

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

Date: **05.19.10** Board of Trustees Meeting

RE: **REGULAR MEETING MINUTES**

Location: Pittsfield Education Center, 1308 West Washington, Pittsfield Illinois 62363

Time: 7:00 P.M.

1. Call to Order/Appointment of Assistant Secretary

The **05.19.10** Board of Trustees meeting was called to order at the **Pittsfield Education Center**, at 1308 West Washington, Pittsfield Illinois at 7:00 p.m. by **Dr. Gary Carter, Board Chair**. Dr. Carter appointed Ms. Benz assistant secretary.

2. Roll Call

Ms. Benz called roll:

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

Attendees: Dr. Thomas Klinkar, Mr. Alan Steigelman, Dr. John Letts, Dr. Ray Staats, Mr. Jim Rapp, Ms. Leah Benz, Ms. Joyce R. Miller-Boren; Ms. Tracy Orne, Ms. Cheryl Weinant, Ms. Stacey O'Brien, Mr. Kent Hawley, and Mr. Dan Long.

- 3. Introductions**
- 4. Special Report**
- 5. Consideration of Items from the Floor**
- 6. Public and Employee Comment**
- 7. Consent Agenda**
- 7.1 Consent business agenda items approved**

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- 7.1.1 Request approval of 04.21.10 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 April
- 7.1.4 Request approval of trustee travel expenditures for April
- 7.1.5 Request authorization to submit a grant application to the Illinois Department on Aging RE: RSVP \$25,739
- 7.1.6 Request authorization of a chargeback through the College of DuPage
- 7.1.7 Request approval of two new certificates

8. **MOTION:** *Approve the consent business agenda items listed above.*

Moved by: Mr. McCarthy

Seconded by: Mr. Coleman

Discussion: The Finance Committee met on Thursday, May 13, reviewed the bills for payment and found them to be in order. The committee also discussed not receiving state funding and the financial concerns this proposes.

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

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.*

Moved by: Mr. Hagmeier

Seconded by: Mr. McCarthy

Discussion: Dr. Klinzar noted the vacancies which were presented were subject to funding availability; noting the request of full-time positions only allows Administration to have that option in the future if necessary.

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

8. **Business Items**

8.1 **MOTION:** *Authorize to change the Board meeting date of October 20 to October 18 and to cancel the January 19, 2011 Board meeting.*

Moved by: Mr. McCarthy

Seconded by: Mr. Gay

Discussion: The Board of Trustees, in order to save funds, voted to eliminated the January 19, 2011 Board meeting. The October board meeting date was changed from October 20 to October 18 to accommodate the Association of Community College Trustees meeting of which the chair and President will be attending. The Board agreed to not cancel the July 21 Board of Trustees meeting so that the budget deadlines can be met.

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

8.2 **MOTION:** *Authorize to revise Board Policies 308-Sick Leave and 310-Personal Leave.*

Moved by: Mr. Sims

Seconded by: Ms. Smith

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Discussion: Board Policy 308 eliminates the use of doctors' visit time for employees. Board Policy 310 will allow personal time to be taken for a minimum of one hour per occurrence for exempt and non-exempt staff members. Increments of quarter hours may be used in addition to the initial hour. The change to 310 allows greater flexibility for employees. This request is the result of the direction given at the April Board meeting. Administration received some dislike comments to these revisions but the greater flexibility in personal time has been well received.

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

8.3 **MOTION:** *Approve a 15% increase in the JWCC health insurance rates.*

Moved by: Mr. Coleman
Seconded by: Mr. Hagmeier

Discussion: The College consulted the JWCC Benefits Committee, the Office of Human Resources, Fauble Insurance Agency and Blue Cross Blue Shield Representatives before recommending a 15% increase in premium costs to John Wood Community College and its employees. The increase is due to rising cost of service. The goal of the College is to reach and maintain a \$450,000 reserve account. The increase is effective July 1, 2010. The deductibles for both plans will increase by \$250 per person and the out of pocket will increase by \$1,000 per person. There will also be reductions to the drug plan. The reductions in services are more substantial than in past years. The Board was informed if the College was to keep the same benefits as last year an 18% increase would have been needed. We have seen an erosion of our fund balance over the past year. Blue Cross Blue Shield, as our underwriters, has given us an amount we need in our fund balance. This recommendation does reduce and eliminate some of our benefits. The anticipated plan is to ask for a Request for Proposal for health insurance in this coming fiscal year (FY11). A significant change to our plan can be expected. At this time the national health care plan is being reviewed. We anticipate the impact of that will be seen in about four years. We still offer two plans, a premium plan and a base plan. The Office of Human Resources will be sending a detailed information packet out to all employees of the changes.

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

9. **Discussion Items**

10. **President and Committee Reports**

10.1 **ICCTA/West Central Region Report** - A copy of the ICCTA highlights were included in the Board packet. Dr. Carter, Mr. Hagmeier, and Dr. Klincar attended Lobby Day in Springfield asking for legislative support for the FY2011 Community College budget and an increase in revenue. Mr. Hagmeier noted ICCTA thanked John Wood Community College for hosting the Administrative Assistant conference in Quincy and announced that Dr. Jerry Weber was named the president of Illinois President's Council. Dr. Carter, Mr. Hagmeier, Mr. Coleman, and Ms. Green will be attending the annual ICCTA convention in Springfield June 4-5.

10.2 **Board Curriculum Committee Report** - The Curriculum Committee met May 12 to review new certificate programs in OFT – Desktop Publishing and Web Design. They discussed how community college students differ from 4-year colleges in that community colleges have open admissions where as 4-year colleges have admission standards.

10.3 **Board Finance Committee Report** - The Finance Committee met May 13. Dr. Klincar and Dr. Carter joined the meeting for the first portion. Agenda items included the audit, (Mr. Dave Spiller, auditor, was the presenter) an early retirement option for staff, banking services, budget update, the state finances, red flag rules, and the review of the financials and bills for payment.

The state will not make all the payments owed to Community Colleges. It is predicted Community Colleges will receive only one-half (½) of their allotted funds in the next year and it is estimated it will take the state four-five (4-5) years before it can overcome their overall shortfall. It is very clear this is not a short term problem. The amount of money the state owes will continue to grow in this four-five (4-5) year period.

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Administration said they would be asking for direction from the Board if a FY2011 budget was to be presented as balanced. This decision would affect employees of the college. The FY10 year end projections are estimated to be \$200,000 short. The enrollment growth and changes done already in the Instruction area have already reduced the shortfall. One option proposed was to borrow money against ourselves to meet payroll. Mr. Coleman share that legislators also have approved colleges and universities to go to the commercial markets and borrowed only up to what the shortfall is from the state. Administration said they plan to build FY2011 budget on 61,000 credit hours. They reported summer credit hours are strong with fall credit hours slightly higher than last year.

The small budget of the Board was also discussed. They asked Administration to take \$2,000 budget reduction or 25% out of meeting/conference expense.

10.4 **Board Personnel Committee Report** - The Board Personnel Committee met May 18 where they learned the College had not received all of our State payments. As a result of this information our budget concerns, as well as, implications on personnel were discussed. The committee members shared their desire to have Administration work towards achieving a balance budget. Options shared with the committee to achieve this goal included: allowing Administration to offer a retirement incentive; a reduction of 5% expenditures in each area; and to review other salaries, a budgeted expense item, for reduction.

10.5 **Student Trustee Report** - The newly elected officers are getting acquainted with each other and reorganization is taken place from the outgoing to the incoming trustees.

10.6 **Administration Report** - Dr. Klinkar highlighted a Business after Hours will be hosted by the Pittsfield Education Center on June 24 beginning at 5:00 p.m.

Mr. Jim Rapp was thanked for being the 35th commencement speaker.

Additional information on the Foundation golf tournament was included in the table packet.

Dr. Staats reported Children's College has 430 children enrolled; this is slightly below last year due to the subsidy of funds given out.

10.7 **Calendar of Events**

11. **Notices and Communications** - Dr. Carter informed trustees of the additional notices and communications included in the table packet.

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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 discuss Collective Bargaining Agreement.*

Moved by: Mr. McCarthy
Seconded by: Mr. Coleman
Time: 7:45 p.m.

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

14. **Return to Public Session**

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

Moved by: Mr. McCarthy
Seconded by: Mr. Coleman
Time: 10:10 p.m.

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

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14.2 **MOTION:** *Authorized the associate faculty salary schedule revision as presented in closed session.*

Moved by: Mr. Coleman
Seconded by: Mr. Sims

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

14.3 **MOTION:** *Authorized the retirement incentive as presented in closed session.*

Moved by: Mr. Gay
Seconded by: Ms. Smith

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

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14.4 **MOTION:** *The Board of Trustees reaffirmed that the Administration is directed to present a balanced budget for 2011.*

Moved by: Mr. McCarthy
Seconded by: Mr. Coleman

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

14.5 **MOTION:** *Adjourn the 05.19.10 John Wood Community College Board of Trustees meeting.*

Moved by: Ms. Green
Seconded by: Mr. McCarthy
Time: 10:15 p.m.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Smith	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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THE MEETING ADJOURNED AT:

16. **Approval:**

Approved the **16th day of June 2010**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the **Student Administrative 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 _____