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| Date: **10.09.23** Board of Trustees Meeting RE: **Board Retreat Minutes**Location: Atrium, 201 S. 3rd Street, Quincy Illinois 620351. **Call to Order/Appointment of Assistant Secretary**The **10.09.23** Board of Trustees meeting was called to order in the Executive Conference room, located in the Atrium 201 S 3rd Street, Quincy, IL 62305 at 8:30 a.m. by Mr. Bob Rhea**,** Chair. Mr. Rheaappointed Ms. Benz assistant secretary.  2. **Roll Call** Ms. Benz called roll:

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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 |  |  |  |  |

**Attendees:** Dr. Bryan Renfro,Ms. Leah Benz 3.  **Public and/or Employee Comment** - None  4. **Agenda & Discussion items**4.1 *Spring session updates*- The Board reviewed updates provided in the packet by Dr. Renfro from the Spring retreat items.A summary of the discussion of these items is noted.**Dual Credit and HS Relations*** *Dual Credit Cost* - JWCC has made progress on the cost of dual credit. Ms. Greger shared information from the perspective of the high school. Discussion followed on discounting tuition and fees, or possible waiving for dual credit offerings. Other aspects related to these offering. The Board was provided to articles from community college research centers for reading.

Marci Wort is developing a template for advisors/success coaches in the high school. Once this model is developed, all admissions and advising will be trained and assigned to high schools across the district. **Pathways and Program Development*** *Pathways* – The Board heard that on October 18th faculty will be with our Pathways consultant. AA/AS course sequences have made progress. Student Services has held multiple meetings in their respective areas on pathways.
* Tracy Family Foundation Executive Director, Dan, Teefey, contacted Dr. Renfro to discuss partnership with JWCC on the Brown County Promise Program.
* A University Transfer Center is being developed and will be located in the library. A schedule will be established depicting the dates and times various universities will be on campus to discuss transferring.

**Develop New/Revamp Program Relevancy –** A list of programs for new or revamp development has been noted. Dr. Barkley is leading the work on catalog revisions.* Innovation Center in Missouri continues to be discussed. Susan Johnson has announced her retirement. The building has been purchased.

**External Relations and Communication (Foundation, Grants, PR & Marketing)*** *Foundation -* To grow the Trailblazer alumni network individuals have been attending various events to solicit alumni to sign up. Also, the department is researching new fundraising events.
* The Pathways to Promise Scholarship drive at the wine pull netted $35,000.
* Ms. Orne, External Relations and Communication dean has been assigned the task to expand our legislative network. Mr. Fischer inquired on legislators in Missouri.
* Grant coordinator position is being advertised to assist the grant department.

**Data, Finance & Operations*** *Cost of Center Operations –* Josh Welker, Chief Financial Officer, has been asked to develop data on expenditures/revenue/ and rental usage. Credit hours of outlying institutions were also reviewed. This can then be used from year to year as a comparison. Discussion followed on growth opportunities, marketing programs. Mr. Rhea asked that reports be dated and authored.

**Data Review*** *Aspen Prize for Community College Excellence -* Dr. Renfro shared information on the Aspen excellence award given out to community colleges. Discussion was held on the requirements and criteria a community college is judged on to receive this prestigious award.
* Administration is taking steps to centralize enrollment reports being shared college wide*.*
* Administration continues to work on food options for students/employees.
* Financial data of the college shows good standing.

**Staffing and Organization*** *Reorganization* – The new vice president of Academic and Student Services began October 2nd. The replacement of the Dean of Financial Aid/Enrollment Management has been split into two positions.

**Faculty & Staff Development*** *Professional Development Committee* **–** Administration is hoping to join the staff and faculty professional committee into one cohesive group. Discussion on this will be held with faculty at their next meeting. Working now with faculty professional development committee to develop topics.
* The Fall in-service event is scheduled while Faculty are on break. Plans are to offer the same exact items to them in the Spring.

**President*** *President Professional Development 2024 –* Dr. Renfro plans to attend Presidents Academy Summer Institute (PASI) will be July 13-17, 2024, in Washington DC and AACC National Conference on April 5-7 in Louisville Kentucky
* *President evaluation –* The evaluation document for Board members to complete on Dr. Renfro was distributed at the retreat. Mr. Rhea asked they be submitted to Ms. Benz by October 25.
* Cabinet members completed a 360 evaluation on Dr. Renfro which will be shared with the Board after they have completed their evaluation. Presidential evaluation will be done at the November closed session meeting.

4.2 **Dual Credit/On-line-**  Readings on dual credit/on-line offerings were included in the retreat packet. Percentage of students needed to show an increase revenue is 30%. Currently the college is at 10%. The Board discussed many aspects involved in offering dual credit. This includes credentials, population/enrollment decline, and financial constraints on parents. Other considerations wee developing a model, marketing, growing enrollment, transitioning, home school students and foster care children. 4.3 **Reading Material –** This topic was covered.4.4 **Presidential evaluation -** This topic was also covered under President.4.5 **Other items*** **Programs developed to enhance student enrollment -** Mr. Fischerinquired on this topic. A list of all new programs that have potential to be developed was shared. The role and importance of having Advisory Councils was talked about.
* **Status of undocumented students-** This topic was inquired upon because of an ICCTA article. JWCC district does not have many undocumented students. This will be examined to see if there are actually any currently in our database.

5. **Adjournment** 5.1 **MOTION:** *Adjourn the October 9, 2023, Board of Trustees retreat 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 |  |  |  |  |

6. **Approval:**Approved the **18 day of October 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |