



**Board of Trustees of John Wood Community College  
Counties of Adams, Pike, Hancock, Calhoun,  
Schuyler, Brown, Morgan, Scott, Cass  
and State of Illinois**

**PHONE CONFERENCE:**

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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](mailto:lbenz@jwcc.edu) and arrangements will be made to allow public comment through teleconferencing.*

Date: **02.21.24 BOARD OF TRUSTEES REGULAR MEETING**

Location: Board Room Student Administrative Center, 1301 South Street, Quincy IL 62305

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

**AGENDA**

**Page**

- 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**
  - 4.1** Ryann Zimmerman, Coordinator, High School Admissions
- 5. Special Report**
  - 5.1** Brittney McKeown, Kelly Herzog - Dual Credit presentation
- 6. Consideration of Items from the Floor**
- 7. Public and/or Employee Comment**

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February 21, 2024, 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

**8. President and Committee Reports**

- |     |   |              |
|-----|---|--------------|
| 8.1 | <b>ICCTA/West Central Region Report</b> – <i>Mr. Andy Sprague, Ms. Paula Hawley</i>               | Table Folder |
| 8.2 | <b>Board Executive Committee Report</b> – <i>Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley</i> | Table Folder |
| 8.3 | <b>Board Curriculum Committee Report</b> – <i>Mr. Larry Fischer, Ms. Angela Greger</i>            | Table Folder |
| 8.4 | <b>Board Finance and Audit Committee Report</b> – <i>Mr. Don Hess, Dr. Randy Greenwell</i>        | Table Folder |
| 8.5 | <b>Student Trustee Report</b> – <i>Ms. Kaydence Gregory</i>                                       |              |
| 8.6 | <b>Administration Report</b> – <i>Dr. Bryan Renfro</i>  |              |

**9. Consent Agenda  
Consent business Items**

- |     |  |       |
|-----|--|-------|
| 9.1 | Request approval of 12.13. 23 regular Board meeting minutes  | 1-11  |
| 9.2 | Request approval of bills for December and January payment <b>Finance and Audit Committee</b>                          |       |
| 9.3 | Request approval of monthly financial statements for December and January <b>Finance and Audit Committee</b>           |       |
| 9.4 | Request approval of trustee & employee travel expenditures for December and January <b>Finance and Audit Committee</b> |       |
| 9.5 | Request approval of curriculum items presented   | 12-14 |

**10. Grant items**

- |      |  |       |
|------|--|-------|
| 10.1 | Request authorization to submit a grant application to ICCB for FY24 Noncredit Workforce Training Initiative grant RE: Amount \$100,000  | 15    |
| 10.2 | Request authorization to submit a grant application to ICCB for Access and Equity Dual Credit Project grant RE: Amount: \$101,300  | 16    |
| 10.3 | Request authorization to submit a grant application to ICCB for FY24/FY25 CTE Virtual Reality in Manufacturing grant RE: Amount: \$75,036  | 17    |
| 10.4 | Request acceptance of grant funds from the Department of Energy through ICCB for Illinois Advancing Clean Energy project totaling \$595,000 RE: Amount: YR1 \$216,00; YR2 - \$224,198; YR3 \$154,202 | 18-19 |

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Office of the President

<b>11. Business</b>	
11.1 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	20
11.2 Request approval of tenure for full-time faculty member, Ms. Sue Bride, Health Sciences Instructor at the beginning of the 2024-2025 academic year	21
11.3 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	22
11.4 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	23
11.5 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	24
<b>12. Discussion Items</b>	
12.1 Calendar of Events	25
<b>13. Notices and Communications</b>	
<b>14. Personnel Items</b>	
14.1 Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.	26-28
<b>15. Other Items</b>	
<b>16. Closed Session</b>	
16.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.	29
<b>17. Resume Open Session</b>	
<b>18. Open Session Matters</b>	
Approve any matter discussed in closed session as necessary and limited to those matters authorized for discussion in closed session by motion of the Boards specifically including but not limited to, the hiring, including non-contractual,	

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February 21, 2024, Board of Trustees Meeting

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Office of the President

contract approval, and contract amendment, release, discharge, discipline, transfer, resignation, and retirement of staff

**19. Adjournment**

*"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."*

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February 21, 2024, Board of Trustees Meeting

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Office of the President

Date: **12.13.23** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

Location: Board Room, Student Administrative Center, 1301 S. 48th Street Quincy Illinois 62305

**1. Call to Order/Appointment of Assistant Secretary**

The **12.13.23** Board of Trustees meeting was called to order in the Board Room, Student Administrative Center, at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. 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 via phone	
Mr. Rhea			X	
Voice Vote				

**Attendees:** Dr. Bryan Renfro, Ms. Leah Benz, Mr. David Penn, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Kelly Larson, Chris Kaelke, Mr. Curtis Kelty, Mr. Brad Hoyt, Ms. Kelsey Deters, Mr. Dillion Burbridge, and Ms. Tracy Orne. (Mr. Fischer's vote is advisory)

**3. Pledge of Allegiance; Mission Statement** – Mr. Hess led the Pledge of Allegiance with Ms. Gregory leading the Mission Statement.

**4. Introductions**

- Dillion Burbridge, Help Desk Technician
- Kelsey Deters, Coordinator, Adult Admissions

**5. Special Report** – A report was presented by JWCC campus police chief on the security of the campus. The security department mission is to promote a safe and secure environment for students, staff, faculty, and visitors to campus. The department priorities focus on a crisis response, a campus emergency operations plan, and obtaining body cameras that will be a requirement of the law in the near future. Scenarios discussed under the crisis response included active shooter, fire, and tornado disasters.

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

12.13.23 Board of Trustees meeting

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

8.1 **ICCTA/West Central Region Report – Mr. Andy Sprague, ICCTA representative, Mr. Andrew Sprague, Ms. Paul Hawley.** Mr. Sprague noted the ICCTA reports which are sent to all trustees on information from throughout the state and other community colleges.

8.2 **Board Executive Committee Report – Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley**  
The Executive Committee met on Thursday, December 7, 2023, in room C252 at 1:30. Attendees were Mr. Andy Sprague, and Ms. Paul Hawley, and Mr. Bob Rhea (via Zoom) Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker.

December Board agenda items were reviewed and discussed. Items included adoption of a resolution and certificate levying additional taxes, adoption of a resolution and certificate of the tax levy, authorization to pay ICCTA 2<sup>nd</sup> half dues, authorization to take the lowest bid for parking lot lights for the main campus, authorization to revise two Board policies – 417-Transcripts and 414 - Financial Responsibility.

Discussion was held on the roundabout development at 48<sup>th</sup> and State, and naming opportunities at the Workforce Development Center from community organizations of Gardner Denver and Quincy Rotary Foundation.

The committee heard JWCC ASPEN application will be submitted December 12.

FAME will hold a press release in January. JWCC is proposing five courses in their Manufacturing Program related to FAME.

The committee was asked to save the date of April 19 for the 50<sup>th</sup> anniversary celebration. The book narrative is completed with pictures being integrated into the document.

8.3 **Board Curriculum Committee Report - Mr. Larry Fischer, Ms. Angela Greger.** The Curriculum Committee met on Wednesday, December 6, 2023, at 11:00 at John Wood Community College. Attendees were Mr. Larry Fischer, trustee; Dr. Shelley Barkley, Vice President of Academic & Student Affairs, Dr. Bryan Renfro, President, and Ms. Leah Benz note taker. Ms. Angela Greger, trustee, was absent.

Administration discussed the proposed new certificate in Animal Science in collaboration with the Advisory Council's recommendation. It is designed to provide students with veterinary and animal care techniques with best practices and technologies needed to be successful in both large and small farm and non-farm animals. The certificate will ladder into a variety of degrees with existing courses.



## Office of the President

A second curriculum recommendation presented to the committee was new courses in Manufacturing. Administration is working with GREDF to form a FAME chapter of which five courses are required (1 per semester). Those five courses are:

- MFG 121 - Advanced Manufacturing Safety Culture
- MFG 122 - Advance Manufacturing 5S Principles
- MFG 123 - Total Management Production
- MFG 126 - Problem Solving in Adv Mfg
- MFG 127 - Machine Reliability in Adv Mfg

Further discussion was held on the FAME chapter. A recruiting campaign for FAME is anticipated to launch in January at a press conference. The projected goal is eighteen (18) applicants.

A follow-up was provided on the Office Technology curriculum item from the November curriculum meeting. Further meetings were held between faculty and the leaders within this field. A revised proposal will be presented upon completion with naming of degree and certificate program. It was taken back to the advisory committee and will come back.

Mr. Fischer inquired on the progress of Customer Service/Soft Skills offerings. This continues to be explored and discussed. It is anticipated this item will be move forward in January.

Discussion on hospitality progression was held.

**8.4 Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess –** The Finance and Audit Committee met on Monday, December 11 ,2023, at 2:00 p.m., at John Wood Community College. Present were Dr. Bryan Renfro; president, Josh Welker; dean of Business Services & Institutional Effectiveness, Nora Klingele; Director of Fiscal Services. Present: Dr. Randy Greenwell, trustee, and Mr. Don Hess, trustee.

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

Tax levy, board policy 414 – Transcripts and parking lot lighting replacement were items discussed from the agenda.

**8.5 Student Trustee Report – Ms. Kaydence Gregory –** Winter Wonderland was held on Wednesday, December 6 in the auditorium. The student organization raised \$150.00 dollars.

Various events were scheduled during finals week to destress students.

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### 12.13.23 Board of Trustees meeting

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SGA is planning spring semester events which include Mr. John Wood, homecoming, and the wood pile for basketball games.

**8.6 Administration Report – Dr. Renfro** –Dr. Renfro expressed his thanks to all staff and faculty for their support as he completes his first year at JWCC. He expressed to all a very happy holiday season. He acknowledged his leadership team for trusting him and each other as together they navigated all the challenges and successes from the past year.

ASPEN application was submitted on December 12. It now in the ownership of the ASPEN review team.

Caring Campus continues to move forward. Two individuals on campus have been designated to lead this initiative. They are Tracy Orne and Josh Brueck.

FAME held on January 11 their first board meeting. Election of officers were held. They began to work on recruitment, collaboration on partnerships, and plans for the press conference.

We received notification from ICCB of the FY24 Adult Ed Bridge & ICAPS program grant. The purpose of this funding is to develop and implement a Bridge and Transition program offered to students in the Adult Education program, in partnership with Bella Ease Inc. The grant will allow the JWCC Adult Education program to expand the Bridge and ICAPS offerings to include a CNA and Truck Driver Training ICAPS, leading to an increased number of students transitioning to job training and/or post-secondary education. Expanded programs will be provided in a newly outfitted education and training classroom located at Bella Ease Inc on 707 Broadway St.

### 9. **Consent Agenda** **Consent business**

- 9.1 Request approval of 11.15.23 Board regular meeting minutes
- 9.2 Request approval of bills for payment for November **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for November **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for November **Finance & Audit Committee**
- 9.5 Request approval of a new certificate in Animal Science and new courses in manufacturing

**MOTION:** *Request approval of the consent agenda items*

Moved by: Mr. Sprague  
Seconded by: Dr. Greenwell

### **Discussion:**

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12.13.23 Board of Trustees meeting

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Office of the President

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

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

**10.1** *Request authorization to submit a grant application to ICCB for the Perkins Leadership Grant Requested Amount \$98,936*

Moved by: Dr. Greenwell

Seconded by: Mr. Hess

**Discussion:** The purpose of this grant is to support the improvement and innovation of Career and Technical Education. Students will be set up for success by having them complete CTE coursework utilizing equipment and technology like what they will use in the workforce. JWCC will modernize training equipment by purchasing a mixed reality technology that provides interactive learning experiences in advanced manufacturing programs. The tech is called Z-Space and will require the purchasing of 15 learning stations, including hardware and software.

**10.2** *Request authorization to accept grant funds from ICCB for FY24 Adult Ed Bridge and ICAP's program.*

**Discussion:** The purpose of this funding is to develop and implement a Bridge and Transition program offered to students in the Adult Education program, in partnership with Bella Ease Inc. The grant will allow the JWCC Adult Education program to expand the Bridge and ICAPS offerings to include a CNA and Truck Driver Training ICAPS, leading to an increased number of students transitioning to job training and/or post-secondary education.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess	x			
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x (via phone)			

12.13.23 Board of Trustees meeting

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Office of the President

Mr. Rhea	x			
Voice Vote				

11. **Business**

11.1 **MOTION:** *Request adoption of a Resolution and Certificate levying additional taxes.*

Moved by: Ms. Hawley

Seconded by: Ms. Greger

**Discussion:** Ill. Compiled Stat., 805/3-14.3 requires taxing districts intending to levy an additional tax to publish the intent 30 days prior to passage. This intent was published in accordance with the resolution passed at the October 18, 2023, Board meeting and there have been no public petitions filed with the Board of Trustees. The attached Resolution and Certificate Levying Additional Tax accomplishes the legal requirement regarding levying an additional tax.

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

11.2 **MOTION:** *Request adoption of a resolution to levy taxes and certificate of the tax levy.*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

**Discussion:** Ill. Compiled Stat., 805/3-20.5 provides that a community college district may levy against the assessed valuation of its district amounts for various purposes to support the operation and debt service obligations of the College. The Truth in Taxation Law (35 Illinois Compiled Statutes 200/18-55, et seq.) requires that the taxing district give public notice of and hold a public hearing on our intent to adopt an amount which is more than 105% of the extensions. The 2023 levy will not exceed the previous year's extension by more than 5%, thus a public hearing will not be required.

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

12.13.23 Board of Trustees meeting

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Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x (via phone)			
Mr. Rhea	x			
Voice Vote				

11.3 **MOTION:** *Request authorization to pay the second half of the ICCTA dues for 2023 in the amount of \$3,927.*

Moved by: Dr. Greenwell

Seconded by: Ms. Greger

**Discussion:** The 2023 renewal notice for the 2<sup>nd</sup> installment dues for John Wood Community College to the Illinois Community College Trustees Association. The amount is \$3,927.00.

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

11.4 **MOTION:** *Request authorization to review and take action on the lowest bid for the parking lot lights for the main campus (lowest bid received was \$79,580).*

Moved by: Mr. Sprague

Seconded by: Mr. Hess

**Discussion:** JWCC solicited bids from qualified vendors to provide replacement parking lot lighting for the main campus. The request for bids was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two bids were received.

**Vendor**

**Total Cost**

Brown Electric  
1309 Watts Lane  
Quincy, IL 62305

\$79,580.00

Tiles in Style LLC  
16940 Vincennes Ave.  
South Holland, IL 60473

\$121,095.00

12.13.23 Board of Trustees meeting

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

**11.5 MOTION:** *Request authorization to approve revisions to Board Policy 417 Transcripts*

Moved by: Dr. Greenwell

Seconded by: Ms. Hawley

**Discussion:** The policy has been revised to reflect, the changes under the Student Debt Assistance Act (110 ILCS 66). This act states the College will provide an “official” transcript of a current or former student *regardless* of an unpaid debt to the College. The students, however, *will not be allowed* to enroll at the College until all unpaid balances have been resolved.

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

**11. 6 MOTION:** *Request authorization approve revision to Board Policy 414- Financial Responsibility*

Moved by: Mr. Hess

Seconded by: Dr. Greenwell

**Discussion:** The policy has been revised to comply with the Student Debt Assistance Act (110 ILCS 66) and permits the release of transcripts for students with current unpaid debt to the College.

NAME	AYE	NAY	PRESENT	ABSENT
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12.13.23 Board of Trustees meeting

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Ms. Gregory	x			
Ms. Greger	x			
Mr. Hess	x			
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x (via phone)			
Mr. Rhea	x			
Voice Vote				

12. **Discussion Item**

12.1 Calendar of Events

13. **Notices and Communications**

14. **Personnel Items**

14.1 **MOTION:** *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.*

Moved by: Dr. Greenwell

Seconded by: Ms. Hawley

**Discussion:**

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

15. **Other Items**

16. **Closed Session**

16.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body *and to discuss security.*

Moved by: Mr. Sprague

12.13.23 Board of Trustees meeting

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Seconded by: Mr. Hess

**Discussion:**

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

**17. Resume Open Session**

Moved by: Dr. Greenwell

Seconded by: Mr. Hess

**Discussion:**

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

**18. Adjournment**

**18.1 MOTION:** *Adjourn the December 13, 2023, Board of Trustees regular meeting.*

Moved by: Mr. Rhea adjourned the meeting.

Seconded by:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory	x			
Ms. Greger	x			

12.13.23 Board of Trustees meeting

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Mr. Hess	x			
Mr. Sprague	x			
Ms. Hawley	x			
Dr. Greenwell	x			
Mr. Fischer	x (via phone)			
Mr. Rhea	x			
Voice Vote	x			

19. **Approval:**

Approved the **21<sup>st</sup> day of February 2024**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Workforce Development Center, 2710 N 42<sup>nd</sup> Street, Quincy Illinois 62305 at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_ ayes and \_\_\_\_\_ nays.

**CHAIR:**X\_\_\_\_\_ **SECRETARY:**X\_\_\_\_\_

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12.13.23 Board of Trustees meeting

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Date: **February 21, 2024**, 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.

❖ **Hospitality & Culinary Arts**  
**New Certificate(s)**

**Culinary Arts – 31 credit hours**

The Culinary Arts Certificate prepares the student to work in a variety of food services establishments as kitchen supervisors or experienced cooks. This certificate introduces the hospitality industry and emphasizes hands-on cooking techniques, sanitation, and safety, purchasing and cost control, and the role of a professional server.

**Hospitality Management Certificate – 31 credit hours**

The Hospitality Certificate prepares the student to work in the lodging industry with a knowledge of food and alcohol service. Students acquire skills in supervision and leadership, front desk operation, sales, and marketing, and prepares the student for managerial positions in the hospitality industry. Students will take the necessary coursework to enable the individual to take State of Illinois Food Service Sanitation Manager's Certification and the State of Illinois BASSET certification.

**New Course**

**HSP 106 – Food and Alcohol Certifications – 2 credit hours**

This course provides responsible alcohol training for anyone who sells or services alcohol. The coursework will enable individuals to take the State of Illinois Food Service Sanitation Manager's Certification and the State of Illinois Beverage Alcohol Sellers and Servers Education and Training BASSET certification.

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February 21, 2024, JWCC Board regular meeting

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### **Reactivated Course(s)**

HSP 101, "Intro to Hospitality Industry" - 2 credit hours  
 HSP 102, "Presenting Service" - 2 credit hours  
 HSP 110, "Professional Cooking I" - 4 credit hours  
 HSP 120, "Professional Cooking II" - 4 credit hours  
 HSP 121, "Purchasing for Hospitality Managers" - 3 credit hours  
 HSP 125, "Fundamentals of Nutrition" - 3 credit hours  
 HSP 199, "Hospitality Management Internship" – 1-5 credit hours  
 HSP 201, "Restaurant Management" - 3 credit hours  
 HSP 202, "Successful Hospitality Supervision" - 3 credit hours  
 HSP 206, "Front desk Operations" - 3 credit hours  
 HSP 210, "Professional Cooking III" - 4 credit hours  
 HSP 211, "Effective Hospitality Marketing" - 3 credit hours  
 HSP 215, "Basic Cost Control-Hospitality Mgrs" - 3 credit hours  
 HSP 221, "Legal Aspects of Hospitality Mgmt" - 3 credit hours  
 HSP 299, "Hospitality Management Internship" – 1-5 credit hours

### **❖ Agriculture**

#### **New Course**

#### **AGR 179 – Ag Communications – 3 credit hours**

This introductory course will help communicate complex information about the agriculture industry to different audiences. Students develop verbal, written, and visual communication skills with an emphasis on the agricultural industry. These communication strategies will be used to create publications and digital media, plan events, and manage projects.

#### **Certificate Change**

#### **Conservation Management**

The change would allow students to enroll in either AGR 194 Current Topic or two hours of internship, either AGR 199/299, in conservation and or natural resource management.

### **❖ Manufacturing**

#### **New Course(s)**

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

MFG 131, "Maintenance Machinist Fundamentals" - 2 credit hours  
 ELE 105, "Electrical Safety in the Workplace" - 1 credit hour

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February 21, 2024, JWCC Board regular meeting

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ELE 115, “Electrical Troubleshooting” - 2 credit hours

### **New Degree**

#### **Advanced Manufacturing Technician (FAME program) –**

The Advanced Manufacturing Technician degree prepares students for employment with companies that have implemented advance technology equipment and have implemented concepts that increased productivity in the workplace. The degree prepares students to work in various manufacturing, industrial, and distribution facilities with modern automation and electrical systems.

### ❖ **Office Technology Degree Change**

A degree name change for (AAS): From “Office Technology: Medical Option” to “Medical Administrative Assistant” revisions made after the Curriculum Board review.

#### **Certificate Change**

Certificate name change: From “Office Technology” to “Medical Administrative Assistant” revisions made after the Curriculum Board review.

### ❖ **Accounting**

#### **New Course**

#### **ACC 100 – Financial Accounting – 3 credit hours**

This course is an introduction to financial accounting within the context of business and business decisions. Students will learn the accounting cycle and the operating, investing, and financing activities of the business. Currently ACC 101 Principles of Accounting I & ACC 102 Principles of Accounting II are taught over a period of two semesters, introducing ACC 100 will allow students to finish course in one semester. Once ACC 100 is available programs that include ACC 101 & 102 will be replaced with ACC 100 & ACC 110 Personal Finance.

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

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February 21, 2024, JWCC Board regular meeting

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Date: 02/21/2024 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 Noncredit Workforce Training Initiative**
- B. **GRANT AGENCY: ICCB**
- C. **GRANT APPLICATION DEADLINE: 03/08/2024** **GRANT AWARD PERIOD: 04/01/24 - 03/31/25**
- D. **PROPOSAL DESCRIPTION:** The purpose of this funding is to increase responsiveness to employer needs and workforce shortages through building capacity and strengthening the impact of noncredit workforce training at community colleges. This is a non-competitive grant that will allow the Workforce Development Center to develop and teach noncredit training programs that culminate in industry-recognized certification or other occupational credentials and will meet training needs identified by industry employers. 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.
- E. **REQUESTED FUNDS: \$100,000**
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** Current JWCC staff and faculty.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 02/21/2024
- 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, Partnerships

**I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$100,000 to develop and initiate the Noncredit Workforce Training as outlined above.**

February 21, 2024 JWCC Board regular meeting

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Date: 02/21/2024 BOARD OF TRUSTEES MEETING  
From: Shelley Barkley, VP Academic and Student Affairs  
Item: **CONSENT**  
RE: **GRANT Application or Acceptance of funds**  
**New or Recurring**

- A. **GRANT PROPOSAL TITLE: Access and Equity in Dual Credit Project Grant**
- B. **GRANT AGENCY: ICCB**
- C. **GRANT APPLICATION DEADLINE: 01/26/2024** **GRANT AWARD PERIOD: 03/01/24 – 06/30/25**
- D. **PROPOSAL DESCRIPTION:** 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 # of eligible high school teachers participating in dual credit programs.
- E. **REQUESTED FUNDS: \$101,300**
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** Current JWCC staff and faculty.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 02/21/2024
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Shelley Barkley, VP Academic and Student Affairs
- 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 \$101,300 through the Access and Equity in Dual Credit Grant as outlined above.**

February 21, 2024 JWCC Board regular meeting

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Date: 02/21/2024 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/FY25 CTE VR In Manufacturing Grant
- B. **GRANT AGENCY:** ICCB
- C. **GRANT APPLICATION DEADLINE:** 01/05/2024 **GRANT AWARD PERIOD:** 01/01/24 - 12/31/24
- D. **PROPOSAL DESCRIPTION:** 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. The upgrade will allow the switch from VR headsets to laptops and utilize both virtual and augmented reality. The new technology will be integrated into Advanced Manufacturing programs, utilized for career exploration in K-12 and post-secondary students as well as recruitment.
- E. **REQUESTED FUNDS:** \$75,036
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** Current JWCC staff and faculty.
- H. **IF RECURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 02/21/2024
- 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 \$75,036 to purchase VR equipment for Manufacturing as outlined above.**

February 21, 2024 JWCC Board regular meeting

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Date: 02/21/2024 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:** Illinois Advancing Clean Energy (ACE) Project
- B. **GRANT AGENCY:** Dept of Energy (federal) through ICCB (Project Lead)
- C. **GRANT APPLICATION DEADLINE:** 8/15/2023 **GRANT AWARD PERIOD:** 2024,2025,2026

<b>Submission Deadline for Concept Papers:</b>	6/16/23
<b>Submission Deadline for Full Applications:</b>	8/15/23
<b>Expected Date for DOE Selection Notifications:</b>	Fall 2023
<b>Expected Timeframe for Award Negotiations:</b>	Fall – Winter 2023-24

**PROPOSAL DESCRIPTION:** Federal grant awarded to 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.

- D. **REQUESTED FUNDS:** \$595,000 (YR1=\$216,600) (YR2=\$224,198) (YR3=\$154,202)
- E. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- F. **PERSONNEL POSITIONS REQUIRED:** A new full-time position will be needed to manage the 3-year project. The position will be fully funded by the grant, including salary and benefits.

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February 21, 2024 JWCC Board regular meeting

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- G. IF RECURRING, PROVIDE PREVIOUS YEAR RESULTS: NA
- H. (DATE) GRANT APPLICATION SUBMITTED TO BOARD: 02/21/2024
- I. (DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:
- J. VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL: Dave Hetzler, Dean of CTE
- K. 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 ACCEPT funds in the amount of \$595,000 spread over the next 3 years to participate in the Illinois Advancing Clean Energy consortium.

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February 21, 2024 JWCC Board regular meeting

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Date: **February 12, 2024**, BOARD OF TRUSTEES MEETING  
From: Dr. Shelley Barkley, Vice President of Academic and Student Affairs  
Item: **Business**  
RE: Tenure Request

I am pleased to recommend two faculty members for tenure. The candidates have submitted a written request for tenure 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.

**Ms. April Darringer- Recommended by Ms. Jennifer Grindstaff (Chair)** is a faculty member in the Early Childhood Education area. Ms. Grindstaff brings a wealth of teaching experience and expertise to the role of tenure review committee chair leading Ms. April Darringer's tenure review process. According to Ms. Grindstaff, "April has managed the ECACE grant and helps her students navigate scholarships associated with the grant. She has added supports for students which include helping them receive loaner laptops, accessing stipends for practicum credit, and completing credentials. She is passionate about her program and has grown it from around 24 students to 75 students so far this year. April has updated curriculum in her area through new courses, credentials and added modalities for students. She has a strong rapport with her students, and she is dedicated to producing students who will leave the classroom ready to care for children."

**Mr. Michael Wells- Recommended by Devron Sternke (Chair)** is a faculty member in the Business & Computer Science area. Mr. Sternke alongside Tiffany Frericks have led a successful committee over Mr. Michael Wells' tenure review process. According to Mr. Sternke, "Michael has played a key role in rewriting courses to elevate the curriculum's quality and accessibility. He has integrated modern coding practices, ensuring graduates possess cutting-edge skills for future success. He has participated on the Internal Support Committee for Faculty Senate and is engaged with community-based courses such as Microsoft Excel and other non-credit courses. Michael has established a student group, 'The Gaming Guild' which showcases his dedication to fostering diverse interests and communities within the student body."

**I concur with the recommendation and request the Board of Trustees approve granting tenure to the above faculty members.**

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February 21, 2024 JWCC Board regular meeting

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**Core Values:** Excellence   Accountability   Integrity   Servant Leadership   Lifelong Learning





Date: **February 12, 2024**, BOARD OF TRUSTEES MEETING  
From: Dr. Shelley Barkley, Vice President of Academic and Student Affairs  
Item: **Business**  
RE: Tenure Request

I am pleased to recommend a faculty member in Health Sciences for tenure. The candidate submitted a written request for tenure review in a timely manner and has provided the appropriate materials in conjunction with her request.

**Ms. Sue Bride** is a faculty member in the Health Sciences - Nursing area. Ms. Sue Bride has been recommended by her respective department Director and tenure review chair/committee who have reviewed classroom observation summaries and student evaluations.

**I concur with the recommendation and request the Board of Trustees approve granting a tenure request to the above faculty member.**

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February 21, 2024 JWCC Board regular meeting

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Date: **February 21, 2024** BOARD OF TRUSTEES MEETING  
From: Tracy Orne, Dean of External Relations and Communication  
Item: **Business**  
RE: Naming of Board Property - Gardner Denver and Rotary Club

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, I recommend that the Computer-Aided Design Classroom be named in recognition of Gardner Denver's \$25,000 contribution and the commons area in the JWCC Workforce Development Center be named in recognition of the Rotary Club of Quincy for the club's \$50,000 contribution.

Gardner Denver's and Rotary's names would become permanent fixtures within the Center, highlighting their support of JWCC and enduring commitment to workforce development.

**I concur with the recommendation and request the Board of Trustees approve the naming of the commons area in the Workforce Development Center in recognition of the contribution of the Rotary Club of Quincy and the naming of the Computer-Aided Design Classroom in recognition of the contribution of Gardner Denver.**

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February 21, 2024 JWCC Board regular meeting

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Date: **February 21, 2024** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Dual Credit Tuition Discount Rate

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. We would like to establish two new Dual Credit Tuition Discount Rates based on this. 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. \***

**I concur with the recommendation and request the Board of Trustees approve the two Dual Credit Discount Tuition Rates.**

\*The current rate for all dual credit students, regardless of teacher or delivery location

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February 21, 2024 JWCC Board regular meeting

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Date: **February 21, 2024** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Robotic Trainer Bid

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.

<u>Vendor</u>	<u>Total Cost</u>
Williams Crow, Inc. DBS Aidex Corporation 58 E. South St. PO Box 388 Rossville, IN 46065	\$34,350.00

It is recommended that the Board of Trustees accept the bid and award to Williams Crow, Inc. DBS Aidex Corporation in the amount of \$34,350.00.

**I concur with the recommendation and request the Board of Trustees accept the bid and award to Williams Crow, Inc. DBS Aidex Corporation in the amount of \$34,350.00.**

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February 21, 2024 JWCC Board regular meeting

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**02.21.2024 BOARD OF TRUSTEES MEETING**

**CALENDAR**

<b>February 21, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>March 20, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>April 17, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>April 19, 2024</b>	50 <sup>th</sup> Anniversary Celebration Point Divine – time TBD
<b>May 6, 2024</b>	Foundation Golf Outing Quincy Country Club
<b>May 15, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>May 17, 2024 @ 6:00 p.m.</b>	JWCC Graduation Ceremony
<b>June 19, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>July 24, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>August 21, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>September 18, 202 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>October 16, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>November 13, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>December 18, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting

0.21.24 Board of Trustees Regular Meeting

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

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Date: **2.21.2024** BOARD OF TRUSTEES MEETING  
From: Dana Keppner, Director of Human Resources  
RE: Personnel

### Personnel Items to Be Approved:

#### New Hires—Regular

##### Belko, William - Instructor, Political Science/History

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at PhD, Step 13, effective January 12, 2024, at an annual salary of \$61,916.

##### Kraft, Nathan -Technician, Help Desk

Request authorization to hire into part-time, non-exempt position effective January 2, 2024, at an hourly rate of \$15.

##### Masters, Kelly - Coordinator, Grants

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective January 8, 2024, at an annual salary of \$38,833.

##### Olivas, Evyn – Campus Services Clerk

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective January 16, 2024, at an annual salary of \$28,548.

##### Radkins, Gavin – Coordinator, Audio/Visual Services

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective January 22, 2024, at an annual salary of \$39,060.

#### Status Changes

##### Deters, Sara– Advisor, Academic & Enrollment

Request authorization to change status to full-time, exempt, benefits-eligible position of Academic & Success Coach effective February 12, 2024

##### McQuern, Doug – Campus Police Officer

Request authorization to change status to full-time, exempt, benefits-eligible position of Campus Police Sergeant effective February 1, 2024, at an annual salary of \$50,000.

##### Williams, Tracy – Custodian

Request authorization to change status to full-time, non-exempt, benefits-eligible position of Custodial Maintenance Technician effective January 29, 2024, at an annual salary of \$30,537.

#### New Hires--Associate Faculty

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February 21, 2024 JWCC Board regular meeting

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**Booth, Kara – Instructor, Business**

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

**Hetzler Jr, W David – Instructor, Economics**

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

**Vacancies**

**Campus Police Officer**

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

**Custodian**

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

**Director, Human Resources**

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

**Director, Instructional Support & Distance Learning**

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**

Heitholt, Lance	Mechanic, TDT	Instruction	\$20.00
Weber, Aaron	Studio Tech Assistant	Student Services	\$15.00
Wittler, Aaron	Assistant, Fire Science	Instruction	\$25.00

**Retirements/Resignations-Accepted by President**

Keppner, Dana-Director, Human Resources– retirement effective February 29, 2024

McQuern, Doug-Campus Police Officer– resigned Campus Police Officer position effective January 31, 2024

Phillips, Stephanie-Director, Instructional Support & Distance Learning– resigned Director, Instructional Support/Distance Learning position effective January 11, 2024

Williams, Tracy-Custodian– resigned Custodian position effective January 25, 2024

**I concur with the Personnel recommendations.**

February 21, 2024 JWCC Board regular meeting

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

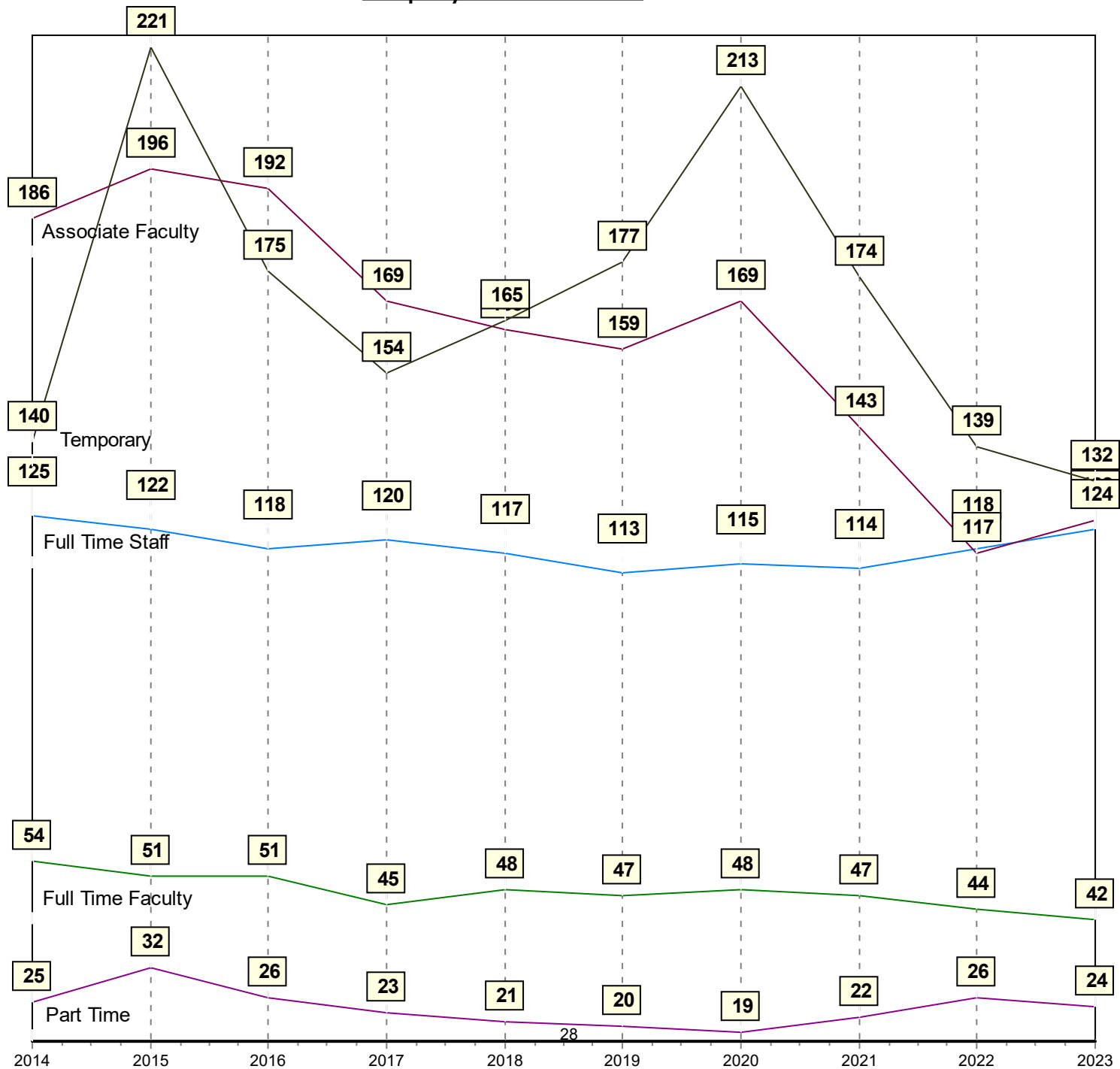
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# John Wood Community College, District No. 539

As Of 1/1/2024

## Employment Trends





**John Wood Community College**

***Financial Reports***

**Board of Trustees Meeting**

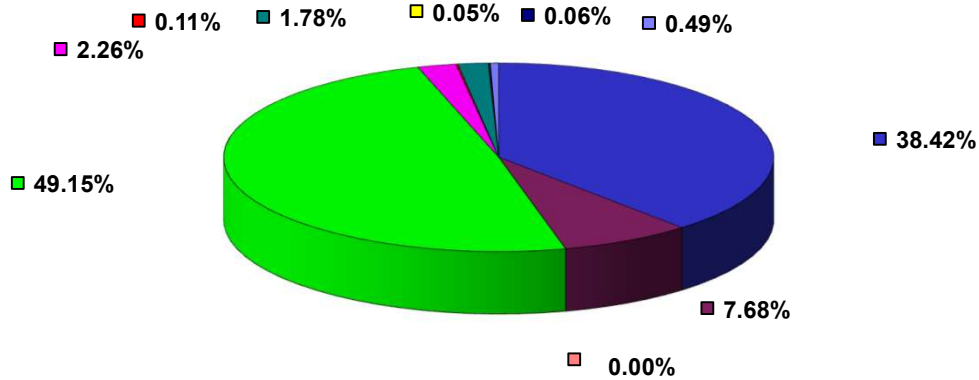
**February 21, 2024**

**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 24 to FY' 23**  
**As of December 31, 2023**  
**Unaudited**

**Operating Funds**

	<b>Actual FY ' 24</b>	<b>Budget FY ' 24</b>	<b>% of Budget FY ' 24</b>	<b>Actual FY ' 23</b>	<b>Budget FY ' 23</b>	<b>% of Budget FY ' 23</b>
<b><u>REVENUES:</u></b>						
Local Government Revenue	\$6,093,822	\$6,766,572	90.06 %	\$6,083,168	\$6,379,952	95.35 %
State Government Revenue	\$1,217,507	\$2,412,078	50.48 %	\$1,140,850	\$2,261,279	50.45 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$7,796,083	\$7,892,018	98.78 %	\$7,571,696	\$7,024,991	107.78 %
Sales and Services Revenue	\$358,508	\$653,900	54.83 %	\$362,073	\$522,900	69.24 %
Facilities Revenue	\$18,007	\$15,000	120.05 %	\$12,017	\$15,000	80.11 %
Investment Revenue	\$282,057	\$105,000	268.63 %	\$36,163	\$24,400	148.21 %
Gifts and Grants Revenue	\$7,890	\$10,000	78.90 %	\$7,472	\$10,000	74.72 %
Other Revenue	\$10,115	\$8,700	116.26 %	\$6,832	\$11,600	58.90 %
Transfers From	\$77,829	\$150,000	51.89 %	\$71,447	\$162,713	43.91 %
<b>TOTAL REVENUES:</b>	<b>\$15,861,817</b>	<b>\$18,013,268</b>	<b>88.06 %</b>	<b>\$15,291,718</b>	<b>\$16,412,835</b>	<b>93.17 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$4,184,106	\$9,628,359	43.46 %	\$4,104,801	\$9,089,853	45.16 %
Employee Benefits	\$1,100,941	\$2,406,902	45.74 %	\$951,045	\$2,161,348	44.00 %
Contractual Services	\$825,025	\$1,822,224	45.28 %	\$952,126	\$1,554,186	61.26 %
General Materials and Supplies	\$463,031	\$982,440	47.13 %	\$461,888	\$787,167	58.68 %
Travel & Conference/Meeting Expense	\$84,470	\$220,963	38.23 %	\$46,276	\$164,193	28.18 %
Fixed Charges	\$50,504	\$109,293	46.21 %	\$42,649	\$109,975	38.78 %
Utilities	\$299,568	\$735,750	40.72 %	\$275,731	\$642,500	42.92 %
Capital Outlay	\$105,707	\$405,821	26.05 %	\$45,052	\$100,600	44.78 %
Other Expenditures	\$633,759	\$1,196,251	52.98 %	\$501,499	\$1,318,752	38.03 %
Transfers To	\$244,000	\$505,262	48.29 %	\$308,882	\$484,261	63.78 %
<b>TOTAL EXPENDITURES:</b>	<b>\$7,991,111</b>	<b>\$18,013,265</b>	<b>44.36 %</b>	<b>\$7,689,948</b>	<b>\$16,412,835</b>	<b>46.85 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$7,870,707</b>			<b>\$7,601,770</b>		

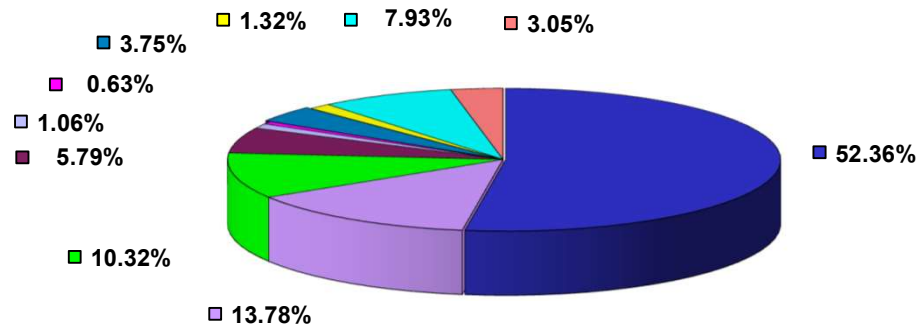
**FY24 Operating Fund Revenues YTD as of December 31, 2023  
Unaudited**



**Operating Fund Revenues: \$15,861,817**

38.42%	Local Government Sources	\$6,093,822
7.68%	State Government Sources	\$1,217,507
0.00%	Federal Government Sources	\$0
49.15%	Student Tuition and Fees	\$7,796,083
2.26%	Sales and Service Fees	\$358,508
0.11%	Facilities Revenue	\$18,007
1.78%	Investment Revenue	\$282,057
0.05%	Gifts and Grants Revenue	\$7,890
0.06%	Other Revenues	\$10,115
0.49%	Transfers from Other Funds	\$77,829

**FY24 Operating Fund Expenditures YTD as of December 31, 2023  
Unaudited**



**Operating Fund Expenditures: \$7,991,111**

52.36%	Salaries	\$4,184,106
13.78%	Employee Benefits	\$1,100,941
10.32%	Contractual Services	\$825,025
5.79%	Materials and Supplies	\$463,031
1.06%	Conference and Meeting	\$84,470
0.63%	Fixed Charges	\$50,504
3.75%	Utilities	\$299,568
1.32%	Capital Outlay	\$105,707
7.93%	Other Expenditures	\$633,759
3.05%	Transfer to/from Other Funds	\$244,000

**Balance Sheet - All Funds**  
**As of December 31, 2023**  
**Unaudited**

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<b><u>ASSETS</u></b>							
Cash	\$7,475,451	\$8,784,198	(\$371,433)	\$1,724,253	\$2,580,808	\$374,978	\$2,813,905
Investments	\$5,015,416	\$1,858,787	\$0	\$0	\$2,341,504	\$0	\$0
Receivables	\$2,992,023	\$0	\$47,064	\$0	\$0	\$0	\$0
Accrued Revenue	\$4,190	\$4,515	\$858,972	\$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	\$11,316	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$246,517	\$0	\$0	\$9,105	\$0	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$15,883,243</b>	<b>\$10,658,817</b>	<b>\$534,603</b>	<b>\$1,733,878</b>	<b>\$4,923,131</b>	<b>\$374,978</b>	<b>\$3,091,051</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	(\$2,983)	\$0	\$0	\$120	\$0	\$0	\$0
Accounts Payable	(\$3,938)	\$0	(\$5,336)	\$0	\$0	\$0	\$334,645
Accrued Expense	\$738,425	\$0	\$41,547	\$24,562	\$0	\$0	\$9,336
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$0
Other Liabilities	\$65	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	(\$6,202)	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$729,083</b>	<b>\$0</b>	<b>\$41,171</b>	<b>\$24,682</b>	<b>\$0</b>	<b>\$0</b>	<b>\$343,982</b>
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	\$7,870,707	(\$1,462,941)	\$368,688	\$761,127	\$104,324	(\$14,649)	\$15,345
<b>FUND BALANCE 12/31/2023</b>	<b>\$15,154,159</b>	<b>\$10,658,817</b>	<b>\$493,432</b>	<b>\$1,709,196</b>	<b>\$4,923,131</b>	<b>\$374,978</b>	<b>\$2,747,069</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$15,883,243</b>	<b>\$10,658,817</b>	<b>\$534,603</b>	<b>\$1,733,878</b>	<b>\$4,923,131</b>	<b>\$374,978</b>	<b>\$3,091,051</b>

**JWCC Investment Report  
FY 2024**

**UNAUDITED REPORT**

**Total Cash and Investments**

JWCC Checking	3,179,843.60
JWCC MMA/Cash	31,522.16
Illinois Funds	15,722,697.86
Raymond James Financial Services	4,462,521.90
Money Market	5,926.28
JWCC CDs & Treasuries	9,215,706.73

**Total Cash and Investments**

**Value as of  
December 31, 2023**

**32,618,218.53**

<b><u>Held by JWCC</u></b>	<b><u>Interest Rate</u></b>	<b><u>Maturity Date</u></b>		<b><u>Fund</u></b>
Checking Accounts	2.00%		3,179,843.60	all funds
Raymond James Financial Services	4.54%		4,462,521.90	all funds
IL FUND Money Market	5.462%		15,722,697.86	all funds
Heartland Bank & Trust Company	0.15%		31,522.16	split 07 & 32
Money Market -FBT	2.00%		5,926.28	all funds
	<b><u>Yield Rate</u></b>			
Heartland Bank Time Deposit	4.60%	1/11/2024	250,000.00	32
Commerce Bank - Treasury	1.909%	3/31/2024	244,039.69	32
Commerce Bank - Treasury	2.77%	6/15/2024	256,278.98	32
Heartland Bank Time Deposit	5.39%	10/10/2024	250,000.00	32
Heartland Bank Time Deposit	5.39%	10/10/2024	100,000.00	07
Heartland Bank Time Deposit	5.39%	10/10/2024	250,000.00	07
Commerce Bank - Treasury	2.131%	3/15/2025	243,544.22	07
Commerce Bank - Treasury	2.131%	3/15/2025	97,610.98	07
First Bankers Trust CD	4.86%	4/17/2025	258,468.50	32
Commerce Bank - Treasury	2.97%	6/30/2025	254,305.98	07
Commerce Bank - Treasury	2.97%	6/30/2025	101,347.03	07
Commerce Bank - Treasury	3.60%	9/15/2025	246,210.94	07
Commerce Bank - Treasury	3.60%	9/15/2025	98,484.38	07
Bank of Springfield CD	5.12%	10/9/2025	250,000.00	07
Farmers National Bank of Griggsville CD	4.81%	12/18/2025	250,000.00	32
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 CD	4.91%	10/9/2026	250,000.00	32
Bank of Springfield CD	4.91%	10/9/2026	100,000.00	32
Farmers National Bank of Griggsville CD	4.55%	12/18/2026	250,000.00	07
Farmers National Bank of Griggsville CD	4.55%	12/18/2026	100,000.00	07
Commerce Bank - Treasury	4.50%	11/30/2025	2,511,376.97	01
Commerce Bank - Treasury	3.70%	5/15/2027	2,504,039.06	01
Total Cash and Investments			<b>32,618,218.53</b>	

**John Wood Community College**

***Financial Reports***

**Board of Trustees Meeting**

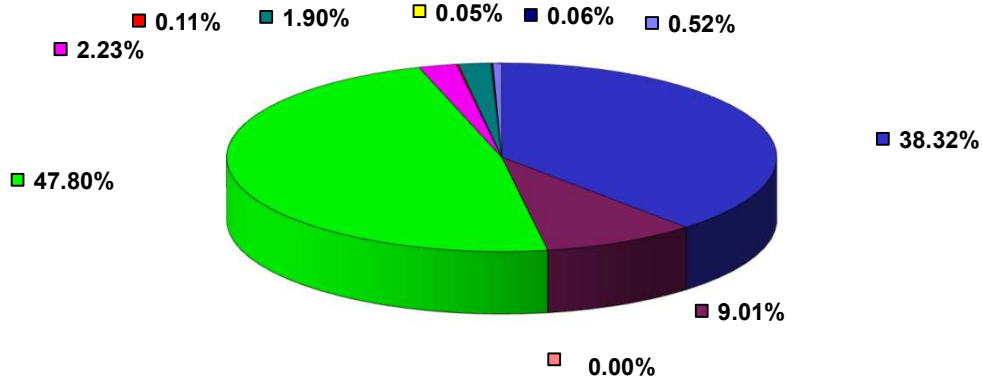
**February 21, 2024**

**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 24 to FY' 23**  
**As of January 31, 2024**  
**Unaudited**

**Operating Funds**

	<b>Actual FY ' 24</b>	<b>Budget FY ' 24</b>	<b>% of Budget FY ' 24</b>	<b>Actual FY ' 23</b>	<b>Budget FY ' 23</b>	<b>% of Budget FY ' 23</b>
<b><u>REVENUES:</u></b>						
Local Government Revenue	\$6,269,265	\$6,766,572	92.65 %	\$6,369,153	\$6,379,952	99.83 %
State Government Revenue	\$1,473,478	\$2,412,078	61.09 %	\$1,391,774	\$2,261,279	61.55 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$7,820,146	\$7,892,018	99.09 %	\$7,646,026	\$7,024,991	108.84 %
Sales and Services Revenue	\$365,055	\$653,900	55.83 %	\$416,141	\$522,900	79.58 %
Facilities Revenue	\$18,007	\$15,000	120.05 %	\$13,477	\$15,000	89.85 %
Investment Revenue	\$311,149	\$105,000	296.33 %	\$86,266	\$24,400	353.55 %
Gifts and Grants Revenue	\$7,890	\$10,000	78.90 %	\$7,472	\$10,000	74.72 %
Other Revenue	\$10,115	\$8,700	116.26 %	\$7,328	\$11,600	63.17 %
Transfers From	\$84,758	\$150,000	56.51 %	\$85,431	\$162,713	52.50 %
<b>TOTAL REVENUES:</b>	<b>\$16,359,862</b>	<b>\$18,013,268</b>	<b>90.82 %</b>	<b>\$16,023,068</b>	<b>\$16,412,835</b>	<b>97.63 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$4,869,293	\$9,628,359	50.57 %	\$4,782,548	\$9,089,853	52.61 %
Employee Benefits	\$1,320,914	\$2,406,902	54.88 %	\$1,151,727	\$2,161,348	53.29 %
Contractual Services	\$945,656	\$1,822,224	51.90 %	\$1,132,590	\$1,554,186	72.87 %
General Materials and Supplies	\$494,312	\$982,440	50.31 %	\$510,254	\$787,167	64.82 %
Travel & Conference/Meeting Expense	\$88,434	\$220,963	40.02 %	\$56,211	\$164,193	34.23 %
Fixed Charges	\$57,114	\$109,293	52.26 %	\$49,559	\$109,975	45.06 %
Utilities	\$345,639	\$735,750	46.98 %	\$350,001	\$642,500	54.47 %
Capital Outlay	\$121,228	\$405,821	29.87 %	\$99,527	\$100,600	98.93 %
Other Expenditures	\$645,859	\$1,196,251	53.99 %	\$508,807	\$1,318,752	38.58 %
Transfers To	\$244,000	\$505,262	48.29 %	\$308,882	\$484,261	63.78 %
<b>TOTAL EXPENDITURES:</b>	<b>\$9,132,450</b>	<b>\$18,013,265</b>	<b>50.70 %</b>	<b>\$8,950,107</b>	<b>\$16,412,835</b>	<b>54.53 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$7,227,412</b>			<b>\$7,072,961</b>		

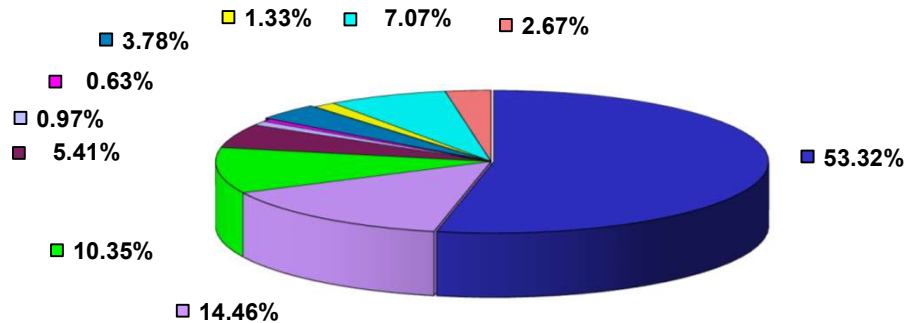
**FY24 Operating Fund Revenues YTD as of January 31, 2024  
Unaudited**



**Operating Fund Revenues: \$16,359,862**

38.32%	Local Government Sources	\$6,269,265
9.01%	State Government Sources	\$1,473,478
0.00%	Federal Government Sources	\$0
47.80%	Student Tuition and Fees	\$7,820,146
2.23%	Sales and Service Fees	\$365,055
0.11%	Facilities Revenue	\$18,007
1.90%	Investment Revenue	\$311,149
0.05%	Gifts and Grants Revenue	\$7,890
0.06%	Other Revenues	\$10,115
0.52%	Transfers from Other Funds	\$84,758

**FY24 Operating Fund Expenditures YTD as of January 31, 2024  
Unaudited**



**Operating Fund Expenditures: \$9,132,450**

53.32%	Salaries	\$4,869,293
14.46%	Employee Benefits	\$1,320,914
10.35%	Contractual Services	\$945,656
5.41%	Materials and Supplies	\$494,312
0.97%	Conference and Meeting	\$88,434
0.63%	Fixed Charges	\$57,114
3.78%	Utilities	\$345,639
1.33%	Capital Outlay	\$121,228
7.07%	Other Expenditures	\$645,859
2.67%	Transfer to/from Other Funds	\$244,000



**Balance Sheet - All Funds**  
**As of January 31, 2024**  
**Unaudited**

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<b><u>ASSETS</u></b>							
Cash	\$7,327,829	\$8,944,640	(\$435,250)	\$1,664,798	\$2,591,732	\$380,094	\$2,826,032
Investments	\$5,014,930	\$1,610,372	\$0	\$0	\$2,343,020	\$0	\$0
Receivables	\$2,714,826	\$0	\$56,302	\$0	\$0	\$0	\$0
Accrued Revenue	\$2,248	\$2,374	\$916,376	\$273	\$736	\$0	\$693
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	(\$48)	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$247,767	\$0	\$0	\$9,105	\$0	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$15,457,246</b>	<b>\$10,557,338</b>	<b>\$537,429</b>	<b>\$1,674,176</b>	<b>\$4,935,489</b>	<b>\$380,094</b>	<b>\$3,102,553</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	\$35,025	\$0	\$0	\$156	\$0	\$0	\$0
Accounts Payable	\$42,411	\$33,510	\$48,444	\$0	\$0	\$0	\$350,440
Accrued Expense	\$860,894	\$0	\$59,308	\$33,009	\$0	\$0	\$20,510
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$0
Other Liabilities	\$65	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$4,269	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$946,381</b>	<b>\$33,510</b>	<b>\$112,712</b>	<b>\$33,165</b>	<b>\$0</b>	<b>\$0</b>	<b>\$370,950</b>
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	\$7,227,412	(\$1,597,929)	\$299,972	\$692,941	\$116,682	(\$9,533)	(\$121)
<b>FUND BALANCE 1/31/2024</b>	<b>\$14,510,865</b>	<b>\$10,523,828</b>	<b>\$424,717</b>	<b>\$1,641,011</b>	<b>\$4,935,489</b>	<b>\$380,094</b>	<b>\$2,731,603</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$15,457,246</b>	<b>\$10,557,338</b>	<b>\$537,429</b>	<b>\$1,674,176</b>	<b>\$4,935,489</b>	<b>\$380,094</b>	<b>\$3,102,553</b>

**JWCC Investment Report  
FY 2024**

**UNAUDITED REPORT**

<b><u>Total Cash and Investments</u></b>	<b>Value as of <u>January 31, 2024</u></b>
JWCC Checking	4,323,119.80
JWCC MMA/Cash	284,346.08
Illinois Funds	14,222,263.13
Raymond James Financial Services	4,484,497.14
Money Market	5,937.00
JWCC CDs & Treasuries	8,968,321.75
<b>Total Cash and Investments</b>	<b>32,288,484.90</b>

<b><u>Held by JWCC</u></b>	<b><u>Interest Rate</u></b>	<b><u>Maturity Date</u></b>		<b><u>Fund</u></b>
Checking Accounts	2.00%		4,323,119.80	all funds
Raymond James Financial Services	4.53%		4,484,497.14	all funds
IL FUND Money Market	5.392%		14,222,263.13	all funds
Heartland Bank & Trust Company	0.15%		284,346.08	split 07 & 32
Money Market -FBT	2.00%		5,937.00	all funds
	<b><u>Yield Rate</u></b>			
Commerce Bank - Treasury	1.909%	3/31/2024	244,693.13	32
Commerce Bank - Treasury	2.77%	6/15/2024	257,210.31	32
Heartland Bank Time Deposit	5.39%	10/10/2024	250,000.00	32
Heartland Bank Time Deposit	5.39%	10/10/2024	100,000.00	07
Heartland Bank Time Deposit	5.39%	10/10/2024	250,000.00	07
Commerce Bank - Treasury	2.131%	3/15/2025	243,878.91	07
Commerce Bank - Treasury	2.131%	3/15/2025	97,745.12	07
First Bankers Trust CD	4.86%	4/17/2025	258,468.50	32
Commerce Bank - Treasury	2.97%	6/30/2025	255,152.85	07
Commerce Bank - Treasury	2.97%	6/30/2025	101,684.53	07
Commerce Bank - Treasury	3.60%	9/15/2025	246,113.28	07
Commerce Bank - Treasury	3.60%	9/15/2025	98,445.31	07
Bank of Springfield CD	5.12%	10/9/2025	250,000.00	07
Farmers National Bank of Griggsville CD	4.81%	12/18/2025	250,000.00	32
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 CD	4.91%	10/9/2026	250,000.00	32
Bank of Springfield CD	4.91%	10/9/2026	100,000.00	32
Farmers National Bank of Griggsville CD	4.55%	12/18/2026	250,000.00	07
Farmers National Bank of Griggsville CD	4.55%	12/18/2026	100,000.00	07
Commerce Bank - Treasury	4.50%	11/30/2025	2,516,558.33	01
Commerce Bank - Treasury	3.70%	5/15/2027	2,498,371.48	01
<b>Total Cash and Investments</b>			<b>32,288,484.90</b>	

# 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 21st day of February 2024.

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Chair

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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