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| Date: **02.21.24** 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 **02.21.24** 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.  ***Mr. Sprague and Mr. Fischer participated via phone. Vote recorded as advisory.***    2. **Roll Call**  Ms. Benz called roll:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory |  |  | x |  | | Ms. Greger |  |  | x |  | | Mr. Hess |  |  | x |  | | Mr. Sprague |  |  | X via phone |  | | Ms. Hawley |  |  | x |  | | Dr. Greenwell |  |  | x |  | | Mr. Fischer |  |  | x via phone |  | | Mr. Rhea |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Mr. Josh Welker, Ms. Kelly Larson, Mr. Matt Carey, Ms. Kenley Kurfman, Ms. Renea Kurfman, Mr. Dan Stupavsky, Ms. Brittany McKeown, Ms. Kelly Herzog, Ms. Ryann Zimmerman, Ms. Tracy Orne, and Mr. Mike Sorensen.  3. **Pledge of Allegiance; Mission Statement** – The Pledge of Allegiance was said with Ms. Gregory sharing the Mission Statement.  4. **Introductions**   * Ryann Zimmerman, Coordinator, High School Admissions, Student Services employee was introduced.   5. **Special** **Report –** Brittany McKeown and Kelly Herzog presented information on JWCC dual credit SMART START offerings which allows students to earn college credits while in high school. Concurrent Enrollment is any college course taken by a student currently enrolled in high school. Data on course offerings by high schools was shared. A graph showing a 5-year total student count was included. As of Spring 2024 the total number of students participating is 435 which equates to  2,232 credit hours. Scholarship opportunities are available for students. The benefit of Dual Credit allows for cost savings, simultaneous credit, and education advantage.  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.***  No report.  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Thursday, February 15, 2024, in room C252 at 1:30. Attendees were Mr. Andy Sprague, Ms. Paul Hawley, and Mr. Bob Rhea (via Zoom) Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker present.  The committee reviewed the February Board agenda items. Discussion was held on Juneteenth in accordance with the Academic calendar, an update on the East TIF district, spring enrollment numbers, follow up from the Foundation Strategic Planning session, the opening of a University Transfer Center in the library, an opportunity on offering educational classes at correctional institution, and establishing a Spring retreat date.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, February 14, 2024, at 10.30 a.m. at John Wood Community College. Attendees were Dr. Randy Greenwell, trustee for Larry Fischer; Dr. Shelley Barkley, Vice President of Academic & Student Affairs, Dr. Bryan Renfro, President, and Ms. Kristina Johnson note taker. Ms. Angela Greger, trustee, was absent.  Administration discussed proposed new certificates within the Hospitality Program, reviewed a curriculum recommendation for new Manufacturing courses, collaborating with GREDF in forming a FAME chapter, discussed a proposed certificate change for Conservation Management, and an Ag communications course being developed.  Following discussion from November a revised name changes for the Office Technology degree and certificate was proposed. Both the certificate and degree will be named “Medical Administrative Assistant”.  Also discussed were changes to ACC 100.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Wednesday, February 14, 2024, 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.  The committee discussed Dual Credit Tuition Discount Rate, and the Robotic Trainer bid.  8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – Students enjoyed the winter break.  Ms. Gregory shared her appreciation for being able to participate in the recent dean search as a committee member.  New student orientation was held January 9-11, with two FASFA information sessions held on January 23.  SGA sophomores are recruiting JWCC freshman students to participant in the JWCC Woodpile group who attend athletic events.  Homecoming events are scheduled. Homecoming runs February 27 - March 1. Mr. John Wood is scheduled for Friday, March 1 of which Ms. Hawley has volunteered to be a judge.  Two instructors, Matt Carey and Beth Reinhardt participated in dodge ball with the students which was greatly appreciated.  8.6 **Administration Report** – ***Dr. Renfro -*** Dr. Renfro shared additional documentation on dual credit and how that relates to student success. Strides are being taken to reduce the gaps between lower and versus higher income students.  FAME chapter has held two official meetings in January and February. Five leading manufacturers in in the area have join the chapter. Opportunities to recruit for training, education and then employment into the workforce are becoming a reality. The opportunity is to train three days a week and go to class two days a week.  JWCC 50h Anniversary is this year. A social is planned at Point D’Vine on April 19. An invitation has been sent to the trustees. Additional information is available on the Foundation website. Dr. Renfro acknowledge the work of Jim and Martha Rapp on the 50th anniversary book.  The final Workforce Development Center walk-through with Maas construction was completed. Some very minor items were discussed.  Our University Transfer Center is scheduled to have a grand opening on February 19 at 11:00. A list of all university schools who will be on campus are scheduled with their date/time.  Polar Plunge to raise funds for Special Olympics will take place on Sunday March 25. Dr. Renfro is one of the volunteers taking the plunge.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 12.13.23 Board regular meeting minutes  9.2 Request approval of bills for payment for December and January **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for December and January **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for December and January **Finance &** **Audit** **Committee**  9.5 Request approval of a curriculum items presented  **MOTION:**  *Request approval of the consent agenda items*  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 (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | 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 Noncredit Workforce Training Initiative grant RE: Amount $100,000*  Moved by: Ms. Greger  Seconded by: Ms. Hawley  **Discussion:**  The purpose of this grant funding is toincrease responsiveness to employer needs and workforce shortages through building capacity and strengthening the impact of noncredit workforce training at community colleges. The noncredit course offerings will be at no cost to the students and will create a pathway into credit programs without duplicating courses or competencies.  10.2 *Request authorization to submit a grant application to ICCB for Access and Equity Dual Credit Project grant RE: Amount: $101,300*  **Discussion:**  The purpose of this grant is to assist and support colleges in the delivery of dual credit at high schools with significant populations of underserved students. This initiative will identify and support high school faculty with proper credentials to teach general education core courses. The primary goal is to expand dual credit offerings in English, Communications, Biology and Math by Fall 2025. Primary goal is to increase the number of eligible high school teachers participating in dual credit programs.  10.3 *Request authorization to submit a grant application to ICCB for FY24/FY25 CTW Virtual Reality in Manufacturing grant RE: Amount: 75,036*  **Discussion:**  The purpose of this grant is to obtain interactive virtual reality technology for student recruitment and instruction. The funding will be used to upgrade manufacturing VR hardware and software.  10.4 *Request* ***acceptance*** *of a grant funds from the Department of Energy through ICCB for Illinois Advancing Clean Energy project totaling $595,000 RE:* YR1 $216,00; YR2 - $224,198; YR3 $154,202  **Discussion:**  This federal grant was awarded to the Illinois Consortium consisting of JWCC, Lincoln Land Community College, Southwestern Illinois College, and City Colleges of Chicago to expand career pathways in the clean energy sector to promote the growth and efficiency of small-to-medium-sized manufacturers (SMMs). To achieve project outcomes, this project will (1) Develop and deliver curricula focusing on high-quality skilled trades jobs in clean and renewable energy, (2) increase the number of diverse and qualified candidates for employment in the clean energy job sector, specifically partnering with SMMs, (3) Provide work-based learning opportunities, (4) be a local source for clean energy resources including energy assessments to SMMs to aid in energy usage reduction.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | X (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11. **Business**  11.1 **MOTION**: *Request approval of tenure for full-time faculty member Ms. April Darringer, Education Instructor, Mr. Michael Wells, Computer Science Instructor, effective at the beginning of the 2024-2025 academic year*  Moved by: Dr. Greenwell  Seconded by: Ms. Greger  **Discussion:** The two tenure candidates have submitted a written request for review in a timely manner and have provided the appropriate materials in conjunction with their request. Ms. April Darringer and Mr. Michael Wells have been recommended by their respective deans and tenure review chair/committee who have reviewed classroom observation summaries and student evaluations.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | z |  |  |  | | Mr. Sprague | X (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.2 **MOTION**: *Request approval of tenure for full-time faculty member, Ms. Sue Bride, Health Sciences Instructor at the beginning of the 2024-2025 academic year.*  Moved by: Dr. Greenwell  Seconded by: Ms. Greger  **Discussion:** The tenure candidate submitted a written request for tenure review in a timely manner and has provided the appropriate materials in conjunction with her request. A timing issue from the dean and tenure review chair/committee material were not received by the deadline of the Board packet mailing and therefore was presented in a separate motion. All materials have been received and Ms. Bride is recommended for tenure.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | z |  |  |  | | Mr. Sprague | x (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.3 **MOTION**: *Request approval to name the commons area in the JWCC Workforce Development Center in recognition of a $50,000 contribution from the Rotary Club of Quincy and approval to name the Computer Aided Design Classroom in recognition of the $25,000 contribution from Gardner-Denver*  Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** Gardner Denver and the Rotary Club of Quincy have significantly contributed to the JWCC Foundation’s Vision for Tomorrow’s Workforce Campaign to support the JWCC Workforce Development Center Expansion Project.  In accordance with Board Policy 715—Naming of Board Property - and to acknowledge Gardner Denver’s and Rotary’s substantial contributions and commitments to career and technical education, it was recommended the Computer-Aided Design Classroom be named in recognition of Gardner Denver’s $25,000 contribution and the commons area be named in recognition of the Rotary Club of Quincy for the club’s $50,000 contribution in the JWCC Workforce Development Center.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x(via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.4 **MOTION**: *Request approval of two Dual Credit Discount Tuition Rates for fall 2024 term RE: First rate for a High School Instructor, when taught at the high school at $29 per credit hour and the second rate for a JWCC Instructor, when taught at the high school at $79 per credit hour*  Moved by: Mr. Hess  Seconded by: Dr. Greenwell  **Discussion:** Based on ICCB System Rules and Illinois Statute 110 ILCS 805/6-4, the College may establish variable tuition rates and student fees for courses based on identifiable groupings, such as dual credit course offerings. One rate would be for dual credit courses taught in person at a high school location where the instructor is a high school employee. The second rate would be for dual credit courses taught in person at a high school where the instructor is a JWCC employee. These rates would be effective for the fall 2024 term.  The College has an existing tuition discount rate for all high school students that will remain in place.  Dual Credit Tuition Discount Rate (HS instructor taught at high school location): $29 per credit hour.  Dual Credit Tuition Discount Rate (JWCC instructor taught at high school location): $79 per credit hour.  Dual Enrollment Tuition Discount Rate (all current high school students, online or at JWCC location): $106.50 per credit hour. **\***  \*The current rate for all dual credit students, regardless of teacher or delivery location   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | X (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.5 **MOTION**: *Request authorization to accept a bid and award to Williams Crow, Inc. DBS Aidex Corporation the Robotic Trainer bid in the amount of $34,350.00*  Moved by: Ms. Hawley  Seconded by: Ms. Gregor  **Discussion:** JWCC solicited bids from qualified vendors to provide a Fanuc ER-41A educational package robotic trainer to be used in the mobile trailer that will be providing on-site training for companies and schools. The purchase will be bought with the SCCT #2 (ATOMAT) grant. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.  **Vendor Total Cost**  Williams Crow, Inc. DBS Aidex Corporation $34,350.00  58 E. South St.  PO Box 388  Rossville, IN 46065   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   12. **Discussion Item**  12.1 **Calendar of Events -** The March 20, 2024, Board of Trustees meeting was noted to be held at the Southeast Education Center in Pittsfield.  Board Retreat - The spring Board retreat was set for May 1, from 8:00-2:00. Location TBD.  13. **Notices and Communications**  14. **Personnel Items**  14.1 **MOTION:** *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.*  Moved by: Mr. Hess  Seconded by: Ms. Greger  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x (via phone) |  |  |  | | 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.  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 (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   17. **Resume Open Session**  Moved by: Ms. Greger  Seconded by: Dr. Greenwell  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | X (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   18. **Adjournment**    18.1 **MOTION:** *Adjourn the February 21, 2024, Board of Trustees regular meeting.*    Moved by: Dr. Greenwell  Seconded by: Ms. Greger     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | X (via phone) |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x (via phone) |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote | x |  |  |  |   19. **Approval:**  Approved the **20st** **day of March 2024**, at a meeting of the Board of Trustees of Community College District No. 539, meeting *at the Southeast Education Center, 39637 260th Ave, Pittsfield Il 62363* at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.  **CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |