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| Date: **12.13.23** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Board Room, Student Administrative Center, 1301 S. 48th Street Quincy Illinois 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **12.13.23** 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 via phone |  | | Mr. Rhea |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. David Penn, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Kelly Larson, Chris Kaelke, Mr. Curtis Kelty, Mr. Brad Hoyt, Ms. Kelsey Deters, Mr. Dillion Burbridge, and Ms. Tracy Orne. (Mr. Fischer’s vote is advisory)  3. **Pledge of Allegiance; Mission Statement** – Mr. Hess led the Pledge of Allegiance with Ms. Gregory leading the Mission Statement.  4. **Introductions**   * Dillion Burbridge, Help Desk Technician * Kelsey Deters, Coordinator, Adult Admissions   5. **Special** **Report –** A report was presented by JWCC campus police chief on the security of the campus. The security department mission is to promote a safe and secure environment for students, staff, faculty, and visitors to campus. The department priorities focus on a crisis response, a campus emergency operations plan, and obtaining body cameras that will be a requirement of the law in the near future. Scenarios discussed under the crisis response included active shooter, fire, and tornado disasters.  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*, *Mr. Andrew Sprague, Ms. Paul Hawley.***  Mr. Sprague noted the ICCTA reports which are sent to all trustees on information from throughout the state and other community colleges.  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Thursday, December 7, 2023, in room C252 at 1:30. Attendees were Mr. Andy Sprague, and Ms. Paul Hawley, and Mr. Bob Rhea (via Zoom) Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker.  December Board agenda items were reviewed and discussed. Items included adoption of a resolution and certificate levying additional taxes, adoption of a resolution and certificate of the tax levy, authorization to pay ICCTA 2nd half dues, authorization to take the lowest bid for parking lot lights for the main campus, authorization to revise two Board policies – 417-Transcripts and 414 - Financial Responsibility.  Discussion was held on the roundabout development at 48th and State, and naming opportunities at the Workforce Development Center from community organizations of Gardner Denver and Quincy Rotary Foundation.  The committee heard JWCC ASPEN application will be submitted December 12.  FAME will hold a press release in January. JWCC is proposing five courses in their Manufacturing Program related to FAME.  The committee was asked to save the date of April 19 for the 50th anniversary celebration. The book narrative is completed with pictures being integrated into the document.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, December 6, 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. Leah Benz note taker. Ms. Angela Greger, trustee, was absent.  Administration discussed the proposed new certificate in Animal Science in collaboration with the Advisory Council’s recommendation. It is designed to provide students with veterinary and animal care techniques with best practices and technologies needed to be successful in both large and small farm and non-farm animals. The certificate will ladder into a variety of degrees with existing courses.  A second curriculum recommendation presented to the committee was new courses in Manufacturing. Administration is working with GREDF to form a FAME chapter of which five courses are required (1 per semester). Those five courses are:   * MFG 121 - Advanced Manufacturing Safety Culture * MFG 122 - Advance Manufacturing 5S Principles * MFG 123 - Total Management Production * MFG 126 - Problem Solving in Adv Mfg * MFG 127 - Machine Reliability in Adv Mfg   Further discussion was held on the FAME chapter. A recruiting campaign for FAME is anticipated to launch in January at a press conference. The projected goal is eighteen (18) applicants.  A follow-up was provided on the Office Technology curriculum item from the November curriculum meeting. Further meetings were held between faculty and the leaders within this field. A revised proposal will be presented upon completion with naming of degree and certificate program. It was taken back to the advisory committee and will come back.  Mr. Fischer inquired on the progress of Customer Service/Soft Skills offerings. This continues to be explored and discussed. It is anticipated this item will be move forward in January.  Discussion on hospitality progression was held.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Monday, December 11 ,2023, at 2:00 p.m., at John Wood Community College. Present were Dr. Bryan Renfro; president, Josh Welker; dean of Business Services & Institutional Effectiveness, Nora Klingele; Director of Fiscal Services. Present: Dr. Randy Greenwell, trustee, and Mr. Don Hess, trustee.  Bills for payment, out of district travel requests, financials, board budget, and investments were reviewed and discussed.  Tax levy, board policy 414 – Transcripts and parking lot lighting replacement were items discussed from the agenda.  8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – Winter Wonderland was held on Wednesday, December 6 in the auditorium. The student organization raised $150.00 dollars.  Various events were scheduled during finals week to destress students.  SGA is planning spring semester events which include Mr. John Wood, homecoming, and the wood pile for basketball games.  8.6 **Administration Report** – ***Dr. Renfro*** –Dr. Renfro expressed his thanks to all staff and faculty for their support as he completes his first year at JWCC. He expressed to all a very happy holiday season. He acknowledged his leadership team for trusting him and each other as together they navigated all the challenges and successes from the past year.  ASPEN application was submitted on December 12. It now in the ownership of the ASPEN review team.  Caring Campus continues to move forward. Two individuals on campus have been designated to lead this initiative. They are Tracy Orne and Josh Brueck.  FAME held on January 11 their first board meeting. Election of officers were held. They began to work on recruitment, collaboration on partnerships, and plans for the press conference.  We received notification from ICCB of the FY24 Adult Ed Bridge & ICAPS program grant. The purpose of this funding is to develop and implement a Bridge and Transition program offered to students in the Adult Education program, in partnership with Bella Ease Inc. The grant will allow the JWCC Adult Education program to expand the Bridge and ICAPS offerings to include a CNA and Truck Driver Training ICAPS, leading to an increased number of students transitioning to job training and/or post-secondary education. Expanded programs will be provided in a newly outfitted education and training classroom located at Bella Ease Inc on 707 Broadway St.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 11.15.23 Board regular meeting minutes  9.2 Request approval of bills for payment for November **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for November **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for November **Finance &** **Audit** **Committee**  9.5 Request approval of a new certificate in Animal Science and new courses in manufacturing  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **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 (phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items Both grants were approved under one motion.**  10.1 *Request authorization to submit a grant application to ICCB for the Perkins Leadership Grant Requested Amount $98,936*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess    **Discussion:**  The purpose of this grant is to support the improvement and innovation of Career and Technical Education. Students will be set up for success by having them complete CTE coursework utilizing equipment and technology like what they will use in the workforce. JWCC will modernize training equipment by purchasing a mixed reality technology that provides interactive learning experiences in advanced manufacturing programs. The tech is called Z-Space and will require the purchasing of 15 learning stations, including hardware and software.  10.2 *Request authorization to accept grant funds from ICCB for FY24 Adult Ed Bridge and ICAP’s program.*  **Discussion:**  The purpose of this funding is to develop and implement a Bridge and Transition program offered to students in the Adult Education program, in partnership with Bella Ease Inc. The grant will allow the JWCC Adult Education program to expand the Bridge and ICAPS offerings to include a CNA and Truck Driver Training ICAPS, leading to an increased number of students transitioning to job training and/or post-secondary education.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11. **Business**  11.1 **MOTION**: *Request adoption of a Resolution and Certificate levying additional taxes.*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **Discussion:** Ill. Compiled Stat., 805/3-14.3 requires taxing districts intending to levy an additional tax to publish the intent 30 days prior to passage. This intent was published in accordance with the resolution passed at the October 18, 2023, Board meeting and there have been no public petitions filed with the Board of Trustees. The attached Resolution and Certificate Levying Additional Tax accomplishes the legal requirement regarding levying an additional tax.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | z |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.2 **MOTION**: *Request adoption of a resolution to levy taxes and certificate of the tax levy.*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** Ill. Compiled Stat., 805/3-20.5 provides that a community college district may levy against the assessed valuation of its district amounts for various purposes to support the operation and debt service obligations of the College. The Truth in Taxation Law (35 Illinois Compiled Statutes 200/18-55, et seq.) requires that the taxing district give public notice of and hold a public hearing on our intent to adopt an amount which is more than 105% of the extensions. The 2023 levy will not exceed the previous year’s extension by more than 5%, thus a public hearing will not be required.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | z |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.3 **MOTION**: *Request authorization to pay the second half of the ICCTA dues for 2023 in the amount of $3,927.*  Moved by: Dr. Greenwell  Seconded by: Ms. Greger  **Discussion:** The 2023 renewal notice for the 2nd installment dues for John Wood Community College to the Illinois Community College Trustees Association. The amount is $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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.4 **MOTION**: *Request authorization to review and take action on the lowest bid for the parking lot lights for the main campus (lowest bid received was $79,580).*    Moved by: Mr. Sprague  Seconded by: Mr. Hess  **Discussion:** JWCC solicited bids from qualified vendors to provide replacement parking lot lighting for the main campus. The request for bids was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two bids were received.  **Vendor Total Cost**  Brown Electric $79,580.00  1309 Watts Lane  Quincy, IL 62305  Tiles in Style LLC $121,095.00  16940 Vincennes Ave.  South Holland, IL 60473   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.5 **MOTION**: *Request authorization to approve revisions to Board Policy 417 Transcripts*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The policy has been revised to reflect, the changes under the Student Debt Assistance Act (110 ILCS 66). This act states the College will provide an “official” transcript of a current or former student *regardless* of an unpaid debt to the College. The students, however, *will not be allowed* to enroll at the College until all unpaid balances have been resolved.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11. 6 **MOTION**: *Request authorization approve revision to Board Policy 414- Financial Responsibility*    Moved by: Mr. Hess  Seconded by: Dr. Greenwell  **Discussion:** The policy has been revised to comply with the Student Debt Assistance Act (110 ILCS 66) and permits the release of transcripts for students with current unpaid debt to the College.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   12. **Discussion Item**  12.1Calendar of Events  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: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   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 *and to discuss security.*  Moved by: Mr. Sprague  Seconded by: Mr. Hess  **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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   17. **Resume Open Session**  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   18. **Adjournment**    18.1 **MOTION:** *Adjourn the December 13, 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 (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote | x |  |  |  |   19. **Approval:**  Approved the **21st** **day of February 2024**, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |