



**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 and arrangements will be made to allow public comment through teleconferencing.

Date: **09.20.23 BOARD OF TRUSTEES REGULAR MEETING**

Location: Workforce Development Center, 2710 N 42nd Street Quincy, Illinois 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**
 - Kayla Lomax, Coordinator, Student Accounts
- 5. Special Report - WDC Tour and update from Klingner & Associates PC**
- 6. Consideration of Items from the Floor**

September 20, 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

7. Public and/or Employee Comment

8. President and Committee Reports

- | | | |
|-----|---|--------------|
| 8.1 | Board Executive Committee Report – <i>Mr. Bob Rhea, Mr. Andrew Sprague, Ms. Paula Hawley</i> | Table Folder |
| 8.2 | Board Curriculum Committee Report – <i>Mr. Larry Fischer, Ms. Angela Greger</i> | Table Folder |
| 8.3 | Board Finance and Audit Committee Report – <i>Mr. Don Hess, Dr. Randy Greenwell</i> | Table Folder |
| 8.4 | Student Trustee Report – <i>Ms. Kaydence Gregory</i> | |
| 8.5 | Administration Report – <i>Dr. Bryan Renfro</i> | |

**9. Consent Agenda
Consent business Items**

- | | | |
|-----|---|-------|
| 9.1 | Request approval of 07.26.23 regular Board meeting minutes (<i>no August mtg</i>) | 1-10 |
| 9.2 | Request approval of bills for July and August payment Finance and Audit Committee | |
| 9.3 | Request approval of monthly financial statements for July and August payment Finance and Audit Committee | |
| 9.4 | Request approval of trustee & employee travel expenditures for July and August Finance and Audit Committee | |
| 9.5 | Request approval of curriculum new courses in Education and Fine Arts, and changes in Law Enforcement | 11-12 |

10. Grant Items

- | | | |
|------|---|----|
| 10.1 | Request authorization to submit a grant application to the American Association of Community Colleges for Cyber Skills for All Amount Requested: \$20,000 | 13 |
|------|---|----|

11. Business

- | | | |
|------|--|-------|
| 11.1 | Request a revision to Board Policy 413- Student Conduct | 14-19 |
| 11.2 | Request approval to transfer \$2,211,415.18 from Operating Funds to Operations and Maintenance Restricted Fund | 20 |

September 20, 2023, Board of Trustees Meeting

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11.3 Request authorization to accept the Ag Driving simulator with motion base proposal and award to Toolkit Technologies, Inc., in the amount of \$55,350.00.	
11.4 Request authorization to accept the Cyclorama Lighting proposal and award to LiveSpace in the amount of \$24,328.60.	22
11.5 Request authorization to accept Instructor Stations proposal and award to Howard Technology Solutions in the amount of \$27,280.	23
11.6 Request authorization to reject all three of the WDC expansion furniture proposals	24
11.7 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	25-27
11.8 Request approval to enter into a Memorandum of Understanding with Quincy Children's Museum & JWCC Storywalk Community Based Exhibit	28-29
12. Discussion Items	
12.1 Calendar of Events	30
13. Notices and Communications	
14. Personnel Items	
14.1 Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.	31-34
15. Other Items	
16. Closed Session	
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. Resume Open Session	
18. Open Session Matters	
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.	

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19. Adjournment

"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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Date: **07.26.23** 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 **07.26.23** 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. 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, Mr. James Rapp, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Nora Klingele, Ms. Melanie Lechtenberg, Mr. Sam Tedrow, Mr. Mike Tenhouse, Mr. Justin Wood, Ms. Barb Woodyard, and Ms. Tracy Orne.

3. Pledge of Allegiance; Mission Statement – Ms. Kaydence Gregory led the Pledge of Allegiance and mission statement of the College.

4. Introductions - Mr. Justin Wood an alumnus of JWCC was introduce. He is serving on the Ag Advisory Council.

5. Special Report – J-Dub academy data was presented by Dave Hetzler. This past summer the academy had 481 registered seats in 51 classes for Grades K-12. This was a huge increase in enrollment from previous years. It was noted that fifty-three (53) students received some form of scholarship assistance totaling \$5,312.50. These scholarships are made possible through generous community support.

6. Consideration of Items from the Floor - None

07.26.23 Board of Trustees meeting

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7. Public and/or Employee Comment

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, July 20, 2023, in room C252 at 1:30. Attendees were Mr. Bob Rhea, (Via zoom), Mr. Andy Sprague (via Zoom), and Ms. Paul Hawley, (via zoom).

The committee discussed the July Board agenda items.

• **Items were:**

- Regular minutes, bills, travel expenditures, and business agenda items
- Procedure 509 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. No changes were to procedure as of this meeting.
- A request from the Quincy Children’s Museum to install a “Story Trail”. Currently a MOU is being drafted by the Quincy Children’s Museum’s legal counsel for consideration.
- A request from Administration to close the college on the afternoon of October 17 to have an in-house professional development opportunity for staff. Faculty and students are on fall break.
- Heard an update on the progress of renovations at the WDC.
- Discussed an evaluation tool to use for the president’s evaluation.
- Reviewed readings on reaffirmed commitment to access student success.

Other items discussed was the status of the vice president of Academic and Student Affairs position. Applicants are being narrowed down to three.

Cabinet held a leadership team building exercise at their retreat led by Payne Schoen.

Compensation information for staff was shared through in person meetings held by the President for all departments within the college.

Dr. Renfro provided a brief update on the Department of Education grant.

8.3 Board Curriculum Committee Report - Mr. Larry Fischer, Ms. Angela Greger. The Curriculum Committee did not meet.

8.4 Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess – The Finance and Audit Committee met on Monday, July 17, 2023, at 2:00 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:

07.26.23 Board of Trustees meeting

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- 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 for June will be taken in October.
- Board Budget – The budget has been on display for public inspection and was recommended the committee request to the Board approval of the FY24 annual budget.
- Board items
 - Board Budget – The annual budget has been on display for public inspection and the committee's recommendation to the Board of Trustees was approval of the FY24 annual budget.
 - FY2024 ICCB Capital Budget Request RAMP (Resource Allocation Management Plan) Document - Five RAMP documents and matching funds commitment for submission to the Illinois Community College Board was discussed for recommendation. The projects are:
 1. Parking Lot Repairs – Main Campus
 2. Heat Pump Replacement - Agricultural Education Center
 3. Roof Replacement – Learning Center (B Building of Main Campus)
 4. Restroom Stall Partition Replacements – Main Campus & Agricultural Education Center
 5. Entrance Vestibule – Heath Center (D Building of Main Campus)

8.5 **Student Trustee Report – Ms. Kaydence Gregory** – SGA officers and advisors held their annual retreat at Sprague's Kinderhook Lodge on July 5 & 6. A thank you was extended to Mr. Andy Sprague for his hospitality. Dr. Renfro visited the event which was welcomed by the students. On August 2, Camp Trail Blazer is scheduled at Camp Sacajawea.

Students met with Jo-Carol Fabianke, Pathways consultant, regarding pathways and how it works when transferring. Four of the six officers attended the session.

Kaydence attended the "Boost Fair" held by Admissions at the Kroc Center. It was estimated 100 were in attendance.

Kaydence shared she has a greater appreciation for Administration in how they assist students by being a student trustee.

8.6 **Administration Report – Dr. Renfro** – Dr. Renfro shared an update on the progress of the WDC. Windows, doors, and the green panels/siding are being installed. We are waiting on the HVAC units to be installed. It is on target for an October/November ribbon cutting.

07.26.23 Board of Trustees meeting

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Courtyard landscape is finished. Work is beginning on the raised beds between the courtyard and parking lot. IT installed an outdoor sound system.

Business Before Hours is scheduled for August 24th from 7:00-8:30 in the courtyard. Announcement of the Pathways to Promise Scholarship drive will be shared at this event.

The annual newsletter is complete and going to the printer.

50th anniversary events and publication book continue to progress.

The annual Foundation Wine Pull is scheduled for September 21, 2023, from 5:30-8:00 p.m. at the Quincy Country Club.

New program development for Fall 2024 was shared. They are:

- FAME Federation for Advanced Manufacturing Education
- Digital Media
- Hospitality Management with GREDF and with representative managers in the industry

Quincy Children's Museum requested to install their stories along the trails at the college.

Pathways coach was on campus July 17 and 18 to meet with Student Services area and the leadership team. Using the principle of the American Association of Community Colleges Guided Pathways model, JWCC employees and consultant are working to step up their support to students during the onboarding, initial application, and enrollment process.

JWCC employees Josh Welker, Brad Hoyt, Tracy Orne, Barb Holthaus and Dr. Renfro will visit Tyler Junior College Foundation to meet with their Executive Director to visit about their foundation which is one of the largest for two-year colleges in the nation. This event is schedule August 30-September1.

9. **Consent Agenda**

Consent business

- 9.1 Request approval of 06.21.23 Board regular meeting minutes
- 9.2 Request approval of bills for payment for June **Finance and Audit Committee**
- 9.3 Request approval of trustee and employee travel expenditures for June **Finance & Audit Committee**

MOTION: *Request approval of the consent agenda items*

Moved by: Mr. Sprague

Seconded by: Dr. Greenwell

Discussion:

07.26.23 Board of Trustees meeting

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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 No grants for July.**

11. **Business**

11.1 **MOTION:** *Request approval of the Fiscal Year 2024 tentative budget resolution and certificate*

Moved by: Dr. Greenwell

Seconded by: Ms. Hawley

Discussion: The FY24 annual budget resolution and certificate were presented for approval. This budget was presented to the Board at the June Board of Trustees meeting and has been on display for public inspection. The public hearing opened at the beginning of the meeting and was closed at this item. The 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.

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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 pay the 1st installment of ICCTA dues RE: \$3,927.00

Moved by: Ms. Greger

Seconded by: Dr. Greenwell

Discussion: Notification of a renewal invoice requesting John Wood Community College for a 1st installment payment to the Illinois Community College Trustees Association for FY24 dues was presented. The amount was \$3,927.00.

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 appointment of Treasurer and Assistant Treasurer for the College

Moved by: Mr. Fischer

Seconded by: Mr. Sprague

Discussion: Board Policy 601 - Treasurer, Assistant Treasurer which was shared states the Board of Trustees shall appoint a Treasurer and Assistant Treasurer for the District to serve at the request of the Board. The Treasurer and Assistant Treasurer appointed shall not be a member of the Board. The Treasurer before entering upon the Treasurer's duties shall execute a bond as required by the Illinois Public Community College Act. (110 ILCS 805/3-19). The Treasurer shall receive the taxes of the district



Office of the President

and shall be custodian of and be responsible for the investment of available College funds and the Assistant Treasurer will be back up to the Treasurer. Ms. Nora Klingele was recommended as Assistant Treasurer for the College. Mr. Josh Welker is the Treasurer.

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 revise Board Policy 419-Student Grievance*

Moved by: Dr. Greenwell

Seconded by: Ms. Hawley

Discussion: The proposed revisions of the policy reflect the office of primary responsibility be changed to the Vice President of Academics and Student Affairs rather than the Dean of Students.

An additional procedure was added which allows the separation of academic and student grievances into each respective area.

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 revise Board Policy 420 - Student Education Records*

Moved by: Mr. Sprague

Seconded by: Ms. Greger

Discussion: This policy was revised so that it addresses the use of preferred names within academic records throughout campus.



Office of the President

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 approval of five RAMP documents and the matching funds commitment for submission to the Illinois Community College Board*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion: Five RAMP (Resource Allocation and Management Plan) documents regarding an Illinois Community College Board Capital Budget Request for FY2024. These projects are identified below:

1. Parking Lot Repairs – Main Campus (\$700,000 total cost; \$175,000 local match)
2. Heat Pump Replacement - Agricultural Education Center (\$131,000 total cost; \$32,750 local match)
3. Roof Replacement – Learning Center (B Building of Main Campus) (\$525,000 total cost; \$131,250 local match)
4. Restroom Stall Partition Replacements – Main Campus and Agricultural Education Center (\$135,000 total cost; \$33,750 local match)
5. Entrance Vestibule – Heath Center (D Building of Main Campus) (\$79,500 total cost; \$19,875 local match)

These requests will involve a matching funds commitment by the Board of Trustees. Upon approval the documents will be submitted to the ICCB for consideration in the FY24 capital budget.

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			

07.26.23 Board of Trustees meeting

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Voice Vote				
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12. Discussion Item

12.1 Calendar of Events - The August 19, 2023, inauguration of Dr. Renfro will be postponed to a later date to be announced.

Fall Board Retreat date is October 9 from 8:30 -1:30. Location TBD. Dual credit information/and or speaker were discussed.

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. Greger

Seconded by: Mr. Fischer

Discussion: Brief discussion was held on recent resignations and the reason behind the departures. HR is tracking to this data for help with retention.

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 July 26, 2023, Board of Trustees regular meeting.*

07.26.23 Board of Trustees meeting

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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			
Voice Vote	x			

19. **Approval:**

Approved the **20th day of September 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_____



Date: **September 20, 2023**, BOARD OF TRUSTEES MEETING
From: Dr. Bryan Renfro, President
Item: **CONSENT**
RE: Curriculum Items

I am requesting approval of the curriculum items listed below. The items have been approved by the Curriculum Committee of the Faculty Senate as well as the Faculty Senate.

❖ Education

New Courses

EDU 252 Family Child Care Design (2 credit hours)

This course focuses on family childcare providers unlike center-based providers. Students will have the opportunity to design environments and apply collaborative skills for working with families all focused on family childcare programming.

EDU 253 Family Child Care Administration (1 credit hour)

This course focuses on strategies to operate a high-quality family childcare program. Using knowledge from EDU 252 Family Child Care Design, students will develop business strategies, fiscal procedures and leadership skills that inform high-quality practices in family childcare programs.

❖ Fine Arts

New Course

HUM 121 Sex and Gender in the Humanities (3 credit hours)

This is a new general community's course that approaches sex and gender in the humanities. The content is derived from accounts and beliefs throughout history. The interdisciplinary study of art, music, literature, history, and philosophy reflecting the cultural identity of sex, gender, and sexuality.

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❖ Law Enforcement

Degree Change

AA & AAS – Law Enforcement (64 credit hours)

To align with the Articulation Agreement between our transferring four-year institutions, the change of title from Law Enforcement to Criminal Justice makes transferring easier for students as most Bachelor programs are listed as Criminal Justice.

Course Change

LEN 101– Law Enforcement (3 credit hours)

The course name has changed from Law Enforcement I to Introduction to Criminal Justice. The change will better reflect the content of the course as well as be clearer to transfer institutions that this is an introductory Criminal Justice course. The course description and objectives have also been amended to comply with IAI requirements.

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Date: 9/20/23 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:** Cyber Skills for All
- B. **GRANT AGENCY:** American Association of Community Colleges (AACC)
- C. **GRANT APPLICATION DEADLINE:** 9/15/2023 **GRANT AWARD PERIOD:** 10/01/23 – 9/30/2024
- D. **PROPOSAL DESCRIPTION:** Funding 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.
- E. **FUNDS REQUESTED:** \$20,000
- 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:**
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 9/20/23
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth & Stability, Leadership and Partnerships

I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for \$20,000 for the purpose indicated above.

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Date: **September 20, 2023**, BOARD OF TRUSTEES MEETING
From: Rachel Hansen, Dean of Arts and Sciences
Item: **Business**
RE: Board Policy 413 – Student Conduct

Following this memo is a proposed board policy revision regarding Student Conduct. The policy has been revised to include the unapproved use of artificial intelligence and the student's responsibility to understand the policies related to academic dishonesty and plagiarism.

It is requested that the Board of Trustees authorize a revision to Board Policy 413-Student Conduct.

A handwritten signature in black ink, appearing to read 'Bryan Buefer'.

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Student Conduct | **POLICY 413**

Purpose

This policy establishes guidelines for student conduct.

Policy

The Board of Trustees and the College have a vested interest in both the safety and well-being of members of the College community and the perpetuation of an appropriate educational environment. It is the intent of this Policy to provide the necessary guidelines to support and advance the educational mission of the College by establishing rules for student conduct. The College also complies with all state and federal guidelines, such as Title IX of the Education Amendments of 1972.

This policy outlines the minimum acceptable level of conduct expected of every student. In addition, students are expected to comply with the laws of local, state and federal authority. A student, by enrolling at the College, assumes the obligation of abiding by the standards that have been instituted relative to the College's mission, processes, functions, and goals.

Those charged with the enforcement of this Policy will endeavor to adhere to appropriate due process so that each student is heard in a fair and consistent manner. Nevertheless, the provisions of this policy are not to be regarded as contractual covenants between the College and its students. The College reserves the right to change this Policy at any time.

Students at the College are expected to fulfill the following responsibilities and such others as may be appropriate to their activities as students:

1. Students have the responsibility of participating fully in the serious business of learning.
2. Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable orderliness at the College and in the classroom, and encourage a climate where learning is cherished. Students must refrain from engaging in conduct that violates the provisions of this Policy.
3. Students have the responsibility of showing respect for the knowledge and authority of their faculty, staff, and College officials. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.
4. Students have the responsibility of recognizing the rights and human dignity of fellow students. For example, students must refrain from name-calling, insensitive language, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student. Students must show concern for and encourage achievement in others.

Student Conduct

POLICY 413

The following areas of student conduct are proscribed. This shall not, however, limit the grounds for which disciplinary action may be taken. The College reserves the right to discipline students for any other just appropriate cause whether or not specifically mentioned.

1. Students are not to use or provide false or misleading information to the College or to the officials of the College in any form, written or verbal. Students are not to misuse, misrepresent, or falsify any College record, form, or procedure.

2. Students are to refrain from the unauthorized use, possession, or removal from a designated area property owned or leased by to the College, its community members, guests, or vendors. Services provided to or by the College, community members, or guests may not be used or obtained unless authorized in advance by the president or their designee.

3. Possession of or the keeping of any firearm, ammunition, explosive device, or other weapon on college-owned or controlled property is strictly prohibited by state law and the College, with limited exceptions, outlined in the Illinois Firearm Concealed Carry Act.

4. A student shall take no action which damages or tends to damage public or private property, not his or her own without the consent of the owner or person legally responsible.

5. The intentional false report or a threat of a bomb, a fire, or other emergency in any College facility or on property controlled by the College in any form (e.g., pull alarm, verbal, written, or otherwise) is strictly prohibited.

6. Students are not to engage in behavior which is sufficiently severe and pervasive that it threatens, harms, or causes to place in harm any person. Nor may students' exhibit behavior which is lewd, indecent, obscene, or disorderly. The type of conduct which this regulation is designed to cover includes, but is not limited to, the following examples:

a. Intentionally inflicting bodily harm upon any person; taking any action for the purpose of inflicting harm upon any person; taking reckless action which results in harm to another person; taking any action that creates a substantial risk or harm to another person; or threatening by any means of transmission, the use of force to harm or injure another person.

b. Tampering with or otherwise rendering useless College equipment or property intended for use in preserving or protecting the safety of members of the College community such as exit signs, fire equipment and fixtures, first aid equipment, AED's, or emergency telephones.

c. Obstructing fire escape routes such as hallways or stairwells.

d. Physically abusing another person.

e. Verbally abusing another person when such abuse is severe, pervasive, and objectively offensive.

f. Committing acts of indecent exposure.

g. Misusing social media.

7. Students are subject to discipline for conduct in violation of JWCC Board Policies.

8. Conduct which, by itself or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal College functions is prohibited. Students shall not bring persons who are not enrolled into the classroom, lab, or other course-related area, without prior authorization from the appropriate College official. Employees and students shall not leave minors unattended anywhere on campus.

9. The College is committed to the principle that all students may use and enjoy its educational and social activities and facilities free from harassment or intimidation on the basis of their sex, race, religion, national origin, or other reasons when that harassment or intimidation is so severe, pervasive, and objectively offensive, and so undermines and detracts from the victims' educational experience, that the victim-students are effectively denied equal access to an institution's resources and opportunities. Students may be directed to desist from behavior which, in the opinion of a college official, is intended to or has the effect of subjecting a fellow student to this type of harassment or intimidation. If they persist in this behavior after being so directed, they also may be charged with failure to follow the reasonable directive of a college official.

10. Forcible or unauthorized entry into any building, structure, facility, or room therein on the premises of college owned or controlled property is prohibited. Improper use of designated College exits is also prohibited.

11. Use of, being under the influence of, possession of, or sale or distribution of any alcoholic liquor, drug (including, but not limited to, any controlled substance or any counterfeit or look-alike substance) or intoxicating substance at premises owned, leased or used by the Board of Trustees, District, or College, at College-sponsored or supervised activities, except for the lawful consumption of alcoholic liquor at an event and location where such consumption is authorized by the Board of Trustees or President, or except for the lawful use of prescription drugs, in any College owned, leased, or used vehicle, while engaged in or going to or from College activities or business; or at any time when the same endangers the health or safety of any employee, student, or others is strictly prohibited.

12. Any student who violates any state, federal, or municipal law, whether specifically covered in this document or not, while on property owned or controlled by the College shall be subject to college disciplinary action for said offense. The adjudication of such violations may proceed independently of state, federal, or municipal agencies.

13. Students are not to disregard the reasonable directive, verbal or written, of a college official. Students are not to obstruct a college official in the carrying out of his or her assigned duties.

14. Students are not, while on property owned or controlled by the College, to engage in the following: gambling; the unlawful or unauthorized use of College telephones and computers; unauthorized canvassing or solicitation; using, possessing, or making or causing to be made, any key(s) and/or access card for any College building, room, or facility -- except as authorized; or the

Student Conduct

POLICY 413

production of sound through amplification or other means that unreasonably disputes or disrupts the peace of others is prohibited on the premises or properties owned or controlled by the College.

15. Students are not to post, affix, or otherwise attach writing or printed materials (i.e., posters, signs, handouts, brochures, handbills, pamphlets, etc.) on college property or premises, including, but not limited to, trees, shrubbery, lands, buildings, vehicles, etc. These materials, except where such is a non-approved solicitation for sale in a commercial venture, may be posted on any bulletin board in or outside of college buildings, as designated for such use by a college official.

16. Students are not to engage in any form of academic dishonesty. Examples of academic dishonesty include, but are not limited to, plagiarism, alteration of records, and unapproved use of artificial intelligence. Plagiarism is the knowing use, without appropriate attribution, of the published ideas, expressions, or work of another, including use of generative artificial intelligence, with intent to pass such materials off as one's own. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of academic dishonesty. Specific classroom procedures may vary from course to course; students are responsible for understanding and following all policies related to academic dishonesty and plagiarism.

17. Students are required to identify themselves and provide identification when requested by college official.

18. College owned or operated computing resources are provided for use by students to support their academic pursuits. As such, students are expected to use these resources appropriately. Actual or attempted theft or other abuse of computer resources include, but is not limited to the following:

- a. Unauthorized entry into a file to use, read, or change the contents or for any other purposes.
- b. Unauthorized transfer of a file;
- c. Unauthorized use of another individual's identification and password;
- d. Use of computing facilities to interfere with the work of another student, faculty member, or College official;
- e. Use of computing facilities to interfere with normal operation of the College computing system.
- f. Knowingly causing a computer virus to become installed in a computer system or file; and
- g. Accessing inappropriate web sites as defined in the John Wood Community College Computer Usage Guidelines.

College students are also expected to abide by all reasonable rules and regulations pertaining to student conduct on any campus or premises owned, leased, or used by the Board of Trustees,

Student Conduct

POLICY 413

District, or College, at college-sponsored or supervised activities. Students who do not comply with these conduct standards are subject to disciplinary action as determined appropriate by the Dean of Students and Enrollment Management in conjunction with other College officials when necessary.

Delegated Authorities

The President, in cooperation with the Dean of Students, assumes the overall responsibility for the administration of all activities related to this policy.

Exceptions

There are no exceptions to this policy.

Reporting

Material issues related to this policy shall be reported to the Board of Trustees by the President and/or Dean of Students at such times and in such format as determined appropriate, with emphasis on expediency.

Responsibilities

The President designates the Dean of Students shall perform the responsibilities assigned to this policy.

OFFICE OF PRIMARY RESPONSIBILITY: DEAN OF STUDENTS

BP ADOPTED: OCTOBER 26, 2022

ADMINISTRATIVE PROCEDURE: 413.1



Date: **September 20, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Transfer

The College would like to request to transfer \$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 year 2024 and future years.

It is requested that the Board of Trustees approve the \$2,211,415.18 transfer from the Operating Funds to the Operations and Maintenance Restricted Fund.

September 20, 2023 JWCC Board regular meeting

Mission: JWCC enriches lives through learning by providing accessible educational programs and opportunities 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: **September 20, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Ag Driving Simulator Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide an ag driving simulator with motion base. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One proposal was received.

Vendor

Toolkit Technologies, Inc.	\$55,350.00
3201 Bee Caves Rd.	
Ste. 120 160514	
Austin, TX 78746	

It is recommended that the Board of Trustees accept the proposal and award to Toolkit Technologies, Inc., in the amount of \$55,350.00.

I concur with the recommendation and request the Board of Trustees accept the proposal and award to Toolkit Technologies, Inc., in the amount of \$55,350.00.

September 20, 2023 JWCC Board regular meeting

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Date: **September 20, 2023** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: Cyclorama Lighting Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide Cyclorama Lighting. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received.

Vendor

Howard Technology Solutions
 36 Howard Drive
 Ellisville, MS 39437

Base: \$16,194.26
 Option 1: \$ 5,938.49
 Option 2: \$ 4,089.40
Total Cost: \$26,222.15

LiveSpace
 4995 Starr St. SE
 Grand Rapids, MI 49546

Base: \$14,737.20
 Option 1: \$ 5,638.12
 Option 2: \$ 3,951.28
Total Cost: \$24,326.60

It is recommended that the Board of Trustees accept the proposal and award to LiveSpace in the amount of \$24,326.60 including both options.

I concur with the recommendation and request the Board of Trustees accept the proposal and award to LiveSpace in the amount of \$24,326.60 including both options.

September 20, 2023 JWCC Board regular meeting

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Date: **September 20, 2023** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: Instructor Stations Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide instructor stations. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Three proposals were received.

Vendor

Howard Technology Solutions \$27,280.00
 36 Howard Drive
 Ellisville, MS 39437

LiveSpace \$35,000.00
 4995 Starr St. SE
 Grand Rapids, MI 49546

Conference Technologies, Inc. \$31,050.00
 3513 Vine Ct.
 Davenport, IA 52806

It is recommended that the Board of Trustees accept the proposal and award to Howard Technology Solutions in the amount of \$27,280.00.

I concur with the recommendation and request the Board of Trustees accept the proposal and award to Howard Technology Solutions in the amount of \$27,280.00.

September 20, 2023 JWCC Board regular meeting

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Date: **September 20, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: WDC Expansion Furniture Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide furniture for the Workforce Development Center expansion project. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Three proposals were received.

Vendor

Golden Ruler/Business Center
800 Broadway
Hannibal, MO 63401
\$123,213.50

Henrickson & CO
1640 Midlan Drive
Quincy, IL 62301
\$134,483.75

Illini Supply, Inc.
111 Illini Drive
Forsyth, IL 62535
\$151,255.77

It is recommended that the Board of Trustees reject all proposals. The proposals will be requested again with different specifications.

It is recommended that the Board of Trustees reject all proposals. The proposals will be requested again with different specifications.

September 20, 2023 JWCC Board regular meeting

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Date: **September 20, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Memorandum of Understanding

The West Central Illinois Criminal Justice Council (MTU 9) has asked to enter into a Memorandum of Understanding with the College regarding a police simulation tool. The MOU allows for the storage of the police simulation tool at the College's Southeast Education Center. The MOU also sets the terms for the use of the police simulation tool at the SEC.

It is recommended that the College enter into a Memorandum of Understanding with the West Central Illinois Criminal Justice Council.

I concur with the recommendation and request the Board of Trustees enter into a Memorandum of Understanding with the West Central Illinois Criminal Justice Council.

September 20, 2023 JWCC Board regular meeting

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Memorandum of Understanding

Between

Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and State of Illinois, commonly known as John Wood Community College, a public community college (JWCC) and

West Central Illinois Criminal Justice Council (MTU 9)

This Memorandum of Understanding (MOU) sets forth the terms and understanding between JWCC and the West Central Illinois Criminal Justice Council (MTU 9) for the location of a police simulation tool that will be housed at the JWCC Southeast Education Center, Pittsfield, Illinois.

JWCC shall allow West Central Illinois Criminal Justice Council (MTU 9) to install and house, free of charge, a police simulation tool at the JWCC Southeast Education Center.

JWCC will be entitled to charge and receive its customary fees or charges applicable to using the Southeast Education Center or any other JWCC locations for any use of the space where the police simulation tool is housed or used, such as classrooms, meeting rooms or instructional space.

Any use of classrooms, meeting rooms, or instructional space in connection with the police simulation tool must be scheduled and approved by JWCC. Scheduling requests should be made as far as possible to ensure room availability and, in all events, at least two weeks from the requested use date.

JWCC does not assume liability for and shall not be responsible for any loss of or damage to the police simulation tool to the fullest extent permitted by law. In addition, West Central Criminal Just Council (MTU 9) shall provide JWCC a certificate of insurance from an insurance company acceptable to the College that must contain a combined single limit of at least one million (1,000,000) dollars and name JWCC as an additional insured.

This arrangement and MOU may be canceled at any time through written notice to either party. Cancellation shall be in writing and within 90 days of the termination date. The police simulation tool is to be promptly and timely removed upon the effective termination date.

This MOU is at will and may be modified by authorized officials from JWCC. Any alteration in this MOU requires written notification to the West Central Illinois Criminal Justice Council (MTU 9), which may immediately terminate this MOU if the modifications are deemed unacceptable. The MOU will begin August 1, 2023, and will continue through the useful life of the police simulation tool or at such a time that either party wishes to cease the agreement.

Contact Information

John Wood Community College
Dr. Bryan Renfro

West Central Illinois Criminal Justice Council
MTU 9

President
1301 South 48th St., Quincy, IL 62305
217.641.4101 phone
brenfro@jwcc.edu

Penny Abbott
618.498.5611
director@mtu9.org

JWCC

Date: _____

West Central Illinois Criminal Justice Council

Date: _____



Date: **September 20, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Storywalk Community Based Exhibit Memorandum of Understanding

The Quincy Children's Museum has asked to enter into a Memorandum of Understanding with the College regarding a Storywalk Community Based Exhibit. The Storywalk will be located on the College's main campus in the Arboretum trails. The Quincy Children's Museum will be responsible for the installation of the materials needed for the Storywalk along with other maintenance related to the Storywalk. The College will be responsible to maintain insurance on the trails and trail maintenance.

It is recommended that the College enter into a Memorandum of Understanding with the Quincy Children's Museum.

I concur with the recommendation and request the Board of Trustees enter into a Memorandum of Understanding with the Quincy Children's Museum.

September 20, 2023 JWCC Board regular meeting

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Memorandum of Understanding Roles and Responsibilities Between Quincy Children's Museum and JWCC: Storywalk Community Based Exhibit

As the host of the Storywalk Community Based Exhibit, it's your responsibility to work with the Quincy Children's Museum throughout the next two years to support the exhibit's success.

Memorandum

To: John Wood Community College (JWCC)

From: Amy Peters
Executive Director
Quincy Children's Museum (QCM)

Re: Memo of Understanding (MOU)

Date: August 25, 2023

To whom it may concern, the following is a brief document we can both work from for the next two years as the Storywalk Community Based Exhibit is installed on your campus. By mutual agreement of both parties, we can add and change as we move forward. Thanks.

Responsibilities of QCM:

- Purchase Storywalk Frames and panels to go into frames
- Install Storywalk Exhibit
- Rotate Storywalk panels quarterly
- Monthly inspection of Storywalk Boards, repair, replace, remove if necessary.
- Promotion of Storywalk Exhibit

Responsibilities of JWCC:

- Maintain insurance on JWCC Trail for visitors
- Provide maintenance on JWCC Trail as JWCC Staff is able
- Notify QCM of any issues in a timely manner

After 24 months, upon mutual agreement if the partnership shows itself to be working, QCM will continue to monitor and maintain, if QCM is no longer able to, or the host wishes to end the agreement, pedestals will be removed from site and holes will be infilled.

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

**Amy Peters, Executive Director
Quincy Children's Museum**



09.20.2023 BOARD OF TRUSTEES MEETING

CALENDAR

September 20, 2023 @ 6:00 p.m.	Board of Trustees meeting Workforce Development Center
September 21, 2023 @ 5:30 – 8:00 p.m.	JWCC Foundation Wine Pull Quincy Country Club
October 9, 2023	Board Retreat
October 17, 2023	In-Service - Professional Development
October 18, 2023 @ 6:00 p.m.	Board of Trustees meeting
October 24, 2023	JWCC Foundation Scholarship Reception
November 15, 2023 @ 6:00 p.m.	Board of Trustees meeting
December 13, 2023 @ 6:00 p.m.	Board of Trustees meeting



Date: **9.20.2023** BOARD OF TRUSTEES MEETING
From: Dana Keppner, Director of Human Resources
RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Barkley, Shelley-Vice President for Academic and Student Affairs

Request authorization to hire into full-time, exempt, benefits-eligible position effective October 1, 2023, at an annual salary of \$150,000.

Kelty, Curtis-Chief of Police

Request authorization to hire into full-time, exempt, benefits-eligible position effective August 22, 2023, at an annual salary of \$55,000.

Lee, J’Nelle-Instructor, CSC/OFT

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at Master’s, Step 8, effective August 17, 2023, at an annual salary of \$48,767.

New Hires--Associate Faculty

Allen, Marcus Reid – Instructor, Ag Sciences

Request authorization to hire into part-time position effective August 12, 2023, at \$507 per credit hour.

Altmix, Alex – Instructor, Communications

Request authorization to hire into part-time position effective August 12, 2023, at \$668 per credit hour.

Beeler, Austin – Instructor, Welding

Request authorization to hire into part-time position effective August 12, 2023, at \$507 per credit hour.

Brennemann, Christina – Instructor, Communications

Request authorization to hire into part-time position effective August 12, 2023, at \$753 per credit hour.

Craig, Alex – Instructor, Business

Request authorization to hire into part-time position effective August 12, 2023, at \$668 per credit hour.

Hendricks, Nicole – Instructor, Communications

Request authorization to hire into part-time position effective August 12, 2023, at \$753 per credit hour.

Lowe, Ellen – Instructor, Adult Education

Request authorization to hire into part-time position effective September 1, 2023, at \$30 per hour.

September 20, 2023 JWCC Board regular meeting

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Uppinghouse, Michael – Instructor, Manufacturing

Request authorization to hire into part-time position effective August 12, 2023, at \$591 per credit hour.

Status Changes

Bevelheimer, Devan- – Advisor, Student Support Services

Request authorization to change status to full-time, exempt, benefits-eligible position of Coordinator, Academic Support Services effective July 1, 2023, at an annual salary of \$38,000.

Genenbacher-Leimbach, Christine – Manager, Financial Aid

Request authorization to change status to full-time, exempt, benefits-eligible position of Interim Director of Financial Aid effective September 11, 2023. Receives a stipend of \$523.46 per pay period.

Herzog, Kelly – Success Coach, Concurrent Enrollment (PT)

Request authorization to change status to full-time, exempt, benefits-eligible position of Coordinator, Concurrent Enrollment Student effective September 5, 2023, at an annual salary of \$35,568.

Hoyt, Brad – Director, Athletics

Request authorization to change status to full-time, exempt, benefits-eligible position of Interim Dean of Students effective July 1, 2023. Receives a stipend of \$500 per pay period.

McKeown, Brittany – Manager, Concurrent Enrollment

Request authorization to change status to full-time, exempt, benefits-eligible position of Interim Registrar effective September 11, 2023. Receives a stipend of \$439.68 per pay period.

Vacancies

Administrative Specialist, CTE/CBO Request authorization to fill full-time, non-exempt, benefits-eligible position pending appropriate administrative review.

Coordinator, Digital Media

Request authorization to fill full-time, non-exempt, benefits-eligible position pending appropriate administrative review.

Specialist, Upward Bound PT

Request authorization to fill part-time, non-exempt position pending appropriate administrative review.

Dean, Records, Registrar, & Financial Aid

Request authorization to fill full-time, exempt, benefits-eligible position pending appropriate administrative review.

Receptionist/Clerical Assistant PT

Request authorization to fill part-time, non-exempt position pending appropriate administrative review.

September 20, 2023 JWCC Board regular meeting

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Advisor, Student Support Services

Request authorization to fill full-time, exempt, benefits-eligible position pending appropriate administrative review.

Personnel Items Reported:

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

Arcaro, Sky	Asst Coach, Softball	Student Services	\$4,750 Contract
Ashcraft, Ava	Clerical/Custodian Mt. Sterling	Instruction	\$15
Bagi, Luka	Assistant, Grounds	Physical Plant	\$15
Bailey, Justin	Tech, Digital Media/Video	External Relations	\$23
Eitel, Jacob	Assistant, Physical Plant	Operations	\$15
Klingeale, Nicholas	Bookstore Clerk	Business Services	\$15
Knuffman, Paige	Asst Coach, Volleyball	Student Services	\$2,000 Contract
Newman, Steven	Interim Coordinator, CFL	Instruction	\$25
Olivas, Eveline	Bookstore Clerk	Business Services	\$15
Schmidt, Kyle	Asst Coach, Soccer	Student Services	\$2,000 Contract
Sonethongkham, Brooks	Tutor, Instruction	Instruction	\$15
Spagnola, Madelyn	Asst Coach, Basketball	Student Services	\$4,750 Contract
Youden, Thomas	Assistant, Grounds	Physical Plant	\$15

Retirements/Resignations-Accepted by President

Bailey, Justin – Coordinator, Digital Media– resignation effective August 18, 2023

Eschweiler, Laurel– Administrative Specialist, CTE/CBO– resignation effective September 6, 2023

Buss, Janice – Specialist, Upward Bound PT– resignation effective August 1, 2023

Lechtenberg, Melanie– Dean, Records, Registrar, & Financial Aid– resignation effective September 8, 2023

Lee, Greg– Instructor, Business– retirement effective December 31, 2023

Lightner, Patricia – Receptionist/Clerical Asst PT– resignation effective July 18, 2023

I concur with the Personnel recommendations.

September 20, 2023 JWCC Board regular meeting

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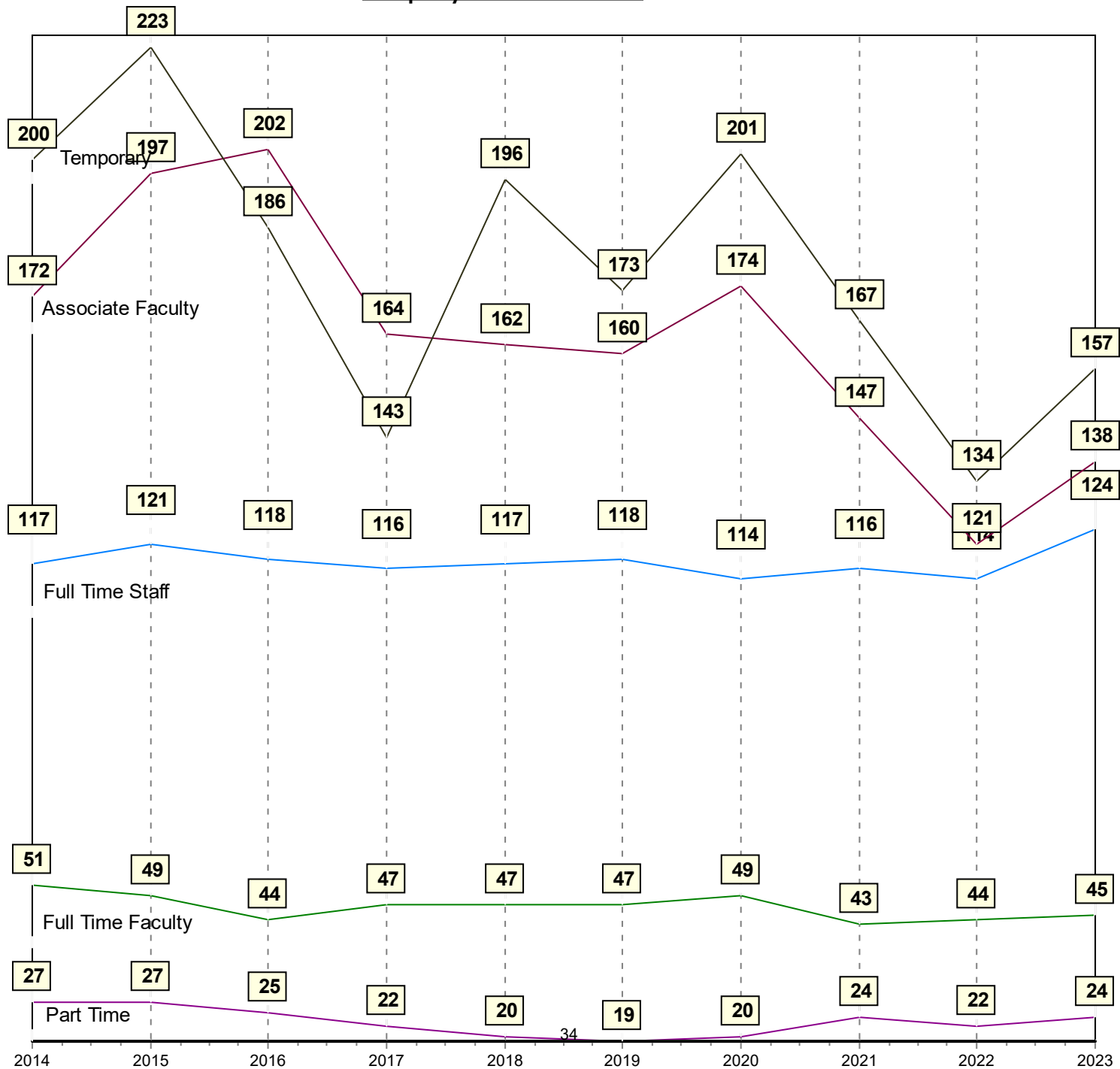
Vision: JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

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John Wood Community College, District No. 539

As Of 8/1/2023

Employment Trends



John Wood Community College

Financial Reports

Board of Trustees Meeting

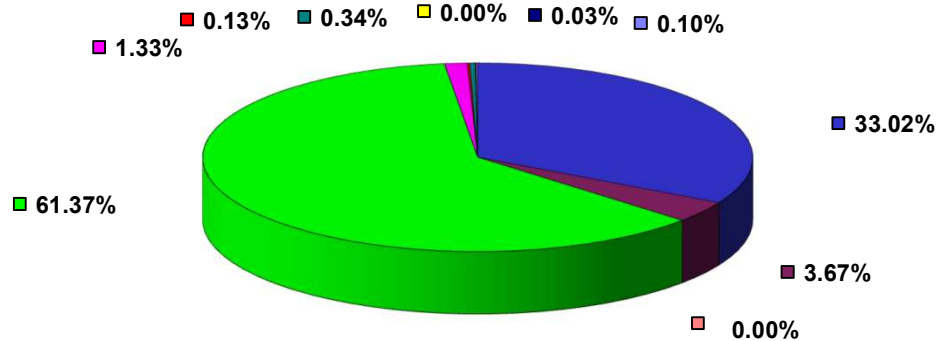
September 20, 2023

John Wood Community College, District No. 539
Comparison of Actual to Budget - FY' 24 to FY' 23
As of July 31, 2023
Unaudited

Operating Funds

	Actual FY ' 24	Budget FY ' 24	% of Budget FY ' 24	Actual FY ' 23	Budget FY ' 23	% of Budget FY ' 23
<u>REVENUES:</u>						
Local Government Revenue	\$2,237,669	\$6,766,572	33.07 %	\$2,181,358	\$6,379,952	34.19 %
State Government Revenue	\$248,782	\$2,412,078	10.31 %	\$250,924	\$2,261,279	11.10 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$4,159,221	\$7,892,018	52.70 %	\$4,043,607	\$7,024,991	57.56 %
Sales and Services Revenue	\$89,835	\$653,900	13.74 %	\$101,285	\$522,900	19.37 %
Facilities Revenue	\$9,000	\$15,000	60.00 %	\$9,250	\$15,000	61.67 %
Investment Revenue	\$22,841	\$105,000	21.75 %	\$4,390	\$24,400	17.99 %
Gifts and Grants Revenue	\$0	\$10,000	0.00 %	\$0	\$10,000	0.00 %
Other Revenue	\$2,369	\$8,700	27.23 %	\$280	\$11,600	2.41 %
Transfers From	\$7,026	\$150,000	4.68 %	\$5,576	\$162,713	3.43 %
TOTAL REVENUES:	\$6,776,743	\$18,013,268	37.62 %	\$6,596,670	\$16,412,835	40.19 %
<u>EXPENDITURES:</u>						
Salaries	\$502,766	\$9,628,359	5.22 %	\$640,429	\$9,089,853	7.05 %
Employee Benefits	\$105,591	\$2,406,902	4.39 %	\$152,002	\$2,161,348	7.03 %
Contractual Services	\$33,127	\$1,822,224	1.82 %	\$54,841	\$1,554,186	3.53 %
General Materials and Supplies	\$93,915	\$982,440	9.56 %	\$64,146	\$787,167	8.15 %
Travel & Conference/Meeting Expense	\$2,399	\$220,963	1.09 %	\$580	\$164,193	0.35 %
Fixed Charges	\$6,610	\$109,293	6.05 %	\$0	\$109,975	0.00 %
Utilities	\$6,836	\$735,750	0.93 %	\$2,056	\$642,500	0.32 %
Capital Outlay	\$1,051	\$405,821	0.26 %	\$1,379	\$100,600	1.37 %
Other Expenditures	\$89,160	\$1,196,251	7.45 %	\$19,923	\$1,318,752	1.51 %
Transfers To	\$0	\$505,262	0.00 %	\$0	\$484,261	0.00 %
TOTAL EXPENDITURES:	\$841,455	\$18,013,265	4.67 %	\$935,357	\$16,412,835	5.70 %
REVENUES OVER (UNDER) EXPENDITURES	\$5,935,288			\$5,661,313		

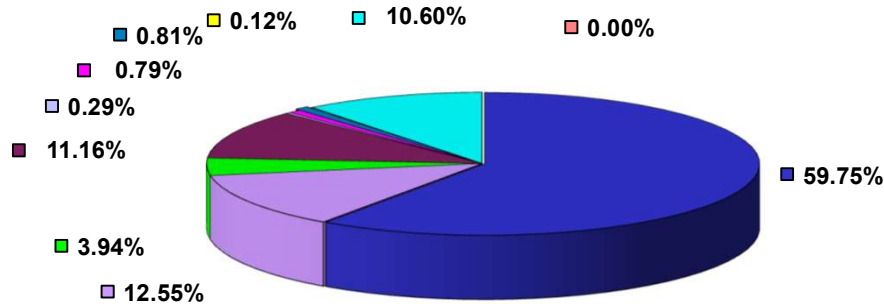
**FY24 Operating Fund Revenues YTD as of July 31, 2023
Unaudited**



Operating Fund Revenues: \$6,776,743

33.02%	Local Government Sources	\$2,237,669
3.67%	State Government Sources	\$248,782
0.00%	Federal Government Sources	\$0
61.37%	Student Tuition and Fees	\$4,159,221
1.33%	Sales and Service Fees	\$89,835
0.13%	Facilities Revenue	\$9,000
0.34%	Investment Revenue	\$22,841
0.00%	Gifts and Grants Revenue	\$0
0.03%	Other Revenues	\$2,369
0.10%	Transfers from Other Funds	\$7,026

**FY24 Operating Fund Expenditures YTD as of July 31, 2023
Unaudited**



Operating Fund Expenditures: \$841,455

59.75%	Salaries	\$502,766
12.55%	Employee Benefits	\$105,591
3.94%	Contractual Services	\$33,127
11.16%	Materials and Supplies	\$93,915
0.29%	Conference and Meeting	\$2,399
0.79%	Fixed Charges	\$6,610
0.81%	Utilities	\$6,836
0.12%	Capital Outlay	\$1,051
10.60%	Other Expenditures	\$89,160
0.00%	Transfer to/from Other Funds	\$0

Balance Sheet - All Funds
As of July 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
<u>ASSETS</u>							
Cash	\$7,343,513	\$10,778,860	(\$2,082,599)	\$1,296,714	\$576,508	\$888,959	\$2,678,533
Investments	\$2,453,752	\$1,243,714	\$0	\$0	\$4,248,986	\$0	\$0
Receivables	\$3,621,755	\$0	\$278,414	\$0	\$0	\$0	\$250
Accrued Revenue	\$25,978	\$33,122	\$1,981,299	\$3,075	\$7,449	\$0	\$7,795
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	\$162,258	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$364,427	\$0	\$5,324	\$14,108	\$0	\$0	\$10,000
TOTAL ASSETS	\$13,959,072	\$12,217,955	\$182,439	\$1,313,897	\$4,832,943	\$888,959	\$2,972,406
<u>LIABILITIES</u>							
Payroll Deduction Liabilities	(\$11,867)	\$0	\$0	\$12,711	\$0	\$0	\$0
Accounts Payable	\$43,549	\$0	\$23,240	\$19,115	\$0	\$0	\$172,774
Accrued Expense	\$762,147	\$0	\$43,669	\$23,085	\$0	\$0	\$9,980
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$282
Other Liabilities	\$78	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	(\$1,048)	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$796,576	\$0	\$71,869	\$54,910	\$0	\$0	\$183,037
FUND BALANCE 7/01/2023	\$7,227,207	\$12,121,757	\$124,744	\$946,872	\$4,818,807	\$389,627	\$2,784,991
Revenue Over (Under) Expense	\$5,935,288	\$96,198	(\$14,174)	\$312,114	\$14,135	\$499,332	\$4,378
FUND BALANCE 7/31/2023	\$13,162,496	\$12,217,955	\$110,570	\$1,258,987	\$4,832,943	\$888,959	\$2,789,369
TOTAL LIABILITIES AND FUND BALANCE	\$13,959,072	\$12,217,955	\$182,439	\$1,313,897	\$4,832,943	\$888,959	\$2,972,406

**JWCC Investment Report
FY 2023**

UNAUDITED REPORT

<u>Total Cash and Investments</u>	Value as of <u>July 31, 2023</u>
JWCC Checking	6,277,764.81
JWCC MMA/Cash	17,012.68
Illinois Funds	10,485,935.39
Raymond James Financial Services	4,722,001.16
Money Market	5,877.49
JWCC CDs & Treasuries	7,944,099.76
Total Cash and Investments	29,452,691.29

<u>Held by JWCC</u>	<u>Rate</u>	<u>Maturity Date</u>		<u>Fund</u>
Checking Accounts	2.00%		6,277,764.81	all funds
Raymond James Financial Services	3.96%		4,722,001.16	all funds
IL FUND Money Market	5.087%		10,485,935.39	all funds
Heartland Bank & Trust Company	0.05%		17,012.68	split 07 & 32
Money Market -FBT	2.02%		5,877.49	all funds
Commerce Bank - Treasury	4.297%*	10/5/2023	2,527,359.80	07
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%*	3/31/2024	240,772.50	32
Commerce Bank - Treasury	2.770%*	6/15/2024	250,588.67	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	238,789.69	07
Commerce Bank - Treasury	2.131%*	3/15/2025	95,705.39	07
First Bankers Trust CD	4.75%	4/17/2025	250,000.00	32
Commerce Bank - Treasury	2.970%*	6/30/2025	247,954.41	07
Commerce Bank - Treasury	2.970%*	6/30/2025	98,815.78	07
Commerce Bank - Treasury	3.600%*	9/15/2025	243,115.24	07
Commerce Bank - Treasury	3.600%*	9/15/2025	97,246.09	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	2,453,752.19	01
Total Cash and Investments			29,452,691.29	

*indicates a yield to maturity rather than an interest rate

John Wood Community College

Financial Reports

Board of Trustees Meeting

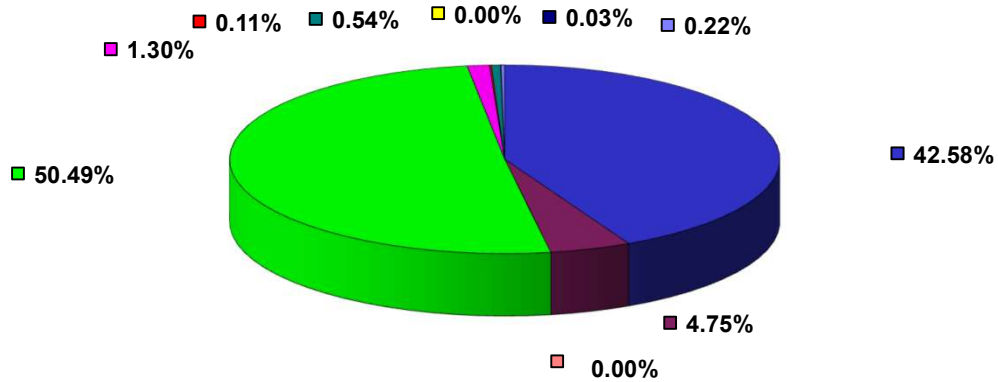
September 20, 2023

John Wood Community College, District No. 539
Comparison of Actual to Budget - FY' 24 to FY' 23
As of August 31, 2023
Unaudited

Operating Funds

	Actual FY ' 24	Budget FY ' 24	% of Budget FY ' 24	Actual FY ' 23	Budget FY ' 23	% of Budget FY ' 23
<u>REVENUES:</u>						
Local Government Revenue	\$3,764,342	\$6,766,572	55.63 %	\$2,879,824	\$6,379,952	45.14 %
State Government Revenue	\$419,659	\$2,412,078	17.40 %	\$483,798	\$2,261,279	21.39 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$4,464,044	\$7,892,018	56.56 %	\$4,372,445	\$7,024,991	62.24 %
Sales and Services Revenue	\$114,644	\$653,900	17.53 %	\$116,687	\$522,900	22.32 %
Facilities Revenue	\$9,398	\$15,000	62.65 %	\$9,855	\$15,000	65.70 %
Investment Revenue	\$47,488	\$105,000	45.23 %	\$9,693	\$24,400	39.73 %
Gifts and Grants Revenue	\$0	\$10,000	0.00 %	\$0	\$10,000	0.00 %
Other Revenue	\$2,369	\$8,700	27.23 %	\$2,632	\$11,600	22.69 %
Transfers From	\$19,392	\$150,000	12.93 %	\$15,351	\$162,713	9.43 %
TOTAL REVENUES:	\$8,841,335	\$18,013,268	49.08 %	\$7,890,285	\$16,412,835	48.07 %
<u>EXPENDITURES:</u>						
Salaries	\$1,231,088	\$9,628,359	12.79 %	\$1,256,820	\$9,089,853	13.83 %
Employee Benefits	\$309,282	\$2,406,902	12.85 %	\$318,776	\$2,161,348	14.75 %
Contractual Services	\$254,967	\$1,822,224	13.99 %	\$92,026	\$1,554,186	5.92 %
General Materials and Supplies	\$197,681	\$982,440	20.12 %	\$192,058	\$787,167	24.40 %
Travel & Conference/Meeting Expense	\$28,388	\$220,963	12.85 %	\$9,360	\$164,193	5.70 %
Fixed Charges	\$22,027	\$109,293	20.15 %	\$14,714	\$109,975	13.38 %
Utilities	\$67,631	\$735,750	9.19 %	\$59,299	\$642,500	9.23 %
Capital Outlay	\$53,280	\$405,821	13.13 %	\$19,643	\$100,600	19.53 %
Other Expenditures	\$122,527	\$1,196,251	10.24 %	\$12,346	\$1,318,752	0.94 %
Transfers To	\$0	\$505,262	0.00 %	\$0	\$484,261	0.00 %
TOTAL EXPENDITURES:	\$2,286,873	\$18,013,265	12.70 %	\$1,975,042	\$16,412,835	12.03 %
REVENUES OVER (UNDER) EXPENDITURES	\$6,554,462			\$5,915,243		

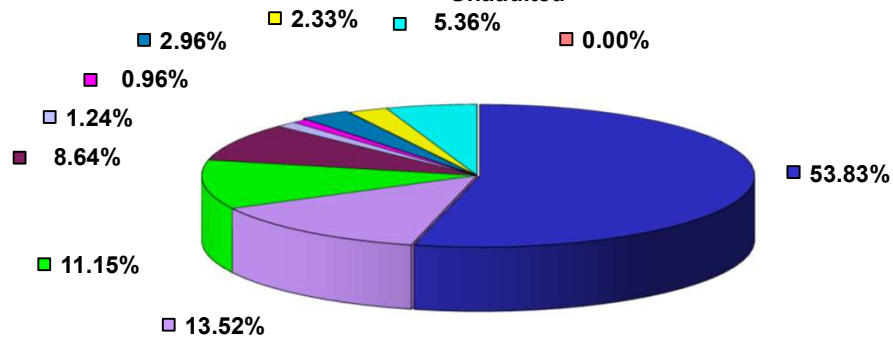
**FY24 Operating Fund Revenues YTD as of August 31, 2023
Unaudited**



Operating Fund Revenues: \$8,841,335

42.58%	Local Government Sources	\$3,764,342
4.75%	State Government Sources	\$419,659
0.00%	Federal Government Sources	\$0
50.49%	Student Tuition and Fees	\$4,464,044
1.30%	Sales and Service Fees	\$114,644
0.11%	Facilities Revenue	\$9,398
0.54%	Investment Revenue	\$47,488
0.00%	Gifts and Grants Revenue	\$0
0.03%	Other Revenues	\$2,369
0.22%	Transfers from Other Funds	\$19,392

**FY24 Operating Fund Expenditures YTD as of August 31, 2023
Unaudited**



Operating Fund Expenditures: \$2,286,873

53.83%	Salaries	\$1,231,088
13.52%	Employee Benefits	\$309,282
11.15%	Contractual Services	\$254,967
8.64%	Materials and Supplies	\$197,681
1.24%	Conference and Meeting	\$28,388
0.96%	Fixed Charges	\$22,027
2.96%	Utilities	\$67,631
2.33%	Capital Outlay	\$53,280
5.36%	Other Expenditures	\$122,527
0.00%	Transfer to/from Other Funds	\$0

Balance Sheet - All Funds
As of August 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
<u>ASSETS</u>							
Cash	\$8,908,868	\$10,204,268	(\$1,859,951)	\$1,606,884	\$578,580	\$1,215,032	\$2,874,931
Investments	\$2,451,588	\$1,245,344	\$0	\$0	\$4,263,133	\$0	\$0
Receivables	\$3,050,883	\$0	\$13,890	\$0	\$0	\$0	\$0
Accrued Revenue	\$13,102	\$17,060	\$1,949,059	\$1,226	\$7,089	\$0	\$3,108
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	\$162,954	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$130,249	\$0	\$0	\$9,105	\$0	\$0	\$0
TOTAL ASSETS	\$14,704,337	\$11,629,626	\$102,998	\$1,617,216	\$4,848,802	\$1,215,032	\$3,153,868
<u>LIABILITIES</u>							
Payroll Deduction Liabilities	(\$11,846)	\$0	\$0	\$12,978	\$0	\$0	\$0
Accounts Payable	\$2,552	\$0	(\$9,991)	\$18,735	\$0	\$0	\$245,928
Accrued Expense	\$886,995	\$0	\$55,884	\$30,650	\$0	\$0	\$32,119
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$282
Other Liabilities	\$78	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$41,172	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$922,668	\$0	\$50,854	\$62,364	\$0	\$0	\$278,329
FUND BALANCE 7/01/2023	\$7,227,207	\$12,121,757	\$124,744	\$946,872	\$4,818,807	\$389,627	\$2,784,991
Revenue Over (Under) Expense	\$6,554,462	(\$492,131)	(\$72,600)	\$607,980	\$29,994	\$825,405	\$90,547
FUND BALANCE 8/31/2023	\$13,781,669	\$11,629,626	\$52,144	\$1,554,852	\$4,848,802	\$1,215,032	\$2,875,538
TOTAL LIABILITIES AND FUND BALANCE	\$14,704,337	\$11,629,626	\$102,998	\$1,617,216	\$4,848,802	\$1,215,032	\$3,153,868

**JWCC Investment Report
FY 2024**

UNAUDITED REPORT

<u>Total Cash and Investments</u>	Value as of <u>August 31, 2023</u>
JWCC Checking	7,774,186.84
JWCC MMA/Cash	17,014.30
Illinois Funds	10,993,204.94
Raymond James Financial Services	4,769,424.32
Money Market	5,887.47
JWCC CDs & Treasuries	7,960,065.06
Total Cash and Investments	31,519,782.93

<u>Held by JWCC</u>	<u>Interest Rate</u>	<u>Maturity Date</u>		<u>Fund</u>
Checking Accounts	2.00%		7,774,186.84	all funds
Raymond James Financial Services	4.36%		4,769,424.32	all funds
IL FUND Money Market	5.454%		10,993,204.94	all funds
Heartland Bank & Trust Company	0.05%		17,014.30	split 07 & 32
Money Market -FBT	2.00%		5,887.47	all funds
	<u>Yield Rate</u>			
Commerce Bank - Treasury	4.297%	10/5/2023	2,538,870.57	07
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%	3/31/2024	241,368.28	32
Commerce Bank - Treasury	2.77%	6/15/2024	251,622.34	32
Peoples Prosperity Time Deposit	3.41%	9/19/2024	250,000.00	32
Peoples Prosperity Bank Savings	1.07%	12/12/2024	100,000.00	07
Peoples Prosperity Bank Savings	1.07%	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	4.86%	4/17/2025	252,353.32	32
Commerce Bank - Treasury	2.97%	6/30/2025	248,864.80	07
Commerce Bank - Treasury	2.97%	6/30/2025	99,178.59	07
Commerce Bank - Treasury	3.60%	9/15/2025	243,330.08	07
Commerce Bank - Treasury	3.60%	9/15/2025	97,332.03	07
First Mid Bank & Trust CD	4.86%	4/13/2026	100,000.00	07
First Mid Bank & Trust CD	4.86%	4/13/2026	250,000.00	07
Commerce Bank - Treasury	3.70%	5/15/2027	2,451,588.21	01
Total Cash and Investments			31,519,782.93	