



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:

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*The meeting will begin at 6:00 o'clock P.M. Requests for public comment may be submitted in accordance with board policy or by calling Leah Benz at (217) 641-4102 or by email at [lbenz@jwcc.edu](mailto:lbenz@jwcc.edu) and arrangements will be made to allow public comment through teleconferencing.*

Date: **05.21.25 BOARD OF TRUSTEES REGULAR MEETING**

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

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

**AGENDA**

**Page**

1. **Call to Order/Appointment of Assistant Secretary**
2. **Roll Call**
3. **Pledge of Allegiance; Mission Statement** - JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value
4. **Introduction**
  - Lidia Makin, Coordinator, Student Accounts
  - Shellie Mittermeyer, Executive Administrative Assistant to the Vice President of Academic & Student Affairs
5. **Blazers at their Best**
6. **Special Report**

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May 21, 2025, 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



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<b>7.</b>	<b>Consideration of Items from the Floor</b>	None
<b>8.</b>	<b>Public and/or Employee Comment</b>	
<b>9.</b>	<b>President and Committee Reports</b>	
9.1	<b>ICCTA/West Central Region Report</b> – <i>Ms. Paula Hawley, Mr. Don Hess, first alternate</i>	None
9.2	<b>Board Executive Committee Report</b> – <i>Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley</i>	Table Folder
9.3	<b>Board Curriculum Committee Report</b> – <i>Ms. Angela Greger, Mr. Don Hess</i>	No meeting
9.4	<b>Board Finance and Audit Committee Report</b> – <i>Mr. Larry Fischer, Mr. R. Kent Snider</i>	Table Folder
9.5	<b>Student Trustee Report</b> – <i>Mr. Jacob Davis</i>	
9.6	<b>Administration Report</b> – <i>Dr. Bryan Renfro</i>	
<b>10.</b>	<b>Consent Agenda</b>	
	<b>Consent business Items</b>	
10.1	Request approval of 04.23.2025 regular Board meeting minutes	1-13
10.2	Request approval of bills for April payment <b>Finance and Audit Committee</b>	
10.3	Request approval of monthly financial statements for April <b>Finance and Audit Committee</b>	
10.4	Request approval of trustee & employee travel expenditures for April <b>Finance and Audit Committee</b>	
10.5	Request approval of curriculum items as presented	14
<b>11.</b>	<b>Grant items</b>	
11.1	Request authorization to submit a grant application to Illinois Community College Board for Adult Education and Literacy Grant <b>Amount:</b> \$257,000	15
11.2	Request authorization to submit a grant application to Illinois Community College Board for FY26 Perkins <b>Amount:</b> \$167,769	16
11.3	Request authorization to submit a grant application to the Community Foundation for Community Foundation AgFoward <b>Amount:</b> \$15,000	17

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May 21, 2025, Board of Trustees Meeting

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- |            |  |              |
|------------|--|--------------|
| 11.4       | Request authorization to submit a grant application to DOT Foods for the Living Lab Garden Project <b>Amount:</b> \$5,800  | 18           |
| 11.5       | Request authorization to submit a grant application to ICCB for FY26 PATH <b>Amount:</b> \$197,255   | 19           |
| <b>12.</b> | <b>Business</b>  |              |
| 12.1       | Request approval to approve a trust agreement and transfer of \$185,900 from the Operations and Maintenance Restricted Fund to this trust for the College's Parking Lot and Roads Resurfacing project  | 20-23        |
| 12.2       | Request approval to enter into a Memorandum of Understanding with Quincy Rush Soccer Club regarding athletic field use arrangement from May 1, 2025, through April 30, 2028  | 24-26        |
| 12.3       | Request approval of a posthumous degree being awarded in associate in arts degree-Psychology to Kaiya Ahern  | 27           |
| 12.4       | Request authorization of acceptance of the bid for a replacement boiler in the Science and Technology building and award to Peters Heating & Air Conditioning in the amount of \$83,000  | Table folder |
| 12.5       | Request consideration and action on the appointment of interim President   | No document  |
| <b>13.</b> | <b>Discussion Items</b>  |              |
| 13.1       | Calendar of Events Monday, June 16 – Board Retreat - WDC   |              |
| <b>14.</b> | <b>Notices and Communications</b>  |              |
| <b>15.</b> | <b>Personnel Items</b>   |              |
| 15.1       | Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.  | 28-29        |
| <b>16.</b> | <b>Other Items</b>   |              |
| <b>17.</b> | <b>Closed Session</b>  | 30           |
| 17.1       | A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body, 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." |              |
| <b>18.</b> | <b>Resume Open Session</b>   |              |

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May 21, 2025, Board of Trustees Meeting

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### 19. 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

### 20. Adjournment

*"The agenda may refer to addenda, reports, presentations, or other documents. These are available in the board Packet and are incorporated by reference. The packet is available from the President's office and may be posted on the website with the agenda."*

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May 21, 2025, Board of Trustees Meeting

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Office of the President

Date: **04.23.25** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

Location: Board Room, Student Administrative Center, 1301 South 48<sup>th</sup> 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 48<sup>th</sup> Street, Quincy, IL 62305 at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rhea appointed 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.**

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 Koettters, 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:

04.23.25 Board of Trustees meeting

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- 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.

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



Office of the President

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.

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**

04.23.25 Board of Trustees meeting

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**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.

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.

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04.23.25 Board of Trustees meeting

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### 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)



## Office of the President

- 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 having 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. Renfro shared 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 trustee was 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 accomplishments of the past and continues to move forward as the next president of JWCC is named.

## 13. Consent Agenda Consent business

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04.23.25 Board of Trustees meeting

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- 13.1 Request 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:**

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*

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04.23.25 Board of Trustees meeting

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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.

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.

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.*



Office of the President

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.

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.

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				

15.5 **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



Office of the President

**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.

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**

16.1 Calendar of Events

The Board Retreat is scheduled for June 16 at the Workforce Development Center.

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:**

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Davis	x			
Mr. Snider	x			
Mr. Hess	x			
Mr. Sprague	x			
Ms. Hawley				

04.23.25 Board of Trustees meeting

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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:**

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:**

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Davis	x			
Mr. Snider	x			
Mr. Hess	x			
Mr. Sprague	x			

04.23.25 Board of Trustees meeting

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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:**

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				

04.23.25 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

25. **Approval:**

Approved the **21<sup>st</sup> 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 48<sup>th</sup> Street, Quincy Illinois 62305 at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_\_ayes and \_\_\_\_\_nays.

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

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04.23.25 Board of Trustees meeting

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Date: **May 21, 2025, 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.

❖ **Business**

➤ **Course Withdrawal**

**BUS 110, Entrepreneurship (3 credit hours)**

This course has not been offered since Spring 2016 due to consistently low enrollment. Additionally, the Business Department has confirmed that the course is no longer part of any active program pathways or degree requirements. As a result, the department is requesting to formally withdraw the course from the curriculum.

**BUS 122, Principles of Sales I (3 credit hours)**

This course has not been offered since Spring 2015 due to consistently low enrollment. Additionally, the Business Department has confirmed that the course is no longer part of any active program pathways or degree requirements. As a result, the department is requesting to formally withdraw the course from the curriculum.

**BUS 123, Principles of Sales II (3 credit hours)**

This course has not been offered since Fall 2011 due to consistently low enrollment. Additionally, the Business Department has confirmed that the course is no longer part of any active program pathways or degree requirements. As a result, the department is requesting to formally withdraw the course from the curriculum.

***I concur with Dr. Barkley's request and recommend the Board of Trustees approve the above curriculum items.***

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May 21, 2025, JWCC Board regular meeting

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Date: 5/21/2025 BOARD OF TRUSTEES MEETING  
From: Dave Hetzler, Dean of Career & Technical Education  
Item: **CONSENT**  
RE: **GRANT Application or Acceptance of funds New or Reoccurring**

- A. **GRANT PROPOSAL TITLE:** Adult Education and Literacy Grant
- B. **GRANT AGENCY:** Illinois Community College Board (ICCB)
- C. **GRANT APPLICATION DEADLINE:** 5/30/2025      **GRANT AWARD PERIOD:** 7/01/2025 – 6/30/2026
- D. **PROPOSAL DESCRIPTION:** Adult Education & Literacy grant provides instruction and support services that create pathways for adult learners to obtain knowledge and skills necessary for employment and self-sufficiency; attain a high school equivalency credential and transition to post-secondary education and training; and assist English language learners in improving reading, writing, and speaking skills.
- E. **FUNDS REQUESTED:** \$257,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid from the requested grant funds or are absorbed into already budgeted activities.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** During FY25, the program has served 168 students. 143 GED students and 25 English as a Second Language (ESL) students are enrolled in classes throughout the JWCC district. While attending Adult Education classes, 9 students completed the CNA training, 3 students completed LOM 100, and 1 student completed Truck Driver Training and obtained his CDL. So far this grant year, 24 students have obtained their State of Illinois high school diploma with at least 10 more students on track to complete by June 30.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 5/21/2025
- 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, Leadership and Partnerships.

**I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for \$257,000 for the purpose indicated above.**

May 21, 2025 JWCC Board regular meeting

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Date: 05/21/2025 BOARD OF TRUSTEES MEETING  
From: Dave Hetzler, Dean of CTE  
Item: **CONSENT**  
RE: **Grant Application for Reoccurring of funds**

- A. **GRANT PROPOSAL TITLE:** FY26 Perkins
- B. **GRANT AGENCY:** Illinois Community College Board
- C. **GRANT APPLICATION DEADLINE:** 05/16/2025      **GRANT AWARD PERIOD:** 7/1/25-6/30/26
- D. **PROPOSAL DESCRIPTION:** Perkins V is a federally funded grant awarded through the state that provides funds for CTE programs. The grant helps strengthen the relationship between secondary, post-secondary and industry. The relationships created between these sectors allows education to remove barriers and create exposure in the Career and Technical fields. Award of this grant allows JWCC to purchase equipment in CTE departments and provide services to students in CTE programs.
- E. **FUNDS REQUESTED:** \$167,769
- 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:** Career Services Coordinator, Director of Adult & Community Education, Perkins/Administrative Specialist of Adult & Community Education, Dean of CTE, Dean of Business, Allied Health and Public Services and Disability Services Coordinator are all position that salaries are partially covered by the Perkins Grant.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** In FY25 Perkins was able to provide 168 students with services that included textbook loans, mileage reimbursement, uniforms, and other supports.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:**
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Excellence in Programs, Leadership and Partnerships, Student Success.

**I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for up to \$167,769 for the purpose indicated above.**

May 21, 2025 JWCC Board regular meeting

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Date: 5/21/2025 BOARD OF TRUSTEES MEETING  
From: David Hetzler, Dean of CTE  
Item: **CONSENT**  
RE: **GRANT Application for New funds**

- A. **GRANT PROPOSAL TITLE:** Community Foundation AgFoward Grant
- B. **GRANT AGENCY:** Community Foundation
- C. **GRANT APPLICATION DEADLINE:** 5/15/2025      **GRANT AWARD PERIOD:** 7/1/25-6/30/26
- D. **PROPOSAL DESCRIPTION:** The John Wood Community College Agriculture Center is requesting to apply for the AgFoward Grant from the Community Foundation. The proposal will fund a \$15,000 project which will be used to purchase a new spray drone, part of the high demand agriculture technology field known as “precision ag”, to be integrated into the Crop Technology Course. This will provide companies hands on training and fulfill local agriculture workforce demand. Furthermore, the project will fund the drone software and certifications needed to properly use and maintain the drone.
- E. **REQUESTED FUNDS:** \$15,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** No additional personnel required to complete grant objectives.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 5/21/2025
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** David Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth and Stability, Stability of Resources, Partnerships

**I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$15,000 for the Community Foundation AgFoward Grant.**

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May 21, 2025 JWCC Board regular meeting

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Date: 5/21/2025 BOARD OF TRUSTEES MEETING  
From: David Hetzler, Dean of CTE  
Item: **CONSENT**  
RE: **GRANT Application for New funds**

- A. **GRANT PROPOSAL TITLE:** Living Lab Garden Project
- B. **GRANT AGENCY:** DOT Foods
- C. **GRANT APPLICATION DEADLINE:** 6/1/2025      **GRANT AWARD PERIOD:** 7/1/25-6/30/26
- D. **PROPOSAL DESCRIPTION:** The JWCC College for Life program is requesting permission to apply for the DOT Foods STEM Initiative. This initiative will fund a \$5,800 project to construct a “Living Lab”, outside of the greenhouse. This will include 10 raised garden beds which will host a variety of plant life, from fruits and vegetables to flowers and herbs. This Living Lab will be used for STEM instruction for CFL and JDub Academy students, as well as provide a hands-on lab experience for community area K-12 school students.
- E. **REQUESTED FUNDS:** \$5,800
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** No additional personnel required to complete grant objectives.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 5/21/2025
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** David Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth and Stability, Stability of Resources, Partnerships

**I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$5,800 for the Living Lab Garden Project.**

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May 21, 2025 JWCC Board regular meeting

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Date: 5/21/2025 BOARD OF TRUSTEES MEETING  
From: Dr. Shelley Barkley  
Item: **CONSENT**  
RE: **GRANT Application for New funds**

- A. **GRANT PROPOSAL TITLE:** FY26 PATH
- B. **GRANT AGENCY:** ICCB
- C. **GRANT APPLICATION DEADLINE:** 6/1/2025 **GRANT AWARD PERIOD:** 7/1/2025-6/30/26
- D. **PROPOSAL DESCRIPTION:** Year 5. The purpose of PATH is to create, support, and expand the opportunities of individuals in the nursing pathway and select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the healthcare industry. The focus on the PATH initiative is to recruit and retain students going into healthcare fields by providing necessary supports and eliminating financial barriers.
- E. **Requested Funds:** Not Determined, ICCB Advises to Use Current (FY25) Funding Amount (\$197,255.00)
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** The current PATH Coordinator part-time position will be maintained.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 5/21/2025
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Dr. Shelley Barkley
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth and Stability, Stability of Resources, Partnerships

**I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$197,255 for the FY26 PATH project.**

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May 21, 2025 JWCC Board regular meeting

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Date: **May 21, 2025** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Trust Agreement

The Capital Development Board has selected the College's Parking Lot and Roads Resurfacing project for funding. The proposed project has an estimated cost of \$743,600 with 75% of the funding being provided by the CDB and 25% from the College. In order to move forward with the project, the CDB has requested that the College's portion of the funding be placed in a trust (agreement attached). I recommend that the Board of Trustees approve the trust agreement and the transfer of \$185,900 from the College's Operations and Maintenance Restricted Fund to the trust.

**It is requested that the Board of Trustees approve the trust agreement and the transfer of \$185,900 from the Operations and Maintenance Restricted Fund to the trust.**

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

---

May 21, 2025 JWCC Board regular meeting

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## TRUST AGREEMENT

This Agreement is made and entered into by and between John Wood Community College, whose address is 1301 South 48<sup>th</sup> Street, Quincy, IL 62305, hereinafter called the Using Educational Agency, and a Bank, First Bankers Trust Company, whose address is 1201 Broadway, Quincy, IL 62301, hereinafter called Bank.

## WITNESSETH

WHEREAS the USING EDUCATIONAL AGENCY is required by law to pay a contribution to that certain project, known as Capital Development Board project number *CDB project # (810-100-021)*, in the amount of one hundred eighty-five thousand nine hundred dollars; and

WHEREAS, the USING EDUCATIONAL AGENCY may elect to deposit the contribution under a Trust Agreement, with an Illinois Bank of the Using Educational Agency's choice, pursuant to 71 Illinois Administrative Code 30.110, as amended October 1, 1984.

NOW THEREFORE, the parties do hereby agree:

1. That the USING EDUCATIONAL AGENCY does simultaneously with execution hereof deposit with Bank funds totaling one hundred eighty-five thousand nine hundred dollars (\$185,900).
2. That the funds so deposited with the Bank shall be described as the "contribution" and shall be held by the Bank in trust according to the terms of this agreement.
3. That the USING EDUCATIONAL AGENCY shall receive any interest thereon.
4. That earnings on the trust corpus shall be paid by the BANK to the USING EDUCATIONAL AGENCY not less frequently than quarterly.
5. That the Executive Director (in his or her official capacity) or the Administrator of Fiscal Management (in his or her official capacity) of the Capital Development Board are the only persons authorized to direct the BANK to make payment out of the trust, other than payment of earnings to the USING EDUCATIONAL AGENCY in accordance with Section 4 hereof.
6. The right of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board to direct payment is restricted in that any such funds so directed shall be made payable only to: "The Order of State Treasurer of Illinois, Capital Development Board, Contributory Trust Fund".

7. That the BANK shall pay such funds within two (2) working days upon the receipt of the written direction of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, and that any agreement between the BANK and the USING EDUCATIONAL AGENCY, shall, in no way, affect the duty of the BANK to so pay upon demand.

8. That the BANK, as Trustee, shall invest in securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois, or time deposits, open accounts, certificates of deposit, savings accounts or enter into a re-purchase agreement; however, all time deposits, open accounts, certificates of deposit, savings accounts shall be covered by a pledge of securities to cover the difference between the FDIC insurance and the total unsecured amount ( of the type listed in Paragraph 2, below) on deposit with the depositor bank of the Trustee Bank. A "safekeeping receipt" for such deposits shall be submitted to the USING EDUCATIONAL AGENCY covering the securities pledged, and a certified statement to the effect that all monies invested have been adequately protected, shall be submitted to CDB by the BANK. Should the re-purchase agreement cover securities other than those listed in Paragraph 2 of this Section, such agreements shall also be subject to the pledge of securities provision as described in this Section. The term "securities of the type utilized to collateralize deposits by the Treasurer of the State of Illinois" means: direct obligations of the United States Government; general obligations of the State of Illinois; notes, bonds, debentures or participation certificates of the Federal Mortgage Association, Federal Intermediate Credit Bank, Federal Home Loan Bank, Federal Land Bank, Illinois Building Authority, Illinois Toll Highway Commission of Illinois State Toll Highway Authority; Public Housing Authority Notes; obligations of the Export-Import Bank of Washington, D.C.; general obligations municipal bonds (including school districts) within the State of Illinois rated "A" or better by Moodys; and Farmers Home Administration Insured Notes provided such notes are quoted and are non-amortized.

9. That the USING EDUCATIONAL AGENCY shall be responsible for obtaining the written execution of the Trust Agreement by the BANK. Any costs or service fees of the BANK shall be borne by the USING EDUCATIONAL AGENCY.

10. That when the total amount of the contribution has been paid from the account in accordance with the directions of the Executive Director or the Administrator of Fiscal Management of the Capital Development Board, this Agreement shall be terminated and any accumulated interest or earnings thereon shall be paid over to the Using Educational Agency.

IN WITNESS WHEREOF the parties have hereunder set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**USING EDUCATIONAL AGENCY**

John Wood Community College      217-641-4102  
Name of School      Phone number

By: Dr. Bryan Renfro      President  
Printed Name      Title

\_\_\_\_\_  
Signature      ATTEST: \_\_\_\_\_

**BANK**

\_\_\_\_\_  
Name of Bank      Phone number

By: \_\_\_\_\_  
Printed Name      Title

ATTEST: \_\_\_\_\_  
Signature

**Acknowledgment of Receipt**  
**Funds in the Amount**      \$ \_\_\_\_\_

\_\_\_\_\_  
Bank Representative/Printed Name

By: \_\_\_\_\_  
Signature      Title

\_\_\_\_\_  
Joel Meints      Administrator of Fiscal Management  
CAPITAL DEVELOPMENT BOARD



Date: **May 21, 2025** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Memorandum of Understanding

Quincy Rush Soccer Club has asked to enter into a Memorandum of Understanding with the College regarding an athletic field use arrangement. The MOU allows for the use of space located on the College's main campus by Quincy Rush Soccer Club. The MOU sets the terms for the arrangement.

It is recommended that the College enter into a Memorandum of Understanding with Quincy Rush Soccer Club.

**I concur with the recommendation and request the Board of Trustees enter into a Memorandum of Understanding with Quincy Rush Soccer Club**

---

May 21, 2025 JWCC Board regular meeting

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## **Memorandum of Understanding**

Between

Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and State of Illinois, commonly known as John Wood Community College, a public community college (JWCC)

and

Quincy Rush Soccer Club

This Memorandum of Understanding (MOU) sets forth the terms and understanding between JWCC and the Quincy Rush Soccer Club for an athletic field use arrangement. This MOU shall last three years, beginning May 1<sup>st</sup>, 2025 and ending April 30, 2028, subject to the termination provisions below.

The MOU shall grant Quincy United access to the outdoor space north of the Student Activity Center and west of the Baseball complex. Such use shall be scheduled in advance and usage will be provided at the sole discretion of JWCC through the Athletics Department. Additional indoor space may be available as JWCC athletic and SAC schedules allow, at the sole discretion of JWCC through the Athletics Department.

Quincy Rush Soccer Club will provide John Wood Community College payment for the use of the facility as follows no later than June 1<sup>st</sup> of each calendar year with the understanding that funds will be reinvested into athletic facility deferred maintenance and upgrades.

June 1<sup>st</sup>, 2025: \$5,000

June 1<sup>st</sup>, 2026: \$8,000

June 1<sup>st</sup>, 2027: \$10,000

Quincy Rush and John Wood Community College will share the responsibility of maintenance for all flat surface areas north of the Student Activity Center and west of the baseball fields. Each March, the club will aerate, plant seeds, and roll the fields. JWCC will provide all mowing for the fields.

JWCC shall not be liable to Quincy Rush Soccer Club or to any other person for any damage to any person or property caused by any act, omission, or neglect of Quincy Rush Soccer Club. Quincy Rush Soccer Club, to the extent permitted by law, shall defend, indemnify, and hold the JWCC, including its trustees, officers, directors, employees, agents, and contractors harmless from and against any and all claims, losses, damages, expenses, and causes of action resulting from the acts or omissions of Quincy Rush Soccer Club, its employees, or contractors. This includes, without limitation, all costs of judgments, settlements, court costs, and reasonable attorneys' fees that JWCC may incur as a result of the Quincy Rush Soccer Club's failure to meet the provisions of this Agreement or from the acts or omissions of such party, its employees, or contractors. In addition, Quincy Rush Soccer Club shall, during the term of this MOU, maintain comprehensive public liability insurance, issued by a reputable insurance company, licensed to transact business in the State of Illinois, with limits of not less than one million dollars (\$1,000,000.00) for bodily injury and death and not less than one hundred thousand dollars (\$100,000) for property damage or one



million dollars (\$1,000,000) combined single limit of bodily injury, death and property damage protecting JWCC and Quincy Rush Soccer Club against liability for any accident, injury or damage on the Premises or the Building. Quincy Rush Soccer Club shall send to JWCC annually evidence of such coverage in the form of a certificate of insurance. Each insurance policy shall contain an agreement that the policy shall not be cancelled without prior written notice to the JWCC.

As part of this MOU, Quincy Rush agrees to provide support through their participants in the capacity of ball boys/girls at JWCC home soccer contests. In turn, JWCC agrees to provide college athletes to support for spring programs initiated by the club. JWCC will provide a space for a temporary shed to hold the supplies of the Quincy Rush Soccer Club.

### Other Terms and Termination

This MOU is at-will and may be modified in writing by mutual consent of authorized officials from JWCC and Quincy United Soccer Club. Should either organization decide to end the agreement, written notice of termination of the agreement shall be provided with a minimum of 30 days' notice. If JWCC terminates due to non-payment by Quincy Rush Soccer Club of the annual payment, Quincy Rush Soccer Club shall remain liable for any such overdue payment if any based on continued usage by Quincy Soccer Club after June 1 of a given year. In addition, JWCC shall be entitled to recover reasonable attorneys' fees and costs incurred due to any breaches of this agreement by Quincy Rush Soccer Club.

### Contact Information

#### JWCC

Dr. Bryan Renfro  
President  
1301 South 48<sup>th</sup> St., Quincy, IL 62305  
217.641.4101 phone/217.221.0778 fax  
[brenfro@jwcc.edu](mailto:brenfro@jwcc.edu)

#### Quincy United Soccer Club

George O'Brien  
PO Box 79  
104 East State  
Camp Point, IL 62320  
217.593.6816/217.593.6504 fax  
[gobins@adams.net](mailto:gobins@adams.net)

\_\_\_\_\_  
JWCC

\_\_\_\_\_  
Quincy United Soccer Club

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Date: 05.21.2025 BOARD OF TRUSTEES MEETING  
From: Mrs. Brittany McKeown  
Item: **BUSINESS**  
RE: Posthumous Degree

Kaiya Ahern was at 74% completion of her degree at the College before her unfortunate passing on March 27, 2025. The family has requested a posthumous degree be awarded.

Please consider this request for the Board of Trustee approval to award an Associate in Arts Degree – Psychology to Kaiya Ahern.

**I concur with Mrs. McKeown's request and recommend the Board of Trustees approve a posthumous degree being awarded in Associate in Arts Degree – Psychology to Kaiya Ahern.**

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



Date: **May 21, 2025** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Boiler Replacement Bids

JWCC solicited request for bids from qualified vendors to provide boiler replacement for the Science and Technology Center. JWCC advertised the bid request in the Quincy- Herald Whig and on the John Wood Community College website. One bid was received.

The recommendation requests the Board of Trustees authorize acceptance of the bid and award to Peters Heating & Air Conditioning, in the amount of \$83,000.

**I concur with the recommendation and request the Board of Trustees authorize acceptance of the bid and award to Peters Heating & Air Conditioning, in the amount of \$83,000.**

---

May 21, 2025 JWCC Board regular meeting

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Date: **5.21.2025** BOARD OF TRUSTEES MEETING  
From: Amy Baker, Chief Human Resources Officer  
RE: Personnel

**Personnel Items to Be Approved:**

**New Hires—Regular**

Carey, Matthew-Dean of Business, Allied Health, and Public Services

Request authorization to hire into full-time, exempt, benefits-eligible position effective June 16, 2025, at an annual salary of \$85,500.

Rains-Eaton, Tiffaney-Instructor, Psychology/Sociology

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit at MA+45, Step 14, effective August 14, 2025, at an annual salary of \$61,215.

**Vacancies**

Administrative Specialist, Adult & Community Education

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

Assistant Athletic Director/Women's Basketball

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**

Graham, Gage	Circulation Desk, Library	Academic Support	\$15.00
Moore, Kylee-Ann	Circulation Desk, Library	Academic Support	\$15.00
Print, Dylan	Tutor, Math	Academic Support	\$15.00
Sanford, Ella	Circulation Desk, Library	Academic Support	\$15.00
Sorensen, Natalya	Admin. Specialist, Adult & Comm Ed/Perkins	CTE	\$18.00

**Retirements/Resignations-Accepted by President**

Schwagmeyer-Belger, Alison-Assistant Athletic Director/Women's Basketball Coach - Resignation effective May 2, 2025.

Sorensen, Natalya-Administrative Specialist, Adult & Community Education - Resignation effective April 18, 2025.

**I concur with the Personnel recommendations.**

May 21, 2025 JWCC Board regular meeting

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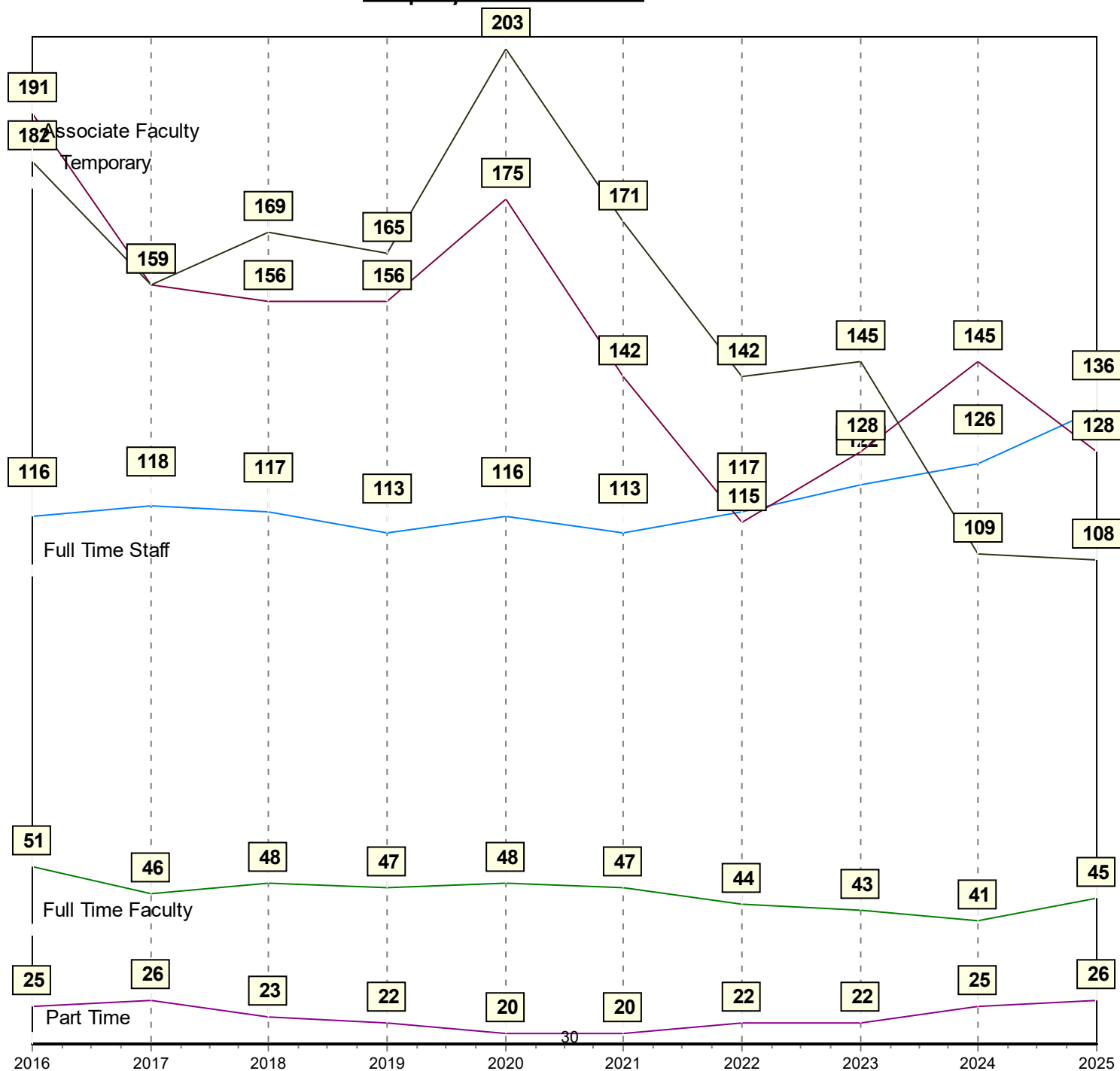
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# John Wood Community College, District No. 539

As Of 4/1/2025

## Employment Trends



**John Wood Community College**

***Financial Reports***

**Board of Trustees Meeting**

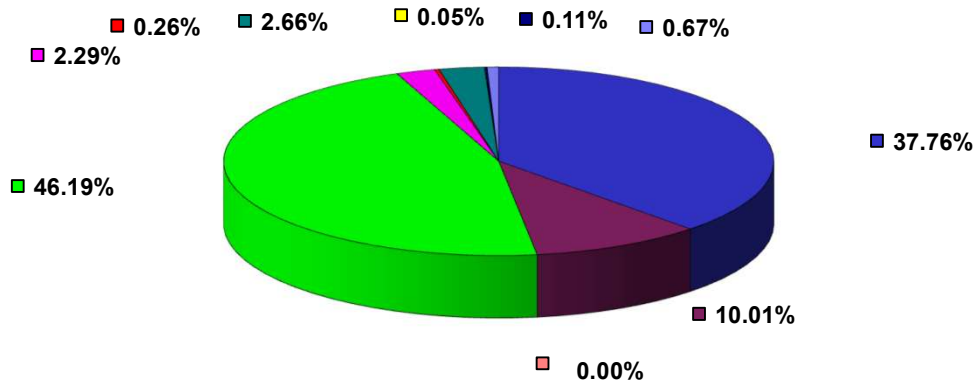
**May 21, 2025**

**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 25 to FY' 24**  
**As of April 30, 2025**  
**Unaudited**

**Operating Funds**

	<b>Actual FY ' 25</b>	<b>Budget FY ' 25</b>	<b>% of Budget FY ' 25</b>	<b>Actual FY ' 24</b>	<b>Budget FY ' 24</b>	<b>% of Budget FY ' 24</b>
<b><u>REVENUES:</u></b>						
Local Government Revenue	\$6,720,331	\$7,258,097	92.59 %	\$6,450,524	\$6,766,572	95.33 %
State Government Revenue	\$1,780,974	\$2,454,961	72.55 %	\$2,118,054	\$2,412,078	87.81 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$8,220,714	\$8,175,365	100.55 %	\$7,772,608	\$7,892,018	98.49 %
Sales and Services Revenue	\$407,401	\$559,200	72.85 %	\$549,196	\$653,900	83.99 %
Facilities Revenue	\$45,777	\$25,000	183.11 %	\$23,604	\$15,000	157.36 %
Investment Revenue	\$473,599	\$300,000	157.87 %	\$351,046	\$105,000	334.33 %
Gifts and Grants Revenue	\$8,820	\$17,805	49.54 %	\$7,890	\$10,000	78.90 %
Other Revenue	\$18,871	\$9,500	198.64 %	\$13,089	\$8,700	150.45 %
Transfers From	\$120,113	\$258,195	46.52 %	\$124,166	\$150,000	82.78 %
<b>TOTAL REVENUES:</b>	<b>\$17,796,600</b>	<b>\$19,058,123</b>	<b>93.38 %</b>	<b>\$17,410,176</b>	<b>\$18,013,268</b>	<b>96.65 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$7,337,758	\$10,006,836	73.33 %	\$7,003,265	\$9,628,359	72.74 %
Employee Benefits	\$2,137,421	\$2,689,004	79.49 %	\$1,880,175	\$2,406,902	78.12 %
Contractual Services	\$920,986	\$1,533,075	60.07 %	\$1,267,689	\$1,822,224	69.57 %
General Materials and Supplies	\$849,391	\$1,287,633	65.97 %	\$665,682	\$982,440	67.76 %
Travel & Conference/Meeting Expense	\$146,385	\$289,901	50.49 %	\$130,457	\$220,963	59.04 %
Fixed Charges	\$87,121	\$110,770	78.65 %	\$81,556	\$109,293	74.62 %
Utilities	\$576,957	\$676,500	85.29 %	\$517,896	\$735,750	70.39 %
Capital Outlay	\$562,454	\$760,266	73.98 %	\$168,440	\$405,821	41.51 %
Other Expenditures	\$1,111,979	\$1,182,007	94.08 %	\$1,027,649	\$1,196,251	85.91 %
Transfers To	\$545,192	\$522,131	104.42 %	\$489,169	\$505,262	96.81 %
<b>TOTAL EXPENDITURES:</b>	<b>\$14,275,642</b>	<b>\$19,058,123</b>	<b>74.91 %</b>	<b>\$13,231,977</b>	<b>\$18,013,265</b>	<b>73.46 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$3,520,958</b>			<b>\$4,178,199</b>		

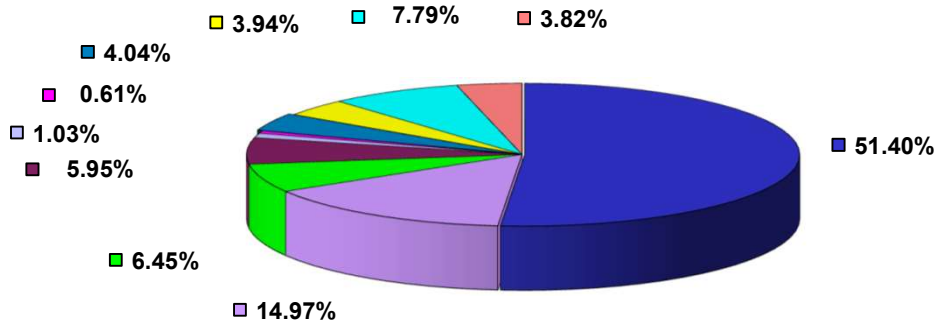
**FY25 Operating Fund Revenues YTD as of April 30, 2025  
Unaudited**



**Operating Fund Revenues: \$17,796,600**

37.76%	Local Government Sources	\$6,720,331
10.01%	State Government Sources	\$1,780,974
0.00%	Federal Government Sources	\$0
46.19%	Student Tuition and Fees	\$8,220,714
2.29%	Sales and Service Fees	\$407,401
0.26%	Facilities Revenue	\$45,777
2.66%	Investment Revenue	\$473,599
0.05%	Gifts and Grants Revenue	\$8,820
0.11%	Other Revenues	\$18,871
0.67%	Transfers from Other Funds	\$120,113

**FY25 Operating Fund Expenditures YTD as of April 30, 2025  
Unaudited**



**Operating Fund Expenditures: \$14,275,642**

51.40%	Salaries	\$7,337,758
14.97%	Employee Benefits	\$2,137,421
6.45%	Contractual Services	\$920,986
5.95%	Materials and Supplies	\$849,391
1.03%	Conference and Meeting	\$146,385
0.61%	Fixed Charges	\$87,121
4.04%	Utilities	\$576,957
3.94%	Capital Outlay	\$562,454
7.79%	Other Expenditures	\$1,111,979
3.82%	Transfer to/from Other Funds	\$545,192

**Balance Sheet - All Funds**  
**As of April 30, 2025**  
**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	\$6,318,493	\$9,529,563	\$35,354	\$1,669,972	\$1,615,861	\$488,132	\$4,026,517
Investments	\$5,219,383	\$1,782,928	\$0	\$0	\$3,597,817	\$0	\$0
Receivables	\$955,684	\$0	\$220,944	\$0	\$0	\$0	\$0
Accrued Revenue	\$154	\$673	\$602,762	\$95	\$142	\$0	\$212
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$85,033	\$0	\$0	\$0	\$0	\$0	\$255,031
Other Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$156,061	\$0	\$3,625	\$4,553	\$0	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$12,734,807</b>	<b>\$11,313,165</b>	<b>\$862,685</b>	<b>\$1,674,619</b>	<b>\$5,213,820</b>	<b>\$488,132</b>	<b>\$4,281,761</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	(\$3,130)	\$0	\$0	\$151	\$0	\$0	\$0
Accounts Payable	\$44,022	\$0	(\$2,927)	\$94	\$0	\$0	\$255,109
Accrued Expense	\$1,016,895	\$0	\$61,393	\$44,829	\$0	\$0	\$24,098
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$649,391	\$0	\$4,960	\$0	\$0	\$0	\$34,402
Other Liabilities	\$39	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$6,299	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$1,713,515</b>	<b>\$0</b>	<b>\$63,426</b>	<b>\$45,073</b>	<b>\$0</b>	<b>\$0</b>	<b>\$313,609</b>
FUND BALANCE 7/01/2024	\$7,500,335	\$10,910,853	\$141,702	\$1,223,573	\$5,062,364	\$420,579	\$3,636,551
Revenue Over (Under) Expense	\$3,520,958	\$402,312	\$657,557	\$405,973	\$151,456	\$67,554	\$331,600
<b>FUND BALANCE 4/30/2025</b>	<b>\$11,021,292</b>	<b>\$11,313,165</b>	<b>\$799,259</b>	<b>\$1,629,546</b>	<b>\$5,213,820</b>	<b>\$488,132</b>	<b>\$3,968,152</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$12,734,807</b>	<b>\$11,313,165</b>	<b>\$862,685</b>	<b>\$1,674,619</b>	<b>\$5,213,820</b>	<b>\$488,132</b>	<b>\$4,281,761</b>

**JWCC Investment Report  
FY 2025**

**UNAUDITED REPORT**

**Total Cash and Investments**

JWCC Checking  
Illinois Funds  
Raymond James Financial Services  
JWCC CDs & Treasuries

**Value as of  
April 2025**

5,119,859.43  
14,123,064.62  
4,478,957.51  
10,600,128.44

**Total Cash and Investments**

34,322,010.00

<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%		5,119,859.43	all funds
Raymond James Financial Services	4.42%		4,478,957.51	all funds
IL FUND Money Market	4.434%		14,123,064.62	all funds
	<b><u>Yield Rate</u></b>			
Commerce Bank - Treasury	2.97%	6/30/2025	269,210.98	07
Commerce Bank - Treasury	2.97%	6/30/2025	107,287.03	07
Commerce Bank - Treasury	3.60%	9/15/2025	249,335.94	07
Commerce Bank - Treasury	3.60%	9/15/2025	99,734.38	07
Bank of Springfield - CD	5.12%	10/9/2025	259,487.40	32
Commerce Bank - Treasury	4.50%	11/30/2025	2,648,260.21	01
Farmers National Bank of Griggsville - CD	4.81%	12/18/2025	262,049.33	32
Central State Bank - CD	4.87%	3/20/2026	250,000.00	32
First Mid Bank & Trust - CD	4.86%	4/13/2026	108,261.37	07
First Mid Bank & Trust - CD	4.86%	4/13/2026	270,653.45	07
Farmers National Bank of Griggsville - CD	4.60%	7/2/2026	255,797.26	32
Homebank - CD	4.41%	9/24/2026	255,594.50	32
Bank of Springfield - CD	4.91%	10/9/2026	259,089.56	07
Bank of Springfield - CD	4.91%	10/9/2026	103,635.83	07
Farmers National Bank of Griggsville - CD	4.55%	12/18/2026	261,408.08	07
Farmers National Bank of Griggsville - CD	4.55%	12/18/2026	104,563.23	07
Mercantile Bank - CD	4.12%	1/22/2027	250,000.00	32
Mercantile Bank - CD	4.18%	3/21/2027	250,000.00	07
Mercantile Bank - CD	4.18%	3/21/2027	100,000.00	07
Mercantile Bank - CD	4.10%	3/26/2027	250,000.00	32
Commerce Bank - Treasury	3.70%	5/15/2027	2,571,122.58	01
Farmers National Bank of Griggsville - CD	3.70%	7/2/2027	102,268.49	07
Farmers National Bank of Griggsville - CD	3.70%	7/2/2027	255,671.23	07
First Bankers Trust - CD	3.77%	9/23/2027	254,783.99	07
First Bankers Trust - CD	3.77%	9/23/2027	101,913.60	07
Mercantile Bank - CD	4.17%	1/22/2028	100,000.00	07
Mercantile Bank - CD	4.17%	1/22/2028	250,000.00	07
Mercantile Bank - CD	4.31%	3/26/2028	250,000.00	07
Mercantile Bank - CD	4.31%	3/26/2028	100,000.00	07
Total Cash and Investments			<u><u>34,322,010.00</u></u>	

# John Wood Community College

## Expenditures for Payment

Accounts Payable. ....	<i>.Presented to Finance Committee</i>
Payroll. ....	<i>.Presented to.Finance Committee</i>
Petty Cash. ....	<i>.Presented.to Finance Committee</i>
Purchase Cards. ....	<i>.Presented.to Finance Committee</i>

## Ratification of Expenditures

The foregoing summary of obligations have been processed for payment. The College Administration certifies that these obligations, have been incurred in accordance with Board Policy, and where required, quotes and or bids were obtained. The Finance Committee of the Board has reviewed the payments and reported their findings to the Board of Trustees at the regular meeting.

Ratified this 21st day of May 2025.

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Chair

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Secretary

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

## Board of Trustees Meeting