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

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 and arrangements will be made to allow public comment through teleconferencing.

Date: **08.19.26 BOARD OF TRUSTEES REGULAR MEETING**

Location: JWCC Workforce Development Center, 2710 N 42nd St 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. Introductions

4.1 **New Employees**

- Laken Aidich – PT Admissions Recruiter
- Emma Booher – Custodian
- Tammy French – Coordinator, Access & Disability
- Ashely Lieurance – Administrative Assistant, Health Sciences

4.2 **Blazers at their Best -** Tracy Orne

5. Special Report

6. Consideration of Items from the Floor

7. Public and/or Employee Comment

8. President and Committee Reports

8.1	**ICCTA/West Central Region Report** – *Ms. Angela Greger, Ms. Paula Hawley-Sargent, first alternate*	Table Folder
8.2	**Board Executive Committee Report** – *Mr. Andy Sprague, Ms. Paula Hawley – Sargent, Mr. Bob Rhea*	Table Folder
8.3	**Board Curriculum Committee Report** – *Ms. Angela Greger, Mr. Don Hess*	Table Folder
8.4	**Board Finance and Audit Committee Report** – *Mr. Larry Fischer, Mr. R. Kent Snider*	Table Folder
8.5	**Student Trustee Report** – *Ms. Lauren McDowell, student trustee*	
8.6	**President Report** – *Dr. Aron Potter*	Table Folder

9. Consent Agenda
Consent business Items

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9.2	Request approval of bills for July payment **Finance and Audit Committee**	
9.3	Request approval of monthly financial statements for July **Finance and Audit Committee**	
9.4	Request approval of trustee & employee travel expenditures for July **Finance and Audit Committee**	
9.5	Request authorization to enter into an annual agreement with Quanada	10-11

10. Grant items (consent)

10.1	Request authorization to accept grant funds from Illinois Community College Board for Adult Education & Literacy **Amount Awarded: $222,076**	12
10.2	Request authorization to accept grant funds from Illinois Community College Board for Adult Volunteer Literacy **Amount Awarded: $$94,834**	13
10.3	Request authorization to accept grant funds from Illinois Community College Board for FY27 Perkins Basic Grant CTE **Amount Awarded: $178,720**	14-15

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

10.4	Request approval to submit a grant application to Illinois Community College Board for FY27 Mental Health Early Action on Campus Act Allocation for **funds allocated of $50,000**	16-17

11. Business – Board Action Items

11.1	Request approval to transfer $268,000 from Operating Funds to Auxiliary Fund for FY26	18
11.2	Request approval to transfer $244,000 from Operating Funds to Restricted Purposes Fund for FY26	19
11.3	Request approval of the FY27-FY29 Collective Bargaining Agreement *(document at end)*	20

12. Discussion Items

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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.	22-23

15. Other Items

16. Closed Session

16.1	A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body and 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."	24

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."

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Date: 07.22.26 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 **07.22.26** Board of Trustees meeting was called to order at the John Wood Community College Board Room, Student Administrative Center, 1301 South 48th Street, Quincy IL 62305 at 6:00 p.m. by Mr. Andy Sprague, chair. Mr. Sprague appointed Ms. Benz assistant secretary.

2. **Roll Call**

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider			x	
Mr. Hess			x	
Ms. Hawley-Sargent				x
Mr. Rhea			x	
Ms. Greger			x	
Mr. Fischer			x	
Mr. Sprague			x	
Voice Vote				

Attendees: Dr. Aron Potter, Ms. Leah Benz, Mr. David Penn, Mr. Chris Koetters, Mr. Matt Carey, Ms. Laura Matthews, Ms. Brittany McKewon, Dr. Chris Kaelke.

3. **Mission Statement -** Ms. Brittany McKewon read the JWCC mission statement, followed by the recitation of the Pledge of Allegiance by those in attendance.

4. **Introductions –** Ms. Amy Baker, Chief Human Resource Officer, introduced Mr. Phoenix Pelto, as one of our new JWCC custodians.

4.2 **Blazers at their Best -** This month, Administration recognized **Courtney Loos**, who was nominated by **Lauren McDowell** for the **"Blazers at Their Best"** award. In her nomination, Ms. McDowell shared how a simple but thoughtful gesture from Ms. Loos made a lasting impression. She received a birthday email from Ms. Loos which made her feel seen, appreciated, and incredibly special. Ms. McDowell noted that this small act of kindness reflected Ms. Loos's genuine thoughtfulness and willingness to go out of her way to make others feel valued.

The second recognition honored **Arielle Gordon**, who was nominated by **Julie Quinn**. Ms. Quinn shared that Ms. Gordon was instrumental in the success of classes during **JDub Academy** in the Community Education Department. She highlighted Ms. Gordon's exceptional organizational skills and administrative support, noting that her efforts were essential in keeping summer and fall **College for Life** registrations organized and up to date.

5. **Special Report** – Ms. Shellie Mittermeyer provided an update on the **Rural Guided Pathways Initiative**. The college is currently about halfway through the implementation of this initiative. To date, two virtual sessions with consultants have been completed, during which the college shared challenges it has encountered and collaborated with peer institutions to identify strategies and best practices for addressing those challenges.

Additionally, **Laura Rittner**, the college's implementation coach, visited campus on Tuesday, July 21, to meet with the leadership team and representatives from several departments. During her visit, the group debriefed on the initiative's progress and discussed specific topics related to implementation.

The next Rural Guided Pathways Institute is scheduled to take place in Dallas, Texas, in October.

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

7. **Public and/or Employee Comment** – Public Hearing for the FY Budget was opened.

8. **President and Committee Reports**

8.1 **ICCTA/West Central Region Report** – ***Ms. Angela Greger, ICCTA representative, Mr. Pauley Hawley-Sargent.*** No report given.

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

The Executive Committee met on Thursday, July 16, 2026, in room C252 at 1:30 p.m. Attendees were trustees; Mr. Andy Sprague, in person, Ms. Paula Hawley and Mr. Bob Rhea via zoom. Dr. Aron Potter, president, and Ms. Benz; note taker in person. Mr. Josh Welker, vice president of Finance & Operations was also in attendance.

July Board packet items were reviewed and discussed.
Consent items:

- Regular minutes of 06.22.26
- Investments, bills for payment, and travel items
- ICCTA 1st half dues in the amount of $3,636.00
- Submission of four RAMP (Resource Allocation and Management Plan) documents to ICCTA

Grant items:

- Grant application to the Illinois Board of Higher Education (IBHE) for JWCC Cooperative Work Study Partnership **Amount Requested**: $**18,000**

- Grant application to the Illinois Green Energy Network (IGEN) for FY27 IGEN Membership Project **Amount Requested: $15,000**

- Grant application to the Illinois Green Energy network (IGEN) for FY27 IGEN window seals on main campus Project **Amount Requested: $ up to $200,000**

- Grant application to U.S. Small Business Administration (SBA) for AI Small Business Development Initiative **Amount Requested: $400,000**

Business Action Items:

- Approval of Fiscal Year 2027 resolution and certificate adopting the annual budget – public hearing of the budget
- Authorization to enter into an eleven (11) month sublease agreement with the West Central Illinois Area Agency on Aging for space at the Southeast Education Center

Personnel:

Personnel and collective bargaining matter items were deferred to closed session of the Board meeting.

Discussion Items:

- Board Retreat dates proposed – October 13 or October 14, 2026
- Convocation – August 13, 2026
- Inauguration of Dr. Potter – October 2, 2026
- Election of trustee information for April 6, 2027, election shared
- Rural Guided Pathways Site visit on Tuesday, July 21, 2026

8.3 **Board Curriculum Committee Report** – ***Ms. Angela Greger, Mr. Don Hess.*** The Curriculum committee did not meet for July.

8.4 **Board Finance and Audit Committee Report - *Mr. Larry Fischer, Mr. R. Kent Snider*** - The Finance and Audit Committee met on Tuesday July 14, 2026, at 2:00 p.m., at John Wood Community College. Present were Mr. Larry Fischer and Mr. Kent Snider; trustee, Josh Welker; vice president of finance and operations; Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker.

- Elise Tyrpin from Raymond James presented an investment proposal.

- There were no financials to review due to year end processes.

- Bills for Payment and Travel Requests were reviewed and recommended for approval.

- Board items discussed:
  a. Approved Budget – The budget was presented to the Board at the June Board of Trustees meeting and has been on display for public inspection. It is requested that the Board of Trustees approve the FY2027 Annual Budget.

b. FY2027 ICCB Capital Budget Request RAMP (Resource Allocation Management Plan) Document - It is recommended that the Board of Trustees approve four RAMP documents and matching funds commitment for submission to the Illinois Community College Board.

c. West Central Illinois Area Agency on Aging Sublease Agreement – It is recommended that the Board of Trustees authorize to enter into an eleven (11) month sublease agreement with West Central Area Agency on Aging for FY2027 at the Southeast Education Center.

- Collective Bargaining Negotiations – We are making progress. A spreadsheet was distributed showing compensation data from peer schools.

An appraisal of the SEC has been scheduled and was discussed

8.5 **Student Trustee Report** – ***Ms. Lauren McDowell –*** Ms. McDowell was absent for the July meeting.

8.6 **Administration Report – *Dr. Aron Potter* –** Highlights were shared from this month's activities attended by the President. Highlights included departments/areas where directed to lay out direction of where the College is moving towards.

FAME signing day was held. Acknowledgement was given to all who assisted with this program.

Dr. Potter met with Pikeland superintendent, Blessing hospital president, consultant from Rural Guided Pathways, PACT leader, Compeer representatives, and Peterbilt representatives for a potential event.

Acknowledged Dr. Barkley as being named the next president of Spoon River College and recognizing her for her work at JWCC.

Ms. Orne shared complimentary wine pull tickets that were given to the trustees. This event is on September 16 at the Quincy Country Club. She encouraged all members to attend and thanked the Board for all their support on behalf of the Foundation.

9. **Consent Agenda**
Business Consent items

9.1 Request for approval of 06.22.26 Board regular meeting minutes

9.2 Request approval of bills for payment for June payment **Finance and Audit Committee**

9.3 Request approval of trustee & employee travel expenditures for June **Finance & Audit**

9.4 Request authorization to pay the 1st half of the Illinois Community College Trustees Association Dues Amount: $3,636.00

9.5 Request approval of four RAMP documents and matching funds commitment for submission to the Illinois Community College Board for FY27

Motion: *Approval of consent agenda items*

Moved by: Ms. Greger
Seconded by: Mr. Snider

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

10. **Grant Items**

10.1 Request authorization to submit a grant application to the Illinois Board of Higher Education (IBHE) for JWCC Cooperative Work Study Partnership **Amount Requested**: **$18,000**

10.2 Request authorization to submit a grant application to the Illinois Green Energy Network (IGEN) for FY27 IGEN Membership Project **Amount Requested: $15,000**

10.3 Request authorization to submit a grant application to the Illinois Green Energy network (IGEN) for FY27 IGEN Ag Center LED Parking Lot Project **Amount Requested: $80,000** ***(this amount was revised to read not to exceed $200,000 project focus to main campus window seal project)***

10.4 Request authorization to submit a grant application to U.S. Small Business Administration (SBA) for AI Small Business Development Initiative **Amount Requested: $400,000**

Motion: *Approval of grant agenda items*

Moved by: Mr. Rhea
Seconded by: Ms. Greger

Discussion: All grants were approved by one motion. Two revisions were included in the table folder. Item 10.3 – revised from Ag Center LED Parking Lot project to replace old and worn-out window seals on the main campus not to exceed $200,000.

Item 10.4 – revised to replace old and worn-out window seals on the main campus.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

11. **Business**

Public Hearing of the Budget was closed

11.1 **MOTION:** *Request approval of Fiscal Year 2027 resolution and certificate adopting the annual budget – public hearing of the budget was announced as being closed.*

Discussion: The Resolution and Certificate Adopting the Annual Budget was presented. The budget was presented to the Board at the June Board of Trustees meeting and has been on display for public inspection. The public hearing was held and all provisions of the Illinois Community College Act regarding adoption of the annual budget have been met. The budget is balanced with operating revenue and expenditure of $19,608,087. This is an increase from the fiscal year 2026 budget of $41,396.

Moved by: Mr. Snider
Seconded by: Mr. Hess

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

11.2 **MOTION:** *Request authorization to enter into an eleven (11) month sublease agreement with the West Central Illinois Area Agency on Aging for space at the Southeast Education Center.*

Discussion: The West Central Illinois Area Agency on Aging has requested a sublease agreement at the Southeast Education Center. It is recommended that the Board of Trustees authorize to enter into an eleven (11) month sublease agreement with West Central Illinois Area Agency on Aging for FY2027.

Moved by: Mr. Snider
Seconded by: Mr. Fischer

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

12. **Discussion Item**
12.1 Calendar of Events - All of the events were reviewed.

13. **Notices and Communications –** Two thank-you notes were included in the table folder: one from the family of former trustee Jeanette Green, and another expressing appreciation to the college for allowing a shoebox donation drop-off location to be placed on campus.

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: Mr. Snider

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
NAME				x
Ms. McDowell	x			
Mr. Snider	x			
Mr. Hess	x			

Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

15. **Other**

16**.** **Closed Session**

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

Moved by: Ms. Greger
Seconded by: Mr. Rhea

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

17**.** **Resume Open Session**
MOTION:

Moved by: Mr. Rhea
Seconded by: Mr. Snider

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x

Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

18. Adjournment *Mr. Sprague, Board chair adjourned July 22, 2026, Board of Trustees regular meeting.*

Moved by: Mr. Snider
Seconded by: Mr. Hess

NAME	AYE	NAY	PRESENT	ABSENT
Ms. McDowell				x
Mr. Snider	x			
Mr. Hess	x			
Ms. Hawley-Sargent				x
Mr. Rhea	x			
Ms. Greger	x			
Mr. Fischer	x			
Mr. Sprague	x			
Voice Vote				

20. Approval:
Approved the **19th of August 2026**, 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_____

Date: **August 19, 2026,** BOARD OF TRUSTEES MEETING

From: Dr. Aron A. Potter President

Item: **Business**

RE: Quanada

Attached is a request to enter into an agreement with Quanada. In order for their agency to comply for funding, it is necessary for them to have current networking agreements on file.

STATEMENT OF AGREEMENT
QUANADA
and

John Wood Community College

Whereas Quanada, a not-for-profit corporation in the State of Illinois, County of Adams, has established a support service for individuals suffering from domestic violence and/or sexual assault.

Whereas Quanada wishes to join with other service providers in the development of a network of services which mutually contribute to the betterment of our clients.

Be it therefore resolved that Quanada and John Wood Community College

1. **Recognize the existence of their respective professional services.**
2. **Maintain regular and frequent contact regarding to changes in service elements present within each.**
3. **Avoid duplication of services.**
4. **Assist in providing necessary client information with the use of appropriate release of information forms.**
5. **Acquaint and refer individuals who may have need of the other's services, and**
6. **Generally promote the continuation of a cooperative coordination of services now available to victims of domestic violence and/or sexual assault.**
7. **Neither agency will be required to accept a referral for inappropriate services.**

This agreement will be renewed annually and may be revoked in writing by either party at any time.

Quanada	**John Wood Community College**
By: Megan A Duesterhaus	**By:**
Signature	**Signature**
Chief Executive Officer 7/01/2026	
Title Date	**Title Date**

Office of the President

Board Consent Item

DATE: 8/19/2026

DEPARTMENT: Office of Grants

RE: GRANT Acceptance of Funds

BACKGROUND:

A. GRANT PROPOSAL TITLE: Adult Education & Literacy Grant

B. GRANT AGENCY: ICCB – Illinois Community College Board

C. GRANT APPLICATION DEADLINE: 5/01/26
GRANT AWARD PERIOD: 7/01/26 – 6/30/27

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 their reading, writing, speaking, and math skills.

E. FUNDS REQUESTED: $237,895 FUNDS AWARDED: $222,076

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. (DATE) GRANT APPLICATION SUBMITTED TO BOARD: 4/15/26

J. (DATE) BOARD APPROVED ACCEPTANCE OF FUNDS: 8/19/26

K. DEAN REQUESTING APPROVAL: Tracy Orne, Dean of External Relations & Communication

FUNDING SOURCE: ICCB State Funds

STRATEGIC INITIATIVE: Excellence in Programs, Leaderships and Partnerships, Student Success

PRESIDENT'S RECOMMENDATION: *I concur with the recommendation and request the Board of Trustees accept the FY27 ICCB Adult Education & Literacy funds.*

Office of the President

Board Consent Item

DATE: 8/19/2026

DEPARTMENT: Office of Grants

RE: GRANT Acceptance of Funds

BACKGROUND:

A. GRANT PROPOSAL TITLE: Adult Volunteer Literacy Grant

B. GRANT AGENCY: ICCB – Illinois Community College Board

C. GRANT APPLICATION DEADLINE: 3/16/26
GRANT AWARD PERIOD: 7/01/26 – 6/30/27

D. PROPOSAL DESCRIPTION: Funding supports volunteer training and coordination for instruction to help adults who read below a ninth-grade level or speak English at a beginning level, with the overall goal to improve their basic reading, writing, math and English language aptitude.

E. FUNDS REQUESTED: $94,834 FUNDS AWARDED: $94,834

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. (DATE) GRANT APPLICATION SUBMITTED TO BOARD: 4/15/26

J. (DATE) BOARD APPROVED ACCEPTANCE OF FUNDS: 8/19/26

K. DEAN REQUESTING APPROVAL: Tracy Orne, Dean of External Relations & Communication

FUNDING SOURCE: ICCB State Funds

STRATEGIC INITIATIVE: Excellence in Programs, Leaderships and Partnerships, Student Success

PRESIDENT'S RECOMMENDATION: *I concur with the recommendation and request the Board of Trustees accept the FY27 ICCB Adult Volunteer Literacy funds.*

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Office of the President

Board Consent Item

DATE: 8/19/2026

DEPARTMENT: Office of Grants

RE: GRANT Acceptance of Funds

BACKGROUND:

A. GRANT PROPOSAL TITLE: FY27 Perkins Basic Grant CTE

B. GRANT AGENCY: Illinois Community College Board

C. GRANT APPLICATION DEADLINE: 5/15/26
GRANT AWARD PERIOD: 7/01/26 – 6/30/27

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 allow 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: $178,720 FUNDS AWARDED: $178,720

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 Heath and Public Services and Disability Services Coordinator are all positions that salaries are partially covered by the Perkins Grant.

H. (DATE) GRANT APPLICATION SUBMITTED TO BOARD:

J. (DATE) BOARD APPROVED ACCEPTANCE OF FUNDS: 8/19/26

K. DEAN REQUESTING APPROVAL: Tracy Orne, Dean of External Relations & Communication

FUNDING SOURCE: ICCB State Grant Funds

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Office of the President

STRATEGIC INITIATIVE: Student Success, Excellence in Programs, Services, and Employees, Enrollment Growth and Stability, Leadership and Partnerships, Responsible Management of Resources

PRESIDENT'S RECOMMENDATION: *I concur with the recommendation and request the Board of Trustees accept the FY27 ICCB Perkins award.*

Office of the President

Board Consent Item

DATE: 8/19/2026

DEPARTMENT: Office of Grants

RE: GRANT Application for Funds

BACKGROUND:

A. GRANT PROPOSAL TITLE: FY27 Mental Health Early Action on Campus Act Allocation

B. GRANT AGENCY: ICCB – Illinois Community College Board

C. GRANT APPLICATION DEADLINE: 09/15/2026 – Spending Plan due to ICCB
GRANT AWARD PERIOD: 7/01/26 – 6/30/27

D. PROPOSAL DESCRIPTION: Allocated funding from ICCB to Illinois community colleges to address gaps in mental health services and meet mandatory activities under 110 ILCS 58 on college campuses through mental health training and awareness, peer support, and community-campus partnerships. Areas of focus could include telehealth, campus ratios for service, peer counseling, and technical assistance. This is an allocation, not a grant.

E. FUNDS REQUESTED: NA FUNDS ALLOCATED: $50,000

F. OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES: All activities are paid for from the requested allocated 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. (DATE) GRANT APPLICATION SUBMITTED TO BOARD: 8/19/26

J. (DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:

K. DEAN REQUESTING APPROVAL: Brittany McKeown, Dean of Student Affairs

FUNDING SOURCE: ICCB Appropriated Funds

STRATEGIC INITIATIVE: Excellence in Programs, Leaderships and Partnerships, Student Success

Office of the President

PRESIDENT'S RECOMMENDATION: *I concur with the recommendation and request the Board of Trustees approve the application for the FY27 Mental Health Early Action on Campus Allocation.*



Office of the President

Board Action Item

DATE: August 19, 2026, Board of Trustees Meeting

DEPARTMENT: Finance & Operations

RE: Transfer to Auxiliary Fund

BACKGROUND:

The College would like to request the transfer of $268,000 from the Operating Funds to the Auxiliary Fund for fiscal year 2026. This transfer will eliminate deficit fund balances and ensure sufficient funding levels for auxiliary funds including Student Transportation, Athletics, and Food Service for fiscal year 2027.

FUNDING SOURCE: N/A

STRATEGIC INITIATIVE: N/A

PRESIDENT'S RECOMMENDATION: I concur with the recommendation and request the Board of Trustees approve the $268,000 transfer from the Operating Funds to the Auxiliary Fund.

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Office of the President

Board Action Item

DATE: August 19, 2026, Board of Trustees Meeting

DEPARTMENT: Finance & Operations

RE: Transfer to Restricted Purposes Fund

BACKGROUND:

The College would like to request to transfer $244,000 from the Operating Funds to the Restricted Purposes Fund for fiscal year 2026 for Board designated initiatives. This transfer will allow for funding of Board-designated initiatives and purposes to be used in future fiscal years.

FUNDING SOURCE: N/A

STRATEGIC INITIATIVE: N/A

PRESIDENT'S RECOMMENDATION: I concur with the recommendation and request the Board of Trustees approve the $244,000 transfer from the Operating Funds to the Restricted Purposes Fund.

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Office of the President

Board Action Item

DATE: August 19, 2026 Board of Trustees Meeting

DEPARTMENT: Finance & Operations

RE: Collective Bargaining Agreement

BACKGROUND:

A three (3) year collective bargaining agreement has been approved by the JWCC Faculty Association. The agreement is being presented for approval to the Board of Trustees. It is recommended that the Board of Trustees approve the FY27-FY29 Collective Bargaining Agreement.

FUNDING SOURCE: N/A

STRATEGIC INITIATIVE: N/A

PRESIDENT'S RECOMMENDATION: I concur with the recommendation and request the Board of Trustees approve the FY27-FY29 Collective Bargaining Agreement.

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

08.19.2026 BOARD OF TRUSTEES MEETING

BOT MEETING CALENDAR

August 17, 2026	**Fall Classes Begin**
August 19, 2026 @ 6:00 p.m.	Board of Trustees Meeting
Workforce Development Center	
August 25, 2026	Nominating petitions for April 6, 2027 Board of Trustees election may be circulated
September 16, 2026 @ 6:00 p.m.	Board of Trustees Meeting
September 17, 2026 @ 5:30 p.m.	JWCC Foundation Wine Pull Quincy Country Club
October 2, 2026 @ 3:30 p.m.	Dr. Aron A. Potter inauguration Mary Ellen Orr Auditorium
October 13, 2026	Board Retreat (Fall) First Bankers Trust
October 21, 2026 @ 6:00 p.m.	Board of Trustees Meeting
November 18, 2026 @ 6:00 p.m.	Board of Trustees Meeting
December 3, 2026	Pathfinder Event – Honoring Mr. Larry Fischer *(details will be shared at a later date)*
December 16, 2026 @ 6:00 p.m.	Board of Trustees Meeting

Date: **8.19.2026** BOARD OF TRUSTEES MEETING

From: Amy Baker, Chief Human Resources Officer

RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Maple, Jennifer-Specialist, Fiscal Services
Request authorization to hire into full-time, non-exempt, benefits-eligible position effective August 24, 2026, at an annual salary of $35,100.

Miller, Paul-Dean of Career & Technical Education
Request authorization to hire into full-time, exempt, benefits-eligible position effective August 25, 2026, at an annual salary of $87,000.

Status Change

Loos, Courtney-Campus Care Coach
Request authorization to change status to full-time, non-exempt, benefits-eligible position of Coordinator, Student Belonging effective August 1, 2026, at an annual salary of $48,000.

Vahlkamp, Mary Pat-Advisor, Academic Talent Search
Request authorization to change status to full-time, exempt, benefits-eligible position of Academic Advisor & Success Coach effective August 17, 2026, at an annual salary of $36,000.

New Hires--Associate Faculty

Elmore, Katie-Instructor, Social & Behavioral Sciences
Request authorization to hire into part-time position effective August 17, 2026, at rate of $711 per credit hour.

Moran-Cortes, Elena-Instructor, Communications, Languages, & Literature
Request authorization to hire into part-time position effective August 17, 2026, at rate of $711 per credit hour.

Vacancies

PT Assistant, Academic Talent Search
Request authorization to fill part-time, non-exempt position pending appropriate administrative review.

PT Assistant, Learning Resources Center
Request authorization to fill part-time, non-exempt position pending appropriate administrative review.

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Personnel Items Reported:

New Hires—Non-Board Approved, Variable Part-time

McReynolds, James	College for Life Instructor	Adult & Community Ed	$25.00

Retirements/Resignations-Accepted by President

Kang, Han Cheol-Instructor, Music – Resignation August 7, 2026

Ratajik, Margaret 'Peggy'-PT Assistant, Academic Talent Search – Resignation August 31, 2026

Roberts, Ryan-PT Assistant, Learning Resources Center – Resignation August 4, 2026

I concur with the Personnel recommendations.

John Wood Community College

Financial Reports

Board of Trustees Meeting

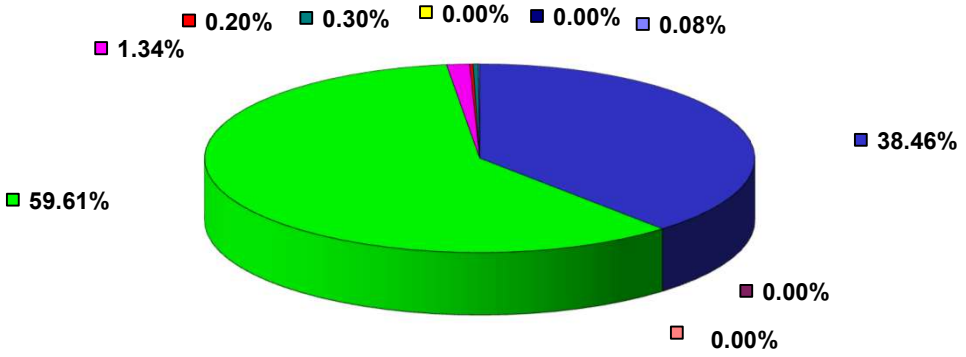
August 19, 2026

John Wood Community College, District No. 539
Comparison of Actual to Budget - FY' 27 to FY' 26
As of July 31, 2026
Unaudited

Operating Funds

	Actual FY ' 27	Budget FY ' 27	% of Budget FY ' 27	Actual FY ' 26	Budget FY ' 26	% of Budget FY ' 26
REVENUES:						
Local Government Revenue	$2,868,418	$7,939,200	36.13 %	$2,585,447	$7,623,000	33.92 %
State Government Revenue	$0	$1,764,307	0.00 %	$189,125	$2,077,360	9.10 %
Federal Government Revenue	$0	$0	0.00 %	$0	$0	0.00 %
Student Tuition and Fees	$4,445,410	$8,448,380	52.62 %	$4,433,289	$8,577,150	51.69 %
Sales and Services Revenue	$99,854	$672,700	14.84 %	$132,520	$560,150	23.66 %
Facilities Revenue	$14,900	$75,000	19.87 %	$16,750	$92,600	18.09 %
Investment Revenue	$22,662	$400,000	5.67 %	$18,817	$450,000	4.18 %
Gifts and Grants Revenue	$0	$10,000	0.00 %	$0	$10,000	0.00 %
Other Revenue	$0	$13,500	0.00 %	$1,191	$13,500	8.82 %
Transfers From	$6,254	$285,000	2.19 %	$9,256	$162,931	5.68 %
TOTAL REVENUES:	**$7,457,498**	**$19,608,087**	**38.03 %**	**$7,386,394**	**$19,566,691**	**37.75 %**
EXPENDITURES:						
Salaries	$594,884	$10,226,706	5.82 %	$924,035	$9,895,611	9.34 %
Employee Benefits	$233,555	$2,862,114	8.16 %	$146,969	$2,920,554	5.03 %
Contractual Services	$57,332	$1,950,662	2.94 %	$88	$1,684,597	0.01 %
General Materials and Supplies	$71,298	$1,191,029	5.99 %	$184,818	$1,181,376	15.64 %
Travel & Conference/Meeting Expense	$4,353	$396,314	1.10 %	$2,552	$423,048	0.60 %
Fixed Charges	$14,056	$184,154	7.63 %	$8,936	$121,814	7.34 %
Utilities	$10,276	$890,500	1.15 %	$3,255	$737,000	0.44 %
Capital Outlay	$523	$260,397	0.20 %	$14,089	$752,259	1.87 %
Other Expenditures	$130,586	$1,105,714	11.81 %	$97,150	$1,285,605	7.56 %
Transfers To	$0	$540,497	0.00 %	$0	$564,827	0.00 %
TOTAL EXPENDITURES:	**$1,116,864**	**$19,608,087**	**5.70 %**	**$1,381,891**	**$19,566,691**	**7.06 %**
REVENUES OVER (UNDER) EXPENDITURES	**$6,340,634**			**$6,004,503**		

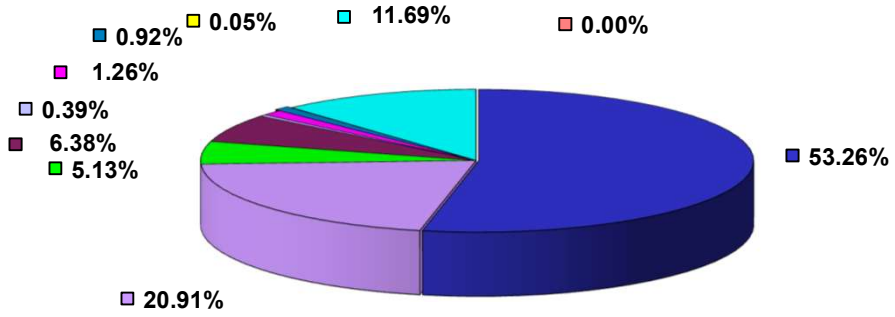
FY26 Operating Fund Revenues YTD as of July 31, 2026
Unaudited



Operating Fund Revenues: **$7,457,498**

38.46%	Local Government Sources	$2,868,418
0.00%	State Government Sources	$0
0.00%	Federal Government Sources	$0
59.61%	Student Tuition and Fees	$4,445,410
1.34%	Sales and Service Fees	$99,854
0.20%	Facilities Revenue	$14,900
0.30%	Investment Revenue	$22,662
0.00%	Gifts and Grants Revenue	$0
0.00%	Other Revenues	$0
0.08%	Transfers from Other Funds	$6,254

FY26 Operating Fund Expenditures YTD as of July 31, 2026
Unaudited



Operating Fund Expenditures: **$1,116,864**

53.26%	Salaries	$594,884
20.91%	Employee Benefits	$233,555
5.13%	Contractual Services	$57,332
6.38%	Materials and Supplies	$71,298
0.39%	Conference and Meeting	$4,353
1.26%	Fixed Charges	$14,056
0.92%	Utilities	$10,276
0.05%	Capital Outlay	$523
11.69%	Other Expenditures	$130,586
0.00%	Transfer to/from Other Funds	$0

Balance Sheet - All Funds
As of July 31, 2026
Unaudited

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
ASSETS							
Cash	$8,420,599	$6,517,041	$575,084	$1,751,344	$1,168,134	$1,021,432	$3,969,313
Investments	$2,602,140	$2,024,149	$0	$0	$4,343,940	$0	$0
Receivables	$4,104,132	$0	$369,514	$0	$0	$0	$0
Accrued Revenue	$14,267	$10,642	$207,907	$1,535	$8,467	$0	$4,057
Interfund Receivables	$0	$0	$0	$0	$0	$0	$0
Inventory	$152,381	$0	$0	$0	$0	$0	$206,514
Other Assets	$0	$95,695	$0	$0	$0	$0	$0
Prepaid Expenses/Deferred Charges	$637,256	$0	$9,816	$19,146	$0	$0	$1,665
TOTAL ASSETS	**$15,930,775**	**$8,647,528**	**$1,162,321**	**$1,772,025**	**$5,520,540**	**$1,021,432**	**$4,181,549**
LIABILITIES							
Payroll Deduction Liabilities	($4,962)	$0	$0	($1,035)	$0	$0	$0
Accounts Payable	$143,854	$0	$26,992	$0	$0	$0	$255,869
Accrued Expense	$999,336	$0	$50,141	$35,707	$0	$0	$26,098
Interfund Payables	$0	$0	$0	$0	$0	$0	$0
Deferred Revenue	$3,717	$0	$4,960	$0	$0	$0	$0
Other Liabilities	$39	$0	$0	$0	$0	$0	$0
CLEARING ACCOUNTS	$92,913	$0	$0	$0	$0	$0	$0
TOTAL LIABILITIES	**$1,234,896**	**$0**	**$82,093**	**$34,672**	**$0**	**$0**	**$281,967**
FUND BALANCE 7/01/2026	$8,355,275	$8,805,433	$483,253	$1,541,677	$5,516,770	$474,990	$3,761,114
Revenue Over (Under) Expense	$6,340,634	($157,906)	$596,975	$195,676	$3,771	$546,442	$138,468
FUND BALANCE 7/31/2026	**$14,695,909**	**$8,647,528**	**$1,080,228**	**$1,737,353**	**$5,520,540**	**$1,021,432**	**$3,899,582**
TOTAL LIABILITIES AND FUND BALANCE	**$15,930,805**	**$8,647,528**	**$1,162,321**	**$1,772,025**	**$5,520,540**	**$1,021,432**	**$4,181,549**

John Wood Community College District #539

Reconciliation of Fund Equity to Net Position as of July, 2026

Total fund equity	$ 36,602,572
Reconciling items:	
Capital assets, net	$ 30,142,822
Deferred contractually required contributions	$ 0
Deferred salaries	$ 0
Subscription liability	$ (928,378)
Bonds payable	$ (3,410,000)
Lease obligations	$ (420,956)
OPEB deferred inflow s	$ (3,597,322)
OPEB deferred outflow s	$ 386,946
OPEB liability	$ (2,852,541)
Accrued interest on bonds	$ (5,066)
Deferred summer tuition	$ 0
Retiree healthcare liability	$ (144,377)
Accrued sick leave	$ (117,332)
Net position	$ 55,656,368

JWCC Investment Report
FY 2027

UNAUDITED REPORT

Total Cash and Investments	**Value as of July 2026**
JWCC Shadow Account	6,504,884.47
Illinois Funds	12,516,812.93
Raymond James Financial Services	4,453,935.99
JWCC CDs & Treasuries	8,970,228.80
Total Cash and Investments	32,445,862.19

Held by JWCC	**Interest Rate**	**Maturity Date**		Fund
FBT Shadow Account	2.25%		6,504,884.47	all funds
Raymond James Financial Services	3.93%		4,453,935.99	all funds
IL FUND Money Market	3.767%		12,516,812.93	all funds
	Yield Rate			
Homebank - CD	4.41%	9/24/2026	269,767.20	32
Bank of Springfield - CD	4.91%	10/9/2026	281,661.56	07
Bank of Springfield - CD	4.91%	10/9/2026	112,664.63	07
Eagle Valley Bank - CD	4.55%	12/18/2026	279,436.27	07
Eagle Valley Bank - CD	4.55%	12/18/2026	111,774.50	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	2,602,139.69	01
Town & Country Bank Midwest	4.00%	6/26/2027	254,382.04	32
Eagle Valley Bank - CD	3.70%	7/2/2027	109,308.32	07
Eagle Valley Bank - CD	3.70%	7/2/2027	273,270.81	07
Mercantile Bank - CD	3.77%	9/18/2027	250,000.00	32
First Bankers Trust - CD	3.77%	9/23/2027	266,837.13	07
First Bankers Trust - CD	3.77%	9/23/2027	106,734.86	07
Town & Country Bank Midwest - CD	3.50%	12/9/2027	250,000.00	32
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	3.60%	3/12/2028	250,000.00	32
Mercantile Bank - CD	4.31%	3/26/2028	250,000.00	07
Mercantile Bank - CD	4.31%	3/26/2028	100,000.00	07
Eagle Valley Bank - CD	4.14%	6/18/2028	250,000.00	32
Mercantile Bank - CD	4.00%	6/30/2028	250,000.00	07
Mercantile Bank - CD	4.00%	6/30/2028	100,000.00	07
Mercantile Bank - CD	3.72%	9/18/2028	250,000.00	07
Mercantile Bank - CD	3.72%	9/18/2028	100,000.00	07
Town & Country Bank Midwest - CD	3.50%	12/9/2028	101,752.83	07
Bank of Advance - CD	3.55%	12/12/2028	250,000.00	07
Mercantile Bank - CD	3.65%	3/12/2029	100,000.00	07
Mercantile Bank - CD	3.65%	3/12/2029	250,000.00	07
First Bankers Trust - CD	4.08%	6/17/2029	250,356.40	07
First Bankers Trust - CD	4.08%	6/17/2029	100,142.56	07
Total Cash and Investments			32,445,862.19	

John Wood Community College

Expenditures for Payment

Accounts Payable. . . . . *Presented to Finance Committee*
Payroll. . . . . *Presented to Finance Committee*
Petty Cash. . . . . *Presented to Finance Committee*
Purchase Cards. . . . . *Presented to Finance Committee*

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 19th day of August.

_____
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

Agreement between
John Wood Community
College Board of Trustees
District #539
and
John Wood Community
College Faculty Association
IFT/AFT Local #6086

Collective Bargaining Agreement

FY2027-FY2029

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ASSOCIATION/BOARD RELATIONS

ARTICLE I

RECOGNITION

1.01 Jurisdiction and Scope

The Board of Trustees of Community College District #539, hereinafter referred to as the "Board," recognizes the John Wood Community College Bargaining Unit Association, affiliated with the Illinois Federation of Teachers/AFT, AFL-CIO, Local No. 6086, hereinafter referred to as the "Association," as the sole and exclusive negotiation agent for all full-time tenured and tenure eligible academic bargaining unit members, including department chairpersons, counselors and librarians, but expressly excluding all managerial, administrative, supervisory personnel as per the Illinois Education Labor Relations Act (IELRA), and employees paid through federal and state grant programs.

1.02 Exclusive Bargaining Agent

The Board agrees not to enter into contract negotiations in regard to wages, hours and working conditions with any individual, group or organization covered by this Agreement, other than the duly elected representatives.

ARTICLE II

INSTITUTIONAL GUIDELINES

2.01 Maintenance of Standards and Board Rights

Except as specifically stated in this contract, the Board shall continue to maintain their rights as per law, and as articulated in practices established prior to the ratification and acceptance of this contract. Except as this Agreement shall herein provide, all wages, hours, terms, and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing herein shall be interpreted or applied so as to eliminate, reduce, or otherwise detract from any Association member rights existing prior to the effective date of this Agreement.

2.02 Use of College Facilities & Equipment

The Association may reasonably utilize College meeting room facilities when not otherwise scheduled for use by making a proper request in accordance with College procedures. The Association may use normal classroom equipment available to Association members but will reimburse the College for any extraordinary expenses in accordance with College procedures.

2.03 Mailboxes and Bulletin Boards

The Association shall have the right to place official Association notices on bulletin boards designated for Association use at each building where Association members are assigned. All bulletin board notices shall be signed or initialed by an authorized Association representative. The Board shall permit the Association to place official Association materials in the faculty mailboxes.

2.04 Association Access to Newly Hired Bargaining Unit Member Orientation

The Association shall be provided an opportunity to meet with newly hired bargaining unit members. The Association shall be provided no less than thirty (30) minutes for this purpose during the scheduled new bargaining unit member orientation program. Such time shall be considered optional for the new bargaining unit member.

The College shall notify the Association President of newly hired bargaining member orientation sessions at least five (5) working days in advance, if possible.

2.05 Information to the Association

The Board shall make available to the Association, upon its request, any and all statistics and records which are public information, and which are relevant to negotiations or necessary for the processing of a grievance or the enforcement of the terms of this Agreement.

The Board shall furnish the Association President with one (1) copy of the Board meeting agenda in advance of each regular or special Board meeting and notification in advance of a meeting of the Board. A copy of the minutes of the immediate past meeting will be furnished to the Association President within one (1) week after the Board has officially approved these minutes. Materials will be available to be picked up in the College President's office.

2.06 Right to Representation

If an Association member is called to a meeting with an administrator that is intended to be disciplinary or may during the course of the meeting become disciplinary, the member shall be notified either in advance of the meeting or at such time during the meeting that the meeting has become disciplinary in nature. All Association members shall be afforded due process and can enact Weingarten Rights. Any delay in meeting will not preclude interim action by Administration, pending the disciplinary meeting.

2.07 Scheduling of Association Negotiations

The Board agrees to schedule negotiation meetings that will not interfere with necessary work of the representatives of all parties.

2.08 Faculty Senate and Shared Governance

The College recognizes the Faculty Senate as a representative body for faculty participation in shared governance on academic and professional matters.

ARTICLE III

WORKING CONDITIONS

3.01 Regular Load Assignments

A. The Vice President of Instruction, in accordance with the needs of the College, shall assign workload for the Association members for the academic year for all College sites and delivery systems. Scheduling of regular faculty load assignments will continue as a cooperative effort involving the Vice President of Instruction, appropriate Dean, Department Chair/Director, and the individual Association member. In the event that the cooperative effort is unsuccessful, the Vice President of Instruction will determine the assignment, based upon demonstrated ability such as academic qualifications/training, teaching experience, job-related experience, scheduling factors, and job-related factors. By the end of each semester, faculty schedules for the next semester will be in place. This does not preclude administration from making changes to the schedule as stated in 3.02 or from adding sections and seeking faculty to fill overload sections.

Workloads up to thirty (30) equated credit hours may be assigned for the academic year, normally fifteen (15) equated credit hours per semester. Faculty will not receive load hours for workload assumed or supervised by either paraprofessionals or instructional aides, except for those individuals assigned to provide primary and direct responsibility for the students.

Workload for non-teaching Association members (counselors and librarians) shall be in accordance with Board Policy 519 (Working Hours of Exempt Employees). When counselors are required to conduct orientation programs or teach classes, the time spent will be considered part of the regular workweek. Any teaching assignments the counselors choose to take will be considered overload.

The Association counselors' work year shall be equivalent to the number of workdays in the academic year (section 3.07). The Chief Student Services Officer will determine the work schedules with input from the Association counselors.

B. Pro-Rated Load for Mid-Semester Hires

1. Definition: When a faculty member begins full-time employment after the official start of a semester or academic year, both the faculty member's salary and load shall be prorated to reflect the number of contract days and instructional weeks remaining after the start date.
2. Proration Formula: The prorated full-time load shall be determined by multiplying the standard semester load of fifteen (15) equated credit hours by the proportion of

instructional weeks remaining in the semester at the time of appointment. Formula: Prorated Load = 15 × (Weeks Remaining ÷ 16)

3. Salary Calculation: The annual base salary shall be prorated by multiplying the annual base rate by the percentage of contract days remaining within the academic year. Formula: *Prorated Salary = Annual Base Salary × (Contract Days Remaining ÷ Total Contract Days)*
4. Overload Threshold: Any assignment exceeding the prorated full-time load shall be compensated as overload in accordance with Article 7.02.
5. Standard Reference Table:

Hire Timing	Weeks Remaining	Prorated Full-Time Load	Overload Begins After
Beginning of semester	16 weeks	15.0 load hours	>15.0 load hours
After 4 weeks	12 weeks	11.25 load hours	>11.5 load hours
After 8 weeks (midterm)	8 weeks	7.5 load hours	>7.5 load hours
After 12 weeks	4 weeks	3.75 load hours	>4.0 load hours

6. Start Date Clarification: The effective start date of the full-time appointment determines when the prorated load calculation begins. Any teaching assignments performed prior to the official full-time start date, shall remain compensated at the adjunct rate and shall not count toward the prorated full-time load.
7. Documentation and Verification: The Vice President of Instruction shall confirm in writing the prorated load and any corresponding overload for each mid-semester hire. The Faculty Association President shall receive a copy of this confirmation.

3.02 Failure of Class to Materialize

In the event that any course that would fulfill an Association member's load fails to materialize, the Vice President of Instruction, in consultation with the Department Chair/Coordinator/Director and the Association member, will assign a comparable load of instruction, administration, or other professional duty for which the Association member is qualified.

3.03 Load Value Scale

To address the issues related to load value, the following values are placed on instructional activities with sixteen (16) clock hours equal to 1 credit hour:

(One (1) instructional clock hour **=** fifty (50) minutes unless specified otherwise)

	Activity	**Value**
1.	Lecture Hour (50 minutes)	1.00
2.	Open Learning Center Hour (clock hour = 60 minutes)	1.00

3.	Non-Credit Course Instruction (Equivalent Clock Hours to one credit hour class) *All other non-credit offerings will be paid at regular College rates as determined by College Administration and described in 7.06	1.00
4.	Blended Courses (In a blended course containing lecture and on-line instruction, the on-line instruction must equate to less than 50% of the entire course)	1.00
5.	Laboratory Related Instruction:	
	Health Care Lab (50 minutes/hour)	1.00
	Science Lab (50 minutes/hour)	1.00
	Education Lab (50 minutes/hour)	1.00
	Career/Technical Lab (50 minutes/hour) (All labs preparing students for the work force, such as but not limited to agriculture and restaurant management)	1.00
	Physical Education Activity (50 minutes/hour)	1.00
	Co-Requisite Lab (50 minutes)	1.00
6.	Nursing Clinical (clock hour = 60 minutes)	1.20
7.	On-line Courses per credit hour	1.00
8.	Independent Study per Billed non-refundable Credit Hour	.20
9.	Course Development and Revision a. Development of a new, formerly non-existent course b. Re-development of a course to facilitate a change in delivery method (Note: changes in delivery to or from Hybrid will be paid as noted in item (d) below.) c. Major course revision, such as adopting a new text or complete revision of an existing online course as approved by the appropriate Dean d. Re-development of a course to facilitate a change in delivery to or from Hybrid	 1.00 .75 .50

	e. Regular course revision, new edition of same text, upgrades/updates in software	.375 .00
10.	Internship – Per billed non-refundable credit hour, per student	.10
11.	Practicum (as defined by the Illinois Community College Board and accepted by the College Curriculum Approval Process) – per credit hour	.50
12.	Department Chair or Coordinator Release Time a. The release time for an Association member holding the title of Chair shall be three (3) to six (6) load hours, as determined by the Vice President of Instruction, utilizing, but not limited to, the criteria listed in Appendix A, unless other duties assigned by the Vice President of Instruction creates an exception for additional release time. b. The release time for an Association member assigned coordinating duties shall be one (1) to two (2) load hours as determined by the Vice President of Instruction, utilizing, but not limited to, the criteria listed in Appendix A, unless other duties assigned by the Vice President of Instruction creates an exception for additional release time.	Three (3) to six (6) load hours per semester One (1) to two (2) load hours per semester
Load Schedule for Non-Teaching Responsibilities		
13.	Mentoring assignment a. Mentor b. TRC Chair	.50 per semester .30 per semester
14.	Faculty Senate President	**2.5 per semester**
	Faculty Senate Vice-President	1.0 per semester

	Faculty Senate Secretary	1.0 per semester
	Chair, Senate Committee for Academic Assessment	2.5 per semester
	Chair, Senate Committee for Curriculum	1.0 per semester
	Chair, Senate Committee for Professional Development/Center for Effective Teaching and Learning	1.0 per semester
	Chair, Senate Committee for Internal Support	1.0 per semester

3.04 Overload Assignments

After the Vice President of Instruction or his or her designee in accordance with the needs of the College has assigned workload to the Association members for the academic year for all College sites and delivery systems, any remaining workload that is to be assigned to Association members shall be considered overload.

The Department Chairs/Coordinators/Directors shall develop a recommended overload schedule and submit it to the Vice President of Instruction or his or her designee for approval.

Overload compensation shall be paid for all assignments in excess of fifteen (15) equated credit hours per academic semester (fall or spring) unless a flexible load schedule has been agreed to per section 3.22. Compensation for overload typically will start within four (4) weeks, but not longer than five (5) weeks of the start of the overload.

All overload teaching assignments shall be offered first to qualified Association members before being assigned to associate faculty or individuals outside the bargaining unit.

Overload to be assigned to Association members will be distributed according to the following priorities:

A. With regard to teaching assignments:
    1. Qualified Association members in the same department. These members shall have the first right of refusal.
    2. Qualified Association members outside the department.
    3. Overload hours shall be limited to no more than six (6) equated credit hours each fall and spring term. Department Chairs and Coordinators may exceed six (6) load hours subject to approval by the Vice President of

Instruction. Any other special circumstances may be brought to the Vice President of Instruction for approval.

4. Overload shall be distributed equitably as possible among interested, qualified, full-time Association members.
5. The Vice President of Instruction has the right to amend, approve, or disapprove any and all overload assignments with documented reasons provided to the department chair and the Association.

B. With regard to additional supplemental assignments beyond the essential functions and duties of employment as an Association member, the Vice President of Instruction or his or her designee may select Association members in the department who are fully qualified to assume the supplemental workload.
C. For non-teaching Association members, any additional work over the regular contract load will be considered overload and paid at the rate indicated in Article 7.02 for a 60-minute clock hour.

In general, the Association member has the right to refuse overload with the exceptions described in this section.

3.05 Terms Outside of the Academic Year

The Department Chairs/Coordinators/Directors shall develop a recommended schedule and submit it to the Vice President of Instruction or his or her designee for approval.

Compensation for terms outside of the academic year will be paid at the overload rate in accordance with the college's regular payroll processing schedule.

All teaching assignments outside the academic year shall be considered voluntary and offered first to qualified Association members before being assigned to associate faculty or individuals outside the Association.

Classes outside of the academic year to be assigned to Association members will be distributed according to the following priorities:

A. With regard to teaching assignments:
    1. Qualified Association members in the same department. These members shall have the first right of refusal.
    2. Qualified Association members outside the department.
    3. Overload shall be distributed equitably as possible among interested, qualified, full-time Association members.

4. The Vice President of Instruction has the right to amend, approve, or disapprove any assignments outside the academic year with documented reasons provided to the department chair and the Association.

3.06 Association Work

Subject to the provisions of this Agreement, the Board shall assign Association work to Association members. Association work shall be defined as those job responsibilities normally and customarily assigned to Association members.

Other than Coordinators and Directors of Instructional Programs, no Association work shall be performed by other employees of the College, except as overload, subject to the provisions of this Agreement and the Qualifications for Association Work (Section 3.13). The Board will not reassign Association work to non-Association members with the intent of eliminating positions in the Association or resulting in a reduction of bargaining unit positions without consultation with the Association.

3.07 Academic Year

The academic year shall begin in or about mid-August and shall end in or about mid-May as determined by the Board. The academic year shall not exceed one hundred sixty-five (165) days including two (2) semesters, each consisting of an adequate number of instructional days to meet credit hour requirements for a 16-week semester, three (3) days prior to the start of the fall term, and two (2) days prior to the start of the spring term. The Senate President and Union President will have a seat and voice on the College's Calendar Committee. College Administration will keep a calendar that clearly identifies all days included in the academic year.

Grades will be due by 5:00 p.m. on the Monday immediately following the last week of the term.

Dual Credit classes will follow the John Wood Community College academic calendar.

3.08 Workweek Schedule

Recognizing the variable instructional schedule of faculty, the following general guidelines are established for the workweek during the academic year. The workweek for all full-time faculty shall consist of the following:

- On-campus commitments of meeting assigned classes.
- Holding office hours for meeting with students and College employees as described below:

    - One (1) clock hour per week should be held for every class taught during the term with a maximum of five (5) total clock hours per week.
        - For online courses, office hours should be scheduled as virtual time blocks to be open for appointments.
        - For structured classes and/or classes that occur at an instruction site, office hours should be held on campus, at the instructional site of the class, or at a reasonable location for students to have access to the instructor.
- Performing College committee work or other assigned work where load has been assigned.
- Responding to student emails within 24 hours during business days and within 24 hours of assignment due dates.
- Attending and participating in Commencement and Convocation.
- Performing duties and responsibilities customary to faculty members to ensure compliance with all applicable state and federal laws, regulations, and accreditation standards, such as, but not limited to, requirements of the Illinois Community College Board, Higher Learning Commission, Department of Education, and other applicable bodies.
- and other professional duties assigned by the Vice President of Instruction including individual and/or department meetings. Reasonable notice (typically two (2) weeks) should be given for these duties, and other scheduled work items listed above will take priority to these items.
    - The Bargaining Unit and Administration agree that meaningful meetings are valuable to a productive team. Administration will limit the number of meetings scheduled. If at any time either party believes that meeting schedule needs to be discussed, the Administration and Bargaining Unit will agree to have such discussions.

Association members should be on campus or the appropriate site, including but not limited to hospitals, businesses, etc., for a sufficient number of hours to produce the equivalent of fifteen (15) semester credit hours each semester, consistent with scheduling approved by the Vice President of Instruction. Each Association member shall post and enter into Outlook their workweek schedule to be accessible to students and college employees each week and offer additional hours for appointments.

Each Association member is encouraged to attend appropriate committee meetings and to serve in leadership roles.

3.09 Technology Issues

Association members shall be encouraged to make recommendations regarding technology, acquisitions, and/or upgrades. Explanation, as soon as possible, shall be given when access or changes are necessary to this equipment. Such notification shall be via JWCC e-mail.

3.10 Administrative and Staff Access to Courses

Administrative and Staff access to courses in the College's learning management system shall be limited to the following purposes:

1. To provide technical support or resolve technical issues;
2. To conduct an evaluation authorized by the College; or
3. To investigate or respond to a student complaint, concern, or grievance involving a course or instructor.

When access is required for Technical Support, designated personnel may enter the course shell only to the extent necessary to diagnose and resolve the issue. The instructor shall be notified within one (1) business day following a resolution of the issue, including a brief explanation of the access.

When access is required for an evaluation, investigation, complaint, concern, or legal matter, the college will provide the instructor with prior notice of the access and the reason for the access. Instructor consent shall not be required for such access.

Nothing in this provision shall prevent the College from accessing a course without prior notice when immediate access is necessary to comply with legal obligations, or to address imminent safety or security concerns. In such cases, notice shall be provided to the instructor within one (1) business day thereafter, unless prohibited by law.

Access under this section shall be limited to those employees whose job responsibilities require such access and shall be restricted to the information reasonably necessary to fulfill the stated purpose. The College shall maintain a record of such access, including the date, purpose, and personnel involved, which shall be available to the instructor upon request.

No employee, representative, partner, third party, or other individual shall be granted observer access or similar non-instructional access to an online course unless such access is authorized under the purposes stated in this section or the instructor has provided express written consent in advance. Such access shall be limited in scope and duration and may be withdrawn by the instructor at any time.

3.11 Evaluation for Tenured Association Members

Formal evaluations for tenured Association members shall be used for professional growth. The formal evaluation process shall consist of three (3) parts:

- Teaching Observations – One (1) class will be observed every other year by the Vice President of Instruction, appropriate Dean or Director, or their designee.
- Annual Evaluation – An administrative and self-evaluation of performance shall be conducted once every academic year.
- Student evaluations will be conducted for all classes taught by Bargaining Unit Members. This feedback will be incorporated into the evaluation process, but taking into account the nature of student evaluations, this input will not be used as the sole source for evaluator purposes but rather in conjunction with the other pieces identified above.

All forms used for evaluation and observation of faculty, along with timing of evaluation, will be developed by the Office of Human Resources, Instruction, and the Association jointly.

Upon request by the tenured Association member or Vice President of Instruction, any or all parts of the evaluation may be administered more often than described above. If additional teaching observations are necessary, an evaluator acceptable to both the Vice President of Instruction and the Association member will be chosen. If the tenured Association member and the Vice President of Instruction do not agree on the evaluator, an evaluator chosen by each will conduct the teaching observation. The Association President shall be informed of such requests in writing, with reasons given.

This formal evaluation process does not prevent the Board from undertaking an investigation of complaints and/or charges made involving any tenured Association member.

If a dispute develops at any point during the evaluation or observation process between the Association member and evaluator(s), the Association member shall be given all relevant and appropriate information, in writing, regarding the complaints, allegations, and charges. The Association President and the Vice President of Instruction or his or her designee shall determine what is deemed relevant and appropriate. The Association member shall receive such information in order to exercise all his or her due process rights.

3.12 Official Personnel Files

All final evaluative material relating to an Association member shall be retained in his or her official personnel file in the Office of Human Resources. Only one (1) official file shall exist for each Association member.

When any material is placed in the Association member's official personnel file (hereinafter described in this section as "file"), a copy of such material shall be provided to the Association member within five (5) working days. The Association member shall acknowledge receipt of such copy, but such acknowledgment shall not signify anything other than receipt of the material.

The Association member shall have the right to respond to any material placed in the Association member's file by submitting the response in writing within thirty (30) days of the filing of the original material. Such response shall be attached to the file copy.

An Association member shall have the right to examine his or her file upon written request. Such request shall be honored within seven (7) working days if made during normal business hours and may be extended where necessary for an additional seven (7) days. A designee of the College administration may be present during such review. Nothing shall be permanently removed from the file without the consent of the Association member and College administration. An Association member may reproduce material from the Association member's file at the customary cost.

No material from an Association member's personnel file shall be made available to personnel or agencies unconnected with the College without the Association member's consent, except as required by law or as necessary pursuant to the regular operation of the College. This does not preclude verification of employment.

No right exists to inspect records exempt from inspection under the Illinois Personnel Recording Review Act.

3.13 Qualifications for Association Work

The qualifications of an Association member to teach specific courses or in particular fields shall be in accordance with the Higher Learning Commission Criteria for Accreditation and Assumed Practices, the Illinois Community College Board System Rules, and any other certifying or accrediting body governing our academic programs.

3.14 Seniority

A. Definition

For the purpose of this Agreement, the following definition shall apply unless otherwise provided herein. "Seniority" shall refer to the number of years of full-time employment as an Association member or original date of hire as a full-time faculty member. Seniority will be used to determine the following, but is not limited to:

1. Reduction in force
2. Recall

B. Seniority will accumulate for tenured Association members while assigned administrative duties.

C. Loss of Seniority

Seniority and the employment relationship shall be terminated when a member:

1. Resigns or quits.
2. Is discharged.
3. Retires or is retired.
4. Is laid off for a period of twenty-four (24) months.
5. Fails to report to work at the conclusion of an authorized leave of absence.

The seniority list, by discipline, program, and qualifications will be provided to the Association President no later than February 1 of each year.

3.15 Selection of Association Members

The following procedure is to be observed in the selection of all potential Association members for presentation to the Board for employment:

1. The applicant must submit a cover letter, resume, official transcript, and professional references to the Director of Human Resources.
2. The Director of Human Resources will submit the application materials along with other pertinent papers to the Department Chair, Coordinator or Director concerned.
3. When feasible, the Department Chair or Director with department members, Deans and the Director of Human Resources will interview collectively and recommend to the Vice President of Instruction the hiring of all instructors for the department. In the case of interdisciplinary programs, other appropriate Directors, Chairs or Coordinators may interview prospective new Association members.
4. Initial placement on the salary schedule will be determined collectively by the appropriate Vice President of Instruction and the Director of Human Resources as described in Article 7.07.
5. Immigration or visa status shall not be used as a factor in the selection, assignment, or evaluation of Association members, except as required to verify employment eligibility under applicable law. Selection for employment shall not be construed as a guarantee that any visa petition, work authorization, or immigration benefit will be sponsored, approved, renewed, or extended. Any request for employment-based immigration sponsorship shall be subject to College approval and applicable federal laws and regulations.

3.16 Reductions

Prior to the layoff of any full-time tenured Association member as a result of a reduction in force, the Board shall eliminate, as needed and possible, associate faculty assignments within the department and discipline in which the Association member is competent to maintain full-time status. The Board shall also eliminate all overload assignments of courses to Association members for which the full-time tenured Association member is qualified. However, the Board may retain those associate faculty assignments to courses which unavoidably or customarily run at the same time as other assignments to courses. In determining qualifications of an Association member, the qualifications considered will be those held by the Association member at the time such Association member would be laid off.

Immigration or visa status shall not be considered in reduction-in-force decisions, recall rights, or reductions in assigned load. However, all Association members must maintain legal authorization to work in the United States. Nothing in this Agreement requires the Board to continue employment, assign work, or recall an Association member who is not legally authorized to work in the United States.

The denial, expiration, revocation, or failure to obtain or maintain a visa, work authorization, or other immigration benefit shall not be considered a reduction in force by the Board. Any resulting separation from employment, reduction in assigned load, or inability to return to work shall be considered the result of the employee's loss of work authorization and not a layoff under this Article.

Recall

The recall process shall be:

1. Any Association member who is laid off is placed on a recall list for twenty-four (24) months from the beginning of the next academic year for which an Association member was removed as a result of a reduction in force.
2. The Association member shall be recalled based on seniority provided such Association member is qualified for the work and duties required of the position.
3. During the recall period, should associate faculty assignments within the department, discipline, and qualifications from which the Association member is laid off reaches or exceeds a full-time load in aggregate for the next fall/spring semesters, the Association member will be recalled to full time status. If during the twenty-four (24) months recall period, a full-time teaching or academic support position becomes available and the laid off Association member meets all qualifications of the position, the laid off Association member will be recalled to fill that position.
4. The offer will be extended by certified overnight mail with copies to the Association President and the IFT office and will be deemed extended on the date of receipt of

the certification. It is the responsibility of the Association member to keep the Office of Human Resources notified of the member's current mailing address and telephone number.

5. Once an offer of recall has been extended, the Association member must accept, in writing, such offer as made within seven (7) calendar days of being extended the offer or the offer will be considered to have been rejected.
6. Association members will be recalled on the basis of the seniority of those then on the recall list at the time the position is being filled. Where a position is declined by an Association member, the member will continue to be offered positions as they arise but will have no right to bump those employed to fill the position.

During the period of recall, no tenure or seniority rights are lost. No further seniority rights are accrued. Upon recall, the faculty member is brought back at full tenure status as of the date of lay-off.

3.17 Posting of Vacancies

The definition of "vacancy" shall be:

1. A position which has been vacated by an Association member
2. A newly formed Association position, created by the Board

Vacancy announcements for regular Association member positions that have been approved by the Board and are to be filled shall be posted in each building where Association members are regularly assigned. Likewise, any salaries or stipends, if known at the time of posting, attached to the position shall be posted in the vacancy announcement. Notice of position vacancies shall be emailed to faculty.

Any Association member who applies for and is found by the College to have equal or superior qualifications to an outside applicant that would otherwise be selected, taking into account all selection considerations, will be given preferential consideration with regard to filling the vacancy. This procedure does not guarantee the Association member the position.

3.18 Selection and Evaluation of Department Chair

Only Association members within the department are eligible to apply for and fill any open (i.e., vacant, unfilled, or otherwise available) Department Chair positions.

A. Procedure for Selection

The procedure for selecting a Department Chair shall be as follows:

1. The Vice President of Instruction shall notify the members of the department of the need to select a Chair. A notice of election shall be posted a minimum of four (4) weeks by March 1st, at each building where Association members are assigned. As appropriate, all salaries, stipends, release time, overload, load-count credits, or other valuable considerations attached to the position shall be posted in the election notice. The members of the department may make written notification of interest in the position to the Office of Human Resources from the first day of the posting until two (2) weeks prior to the election date.
2. At the conclusion of the posted period, the Office of Human Resources will provide a list of those interested in becoming Department Chair. Thereafter, the members of the department will, by secret ballot and majority vote, elect one (1) person from this list and make a recommendation to the Vice President of Instruction. Upon the approval of the Vice President of Instruction, the recommendation for the Department Chair shall be forwarded to the College President or his or her designee, and with the College President's approval, forwarded to the Board. The Board has the final approval on all Department Chair appointments.
3. In the event of a tie vote in any election, within two (2) weeks a second vote shall be taken for Department Chair. The Association President shall appoint an Association member from outside the department to participate in a second secret ballot.
4. If the Association member is unacceptable to Administration, the department will use the same process described above, starting with Step 2, to recommend an additional Association member. If the second nominee is unacceptable, the Vice President of Instruction, in conjunction with the appropriate Dean, shall appoint an Interim Department Chair for a one (1) year term. The process for selecting a Department Chair shall be repeated as if this were the last year of a Department Chair term.

B. Term of Department Chair

Department Chair terms are limited to three (3) academic years and are renewable. The renewal process shall follow the process described above.

C. Responsibilities of Department Chairs

The list of responsibilities of a Department Chair is found in Appendix A. The list of responsibilities shall be posted on all the Association bulletin boards and distributed to all Association members at the beginning of each term.

D. Evaluation of Department Chairs

1. Each Department Chair shall be evaluated after the first year and annually thereafter by the appropriate Dean with input from department members. The appropriate Dean shall conduct the evaluation in a manner to ensure the anonymity of the Association member(s) within the department.

2. The appropriate Dean and the Department Chair will discuss the evaluation as part of the Annual Evaluation. Strengths and solutions to problem areas will be discussed.

E. Removal of Department Chair

1. Recall by Members of the Department

The parties recognize that the recall of a Department Chair by department members is an unusual occurrence and that such recall should be based upon extraordinary circumstances. The parties agree, therefore, that the following procedure for the recall of a Department Chair by department members shall not be used until a Department Chair has served at least one (1) academic year from appointment. The procedure shall be:

a. A petition signed by one-half (1/2) of the full-time members of the department, excluding the Department Chair, stating specific reasons for recalling the Department Chair shall be presented to the appropriate Dean. The Dean shall schedule a meeting in a timely manner to consider the recall petition.

b. The Dean and an impartial person from the faculty at-large, who shall be elected by members of the department, shall conduct the recall meeting. If deemed necessary by all involved, successor meetings for the same purpose can be held. The Dean and impartial faculty at-large designee shall record the findings made within the meeting(s).

c. At this meeting(s) a vote by secret ballot will be taken to determine if the Department Chair is to be recalled. If a majority of the department members vote for removal from office, the results of the balloting, with reasons, shall be forwarded to the Vice President of Instruction. The Vice President of Instruction shall determine the recall or continuance within fifteen (15) workdays and so notify the department with reasons. The decision of the Vice President of Instruction shall be final.

2. Removal by Instructional Administration

a. The Vice President of Instruction, in conjunction with the appropriate Dean, may recommend the removal of any Department Chair for non-performance of duties. The recommendation shall be made to the College President and, upon his or her approval, be forwarded to the Board. The Board has final approval on all Department Chair removals.

b. Upon removal of a Department Chair, a letter of explanation will be sent to the Association President and the affected Department Chair. An election shall be conducted under provisions in Section A – Procedures for Selection.

3.19 Tenure Review

The decision whether to grant or deny tenure, or extend the probationary period, is a duty of the Board that is discretionary, cannot be delegated, and is exclusively reserved to the Board. Nothing in this section or this Agreement shall be construed to limit the authority of the Board to terminate the employment of a probationary employee at any time, consistent with law.

In order to assure that the Board has the opportunity to fully consider the qualifications of Association members, consistent with Illinois Public Community College Act, a Tenure Review Committee will be established for each tenure-eligible Association member hired. Hereafter, the Tenure Review Committee will be referred to as the Review Committee and the tenure-eligible Association member as the tenure candidate. This Review Committee will review the professional performance of the tenure candidate and make written recommendations with regard to granting or denying tenure.

Tenure Review Committee and Mentor Assignments

Initial Assignments

Upon initial hire, each tenure candidate will be assigned

- a Mentor (refer to 3.24)
- a Review Committee composed of three (3) tenured faculty members, including
    - the department chair or designee (when chair is not available),
    - at least one (1) from outside the tenure candidate's department,
    - And at least one (1) Review Committee member having expertise in the subject content area in which the tenure candidate teaches, whenever possible.

With the recommendation of the Association Executive Committee and the approval of the Vice President of Instruction within five (5) calendar days of the recommendation,

- the Review Committee may be reduced to two (2) tenured faculty members, one (1) of which must be the department chair or designee.

If the VPI does not respond within five (5) business days, the recommendation will default to an approval.

Review Committee members shall

- be appointed by the Association Executive Committee no later than ten (10) days and approved by the Vice President of Instruction within five (5) business days of the recommendation by the Association Executive Committee.
- be selected with input from the tenure candidate.

The Mentor and Review Committee shall

- be appointed during the first semester of the tenure candidate's employment and
- shall continue with the tenure candidate through the completion of the tenure review process.

The Mentor

- shall not serve as a member of the Review Committee.

Committee Composition and Changes

- At any time during the tenure review period,
    - additional persons may be added to a Tenure Review Committee (TRC).
    - the Review Committee members shall not exceed four (4) tenured faculty members.
    - any addition to the TRC must be appointed and approved by the Association Executive Committee.
- Additionally, in the event of a change of department chair during the tenure review period, the new department chair will review information in the tenure candidate's file and become a full participating member of the Review Committee. The Association Executive Committee will determine, with the approval of the Vice President of Instruction within five (5) business days, if the retiring department chair will continue as a member of the Review Committee.
- **Committee Procedures** Each Review Committee shall select a Chair during the first meeting, and all members shall follow all procedures as outlined in Appendix B.

All proceedings and subsequent recommendations of each Review Committee shall remain confidential except as necessary in connection with the tenure review process. Following the conclusion of a tenure candidate's fourth consecutive semester of teaching, each Review Committee shall convey its written recommendation to the Vice President of Instruction. (Note: The Review Committee may submit a written recommendation for denial of tenure at any time during the tenure process.) The Vice President of Instruction shall send the recommendation of the Review Committee, along with his or her recommendation and other relevant information, to the College President. The College President shall send the recommendations of the Vice President of Instruction and the Review Committee and make his or her recommendation to the Board.

The Board will act on any tenure recommendation in its sole discretion. Failure of the Review Committee, the Vice President of Instruction, or the College President to make a recommendation or to comply with procedures of this section shall in no way limit the discretion of the Board.

If tenure is denied or the probationary period is extended, the faculty member shall receive written notice of the decision, including the reasons for the decision, consistent with Illinois law. If the probationary period is extended, the written notice shall identify areas for improvement and expectations for continued employment during the extension period. During any probationary extension period, the Tenure Review Committee shall continue to evaluate the faculty member using the same procedures applicable during the probationary period.

All tenure denial or extension notices shall be issued in accordance with applicable statutory notice timelines. Nothing in this subsection limits the authority of the Board to make tenure determinations consistent with law; however, tenure decisions shall follow the procedures outlined in this Agreement.

3.20 Titles of Association Members

The titles assigned to Association positions shall be Counselor, Librarian, Instructor, Assistant Professor, Associate Professor, and Professor.

Definitions of Titles

- Counselor shall apply to all counseling positions.
- Librarian shall apply to all librarian positions.
- Instructor shall apply to teaching positions except where the title of Assistant Professor, Associate Professor, or Professor is granted.
- Assistant Professor requires tenure at John Wood Community College (JWCC).

All titles listed below require tenure at John Wood Community College (JWCC), as well as specific stipulations of the titles.

- Associate Professor requires a minimum of seven (7) consecutive years of full-time college-level teaching experience and a bachelor's degree.
- For the Association member who began employment before the 2010-2011 academic year, Professor requires a minimum of ten (10) consecutive years of full-time college-level teaching experience and a master's degree plus fifteen (15) additional graduate hours.
- For the Association member who begins employment in the 2010-2011 academic year and later, Professor requires a minimum of twelve (12) consecutive years of full-time college-level teaching experience and a master's degree plus thirty (30) additional graduate hours.

For faculty moving from Assistant Professor to Associate Professor, four (4) activities from the following list shall be approved by the appropriate Dean and completed within a three (3) consecutive year period, starting after Assistant Professor title has been granted:

1. Presentation in area of expertise to an approved professional group with verification of the activity given to the Office of Human Resources.
2. Attendance at approved conferences or relevant classes with graduate credit. Verification of the activity shall be given to the Office of Human Resources.
3. Satisfactory completion of a mentoring assignment as assigned by appropriate Dean.
4. Pre-approved activities including, but not limited to, publishing in professional journals, pre-publication textbook review, and development and submission of grant application.
5. Leadership position for an approved College committee, community organization, and/or professional organization for one (1) year.

If a person is hired to fill a full-time, tenure-track teaching position, and has previous verifiable full-time, college-level teaching experience at another regionally accredited institution, that person's title at JWCC shall be as follows:

1. Until tenure is granted, the title shall be Instructor.
2. When tenure is granted, the Association member's title shall be based on previous college teaching experience and will follow the guidelines outlined above.

To move from one (1) title to another, the Association member shall have the recommendation of the Department Chair, Director or appropriate Dean, Vice President of Instruction and must apply to the President for approval. A title must be held a minimum of three (3) years before advancing to the next title.

Changes in title shall not affect compensation.

3.21 Class Size

The College recognizes the importance of class size in providing the highest quality of educational service and instruction to students. Therefore, the Association member, the Department Chair, Director and Dean, in conjunction with the Vice President of Instruction, should make every effort to maintain a reasonable class size, consistent with the nature of the course offering and the financial resources of the College.

The maximum enrollment target for all classes (i.e., sections of courses) taught in an academic semester shall not exceed the available workstations in the room and safety regulations. The minimum enrollment target for all classes taught in an academic semester shall be ten (10) students per class.

With classes having external mandates on the student-teacher ratio, the external requirement will be followed. Examples of situations having external mandates include, but are not limited to, hospital specialty areas such as intensive care, pediatrics, etc. and truck driver training.

Under-Enrolled Sections

Classes that are to be canceled shall be canceled no later than two (2) days before the beginning of the semester. An Association member shall be notified as soon as possible if there is consideration to cancel a class. No class with less than ten (10) students enrolled shall be continued without the approval of the Vice President of Instruction. Under-enrolled classes that are required for the completion of an approved certificate or Associate Degree program, or that are prerequisites in such a required course-of-study, shall be presented at least once a year, preferably at John Wood Community College, regardless of enrollment.

Internships and independent studies shall not be interpreted as under-enrolled courses and shall be offered as needed. With the consent of the Association member who is assigned to teach the class, under-enrolled classes may be combined with a section of another course to which it is closely related academically.

For administrative reasons, even though a class meets minimum enrollment, the Vice President of Instruction or his or her designee retains the right to cancel the class.

3.22 Flexible Load Schedule

By the end of the previous Spring semester, an Association member can pre-plan and schedule a flexible load with written approval of the Vice President of Instruction or his or her designee. A flexible schedule means that an Association member would work less than fifteen (15) credit hours in either semester and more than fifteen (15) credit hours in the other semester. Overload would only be paid for hours in excess of thirty (30) equated credit hours per academic year. (See Article 3.02 Failure of Class to Materialize.)

As an example of flexible load schedule, but not limited to, an Association member can teach seventeen (17) credit hours in the fall term and not be paid overload. In the spring term, the Association member can teach thirteen (13) credit hours. Any load over thirty (30) equated credit hours per academic year will be compensated as overload. Compensation for overload would begin by mid-semester of the spring term.

3.23 Consultation Committee

In order to promote the communication and cooperative problem-solving, the Association and the administration agree to establish a Consultation Committee composed of representatives of the Association selected by the Association, and representatives of administration selected by administration. The Consultation Committee shall meet at mutually agreed upon times as requested by either party to discuss matters of mutual concern. If a successful solution to a pending problem is discussed and all parties agree, adjustments to Agreement language, such as

in a memorandum of understanding, may be presented to the Association, the College President, and the Board for ratification during the time span covered by the current Agreement.

3.24 Mentor

Mentor will work with another JWCC employee to provide guidance in such situations as new hires and/or new assignments. Mentors will be compensated according to Article 3.03.

Mentoring assignments will be made by the Association, after consulting with the Department Chair or members of the department if the department has no Chair. When mentoring opportunities are available, the Association shall solicit interest from Association members and distribute opportunities among interested members. Mentors are limited to two (2) mentees at any one time.

Mentor During Tenure Review

Mentors assigned during tenure review shall not be members of the Review Committee and should be from outside the department. The mentor and tenure candidate will follow the procedures and responsibilities outlined in Appendix B of this Agreement.

If a mentor becomes unable to fulfill mentoring responsibilities due to unforeseen circumstances, including but not limited to leave, resignation, retirement, or other substantial change in duties, a replacement mentor shall be selected by the Association. The replacement mentor shall assume mentoring responsibilities for the remainder of the mentoring period.

If it is determined that a mentor is not required or desired, there must be a written waiver approved by the Vice President of Instruction, the Association, and the tenure candidate. This waiver will be placed in the tenure candidate's tenure file.

ARTICLE IV

LEAVES

4.01 Use of Leaves

Unless specified otherwise, leaves will be granted in one (1) day or half (1/2) day increments. When less than all required responsibilities are missed, the Association member shall take leave for one-half (1/2) day. When all required responsibilities are missed, a full day of leave must be taken. Required responsibilities include all items listed in Article 3.08 (Workweek Schedule). Unless specified, leave does not accumulate year to year.

4.02 Sick Leave

The nine (9)-month Association member will be granted ten (10) days of sick leave at the beginning of each academic year. The twelve (12)-month Association members will be granted thirteen (13) days of sick leave at the beginning of each academic year. There shall be no limit on the accumulation of sick leave. In the event an Association member uses all sick days in the year, the Association member may apply for emergency sick leave. Upon separation from the College, the Association member will receive SURS credit for accumulated sick days, subject to state law.

Definition

Sick leave is granted for personal illness, quarantine at home, or serious illness in the immediate family or household. In this context "personal illness" may include, but not be limited to, pregnancy. "Immediate family" includes parents, spouse, domestic partner, brothers, sisters, children, stepchildren, grandparents, grandchildren, parents-/brothers-/sisters-in-law, and legal guardians.

4.03 Sick Leave Bank

A. Purpose

The purpose of the Sick Leave Bank is to provide extended paid sick leave for Association members who have exhausted their individually accumulated sick leave and personal leave due to personal or immediate family catastrophic illness or injury, and/or are unable to return to work. As defined in Section 4.02, "immediate family" includes parents, spouse, domestic partner, brothers, sisters, children, stepchildren, grandparents, grandchildren, parents-/brothers-/sisters-in-law, and legal guardians.

B. Sick Leave Bank Committee

The Sick Leave Bank Committee shall establish regulations and policies of the Sick Leave Bank. The Committee shall consist of three (3) members appointed by the Association President and the Director of Human Resources or his or her designee.

After the Board has considered the policy and procedures, the Association President and the Director of Human Resources will collaborate to establish a permanent Sick Leave Bank Committee. Once established, the new committee will be responsible for reviewing Sick Leave Bank Withdrawal Applications. The committee will also be responsible for a periodic review of the Sick Leave Bank's operational policy and procedures with revisions being made as needed. The committee shall consist of three (3) Association members and the Director of Human Resources (or his or her designee) who will serve until the current Association agreement expires.

C. Membership and Eligibility

Membership in the Sick Leave Bank will be voluntary. In order to become a member (and in turn deposit or withdraw from the Sick Leave Bank), an Association member must complete an Enrollment Form and return it to the Office of Human Resources within the designated time period. (See section E.) To be eligible to become a Sick Leave Bank member, Association members must have five (5) or more sick leave days accumulated. Members who wish to join the Sick Leave Bank must contribute at least one (1) day of his or her sick leave time per calendar year but no more than four (4) days of sick leave time per calendar year. The College will send a report of the total days in the sick leave bank to the Association by August 1st of each year.

D. Ineligibility

Any member of the Sick Leave Bank who receives benefits from the State University Retirement System (SURS) or who is absent due to a work-related injury (which is compensable under the Illinois Worker's Compensation Act) is ineligible for any benefits of the Sick Leave Bank.

E. Enrollment and Contributions

Open enrollment into the Sick Leave Bank will occur every August 1 and remain open for the entire month.

To join or remain a member, Association members must contribute a minimum of one (1) sick leave day per calendar year but no more than four (4) days of sick leave time per calendar year. New members of the Association will be provided an opportunity to enroll at the time of hire. Members who are already enrolled will automatically contribute the same number of days annually when the next open enrollment period occurs, unless the member notifies the Office of Human Resources in writing, prior to September 1, of his

or her decision to stop or change the contribution. If a member decides to discontinue his or her contributions, any sick days previously contributed will not be returned.

F. Bank Capacity

When the Sick Leave Bank reaches its five hundred (500)-day limit, automatic annual contributions will be suspended. When the Sick Leave Bank drops below five hundred (500) days, automatic annual contributions will resume. If the Bank falls below eighty (80) days, a special contribution period for members will be allowed in order to replenish the Sick Leave Bank.

G. Other Donations

The Sick Leave Bank will accept donations from (1) a prospective retiree who has notified the College of his or her intent to retire, or (2) an employee who resigns. Prospective retirees and resignations will be allowed to contribute any days not used or eligible to be used for retirement service credit or benefit calculation purposes of their sick leave time upon their last day of employment. Once a member has made such a contribution to the Sick Leave Bank, the contribution is considered irrevocable, and the days will not be returned to the employee for any reason.

H. Application for Withdrawals from the Sick Leave Bank

In order to be eligible to withdraw time from the Sick Leave Bank, a member must complete a Sick Leave Bank Withdrawal Application form. The form, along with all its required documentation, will then be submitted to the Office of Human Resources, which will forward the request to the Sick Leave Bank Committee within three (3) working days. The Committee will then make every effort to meet within seven (7) working days in order review the application and its associated documentation. If the member submitting the application fulfills all the requirements and supplies all documentation indicated on the withdrawal application form, the request will be approved. If the member does not meet all requirements on the form or does not provide all the required information and documentation, the request will be denied. The Office of Human Resources will notify the applicant of the results in writing.

I. Withdrawal Limitations

The maximum number of days that any member may be granted from the Sick Leave Bank will be forty (40) days.

J. Termination of Sick Leave Bank Membership

A member may terminate membership in the Sick Leave Bank at any time by providing a written statement to the Office of Human Resources indicating his or her intent to withdraw. The withdrawal will be effective immediately and no additional sick leave time

will be taken from the member's personal sick leave time. Once a member ceases to donate to the Sick Leave Bank (i.e., terminates membership in the Sick Leave Bank), that member is considered "inactive" and forfeits all opportunities to use the Sick Leave Bank.

4.04 Parental Leave

An Association member may request parental leave in connection with the birth of a child, placement of a child through adoption or foster care, or the assumption of legal guardianship of a child. Approved parental leave shall be administered in accordance with the Family and Medical Leave Act (FMLA), applicable state law, and this Agreement.

An Association member must be eligible for and approved for FMLA leave for the same qualifying event in order to qualify for parental leave under this Agreement. FMLA leave shall be utilized first, and any parental leave available under this Agreement shall begin only after the Association member has exhausted the maximum amount of FMLA or other applicable protected leave available for the qualifying event.

Eligible Association members may receive up to twelve (12) workweeks of job-protected leave under the applicable twelve (12)-month FMLA period. Following exhaustion of FMLA and any other applicable leave, an eligible Association member may receive up to four (4) additional workweeks of unpaid parental leave under this Agreement.

An Association member requesting foreseeable parental leave shall provide at least thirty (30) days advance notice when practicable and shall provide any documentation or certification permitted under the FMLA, applicable law, or College policy.

During FMLA leave and parental leave under this Agreement, an Association member shall use available accrued paid leave, including sick leave, personal leave, and other applicable paid leave, in accordance with this Agreement and College policy before taking unpaid leave.

When an Association member's approved unpaid parental leave begins or ends during an academic term, the College may, after consultation with the Association member, establish the employee's return-to-work date at the beginning of the next academic session or other appropriate instructional period when necessary to preserve instructional continuity and minimize disruption to students. Such determination shall be based on operational needs and shall not extend more than four (4) weeks beyond the maximum amount of leave provided under this Agreement or applicable law.

Parental leave shall not constitute a break in service for purposes of seniority, tenure, or benefits accrual, except as otherwise provided by law or this Agreement.

Nothing in this section shall be interpreted to expand, diminish, or waive any rights or obligations provided under the Family and Medical Leave Act, applicable state law, or College policy.

4.05 Personal Leave

Upon initial employment, each Association member will be granted four (4) days of personal leave per academic year.

Unused days will roll over to personal-to-sick leave, at the end of the academic year.

Personal leave must be used any time an Association member cannot meet his or her contractual obligations due to personal reasons (such as vacation) and cannot, or will not, report for work when required. Members may use available personal leave days without stating the reason for the leave. When the Association member misses contractual obligations because of fulfilling College commitments elsewhere, no type of leave use is required. Any exchange of contractual obligations between Association members, in lieu of taking personal leave, must be approved by the Vice President of Instruction, in advance of the exchange.

Except in cases of an emergency beyond the Association member's control and which could not have been anticipated, the Association member shall notify the Vice President of Instruction, or his or her designee, at least two (2) full working days prior to taking a personal leave. Notification may be made on the date of absence with the Vice President of Instruction, or his or her designee, provided notification is given in writing by the Association member promptly upon his or her return.

Association members will endeavor to schedule personal leave or assist the Department Chair so as to avoid cancellation of class while the Association member is on personal leave.

4.06 Bereavement

Compensated bereavement leave up to four (4) days per occurrence will be available in the event of the death of the Association member's spouse, domestic partner, child, stepchild, parents, stepparents, children-in-law, siblings, brothers-in-law, sisters-in-law, legal guardians, parent-in-law, grandparents, grandchildren, or foster parents.

Such leave cannot be accumulated and shall not be deducted from the Association member's accumulated sick days. One (1) day of compensated bereavement leave per occurrence will be available in the event of the death of the Association member's aunts, uncles, nieces, and nephews.

4.07 Religious Leave

Absence because of major religious observances shall not result in loss of compensation or loss of personal days. Such observance shall not exceed three (3) days per academic year. The Vice President of Instruction will be notified in writing prior to the first day of class of the relevant semester of any intent to exercise this benefit. Notice shall include name and date of the holiday.

4.08 Family and Medical Leave

Under the "Family and Medical Leave Act of 1993" an uncompensated leave of up to twelve (12) workweeks, during any twelve (12)-month period, may be taken because of a birth of a child and in order to care for the child; because a child was placed with an employee as a result of an adoption or foster care proceeding; because an employee is needed to care for a spouse, son, daughter, or parent who is diagnosed with a serious health condition; or because the employee is diagnosed with a serious health condition and he or she is unable to perform the functions of his or her position.

If an Association member is entitled to paid leave under another provision of this Agreement, the Association member must take the paid leave first. Leave designated as Family Medical Leave will be unpaid leave, up to the available twelve (12) workweeks.

In order to qualify for the "Family and Medical Leave Act of 1993", an Association member must have been employed at the College for at least twelve (12) months and worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12)-month period. The Association member's eligibility will be determined from the first day of his or her regular employment.

Under the above circumstances, the College will maintain the Association member's insurance coverage for the duration of the unpaid leave, not to exceed twelve (12) workweeks, under the College-sponsored group health plan. Dependent coverage is available at the Association member's expense. Such coverage shall be maintained at the level and under the condition's coverage would have been provided if the Association member had been continuously employed for the duration of the leave. The College may elect to recover the premium it paid for maintaining the insurance coverage if the Association member does not return to work after the leave has expired. Sick leave and vacation leave will not accrue while an employee is on an unpaid leave under this policy.

Upon returning from unpaid Family Medical Leave, the Association member shall retain:

1. The position he or she held when the leave commenced or
2. An equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

3. Same level of seniority and tenure rights prior to the unpaid leave.

Example 1: If an Association member has ten (10) years of seniority and takes a one (1)-year paid leave of absence (using sick, personal, and/or vacation time), seniority continues to accrue. When the Association member returns from a one (1)-year paid leave of absence, the Association member will have eleven (11) years of seniority upon returning to work.

Example 2: If an Association member has ten (10) years of seniority and takes a one (1)-year unpaid leave of absence twelve (12) weeks as FMLA and the remainder as unpaid leave not designated as FMLA) seniority does not continue to accrue. When the Association member returns from a one (1)-year unpaid leave of absence, the Association member will have ten (10) years of seniority upon returning to work.

For both Example 1 and Example 2, time periods of less or more than one (1) year will be handled proportionately.

The College President and the Board must approve the leave.

4.09 Military Leave

Association members who are in Armed Forces Reserve or National Guard units who are called up for annual training or special duty shall be granted leave to perform such duties.

An Association member who is drafted or called to active duty in the military service or Coast Guard of the United States shall be granted a leave without pay or fringe benefits for the duration of his or her required military service.

The Association member shall be entitled to return to the position he or she held upon entrance into military service, provided such position still exists, and provided his or her discharge from military service is honorable or satisfactory. The Association member has the option of returning at the beginning of the semester or academic year, following discharge from military service, provided notice of intent to return to College employment is given to the Board sixty (60) calendar days prior to the beginning of the semester or academic year.

Such a leave will not constitute a break in service and will be applicable in calculation of subsequent salary increases and accumulate service credit toward sabbatical leave.

The period of such leave shall not count toward the completion of a term as a probationary Association member.

4.10 Jury Duty

Association members who are summoned to court to perform jury duty or who are subpoenaed to testify in matters in which they have no personal or pecuniary interest shall suffer no loss of compensation. Any compensation received for jury duty shall be kept by the Association member. When an Association member receives notification of jury duty, the Association member shall inform the Vice President of Instruction of the dates of his or her absence. Association members subpoenaed to testify also shall attempt to arrange, in concert with his or her Department Chair, their court appearance to interfere minimally with their regularly assigned duties.

4.11 Discretionary Emergency Leave

Within any given year, all Association members will have available up to forty (40) hours of paid discretionary emergency leave, beyond any other leaves they may have been granted, for emergency use effective on the first day of their employment with the College. Discretionary emergency leave is eligible for sickness of the Association member, spouse, and resident dependents or for other uncommon and unusual circumstance. Since they are unearned, they will not be counted for retirement purposes. Application for discretionary emergency leave shall be forwarded to the Vice President of Instruction.

For any discretionary emergency leave, the following criteria shall be met:

1. All accrued leave time shall be used prior to discretionary emergency leave.
2. All leaves will continue to accrue during discretionary emergency leave.

For discretionary emergency leave due to illness, the following criteria shall be met:

Certification from a physician or certified health care provider that the Association member or family member, as defined herein, is unable to work, shall accompany the application.

4.12 Sabbatical Leave

A. The Board will consider sabbatical leaves for up to four percent (4%) of eligible, full-time, Association members who shall have appropriately applied for the sabbatical leave. Leaves shall be awarded when, in the judgment of the Vice President of Instruction and concurrence of the Board by its discretion, such leave will clearly add to the effectiveness of the Association member in the performance of his or her responsibilities at the College, and/or clearly accrue to the benefit of the College. The Board will determine the appropriate interim personnel to cover the responsibilities of the person on sabbatical

leave. Sabbaticals granted to staff outside the Association will have no impact on sabbaticals granted to Association members.

B. An Association member is eligible to seek a sabbatical leave for an academic semester or an academic year after having completed six (6) years of consecutive full-time service as an Association member of the College or since his or her last academic semester sabbatical or academic year sabbatical leave. For this purpose, any academic year in which an Association member is absent or on a leave of more than sixty (60) calendar days shall not be considered a year of service.

C. The Association member shall make application for sabbatical leave in writing to the Vice President of Instruction by October 1 of the preceding fiscal year. Such application shall include all the dates pertinent to such leave.

D. An Association member's sabbatical leave will begin and end corresponding to the academic session applicable to the employee.

E. Any sabbatical leave granted for a period of one-half (1/2) of the Association member's annual contract term will be paid at full salary. Sabbatical leaves for an Association member's full annual contractual term will be paid at one-half (1/2) salary.

F. Return to active service requires twice the period of time taken for the sabbatical leave.

G. All insurance benefits and SURS shall continue, and sick and personal leaves and movement on the salary schedule, if any, shall accrue during the term of the leave.

H. As a condition precedent to sabbatical leave, the Association member shall agree to return to the College as a full-time Association member or other employment status agreed to by the Association member and the Board, for twice the period of the sabbatical leave taken, immediately following the conclusion of such leave. An individual who fails to return must repay the College the compensation granted during the leave period according to the following scale:

    1. Does not return or returns for less than half (1/2) the committed period – reimburse the Board for one hundred percent (100%) of the sabbatical compensation received

    2. Returns for half (1/2) but less than the full committed period – reimburse the Board for fifty percent (50%) of the sabbatical compensation received

The Association member shall execute a promissory note assuring restitution of all compensation due.

4.13 Other Leave

Members of the Association may be granted a leave of absence without compensation not to exceed one (1) year by the Board. The leave, if approved, is subject to those conditions the Board may impose, such as an obligation to return to employment on a specific date. No unpaid discretionary leave shall be granted without receiving a recommendation thereon from the College President. Such leaves may be for health reasons, maternity, professional growth, military duty, or other good cause.

4.14 Union Leave

The Association President or designated Association member may be granted union leave for the purpose of attending meetings, conferences, training sessions, or engaging in other activities related to Association business, including collective bargaining, grievance processing, and representation responsibilities.

Union leave under this section shall be unpaid. Association members may elect to use available accrued personal leave, if applicable, in accordance with college policy and this agreement.

Requests for union leave shall be submitted to the appropriate supervisor at least five (5) working days in advance whenever practicable and are subject to approval based on the operational needs of the college. Such approval shall not be unreasonably withheld.

No Association member shall receive more than five (5) workdays of union leave per fiscal year under this provision unless otherwise approved by the college.

ARTICLE V

GRIEVANCE PROCEDURE

5.01 Formal Grievance Procedure

A grievance is defined as an alleged misinterpretation or misapplication of a specific article or section of this Agreement.

Any affected Association member or the Association may first discuss the matter informally with the appropriate Dean when the matter arises primarily within that Dean's area of responsibility and the Dean has authority to resolve the matter. The Dean may decide an informal discussion with the Dean shall not be required where the grievance alleges a college-wide policy, practice, directive, administrative action, or interpretation of this Agreement, or where the matter does not arise primarily within a single Dean's area of responsibility, or where the Dean does not have authority to resolve the matter.

If all informal action is exhausted, an Association member may file a formal petition of grievance. The grievance shall be in writing and shall 1) describe the alleged violation in detail, 2) cite the specific provision(s) of the Agreement allegedly violated, and 3) indicate the requested remedy. If the Association is not the grievant, a copy of the grievance shall be sent to the Association President by the grievant concurrent with its filing. Except as disclosures are reasonably necessary, the grievance, the grievant and others having knowledge of a grievance are expected to preserve the confidentiality of the grievance. An Association member may withdraw a grievance at any time. The withdrawal of a grievance shall not preclude the Vice President of Instruction or College President or their designee, from investigating the claims contained in the grievance or related matters.

As used in this Article, "days" means Monday through Friday, inclusive, except holidays or days on which the College business office is closed.

1. The grievance shall be filed in writing with the appropriate Vice President of Instruction within sixty (60) days of the knowledge of the occurrence of the event giving rise to the grievance or of the date when such event could reasonably have been ascertained or become known to the grievant. The Vice President of Instruction shall convene a meeting with the grievant to review the grievance and such meeting shall be held no later than ten (10) days after receipt of the grievance. The Vice President of Instruction shall provide the grievant a written response to the grievance with a copy to the Association President or designee no later than ten (10) days after such meeting. The Vice President of Instruction shall have the discretion to conduct an investigation and request additional facts from any person.
2. If the grievance is not resolved at step 1, the grievant may, within ten (10) days of receipt of the answer, appeal such grievance to the College President. Such appeal shall be in

writing and indicate the reason(s) therefore. The College President shall respond in the same manner as set forth in step 1, provided that if further investigation is needed, additional time may be allowed if agreed to by both parties.

3. If the Association is not satisfied with the disposition of the grievance at step 2, or other applicable step, the Association may submit the grievance to arbitration by filing a demand for the same with the College President or designee within twenty (20) days of the answer. The arbitrator shall be selected pursuant to the procedures of the American Arbitration Association, which shall supervise the proceedings in accordance with its practices. Only the Association may submit a grievance to arbitration.
4. Except as provided by law, the parties shall not be permitted to assert in such arbitration proceedings any grounds or to rely on any evidence not previously disclosed to the other party.
5. The arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement, or grant any relief inconsistent with law.
6. The fees and expenses of the arbitrator shall be shared equally by the Association and the College.

If the grievant and/or the Association shall fail to appeal a grievance to the next step on a timely basis, the grievance shall be deemed withdrawn. If the College fails to answer any grievance within the time stipulated, the grievance shall be deemed denied and the grievance shall move to the next step.

The arbitrator's decision shall be binding, subject to review as provided by law.

5.02 Non-Discrimination

The Board and the Association recognize that every Association member shall have the right to join or refrain from joining any association without discrimination. Membership in the Association shall not be a condition of employment, nor shall the College discriminate in hiring or promotional opportunities, or otherwise, because of membership and/or participation or non-membership and/or non-participation in activities of the Association, and/or participation in any grievance.

5.03 Interruption of Services and Work

No Association member covered by this Agreement shall engage in, authorize, promote, or instigate any strike or refusal to render full and complete services to the Board.

In the event any employee or group of employees, without the authorization of the Association, engage in activity that violates this article, the Association will immediately notify all members of the Association they are to report to work.

ARTICLE VI

DISCIPLINE

6.01 Purpose of Discipline

Discipline shall be corrective in nature and intended to promote improvement in performance or conduct. Discipline shall not be imposed for punitive purposes except where the seriousness of the conduct warrants more severe and/or immediate action.

6.02 Definition of Discipline

For purposes of this Article, disciplinary action includes verbal warning, written reprimand, suspension, or dismissal.

6.03 Investigatory Meetings and Due Process

When discipline is being considered, the Association member shall be notified of the purpose of the meeting and afforded representation rights consistent with Article 2.06 of this Agreement.

6.04 Written Discipline

All disciplinary action shall be communicated in writing and shall include the reason(s) for the action.

6.05 Suspension and Dismissal

Suspension or dismissal of faculty shall be administered consistent with applicable law, Board policy, and the provisions of this Agreement. Prior to any disciplinary suspension or dismissal, the procedures set forth in Section 6.04 shall be followed.

6.06 Appeal Rights

Disciplinary action may be appealed through the grievance procedure set forth in this Agreement.

ARTICLE VII

COMPENSATION AND BENEFITS

7.01 Insurance

A. Hospitalization/Medical Insurance

Two (2) group hospitalization/medical insurance programs as adopted by the Board and in compliance with the Affordable Care Act will be made available to full-time Association members and eligible dependents, including a legally recognized spouse or eligible domestic partner and their eligible dependents, under the same terms and conditions, beginning the first day of the month following the date of hire. Association members shall pay five dollars ($5.00) per pay period toward the cost of the basic group insurance program. The Board shall pay the remaining cost of the basic group insurance program for full-time Association members and half (1/2) the cost of dependent coverage. Any additional cost of the Premium Plan over the Basic Plan will be borne by the Association member.

B. Term Life Insurance

Term life insurance shall be provided and paid for by the Board for all Association members. The amount of coverage of such term insurance for each Association member shall be two (2) times basic annual salary rounded to the nearest one thousand dollars ($1,000) to the maximum of fifty thousand dollars ($50,000). An additional fifteen-thousand-dollar ($15,000) life insurance policy shall be provided through the Health Insurance policy.

C. Disability Insurance

A group long-term disability insurance program as adopted by the Board is provided at no cost to each full-time Association member. The group long-term disability benefit shall provide a monthly benefit of sixty percent (60%) of the employee's monthly salary to a maximum benefit of five thousand dollars ($5,000) per month.

D. Right to Change Carriers and Coverage

The group insurance program coverage plans, and carrier will be determined by the Board from time to time. However, the funds allocated to such plans shall not be reduced below the level in effect on the date this Agreement is effective and will be increased by up to ten percent (10%) each fiscal year to maintain current benefit levels. Before the Board makes any material changes in the coverage plans, administration will convene the Consultation Committee to investigate potential changes to insurance. If there are significant or substantial proposed changes to type of plans offered or levels of coverage, such proposed changes will be negotiated prior to implementation.

7.02 Terms Outside of Academic Year and Overload Compensation

The same compensation rate shall be used for terms outside of academic year and overload assignments. The overload and terms outside of academic year rate will be paid for all full-time Association members without regard for the number of semesters previously taught. Open Learning Center instruction will be based on equated credit hours and paid at the same rate per credit hour.

For non-teaching Association members, any additional work over the regular contract load will be considered overload (refer to Salary Scale).

7.03 Professional Development and Tuition Reimbursement

A. Professional Development

Professional development activities include but are not limited to conferences, seminars, and workshops related to the current position or responsibilities of the Association member. The administration will make every effort to communicate opportunities for professional development. However, the Association member is responsible for making the formal, written request to the Department Chair/Director with a copy to the Vice President of Instruction.

Professional development including, but not limited to, sessions provided by the state, local agencies, and the College which may involve no more than travel expenses shall be approved by the Department Chair/Director, appropriate Dean and Vice President of Instruction. The Association member shall work with the Department Chair/Director to properly arrange for coverage of any missed responsibilities.

Attendance at out-of-state conferences, workshops, and seminars will be considered on a case-by-case basis.

B. Tuition Reimbursement

Within the limits specified in this section, Association members will be reimbursed for the cost of tuition and fees for credit courses at accredited institutions of higher education. The reimbursement will be up to two hundred dollars ($200) per credit hour or the cost of the class, whichever is lower, and up to eighteen (18) credit hours per fiscal year for undergraduate level courses. The reimbursement will be up to three hundred fifty dollars ($350.00) per credit hour or 75% of the cost of the class, whichever is lower, and up to twelve (12) credit hours per fiscal year for the graduate level courses. Reimbursement for any lower division undergraduate course must be for a course not offered by JWCC and must be required for a bachelor's degree award.

Reimbursement will be made only for those undergraduate courses completed with a grade of "C" or better, or for those graduate level courses with a grade of "B" or better. When a course is not graded, a satisfactory completion must be attained.

Requests for tuition reimbursement must be made prior to the start of the course. The Board reserves the right to require reasonable documentation of the payment of tuition and successful completion of the course as outlined above.

7.04 Travel Reimbursement

Business mileage refers to journeys you undertake in the course of your work, with the exception of your regular commute to and from your primary work location. Travel in excess of eight-mile radius from Association member's primary work location qualifies for the business mileage rate. The business mileage rate is the IRS rate. Mileage for reimbursement will usually be calculated by using the total "computer generated" miles.

Primary work locations will be determined based on a reasonable expectation of where an Association member will fulfill a substantial portion of their work obligation for the next year as determined by the Vice President of Instruction in collaboration with the Association. Once a primary location has been determined it will not be changed for at least twelve (12) months.

7.05 12 - Month Base Contract

Association members who are currently on a twelve (12)-month contract may elect to continue on their current contract or change to a nine (9)-month contract. Association members who are employed on twelve (12)-month base contracts shall be compensated at the following rate:

1. 1.2 times their placement on the salary schedule
2. Vacation granted during the first year is 11.3 hours per month. In subsequent years, the rate will be 16.8 hours per month to a maximum of three hundred sixty (360) hours (forty-five (45) days).

If the College determines that an Association position needs to change from a twelve (12)-month to a nine (9)-month position, or from a nine (9)-month to a twelve (12)-month position, the Association President, the Vice President of Instruction, and the affected Association member shall discuss the reasons prior to taking such action.

7.06 Compensation for Non-Teaching Responsibilities

A. Clubs/Organizations Sponsors

Each Advisor/Sponsor for all active current or future student clubs and organizations will be compensated a minimum of three hundred dollars ($300.00) by the Student Government Association. Funds for compensation will be from student fees collected when tuition is paid. Compensation for all Advisors/Sponsors will be standardized, and all will receive the same compensation. When all-day trips/conferences are the planned club/organization activity and do not conflict with the required scheduled responsibilities, the Advisor/Sponsor shall be compensated an additional one hundred dollars ($100.00) per day, for a maximum of two (2) trips/conferences per academic year.

B. Other Non-Teaching Duties and Assignments

Supplemental assignments that are beyond the essential functions and duties of employment as an Association member, such as, but not limited to, substitute instructor, CPR instructor, and grant-related duties and assignments shall be compensated according to the magnitude of the assignment and consistent with other College assignments, as approved and determined by College Administration, not to be less than $25 per hour. The Association member may choose to accept or decline the supplemental assignment.

7.07 Higher Education Compensation & Initial Placement Salary Schedule

Association members shall receive additional compensation for earning credit according to the following criteria:

a) Upon written, pre-approval from the College President or his or her designee, credit may be obtained from the sources below.

An accredited institution's graduate courses in the teaching field or closely related area: one (1) graduate semester hour credit = one (1) earned credit.

Workshops or technical training sessions when graduate credit is given by an accredited institution in the teaching field or closely related area: one (1) graduate semester hour credit = one (1) earned credit.

An accredited institution's undergraduate courses in the teaching field or closely related area: three (3) semester hour credits = two (2) earned credits.

b) Additional compensation will be awarded for each fifteen (15) credit hours completed. Each fifteen (15) credit hours shall result in a one and one-half percent (1.5%) increase to the faculty member's base salary. Upon completion of a Master's or Doctorate degree (or equivalent degree as determined by the College Administration), the faculty member shall receive an additional three percent (3%) increase to base salary. This degree-based increase shall not be contingent upon completion of a fifteen (15) credit hour increment and shall apply regardless of the number of credit hours completed in the final term leading to the degree.

c) Association members must notify the Director of Human Resources in writing that they intend to qualify for higher education compensation no later than June 1 for the next academic year. Association members must document the completion of credits by submission of an official transcript for course work. Higher education compensation increases will coincide with the issuance of contracts for each academic year and be recognized in the first pay period of the new year. Course work must be completed by August 15. Documentation must be received by October 1 by the Director of Human Resources, or the contract of the individual will be re-written accordingly to a lower salary.

Initial Placement Salary Scale

JWCC 2026-2027								
Years	B	B+15	M	M+15	M+30	M+45	M+60	PHD
0	43,009	44,285	45,563	46,839	48,117	49,393	50,672	51,946
1	43,809	45,112	46,415	47,717	49,018	50,320	51,625	52,925
2	44,625	45,954	47,283	48,611	49,939	51,267	52,598	53,924
3	45,458	46,813	48,168	49,523	50,878	52,232	53,589	54,942
4	46,307	47,689	49,072	50,453	51,836	53,217	54,601	55,980
5	47,174	48,583	49,994	51,403	52,812	54,222	55,633	57,040
6	48,057	49,494	50,933	52,371	53,808	55,246	56,686	58,121
7	48,958	50,424	51,892	53,358	54,825	56,291	57,760	59,224
8	49,877	51,373	52,870	54,365	55,861	57,357	58,855	60,348
9	50,815	52,341	53,867	55,393	56,918	58,444	59,972	61,495
10	51,771	53,327	54,884	56,440	57,996	59,553	61,112	62,665

JWCC 2027-2028								
Years	B	B+15	M	M+15	M+30	M+45	M+60	PHD
0	45,759	47,035	48,313	49,589	50,867	52,143	53,422	54,696
1	46,559	47,862	49,165	50,467	51,768	53,070	54,375	55,675

2	47,375	48,704	50,033	51,361	52,689	54,017	55,348	56,674
3	48,208	49,563	50,918	52,273	53,628	54,982	56,339	57,692
4	49,057	50,439	51,822	53,203	54,586	55,967	57,351	58,730
5	49,924	51,333	52,744	54,153	55,562	56,972	58,383	59,790
6	50,807	52,244	53,683	55,121	56,558	57,996	59,436	60,871
7	51,708	53,174	54,642	56,108	57,575	59,041	60,510	61,974
8	52,627	54,123	55,620	57,115	58,611	60,107	61,605	63,098
9	53,565	55,091	56,617	58,143	59,668	61,194	62,722	64,245
10	54,521	56,077	57,634	59,190	60,746	62,303	63,862	65,415

JWCC 2028-2029								
Years	B	B+15	M	M+15	M+30	M+45	M+60	PHD
0	48,509	49,785	51,063	52,339	53,617	54,893	56,172	57,446
1	49,309	50,612	51,915	53,217	54,518	55,820	57,125	58,425
2	50,125	51,454	52,783	54,111	55,439	56,767	58,098	59,424
3	50,958	52,313	53,668	55,023	56,378	57,732	59,089	60,442
4	51,807	53,189	54,572	55,953	57,336	58,717	60,101	61,480
5	52,674	54,083	55,494	56,903	58,312	59,722	61,133	62,540
6	53,557	54,994	56,433	57,871	59,308	60,746	62,186	63,621
7	54,458	55,924	57,392	58,858	60,325	61,791	63,260	64,724
8	55,377	56,873	58,370	59,865	61,361	62,857	64,355	65,848
9	56,315	57,841	59,367	60,893	62,418	63,944	65,472	66,995
10	57,271	58,827	60,384	61,940	63,496	65,053	66,612	68,165

The President of the Bargaining Unit will be informed of the initial salary schedule placement of newly hired faculty. No newly hired faculty member shall be assigned an initial base salary that results in compensation exceeding that of a current faculty member with the same degree level and equivalent years of experience.

7.08 Salary

The following demonstrates the negotiated annual salary increases set forth in this agreement.

Fiscal Year & Percentage Increase:

2027 (July 1, 2026 – June 30, 2027) $3250

2028 (July 1, 2027 – June 30, 2028) $3000*

*If total billed credit hours for FY27 are at or above 40,000 at graduation, AY2027-2028 raise increase will be $3250

2029 (July 1, 2028 – June 30, 2029) $3000*

*If total billed credit hours for FY28 are at or above 41,000 at graduation, AY2028-2029 raise increase will be $3250

Any faculty member whose base salary increase is not at least the following percentage will have a minimum increase of the following percentages:

2027 (July 1, 2026 - June 30, 2027) 5%

2028 (July 1, 2027 - June 30, 2028) 4%

2029 (July 1, 2028 - June 30, 2029) 4%

Teaching overload rate = $1,000.00

Non-teaching overload rate = $30.00

Transition to Base Salary System

For the 2026-2027 contract year, any current faculty member whose base salary is below the established Base Salary shall be adjusted to at least the Base Salary plus the increase. In addition, faculty shall receive any applicable increases based on newly earned educational credit in accordance with this Agreement.

ARTICLE VIII

AMICABLE SEPARATION

8.01 Amicable Separation Program

The Amicable Separation Program is designed to provide eligible Association members an opportunity to voluntarily separate from employment while allowing the College to plan for staffing and financial needs.

An Association member may apply for participation upon satisfying the eligibility requirements contained in this section. Participation shall be subject to approval by the Board. Approval shall not be unreasonably withheld and shall be based upon documented financial, staffing, programmatic, or operational considerations.

If an application is denied, the College shall provide the Association member and the Association with a written explanation of the reasons for the denial within fifteen (15) business days of the Board's decision. To be eligible, the Association member must:

a) Have completed at least ten (10) years of service with the College.

b) Be eligible to begin receiving benefits under SURS or another College-recognized retirement plan as of the proposed separation date; and

c) Provide at least twelve (12) months' irrevocable written notice of separation.

d) Retire at the end of the academic year.

The College may limit participation to no more than two (2) Association members during any fiscal year. Additional applications may be approved by mutual agreement between the College and the Association.

An Association member approved for participation shall not thereafter be eligible for regular full-time employment with the College but may be employed on a temporary or part-time basis.

Compensation shall be paid during the first July following separation and shall consist of:

a) Ten thousand dollars ($10,000).
b) For an Association member participating in a retirement plan that provides service credit for unused sick leave, two hundred dollars ($200) for each unused sick leave day exceeding one hundred eighty (180) days, not to exceed five thousand dollars ($5,000).
c) For an Association member participating in a retirement plan that does not provide service credit for unused sick leave, two hundred dollars ($200) for each unused sick leave day, not to exceed five thousand dollars ($5,000); and
d) Total compensation under this section shall not exceed fifteen thousand dollars ($15,000).

Appendix A

Job Descriptions

1. Job Description of Department Chair

LOAD

- Equivalent of fifteen (15) credit hours per semester
- Participate as an active member of Chairs and Directors
- Regularly attend Faculty Senate meetings

SUPERVISION

- Plan/conduct/keep records for departmental meetings (minimum of two (2) per semester)
- Plan/conduct/keep records for advisory council meetings (a minimum of three (3) per year)
- Deal with day-to-day issues of students and faculty
- Evaluation of part-time faculty, as per the bargaining unit agreement
- Supervise a Coordinator when load dictates a need for assistance

CURRICULUM

- Coordinate curriculum development/changes/revisions/updates/etc.
- Assist in approving and securing books/instructional material/equipment for department programs
- Coordinate development/distribution of all program course syllabi
- Coordinate assessment of all department programs in accordance with assessment committee

SCHEDULING

- Coordinate course schedules to meet the needs of the student population
- Ensure that the College catalog is correct
- Assist advisors/counselors when necessary to answer student questions

BUDGET

- Develop and administer the departmental budget

MARKETING

- Assist in the development and implementation of a departmental marketing plan

HIRING

- Identify the need for additional faculty
- Participate in the search for new faculty
- Assist in orientation of new faculty

GENERAL RESPONSIBILITY

- Work with appropriate personnel to assure that department programs are of the highest quality and are operating in accordance with the College Strategic Plan.
- Department Chairs may be requested to perform job-related tasks other than those specifically presented in this description.

The intent of this job description is to provide a representative summary of types of duties and responsibilities that will be required of a department chair and shall not be construed as a declaration of the specific duties and responsibilities of an individual Department Chair.

2. Job Description of Person Assigned Coordinating Duties

LOAD

- Equivalent of 15 credit hours per semester
- Regularly attend Faculty Senate meetings

GENERAL RESPONSIBILITY

- To perform specific duties as assigned to assist the Director/Department Chair

3. Criteria to Determine Release Time for Department Chair/Coordinating Duties

- Number of structured class sections in the department
- Number of lab sections in the department
- Number of OLC/independent study sections in the department
- Number of on-line sections in the department
- Number of students in the department
- Number of total credits generated in the department
- Number of full-time faculty members in the department
- Number of associate faculty members in the department

APPENDIX B

TENURE REVIEW PROCEDURES

It is the role of the Tenure Review Committee ("Review Committee") to provide feedback and guidance to the tenure candidate as he or she progresses through the tenure process.

Initial Review Committee Meeting

Early in the first semester, the Review Committee will meet with the Vice President of Instruction, the appropriate Dean, and the tenure candidate to review the tenure process, including forms, and discuss any required training. The members of the Review Committee will be advised to select one (1) member as Chair. Thereafter, the committee should meet at least once per semester.

Responsibilities of the Chair

The Chair is responsible for the following:

1. Coordinating the tenure review process for the tenure candidate assigned to his or her team.
2. Communicating with the Vice President of Instruction at the conclusion of each semester concerning progress during the tenure candidate's probationary period, including summative observations and overall performance.
3. Forwarding the Review Committee's written recommendation regarding the tenure candidate's tenure approval or denial to the Vice President of Instruction. This should take place following the completion of the tenure candidate's fourth full consecutive semester of teaching or counseling. In the case of recommendation for denial of tenure, the written recommendation may occur at any time during the process but must be received by the Vice President of Instruction by February 1 of spring semester or September 1 of fall semester.
4. Verifying the attendance/participation of committee members.
5. Keeping minutes of the committee meetings. (Note: the meeting minutes can be disposed of after the tenure process is complete.)

Responsibilities of the Review Committee

The Review Committee will provide feedback and guidance to the tenure candidate concerning instructional performance and classroom/lab management as well as non-teaching responsibilities and other professional duties. This will include the following:

1. Attend Evaluator Training – Prior to any observations, each Review Committee member must complete training in evaluation best practices.
2. Classroom/Online Observation – One (1) summative classroom/online observation will be completed each semester by one (1) Review Committee member. An additional

summative classroom/online observation will be completed each semester by one (1) member of Administration. Additional observations for informal feedback purposes are encouraged. Each Review Committee observation will be preceded by a meeting between the tenure candidate and the observer and followed by a discussion between the tenure candidate and the observer. The summative observation by Administration will be followed by a discussion between the tenure candidate and the observer. The Mentor may attend these meetings if the tenure candidate so desires. The current Classroom and Online Observation Forms will be used, and a copy forwarded to the Committee Chair. A copy may be shared with the Mentor at the request of the tenure candidate. These forms are available on the Intranet.

3. Instructional Lab Observation – If the tenure candidate teaches classes that have a lab component, at least one (1) lab observation must be conducted annually during tenure process. A lab observation will be completed in lieu of a classroom/online observation, and the current Classroom Observation Form will be used.
4. Review of Student Evaluations – Periodic review of students' evaluations of classes taught by the tenure candidate will be done.

   Note: Counselors are not obligated to teach and therefore may have no student evaluations in his or her personnel file. The Chief Student Services Officer will decide the relevant areas for which feedback and guidance should be provided for counselors.
5. Comprehensive Evaluation – The Review Committee will ensure at the beginning of each semester that all required documents are being placed in the tenure candidate's personnel file.

   Note: Deficiencies in these areas (i.e., student evaluations and/or administrative evaluations that are missing from the tenure candidate's file in HR) should be immediately reported to the Director of Human Resources as well as the Vice President of Instruction, and the Association President.
6. The department chair will evaluate and document mandatory non-teaching responsibilities and other required professional duties at least once per year. Information will be shared with the Review Committee and documentation will be placed in the tenure candidate's personnel file.

<u>Timeline Example</u>

If the tenure candidate's tenure track begins in the fall of 2018, the Review Committee's tenure recommendation letter will be submitted after the end of the spring semester of 2020. If the tenure track begins in the fall of 2019, the recommendation letter will be submitted after the end of the spring semester of 2021.

Note: The Review Committee may submit a written recommendation for denial of tenure at any time during the tenure process.

Responsibilities of the Tenure Candidate

The tenure candidate will proactively seek to improve instructional performance and fulfill non-teaching duties by:

1. Early in the first semester, attend introductory meeting with the Review Committee, respective Dean, and the Vice President of Instruction. The tenure candidate may invite the Mentor if he/she wishes.
2. Meet with the Review Committee at least once per semester thereafter. The tenure candidate may invite the Mentor if he/she wishes.
3. Meet with Mentor face-to-face at least two times per semester except in cases of a signed waiver.
4. Attend a pre- and post-observation meeting with the evaluating Review Committee member. The tenure candidate may invite the Mentor if he/she wishes.
5. Write a formal letter of request for tenure – at the end of the 5th semester, the tenure candidate will submit a formal letter to the Vice President of Instruction. This letter should include information pertaining to instructional growth over the tenure period and highlight professional attributes such as campus participation, scholarly activities, and community involvement.

Responsibilities of the Mentor

1. Meet with the tenure candidate face-to-face at least two times per semester to discuss topics relevant to job assignments. Please refer to Mentoring Program Checklist via the Intranet. This checklist will be submitted to the Vice President of Instruction.
2. Be available to the tenure candidate to help guide them through the tenure process and excel in their position.
3. For a complete list of responsibilities, refer to Mentor documents available via the Intranet.

TENURE REVIEW PROGRESS REPORT

For Use by the Tenure Review Committee

Association Member/Tenure Candidate_____

Eligibility Date (end of 4th semester) _____

Review Committee Members:

_____ (Chair)

(1) _____ (2) _____

(3) _____

Committee Responsibilities Check List

1. Observations by a committee member (forms from Intranet)

Semester 1 _____ Semester 2 _____

Semester 3 _____ Semester 4 _____

2. Review of student evaluations by each member (in Office of Human Resources) (each committee member initials)

Semester 1 _____ Semester 2 _____

Semester 3 _____ Semester 4 _____

3. Assurance of administrative observations on file (in Office of Human Resources)

Semester 1 _____ Semester 2 _____

Semester 3 _____ Semester 4 _____

4. Written recommendation regarding approval or denial of tenure candidate for tenure:

Date submitted to Vice President of Instruction

_____

Note: Items 2 and 3 under Committee Responsibilities Checklist reflect the Review Committee's overall responsibility to ensure the tenure candidate's file in the Office of Human Resources is appropriately up to date. Periodic review is required, so the time frames listed under these items are only guidelines.

DURATION AND SIGNATURE

This Agreement is a three (3)-year agreement effective July 1, 2026, and ending June 30, 2029, and has been duly executed after ratification or approval by the Association and the Board.

This agreement has been signed as of August 19, 2026

IN WITNESS THEREOF:

John Wood Community College BARGAINING UNIT ASSOCIATION, IFT/AFT, AFL-CIO, Local No. 6086	**BOARD OF TRUSTEES OF John Wood Community College, COUNTIES OF ADAMS, PIKE, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT AND CASS AND STATE OF ILLINOIS**
By: Mr. Chris Koetters	By: Mr. Andrew Sprague
Association President	**Board Chair**
By: Ms. Laura Hubbard	By: Mr. Bob Rhea
Association Secretary	**Board Secretary**
	By: Dr. Aron Potter
	President of John Wood Community College
Attest: Mr. Ronald Kraft	Attest: Mr. Josh Welker
Association Chief Negotiator	**Board Chief Negotiator**