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| Date: **10.18.23** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Board Room, Student Administrative Center, 1301 South 48th Street Quincy Illinois 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **10.18.23** Board of Trustees meeting was called to order in the Board Room, Student Administrative Center, 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. David Penn, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Rachel Hansen, Ms. Brenda Graff, Ms. Kelly Larson, Ms. Nora Klingele, Mr. Dan Stupavsky, Mr. Mike Sorenson, and Ms. Tracy Orne.  3. **Pledge of Allegiance; Mission Statement** – Ms. Angela Greger led the Pledge of Allegiance and Ms. Kaydence Gregory read the mission statement of the College.  4. **Introductions** - Dr. Shelley Barkley, new vice president of Academic and Student Affairs was introduced.  5. **Special** **Report –** No special report was presented.  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*** – No report.  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Friday, October 13, 2023, in room C252 at 10:30. Attendees were Mr. Bob Rhea, (phone), Mr. Andy Sprague, and Ms. Paul Hawley, (phone). Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker.  The committee discussed the October Board agenda items.   * **Items were:** * Regular minutes, bills, travel expenditures, curriculum item and business agenda items. No grants or personnel updates were provided. * **Discussion items**:   **Board Christmas** – The Board Christmas dinner for members and spouses will be held on December 11. Location and time still to be determined.  **Inauguration -** The inauguration of Dr. Bryan Renfro is scheduled for Friday, November 3, 2023, beginning at 3:30 p.m. located in the auditorium. Reception to follow in the courtyard.  **FAME** – This initiative is progressing. The logo has been approved. The group of businesses are collaborating together. Next steps are salary and wages.  **Hospitality Management –** Administration is exploring offer hospitality management. A meeting with interested parties has been scheduled. A possible instructor and curriculum have been identified.  **Trellis Survey** – This survey is to provide data on Student Financial Wellness. Our goal is to identify and prioritize support services from this data. Josh Welker is the liaison with this company. Survey is open to students beginning October 23; non-responders list is sent to the school October 31; a reminder is sent on November 1 to these non-responders; survey is closed November 13; and the school receives the reports from the survey in March. This information will also be used for grants, use a benchmark with peer schools and how to improve our challenging areas.  **Science Lab Suite Renovation in Building A**- The Science lab in building A has been discussed for renovation. Archeticnic was brought in to look at the lab. At this time, the plans are being reviewed and a recommendation being drawn up. In additional to the lab, the A building restrooms and front entrance of Student Administrative building renovations are being explored.  **Cohort Default Rate Summary-** Data was shared with the Executive Committee on this information. Student loans are now once again due since Covid.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, October 11, 2023, at 11:00 at John Wood Community College. Attendees were Mr. Larry Fischer, trustee; Dr. Shelley Barkley, Vice President of Academic & Student Affairs, Dr. Bryan Renfro, President, and Ms. Kristina Johnson notetaker. Ms. Angela Greger was absent.    The Curriculum Committee recommendation is to change the number of credit hours for MFG 250, Physical Metallurgy, from two lecture hours and two lab hours to three lecture hours with zero lab hours. Covid forced hands-on lab element to be embedded in the online curriculum, therefore with this modification lab fee is unnecessary.  Other items discussed were catalog changes that affect AA, AS, AES and AFA degrees. The addition of a select group of Fine Arts courses will encompass the course list wherein, satisfy the graduation requirement for international awareness. Also, approved was including all Humanities courses under the Humanities course list, omitting duplication under the Fine Arts course list.  Discussion was held on the collaboration with Business and Industry partners to organize seminars/workshops that reflects effective behavior and service in the workplace.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Monday October 16, 2023, at 2:00 p.m., at John Wood Community College. Present were Don Hess, 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: Dr. Randy Greenwell.  Bills for payment, out of district travel requests, financials, board budget, president’s expense account, investments were reviewed and discussed.  Items being presented to the October Board meeting were reviewed. They included the tax levy, abatement, health insurance premium increase, and MOU to the Collective Bargaining Agreement.  8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – Courtyard Coachella was held on October 5. An estimated eighty students were in attendance.  Ms. Gregory, report she participated in a panel with alumni on the success of students.  Haunted Trail Event is scheduled for October 28 from 8:00-11:00. Ten-dollar ($10) admission fee will be charged.  8.6 **Administration Report** – ***Dr. Renfro*** – The professional development in-service employee event was held on Tuesday, October 17. Dr. Renfro and Jo-Carol Faibanke spoke on pathways, and other initiatives the College is moving towards. Following the introductory talks employees had the opportunity to participate in 1 of 3 breakout sessions offered. Topics of these sessions included mental health; diversity- generational difference and poverty.  JWCC is one of 1 of 18 community colleges across the nation to be part of caring campus. This is opportunity of showing support for students.  HLC presented JWCC with our HLC certificate at a recent assessment meeting attended by staff, administration, and faculty in Chicago. Acknowledgement was given to those employees who participate in this academy.  Finishing touches continue to be done at the Workforce Development Center. A ribbon-cutting event will be planned when totally completed.  **Trellis Survey** - This survey is to provide data on Student Financial Wellness. Our goal is to identify and prioritize support services from this data. Survey is open to students beginning October 23; a non-responders list is sent to the school October 31; a reminder is sent on November 1 to these non-responders; survey is closed November 13; and the school receives the reports from the survey in March. This information will also be used for grants, use a benchmark with peer schools and how to improve our challenging areas.  Inauguration November 3 at 3:30 Inauguration ceremony will be different from previous ceremonies in that it his not held with graduation. A reception will follow in the courtyard weather permitting.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 09.20.23 Board regular meeting minutes and 10.09.23 Board retreat meeting minutes  9.2 Request approval of bills for payment for September **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for September **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for September **Finance &** **Audit** **Committee**  9.5 Request approval of curriculum course changes in manufacturing  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Mr. Sprague  Seconded by: Ms. Gregory  **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**  11. **Business**  11.1 **MOTION**: *Request adoption of a resolution and certificate abating the tax levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C.*  Moved by: Mr. Sprague  Seconded by: Ms. Hawley  **Discussion:**  This resolution directs the County Clerks to abate the tax levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 a resolution regarding the intent to levy the equity adjustment for the 2023 tax year as allowed by Section 3-14.3 of the Illinois Public Community College Act.*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **Discussion:** Section 3-14.3 of the Illinois Public Community College Act makes provision for districts which are eligible to receive equalization grants, and which have an operating tax rate below the statewide average to levy this amount, subject to public notice of such intention to be published as required by law. Each year the Illinois Community College Board certifies the eligibility of districts to levy this amount; a copy of this ICCB action for the 2023 levy is attached. The amount for which John Wood Community College is eligible equals an equity tax rate of 5.83 cents.  Since this tax is subject to public notice, the attached resolution needs to be adopted by the Board of Trustees declaring its intent to levy and allow those who would object to file a petition referendum. The notice must be published and allow 30 days for receipt of a petition (representing at least ten percent of registered voters in the district) after publication.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 of an increase in insurance premium costs to John Wood Community College and its employees of approximately 9.5%.*  Moved by: Mr. Fischer  Seconded by: Mr. Sprague  **Discussion:**  After receiving input from the Office of Human Resources, American Central Insurance Services, and Blue Cross Blue Shield representatives, an increase in premium costs to John Wood Community College and its employees of approximately 9.5% was recommended.  This increase is needed to cover the rising costs of services while maintaining the College’s insurance fund balance.  This increase will become effective on January 1, 2024.  Mr. Fischer inquired on additional information. The insurance is a great benefit to our employees.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 acceptance of the proposal and award Henrickson & CO the WDC expansion furniture bid in the amount of $123,293.34.*    Moved by: Mr. Sprague  Seconded by: Ms. Hawley  **Discussion:** 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. Two proposals were received. Henrickson & CO was recommended.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 a Memorandum of Understanding to the Collective Bargaining Agreement regarding Board procedure 509.1* *of policy 509- Benefits*  Moved by: Mr. Fischer  Seconded by: Mr. Hess  **Discussion:** A Memorandum of Understanding to the Collective Bargaining Agreement regarding tuition reimbursement (Article 3.07, Section B) on Board Policy 509 has been discussed and tentatively agreed to by members of College Administration and the Faculty Collective Bargaining Unit. Tuition waiver program not policy but procedure. Credit limits prior before on-line. Adjusted credits. 6 month waiting period. Equal to everyone graduate credit hours 200 to 300 credit hours. 75% cost of the course whichever is lower.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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** The Board of Trustees were informed of the annual scholarship banquet to be held on Tuesday, October 24.  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: Mr. Sprague  **Discussion:** It was noted that Carl Askew should read retirement instead of resignation.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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. NO CLOSED SESSION WAS HELD.  17. **Resume Open Session**  18. **Adjournment**    18.1 **MOTION:** *Adjourn the October 18, 2023, Board of Trustees regular meeting.*    Moved by: Mr. Rhea adjourned the meeting.  Seconded by:     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 **15th day of November 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |