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| Date: **09.20.23** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Workforce Development Center2710 N 42nd Street Quincy Illinois 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **09.20.23** Board of Trustees meeting was called to order in the Workforce Development, 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. Lou Barta, Mr. Garris Brown, Mr. Curt Wavering, Ms. Jenna Niemann, Mr. Matt O’Banion,(Maas Construction’ Project Manager), Ms. Kayla Lomax, Ms. Rachel Hansen, Mr. Curtis Kelty, Mr. Mike Sorenson, and Ms. Tracy Orne.  3. **Pledge of Allegiance; Mission Statement** – Ms. Kaydence Gregory led the trustees in the mission statement of the College.  4. **Introductions** - Ms. Kayla Lomax, Coordinator, Student Accounts, and Mr. Curtis Kelty, Campus Police Chief was introduced as new employees.  5. **Special** **Report –** Prior to the start of the meeting, Mr. Curt Wavering, and Ms. Jenna Niemann**,** fromKlingner and Associates and Mr. Matt O’Banion from Maas Construction, provided a tour of the Workforce Development Center project. Acknowledgement was given to Mr. Lou Barta, Mr. Josh Welker, and Mr. David Hetzler for their oversight throughout the project. A memorandum was provided to the Board on project highlights, project schedule of completion, and project budget.  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*, *Ms. Paula Hawley, alternate*** – It was noted that the new ICCTA directory was received and distributed to Board members.  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Thursday, September 14, 2023, in room C252 at 11:00. Attendees were Mr. Bob Rhea, (Via zoom), Mr. Andy Sprague (via Zoom), and Ms. Paul Hawley, (via zoom).  The committee discussed the September Board agenda items.   * **Items were:** * Regular minutes, bills, travel expenditures, curriculum item and business agenda items. An update on personnel items was also shared. * **Discussion items**: * Board committee members heard the College’s option to join a state consortium of Illinois Community colleges through ICCB to apply for federal grant funding from two separate agencies. * Discuss the public act requirement of Illinois community colleges to place at least one   “Wellness kiosk” on each of their campuses.   * Discuss the new college operations orientation being offered to new employees * Procedure 509.1 was discussed. This procedure is in conjunction with policy 509-Benefits. It was to inform the committee of financial implications due to the proposed changes. Administration will move forward to implement the changes. * Discussed the awarding of a Caring Campus grant and what that means for JWCC. * Discussed the fall Board retreat date and agenda topics. * Discussed a joint meeting with both Foundation Board members and JWCC Board members. * Discussed an inauguration date for the President   Other items discussed included Foundation data and Board training sessions.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, September 13, 2023, at 11:00 in room C252 at John Wood Community College. Attendees were Ms. Angela Greger (via Zoom) Mr. Larry Fischer, trustees; Dr. Bryan Renfro, president, and Ms. Kristina Johnson notetaker.  New education and Fine Arts courses were presented. Discussion was also held on a degree change in Law Enforcement.  Dr. Renfro discussed potential new programs of which sever are in the research phase.  Programs under development included FAME, Digital Broadcast Media, Criminal Justice, and IT Help Desk Certificate.  The committee discussed the development of a tech/help sheet for dual credit students to explain what technology is needed/compatible for online courses.  Mr. Fischer noted the need for “shepherd” for when creating new programs.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Thursday, September 13, 2023, at 2:30 p.m., at John Wood Community College. Present were Dr. Randy Greenwell; trustee, Dr. Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker. Absent: Mr. Don Hess  The committee reviewed the following:   * Bills for Payment – Bills 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 for July and August were reviewed.  1. Investments - The investment report was reviewed. Proposals will be sent out to obtain new CD’s.   **Board items**   * + **Instructor Stations Request for Proposals** – The College requested proposals to provide instructor station.   + **Cyclorama Lighting Request for Proposals** - The College requested proposals to provide Cyclorama Lighting.   + **Ag Driving Simulator Request for Proposals** - The College requested proposals to provide an ag driving simulator.   + **WDC Expansion Furniture Request for Proposals** - The College requested proposals to provide furniture for the Workforce Development Center expansion project. It is recommended that the Board of Trustees reject all proposals. The proposals will be requested again with different specifications.   + **Transfer** – It is being recommended to approve transferring $2,211,415.18 from the Operating Funds to the Operations and Maintenance Restricted Fund for fiscal year 2023. This transfer will replenish deferred maintenance and capital project funds that were spent in fiscal year 2023, and also help fund maintenance and capital projects planned for fiscal years 2024 and future years.   + **Storywalk Community Based Exhibit MOU** – It is recommended that the College enter into a Memorandum of Understanding with the Quincy Children’s Museum to provide a storywalk community-based exhibit in the arboretum trails located on the College’s main campus**.**   + **West Central Illinois Criminal Justice Council MOU** – It is recommended that the College enter into a Memorandum of Understanding with the West Central Illinois Criminal Justice Council to allow storage of a police simulation tool at the College’s Southeast Education Center.   The committee was informed that the College received a packet of assessment appeals. These are just notifications. The College does not have to approve the appeals.  The Finance and Audit Committee also met on September 19, 2023, at 4:00 p.m., in room C240, John Wood Community College. Present were Dr. Randy Greenwell and Don Hess; trustees, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker. Also present was Josh Faivre, auditor with Wipfli.  Josh Faivre met with the committee and reviewed the audit timeline. Drafts of the audit will be available at the end of October for review. All audit testing is going well. The major program being tested this year is the EDA grant.  The auditors will be attending the November Finance and Audit committee to present the audit.  8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – SGA attended camp Trail Blazer. Thirty-five kids were present. The start of school went well. Students attended the vice-presidential candidate interviews. Back to School barbeque was well attended; many clubs and local business vendors were in attendance. Students participated in a community service event at Quanada. Pizza with the Prez saw 28 in attendance. Work is going on to update the student life page on the website.  The big event being planned is the “haunted trails”. Looking at attendance at athletic events being part of a requirement if part of student government. Lots of fun events planned for fal..    8.6 **Administration Report** – ***Dr. Renfro*** – Dr. Renfro shared an update - Dr. Renfro shared enrollment numbers. JWCC has 1,869 students compared to 1,719 students this fall compared to last fall. This is an 8.7% increase. These students are enrolled in 17,506 credit hours, representing a 4.5% increase. from last year.  Also acknowledged was the annual Tri-State Development Summit. It was hosted by Culver-Stockton September 13 and 14 at the Oakley Lindsay Center.  Dr. Renfro attend President’s council at the ICCTA meeting. All community colleges are facing similar issues across the state. They are collaborating on state-wide marketing commission.  FAME is developing. Last week local partners worked on curriculum and next steps.  JWCC Wine Pull is Thursday evening reminder was noted. This supports scholarships for students.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 07.26.23 Board regular meeting minutes  9.2 Request approval of bills for payment for July and August **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for July and August **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for July and August **Finance &** **Audit** **Committee**  9.5 Request approval of curriculum new courses in Education and Fine Arts, and changes in Law Enforcement  **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 | x |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items**  **MOTION:**  *Request authorization to submit a grant application to the American Association of*  *Community Colleges for Cyber Skills for All - Amount Requested: $20,000*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **Discussion:** Funding from this grant focuses on supporting cybersecurity pathways through community colleges as a means to economic development. JWCC will use AACC funding to build our program capacity by further developing computer networking curriculum, training faculty, providing community education and awareness, promoting careers in cybersecurity, and recruiting data security workforce.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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. **Business**  11.1 **MOTION**: *Request revision to Board Policy 413- Student Conduct*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:**  This policy was revised to include the unapproved use of artificial intelligence and the student’s responsibility to understand the policies related to academic dishonesty and plagiarism.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 approval to transfer $2,211,415.18 from Operating funds to Operations and Maintenance Restricted fund.*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** This transfer amount will replenish deferred maintenance and capital project funds that were spent in fiscal year 2023, and also help fund maintenance and capital projects planned for fiscal year 2024 and future years.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to accept the Ag Driving simulator with motion base proposal and award to Toolkit Technologies, Inc., in the amount of $55,350.*  Moved by: Mr. Sprague  Seconded by: Ms. Hawley    **Discussion:** The college solicited request for proposals from qualified vendors to provide an Ag driving simulator with motion base. One proposal was received.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.4 **MOTION**: *Request authorization to accept the Cyclorama Lighting proposal and award to LiveSpace in the amount of $24,328.60*  Moved by: Ms. Gregor  Seconded by: Dr. Greenwell  **Discussion:** Two proposals were received to provide cyclorama lighting in the auditorium. LiveSpace proposal of $24,326.60 was recommended to be awarded.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to accept Instructor Stations proposal and award to Howard Technology Solutions in the amount of $27,280*  Moved by: Mr. Sprague  Seconded by: Ms. Greger  **Discussion:** Three proposals were received to provide Instructor Stations. It was recommended to award the work to Howard Technology Solutions.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.6 **MOTION**: *Request authorization to reject all three of the WDC expansion furniture proposals*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:** Bids were solicited for WDC expansion furniture. Three proposals were received. Administration requested the Board of Trustees reject all three of the proposals as new specifications will be made.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.7 **MOTION**: *Request approval to enter into a Memorandum of Understanding with West Central Illinois Criminal Justice Council for a police simulation tool at the JWCC Southeast Education Center*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **Discussion:** The West Central Illinois Criminal Justice Council asked to enter into a Memorandum of Understanding with us on a police simulation tool. This tool will be stored at the Southeast Education Center and also sets the terms for the use of the simulation tool.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.8 **MOTION**: *Request approval to enter into Memorandum of Understanding with Quincy Children’s Museum & JWCC Storywalk Community Based Exhibit*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:**  The Quincy Children’s Museum asked to enter into an agreement for a Storywalk Community Based Exhibit. The Storywalk will be located on the College’s main campus in the Arboretum trails. They are responsible for the materials needed along with other maintenance related to the Storywalk.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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**  **12.1 Calendar of Events**  Fall Board Retreat date is October 9 from 8:30 -2:30. Location TBD.  Mr. Fischer noted the need for customer training offerings.  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: Mr. Hess  Seconded by: Ms. Hawley  **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**  **16. Closed Session - No closed session was necessary.**  A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.  17. **Resume Open Session**  18. **Adjournment**    18.1 **MOTION:** *Adjourn the September 20 2023, Board of Trustees regular meeting.*    Moved by: Mr. Sprague  Seconded by: Dr. Greenwell     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 | x |  |  |  |   19. **Approval:**  Approved the **18th of October 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Workforce Development Center, 2710 N 42nd Street, quincy Illinois 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.  **CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |