

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

Date: **03.18.09** Board of Trustees Meeting

RE: **REGULAR MEETING MINUTES**

Location: **Student/Administrative Center**

Time: **7:00 P.M.**

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

The **03.18.09** Board of Trustees meeting was called to order in the Board Room of the **Student/Administrative Center** at 7:00 p.m. by **Mr. Jerry Hagmeier, Board Chair**. Mr. Hagmeier appointed Ms. Benz assistant secretary.

2. **Roll Call**

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

Attendees: Mr. Don Hess, Mr. Joshua Brueck, Ms. Evelyn Holtschlag, Mr. David Shinn, Ms. Kelly Wilson, Ms. Diane Ary, Ms. Bonnie Scranton, Dr. Jeff Galle, Ms. Kara Haden, Ms. Jennah Koch, Ms. Laura Williams, Ms Renee Higgins, Mr. Bill LaTour, Mr. Lou Barta, Ms. Stacey O'Brien, Mrs. Debbie Klincar, Dr. John Letts, Ms. Mary Arp and Ms. Leah Benz.

3. **Introductions**

3.1 Ms. Kara Haden, Office Assistant for Educational Talent Search; Ms. Jennah Koch, Office Assistant for Upward Bound; and Ms. Laura Williams, Educational Talent Search Advisor were introduced. Ms. Diane Ary, trustee candidate, was also acknowledged.

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

4. **Special Report**

Ms. Bonnie Scranton updated the Board on the GEM (General Education Mobile) Program which was launched March 2 for JWCC. This program is designed to be a partnership with the Community College of the Air Force that enables airmen students to sign up for their general education requirements in a single block of courses from the same college, providing greater educational continuity and faster completion of an airman's associate degree. Currently JWCC is one of eight colleges that have been approved by the Community College of the Air Force to participate in this program. The requirement for CCAF associate degree is that students take one three-credit hour class in each of five general education categories: oral communication, written communication, mathematics, social sciences and humanities. These 15 credits must be taken at a civilian institution because CCAF does not offer its own general education courses. JWCC currently has four students enrolled. Ms. Scranton stated a brochure was included in the table folder and trustees could go to www.jwcc.edu and click on the GEM icon to tour the Web site. Explanation of how this would better serve our rural areas was discussed.

5. **Public and/or Employee Comment**

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

7. **Consent Agenda**

MOTION: *Approve the consent business agenda items presented.*

Moved by: **Mr. Coleman**

Seconded by: **Mr. McCarthy**

Discussion: The Finance Committee reviewed the bills and recommended approval. A US Department of Agriculture for Manufacturing Welding Technology grant RE: \$40,000 was approved to proceed.

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

7.1 **Consent business agenda items approved:**

- 7.1.1 Request approval of 02.18.09 regular meeting minutes and 03.02-03.09
- 7.1.2 Request approval of the bills for payment/ **Finance Committee**
- 7.1.3 Request approval of the monthly financial statements for February
- 7.1.4 Request approval of trustee travel expenditures for February
- 7.1.5 Request authorization to proceed with a grant application to the US Department of Agriculture for Manufacturing Welding Technology for \$40,000

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

7.2 **Personnel Items**

- 7.2.1 Request authorization to employ new staff and faculty, accept resignations and retirements, and implement status changes as presented.

8. **Business Items**

- 8.1 **MOTION:** *Approve to revise board policy 610 - Tuition and Fees.*

Moved by: **Dr. Carter**

Seconded by: **Mrs. Farmer**

Discussion: The changes to board policy 610 incorporate the waiver referred to in the Illinois Laborers' and Contractors' Joint Apprenticeship and Training agreement entered into in 2005. The addition reads as follows: *The cost of tuition and institutional support fees shall be waived for courses delivered by the Illinois Laborers' and Contractors' Joint Apprenticeship Training Center at its training facility in Cooperstown. The waiver will be limited to LBR courses.*

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

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

8.2 **MOTION:** *Approve to revise board policy 611 Refunds of Tuition and Fees,*

Moved by: **Mrs. Farmer**

Seconded by: **Dr. Carter**

Discussion: The change to board policy 611 provides a one-week drop period for eight-week courses and a two-week drop period for sixteen-week courses.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

8.3 **MOTION:** *Authorize to accept the bid from KK Stevens Publishing for the printing and distribution services of five class schedules.*

Moved by: **Mr. Sims**

Seconded by: **Mr. Bottorff**

Discussion: Bids were solicited for the production, printing, and distribution of five class schedules. The bid covers Summer 2009 – Spring 2010 credit and noncredit class schedules including. Vendors based their bids on the criteria provided by the College. The lowest bid was that of KK Stevens Publishing Company of Astoria, Illinois, with a bid of \$35,330.91.

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

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

8.4 **MOTION:** *Authorized to adopt the 2008-2011 college catalog.*

Moved by: **Mrs. Farmer**

Seconded by: **Mr. Sims**

Discussion: The 2009-2011 JWCC Catalog and Student Handbook serves as the primary informational document for students and others regarding offerings by the College. Some court cases have ruled that a college catalog is a legally binding document; therefore, it is recommended that it be adopted by the trustees. Dr. Klinicar noted the seal in the catalog.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

9. Discussion Items

10. President and Committee Reports

10.1 **ICCTA/West Central Region Report** - Mr. Coleman highlighted items from the March 14 ICCTA meeting. The complete highlights were included in the table folder. The items include: April 29 Lobby Day; voted to support an amendment to Senate Bill 1346; Presidents Council will sponsor an orientation

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

session for 15 new presidents in the Illinois community college system; and discussed ROTC programs, movie theater advertising, and pay scales for allied health faculty.

10.2 Benefits Committee Report

10.3 **Curriculum Committee Report** - The Curriculum Committee met in March, with Ms. Renee Higgins as the guest speaker. Good information was provided.

10.4 Finance Committee Report

10.5 Personnel Committee Report – Mr. Coleman requested a personnel item be deferred to closed session.

10.6 Enrollment Management Report

10.7 **Student Trustee Report** - Community College Month activities are being planned. They are: a blood drive, poker walk and participation in Earth Day, April 16. SGA elections will be held March 30-April - 6.

10.8 **Advancement Report** – Ms. Holthaus informed the Board the Mark McNett Memorial Scholarship met the \$10,000 endowed level. The first scholarship will be awarded this fall.

A brochure of the exterior seal project was included in the table folder. Target date of completion will be prior to commencement. Contributions to this project received above the \$500 level will be noted a bronze plate next to the seal.

10.9 **Finance and Business Services Report**

10.10 **Student Services Report** - Dr. Letts noted the letter recognizing JWCC as one of fifty community colleges in the country who received an invitation to participate in a unique convening around new educational program designs to improve access to and success in post-secondary education for working adults and younger students who may encounter significant barriers in traditional education systems

10.11 **Instructional Services Report**

10.12 **Institutional Research Report**

10.13 **Public Relations Report** - Dr. Klinicar stated Public Relations is assisting with the inauguration ceremony which will be held in conjunction with commencement.

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

10.14 **President's Report** - Dr. Klincar said he received an e-mail from Geoffrey Obrzut, President and CEO Illinois Community College Board, on the Governor's Fiscal Year 2010 Budget. He quoted the following from Mr. Obrzut's letter: "The Governor has suggested increasing the system operating budget by \$8.6 million. This is a nearly 3 percent increase. Adult Education funding and Career and Technical Education funding will increase 1 percent. His capital plan, Illinois Jobs Now, has \$157.9 million ear-marked for community colleges."

11. **Notices and Communications**

12. **Other Items**

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 acquisition of property.*

Moved by: **Mr. Coleman**

Seconded by: **Mr. Bottorff**

Time: 7:40 p.m.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

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

14. **Return to Public Session**

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

Moved by: **Mr. McCarthy**

Seconded by: **Mr. Sims**

Time: 8:45 p.m.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

14.2 **MOTION:** *Approved real estate agreement as discussed in closed session.*

Moved by: **Mr. Sims**

Seconded by: **Mr. Coleman**

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

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

Mr. Hagmeier informed the Board that the car club he is affiliated with requested to use the JWCC parking lot this summer for one of their events. He stated he had reviewed the legal requirements with Mr. Rapp and institutional policies in place. He would like to proceed if there were no objections from Board members. No objections were noted.

Mr. Hagmeier reminded the Board members the ICCTA meeting will be held March 24 and encouraged Board members to attend.

Adjournment

15.1 **MOTION:** *Adjourn the 03.18.09 John Wood Community College Board of Trustees meeting.*

Moved by: **Mr. Coleman**

Seconded by: **Mr. Bottorff**

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Stahl	x			
Ms. Farmer	x			
Mr. Sims	x			
Dr. Carter	x			
Mr. Coleman	x			
Mr. Bottorff	x			
Mr. McCarthy	x			
Mr. Hagmeier	x			
Voice Vote				

THE MEETING ADJOURNED AT: 9:00 p.m.

16. **Approval:**

Approved the **15st day of April 2009**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at **1301 South 48th Street**, in the **city of Quincy**, at which _____ voting members were present, constituting a quorum by a vote of _____ ayes and _____ nays.

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