illinois Department on Aging RSVP grant: RE: \$50,364*

**Discussion:** Illinois Department on Aging RSVP Grant provides funding for salaries, program support and volunteer recognition for the Adams, Brown, and Pike County RSVP program. These funds will be used to meet the matching funding needed for the AmeriCorps Seniors annual grant.





Office of the President

**MOTION:** Authorization to submit an application to the Illinois Community college Board for FY24 Perkins grant RE: \$171,087

**Discussion:** Perkins V is a federally funded grant awarded through the state that provides funds for CTE programs. The grant helps strengthen the relationship between secondary, post-secondary and industry. The relationships created between these sectors allows education to remove barriers and create exposure in the Career and Technical fields. Award of this grant allows JWCC to purchase equipment in CTE departments and provide services to students in CTE programs.

**MOTION:** Authorization to submit an application to the Illinois Board of Higher Education for the Illinois Cooperative Work Study grant RE: Range \$12,000-\$15,000

**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, HVAC, and Accounting to reflect the workforce needs of the community and surrounding area.

11. **Business**

11.1 **MOTION:** No business items were presented at the May meeting.

Moved by:

Seconded by:

**Discussion:**

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				
Ms. Greger				
Mr. Hess				
Mr. Sprague				
Ms. Hawley				
Dr. Greenwell				
Mr. Fischer				
Mr. Rhea				
Voice Vote				

12. **Discussion Item**

Calendar of Events – Graduation May 19, 2023

The Board Spring retreat Tuesday May 30 from 8:30-2:30 at the Agricultural Education Center

13. **Notices and Communications**

05.17.23 Board of Trustees meeting

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Office of the President

**14. Personnel Items**

**14.1 MOTION:** *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented*

Moved by: Ms. Hawley

Seconded by: Mr. Fischer

**Discussion:**

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x (via phone)			
Voice Vote				

**15. Other Items**

Dr. Renfro shared the Workforce Development Center project is progressing on schedule. Construction on the inside of the building is moving forward. A ribbon cutting date has not yet been identified. No substantial change orders have been requested.

**16. Closed Session No closed session was held.**

**16.1** *A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body*

Moved by:

Seconded by:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				
Ms. Greger				
Mr. Hess				
Mr. Sprague				
Ms. Hawley				
Dr. Greenwell				
Mr. Fischer				
Mr. Rhea				
Voice Vote				



## 17. Public Session

### 17.1 **MOTION:** *Resume to Open Session*

Moved by:

Seconded by:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				
Ms. Greger				
Mr. Hess				
Mr. Sprague				
Ms. Hawley				
Dr. Greenwell				
Mr. Fischer				
Mr. Rhea				
Voice Vote				

## 18. Adjournment

### 18.1 **MOTION:** *Adjourn the May 17, 2023, Board of Trustees regular meeting*

Moved by: Dr. Greenwell

Seconded by: Ms. Greger

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess	=			x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	X (via phone)			
Voice Vote				



Office of the President

19. **Approval:**

Approved the **21<sup>st</sup> day of June 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48<sup>th</sup> Street, Quincy IL 62305 at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_\_ ayes and \_\_\_\_\_ nays.

**CHAIR:**X\_\_\_\_\_ **SECRETARY:**X\_\_\_\_\_

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05.17.23 Board of Trustees meeting

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Office of the President

Date: **05.30.23** Board of Trustees Meeting

RE: **AGRICULTURAL EDUCATION CENTER**

Location: Conference Room, 37803 Street Hwy 104, Baylis, IL 62314

1. **Call to Order/Appointment of Assistant Secretary**

The **05.30.23** Board of Trustees meeting was called to order in the conference room, Agricultural Education Center, 37803 Street, Hwy 104, Baylis, IL 62314 at 8:30 a.m. by Mr. Bob Rhea, Chair. Mr. Rhea appointed Ms. Benz assistant secretary.

2. **Roll Call**

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				X
Ms. Greger			X	
Mr. Hess				X
Mr. Sprague				X
Ms. Hawley			X	
Dr. Greenwell			X	
Mr. Fischer			X	
Mr. Rhea			X	
Voice Vote				

**Attendees:** Dr. Bryan Renfro, Ms. Leah Benz

3. **Public and/or Employee Comment** - None

4. **Agenda items**

4.1 **JWCC Mission Statement** - *JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value*

**Mr. Sprague joined the meeting.**

The Board reviewed the mission statement and recommended no changes to the statement. The vision statement was also review and noted purpose of each.

4.2 **Institutional Data** - Financial data, comparison data, completion data, program data majors, IPED data, Pell data, KPI'S and Strategic Plan were included for review and direction.



## Office of the President

**4.3 Reading Material** -Dr. Renfro provided reading material prior to the retreat for Board members to review.

The first reading was on five key practices for a successful transition year. They were:

### #1 Conduct a Board/CEO retreat

**#2 Develop a communication plan** - Discussion was held on communication plans between president and board, president and students/community/staff and faculty. Different community businesses were shared for communication needs.

**#3 Establish CEO's development plan** – The Board encouraged Dr. Renfro to attend a professional development activity. They fully support this initiative within the next year.

**#4 Complete Mid-Year Check-in** - At this retreat Board members conducted a verbal mid-year check in for Dr. Renfro thus far.

**#5 Conduct First-Year CEO evaluation** - Discussion was on the yearly evaluation process. Board members were asked to submit any examples of evaluations for consideration. The last evaluation tool will be shared. It was determined to plan for a November Board evaluation prior to the end of the contract. The process will begin late September, early October.

The second reading - **Role of Presidents, Trustees and College Leaders in Student Success.**

This reading talked about the Aspen Institute and awarding every two years a Community College Excellence award. It is based on high levels of success for students both while in college and after graduation.

The third reading - **Brookings Report – Improving community college completion rates by addressing structural and motivational barriers.** Discussion was held on the barriers for students at our institution to complete. Topics included transportation, funding, debt, job versus career and food were a few.

The fourth reading -**How to Achieve More Equitable Community College Student Outcomes.**

This reading shared lessons learned from the community college research center on guided pathways.

Pathways and the incorporation of this model was discussed at length. Board members were asked to use the current college catalog to map the courses to complete a degree. The categories included:

- Program organization and design
- New Student Onboarding
- Remediation and Academic Support



## Office of the President

- Ongoing Student Advising
- Teaching and Learning

This led into the guided pathways planning, implementation, evaluation diagram included in the packet.

The fifth and final reading - **The 2023 Aspen Prize**. This document highlighted the community college who received this award and why.

4.4 **Financial Information** – This item was discussed with institutional data.

4.5 **Presidential Challenge of New President**

Dr. Renfro named his challenges

1. Illinois higher education system – other states have a common course number system (a uniform set of course designations for students and advisors to use in determine both course equivalency and degree)
2. Emphasis on DEI in this state/region
3. Trust factor in Administration
4. Lack of national initiatives
5. Food service on campus
6. Limited data usage and comparisons to other schools

Three top priorities to grow

1. Pathways culture approach, modernization
2. Foundation/ waivers to scholarship
3. Development of new programs

**Hannibal Innovation project** - Dr. Renfro shared an update on this project. Discussion is still ongoing.

### Summarization

The Board summarized their take-a-ways from the day's retreat.

- ✓ Pathways model for the future
- ✓ Difficulty navigation of catalog
- ✓ Enrollment growth opportunities
- ✓ Foundation opportunities
- ✓ New programs
- ✓ Importance of relationships in grades 9-12 high schools
- ✓ Opportunities in dual credit/enrollment
- ✓ Legislative involvement
- ✓ Concept of food service offering
- ✓ Grant opportunities

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05.30.23 Board of Trustees meeting

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Office of the President

- ✓ Operational costs
- ✓ Mission statement affirmation
- ✓ Number of undeclared majors
- ✓ Promise program in Brown County
- ✓ Innovation Center in Hannibal
- ✓ Instilling additional trust
- ✓ Reorganizational structure/ update on vice president search/ president evaluation

4.6 **Other**

Inauguration ceremony  
Board training dates

These two items were deferred to the Executive Committee meeting on June 8.

5. **Adjournment**

5.1 **MOTION:** *Adjourn the May 30, 2023, Board of Trustees retreat meeting*

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				x
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

6. **Approval:**

Approved the **21<sup>st</sup> day of June 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48<sup>th</sup> Street, Quincy IL 62305 at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_ ayes and \_\_\_\_\_ nays.

**CHAIR:**X \_\_\_\_\_ **SECRETARY:**X \_\_\_\_\_





Date: 6/21/2023 BOARD OF TRUSTEES MEETING  
From: Dave Hetzler, Dean of Career & Technical Education  
Item: **CONSENT**  
RE: **GRANT Application or Acceptance of funds**  
**New or Reoccurring**

- A. **GRANT PROPOSAL TITLE:** Adult Education / GED Testing Fees
- B. **GRANT AGENCY:** Dollar General Literacy Foundation
- C. **GRANT APPLICATION DEADLINE:** 2/16/2023      **GRANT AWARD PERIOD:** June 2023 – May 2024
- D. **PROPOSAL DESCRIPTION:** Funding covers the testing fees for adult learners who cannot otherwise afford them. This will allow students to test and move right into employment or further education opportunities.
- E. **FUNDS AWARDED:** \$4,200
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities. No match is required for this grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** In FY22 the Dollar General grant provided funding for 214 subject test fees for 81 students. 40 of these students passed all four GED subject tests obtaining their State of Illinois High School Diploma.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 2/15/2023
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 6/21/2023
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth & Stability

**I concur with the request and recommend the Board of Trustees authorize the College to ACCEPT grant funds for \$4,200 for the purpose indicated above.**

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June 21, 2023 JWCC Board regular meeting

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Date: 6/21/2023 BOARD OF TRUSTEES MEETING  
From: Barbara Holthaus, Director of Advancement  
Item: **CONSENT**  
RE: **GRANT Application or Acceptance of funds**

**New or Reoccurring**

- A. **GRANT PROPOSAL TITLE:** RSVP Support Grant
- B. **GRANT AGENCY:** United Way of Adams County
- C. **GRANT APPLICATION DEADLINE:** 3/1/2023      **GRANT AWARD PERIOD:** 7/01/2023 – 6/30/2024
- D. **PROPOSAL DESCRIPTION:** This is a request for funding from the United Way of Adams County Annual Campaign. As a partner agency of the United Way, RSVP receives funding to support our Carryout Caravan, Friendly Caller and Medical Transportation Programs.
- E. **FUNDS REQUESTED:** \$5,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** This grant helps support the Retired and Senior Volunteer Program and is used to help fulfil the 30% matching requirement of the Federal AmeriCorp Seniors Grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** During FY22, the program served 265 volunteers in Adams County who performed 42,557 hours of volunteers service in Adams County.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 2/6/2023
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 6/21/2023
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Barbara Holthaus, Director of Advancement
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Community Engagement.

**I concur with the request and recommend the Board of Trustees authorize the College to accept a grant award for \$5,000 for the purpose indicated above.**

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June 21, 2023 JWCC Board regular meeting

**Mission:** JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

**Core Values:** Excellence   Accountability   Integrity   Servant Leadership   Lifelong Learning



Date: 6/21/2023 BOARD OF TRUSTEES MEETING  
From: Barbara Holthaus, Director of Advancement  
Item: **CONSENT**  
RE: **GRANT Application or Acceptance of funds**  
**New or Reoccurring**

- A. **GRANT PROPOSAL TITLE:** Illinois Department on Aging RSVP Grant
- B. **GRANT AGENCY:** Illinois Department on Aging
- C. **GRANT APPLICATION DEADLINE:** 4/26/2023 **GRANT AWARD PERIOD:** 7/01/2023 – 6/30/2024
- D. **PROPOSAL DESCRIPTION:** Illinois Department on Aging RSVP Grant provide funding for salaries, program support and volunteer recognition for the Adams, Brown, and Pike County RSVP program. These funds will be used to meet the matching funding needed for the AmeriCorps Seniors annual grant.
- E. **FUNDS REQUESTED:** \$50,364
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** During FY23, the program served 83 stations and 481 registered volunteers. These volunteers provided 66,434 hours of service to agencies and individuals in Adams, Brown & Pike Counties.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 5/18/2023
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 6/21/2023
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Barbara Holthaus, Director of Advancement
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Leadership and Partnerships.

**I concur with the request and recommend the Board of Trustees authorize the College to accept a grant award for \$50,364 for the purpose indicated above.**

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June 21, 2023 JWCC Board regular meeting

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Date: 6/21/2023 BOARD OF TRUSTEES MEETING  
From: Dave Hetzler, Dean of CTE  
Item: **CONSENT**  
RE: **GRANT Application or Acceptance of funds**  
**New or Reoccurring**

- A. **GRANT PROPOSAL TITLE:** Trades School Grant Program
- B. **GRANT AGENCY:** Illinois Community College Board (ICCB)
- C. **GRANT APPLICATION DEADLINE:** 04/14/2023 **GRANT AWARD PERIOD:** 07/01/2023 – 06/30/2024
- D. **PROPOSAL DESCRIPTION:** Career exploration, pathways to credentials, and work-based learning to prepare students enrolled in high school for opportunities in trades programs. JWCC project will focus on career exploration, credential opportunities, and work-based learning for HS students in the fields of welding and CNA. Project will require strong partnerships with area high schools and sector industries.
- E. **FUNDS REQUESTED:** \$138,319
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities. No match is required for this grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 3/15/2023
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 6/21/2023
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of Career & Tech Education
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Excellence in Programs, Leadership and Partnerships

**I concur with the request and recommend the Board of Trustees authorize the College to accept grant funding award of \$138,319 for the purpose indicated above.**

June 21, 2023 JWCC Board regular meeting

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Date: **June 21, 2023** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Tentative Budget

The tentative budget for John Wood Community College for fiscal year 2024 is attached. The proposed budget is balanced with operating revenue and expenditures of \$18,013,268. This is an increase from the fiscal year 2023 budget of \$1,600,433.

Operating revenue projections include:

- State funding of \$2,412,078 which is a 7% increase from FY2023 and represents 13.4% of total revenues.
- Tuition revenue based on 37,500 credit hours which represents an increase of 3,500 credit hours from FY2023 budgeted credit hours.
- Local property tax levy of \$5,766,572 based on an estimated flat tax rate which represents 32.0% of total revenues.
- Corporate Personal Property Replacement Tax revenue of \$1,000,000 which represents an increase of \$249,454 over the FY2023 budgeted amount.
- No tuition or universal fee increase.

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 4.00% for all Board-approved positions plus additional staff raises according to recommendations from the staff compensation study.
- Funding for reorganizational plans from all service areas as recommended by the President

Based on this information, it is recommended that the Board of Trustees approve the attached resolution regarding the fiscal year 2024 tentative budget.

**I concur with the recommendation and request the Board of Trustees approve the attached resolution regarding the fiscal year 2024 tentative budget.**

---

June 21, 2023 JWCC Board regular meeting

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**John Wood Community College**  
**Resolution Regarding**  
**Preparation of Tentative Budget and Scheduling Hearing**

WHEREAS, the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois (herein “Board” or “Board of Trustees”), is required within or before the first quarter of each fiscal year to adopt an annual budget, all pursuant to Section 3-20.1 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-20.1); and,

WHEREAS, the said Section 3-20.1 of the Illinois Public Community College Act further provides that such budget shall be prepared in tentative form by some person or persons designated by the Board; and,

WHEREAS, such budget in tentative form is required by the Illinois Public Community College Act to be made conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and,

WHEREAS, at least one (1) public hearing is required by the Illinois Public Community College Act to be held on such budget in tentative form after due notice is given of its availability for public inspection.

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June 21, 2023 JWCC Board regular meeting

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NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE, as follows:

SECTION 1. PREPARATION OF TENTATIVE BUDGET: The budget in tentative form for the fiscal year of 2024 (July 1, 2023 - June 30, 2024) shall be prepared by Dr. Bryan Renfro, President, and Mr. Josh Welker, Chief Financial Officer and Dean of Business Services and Institutional Effectiveness of John Wood Community College, or such other person or persons hereafter serving in such capacities.

SECTION 2. APPLICABLE LAW: Such budget in tentative form shall be prepared in conformity with Section 3-20.1 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-20.1), and such other laws, rules and regulations as may be applicable.

SECTION 3. AVAILABILITY FOR PUBLIC INSPECTION: The tentative budget as so prepared shall be made conveniently available to public inspection for at least thirty (30) days prior to a public hearing (hereafter designated) and final action thereon at the offices of the John Wood Community College Board of Trustees, 1301 South 48th Street, Quincy, Illinois.

SECTION 4. PUBLIC HEARING ON BUDGET: A public hearing shall be held relative to such tentative budget on the 26<sup>th</sup> day of July 2023, at the hour of 6:00 p.m., at John Wood Community College, 1301 South 48<sup>th</sup> St., Quincy, Illinois.

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June 21, 2023 JWCC Board regular meeting

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SECTION 5. AVAILABILITY AND NOTICE BY SECRETARY: The Secretary of the Board shall make such tentative budget available to public inspection. The Secretary shall also cause a notice to be published of the availability of such tentative budget for public inspection and of the said public hearing to be held thereon in The Quincy Herald-Whig, being a newspaper published in this Community College District, at least thirty (30) days prior to such hearing, in substantially the form attached hereto, incorporated herein by this reference. The Secretary shall otherwise take such action as necessary to arrange for such availability and hearing.

ADOPTED: This 21<sup>st</sup> day of June, 2023.

\_\_\_\_\_  
Chairman, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

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June 21, 2023 JWCC Board regular meeting

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Date: **June 21, 2023** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: School Treasurer's Bond

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. I am recommending the Board of Trustees approve this bond level.

**I concur with the recommendation and request the Board of Trustees approve the bonding level at \$6,300,000.**

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June 21, 2023 JWCC Board regular meeting

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**PUBLIC OFFICIAL**

83BSBHF9185



Hartford Plaza  
Hartford, Connecticut 06155

**KNOW ALL MEN BY THESE PRESENTS**, That we Joshua B. Welker  
of 31447 147th St., Canton, MO 63435  
as Principal, and Hartford Fire Insurance Company, of Hartford,  
Connecticut, as Surety, are held and firmly bound unto John Wood Community College District 539  
1301 S. 48th St., Quincy, IL 62305, as Obligee, in the penal  
sum of Six Million Three Hundred Thousand and 00/100 (\$6,300,000.00) Dollars,  
lawful money of the United States of America, for the payment of which, well and truly to be made, said Principal  
binds himself, his heirs, executors, administrators and assigns, and said Surety binds itself, its successors and  
assigns, jointly and severally, firmly by these presents.

Signed and sealed this 27th day of March A.D. 20 23.

Whereas, the said Joshua B. Welker  
has been duly elected or appointed to the office of Dean of Business Services and Institutional Effectiveness/Treasurer  
in and for the John Wood Community College District 539  
for the term beginning on the 1st day of July, 20 23 and ending on the  
1st day of July, 20 24.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal  
shall (subject to the provisions set out hereinbelow) faithfully perform the duties of said office or position during the  
said term, and shall pay over to the person authorized by law to receive the same all moneys that may come into  
his hands during the said term without fraud or delay, and at the expiration of said term, or in case of his  
resignation or removal from office, shall turn over to his successor all records and property which have come into  
his hands, then this obligation to be null and void; otherwise to remain in full force and effect.

This obligation may be terminated by either Surety or the Obligee upon thirty days' notice in writing to the  
other of said parties, and thereupon this obligation up to the date of termination shall remain in full force and  
effect and, if no claim is or shall have been made or paid hereunder, the Surety shall refund the unearned  
premium.

IN TESTIMONY W HEREOF, the said Principal has hereunto set his hand and seal and the Surety has caused  
this bond to be signed by its duly authorized officers and its corporate seal to be hereunto affixed the day and year  
first above written.

Joshua B. Welker

Hartford Fire Insurance Company

Leah L. Juenger, Attorney in Fact

# POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-12

One Hartford Plaza

Hartford, Connecticut 06155

[bond.claims@thehartford.com](mailto:bond.claims@thehartford.com)

call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Code: Marsh

- ☒ Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- ☒ Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- ☐ Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- ☐ Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- ☐ Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- ☐ Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- ☐ Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- ☐ Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of unlimited:**

Leah L. Juenger  
of  
St. Louis, Missouri

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on August 1, 2009 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



*John Gray*

John Gray, Assistant Secretary

*M. Ross Fisher*

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

ss. Hartford

COUNTY OF HARTFORD

On this 6<sup>th</sup> day of May, 2015, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

*Nora M. Stranko*

Nora M. Stranko  
Notary Public

My Commission Expires March 31, 2023

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of March 27th, 2023

Signed and sealed at the City of Hartford.



*Kevin Heckman*

Kevin Heckman, Assistant Vice President





Date: 06.21.23 BOARD OF TRUSTEES MEETING  
From: Dr. Bryan Renfro, President  
Item: **BUSINESS**  
RE: United Way Agreement

Please consider this request to renew a United Way Partner Agreement. This agreement is done annually. There are no changes to this agreement from the previous one the College has entered into for several years.

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June 21, 2023 JWCC Board regular meeting

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United Way  
of Adams County, IL

## Partner Organization FY2024 Annual Agreement

BECAUSE **UNITED WAY OF ADAMS COUNTY** AND ITS PARTNER ORGANIZATIONS have an interdependent relationship working toward community betterment; because the operations of the organizations have such an important impact on the living climate of the Adams County community; because the community looks to United Way and its Partner organizations to serve the best interest of the contributing public, the consumers of our services and the community at large; it is therefore required and essential that a sound working relationship be established between United Way and the Partner organizations in all aspects of fund-raising, budgeting and coordination. In order that the operation of each may be understood, the following Agreement and Statement of Principles is accepted and reaffirmed by United Way and its Partner organizations.

The procedure for this agreement is as follows:

1. The Agreement should be reaffirmed annually, along with the Partner Renewal and Funding Application, by United Way and the Partner organization. The Partner organization is to return the completed Agreement unless an extension has been requested and agreed to by United Way. The Agreement is in effect for duration of United Way's fiscal year.
2. The reaffirmation requires annual review of the provisions of the Agreement by United Way Executive Director as well as the Executive Director of each Partner organization.

### **UNITED WAY OF ADAMS COUNTY AGREES TO THE FOLLOWING:**

- A. To conduct an annual fund-raising campaign geared to develop the maximum financial resources for health and human services as determined by the United Way Board of Directors. Such campaigns shall be conducted in the most efficient manner possible reaching individuals and businesses in the United Way service area. It is understood that United Way fundraising efforts are neither restricted by its by-laws nor this agreement. United Way will focus fundraising activities in the fall of the year or in a timeframe that best serves the businesses, organizations and individuals who participate in the annual campaign. This has typically been August 1<sup>st</sup> through the last day of February.
- B. To allocate available funds through the community leader review process known as Resource Investment.
- C. No Partner organization is guaranteed a funding award.
- D. To recognize the autonomy of Partner organizations.
- E. To establish policies necessary for the effective and successful operation of the United Way system.
- F. To extend to the Partner organization the benefit of the experience of United Way and its personnel.
- G. To serve as a clearinghouse for new programs within the United Way partner agency collaborations.
- H. To maintain a responsible unpaid Board of Directors of broad community representation consistent with the provisions of its bylaws



United Way  
of Adams County, IL

- I. To conduct itself subject to sound budget controls and fiscal procedures and transparently share financial information to all partner agencies and mission-stakeholders.
- J. To maintain an inclusive environment and a policy on nondiscrimination in all respects including age, sex, race, religion, disability, and national origin in connection with the makeup of its governing body, committees, staff, the persons whom it directly and indirectly serves and in all decisions made by it.
- K. To foster an environment that will encourage a free flow of communications and provide a Board Liaison between the volunteer leadership of United Way and UWAC Partner organizations.
- L. To provide a current roster, upon request, of the United Way Board and committees, and to update the roster after subsequent changes. To maintain in the United Way office for inspection by the public, copies of the most recent United Way budget and independent financial audit.
- M. An annual UWAC partner agency calendar of both mandatory and voluntary participation opportunities and the appropriate staff and/or Board member required or suggested for attendance at those functions and meetings.

**THE UWAC PARTNER ORGANIZATION AGREES TO THE FOLLOWING:**

- A. To maintain responsible management with a qualified governing board of unpaid directors that shall meet at least four times a year.
- B. To annually provide United Way a roster of the organization's governing board and its officers as part of the Partner organization eligibility application and to update the roster after subsequent changes.
- C. To have at all times a certificate under an appropriate section of the Internal Revenue Code establishing:
  - (1) That the organization is exempt from Federal Income Taxes, and
  - (2) Qualifies to receive gifts that are charitable deductions for the donor under the Internal Revenue Code.
- D. To remain at all times in good standing with the State of Illinois Attorney General's Office regulating charities.
- E. To cooperate with other organizations, both public and private, including United Way, with the objectives of preventing unnecessary duplication of effort and promoting effective service with efficiency and economy of operation.
- F. To submit a budget presentation to United Way at such time and in such form as shall be provided by United Way and to cooperate with United Way by timely response to requests for other information such as funded/invested program service figures and quarterly financial reports.
- G. To provide United Way **annually** with a copy of the independent financial audit of the organization together with a copy of IRS form 990 no later than April 15 following the end of the fiscal year for calendar year fiscal periods



United Way  
of Adams County, IL

(January-December) or December 31st for a fiscal year (July-June) and to provide other financial information that may be requested by United Way. Reasonable exceptions will be made for auditor timing circumstances, etc.

- H. "Independent," as used in this paragraph, shall mean an audit performed and completed by auditors outside of the local office of the Partner organization. Partner organizations having an annual operating budget of less than \$100,000 have the option of submitting a "compilation" rather than an "independent financial audit" with the following standards: 1) The compilation must be performed by an independent accounting firm or CPA; 2) The compilation must include full notes to the financial statements and full disclosure of concerns delineated by United Way along with CPA required disclosures such as statement of cash flows, balance sheet and income statement.
- I. To provide full financial disclosure under the current audit guidelines and standards of the American Institute of Certified Public Accountants (AICPA) for Voluntary Health and Welfare Organizations or FASB.
- J. To accept the award of funds made to the organization as approved by the Board of Directors of United Way. The funding year is the fiscal period July 1 - June 30. Funding payments will be made monthly, unless the organization and the United Way Board have agreed to a different disbursement schedule.
- K. The Resource Investment appeals process may be pursued by partner agencies for the following circumstances:
  - 1. The organization presented incorrect program and/or financial information to the resource investment team or a significant change occurred in the Revenue and Expense plan between the time of the budget/funding request and the notification of the funding award to the Partner organization.
  - 2. Steps and timing of appellate process:
    - A. Upon receipt of the formal notification of the funding amount, the Partner organization has ten (10) working days to formally request a funding appeal hearing. In the formal request the organization must specify under which condition(s) it is requesting an appeal hearing.
    - B. Under normal conditions a funding appeal hearing will be scheduled within thirty (30) working days between representatives of the partner organization and United Way or at such time agreed to by both parties.
    - C. Final action on the funding appeal by United Way will be formally communicated to the organization within thirty (30) working days after the hearing or after the earliest regularly scheduled meeting of the United Way Board.
- L. The funding award is subject to review and adjustment throughout the funding year as well as following the annual organization audit. The funding may be adjusted downward if it is determined the services are not being rendered as agreed to in the resource investment process meeting. No funding award will be reduced until the following process has been implemented:



**United Way  
of Adams County, IL**

1. Written notice of program deficiency is given to the organization.
  2. The organization is given the opportunity to correct program deficiency, through the development and implementation of a corrective action plan.
  3. The organization is given an opportunity to be heard on the funding reduction action. The funding may be adjusted through assessing a cash return to the General Fund or an offset may be made against future funding awards.
- M. To coordinate with and give full support to United Way and to the annual campaign by participating in an UWAC Workplace Campaign, making available volunteer and professional leadership, and by rendering such other services as will tend to assure the success of the campaign. No group or organization shall suggest, stimulate, or encourage designations to itself from the annual campaign conducted by United Way.
- N. To exercise the highest level of integrity, ethics and objectivity in actions and relationships, which may affect the UWAC. Refrain from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of UWAC or reflects adversely upon you or UWAC.
- O. To maintain a policy of nondiscrimination in all respects including age, sex, race, religion, disability, and national origin in connection with the makeup of its governing body, committees, staff, the persons whom it directly and indirectly serves and in all decisions made by it. This statement may be modified where exemption has been granted by the Civil Service Commission for organizations organized for bona fide purposes along religious lines or where services are restricted to members of a particular sex or specified age range.
- P. To display prominently the insignia of United Way, when practicable in its office, physical center of operation and on publications dealing with programs funded by United Way. Each Partner organization is also authorized and encouraged to place the insignia on all news releases, stationery, and public presentations. The organization should assist United Way in its year-round communications efforts by promoting United Way in a positive manner.

### **NONCOMPLIANCE**

Any Partner organization found to be in noncompliance with articles contained in this Agreement will be given written notification of the alleged noncompliance and thirty (30) days to remedy the situation. Written notification will be given to the Partner organization Board President and Executive Director setting forth the purported compliance deficiencies. If the Partner organization does not correct the deficiencies within the aforesaid thirty (30) days, then United Way may stop disbursement of the Partner organization's allocation, pending a hearing before the United Way Board (Hearing Board) for final determination regarding alleged noncompliance.

The Partner organization will be given an opportunity to have a hearing before a duly appointed adhoc taskforce of the United Way Board (Hearing Board) comprised the Executive Director, Board President, applicable staff and no less than three additional voting UWAC Board members. A hearing will be held as soon as is practicable, and the hearing Board shall render a written decision setting forth its findings and conclusions, a copy of which shall be furnished to the Partner organization. If the Hearing Board concludes that the Partner organization is complying, then the United Way disbursement of the Partner organization's allocation shall be reinstated with back payments to the date disbursement was stopped, if any.





United Way  
of Adams County, IL

If the Hearing Board concludes that the Partner organization is not in compliance, then the Partner organization shall have thirty (30) days after receipt of the decision to conform to the Hearing Board's decision. If the Partner organization corrects the deficiencies, then the United Way may reinstate disbursements to the Partner organization. If the Partner organization does not correct the deficiencies within the aforesaid thirty (30) days, then United Way may stop disbursement of the Partner organization's allocation, until such time as the noncompliance is remedied.

In a like manner, if the Partner organization believes United Way to be in a position of noncompliance with the agreement, said organization has the right to lodge a complaint to the United Way Board of Directors. Such a complaint must be in writing stating the deficiencies. The complaint will be acted upon within 30 days of receipt of the written complaint. If deemed warranted, the UWAC Board will develop a taskforce of no less than three (3) members, meet with the Partner agency, document the grievance, and recommend corrective action to full Board.

#### **TERMINATION OF MEMBERSHIP**

Any Partner organization may withdraw from membership in United Way by serving written notice to the President of the Board of Directors with a cc to the Executive Director.

United Way, by Board action, may terminate organization membership after having consulted with Resource Investment leaders and utilized the following process: a) provide written notice of planned action and reasons for termination to the organization; b) provide the organization with an opportunity to correct compliance deficiencies if that be the reason for termination; and c) provide the opportunity for a hearing between representatives of United Way and the Partner organization. Notice of termination action will be given in writing to the Partner organization at least three (3) months prior to the date on which it becomes effective.

---

**UWAC Partner Organization**

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**Date of Board of Directors Approval**

By: \_\_\_\_\_ Volunteer- **Board** President or Chairman

\_\_\_\_\_  
Date

By: \_\_\_\_\_ Executive Director

\_\_\_\_\_  
Date



United Way  
of Adams County, IL

**United Way of Adams County, Inc.**

By: \_\_\_\_\_ Board President

\_\_\_\_\_  
Date

By: \_\_\_\_\_ Executive Director

\_\_\_\_\_  
Date



Date: 06.21.23 BOARD OF TRUSTEES MEETING  
From: Dr. Bryan Renfro, President  
Item: **BUSINESS**  
RE: Regional Office of Education agreement

Please consider this request to renew a Regional of Office Education agreement. This agreement is between John Wood Community College Southeast Education Center and the Regional Office of Education. The agreement has normally been completed annually but we are recommending combining this fiscal year 2023 and fiscal year 2024 into one rental agreement.

Legal counsel has reviewed the document.

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June 21, 2023 JWCC Board regular meeting

**Mission:** JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

**Core Values:** Excellence Accountability Integrity Servant Leadership Lifelong Learning



## **RENTAL AGREEMENT**

**Regional Office of Education  
&  
John Wood Community College Southeast Education Center**

**Located at 39637 260<sup>th</sup> Ave., Pittsfield, IL 62363**

THE AGREEMENT made this 1<sup>st</sup> day of July, by and between John Wood Community College Southeast Education Center, herein called "Landlord" and the Regional Office of Education, herein called "Tenant". Landlord hereby agrees to rent to Tenant the real property located in the City of Pittsfield, State of Illinois, described as follows: office space, commencing on July 1, 2022, until June 30, 2024, at which time this agreement is terminated unless renewed during board meeting. Landlord rents the demised premises to Tenant on the following terms and conditions:

### **1. Rent**

Total yearly rent will be \$2,000. Tenant agrees to pay Landlord as base rent the sum of \$1,000.00 twice a year (first installment in January and second installment in June), due and payable on the first day of January and June during the term of this agreement.

