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| Date: **06.21.23** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Board room, Student Administrative Center, 1301 South 48th Street, Qy, IL 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **06.21.23** Board of Trustees meeting was called to order in the Board room, Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305, at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rheaappointed 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, Mr. James Rapp, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Nora Klingele, Mr. Dan Stupavsky, Ms. Melanie Lechtenberg, Ms. Amy Wear, Mr. Sam Tedrow, and Mr. Mike Sorensen Quincy Herald Whig reporter.  3. **Pledge of Allegiance; Mission Statement** – Ms. Angela Greger led all in the Pledge of Allegiance.  4. **Introductions**   * Amy Wear PT, Assistant, Records & Registration * Brad Hoyt was also acknowledged in the interim appointment in the Dean of Students/ Enrollment Management position which was vacated by Tracy Orne who was appointment as Dean of External Relations/Communications.   5. **Special** **Report –** None  6. **Consideration of Items from the Floor -** None  7.  **Public and/or Employee Comment** - None    8.1 **ICCTA/West Central Region Report – *Mr. Andy Sprague, ICCTA representative*, *Dr. Randy Greenwell, alternate*** - None  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley,*** The Executive Committee met on Thursday, June 08, 2023, in room C252 at 1:30. Attendees were Mr. Bob Rhea, (Via zoom), Mr. Andy Sprague, and Ms. Paul Hawley, in-person).  The committee discussed the June agenda items.   * **Consent Agenda were:** * Regular & Board retreat minutes, bills, travel expenditures * Financials May * **Grants** * The board discussed four grant acceptance of funds which are being presented on the agenda for June. * **Personnel** * **Business Agenda** * Items for June included the 2024 tentative budget resolution, approval of the bonding level at 6.3 million, and approval of the United Way annual partner agreement for 2024, approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within, and approval to renew the Regional Office of Education agreement at the Southeast Education Center. * **Discussion Items** * Other items discussed included the Decennial committee on local government efficiency act resolution, Hannibal innovation, pathways, inauguration, required board training, compensation plan for staff, evaluation tool to be used for completing an evaluation on the president.   The committee heard applications for both the vacant vice president of Instruction and Student Services position as well as the Chief of Police position are coming in. A search committee for the Chief of Police has been established and interviews will be scheduled within the next month.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, June 7, 2023. Attending virtually via zoom were Ms. Angela Greger, trustee; Mr. Larry Fischer, trustee; Dr. Laurel Klinkenberg, vice president of instruction; Dr. Bryan Renfro, president; Ms. Kristina Johnson, note taker.  The Annual and Five-Year Program Review processes were discussed. The forms reviewed included the annual academic discipline and career and technical education forms along with the  ICCB Academic Discipline and Career and Technical Education 5-year review templates. A mandatory faculty program review workshop is held annually to encourage faculty to review programs of study.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Wednesday, June 14, 2023, at 2:00 p.m., at John Wood Community College. Present were Dr. 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 – Bills will be recommended for payment. * Out of District Travel Requests – The committee reviewed the out of district travel forms that were submitted and recommended for approval. * Financials – Financials were presented and will be recommended for approval. * Board Budget – The budget was reviewed. * Review Investments – The investment report was reviewed. * Board items  1. Tentative Budget – the tentative budget was reviewed. The proposed budget is balanced. Some key items from the budget:   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   8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – None  8.6 **Administration Report** – ***Dr. Renfro*** – Highlighted was J-Dub academy which is currently in progress. Enrollment in this year’s academy is 488 up from last year. A shout-out was given to Ms. Kathleen Rodgers for her administration of the program. Dr. Renfro stated he has received many compliments from parents in the community.  Workforce Development Center is still on target for an opening date in November. The current building has been connected to the new addition. The only anticipated delay could be the arrival of the HVAC system. Acknowledgment was given to Mr. Barta and Mr. Welker for their lead in the process since Mr. LaTour’s departure.  Courtyard project continues to move forward. A pergola has been assembled, an outdoor sound system has been installed, and flowers have been planted. Acknowledgement was given to all who has been working on this project. This project is anticipated to be completed by the start of the fall semester. The president’s inauguration (August 19) reception is being planned for in the courtyard.  On June 12, Dr. Renfro stated he attended the Foundation Board meeting. The reorganization of the department was shared with their Board. Foundation priorities were established. They included increase in student scholarship support both in dollar amount and available scholarships; (Trail Blazer scholarships, Presidential scholarships, and Student Government Association officer scholarships); forming of an alumni association for funding, and the annual 50Th anniversary kick-off session.    Dr. Renfro and Mr. Stupavsky recently worked on a concept paper regarding a Department of Education Community College Funding Opportunity for clean energy. ICCB solicited all community colleges who would be applying this grant; gathering their information for submission for a state proposal. JWCC was one of four community colleges invited to participate. It is 2-year grant totaling $570,000 dollars.  Workshops will be held on Pathways on July 17 and July 18. On the 17th the topics are geared toward student services and on the 18th toward leadership team. A consultant has been hired to lead these workshop discussions.  Mr. Hoyt shared information from this year’s All - Star game JWCC hosted at the Student Activity Center on Saturday, June 20. This event was established several years ago in the Quincy area but due to Covid was discontinued. Muddy River Sports approached the college about starting up the  event again. This event is an Illinois vs. Missouri sports competition between the best players from both the boys’ and girls’ basketball teams for bragging rights.  This is the second year JWCC has hosted the event with great sponsorships. JWCC has recruited several student athletes for our upcoming fall program.  Dr. Renfro shared the “SAVE THE DATE” Wine Pull Fundraiser information was included in the table folder. This event is scheduled for Thursday, September 21, 2023, at the Quincy Country Club from 5:30 – 8::00 p.m. Foundation Board members and JWCC Board members are being asked to sell five tickets a piece and donate a bottle of wine.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 05.17.23. Board regular meeting minutes and 05.30.23 Board retreat meeting minutes  9.2 Request approval of bills for payment for May **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for May **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for May **Finance &** **Audit** **Committee**  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **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 |  |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items All three grants were approved under one motion.**  **MOTION:** *Authorization to accept grant funds from Dollar General Literacy Foundation for Adult Education/GED Testing Fees Amount Requested: $4,200*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **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 3rd year of the three-year grant and will focus on incumbent early childhood workforce and the employers of childcare educators.  **MOTION:** *Authorization to accept grant funds from United Way of Adams County for RSVP Support Grant on Aging RSVP Grant Amount Requested: $5,000*  **Discussion:** This request is 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.  **MOTION:** *Authorization to accept grant funds from Illinois Department on Aging for Illinois Department on Aging RSVP Grant Amount Requested: $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.  **MOTION:** *Authorization to accept grant funds from Illinois Community College Board for Trades School Grant Program Amount Requested: $138,319*  **Discussion:**  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.  11. **Business**  11.1 **MOTION**: *Request approval of the Fiscal Year 2024 tentative budget resolution*  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion:** The tentative budget for John Wood Community College for fiscal year 2024 was included in the table folder The proposed budget is being presented as balanced with operating revenue and expenditures of $18,013,268. This is an increase from the fiscal year 2023 budget of $1,600,433. Mr. Welker acknowledged the work of the Business Office, especially Ms. Nora Klingele, who constructs, enters, and verifies the budget who spends long hours to  Mr. Welker responded to Mr. Fischer’s question that currently the college receives around 13.4% of our budget from the state which use to stand at 33%.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.2 **MOTION**: *Request adoption of the School Treasurer’s bond with The HARTFORD through the Illinois Community College Risk Management Consortium RE: Bond level 6.3 million*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** 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. It was noted to review the nomination of treasurer and assistant treasurer appointments.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.3 **MOTION**: *Request approval to renew the United Way Partner agreement for FY2024*  Moved by: Ms. Greger  Seconded by: Dr. Greenwell  **Discussion:** This agreement is done annually. There are no changes to this agreement from the previous one the College has entered into for several years   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory |  |  |  | x | | Ms. Greger | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Mr. Rhea |  |  |  |  | | Voice Vote |  |  |  |  |   11.4 **MOTION**: *Request approval to renew the Regional Office of Education agreement at the Southeast Education Center.*  *NOTE: A change was made to have two separate one-year agreements substituted for the one two-year agreement presented in the package to meet auditor requires from the Regional Office of Education*  Moved by: Mr. Sprague  Seconded by: Ms. Greger  **Discussion:** This agreement is done annually. This agreement is between John Wood Community College Southeast Education Center and the Regional Office of Education. The agreement was presented as one two-year agreement but due to requirements of the Regional Office of Education is was divided into two one-year agreements for approval. They were for 2022-2023 and 2023-2024.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   **Mr. Rhea stated that item 11.5 would be moved to closed session**  11.5 **MOTION**: *Request approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within*  16. **Closed Session Mr. Rhea read the closed session statement.**  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: Ms. Hawley  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 |  |  |  | | Voice Vote |  |  |  |  |   **17. Public Session**  17.1**MOTION:** *Resume to Open Session*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.5 **MOTION**: *Request approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within*  *NOTE: additional clarification of this motion is outlined under discussion. Action is effective of this motion.*  Move by: Mr. Greenwell  Seconded by: Mr. Fischer  **Discussion:** This motion includes this clarification.   1. Request appointment of Tracy Orne into the Dean of External Relations/Communications 2. Request approval of reorganization of positions within this department which includes the office of grants and director of Advancement and employees who report to this director 3. Request to dissolve the position of Director Public Relations and Marketing, with the employees under this position reporting to the Dean of External Relations/Communications  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   12. **Discussion Item**  **Calendar of Events** - Mr. Fischer inquired on a fall retreat. Board members suggested to schedule late September or early October. Discussion was tabled on a specific date to the July meeting to allow the Board time to review their calendar schedules.  13. **Notices and Communications**  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. Sprague  **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 |  |  |  | | Voice Vote |  |  |  |  |   15. **Other Items –** Mr. Rhea acknowledged the retirement of Dr. Randall Egdorf and expressed his thank-you for his service to the College for twenty years.  18. **Adjournment**    18.1 **MOTION:** *Adjourn the June 21, 2023, Board of Trustees regular meeting*    Moved by: Dr. Greenwell  Seconded by: Ms. Greger     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory |  |  |  | x | | Ms. Greger |  |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Sprague |  |  |  |  | | Ms. Hawley |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Mr. Rhea |  |  |  |  | | Voice Vote | x |  |  |  |   19. **Approval:**  Approved the **26th day of July 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |