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| Date: **03.20.24** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Community Room, Southeast Education Center, Pittsfield, Il 62363  1. **Call to Order/Appointment of Assistant Secretary**  The **03.20.24** Board of Trustees meeting was called to order in the Board Room, Southeast Education Center, at 6:00 p.m. by Mr. Andrew Sprague, chair*.* Mr. Spragueappointed 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 (via Zoom) |  | | Voice Vote |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Mr. Josh Welker, Dr. Shelley Barkley, Mr. Brad Hoyt, Ms. Diane Vose, and Ms. Tracy Orne.  3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was said.  4. **Introductions**   * A candidate running for Student Trustee, Kannon Dickerman, was introduced.   5. **Special** **Report -** None  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, March 14, 2024, in room C252 at 1:30 pm. Attendees were Mr. Andy Sprague; Mr. Bob Rhea trustees (via Zoom), Dr. Bryan Renfro; president, Ms. Leah Benz; notetaker, and Dr. Shelley Barkley; vice president of Academic & student Affairs, present.  The committee reviewed the March Board agenda items. Other items discussed included:   * Update on FAME. Industry is now involved. Applications have been submitted and received. * Heard JWCC Hospitality/Culinary Arts Degree and Certificate program was approved by ICCB. * Update on Bella Ease partnership was provided. * Discussed PACT – Parent and Child Together. This is an opportunity of childcare offering for students and employees. * Update on a recommendation to **not** pursue teaching courses at the Illinois Department of Correction. * Heard a requirement by the state of Illinois that community colleges have been asked to submit a DEI plan by May 31. * Updated on a roundabout at 48th and State. * Update on Moberly online course sharing agreement.   8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, March 13, 2024, at 10.30 a.m. at John Wood Community College. Attendees were Larry Fischer; trustee, Ms. Angela Greger; trustee, Dr. Shelley Barkley; Vice President of Academic & Student Affairs, Dr. Bryan Renfro; president, and Ms. Kristina Johnson notetaker.  Topics discussed included proposed Education courses and modifications within the Early Childhood AAS degree, enhancing students’ field experience. Curriculum is to align more closely with Gateways pathways. Also discussed the Fine Arts course ART 247 “Digital Photography”. The course provides fundamental digital photography skills, appealing to student interests and serving as an entry point to other art courses. Aligned with the planned Mass Media Communications program, it supports broader educational pathways.  Reviewed renaming DRA 103 from “Introduction Drama” to “Introduction to Theater” to alleviate student confusion, and to align with titles used by other colleges for clarity on course content.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on March 13, 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, Dr. Randy Greenwell; trustee, Mr. Don Hess; trustee and Jenny Venvertloh; notetaker.  Bills for payment, out of district travel requests, financials, board budget, and investments were reviewed and discussed.  March Board agenda items discussed included the Mobile Education Trailer to provide on-site training for companies and schools.  8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – SGA held two successful events. Those included Mr. John Wood and homecoming. Mr. Paul Hawley was acknowledged and thanked for participation as a judge for the contest of Mr. John Wood. An increase of students attended the homecoming events. An ice-cream social is being planned.  Two candidates are considering running for student trustee. Selection will be done in April. Kaydence’s last meeting will be in April.  8.6 **Administration Report** – ***Dr. Renfro -*** Dr. Renfro acknowledged JWCC’s 50th anniversary celebration on April 19. Invitations have been sent out and notice is posted on social media. This event is raising funds for pathway scholarships. Cost is $50.00 a ticket which also includes a 50th anniversary book. Mr. James Rapp and spouse were acknowledged for their work on the book.  Spring enrollment is trending up. This is in alignment with the state increases.  JWCC exceeded the normal responses the Trellis company usually receives when administering their survey. We should know the results from the company by next week.  The state of Illinois requires community colleges to file a DEI plan with ICCB. Our DEI committee is working to develop the plan. A partnership with the University of Illinois OCCRL is moving forward to assist us. Teresa Bertelli is co-chair with Dr. Renfro is making this plan both the state needs and equity within our community we serve.  Spring sports are in full mode. The college hired a new head softball coach, Kelsey Thompson.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 02.21.24 Board regular meeting minutes  9.2 Request approval of bills for payment for February **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for February **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for February **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:** Item 9.5 - curriculum item was discussed. Explanation of proposed Education courses and modification within the Early Childhood AAS degree was provided. Early Childhood credential options will align with pathways.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items All grants were approved under one motion.**  10.1 *Request authorization to submit a grant application to Department of Justice/Bureaus of Justice Assistance for Body-Worn Camera Program Grant Amount $5,000*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **Discussion:**  This grant will allow a body-worn camera package for campus police. It Includes mounting, charging stations, software, wiring and antennas, pairing device, shipping, support software, software programming, maintenance, and upgrade fee for 5 cameras.  JWCC must comply with a state statute requiring body cameras be worn for campus police in IL: Law Enforcement Officer-Worn Body Camera Act 50 ILCS 706/10  10.2 *Request authorization to submit a grant application to ICCB for Access and Trade School Grant program Round #2 RE: Amount: $150,000-$250,000*  **Discussion:**  Round #2 for this program will build on the high school dual credit work developed in Round #1 (6/01/23-6/30/24), focusing on career exploration, pathways to credentials, and work-based learning to prepare high school students for opportunities in trades programs. Round #2 project will expand in the fields of welding, CNA, and add career fields in truck driver training, robotics, and computer science. The project will require strong partnerships with area high schools and sector industries.  10.3 *Request authorization to accept additional grant funds from Illinois Community College Board / Illinois Dept of Human Services for Early Childhood Access Consortium for Equity totaling RE: $72,000*   1. **Discussion:**  JWCC has exceeded FY24 goals, doubling the expected/budgeted Fall 2023 enrollment in Early Childhood Education. As a result, current funding will run out before the end of the grant period 6/30/24. A formal request was made to ICCB for additional funding. The request was granted, and the additional $72,000 will allow the Early Childhood Education program to continue to provide the full level of services and support for the Spring 2024 enrollment. ICCB amended the entire 3-year award from $616,693.68 to $688,693.68. All funds must be expended by the end of the grant period 6/30/24.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   11. **Business**  11.1 **MOTION**: *Request approval to change the Wednesday, May 15, 2024, Regular Board of Trustees meeting to Wednesday, May 22, 2024, and the Wednesday, June 19, 2024, Regular Board of Trustees meeting, to Tuesday, June 18, 2024*  Moved by: Mr. Rhea  Seconded by: Dr. Greenwell  **Discussion:** Administration requested to change the regular Wednesday, May 15, 2024, Board of Trustees meeting to Wednesday, May 22, 2024. This request allows the JWCC leadership team to attend an Illinois Community College Leadership Institute conference.  The June regular Board of Trustees meeting falls on a state holiday, Juneteenth. The Wednesday, June 19, 2024, regular Board of Trustees meeting was requested to change to Tuesday, June 18, 2024.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  | | Mr. Rhea | X (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   11.2 **MOTION**: *Request acceptance of the Mobile Education Trailer bid from Midway Trailers, Inc. DBA as Total Trailers in the amount of $89,995.*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** JWCC solicited bids from qualified vendors to provide a mobile education trailer to provide 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. Four bids were received.  It was recommended that the Board of Trustees accept the bid and award to Midway Trailers, Inc. DBA Total Trailers in the amount of $89,995.00.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  | | Mr. Rhea | X (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   11.3 **MOTION**: *Request adoption of the 2025-2026 College Calendar*  Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** In fiscal year (FY 25) the College will bring forth two additional years of calendars for approval. The College requests the Board of Trustees consider the approval of one fiscal year (FY 25).  Recommendations for consideration:  1) *A college shall operate on an academic calendar that provides at least two academic terms consisting of at least 15 weeks (at least 75 days of instruction each), three academic terms consisting of at least 10 weeks (at least 50 days of instruction each) or a different combination of academic terms consisting of at least 30 weeks (at least 150 days of instruction).*  2) *The days of instruction prescribed in subsection (e)(1) shall include all days when there is a full schedule of classes and support services, but will exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, collegewide placement or assessment testing, faculty workshops, and final examinations.*   * + Instructional Days- 77 Fall 2025; 76 Spring 2026 = 153 days (two terms) * Holidays- No Classes (College Closed)   + College Closed- Fall (4); Spring (3); Summer (2); (Winter Recess) * Collective Bargaining Agreement Language- Section 3.07   *Prior to the start of the fall term, two (2) days will be reserved for convocation and department meetings. Prior to the start of the spring term, one (1) day will be reserved for department meetings.*   * Faculty Workdays- (No Classes / College Open)- Fall (3); Spring (3)  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   11.4 **MOTION**: *Request approval to revise the 2024-2025 College calendar to include Juneteenth as a recognized paid holiday for employees.*  Moved by: Ms. Gregory  Seconded by: Ms. Greger  **Discussion:** In accordance with the Federal law - S.475 signed into legislation on June 17, 2021, “Juneteenth National Independence Day Act” designates Juneteenth National Independence Day as a legal public holiday.  And in accordance with Illinois HB3922 effective January 1, 2022, which amends the State Commemorative Dates Act in Illinois which recognizes Juneteenth National Freedom Day which shall be observed on June 19 of each year as a holiday throughout the State. The legislation signed by Governor JB Pritzker clarifies that Juneteenth will be a paid holiday for state workers and public education professionals when June 19 falls on a weekday. Therefore, it was recommended to approve this day off on the academic calendar.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   12. **Discussion Item**  12.1Calendar of Events  Board Retreat – A conflict has arisen with the May 1, 2024, Board retreat date. Administration will confirm if this date remains or will be changed.  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 |  |  |  | | Mr. Rhea | X (via Zoom) |  |  |  | | 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: Mr. Fischer  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 |  |  |  | | Mr. Rhea | X (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   17. **Resume Open Session**  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 |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | X (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   18. **Adjournment**    18.1 **MOTION:** *Adjourn the March 20, 2024, Board of Trustees regular meeting.*    Moved by: Mr. Hess  Seconded by: Ms. Greger     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 (via Zoom) |  |  |  | | Voice Vote |  |  |  |  |   19. **Approval:**  Approved the **17st** **day of April 2024**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Workforce Development Center, 2710 N 42nd Street, Quincy Illinois 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.  **CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |