Date: **04.23.25** Board of Trustees Meeting

RE: **Board Meeting Minutes**

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

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

The **04.23.25** Board of Trustees meeting was called to order in the Board room, Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305 at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rheaappointed Ms. Benz assistant secretary.

2. **Roll Call**

Ms. Benz called roll:

Ms. Paula Hawley participated by Zoom; her vote is unrecorded due to vacation which does not comply with the legal requirements.

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

**Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. David Penn, Dr. Shelley Barkley, Dr. Steven Soebbing, Mr. Matt Carey, Mr. Dave Hetzler, Dr. Chris Koetters, Ms. Kelly Larson, Mr. Shawn and Jennifer Dickerman, Ms. Amy Baker, Ms. Britt Carper, Mr. Brady Althoff, Ms. Lizzy Blickhan, Mr. Colton Coats, Ms. Karlie Barry, and Mr. Jacob Davis.

3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was said, and mission statement read.

4. **Canvass Election Results**

4.1 **Motion:** *Adoption of a Resolution proclaiming election results for two full terms of six years and canvass of those election results.*

Moved by: Dr. Greenwell

Seconded by: Ms. Greger

**Discussion:** Election results were verified by the Adams County Clerk regarding the trustee election held on April 1, 2025. The results were as follows:

* R. Kent Snider – 5,659
* Andrew Sprague – 4,884
* Christopher Adam Holtschlag – 4,485
* Elizabeth Weas Cash – 4,039

The winners were R. Kent Snider, and Andrew Sprague, incumbent.

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Dickerman | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  | x |
| Dr. Greenwell | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**Recognition and Oath of Office**

4.2 Mr. Rhea acknowledged years of service to Dr. Randy Greenwell as a John Wood Community College board of trustee member. He served from 2019-2025.

* R. Kent Snider was administered the oath of office as the newly elected trustee
* Andrew Sprague was administered the oath of office as the newly elected trustee, incumbent

5. **Recognition of Outgoing Student Trustee and new Student Oath of Office**

5.1 Mr. Kannon Dickerman was recognized as the outgoing student trustee serving from 2024-2025.

5.2 Mr. Jacob Davis was administered the oath of office as the newly selected student trustee for 2025-2026.

6**.**  **Introductions**

6.1 Student Government Association officers were introduced to the board. The officers will serve the 2025-2026 year. Introduced were:

* President – Brady Althoff
* Vice President – Lizzy Blickhan
* Treasurer – Colton Coats
* Secretary – Karlie Barry
* Student Trustee – Jacob Davis

6.2 **New Employees**

* Britta Carper – Human Resources Associate

7.  **Organization of the Board** **Resolution**

Mr. Rhea asked Mr. Penn, legal counsel, to conduct the election of officers.

7.1 **Election of Officers for the JWCC Board of Trustees**

* Chair
* Vice-Chair
* Secretary

**Motion:** *Mr. Fischer nominated Mr. Bob Rhea as chair, Mr. Andy Sprague as vice-chair, and Ms. Paula Hawley as secretary for 2025-2026.*

Moved by: Mr. Fischer

Seconded by:

**Discussion:** A slate of officers was nominated for the executive JWCC Board officers for 2025-2026.No further nominations were made. The nomination was closed. Mr. Bob Rhea was elected chair, Mr. Andrew Sprague, vice-chair, and Ms. Paula Hawley, secretary.

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  | x |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

7.2 **Selection of Board of Trustees Standing Committees**

Mr. Bob Rhea stated the chair, vice-chair, and secretary will serve on the Executive committee.

Selected to serve on the Finance and Audit committee are Mr. Larry Fischer, and Mr. R. Kent Snider.

Selected to serve on the Curriculum committee are Mr. Don Hess and Ms. Angela Greger.

7.3 **Selection of ICCTA representative and first alternate**

Mr. Rhea selected Ms. Paula Hawley (*pending confirmation with Ms. Hawley*) as ICCTA representative and Mr. Don Hess first alternate.

7.4 **Resolution for organization of the JWCC Board of Trustees**

**Motion:**  *Request adoption of a resolution providing for the organization of the JWCC Board of Trustees for 2025-2026*

Moved by: Mr. Sprague

Seconded by: Mr. Hess

**Discussion:** The adoption of this resolution verifies the organizational structure for 2025-2026 for JWCC Board of Trustees to ICCB.

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  | x |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

8. **Blazers at Their Best –** Two employees were recognized for “Blazers at Their Best”. Noelle Gibson, a student, recognized employee, Courtney Loos. Her remarks for Courtney are – “No matter what time of day it is she is always available to happily help and if she does not know the answer, she will do what is necessary to find the answer. She has a smile on her face, kind words in passing. She is positive and willing to help, which to me, is what the school should strive to have in all employees and students. She is a wonderful role model.”

The second employee recognized was faculty Michael Francis from student Zachary Brokes. His remarks are – “He always goes above and beyond when it comes to helping his students. He always gives feedback on every assignment we turn in. I have been waiting for my book for his class to be in stock again and he took pictures of the chapter questions I needed to work on and e-mailed them to me so that I wouldn’t fall behind.”

*Ms. Hawley joined the meeting by Zoom. She participated but vote not recorded.*

9. **Special** **Report -** None

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

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

12. **President and Committee Reports**

12.1 **ICCTA/West Central Region Report** - ***Dr. Randy Greenwell, ICCTA representative*, *Mr. Don Hess.***  No report.

12.2 **Board Executive Committee Report** **- *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***

The Executive Committee met on Monday, April 21, 2025, in room C252 at 1:30 p.m. Attendees were Mr. Bob Rhea, Ms. Paula Hawley, and Mr. Andy Sprague. Dr. Bryan Renfro; president, and Ms. Leah Benz; notetaker, present.

The committee discussed and reviewed April Board agenda items. Those included:

Election results, the request to provide recognition to outgoing trustee and student trustee, the step to administer the oath of office to the newly elected trustees and selected new student trustee. As part of the election, reorganization of the board will be completed as well as board committee selections.

*Consent items*

March regular meeting minutes and April special meeting minutes.

Financials, bills for payment, travel expenditures, for March. Two lab fees were discussed, and reactivation of Hospitality Management was shared.

*Grant items*

No grant items.

*Business items*

Business items presented were lease agreements for space with University of Illinois at the Orr facility and at the Mt. Sterling facility, acceptance of a proposal and awarding Gerber tours as the vendor to provide travel for Upward Bound program, adoption of the college calendar for 2026-2027 and 2027-2028, and authorization to accept and award Advanced Technologies the bid for Solar and Wind Turbine installation in the amount of $38,366.

*Personnel item*

Personnel items were deferred to closed session.

*Additional items discussed:* new trustee orientation, spring retreat date, and graduation*.*

12.3 **Board Curriculum Committee Report** - ***Dr. Randy Greenwell, Mr. Don Hess.*** The Curriculum Committee convened on Tuesday, April 15, 2025, at 10:00 a.m. in room C252. Present were trustees, Dr. Randy Greenwell, and Don Hess; Dr. Bryan Renfro, president, Dr. Shelley Barkley, vice president of academic & student affairs and Kristina Johnson; notetaker.

* The Hospitality Management program was discussed as follows:
  + Course reactivation – HSP 195, Special Topics in Hospitality Management (1-4 credit hours)
* The Engineering program was discussed as follows:
* New course – EGR 101, Introduction to Engineering (3 credit hours)
* The Welding program was discussed as follows:
  + New Certificate – Illinois Aligned Basic Welding Cert (11 credit hours)

12.4 **Board Finance and Audit Committee Report - *Mr. Larry Fischer, Ms. Angela Greger*** -The Finance and Audit Committee met on April 9, 2025, at 3:30 p.m., at John Wood Community College. Present were Dr. Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Mr. Larry Fischer and Ms. Angie Greger trustees, Nora Klingele, director of fiscal services, and Jenny Venvertloh; notetaker.

Bills for payment, travel requests, financials, investments, board budget, investments were reviewed.

Other items discussed included Upward Bound Travel request proposal, and the University of Illinois sublease agreements.

12.5 **Student Trustee Report** - ***Mr. Jacob Davis*** – Election was held for a new SGA officer team in April.

J-Dub Day was a huge success, as well as bowling at “The Casino.” Sixty people (60) participated in bowling which required participants to bring a nonperishable food item to donate to the food pantry.

The annual Mr. John Wood Pageant event normally held annually features JWCC male students competing in talent, sportswear, and formal wear categories, with proceeds benefiting Quanada.  This year, that event was reported haveing a new twist—The Professor John Wood Pageant. It is scheduled for Friday, April 25, from 6 to 8 p.m. in the JWCC Mary Ellen Orr Auditorium. Faculty members H.K. Giltner, Beth Reinhardt, Jessica Snider, and Laura Hubbard have volunteered to compete in athletic wear, talent, and formal wear.

An end of the year SGA party is being planned in Moorman Park.

**12.6 Administration Report - *Dr. Renfro* -** Dr. Renfroshared noteworthy progress over the past several years. He discussed the partnerships developed in education within the community and region. Many changes have been accomplished in the workforce such as the development of the program FAME.

JWCC has been committed to recognizing the past and honoring new leadership.A special thank to Dr. Greenwell for his service as a dedicated trustee and to Mr. Kannon Dickerman for his valuable contributions as a student trusteewas acknowledged**.**

Dr. Renfro welcomed the new trustee, along with the new student trustee, Mr. Jacob Davis from the Ag community who will now represent the student voice. It was noted that with all the leadership changes, JWCC is embarking on it is important a transition phase continues to embrace the accomplishes of the past and continues to move forward as the next president of JWCC is named.

13. **Consent Agenda**

**Consent business**

13.1Request approval of 03.18.25 Board regular meeting minutes and 04.09.25 special meeting minutes

13.2 Request approval of bills for payment for March **Finance and Audit Committee**

13.3 Request approval of monthly financial statement for March**Finance and Audit Committee**

13.4 Request approval of trustee and employee travel expenditures for March **Finance &** **Audit**

13.5 Request approval of a proposed credit hour fee and credit hour fee range for new course BIO 121 “Principles of Biology I – Credit Hour Fee $17.00 Fee Range: $0-$200 per credit hour

13.6 Request approval of a proposed credit hour fee and credit hour fee range for new course BIO 122 “Principles of Biology II – Credit Hour Fee $17.00 Fee Range $0-$200 per credit hour

13.7 Request approval of curriculum items as proposed

13.8 Request authorization to approve the department chairs elected by the faculty

**Motion:** *Approval of consent agenda items.*

Moved by: Mr. Hess

Seconded by: Mr. Sprague

**Discussion:**

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

14. **Grant Items No grants**

15. Business

15.1 **MOTION:** *Request authorization to enter into a one (1) year sublease agreement with two (2) successive one (1) year automatic renewal options with the University of Illinois Extension for space at our Mt. Sterling Education Center*

Moved by: Mr. Fischer

Seconded by: Mr. Hess

**Discussion:** The University of Illinois Extension has requested the continuation of the sublease agreement at our Mt. Sterling Education Center. It is recommended that the Board of Trustees authorize to enter into a one (1) year sublease agreement with automatic renewal options for two (2) successive one (1) year terms thereafter with the University of Illinois Extension.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

15.2 **MOTION:** *Request authorization to enter into a one (1) year lease agreement with (2) successive one (1) year automatic renewal options with the University of Illinois Extension for space at the Orr facility on the Baylis Agricultural Education Center property*

Moved by: Mr. Sprague

Seconded by: Ms. Greger

**Discussion:** The University of Illinois Extension has requested a lease agreement at the new Orr facility located on the Baylis Agricultural Education Center property. It is recommended that the Board of Trustees authorize to enter into a one (1) year lease agreement with automatic renewal options for two (2) successive one (1) year terms thereafter with the University of Illinois Extension.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

15.3 **MOTION:** *Request acceptance of the proposal and award Gerber Tours as the vendor to provide travel for the Upward Bound program in the amount of $49,812.00.*

Moved by: Ms. Greger

Seconded by: Mr. Fischer

**Discussion:** JWCC solicited request for proposals from qualified vendors to provide travel for the Upward Bound program. The RFP was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One RFP was received.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

15.4 **MOTION:** *Request adoption of the 2026-2027 and 2027-2028 college calendars*

Moved by: Mr. Snider

Seconded by: Mr. Davis

**Discussion:** Please consider this request for the adoption of the College Calendar for 2026-2027 and 2027-2028. The calendars comply with the provisions in the Faculty Association Bargaining Agreement and Board Policy.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

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| --- | --- | --- |
| *15.5* ***Motion:*** *Request the Board of Trustees authorize acceptance of the bid and award to Advanced Technologies, in the amount of $38,366.00 plus shipping costs* |  |  |

Moved by: Mr. Sprague

Seconded by: Mr. Hess

**Discussion:** JWCC solicited request for bids from qualified vendors to provide solar and wind turbine installation and troubleshooting educational training systems to be purchased with grant dollars. JWCC advertised the bid request in the Quincy- Herald Whig and on the John Wood Community College website. Two bid packets were received. Each bid packet included several options.

The recommendation requests the Board of Trustees authorize acceptance of the bid and award to

Advanced Technologies, in the amount of $38,366 plus shipping costs. This includes the base price for the solar training system with the add on of $1,467 for curriculum campus license and $3,998 for 100 student access for one year. Discussion followed on this grant and future.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

16. **Discussion Item**

16.1Calendar of Events

The Board Retreat is scheduled for June 16 at the Workforce Development Cente**r.**

17. **Notices and Communications**

18. **Personnel Items**

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

Moved by: Mr. Sprague

Seconded by*:* Mr. Snider

**Discussion:**

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**21**. **Other**

**22. Closed Session**

22.1 *A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body, and to release closed session minutes and destruction of closed session recordings, and for the purpose of discussing “the purchase or lease of real property for the use of the public body, including discussing whether a particular parcel should be acquired or lease.”*

Moved by: Mr. Fischer

Seconded by: Mr. Sprague

**Discussion:**

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**23. Resume Open Session**

**Motion:**

Moved by:

Seconded by:

**Discussion:**

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

23.1 **MOTION:** *Approval to release closed session minutes with noted redactions from July 2024 through December 2024 and destruction of closed session recordings of April 2023 – October 2023.*

Moved by: Mr. Hess

Seconded by: Mr. Snider

**Discussion:**

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**24. Adjournment** *Mr. Rhea, Board chair adjourned the April 23, 2025, Board of Trustees regular meeting.*

Moved by:

Seconded by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Mr. Davis | x |  |  |  |
| Mr. Snider | x |  |  |  |
| Mr. Hess | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley |  |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**25**. **Approval:**

Approved the **21st day of May 2025**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48th Street, Quincy Illinois 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.

**CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**