



Office of the President

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:

3CX Conference Joining info:

Dial 217-641-4100 Enter PIN 595691

Employees connected to 3CX can join by dialing 7000 and enter PIN 595691

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

Date: 03.20.24 BOARD OF TRUSTEES REGULAR MEETING

Location: Southeast Education Center, 39637 260<sup>th</sup> Ave, Pittsfield IL 62363

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 tenure
  - Gavin Radkins, Audio Visual Services Coordinator
5. Special Report
6. Consideration of Items from the Floor
7. Public and/or Employee Comment

---

March 20, 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 02.21.23 regular Board meeting minutes   | 1-11  |
| 9.2 | Request approval of bills for February payment <b>Finance and Audit Committee</b>                          |       |
| 9.3 | Request approval of monthly financial statements for February <b>Finance and Audit Committee</b>           |       |
| 9.4 | Request approval of trustee & employee travel expenditures for February <b>Finance and Audit Committee</b> |       |
| 9.5 | Request approval of curriculum items presented   | 12-13 |

**10. Grant items**

- |      |  |    |
|------|--|----|
| 10.1 | Request authorization to submit a grant application to Department of Justice/Bureau of Justice Assistance for a Body-Worn Camera Program Grant <b>Amount: \$5,000</b>                                  | 14 |
| 10.2 | Request authorization to submit a grant application to ICCB for Access and Trade School Grant Program ROUND #2 <b>Amount: Range of \$150,00-\$250,000</b>  | 15 |
| 10.3 | Request acceptance of additional grant funds from Illinois Community College Board / Illinois Dept of Human Services for Early Childhood Access Consortium for Equity totaling <b>Amount: \$72,000</b> | 16 |

**11. Business**

---

March 20, 2024, Board of Trustees 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

- 11.1 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 17
- 11.2 Request acceptance of the Mobile Education Trailer bid from Midway Trailers, Inc. DBA as Total Trailers in the amount of \$89,995 18
- 11.3 Request adoption of the 2025-2026 College Calendar 19-23
- 11.4 Request approval to revise the 2023-2024 and the 2024-2025 College Calendar to include Juneteenth as a recognized paid holiday 24
- 12. Discussion Items**
- 12.1 Calendar of Events 25
- 13. Notices and Communications**
- 14. Personnel Items**
- 14.1 Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented. 26-27
- 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. 28
- 17. Resume Open Session**
- 18. Open Session Matters**  
Approve any matter discussed in closed session as necessary and limited to those matters authorized for discussion in closed session by motion of the Boards specifically including but not limited to, the hiring, including non-contractual, 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."*

---

March 20, 2024, Board of Trustees 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



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. Rhea appointed 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



## Office of the President

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.

---

#### 02.21.24 Board of Trustees 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

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 50<sup>h</sup> 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 50<sup>th</sup> 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

02.21.24 Board of Trustees 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

**Consent business**

- 9.1 Request 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 to increase 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.



Office of the President

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

02.21.24 Board of Trustees 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

**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			

02.21.24 Board of Trustees 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

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



Office of the President

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  
58 E. South St.  
PO Box 388  
Rossville, IN 46065

\$34,350.00



Office of the President

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**

02.21.24 Board of Trustees 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

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.*



Office of the President

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 **20<sup>st</sup> 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 260<sup>th</sup> Ave, Pittsfield Il 62363* at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_\_ ayes and \_\_\_\_\_ nays.

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



Date: **March 20, 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.

❖ **Education**

➤ **Course Changes**

**EDU 255 – Language, Literature and Social Studies in Early Childhood – 4 credit hours**

The course previously included language, literature, and social studies within a four-credit hour format. This posed challenges when transferring coursework from other institutions. To align with standards and facilitate transferability, the course now focuses solely on language and literacy, reducing its credit hours to three, with a title change to “Language & Literacy in EC.”

**EDU 298 – Early Childhood Practicum – 3 credit hours**

The course format is transitioning from a single three-credit-hour course, which integrates practicum, homework, and Gateways assessments, to two separate courses. These consist of a two-credit-hour practicum focusing on field experience and a separate two-credit-hour seminar class primarily dedicated to assignments and Gateways assessments.

➤ **Degree Change**

**Early Childhood Education AAS – 64 credit hours**

The degree plan has been updated to include new courses, maintaining the same credit hours. The practicum format has changed from one three-credit-hour course to two separate courses: Early Childhood Practicum for two credit hours and Infant-Toddler Practicum for one credit hour. Each practicum has a seminar for lectures, homework, and Gateways assessments: Infant-Toddler Seminar for one credit hour and Early Childhood Seminar for two credit hours. To accommodate this change, EDU 175 “Social Issues in Educating Children”, will transition to an elective EDU course, allowing for an additional three credit hours.

➤ **New Courses**

**EDU 287 – Infant-Toddler Seminar -1 credit hour**

---

March 20, 2024, JWCC Board regular meeting

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

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

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



This seminar explores the infant/toddler development, covering theoretical frameworks, research, and practical applications. It examines cognitive, social-emotional, language, and physical development through discussions, case studies, and activities. The focus is on analyzing research, exploring best practices, and encouraging inclusive environments. Participants gain insights into diverse perspectives, individual differences, and promoting holistic child development, leaving with practical strategies for positive outcomes in different settings.

#### **EDU 288 – Infant-Toddler Practicum – 1 credit hour**

This course offers practical experience in childcare, integrating knowledge from the infant-toddler curriculum. Students gain competency in various duties relevant to early childhood occupations. Successful completion provides valuable experience, contributing to credential acquisition and professional skill development in the early childhood field.

#### **EDU 297 – Early Childhood Seminar – 2 credit hours**

This seminar explores the early childhood development, emphasizing theoretical frameworks, research, and practical applications for educators, caregivers, and professionals. Key topics include cognitive, social-emotional, language, and physical development. Through discussions, case studies, and activities, participants analyze research, explore best practices, and reflect on their beliefs. The seminar emphasizes understanding diverse perspectives, addressing individual differences, and encouraging inclusive environments. By the end, participants gain a deeper understanding of early childhood complexities and practical strategies for promoting positive outcomes in diverse settings.

### ❖ **Fine Arts**

#### ➤ **New Course**

#### **ART 247 – Digital Photography - 3 credit hours**

The course aims to impart basic skills in digital photography, catering to student interests. It offers an opportunity to enhance a popular hobby through education and guidance, potentially serving as a gateway to other art courses. The course aligns with the emerging Mass Media Communications program.

#### ➤ **Course Change**

#### **DRA 103 – Introduction to Drama – 3 credit hours**

Advising recommended changing the course title to "Introduction to Theater" to reduce confusion among students. This adjustment brings the course titles in line with those used by other colleges, enhancing clarity regarding the course content.

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

March 20, 2024, JWCC Board regular meeting

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

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

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





Date: 03/20/2024  
From: Josh Welker, Dean of Business Services and Institutional Effectiveness  
Item: **CONSENT**  
RE: **GRANT New Application**

- A. **GRANT PROPOSAL TITLE:** Body-Worn Camera Program
- B. **GRANT AGENCY:** Department of Justice (DOJ)/Bureau of Justice Assistance (BJA)
- C. **GRANT APPLICATION DEADLINE:** 03/04/24 **GRANT AWARD PERIOD:** Open
- D. **PROPOSAL DESCRIPTION:** Body-worn camera package for campus police. Includes mounting, charging stations, software, wiring and antennas, pairing device, shipping, support software, software programming, and maintenance and upgrade fee for 5 cameras. JWCC must comply with the statute that requires body cameras for police in IL: Law Enforcement Officer-Worn Body Camera Act 50 ILCS 706/10
- E. **REQUESTED FUNDS:** \$5,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** \$5,000 (1:1 match)
- G. **PERSONNEL POSITIONS REQUIRED:** No additional personnel required.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 03/20/24
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Josh Welker, Dean of Business Services
- L. **Grant Manager(s):** Curtis Kelty, JWCC Chief of Police
- M. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Excellence in programs, services, and employees.

**I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$5,000 to DOJ/BJA as outlined above.**

March 20, 2024 JWCC Board regular meeting

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

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

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



Date: 3/20/2024 BOARD OF TRUSTEES MEETING

From: Dave Hetzler, Dean of CTE

Item: **CONSENT**

RE: **GRANT Application New Funds**

- A. **GRANT PROPOSAL TITLE:** Trades School Grant Program ROUND #2
- B. **GRANT AGENCY:** Illinois Community College Board (ICCB)
- C. **GRANT APPLICATION DEADLINE:** 04/15/2024      **GRANT AWARD PERIOD:** 06/01/2024 – 06/30/2025
- D. **PROPOSAL DESCRIPTION:** Round #2 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 HS students for opportunities in trades programs. Round #2 project will expand career exploration, credential opportunities, and work-based learning for HS students in the fields of welding and CNA, and adds career fields truck driver training, robotics, and computer science. Project will require strong partnerships with area high schools and sector industries.
- E. **FUNDS REQUESTED:** \$150,000 - \$250,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities. No match is required for this grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 3/20/2024
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in programs, Enrollment growth

**I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for up to \$250,000 for the purpose indicated above.**

---

March 20, 2024 JWCC Board regular meeting

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

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

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



Date: 3/20/2024 BOARD OF TRUSTEES MEETING  
From: Dr. Shelley Barkley, VP for Academic & Student Affairs  
Item: **CONSENT**  
RE: **GRANT Acceptance of New funds**

- A. **GRANT PROPOSAL TITLE:** Early Childhood Access Consortium for Equity (ECACE)
- B. **GRANT AGENCY:** Illinois Community College Board / IL Dept of Human Services
- C. **GRANT APPLICATION DEADLINE:** 6/02/2023      **GRANT AWARD PERIOD:** 7/01/2023 – 6/30/2024 (Year 3)
- D. **PROPOSAL DESCRIPTION:** 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.
- E. **FUNDS REQUESTED:** \$72,000 AMENDMENT (\$618,693.68 TO \$688,693.68)
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities. No match is required for this grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant in year 3, however, funding does allow for hiring additional faculty, coaches, and mentors if needed.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS: (DATA NOT YET AVAILABLE, ONLY 3 QUARTERS COMPLETED))**
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 5/17/2023
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 03.20.24
- K. **VICE PRESIDENT/DIRECTOR REQUESTING APPROVAL:** Dr. Shelley Barkley, VP for Academic & Student Affairs
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth

I concur with the request and recommend the Board of Trustees authorize the College to **ACCEPT** the additional funds of **\$72,000** for the purpose indicated above.

March 20, 2024 JWCC Board regular meeting

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

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

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



Date: **March 20, 2024**, BOARD OF TRUSTEES MEETING

From: Dr. Bryan Renfro, president

Item: **Business**

RE: Board meeting dates change

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

I recommend changing 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. I recommend the Wednesday, June 19, 2024, regular Board of Trustees meeting change to Tuesday, June 18, 2024.

---

March 20, 2024 JWCC Board regular meeting

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

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

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



Date: **March 20, 2024** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: Mobile Education Trailer Bid

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.

<u>Vendor</u>	<u>Total Cost</u>
Midway Trailers, Inc. DBA Total Trailers 2650 County Hwy 401 Benton, MO 63736	\$89,995.00
Tiles in Style, LLC 16940 Vincennes Ave. South Holland, IL 60473	\$150,000.00
Technology International, Inc. 1331 South International Parkway, Suite 2251 Lake Mary, FL 32746	\$173,600.00
Farber Specialty Vehicles, Inc. 7052 Americana Parkway Reynoldsburg, OH 43068	\$424,228.00

It is 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.

**I concur with the recommendation and request the Board of Trustees accept the bid and award to Midway Trailers, Inc. DBA Total Trailers in the amount of \$89,995.00.**

---

March 20, 2024 JWCC Board regular meeting

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

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

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



**Date:** March 20, 2024, BOARD OF TRUSTEES MEETING  
**From:** Dr. Shelley Barkley, Vice President of Academic and Student Affairs  
**Item:** Academic Calendar FY26- 2025-2026  
**RE:** Academic Planning

Please consider this request for the adoption of the College Calendar for 2025-2026 academic year. The calendar complies with the provisions in the Faculty Association Bargaining Agreement and institutional Board policy – Human Resources Benefits |Policy 5.09. 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:**

- Illinois Community College Board (ICCB) Systems Rules Manual Language- Section 1501.303 Program Requirements-
  - 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

---

March 20, 2024, JWCC Board regular meeting

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

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

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



*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)

Convocation, Department Meeting Days, Professional Development Days,  
Commencement.

**I concur with Dr. Barkley's recommendation and request the Board of Trustees adopt the 2025-2026 College Calendar**

Attachment

---

March 20, 2024, JWCC Board regular meeting

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

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

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



<b>Fall 2025</b>	<b>16-weeks</b>	<b>1st 8-weeks</b>	<b>2nd 8-weeks</b>	<b>12-weeks</b>
Classes Begin	August 18	August 18	October 15	September 15
Labor Day Holiday (College Closed)	September 1	September 1	N/A	N/A
Mid-term	October 10	September 12	November 7	October 24
Fall Recess (No Classes; College Open Oct. 13; College Closed Oct. 14)*	October 13-14*	N/A	N/A	October 13-14*
Thanksgiving Holiday (No Classes; College Closed Nov 26-28)	November 24-28	N/A	November 24-28	November 24-28
Last Day of Classes	December 12	October 10	December 12	December 12
Winter Recess (College Closed)	December 22-January 2	December 22-January 2	December 22-January 2	December 22-January 2

\*College Closed to Public Oct. 14th for Collegewide Professional Development Day

<b>Accelerated December 2025 - January 2026</b>	<b>4-week</b>
Classes Begin	December 15
Last Day of Classes	January 9

March 20, 2024, JWCC Board regular meeting

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

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

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





<b>Spring 2026</b>	<b>16-weeks</b>	<b>1st 8-weeks</b>	<b>2nd 8-weeks</b>	<b>12-weeks</b>
College Reopens	January 5	January 5	January 5	January 5
Martin Luther King, Jr. Day Holiday (College Closed)	January 19	January 19	January 19	January 19
Classes Begin	January 20	January 20	March 23	February 16
Mid-term	March 13	February 13	April 17	April 3
Mid-term Break (No Classes)	March 16-20	N/A	N/A	March 16-20
Spring Recess (No Classes; College Closed April 2-3)*	April 2-3*	N/A	April 2-3*	April 2-3*
Last Day of Classes	May 15	March 13	May 15	May 15
Graduation	May 15	May 15	May 15	May 15

\*College Closed to Public April 2nd for Collegewide Professional Development Day

<b>Summer 2026</b>	<b>Interession 3-weeks</b>	<b>8-weeks</b>	<b>1st 4-weeks</b>	<b>2nd 4-weeks</b>
Classes Begin	May 18	June 8	June 8	July 6
Memorial Day Holiday (College Closed)	May 25	N/A	N/A	N/A

March 20, 2024, JWCC Board regular meeting

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

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

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



Juneteenth (College Closed)	N/A	June 19	June 19	June 19
Mid-term	N/A	July 3	N/A	N/A
Independence Day Holiday (College Closed)	N/A	July 3	July 3	July 3
Last Day of Classes	June 5	July 31	July 3	July 31

---

March 20, 2024, JWCC Board regular meeting

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

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

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



Date: **March 20, 2024, BOARD OF TRUSTEES MEETING**  
From: Dr. Shelley Barkley, Vice President of Academic and Student Affairs  
Item: **Amendment- Academic Calendar**  
RE: Federal Holiday- Juneteenth National Independence Day- June 19th

Please consider this request to amend the College Calendar for the 2023-2024 and 2024-2025 academic year to include Juneteenth as a recognized paid holiday for employees.

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.

**I concur with Dr. Barkley's recommendation and request the Board of Trustees amend the 2023-2024 and the 2024-2025 College Calendar.**

---

March 20, 2024, JWCC Board regular meeting

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

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

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



**03.20.2024 BOARD OF TRUSTEES MEETING**

**CALENDAR**

<b>March 20, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>April 17, 2024 @ 4:00 p.m. for Board training</b>	Board of Trustees meeting
<b>April 19, 2024</b>	50 <sup>th</sup> Anniversary Celebration Point D'vine
<b>May 1, 2024</b>	Board Retreat
<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>	<b>JWCC Graduation Ceremony</b>
<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



Date: **3.20.2024** BOARD OF TRUSTEES MEETING  
From: Dana Keppner, Director of Human Resources  
RE: Personnel

**Personnel Items to Be Approved:**

**New Hires—Regular**

Lehner, Rose - Coordinator, Digital Media

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective February 28, 2024, at an annual salary of \$40,000.

Ratajik, Peggy-Assistant, Student Support Services/Academic Talent Search

Request authorization to hire into part-time, non-exempt position effective February 26, 2024, at an hourly rate of \$15.62.

**Status Changes**

Hoyt, Brad-Director of Athletics

Request authorization to change status to full-time, exempt, benefits-eligible position of Dean of Student Affairs effective February 24, 2024, at an annual salary of \$82,000.

**Vacancies**

Director of Athletics

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**

Bates, Richard	Instructor, TDT	CTE	\$24.05
Neisen, Kylie	Clerk, Bookstore	Business Services	\$15.00
Thompson, Kelsey	Head Coach-Softball, Athletics	Student Services	\$10,000 Contract

**Retirements/Resignations-Accepted by President**

Hoyt, Brad-Director of Athletics— resigned Director of Athletics position effective February 23, 2024

Nelson, Mysti-Administrative Specialist, CTE/CBO— resigned effective February 15, 2024

Weston, Scott-PT Advisor, Admissions— resigned effective March 15, 2024

Wright, Michelle-Coordinator, Records/Registration— resigned effective May 31, 2024

**I concur with the Personnel recommendations.**

Marc 20, 2024 JWCC Board regular meeting

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

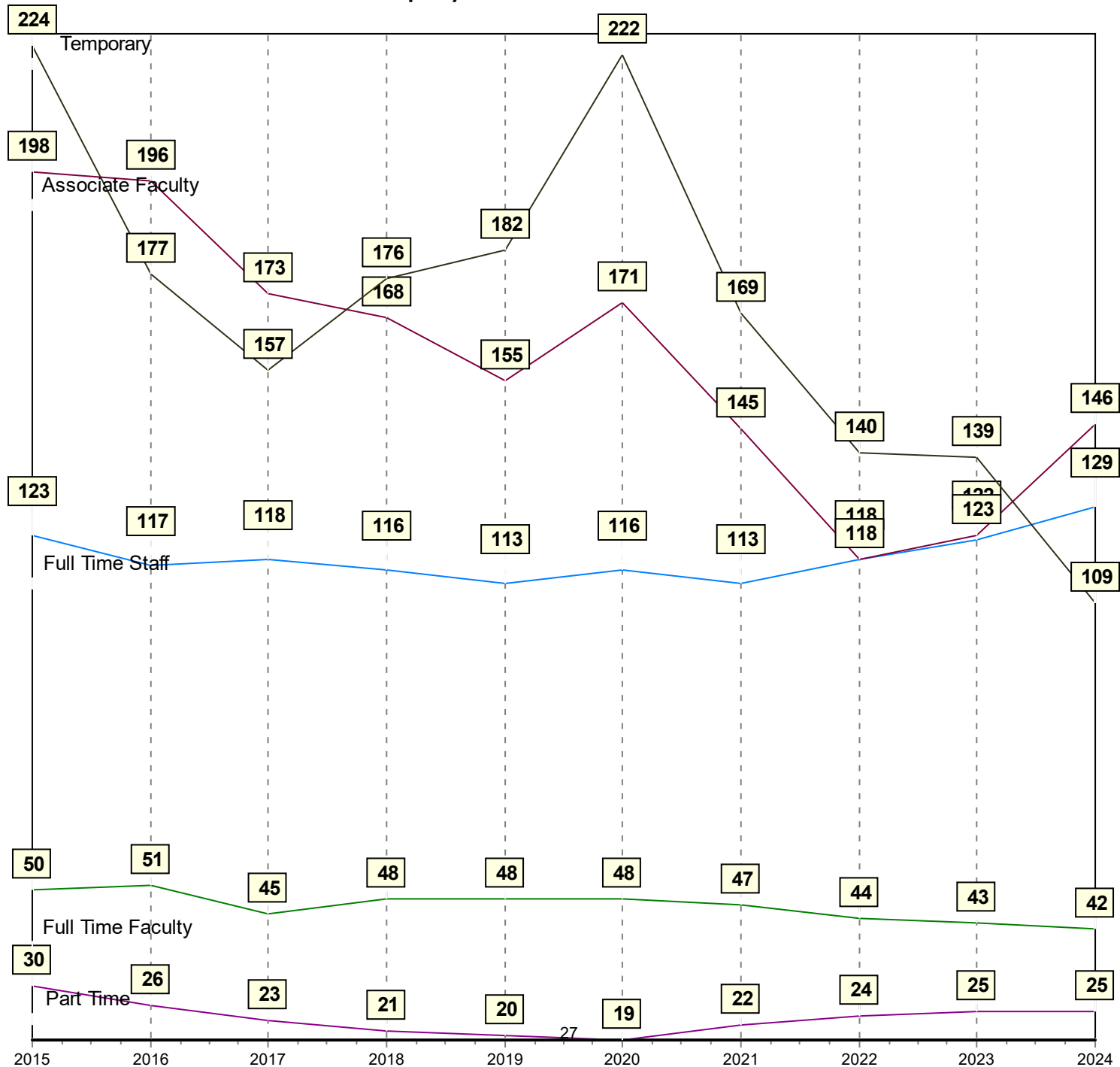
**Vision:** JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

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

# John Wood Community College, District No. 539

As Of 2/1/2024

## Employment Trends



**John Wood Community College**

***Financial Reports***

**Board of Trustees Meeting**

**March 20, 2024**

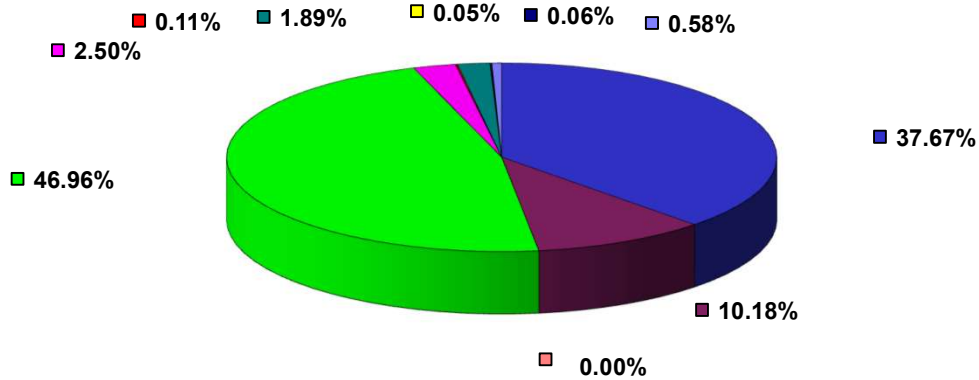
**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 24 to FY' 23**  
**As of February 29, 2024**  
**Unaudited**

**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	\$6,280,025	\$6,766,572	92.81 %	\$6,369,153	\$6,379,952	99.83 %
State Government Revenue	\$1,696,671	\$2,412,078	70.34 %	\$1,597,228	\$2,261,279	70.63 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$7,829,839	\$7,892,018	99.21 %	\$7,643,937	\$7,024,991	108.81 %
Sales and Services Revenue	\$417,196	\$653,900	63.80 %	\$436,903	\$522,900	83.55 %
Facilities Revenue	\$18,307	\$15,000	122.05 %	\$13,637	\$15,000	90.91 %
Investment Revenue	\$315,839	\$105,000	300.80 %	\$63,632	\$24,400	260.79 %
Gifts and Grants Revenue	\$7,890	\$10,000	78.90 %	\$7,472	\$10,000	74.72 %
Other Revenue	\$10,315	\$8,700	118.56 %	\$17,685	\$11,600	152.46 %
Transfers From	\$96,132	\$150,000	64.09 %	\$97,975	\$162,713	60.21 %
<b>TOTAL REVENUES:</b>	<b>\$16,672,215</b>	<b>\$18,013,268</b>	<b>92.56 %</b>	<b>\$16,247,623</b>	<b>\$16,412,835</b>	<b>98.99 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$5,567,773	\$9,628,359	57.83 %	\$5,446,986	\$9,089,853	59.92 %
Employee Benefits	\$1,501,730	\$2,406,902	62.39 %	\$1,321,300	\$2,161,348	61.13 %
Contractual Services	\$1,133,780	\$1,822,224	62.22 %	\$1,162,968	\$1,554,186	74.83 %
General Materials and Supplies	\$527,508	\$982,440	53.69 %	\$543,528	\$787,167	69.05 %
Travel & Conference/Meeting Expense	\$99,476	\$220,963	45.02 %	\$66,387	\$164,193	40.43 %
Fixed Charges	\$66,988	\$109,293	61.29 %	\$56,781	\$109,975	51.63 %
Utilities	\$411,668	\$735,750	55.95 %	\$402,095	\$642,500	62.58 %
Capital Outlay	\$145,420	\$405,821	35.83 %	\$106,970	\$100,600	106.33 %
Other Expenditures	\$993,469	\$1,196,251	83.05 %	\$882,954	\$1,318,752	66.95 %
Transfers To	\$244,000	\$505,262	48.29 %	\$308,882	\$484,261	63.78 %
<b>TOTAL EXPENDITURES:</b>	<b>\$10,691,813</b>	<b>\$18,013,265</b>	<b>59.36 %</b>	<b>\$10,298,852</b>	<b>\$16,412,835</b>	<b>62.75 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$5,980,402</b>			<b>\$5,948,771</b>		



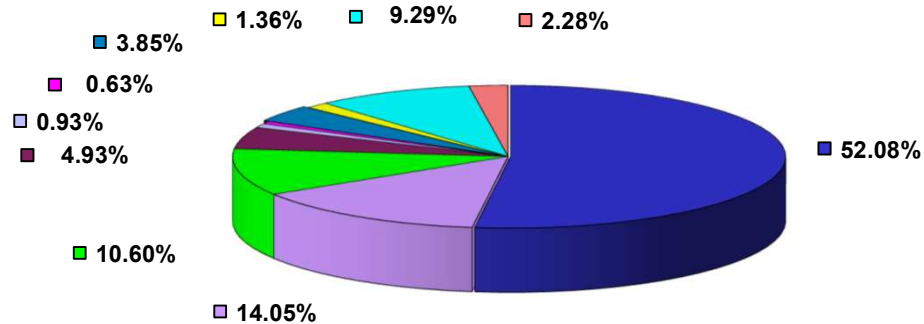
**FY24 Operating Fund Revenues YTD as of February 29, 2024  
Unaudited**



**Operating Fund Revenues: \$16,672,215**

37.67%	Local Government Sources	\$6,280,025
10.18%	State Government Sources	\$1,696,671
0.00%	Federal Government Sources	\$0
46.96%	Student Tuition and Fees	\$7,829,839
2.50%	Sales and Service Fees	\$417,196
0.11%	Facilities Revenue	\$18,307
1.89%	Investment Revenue	\$315,839
0.05%	Gifts and Grants Revenue	\$7,890
0.06%	Other Revenues	\$10,315
0.58%	Transfers from Other Funds	\$96,132

**FY24 Operating Fund Expenditures YTD as of February 29, 2024  
Unaudited**



**Operating Fund Expenditures: \$10,691,813**

52.08%	Salaries	\$5,567,773
14.05%	Employee Benefits	\$1,501,730
10.60%	Contractual Services	\$1,133,780
4.93%	Materials and Supplies	\$527,508
0.93%	Conference and Meeting	\$99,476
0.63%	Fixed Charges	\$66,988
3.85%	Utilities	\$411,668
1.36%	Capital Outlay	\$145,420
9.29%	Other Expenditures	\$993,469
2.28%	Transfer to/from Other Funds	\$244,000

**Balance Sheet - All Funds**  
**As of February 29, 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	\$7,323,099	\$8,765,580	(\$512,708)	\$1,585,276	\$2,603,168	\$382,496	\$2,533,089
Investments	\$4,987,461	\$1,611,947	\$0	\$0	\$2,341,126	\$0	\$0
Receivables	\$1,432,098	\$0	\$144,093	\$0	\$0	\$0	\$0
Accrued Revenue	\$810	\$580	\$846,232	\$67	\$696	\$0	\$169
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$244,496	\$0	\$0	\$9,105	\$0	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$14,137,610</b>	<b>\$10,378,107</b>	<b>\$477,617</b>	<b>\$1,594,448</b>	<b>\$4,944,991</b>	<b>\$382,496</b>	<b>\$2,809,087</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	\$8,365	\$0	\$7	\$357	\$0	\$0	\$0
Accounts Payable	(\$450)	\$0	(\$5,336)	\$0	\$0	\$0	\$274,377
Accrued Expense	\$872,808	\$0	\$62,013	\$32,741	\$0	\$0	\$14,317
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	(\$7,946)	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$876,560</b>	<b>\$0</b>	<b>\$61,643</b>	<b>\$33,098</b>	<b>\$0</b>	<b>\$0</b>	<b>\$288,695</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	\$5,980,402	(\$1,743,651)	\$291,230	\$613,280	\$126,183	(\$7,130)	(\$211,332)
<b>FUND BALANCE 2/29/2024</b>	<b>\$13,263,854</b>	<b>\$10,378,107</b>	<b>\$415,974</b>	<b>\$1,561,350</b>	<b>\$4,944,991</b>	<b>\$382,496</b>	<b>\$2,520,392</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$14,140,414</b>	<b>\$10,378,107</b>	<b>\$477,617</b>	<b>\$1,594,448</b>	<b>\$4,944,991</b>	<b>\$382,496</b>	<b>\$2,809,087</b>

**JWCC Investment Report  
FY 2024**

**UNAUDITED REPORT**

<b><u>Total Cash and Investments</u></b>	<b>Value as of <u>February 29, 2024</u></b>
JWCC Checking	3,327,474.74
JWCC MMA/Cash	284,396.96
Illinois Funds	14,621,243.42
Raymond James Financial Services	4,461,253.29
Money Market	5,946.43
JWCC CDs & Treasuries	8,940,533.55
<b>Total Cash and Investments</b>	<b><u><u>31,640,848.39</u></u></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%		3,327,474.74	all funds
Raymond James Financial Services	4.87%		4,461,253.29	all funds
IL FUND Money Market	5.399%		14,621,243.42	all funds
Heartland Bank & Trust Company	0.15%		284,396.96	split 07 & 32
Money Market -FBT	2.00%		5,946.43	all funds
	<b><u>Yield Rate</u></b>			
Commerce Bank - Treasury	1.909%	3/31/2024	245,316.12	32
Commerce Bank - Treasury	2.77%	6/15/2024	258,162.11	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	243,652.50	07
Commerce Bank - Treasury	2.131%	3/15/2025	97,654.38	07
First Bankers Trust - CD	4.86%	4/17/2025	258,468.50	32
Commerce Bank - Treasury	2.97%	6/30/2025	254,983.48	07
Commerce Bank - Treasury	2.97%	6/30/2025	101,617.03	07
Commerce Bank - Treasury	3.60%	9/15/2025	245,156.25	07
Commerce Bank - Treasury	3.60%	9/15/2025	98,062.50	07
Bank of Springfield - CD	5.12%	10/9/2025	250,000.00	07
Commerce Bank - Treasury	4.50%	11/30/2025	2,510,213.80	01
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	3.70%	5/15/2027	2,477,246.88	01
<b>Total Cash and Investments</b>			<b><u><u>31,640,848.39</u></u></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 20th day of March 2024.

---

Chair

---

Secretary

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

## Board of Trustees Meeting