

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

Date: **02.17.10** Board of Trustees Meeting
 RE: **REGULAR MEETING MINUTES**
 Location: Workforce Development Center, 4220 Kochs Lane, Quincy IL 62305
 Time: 7:00 P.M.

1. Call to Order/Appointment of Assistant Secretary

The **02.17.10** Board of Trustees meeting was called to order at the **Workforce Development Center**, in Quincy, Illinois at 7:00 p.m. by **Mr. Jerry Hagmeier, Board Chair**. Mr. Hagmeier appointed Ms. Benz

2. Roll Call

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes			X	
Ms. Green			X	
Mr. Sims			X	
Dr. Carter				X
Mr. Coleman			X	
Mr. Gay			X	
Mr. McCarthy			X	
Mr. Hagmeier			X	
Voice Vote				

Attendees: Dr. Thomas Klinicar, Mr. Alan Steigelman, Dr. John Letts, Dr. Ray Staats, Mr. Jim Rapp, Mr. Don Hess, Mr. Joshua Brueck, Mr. Josh Welker, Ms. Stacey O'Brien, Ms. Barbara Holthaus, Mr. Bill LaTour, Ms. Joyce Miller-Boren, Ms Annie Kennedy, Mr Seth Brammer, Mr David Camphouse, Ms. Mecki Kosin, Ms. Stephanie Phillips, Dr. David Shinn, Mr. Phil Conover, Mr. Randy Egdorf, Ms. Jenny Venvertloh, Mr. Gary Shupe, Mr. David Leonard, Ms. Samuel Tedrow, Mr. Terry Jenkins, Mr. Rodney Hart, Ms. Tracy Orne, and Ms. Leah Benz

3. Introductions - The following individuals were introduced to the Board of Trustees: Mr. Sam Tedrow, Campus Police Sergeant, Ms. Stephanie Phillips, Assistant Director Instructional Support and Distance Learning, and Mr. Terry Jenkins, Director of Community and Adult Education.

4. Special Report - Ms. Stacey O'Brien, Human Resources Director, presented a power point presentation on the JWCC Classification and Compensation System and the recommended changes to the current structure. Ms. O'Brien stated the College worked with a consultant four years ago looking at

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revamping and refinement of our current system. The agenda included direct and indirect compensation principles, salary grades and ranges, internal advancement procedures, and salary adjustments. The total compensation for employees is the sum of salary and benefits. JWCC's total compensation philosophies are pay philosophy and benefit philosophy. Our pay philosophy is designed to recruit and retain, reflect responsibility, content, and complexity of work, and is within 50% to 85% of local, regional or state job market. Unlawful discrimination pay is not practice or tolerated, we propose that pay rewards excellent performance at all levels. Our benefit philosophy is the set of core benefits that include health, dental, prescription, disability, life, and retirement support. The benefit philosophy costs are shared between the College and employee. No merit base philosophy is in place. The current cost for employee benefit is about \$12,000 per person which is one of the best in the region. Two leading types of pay structures are internal equity method and market pricing. JWCC uses marketing pricing in its pay structure. The proposal is to have salary grades and pay range for each grade. Ranges would define the minimum and maximum salary to be paid for a job. Employees would be paid at least the minimum but not more than the maximum. A proposed pay structure included salary ranges from Grade A through Grade F with each job listing a salary range. The proposal includes a desire to promote from within providing career advancement. A request was made to carefully look at the pros and cons of promoting from within as to not eliminate the opportunity to seek new talent, new ideas. The institution wishes to develop entrepreneurship and innovation. It is a way to inspire to become an administrative assistant, director, dean, or vice president, if you are in this career track. This change would take several years to evolve to. In the current system an employee can be priced out of the employment market.

5. **Consideration of Items from the Floor**

6. **Public and Employee Comment** - A request was received in the president's office on Monday, February 15 at 9:15 a.m. from Ms. Mechtild M. Kosin, CTC, DS, president of the Travel House of Quincy. Ms. Kosin requested to address the board members about the trips the college is offering. She alerted them to possible liability claims and asked if they would not find it easier to partner with existing travel professionals in the city of Quincy if the College. Ms. Kosin shared the formation of the Travel House and stating how three years ago other travel agencies began working with each other. She stated she taught history with the College and it was also her who started offering bus trips to the theaters in 1991. She shared a recent conversation she had with a client who had book a trip through Colette tours (a company the College is using for some scheduled trips) and how that client was unable to contact a Colette representative to assist with the problem they encountered with that trip. The client contacted her and she was able to assist the client. She proposed the question of why not use one of the four agencies in Quincy for JWCC trips; send bids out for the service. She shared she had sent a letter to Dr. Klincar to request talking to each other and working with each other. If we need trips in order to raise funds, to please take care of people in this area. The Board asked for a special report to be given at the

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March Board of Trustees meeting outlining the advantages and disadvantages of the procedures of arranging trips.

7. Consent Agenda

7.1 Consent business agenda items approved:

- 7.1.1 Request approval of 01.20.10 regular meeting minutes
- 7.1.2 Request approval of the bills for payment/ **Finance Committee**
- 7.1.3 Request approval of the monthly financial statements for January
- 7.1.4 Request approval of trustee travel expenditures for January
- 7.1.5 Request authorization to submit a grant application to the Corporation for National & Community Service RE: \$93,988
- 7.1.6 Request authorization to submit a grant application to the United Way of Adams County RE: RSVP \$20,000
- 7.1.7 Request authorization to submit a grant application to the City of Quincy RE: RSVP \$8,000
- 7.1.8 Request acceptance of grant funding for FY2010 Illinois Cooperative Work Study RE: \$36,450
- 7.1.9 Request authorization to submit a grant application to the Illinois Secretary of State RE: Literacy Services of JWCC \$75,000
- 7.1.10 Request approval of curriculum changes, additions, deletions
- 7.1.11 Request approval of the lab fee ranges for developmental education courses
- 7.1.12 Request approval to accept grant funding RE: Local Foods Planning Grant \$39,986

7. MOTION: *Approve the consent business agenda items listed above including the two additional consent items (7.1.11 and 7.1.12) included in the table folder.*

Moved by: Mr. McCarthy

Seconded by: Mr. Gay

Discussion: Item 7.1.11 was the result of the zero-based budgeting process where it was uncovered that lab fee ranges were being absorbed by the department. Item 7.1.12 local foods planning grant will aid in funding a Coordinator of the Grant.

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				x
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

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7.2 **Personnel Items**

7.2.1 **MOTION:** *Authorize to employ new staff and faculty, accept resignations and retirements, and implement status changes as presented including the additional personnel item.*

Moved by: Mr. Sims

Seconded by: Mr. Gay

Discussion: One additional personnel item included in the table folder was the position of Coordinator of Local Foods Program. The recommendation was to appoint Mr. David Camphouse to fill this position. This is a direct result of the grant being approved.

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				x
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

8. **Business Items**

8.1 **MOTION:** *Approve to close out three Illinois Community College Board project completion reports.*

Moved by: Mr. Gay

Seconded by: Mr. Coleman

Discussion: The three projects approved to be closed out and submitted to Illinois Community College Board were the phone system replacement and the installation of security cameras and the purchase and remodeling of the Workforce Development Center. The first two were Protection, Health and Safety projects. The projects were certified by Architechnics, Inc. (Anthony Crane).

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NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				x
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

8.2 **MOTION:** *Approved to renew the United Way Partner Agreement.*

Moved by: Mr. Sims
Seconded by: Ms. Green

Discussion: The United Way Partner Agreement is a renewal agreement. The College has entered into this agreement for several years with only minor changes. It is renewed annually.

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				x
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

9. **Discussion Items**

10. **President and Committee Reports**

10.1 **ICCTA/West Central Region Report** - The next ICCTA meeting is scheduled for March 19, 2010 in Chicago. The West Central Region Trustees meeting will be held on March 16 at 6:00 p.m. in the dining room of the JWCC campus. Mr. Phil Conover will be our guest speaker. RSVP's are due to Ms. Benz by March 8.

10.2 Board Curriculum Committee Report

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10.3 **Board Finance Committee Report** - The Board Finance Committee met February 10. The minutes were included in the table folder. The committee also discussed the Request for Proposals for banking services. Administration is in the process of preparing the documentation. The entire process of submission, meetings, and responses will take an estimated 6 to 7 weeks. The results are anticipated to be presented at the May meeting.

10.4 **Board Personnel Committee Report** - The Personnel Committee met February 11. The minutes were included in the table folder.

10.5 **Student Trustee Report** -The Student Trustee report was included in the table folder. Student Government Association is researching a no smoking policy for the campus.

10.6 **Administration Report** - The first round of Academic Challenge filming is complete. Dr. Carter, Ms. Orne, and those individuals who assisted with Academic Challenge were given thanks for a job well done. Carlos Fernandos, WGEM's vice president/general manager, also complimented our College and staff on an outstanding job. Winning teams will return to campus on March 20 for semi-final and championship rounds.

Interactive Television course offerings will be discontinued at the end of the Spring 2010 semester. The Board was informed that ITV offerings at Mt Sterling and Pittsfield will be replaced by online and open learning courses.

Certified Nursing Assistant classes scheduled for Spring 2010 at the Mt Sterling facility will not take place due to space limitations. We had an instructor and students but not a suitable facility.

Administration met with representatives from Western Illinois University to discuss a comprehensive articulation agreement that might result in junior/senior level WIU courses taught on the JWCC campus. The Board heard an update report on training bus drivers for Trailways. The company, which is still interested in developing a training program with JWCC, is in the process of hiring a new representative to do transactions on behalf of the company. The proposal is also being presented to their board and insurance representatives for approval. This opportunity with Trailways association is their first time to ever offer training. We are the only school at this time which they are negotiating with. The only other bus driver training program nationally is with Greyhound bus line but it is strictly for their drivers. Trailways is attempting to develop this training due to homeland security issues. A report will be presented at a later meeting.

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10.7 **Calendar of Events**

11. **Notices and Communications** - Mr. Gay highlighted an award which Ms. Bonnie Scranton received from the YWCA as a 2010 Woman of Achievement.

12. **Other Items** - The Board of Trustees retreat is scheduled for March 22 & 23. Mr. Sims asked for Board members to begin thinking of topics for the agenda. A suggestion was made to invite a director of program to attend a session of the retreat informing the Board of the history of their program and why it was developed. The first program suggested was Agriculture. Board members were invited to contact Ms. Benz with any agenda items they wish to place on the retreat agenda. Discussion was held on a possible outside facilitator to allow all Board members equal participation.

13. **Closed Session**

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

Moved by: Mr. Coleman

Seconded by: Mr. Frakes

Time: 8:45 p.m.

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				x
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

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14. **Return to Public Session**

14.1 **MOTION:** *Return to public session.*

Moved by: Mr. McCarthy

Seconded by: Mr. Gay

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				
Mr. Coleman	x			x
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

14.2 **MOTION:** *Approved the personnel items as discussed in closed session.*

Moved by: Mr. Sims

Seconded by: Mr. Coleman

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims	x			
Dr. Carter				x
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

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14.3 MOTION: *Adjourn the 02.17.10 John Wood Community College Board of Trustees meeting.*

Moved by: Mr. Frakes
 Seconded by: Mr. McCarthy
 Time: 10:40 p.m.

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Frakes	x			
Ms. Green	x			
Mr. Sims				x
Dr. Carter	x			
Mr. Coleman	x			
Mr. Gay	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

THE MEETING ADJOURNED AT:

16. Approval:

Approved the **17th day of March, 2010**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the **Workforce Development Center**, in the city of Quincy, Illinois at which _____ voting members were present, constituting a quorum by a vote of _____ ayes and _____ nays.

CHAIR: X _____ **SECRETARY: X** _____