### **2. Use**

The Tenant agrees to use the premises only as a business office location. By no means may Tenant allow any additional persons to occupy premises beyond the limit proposed by the law. Tenant agrees to assume all responsibility for actions taken by any person entering the property. Landlord will hold Tenant solely responsible for all damages to property or for violations against this rental agreement.

### **3. Legal Obligations**

Tenant hereby acknowledges that they have a legal obligation to pay their rent on time. They agree that they will be fully liable for any back rent owed. They also acknowledge that defaulting on this Rental Agreement could result in a judgement being filed against them and a lien being filed against their current and future assets and/or earnings.

### **4. Non-assignment of Rental Agreement**

Tenant agrees not to assign this agreement, nor sub-let any part of this property, not to allow any other person to live therein without first requesting permissions from the Owner and paying the appropriate surcharge. Further, that covenants contained in this Rental Agreement, once breached, cannot afterward be performed; and that unlawful detainer proceedings may be commenced.

### **5. Full Disclosure**

The Tenant signing this Rental Contract hereby states that all questions about this Rental Agreement have been answered, that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further state that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions of lack of action in violation of this agreement. Signature by the Tenant on this Rental Agreement is acknowledgment, and he/she has received a signed copy of the Rental agreement.



#### **6. Indemnification**

Tenant will agree to indemnify, save harmless and defend Landlord, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with this Rental Agreement. The foregoing indemnity shall apply except if such injury, death, or damage is caused directly by the willful and wanton conduct of Landlord, its agents, servants, or employees or any other person indemnified hereunder.

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**Date**

**Landlord**  
**John Wood Community College**  
**Dr. Bryan Renfro, President**

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**Date**

**Tenant**  
**Regional Office of Education**  
**Jill Reis, Superintendent**



**06.21.2023 BOARD OF TRUSTEES MEETING**

**CALENDAR**

<b>June 21, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>July 26, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>August 16, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>Workforce Development Center</b>	
<b>August 19, 2023</b>	Inauguration TBD
<b>September 20, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>October 18, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>November 15, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>December 13, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting

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06.21.,2023 Board of Trustees Regular Meeting

**Mission:** JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

**Core Values:** Excellence   Accountability   Integrity   Servant Leadership   Lifelong Learning



Date: **6.21.2023** BOARD OF TRUSTEES MEETING  
From: Dana Keppner, Director of Human Resources  
RE: Personnel

**Personnel Items to Be Approved:**

**New Hires—Regular**

Wort, Marcy-College and Career Coach

Request authorization to hire into full-time, exempt, benefits-eligible position effective June 5, 2023, at an annual salary of \$33,500

**New Hires--Associate Faculty**

Durst, James – Instructor, TDT

Request authorization to hire into part-time position effective June 5, 2023 at \$23.12 per hour

Kelley, John – Instructor, TDT

Request authorization to hire into part-time position effective June 5, 2023 at \$23.12 per hour

**Status Changes**

Orne, Tracy – Dean of Students/Enrollment Management

Request authorization to change status to full-time, exempt, benefits-eligible position of Dean of External Relations/Communications effective July 1, 2023, at an annual salary of \$85,000.

**Personnel Items Reported:**

**New Hires—Non-Board Approved, Variable Part-time**

Hall, Michael	JDub Academy Assistant	CTE/CBO	\$14.00
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**Retirements/Resignations-Accepted by President**

Egdorf, Randall – Associate Professor, Social/Behavioral Sciences – retirement effective May 31, 2023

**I concur with the Personnel recommendations.**

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June 21, 2023 JWCC Board regular meeting

**Mission:** JWCC enriches lives through learning by providing accessible educational programs and services at an exceptional value.

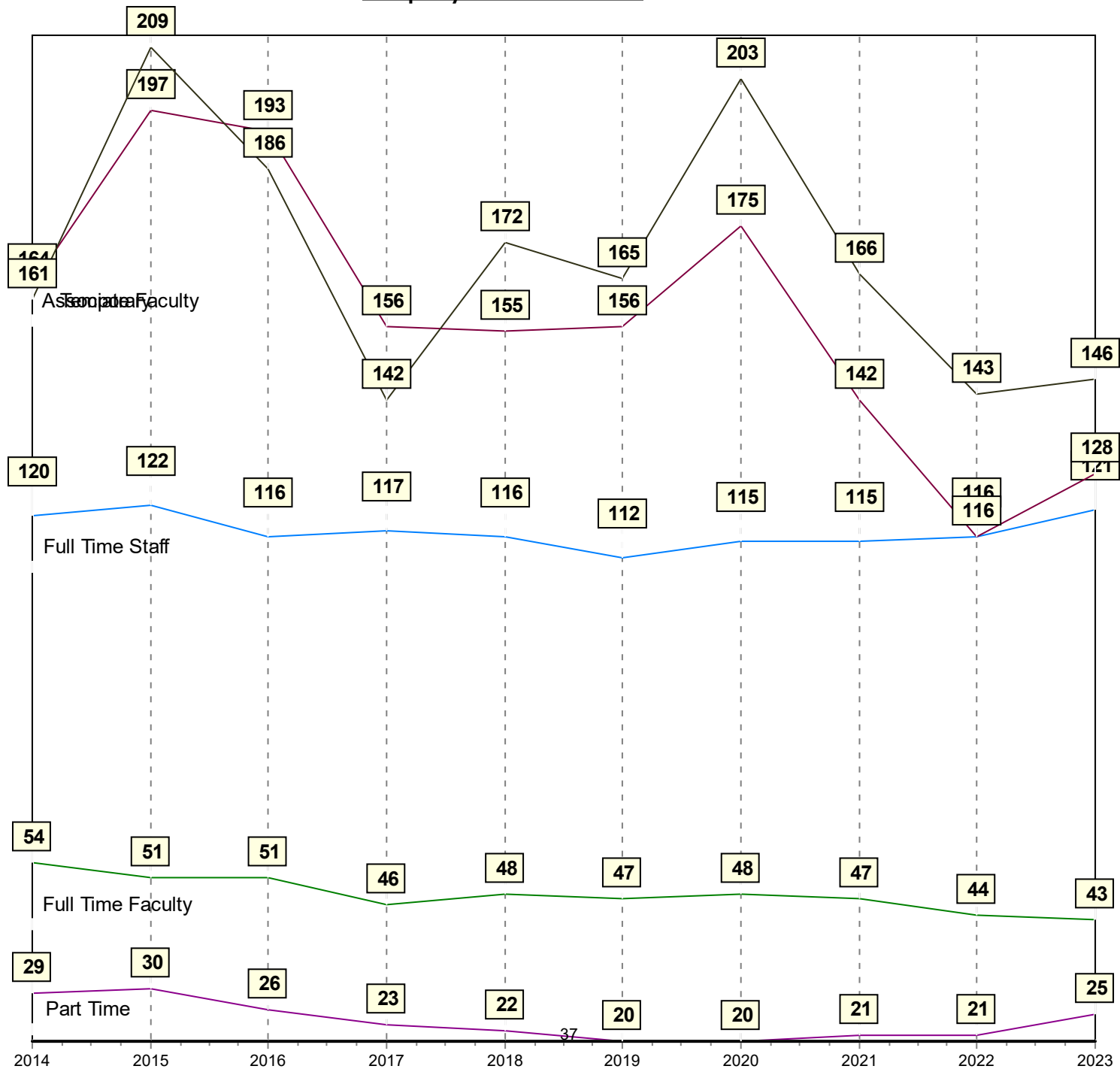
**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

**Core Values:** Excellence Accountability Integrity Servant Leadership Lifelong Learning

# John Wood Community College, District No. 539

As Of 5/1/2023

## Employment Trends





**John Wood Community College**

***Financial Reports***

**Board of Trustees Meeting**

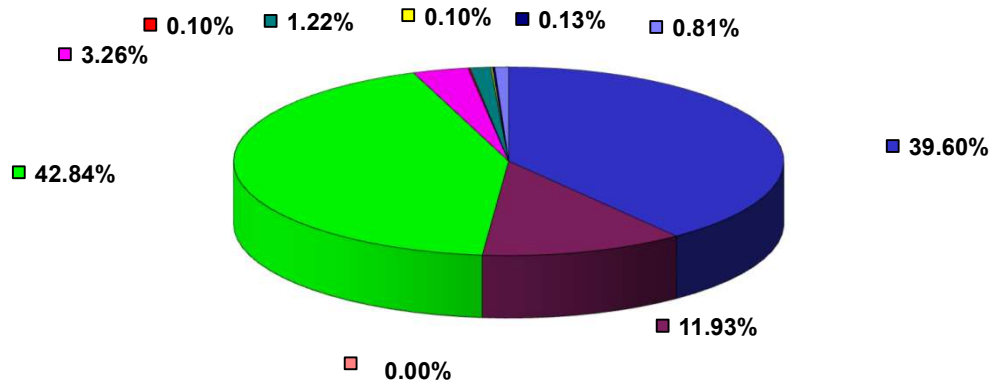
**June 21, 2023**

**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 23 to FY' 22**  
**As of May 31, 2023**  
**Unaudited**

**Operating Funds**

	<b>Actual FY ' 23</b>	<b>Budget FY ' 23</b>	<b>% of Budget FY ' 23</b>	<b>Actual FY ' 22</b>	<b>Budget FY ' 22</b>	<b>% of Budget FY ' 22</b>
<b><u>REVENUES:</u></b>						
Local Government Revenue	\$7,031,736	\$6,379,952	110.22 %	\$6,672,054	\$5,871,195	113.64 %
State Government Revenue	\$2,118,903	\$2,261,279	93.70 %	\$1,822,113	\$1,816,571	100.31 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$7,607,510	\$7,024,991	108.29 %	\$7,552,157	\$7,934,263	95.18 %
Sales and Services Revenue	\$579,196	\$522,900	110.77 %	\$626,264	\$402,927	155.43 %
Facilities Revenue	\$17,877	\$15,000	119.18 %	\$18,320	\$15,000	122.13 %
Investment Revenue	\$217,381	\$24,400	890.91 %	\$17,815	\$30,000	59.38 %
Gifts and Grants Revenue	\$18,210	\$10,000	182.10 %	\$14,381	\$10,000	143.81 %
Other Revenue	\$23,310	\$11,600	200.95 %	\$32,290	\$13,500	239.19 %
Transfers From	\$144,474	\$162,713	88.79 %	\$95,499	\$105,973	90.12 %
<b>TOTAL REVENUES:</b>	<b>\$17,758,597</b>	<b>\$16,412,835</b>	<b>108.20 %</b>	<b>\$16,850,892</b>	<b>\$16,199,429</b>	<b>104.02 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$7,721,726	\$9,089,853	84.95 %	\$7,474,354	\$9,015,123	82.91 %
Employee Benefits	\$1,859,263	\$2,161,348	86.02 %	\$1,811,741	\$2,167,037	83.60 %
Contractual Services	\$1,551,310	\$1,554,186	99.81 %	\$1,331,429	\$1,427,001	93.30 %
General Materials and Supplies	\$749,261	\$787,167	95.18 %	\$637,366	\$770,867	82.68 %
Travel & Conference/Meeting Expense	\$95,676	\$164,193	58.27 %	\$85,368	\$205,866	41.47 %
Fixed Charges	\$94,551	\$109,975	85.97 %	\$89,789	\$115,201	77.94 %
Utilities	\$571,580	\$642,500	88.96 %	\$499,006	\$607,400	82.15 %
Capital Outlay	\$558,829	\$100,600	555.50 %	\$249,075	\$201,273	123.75 %
Other Expenditures	\$989,794	\$1,318,752	75.06 %	\$863,052	\$1,128,309	76.49 %
Transfers To	\$572,308	\$484,261	118.18 %	\$526,230	\$561,352	93.74 %
<b>TOTAL EXPENDITURES:</b>	<b>\$14,764,296</b>	<b>\$16,412,835</b>	<b>89.96 %</b>	<b>\$13,567,411</b>	<b>\$16,199,429</b>	<b>83.75 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$2,994,301</b>			<b>\$3,283,481</b>		

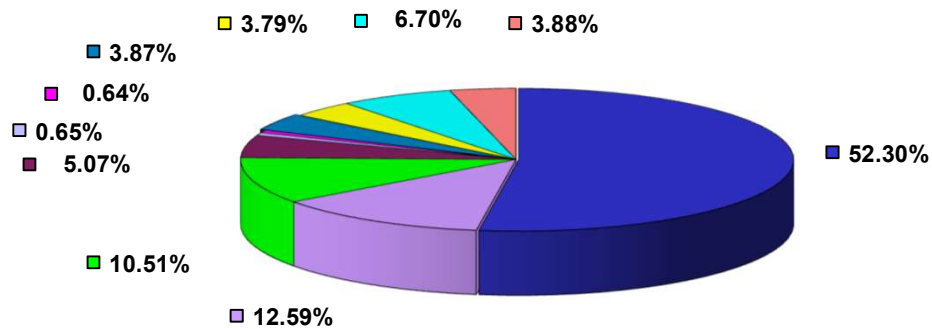
**FY23 Operating Fund Revenues YTD as of May 31, 2023  
Unaudited**



**Operating Fund Revenues: \$17,758,597**

39.60%	Local Government Sources	\$7,031,736
11.93%	State Government Sources	\$2,118,903
0.00%	Federal Government Sources	\$0
42.84%	Student Tuition and Fees	\$7,607,510
3.26%	Sales and Service Fees	\$579,196
0.10%	Facilities Revenue	\$17,877
1.22%	Investment Revenue	\$217,381
0.10%	Gifts and Grants Revenue	\$18,210
0.13%	Other Revenues	\$23,310
0.81%	Transfers from Other Funds	\$144,474

**FY23 Operating Fund Expenditures YTD as of May 31, 2023  
Unaudited**



**Operating Fund Expenditures: \$14,764,296**

52.30%	Salaries	\$7,721,726
12.59%	Employee Benefits	\$1,859,263
10.51%	Contractual Services	\$1,551,310
5.07%	Materials and Supplies	\$749,261
0.65%	Conference and Meeting	\$95,676
0.64%	Fixed Charges	\$94,551
3.87%	Utilities	\$571,580
3.79%	Capital Outlay	\$558,829
6.70%	Other Expenditures	\$989,794
3.88%	Transfer to/from Other Funds	\$572,308

**Balance Sheet - All Funds**  
**As of May 31, 2023**  
**Unaudited**

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<b><u>ASSETS</u></b>							
Cash	\$7,593,901	\$9,477,146	(\$575,187)	\$1,088,796	\$222,316	\$389,627	\$2,764,059
Investments	\$2,483,842	\$1,238,638	\$0	\$0	\$4,582,197	\$0	\$0
Receivables	\$741,797	\$0	\$66,521	\$0	\$0	\$0	\$0
Accrued Revenue	\$0	\$0	\$585,243	\$0	\$0	\$0	\$0
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$116,957	\$0	\$0	\$0	\$0	\$0	\$328,519
Other Assets	\$0	\$160,871	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$409,157	\$0	\$0	\$13,658	\$0	\$0	\$118,298
<b>TOTAL ASSETS</b>	<b>\$11,345,654</b>	<b>\$10,876,654</b>	<b>\$76,577</b>	<b>\$1,102,454</b>	<b>\$4,804,513</b>	<b>\$389,627</b>	<b>\$3,210,876</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	(\$20,217)	\$0	\$0	\$12,870	\$0	\$0	\$0
Accounts Payable	\$8,882	\$0	\$24,926	\$0	\$0	\$0	\$197,926
Accrued Expense	\$1,102,708	\$0	\$71,304	\$41,882	\$0	\$0	\$11,460
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$899,494	\$0	\$13,563	\$0	\$0	\$0	\$282
Other Liabilities	\$78	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$5,327	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$1,996,273</b>	<b>\$0</b>	<b>\$109,793</b>	<b>\$54,752</b>	<b>\$0</b>	<b>\$0</b>	<b>\$209,669</b>
FUND BALANCE 7/01/2022	\$6,355,081	\$12,779,659	\$1,157,730	\$863,476	\$4,723,451	\$293,656	\$3,134,855
Revenue Over (Under) Expense	\$2,994,301	(\$1,903,005)	(\$1,190,945)	\$184,226	\$81,062	\$95,971	(\$133,648)
<b>FUND BALANCE 5/31/2023</b>	<b>\$9,349,382</b>	<b>\$10,876,654</b>	<b>(\$33,215)</b>	<b>\$1,047,702</b>	<b>\$4,804,513</b>	<b>\$389,627</b>	<b>\$3,001,207</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$11,345,654</b>	<b>\$10,876,654</b>	<b>\$76,577</b>	<b>\$1,102,454</b>	<b>\$4,804,513</b>	<b>\$389,627</b>	<b>\$3,210,876</b>

**JWCC Investment Report  
FY 2023**

**UNAUDITED REPORT**

<b><u>Total Cash and Investments</u></b>	<b><u>Value as of May 31, 2023</u></b>
JWCC Checking	5,010,976.07
JWCC MMA/Cash	17,012.01
Illinois Funds	11,587,204.06
Raymond James Financial Services	4,361,451.32
Money Market	5,857.89
JWCC CDs & Treasuries	8,304,676.57
<b>Total Cash and Investments</b>	<b><u><u>29,287,177.92</u></u></b>

<b><u>Held by JWCC</u></b>	<b><u>Rate</u></b>	<b><u>Maturity Date</u></b>		<b><u>Fund</u></b>
Checking Accounts	2.00%		5,010,976.07	all funds
Raymond James Financial Services	3.86%		4,361,451.32	all funds
IL FUND Checking	5.087%		11,587,204.06	all funds
Heartland Bank & Trust Company	0.05%		17,012.01	split 07 & 32
Money Market -FBT	2.00%		5,857.89	all funds
Commerce Bank - Treasury	4.297%*	10/5/2023	2,505,250.24	07
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%*	3/31/2024	239,686.64	32
Commerce Bank - Treasury	2.770%*	6/15/2024	248,951.17	32
Peoples Prosperity Time Deposit	3.35%	9/19/2024	250,000.00	32
Peoples Prosperity Bank Savings	1.06%	12/12/2024	100,000.00	07
Peoples Prosperity Bank Savings	1.06%	12/12/2024	250,000.00	07
Commerce Bank - Treasury	2.131%*	3/15/2025	239,547.66	07
Commerce Bank - Treasury	2.131%*	3/15/2025	96,009.18	07
First Bankers Trust CD	4.75%	4/17/2025	250,000.00	32
Commerce Bank - Treasury	2.970%*	6/30/2025	248,780.12	07
Commerce Bank - Treasury	2.970%*	6/30/2025	99,144.84	07
Commerce Bank - Treasury	3.600%*	9/15/2025	245,332.03	07
Commerce Bank - Treasury	3.600%*	9/15/2025	98,132.81	07
Mercantile Trust & Savings Bank CD	1.45%	12/18/2025	250,000.00	07
Mercantile Trust & Savings Bank CD	1.45%	12/18/2025	100,000.00	07
First Mid Bank & Trust CD	4.75%	4/13/2026	100,000.00	07
First Mid Bank & Trust CD	4.75%	4/13/2026	250,000.00	07
Commerce Bank - Treasury	3.700%*	5/15/2027	2,483,841.88	01
<b>Total Cash and Investments</b>			<b><u><u>29,287,177.92</u></u></b>	

\*indicates a yield to maturity rather than an interest rate

# John Wood Community College

## Expenditures for Payment

Accounts Payable. ....	<i>.Presented to Finance Committee</i>
Payroll. ....	<i>.Presented to.Finance Committee</i>
Petty Cash. ....	<i>.Presented.to Finance Committee</i>
Purchase Cards. ....	<i>.Presented.to Finance Committee</i>

## Ratification of Expenditures

The foregoing summary of obligations have been processed for payment. The College Administration certifies that these obligations, have been incurred in accordance with Board Policy, and where required, quotes and or bids were obtained. The Finance Committee of the Board has reviewed the payments and reported their findings to the Board of Trustees at the regular meeting.

Ratified this 21st day of June.

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Chair

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Secretary

Board of Trustees of Community College  
District No. 539, Counties of Adams,  
Pike, Hancock, Calhoun, Schuyler,  
Brown, Morgan, Scott, and Cass,  
and the State of Illinois.

## Board of Trustees Meeting