



**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: **12.13.23 BOARD OF TRUSTEES REGULAR MEETING**

Location: Student Administrative Center, 1301 South 48th Street Quincy IL 62305

Time: **6:00 P.M.**

AGENDA

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- 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**
 - Dillion Burbridge, Help Desk Technician
 - Kelsey Deters, Coordinator, Adult Admissions
 - Mysti Nelson- Administrative Specialist, Career, Technical & CBO Education
 - Lyndsey Phillips Specialist, Fiscal Services
- 5. Special Report** – Curtis Kelty, Security
- 6. Consideration of Items from the Floor**

December 13, 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 **ICCTA/West Central Region Report** – *Mr. Andrew Sprague, Ms. Paula Hawley*
 - 8.2 **Board Executive Committee Report** – *Mr. Bob Rhea, Mr. Andrew Sprague, Ms. Paula Hawley* Table Folder
 - 8.3 **Board Curriculum Committee Report** – *Mr. Larry Fischer, Ms. Angela Greger* Table Folder
 - 8.4 **Board Finance and Audit Committee Report** – *Mr. Don Hess, Dr. Randy Greenwell* Table Folder
 - 8.5 **Student Trustee Report** – *Ms. Kaydence Gregory*
 - 8.6 **Administration Report** – *Dr. Bryan Renfro*
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December 13, 2023, Board of Trustees Meeting

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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.	
19.	Adjournment	
	<i>“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.”</i>	

December 13, 2023, Board of Trustees Meeting

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Date: **11.15.23** 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 **11.15.23** 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. 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. Kelly Larson, Ms. Nora Klingele, Ms. Julie Quinn, Mr. Luke Merritt, Dr. Chris Kaelke, Ms. Madelyn Haley, Mr. Mike Sorenson, and Ms. Tracy Orne.

3. Pledge of Allegiance; Mission Statement – Mr. Sprague led the Pledge of Allegiance and Ms. Gregory leading the Mission Statement.

Business Item 11.1 was moved to act on at this time to accommodate the auditor.

Joining the meeting by Zoom was Mr. Josh Faivre, representative from Wipfli LLP. Mr. Faivre is senior manager with Wipfli and shared the audit results with the Board of Trustees. This audit is for the years ended June 30, 2023, and 2022.

Wipfli provided 5 opinions in their audit, all of which were clean, unmodified opinions. There were no significant audit findings. There was a recommendation regarding uncollateralized funds at one bank.

11.1 MOTION: *Request acceptance of the audit report and file as presented.*

11.15.23 Board of Trustees meeting

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Moved by: Dr. Greenwell

Seconded by: Mr. Fischer

Discussion: The firm of WIPFLi, LLP has completed its audit of the financial records of John Wood Community College for fiscal year 2023. The Financial Committee reviewed in information.

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				

4. **Introductions**

New Employees introduced were:

- Julie Quinn, Coordinator, College for Life

5. **Special Report** – Mr. Josh Brueck, Director of Information Technology and Mr. Matt Rolando, Assistant Director Information Technology Server Administrator, presented reported on security of JWCC information technology services to the Board of Trustees.

The IT department conducts several audits within the department for security. They due year-round internal checking, a financial security audit, a cyber-security insurance audit and they hire a third-party to perform a penetration test on the system.

The third-party penetration test does both external and internal testing on the website, the firewall the wireless system, servers, desktop computers, and printers, for vulnerability.

The stages incorporated are planning, scanning and discovery, exploitation, risk analysis, and final stage is the generation of a report. The risk ratings include critical, high, medium, low and informational. The company from their report offer suggestions for any remediation.

The Board heard the security practices for daily use and enhancements from Ellucian Banner products being put in place for the future.

6. **Consideration of Items from the Floor** - None

7. **Public and/or Employee Comment** - None

11.15.23 Board of Trustees meeting

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8.1 ICCTA/West Central Region Report – Mr. Andy Sprague, ICCTA representative, Mr. Andrew Sprague, Ms. Paul Hawley.

8.2 Board Executive Committee Report – Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley
The Executive Committee met on Wednesday, October 8, 2023, in room C252 at 10:30. Attendees were Mr. Andy Sprague, and Ms. Paul Hawley, (phone). Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker. Mr. Rhea was absent.

The committee discussed the November Board agenda items which included regular meeting minutes, retreat meeting minutes, bills, travel expenditures, a curriculum item and business agenda items. Five grants were presented for review.

The committee heard an update on the recent employee professional development event, a proposal to start a President's List in addition to a Dean's List. A student would have to achieve a 4.0 to be included on the President's List.

Other items discussed included a Workforce Development Center update, the restarting of a hospitality management program, the development of a University Transfer Center, notification of JWCC being eligible to apply for the 2025 Aspen Prize for Community College Excellence and the holiday events planned in December.

The college administration and Board chair met with officials from the city of Quincy on a investment in the development of a TIF district. The proposed boundaries are North-Jersey Street, East-South 11th Street, South – Ohio Street, and West – South 6th Street.

8.3 Board Curriculum Committee Report - Mr. Larry Fischer, Ms. Angela Greger. The Curriculum Committee met on Wednesday, November 8, 2023, at 11:00 at John Wood Community College. Attendees were Mr. Larry Fischer, trustee; Dr. Shelley Barkley, Vice President of Academic & Student Affairs, Ms. Angela Greger, trustee (via zoom) Dr. Bryan Renfro, President, and Ms. Kristina Johnson notetaker.

The committee discussed the recommendation for a name change in the Office Technology program. For consistency between the medical office degree and medical office certificate the course change will require input from the Office Technology advisory committee before submitting to the curriculum committee and was brought forth at this time.

Another item on the agenda was the reactivation of the HOS 500 Hospitality Management AAS degree. The hotel and restaurant industry recognized the need for this field of study. The degree is now, Hospitality and Culinary Management, combining lodging and restaurant management into one degree, offered at 64 credit hours. An outside consultant is currently assisting with organizing the curriculum.

Catalog changes for the departments of Education, Computer Science, and Manufacturing

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were reviewed as well.

8.4 Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess – The Finance and Audit Committee met on Wednesday, November 8, 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, and Jenny Venvertloh; note taker. Present: Dr. Randy Greenwell, trustee. Madelyn Haley; manager of accounting services, and Josh Faivre auditor with WIPFLi via Zoom

Bills for payment, out of district travel requests, financials, board budget, and investments were reviewed and discussed.

Items being presented to the November Board meeting were shared. They included the tax levy, audit, and Protection, Health, Safety projects. Bids were sent out for a piping trainer, hydraulics trainer, pneumatic trainer, and a single pump system trainer for the industrial maintenance program.

Other items included an agreement with Two Rivers Regional Council of Public Officers at the Mt. Sterling Center and an acceptance of a bid from Watts Copy System for a 60-month lease for copier service.

8.5 Student Trustee Report – Ms. Kaydence Gregory – The Haunted Trails event was cancelled this year due to weather conditions. Students did participate in the “Trunk or Treat” event which saw a large attendance.

Kaydence was honored to speak on behalf of the students at the inauguration of Dr. Renfro on November 3.

Planning for a karaoke event and destress activities for upcoming finals.

On December 8 students are hosting a Winter Wonderland with Santa at the main campus.

8.6 Administration Report – Dr. Renfro – Dr. Renfro thanked both Mr. Brueck and Mr. Rolando for their presentation on Cybersecurity and IT updates. Next month Curtis Kely will present on security on campus.

Acknowledgement was given to all contributed to a very successful inauguration ceremony on November 3.

The College was notified we are eligible to apply for the 2025 Aspen Prize for Community College Excellence. We are one of 150 community colleges nationally that has been invited to apply for the 2025 Aspen Prize. This \$1 million Aspen Prize for Community College Excellence is awarded every two years. A team has been formed to submit an application to be considered for the next round of eligibility.

JWCC is working with a company to administer the Trellis survey which gathers data on the financial wellness of our students. The results from this survey were shared. We had 23.4% of students

11.15.23 Board of Trustees meeting

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participate. The Trellis organizations stated these results were the best they have experienced. Thanks was sent out to all faculty and staff who assisted in promoting this survey for data on financial wellness. The college will receive the results in March. There was no cost to institution.

A survey was sent out to all employees who attended the professional development event. The comments reflected positive feedback on the event and breakout sessions incorporated. Another event is scheduled for spring which will allow faculty to attend.

9. **Consent Agenda**

Consent business

- 9.1 Request approval of 10.18.23 Board regular meeting minutes and 10.09.23 Board retreat meeting minutes
- 9.2 Request approval of bills for payment for October **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for October **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for October **Finance & Audit Committee**
- 9.5 Request approval of a degree change in hospitality management.

MOTION: *Request approval of the consent agenda items*

Moved by: Mr. Sprague

Seconded by: Ms. Hawley

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

10 **Grant Items** **All grants were approved under one motion.**

- 10.1 *Request authorization to submit a grant application to ICCB for FY24 Adult Ed Bridge & Integrated Career and Academic Preparation Systems Program (ICAP) Requested Amount \$207,484*

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Moved by: Dr. Greenwell

Seconded by: Ms. Greger

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				

10.2 *Request authorization to accept funding from Illinois Green Economy Network (IGEN) in the amount of \$5,000 for the IGEN FY24 Membership project.*

10.3 *Request authorization to accept funding from Illinois Green Economy Network (IGEN) in the amount of \$82,439 for the IGEN FY24 Parking Lot LED Upgrade Project.*

10.4 *Request authorization to submit a grant application to United Way of Adams County Requested Amount: \$5,000.*

10.5 *Request authorization to submit a grant application to AmeriCorps Senior Corporation for National and community Service (CNCS) for \$153,690*

11. Business

11.1 **MOTION:** *Request the audit report and file as presented. Moved 11.1 to the start of the meeting.*

Moved by:

Seconded by:

11.2 **MOTION:** *Request adoption of a resolution and certificate regarding the Truth in Taxation Law (Hearing not required)*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion: John Wood Community College is required to have the Board of Trustees adopt a resolution and certificate to the passing of a tax levy. John Wood Community College does not intend to increase the tax levy more than 105% of last year's levy, so a hearing is not required as part of the Truth in Taxation Act requirement.

11.15.23 Board of Trustees meeting

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The proposed aggregate levy for the JWCC District is \$7,833,097 which represents the amount of collectible property tax we intend to levy on the district. The taxable rate for the tax year 2023 is anticipated to be \$0.35460 per \$100 of equalized assessed valuation.

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 the regular meeting dates of John Wood Community College Board of Trustees for 2024*

Moved by: Ms. Hawley

Seconded by: Ms. Greger

Discussion: The Board of Trustees regular meetings are normally held the third Wednesday of every month **at 6:00 p.m.** at John Wood Community College, 1301 South 48th Street, Quincy IL. The dates recommended for approval for the regular meetings of the John Wood Community College Board of Trustees for calendar year 2024 was presented for approval.

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 approval of a Resolution and Certificate to levy a tax for Protection, Health, and Safety projects for a total of \$125,000*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion: A certificate and resolution to levy a tax for Protection, Health, and Safety (PHS) projects totaling \$125,000 was presented. These projects have been certified by a licensed professional

11.15.23 Board of Trustees meeting

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Architecture and Engineering firm and if approved would be completed in FY2025. The projects to be funded through the PHS levy include the following:

- Agricultural Education Center Heat Pump Replacement
- Main Campus Vestibule Stairs and Handrail Replacement

Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution, to levy a tax upon the assessed valuation of its district to pay for certain repairs or alteration projects. It is recommended that the Board of Trustees approve the attached resolution.

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 enter into a one (1) year lease agreement with Two Rivers Regional Council of Public Officials for space at the Mt. Sterling Education Center*

Moved by: Mr. Sprague

Seconded by: Dr. Greenwell

Discussion: Two Rivers Regional Council of Public Officers (TRRCOPO) has requested a lease agreement at the Mt. Sterling Education Center. It is recommended that the Board of Trustees authorize to enter into a one (1) year lease agreement with TRRCOPO.

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 acceptance of a bid in the amount of \$27,989.28 and award the Advanced Technologies Consultants vendor to provide piping trainer for the industrial maintenance program*

11.15.23 Board of Trustees meeting

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Moved by: Ms. Hawley
Seconded by: Dr. Greenwell

Discussion: JWCC solicited bids from qualified vendors to provide a piping trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

<u>Vendor</u>	<u>Total Cost</u>
Advanced Technologies Consultants 110 West Main St.	\$27,989.28

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

11. 7 MOTION: *Request acceptance of a bid in the amount of \$11,509.68 and award to Advanced Technologies Consultants vendor to provide a pneumatics trainer for the industrial maintenance program*

Moved by: Mr. Sprague
Seconded by: Ms. Greger

Discussion: JWCC solicited bids from qualified vendors to provide a pneumatics trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

<u>Vendor</u>	<u>Total Cost</u>
Advanced Technologies Consultants 110 West Main St. Northville, MI 48167	\$11,509.68

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			

11.15.23 Board of Trustees meeting

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Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

11.8 MOTION: *Request acceptance of a bid in the amount of \$21,580.64 and award to Advanced Technologies Consultants vendor to provide a single pump systematic trainer for the industrial maintenance program*

Moved by: Dr. Greenwell

Seconded by: Ms. Hawley

Discussion: JWCC solicited bids from qualified vendors to provide a single pump systematic trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

Vendor

Total Cost

Advanced Technologies Consultants
110 West Main St.
Northville, MI 48167

\$21,580.64

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				

11.9 MOTION: *Request acceptance of a bid in the amount of \$37,128.39 and award Advanced Technologies Consultants vendor to provide a hydraulics trainer for the industrial maintenance program*

Moved by: Mr. Sprague

Seconded by: Dr. Greenwell

Discussion: JWCC solicited bids from qualified vendors to provide a hydraulics trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

11.15.23 Board of Trustees meeting

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Vendor

Total Cost

Advanced Technologies Consultants
110 West Main St.
Northville, MI 48167

\$37,128.39

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				

11.10 **MOTION:** *Request acceptance of a bid in the amount of \$3,803.94 per month and award Watts Copy System a 60-month lease to provide copier service .*

Moved by: Dr. Greenwell

Seconded by: Ms. Greger

Discussion: JWCC solicited request for proposals from qualified vendors to provide a lease for copiers. The proposal was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received. The recommendation was:

Watts Copy Systems, Inc.	36-month lease	\$5,071.67
2901 Broadway	60-month lease	\$3,803.94
Quincy, IL 62305		
Brand: Sharpe		

The Board of Trustees accepted the proposal and award to Watts Copy System for the 60-month lease in the amount of \$3,803.94 per month.

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			

11.15.23 Board of Trustees meeting

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Office of the President

Mr. Rhea	x			
Voice Vote				

12. **Discussion Item**

12.1 **Calendar of Events**

Holiday events were noted on the calendar.

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. Fischer

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			
Mr. Rhea	x			
Voice Vote				

15. **Other Items**

16. **Closed Session -**

A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body and to review closed session minutes and authorize destruction of closed recordings per state statute according to the Open Meetings Act by audio recording.

Moved by: Mr. Sprague

Seconded by: Ms. Greger

Discussion:



Office of the President

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

17. **Resume Open Session**

Motion: *Authorize the release of closed session minutes of January 2023 - June 2023 with noted redactions and the destruction of the audio - recordings of closed sessions as follows: February 15, 2023, March 15, 2023, April 26, 2023, and June 21, 2023. No closed session for January of 2023 or May of 2023. Closed session recordings were November 2021-March 2022.*

Moved by: Mr. Fischer
Seconded by: Mr. Sprague

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess				x
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

18. **Adjournment**

18.1 **MOTION:** *Adjourn the November 15, 2023, Board of Trustees regular meeting.*

Moved by: Mr. Rhea adjourned the meeting
Seconded by:

NAME	AYE	NAY	PRESENT	ABSENT
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11.15.23 Board of Trustees meeting

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Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning



Office of the President

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 **13th day of December 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_____

11.15.23 Board of Trustees meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value

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Date: **December 13, 2023**, BOARD OF TRUSTEES MEETING
 From: Dr. Shelley Barkley, Vice President of Academic and Student Affairs
 Item: **CONSENT**
 RE: Curriculum Items

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

❖ **Animal Science**
New Certificate

Animal Care & Vet Assistant Certificate – (30 credit hours)

The Animal Care & Vet Assistant Certificate is designed to provide students with veterinary and animal care techniques along 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.

❖ **Manufacturing**
New Courses

JWCC is working with GREDF to form a chapter of FAME, the following courses are required 1 per semester:

- 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

I concur with the recommendation and request the Board of Trustees approve the curriculum items listed.

December 13, 2023, JWCC Board regular meeting

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Date: 12/13/23 BOARD OF TRUSTEES MEETING
From: Dave Hetzler, Dean of CTE
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**
New or recurring

- A. **GRANT PROPOSAL TITLE:** FY24 Perkins Leadership Grant
- B. **GRANT AGENCY:** ICCB
- C. **GRANT APPLICATION DEADLINE:** 12/01/2023 **GRANT AWARD PERIOD:** 01/15/24-12/31/24
- D. **PROPOSAL DESCRIPTION:** 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.
- E. **REQUESTED FUNDS:** \$98,936
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** No additional personnel will be required.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 12/13/23
- 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 and Stability, Stability of Resources, Partnerships

I concur with the request and recommend the Board of Trustees authorize the College to **apply for funds** in the amount of **\$98,936** for the project outlined above.

December 13, 2023 JWCC Board regular meeting

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Date: **December 13, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Levying Additional Tax

III. 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.

It is requested that the Board of Trustees adopt the attached resolution and certificate relating to the Resolution Levying Additional Taxes.

I concur with the recommendation and request the Board of Trustees adopt the attached Resolution Levying Additional Tax and the Certificate Levying Additional Tax.

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

December 13, 2023 JWCC Board regular meeting

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**Resolution Levying Additional Tax
Pursuant to Section 3-14.3 of The Illinois Public Community College Act
(110 Illinois Compiled Statutes 805/3-14.3)**

WHEREAS, the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois pursuant to the provisions of Section 3-14.3 (herein "Section 3-14.3") of the Public Community College Act of Illinois, and all laws amendatory thereof and supplementary thereto (herein the "Act"), to levy an additional tax upon the taxable property of the District in any year in which the Illinois Community College Board issues a certificate of eligibility to do so for educational and operations and maintenance purposes as more fully set forth in said section; and,

WHEREAS, pursuant to said Section 3-14.3, the Board of Trustees on October 18, 2023, adopted a resolution expressing an intention to avail of the provisions of Section 3-14.3, a true and correct copy of which Resolution is attached hereto, marked "Exhibit A," and incorporated herein by this reference; and,

WHEREAS, pursuant to said Section 3-14.3 and said Resolution, a notice of such intention was published in The Quincy Herald-Whig on October 20, 2023, true and correct copies of which notice, and proof of publication are attached hereto, marked "Exhibit B," and incorporated herein by this reference; and,

WHEREAS, the Illinois Community College Board has issued the appropriate eligibility certification to the District pertaining to the 2023 levy of the District whereby a combined (a) educational and (b) operations and maintenance purposes rate up to and including 28.33 cents per \$100 of equalized assessed valuation would be allowed, rather than a rate of 22.5 cents per \$100 of equalized assessed valuation otherwise allowed, a true and correct copy of which certification is attached hereto, marked "Exhibit C," and incorporated herein by this reference, thus resulting in a tax rate of approximately 5.83 cents per \$100 of equalized assessed valuation for such additional tax; and,

WHEREAS, no valid petition was filed with the Secretary of the Board of Trustees requesting that a proposition to levy such additional taxes as authorized by Section 3-14.3 be submitted to the voters of the District; and,

WHEREAS, the Board has determined and does hereby determine that it is advisable, necessary and in the best interest of the District that such additional tax be levied in addition to any other amounts levied for educational purposes or operations and maintenance purposes.

December 13, 2023 JWCC Board regular meeting

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NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND STATE OF ILLINOIS, that it shall require and does hereby levy on the equalized assessed value of the taxable property of this district for the year 2023, in addition to any other taxes heretofore or hereafter levied for such year, an additional tax pursuant to Section 3-14.3 of the Public Community College Act of Illinois (110 Illinois Compiled Statutes 805/3-14.3), and all laws amendatory thereof and supplementary thereto including, (herein the “Act”), the sum of One Million Two Hundred Eighty Seven Thousand Eight Hundred Forty-Seven Dollars (\$1,287,847) as an additional tax for educational and operations and maintenance purposes.

BE IT FURTHER RESOLVED, that the County Clerks of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, be notified hereof by way of certificate and tax levy to be executed ninefold by the Chairman and Secretary of this Board and filed with each of the County Clerks by the Secretary of the Community College on or before the last Tuesday in December, 2023 which certificate of tax levy shall incorporate this additional tax and any other taxes which may be levied.

BE IT FURTHER RESOLVED, that the respective County Clerks of said counties are hereby authorized and directed to extend such additional tax, in addition to any other taxes levied by the Board of Trustees.

DATED: This 13th day of December, 2023.

APPROVED:

Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees

December 13, 2023 JWCC Board regular meeting

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Certificate Levying Additional Tax

The undersigned does hereby certify:

1. I am the duly elected Secretary of the Board of Trustees of John Wood Community College.
2. Attached hereto is a true and correct copy of a Resolution Levying Additional Tax Pursuant to Section 3-14.3 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-14.3), duly adopted at a regular meeting of said District held at 6:00 o'clock p.m., on the 18th day of October, 2023. Said Resolution has not been rescinded or amended and remains in full force and effect.
3. Attached to said Resolution are true and correct copies of a Resolution expressing the intention to avail of the provisions of Section 3-14.3 of the Illinois Public Community College Act, as amended, and to levy the additional tax provided therein, and directing that notice of such intention be published in the manner provided by law (Exhibit A), Proof of Publication as contemplated by said Resolution (Exhibit B), and the Illinois Community College Board's Eligibility Certificate pertaining to the 2023 levy with respect to Section 3-14.3 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-14.3 (Exhibit C). Such Resolution was duly adopted at a regular meeting of said District held at 6:00 o'clock p.m. on the 18th day of October, 2023, and the Resolution has not been rescinded or amended and remains in full force and effect.
4. That, as stated in said Resolution, no valid petition was filed with the Secretary of the Board of Trustees requesting that a proposition to levy the additional tax authorized by Section 3-14.3 of the Illinois Public Community College Act be submitted to the voters of said District.
5. In accordance with Section 3-14.3 of the Illinois Public Community College Act, the Board is entitled for the 2023 levy, to levy a combined (a) educational and (b) operations and maintenance purposes rate up to and including 28.33 cents per \$100 of equalized assessed valuation, rather than a rate of 22.5 cents per \$100 of equalized assessed valuation otherwise allowed, thus resulting in a tax rate up to 5.83 cents per \$100 of equalized assessed valuation for such additional tax.

December 13, 2023 JWCC Board regular meeting

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Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning



DATED: This 13th day of December, 2023.

BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE
COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER,
BROWN, MORGAN, SCOTT, AND CASS, AND STATE OF ILLINOIS

Secretary

December 13, 2023 JWCC Board regular meeting

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Resolution of the Board of Trustees of John Wood Community College District No. 539

Expressing the intention to avail of the provisions of Section 3-14.3 of the Illinois Public Community College Act, as amended, and to levy the additional tax provided therein, and directing that notice of such intention be published in the manner provided by law.

WHEREAS, pursuant to the provisions of Section 3-14.3 (herein "Section 3-14.3") of the Public Community College Act of Illinois, and all laws amendatory thereof and supplementary thereto (herein the "Act"), including but not necessarily limited to, Public Act 86-360, the Board of Trustees of John Wood Community College, District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, the State of Illinois (the "District"), may levy an additional tax upon the taxable property of the District in any year in which the Illinois Community College Board issues a certificate of eligibility to do so, which additional tax may be used to increase for the year certified the total taxing authority of the District to the most recently reported statewide average actual levy rate in cents per \$100 of equalized assessed value for educational and operations and maintenance purposes as certified by the Illinois Community College Board; and,

WHEREAS, the Illinois Community College Board has issued the appropriate eligibility certification to the District pertaining to the 2023 levy of the District whereby a combined (a) educational and (b) operations and maintenance purposes rate up to and including 28.33 cents per \$100 of equalized assessed valuation would be allowed, rather than a rate of 22.5 cents per \$100 of equalized assessed valuation otherwise allowed; and,

WHEREAS, under Section 3-14.3 of the Act, the Board of Trustees of the District (the "Board") is authorized to levy the additional tax as previously described; and,

WHEREAS, the Board has determined and does hereby determine that it is advisable, necessary and in the best interest of the District that such additional tax be levied; and,

WHEREAS, before such additional tax may be levied, the Board must adopt a resolution declaring its intention to make such levy and give notice of such intention as provided by Section 3-14.3.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT, as follows:

October 18, 2023 JWCC Board regular meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

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SECTION 1. RECITALS: The recitals of this Resolution are incorporated herein by this reference to the same extent as if set forth herein verbatim.

SECTION 2. DECLARATION: The Board hereby expresses its intention to avail of the provisions of the Act and, specifically, Section 3-14.3, and to levy an additional tax upon the taxable property of the District for the year 2022 for educational and operations and maintenance purposes to the maximum authorized.

SECTION 3. PUBLICATION: Notice of said intention to avail of the provisions of Section 3-14.3 of the Act shall be given by publication at least once in The Quincy Herald-Whig, the same being one (1) or more area newspaper published in the District, as required by such Section.

SECTION 4. NOTICE: By this resolution and its publication PUBLIC NOTICE is given.

A. The Board on October 18, 2023, adopted this resolution expressing its intention to avail the provisions of Section 3-14.3 of the Public Community College Act as herein set forth.

B. A petition may be filed with the Secretary of the Board of Trustees, within thirty (30) days as provided in Section 3-14.3, that is, on or before November 15, 2023, signed by not less than 5,814 voters of the District, said number being equal to ten percent (10%) of the voters of the District, requesting that proposition to levy such additional taxes as authorized by Section 3-14.3, be submitted to the voters of the District. If the required petition is filed, said proposition will be submitted to the voters of the District at the next regularly scheduled election held on March 19, 2024, or other appropriate regularly scheduled election, then the District shall be authorized to levy such additional taxes for the purposes expressed in Section 3-14.3 for the year 2023.

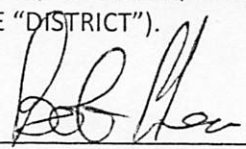
SECTION 5. LEVY: If no requisite petition is filed with the Secretary of the Board of Trustees, the Board may, by appropriate proceedings to be hereafter taken, raise such additional taxes provided for the purposes expressed in Section 3-14.3 of the Act.

SECTION 6. CONFLICTS: All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this resolution be in full force and effect forthwith upon its adoption.

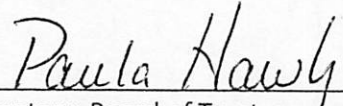
ADOPTION: This 18th day of October, 2023.

BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND THE STATE OF ILLINOIS (THE "DISTRICT").

By:


Chairman, Board of Trustees

By:


Secretary, Board of Trustees

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CERTIFICATE OF PUBLICATION

State of Illinois, County of Adams,ss:

City of Quincy, the Herald-Whig, is the authorized agent of Phillips Media Group, LLC, and does hereby certify that said corporation is the publisher of the Herald-Whig and that they are duly authorized to make this certificate for the corporation that the notice of which the annexed is a true copy, was printed and published in the regular editions of the Herald-Whig, a secular newspaper of general circulation, published in the of Quincy, in said county and state, and published on that said newspaper was regularly published for twelve months prior to the first publication of said notice.

From 10/20/2023 to 10/20/2023 both inclusive.

1st insertion, Vol. 185, No. 208, 10/20/2023

2nd insertion, Vol. , No. ,

3rd insertion, Vol. , No. ,

4th insertion, Vol. , No. ,

Ad#: 160345

Subscribed to and sworn to before me this 10/30/23

C. Stabinski

(Publication Fee, \$420.66)

**Resolution of the Board of Trustees of
John Wood Community College District No. 539**

Expressing the intention to avail of the provisions of Section 3-14.3 of the Illinois Public Community College Act, as amended, and to levy the additional tax provided therein, and directing that notice of such intention be published in the manner provided by law.

WHEREAS, pursuant to the provisions of Section 3-14.3 (herein "Section 3-14.3") of the Public Community College Act of Illinois, and all laws amendatory thereof and supplementary thereto (herein the "Act"), including but not necessarily limited to, Public Act 86-360, the Board of Trustees of John Wood Community College, District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, the State of Illinois (the "District"), may levy an additional tax upon the taxable property of the District in any year in which the Illinois Community College Board issues a certificate of eligibility to do so, which additional tax may be used to increase for the year certified the total taxing authority of the District to the most recently reported statewide average actual levy rate in cents per \$100 of equalized assessed value for educational and operations and maintenance purposes as certified by the Illinois Community College Board; and,

WHEREAS, the Illinois Community College Board has issued the appropriate eligibility certification to the District pertaining to the 2023 levy of the District whereby a combined (a) educational and (b) operations and maintenance purposes rate up to and including 28.33 cents per \$100 of equalized assessed valuation would be allowed, rather than a rate of 22.5 cents per \$100 of equalized assessed valuation otherwise allowed; and,

WHEREAS, under Section 3-14.3 of the Act, the Board of Trustees of the District (the "Board") is authorized to levy the additional tax as previously described; and,

WHEREAS, the Board has determined and does hereby determine that it is advisable, necessary and in the best interest of the District that such additional tax be levied; and,

WHEREAS, before such additional tax may be levied, the Board must adopt a resolution declaring its intention to make such levy and give notice of such intention as provided by Section 3-14.3.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT, as follows:

SECTION 1. RECITALS: The recitals of this Resolution are incorporated herein by this reference to the same extent as if set forth herein verbatim.

SECTION 2. DECLARATION: The Board hereby expresses its intention to avail of the provisions of the Act and, specifically, Section 3-14.3, and to levy an additional tax upon the taxable property of the District for the year 2022 for educational and operations and maintenance purposes to the maximum authorized.

SECTION 3. PUBLICATION: Notice of said intention to avail of the provisions of Section 3-14.3 of the Act shall be given by publication at least once in The Quincy Herald-Whig, the same being one (1) or more area newspaper published in the District, as required by such Section.

SECTION 4. NOTICE: By this resolution and its publication **PUBLIC NOTICE** is given.

A. The Board on October 18, 2023, adopted this resolution expressing its intention to avail the provisions of Section 3-14.3 of the Public Community College Act as herein set forth.

B. A petition may be filed with the Secretary of the Board of Trustees, within thirty (30) days as provided in Section 3-14.3, that is, on or before November 20, 2023, signed by not less than 5,814 voters of the District, said number being equal to ten percent (10%) of the voters of the District, requesting that proposition to levy such additional taxes as authorized by Section 3-14.3, be submitted to the voters of the District. If the required petition is filed, said proposition will be submitted to the voters of the District at the next regularly scheduled election held on March 19, 2024, or other appropriate regularly scheduled election, then the District shall be authorized to levy such additional taxes for the purposes expressed in Section 3-14.3 for the year 2023.

SECTION 5. LEVY: If no requisite petition is filed with the Secretary of the Board of Trustees, the Board may, by appropriate proceedings to be hereafter taken, raise such additional taxes provided for the purposes expressed in Section 3-14.3 of the Act.

SECTION 6. CONFLICTS: All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this resolution be in full force and effect forthwith upon its adoption.

ADOPTION: This 18th day of October, 2023.

BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND THE STATE OF ILLINOIS (THE "DISTRICT").

By:
Robert Rhea
Chairman, Board of Trustees
By:
Paula Hawley
Secretary, Board of Trustees



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ph.D.
Executive Director

Illinois Community College Board

September 27, 2023

Dr. Bryan Renfro
President
John Wood Community College
1301 South 48th Street
Quincy, IL 62305

Dear Dr. Renfro,

At the meeting held on September 15, 2023, the Illinois Community College Board authorized your district's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 28.33 cents, and John Wood Community College can levy an additional 5.83 cents. The levy does not circumvent tax cap legislation.

If you have any questions, please contact Jennifer Franklin, Deputy Director for Finance and Administration, at (217)-785-0031 or at Jennifer.L.Franklin2@Illinois.gov.

Sincerely,

Brian Durham, Ed.D.
Executive Director

cc: Josh Welker, CFO



Date: **December 13, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Levying Taxes

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.

It is requested that the Board of Trustees adopt the attached Resolution Levying Taxes and the Certificate of Tax Levy.

I concur with the recommendation and request the Board of Trustees adopt the attached Resolution Levying Taxes and the Certificate of Tax Levy.

December 13, 2023 JWCC Board regular meeting

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Resolution Levying Taxes

WHEREAS, the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and State of Illinois, shall ascertain, as near as practicable, annually, how much money must be raised by taxes for the next ensuing year; and,

WHEREAS, such amounts shall be certified and returned to the County Clerks of the Counties in which a part of said Community College District lies.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees of this Community College District does ascertain that it shall require and does hereby levy on the equalized assessed value of the taxable property of this District for the year 2023.

- A. The sum of \$3,865,750 as a special tax for educational purposes;
- B. The sum of \$1,104,500 as a special tax for operations and maintenance of facilities purposes, including salaries of janitors, engineers, or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment and the cost of a professional survey of the conditions of school buildings;
- C. The sum of \$1,287,847 to be levied as additional tax for educational and operations and maintenance purposes (110 Illinois Compiled Statutes 805/3-14.3);
- D. The sum of \$1,130,000 as a special tax for tort immunity and liability purposes under the Local Governmental and Governmental Employees Tort Immunity Act (745 Illinois Compiled Statutes 10/9-107);
- E. The sum of \$65,000 as a special tax for auditing purposes (50 Illinois Compiled Statutes 310/9);
- F. The sum of \$20,000 as a special tax for workmen's compensation and occupational disease purposes (745 Illinois Compiled Statutes 10/9-107);

December 13, 2023 JWCC Board regular meeting

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- G. The sum of \$20,000 as a special tax for unemployment insurance purposes (745 Illinois Compiled Statutes 10/9-107);
- H. The sum of \$50,000 as a special tax for property and casualty insurance purposes (745 Illinois Compiled Statutes 10/9-107);
- I. The sum of \$165,000 as a special tax for Federal Medicare Insurance Program purposes (40 Illinois Compiled Statutes 5/21-110.1);
- J. The sum of \$125,000 to be levied as a special tax for health safety, environmental, protection, handicapped accessibility, energy conservation or other purposes allowed under Section 3-20.3.01 of the Illinois Public Community College Act (110 Illinois Compiled 805/3-20.3.01).

BE IT FURTHER RESOLVED that the County Clerks of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, be notified hereof by way of Certificate of Tax Levy to be executed ninefold by the Chairman and Secretary of this Board and filed with each of the County Clerks by the Secretary of the Community College on or before the last Tuesday in December, 2023, which certificate of tax levy shall incorporate these taxes and any other taxes which may be levied.

BE IT FURTHER RESOLVED that the respective County Clerks of said counties are hereby authorized and directed to extend such taxes, in addition to any other taxes levied by the Board of Trustees.

DATED: This 13th day of December, 2023.

APPROVED: _____

Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees

December 13, 2023 JWCC Board regular meeting

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Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning



Certificate of Tax Levy

We hereby certify that we require the sum of Three Million Eight Hundred Sixty-Five Thousand Seven Hundred Fifty (\$3,865,750) to be levied as a special tax for educational purposes, the sum of One Million One Hundred Four Thousand Five Hundred Dollars (\$1,104,500) to be levied as a special tax for operations and maintenance of facilities purposes, the sum of One Million Two Hundred Eighty-Seven Thousand Eight Hundred Forty-Seven Dollars (\$1,287,847) to be levied as an additional tax for educational and operations and maintenance purposes (110 Illinois Compiled Statutes 805/3-14.3), the sum of One Million One Hundred Thirty Thousand Dollars (\$1,130,000) to be levied as a special tax for tort immunity and liability purposes under the Local Governmental and Governmental Employees Tort Immunity Act (745 Illinois Compiled Statutes 10/9-107), the sum of Sixty-Five Thousand Dollars (\$65,000) to be levied as a special tax for auditing purposes (50 Illinois Compiled Statutes 310/9), the sum of Twenty Thousand Dollars (\$20,000) to be levied as a special tax for workmen's compensation and occupational disease purposes (745 Illinois Compiled Statutes 10/9-107), the sum of Twenty Thousand Dollars (\$20,000) to be levied as a special tax for unemployment insurance purposes (745 Illinois Compiled Statutes 10/9-107), the sum of Fifty Thousand Dollars (\$50,000) to be levied as a special tax for property and casualty insurance purposes (745 Illinois Compiled Statutes 10/9-107), the sum of One Hundred Sixty-Five Thousand Dollars (\$165,000) to be levied as a special tax for Federal Medicare Insurance Program purposes (40 Illinois Compiled Statutes 5/21-110.1), the sum of One Hundred Twenty-Five Thousand (\$125,000) to be levied as a special tax for health safety, environmental, protection, handicapped accessibility, energy conservation or other purposes allowed under Section 3-20.3.01 of the Illinois Public Community College Act (110 Illinois Compiled 805/3-20.3.01), on the equalized assessed value of the taxable property of our District, for the year 2023.

December 13, 2023 JWCC Board 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



DATED: This 13th day of December 2023.

BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND STATE OF ILLINOIS

Chairman, Board of Trustees

Secretary, Board of Trustees

December 13, 2023 JWCC Board regular meeting

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Date: **December 13, 2023** BOARD OF TRUSTEES MEETING
From: Dr. Bryan Renfro, President
Item: **Business**
RE: Illinois Community College Trustees Association Dues

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

Attached is 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.

December 13, 2023 Board regular meeting

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Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 * Springfield, Illinois 62701-1711
217-528-2858 (phone) * 217-528-8662 (fax)
ICCTA@communitycolleges.org (e-mail)
www.communitycolleges.org (web site)

Dues Renewal Notice

2nd Installment

John Wood Community College
Attn: Dr. Bryan Renfro
1301 South 48th Street
Quincy, IL 62305

		Invoice #	Date	Terms
		7909	11/28/2023	Due on receipt
Description			Amount	
FY24 Illinois Community College Trustees Association Dues (ICCTA) - 2nd Half			3,927.00	
<i>Thank you for your continuing support!</i>				
			Total	\$3,927.00

***Please make check payable to ICCTA and mail to address printed above.
If you would like to set up Electronic Deposit, please contact Stephanie at
sspann@communitycolleges.org.***



Date: **December 13, 2023**, BOARD OF TRUSTEES MEETING
From: Dr. Bryan Renfro, president
Item: **Business**
RE: Board Policy 417 – Transcript

Following this memo is a proposed board policy revision for Board Policy 417 - Transcripts. 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.

Title changes are also being presented for revision to align with the current organizational structure.

It is requested that the Board of Trustees authorize to approve revision of Board Policy 417.

December 13,, 2023, JWCC Board regular meeting

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Purpose

This policy is to establish guidelines for student transcripts.

Policy Statement

The College will maintain a permanent record for each student. This record will be known as the student's transcript. Such transcript shall be the official academic record of the student relative to his or her attendance at the College. The transcript shall be maintained by the Registrar.

The transcript of each student shall contain the following basic information and such other information as the Registrar shall deem necessary and appropriate:

1. The identification of the College;
2. The identification of the student, including his or her name, address, and identification number;
3. The student's academic standing;
4. Degree and Major;
5. Academic Honors;
6. The extent and quality of all work attempted at the College, including the terms actually attended; and,
7. A key or explanation of policies and terms reflected by the record, pertinent definitions, and academic requirements.

Students shall be entitled to an official copy of the transcript as provided by Board Policy and law.

Under the Student Debt Assistance Act (110 ILCS 66), the College will provide an official transcript of a current or former student regardless of an unpaid debt to the College. However, students will not be allowed to enroll at the College until all unpaid balances have been resolved.

Student requests include:

- (A) complete a job application;
- (B) transfer from one institution of higher education to another;
- (C) apply for State, federal, or institutional financial aid;
- (D) join the United States Armed Forces or Illinois National Guard; or
- (E) pursue other postsecondary opportunities;

~~Copies of the transcript will be provided to the student and third parties at the student's request as provided by Board Policy and law. Official copies of transcripts will not be provided, however, if the student has any unfulfilled financial obligations to the district. The only exception to this is if the student request is for current or prospective employment purposes.~~

The College has established fees to cover the cost of processing official transcripts which are published in the catalog.

Delegated Authorities

The President, in cooperation with the **Registrar** ~~Dean of Records, Registrar and Financial Aid~~, assumes the overall responsibility for the administration of all activities related to this policy. This authority expressly includes requests to change one's transcript due to a name change, sex identification change, or other reasons.

Exceptions

In the event that the student has an outstanding financial liability owed to the College, **the student will not be allowed to register for additional classes. Payment arrangements can be made for an unpaid balance by contacting the Business Office.**

~~an official copy of the student's academic record (transcript) will not be provided until the student's obligation is paid in full.~~

Reporting

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

Responsibilities

Registrar ~~The Dean of Records, Registrar and Financial Aid~~ shall perform the responsibilities assigned to this policy and the relevant portions of the Illinois Public Community College Act.

OFFICE OF PRIMARY RESPONSIBILITY: REGISTRAR ~~Dean of Records, Registrar, and Financial Aid~~

BP ADOPTED: OCTOBER 26, 2022

ADMINISTRATIVE PROCEDURE: 417.1



Date: **December 13, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Board Policy 414 – Financial Responsibility

Following this memo is a proposed Board Policy revision regarding Board Policy 414 - Financial Responsibility. The policy has been revised to be in compliance with the Student Debt Assistance Act (110 ILCS 66) and permits the release of transcripts for students with current unpaid debt to the College.

It is requested that the Board of Trustees authorize a revision to Board Policy 414-Financial Responsibility.

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

December 13, 2023 JWCC Board regular meeting

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Financial Responsibility | POLICY 414

Purpose

This policy establishes the financial responsibility of the student.

Policy Statement

Students, eighteen or older, are personally responsible for all financial commitments to the College.

~~Under the Student Debt Assistance Act (110 ILCS 66), the College will provide both an official and/or unofficial transcript of a current or former student regardless of an unpaid debt to the College. However, students will not be allowed to enroll at the College until all unpaid balances have been resolved. However,~~ in order to assure that students fulfill all financial obligations to the College, ~~the official grades and transcripts of all students having unfulfilled financial obligations to the College shall not be released nor will those students be~~ **students are will not be** permitted to register for additional classes ~~or receive diplomas or certificates~~ until such obligations are satisfied or appropriate arrangements are made with the Dean of Business Services in conjunction with the **Business Office and** Registrar.

The Dean of Business Services/ Institutional Effectiveness, in consultation with the President, shall prescribe routine collection methods for the district and select collection agencies to be utilized to assist in collection of payment from unpaid accounts.

Delegated Authorities

The President, in cooperation with the Dean of Business Services/Institutional Effectiveness, assumes the overall responsibility for the administration of all activities related to this policy.

Exceptions

Any disputes to financial obligations must be filed with the Dean of Business Services/Institutional Effectiveness and the Registrar promptly. Withholding of diplomas, certificates, or transcripts is not permitted if contrary to applicable bankruptcy or other law.

Students under the age of 18 cannot assume financial obligations. Thus, the parent/guardian who authorizes registration will be held financially responsible for his/her student.

Reporting

Financial Responsibility | **POLICY 414**

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

Responsibilities

The Dean of Business Services/Institutional Effectiveness shall perform the responsibilities assigned by this policy.

OFFICE OF PRIMARY RESPONSIBILITY: Dean of Business Services/Institutional Effectiveness

BP ADOPTED: OCTOBER 26, 2022

ADMINISTRATIVE PROCEDURE: 414.1



12.15.2023 BOARD OF TRUSTEES MEETING

CALENDAR

December 11, 2023	Foundation Christmas event The Revelry @ 5:30 p.m.
December 11, 2023	Board Christmas dinner Tiramisu @ 7:00 p.m.
December 13, 2023 @ 6:00 p.m.	Board of Trustees meeting
January	No Board Meeting
February 21, 2024 @ 6:00 p.m.	Board of Trustees meeting
March 20, 2024 @ 6:00 p.m.	Board of Trustees meeting
April 17, 2024 @ 6:00 p.m.	Board of Trustees meeting
May 15, 2024 @ 6:00 p.m.	Board of Trustees meeting
June 19, 2024 @ 6:00 p.m.	Board of Trustees meeting
July 17, 2024 @ 6:00 p.m.	Board of Trustees meeting
August 21, 2024 @ 6:00 p.m.	Board of Trustees meeting
September 18, 202 @ 6:00 p.m.	Board of Trustees meeting
October 16, 2024 @ 6:00 p.m.	Board of Trustees meeting
November 13, 2024 @ 6:00 p.m.	Board of Trustees meeting
December 18, 2024 @ 6:00 p.m.	Board of Trustees meeting

12.13.2023 Board of Trustees Regular Meeting

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Date: **12.13.2023** BOARD OF TRUSTEES MEETING
From: Dana Keppner, Director of Human Resources
RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Phillips, Stephanie-Instructor, Business

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at Master's + 15, Step 12, effective January 12, 2024, at an annual salary of \$54,370.

Zimmerman, Ryann -Coordinator, High School Admissions

Request authorization to hire into full-time, exempt, benefits-eligible position effective January 2, 2024, at an annual salary of \$35,000.

New Hires--Associate Faculty

Hiland, Nicholas – Instructor, Law Enforcement

Request authorization to hire into part-time position effective January 16, 2024, at \$668 per credit hour.

New Position

Custodial Maintenance Technician

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

Marketing and Communication Specialist

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

Vacancies

Coordinator, Audio/Visual Services

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

Director, Ag Sciences Complex

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

Director, Learning Resources Center

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

December 13, 2023 JWCC Board regular meeting

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Sergeant, Campus Police

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

Edwards, Janice	Learning Coach, College For Life	Instruction	\$20.00
Fierge, Misty	Grant Navigator, Allied Health & EMS	Instruction	\$20.00
Radkins, Gavin	Assistant, Technical	IT	\$15.00

Retirements/Resignations-Accepted by President

Brown, Garris – Coordinator, Audio/Visual Services– resignation effective February 2, 2024

Lieber, Barb – Director, Learning Resources Center– retirement effective January 31, 2024

Steinbrecher, Margaret-Administrator, Database - retirement effective April 30, 2024

Tedrow, Samuel –Sergeant, Campus Police– retirement effective January 31, 2024

Tenhouse, Michael – Director, Ag Sciences Complex– retirement effective July 1, 2024

I concur with the Personnel recommendations.



December 13, 2023 JWCC Board regular meeting

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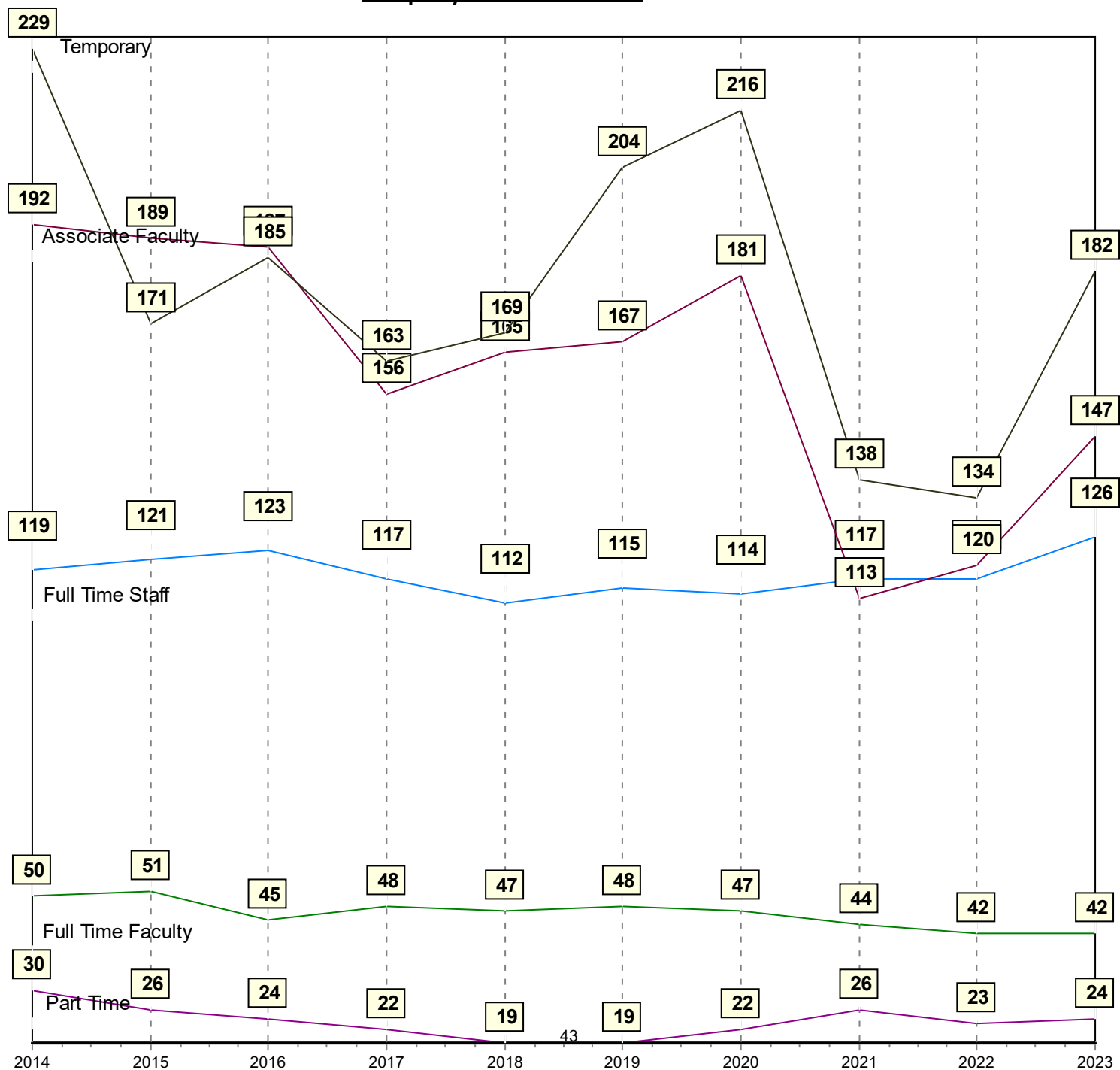
Vision: JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

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John Wood Community College, District No. 539

As Of 11/1/2023

Employment Trends



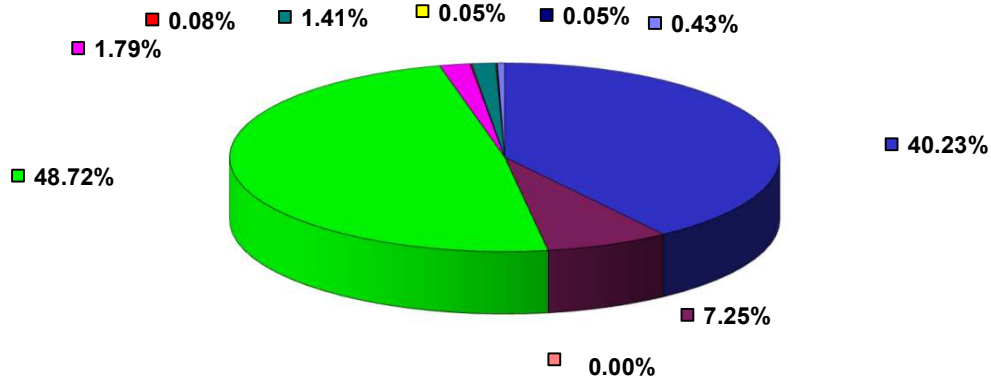
John Wood Community College

Financial Reports

Board of Trustees Meeting

December 13, 2023

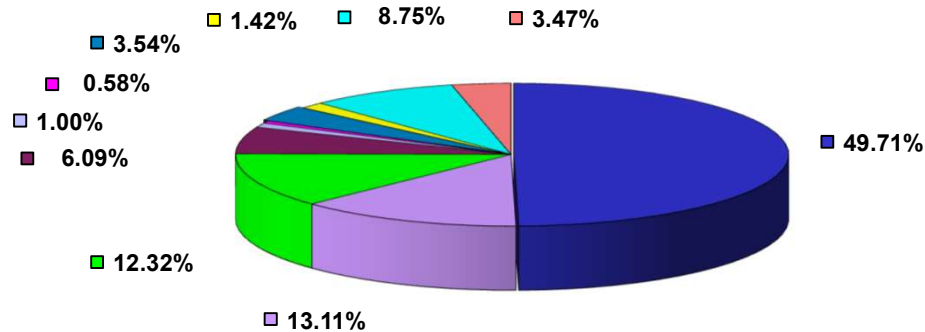
**FY24 Operating Fund Revenues YTD as of November 30, 2023
Unaudited**



Operating Fund Revenues: \$14,690,300

40.23%	Local Government Sources	\$5,909,385
7.25%	State Government Sources	\$1,065,025
0.00%	Federal Government Sources	\$0
48.72%	Student Tuition and Fees	\$7,156,394
1.79%	Sales and Service Fees	\$263,192
0.08%	Facilities Revenue	\$12,305
1.41%	Investment Revenue	\$206,712
0.05%	Gifts and Grants Revenue	\$7,890
0.05%	Other Revenues	\$6,927
0.43%	Transfers from Other Funds	\$62,471

**FY24 Operating Fund Expenditures YTD as of November 30, 2023
Unaudited**



Operating Fund Expenditures: \$7,039,133

49.71%	Salaries	\$3,499,480
13.11%	Employee Benefits	\$923,127
12.32%	Contractual Services	\$867,238
6.09%	Materials and Supplies	\$428,925
1.00%	Conference and Meeting	\$70,295
0.58%	Fixed Charges	\$41,158
3.54%	Utilities	\$249,405
1.42%	Capital Outlay	\$99,707
8.75%	Other Expenditures	\$615,797
3.47%	Transfer to/from Other Funds	\$244,000

Balance Sheet - All Funds
As of November 30, 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	\$9,998,616	\$9,370,671	(\$1,121,054)	\$1,785,020	\$2,915,874	\$349,512	\$2,854,193
Investments	\$2,471,682	\$1,603,778	\$0	\$0	\$1,984,126	\$0	\$0
Receivables	\$2,946,101	\$0	\$233,390	\$0	\$0	\$0	\$19,045
Accrued Revenue	\$4,190	\$4,541	\$1,294,054	\$520	\$820	\$0	\$1,318
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	\$11,264	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$136,814	\$0	\$0	\$9,105	\$0	\$0	\$0
TOTAL ASSETS	\$15,707,050	\$10,990,254	\$406,391	\$1,794,645	\$4,900,820	\$349,512	\$3,150,384
<u>LIABILITIES</u>							
Payroll Deduction Liabilities	\$56,073	\$0	\$0	\$12,711	\$0	\$0	\$0
Accounts Payable	(\$1,331)	\$0	(\$10,589)	\$0	\$0	\$0	\$222,181
Accrued Expense	\$719,396	\$0	\$39,205	\$22,938	\$0	\$0	\$6,341
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$282
Other Liabilities	\$65	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	(\$5,490)	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$772,431	\$0	\$33,575	\$35,649	\$0	\$0	\$228,804
FUND BALANCE 7/01/2023	\$7,283,452	\$12,121,757	\$124,744	\$948,070	\$4,818,807	\$389,627	\$2,731,724
Revenue Over (Under) Expense	\$7,651,167	(\$1,131,503)	\$248,071	\$810,926	\$82,012	(\$40,115)	\$189,856
FUND BALANCE 11/30/2023	\$14,934,620	\$10,990,254	\$372,816	\$1,758,995	\$4,900,820	\$349,512	\$2,921,580
TOTAL LIABILITIES AND FUND BALANCE	\$15,707,050	\$10,990,254	\$406,391	\$1,794,645	\$4,900,820	\$349,512	\$3,150,384

**JWCC Investment Report
FY 2024**

UNAUDITED REPORT

Total Cash and Investments

JWCC Checking	4,011,108.59
JWCC MMA/Cash	24,065.98
Illinois Funds	17,691,485.98
Raymond James Financial Services	4,448,135.49
Money Market	5,916.88
JWCC CDs & Treasuries	6,059,586.12

Total Cash and Investments

**Value as of
November 30, 2023**

32,240,299.04

<u>Held by JWCC</u>	<u>Interest Rate</u>	<u>Maturity Date</u>		<u>Fund</u>
Checking Accounts	2.00%		4,011,108.59	all funds
Raymond James Financial Services	4.54%		4,448,135.49	all funds
IL FUND Money Market	5.519%		17,691,485.98	all funds
Heartland Bank & Trust Company	0.15%		24,065.98	split 07 & 32
Money Market -FBT	2.00%		5,916.88	all funds
	<u>Yield Rate</u>			
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%	3/31/2024	243,395.86	32
Commerce Bank - Treasury	2.77%	6/15/2024	254,989.45	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	241,860.94	07
Commerce Bank - Treasury	2.131%	3/15/2025	96,936.33	07
First Bankers Trust CD	4.86%	4/17/2025	255,392.61	32
Commerce Bank - Treasury	2.97%	6/30/2025	252,241.72	07
Commerce Bank - Treasury	2.97%	6/30/2025	100,524.38	07
Commerce Bank - Treasury	3.60%	9/15/2025	244,687.50	07
Commerce Bank - Treasury	3.60%	9/15/2025	97,875.00	07
Bank of Springfield	5.12%	10/9/2025	250,000.00	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
Bank of Springfield	4.91%	10/9/2026	250,000.00	32
Bank of Springfield	4.91%	10/9/2026	100,000.00	32
Commerce Bank - Treasury	3.70%	5/15/2027	2,471,682.33	01
Total Cash and Investments			<u><u>32,240,299.04</u></u>	

John Wood Community College

Expenditures for Payment

Accounts Payable.	<i>.Presented to Finance Committee</i>
Payroll.	<i>.Presented to.Finance Committee</i>
Petty Cash.	<i>.Presented.to Finance Committee</i>
Purchase Cards.	<i>.Presented.to Finance Committee</i>

Ratification of Expenditures

The foregoing summary of obligations have been processed for payment. The College Administration certifies that these obligations, have been incurred in accordance with Board Policy, and where required, quotes and or bids were obtained. The Finance Committee of the Board has reviewed the payments and reported their findings to the Board of Trustees at the regular meeting.

Ratified this 13th day of December.

Chair

Secretary

Board of Trustees of Community College
District No. 539, Counties of Adams,
Pike, Hancock, Calhoun, Schuyler,
Brown, Morgan, Scott, and Cass,
and the State of Illinois.

Board of Trustees Meeting