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| Date: **04.17.24** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Board Room, Student Administrative Center, 1301 S. 48th Street Quincy Illinois 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **04.17.24** Board of Trustees meeting was called to order in the Board Room, 1301 S. 48th Street, Quincy, Illinois, 62305 at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rheaappointed Ms. Benz assistant secretary.    2. **Roll Call**  Ms. Benz called roll:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Ms. Gregory |  |  | x |  | | Ms. Greger |  |  |  | x | | Mr. Hess |  |  | x |  | | Mr. Sprague |  |  | x |  | | Ms. Hawley |  |  | x |  | | Dr. Greenwell |  |  | x |  | | Mr. Fischer |  |  | x |  | | Mr. Rhea |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Mr. Josh Welker, Dr. Shelley Barkley, Mr. Gavin Radkins, Mr. Matt Rolando, Mr. Steve Belko, Mr. Dave Hetzler, Ms. Paige Seals, Ms. Alayna Schmoe, Mr. Travis Duke, Mr. Carter Kasparie, Ms. Kelly Larson, Dr. Chris Kaelke, Mr. Eric Foster, Mr. Cole Pracht, Mr. Nathan Kraft, Mr. Mike Sorensen, and Ms. Tracy Orne.  3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was led by Ms. Kaydence Gregory.  4. **Recognition of Outgoing Student Trustee and New Student Trustee Oath of Office**  4.1 *Recognition of outgoing student trustee, Kaydence Gregory*. Dr. Bryan Renfro recognized outgoing student trustee, Ms. Kaydence Gregory. Ms. Gregory served as student trustee from April 2023-April 2024. The board extended congratulations to Kaydence for serving as student trustee.  It was noted that Ms. Gregory received a full scholarship to further her education at Western Illinois University.  4.2 *Oath of Office for Incoming JWCC student trustee* - Mr. Kannon Dickerman.  Newley selected student trustee for 2024-2025 is Mr. Kannon Dickerman. He is a student from Quincy Notre Dame High School. Mr. Jim Rapp, legal counsel, administered the “Oath of Office”.  4.3 **Newly Selected Student Government Association Officers for FY24-25**  Cole, Pracht, Central High School, Camp Point, IL - president  Travis Duke, Liberty High School, Liberty, IL - vice-president  Paige Seal, Quincy Senior High School, Quincy, IL - vice president of membership  Carter Kasparie, Unity High School, Mendon, IL – secretary  Alayna Schmoe, Quincy Senior High School, Quincy, IL- PR secretary  Kannon Dickerman, Quincy Notre Dame High School, Quincy, IL  Mr. Eric Foster, Coordinator of Student Life presented the introductions.  5. **Organize the JWCC Board of Trustee**  5.1 **Election of Officers**  Chair, Vice Chair, Secretary  Three positions on the Board are up for election. Terms of these offices can be held for two years, but past practice of the College is to select new officers every year. Nominations can be individually or a slate of names.  **Motion:** *Request a slate of names for the 2024-2025 positions of the JWCC Board of Trustees. Those names being listed below for each position*.   * *Mr. Bob Rhea – chair* * *Mr. Andy Sprague – vice-chair* * *Ms. Paula Hawley -secretary*   Moved by:Mr. Larry Fischer  Seconded by:Dr. Randy Greenwell  **Discussion:** With no further nominations made, the nominations were closed. Mr. Bob Rhea, chair, Mr. Andy Sprague, vice-chair, and Ms. Paula Hawley, secretary will serve another term.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   5.2 **Selection/appointment of Board of Trustees Sub-Committees**  Mr. Bob Rhea, as current chairman, appointments/selects representation to the Board sub-committees. Representation on the Executive Committee is the positions of Chair, Vice-Chair, and Past Chair of the Board.    The Executive Committee members will be Mr. Rhea, chair, Mr. Sprague, vice-chair, and Ms. Hawley, secretary.  The Curriculum Committee members will be Dr. Randy Greenwell and Mr. Don Hess. The Finance and Audit Committee will be Mr. Larry Fischer and Ms. Angela Greger.  5.3 **Selection of ICCTA representative and first alternate** Dr. Randy Greenwell will be the ICCTA representative and Mr. Don Hess will be first alternate.  6**. Resolution for adoption of Reorganization**  **Motion:** *Request adoption of a resolution providing for the organization of the John Wood Community College Board of Trustees*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The adoption of this Resolution verifies the organizational structure for 2024-2025 for John Wood Community College Board of Trustees.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   7**. Introductions**   * Gavin Radkins, Audio Visual Services Coordinator * Nathan Kraft, PT Help Desk Technician * William Belko- Political Science/History Instructor * Michael Wells - Business and Computer Science   8. **Special** **Report -** None  9. **Consideration of Items from the Floor -** None  10.  **Public and/or Employee Comment** - None  11. **President and Committee Reports**  11.1 **ICCTA/West Central Region Report – *Mr. Andy Sprague, ICCTA representative*, *Mr. Andrew Sprague, Ms. Paul Hawley.***  Dr. Shelley Barkley attended the West Central Regional meeting at Black Hawk College. A tour of their college and ag arena was done. Discussion was held on House Bill 5029. Plans were discussed to host another meeting in September or October.  11.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Thursday, April 11, 2024, in room C252 at 1:30 pm. Attendees were Mr. Andy Sprague; Ms. Paula Hawley; and Mr. Bob Rhea trustees (via Zoom), Dr. Bryan Renfro; president, and Ms. Leah Benz; notetaker, present. Mr. Brueck, director of information technology, joined the meeting at the beginning.  The committee reviewed the April Board agenda items. Other items discussed included:  **DEI update** - A team from U of I’s Office of Community College Research and Leadership visited campus to assist with writing our required DEI plan for the state of Illinois. Various forums were held on campus and sessions were held to gather data/information. The Board will have an opportunity to review the plan prior to the May 30 submission deadline date.  **Trellis Survey -** JWCC had a 23.4% response rate on the Trellis Survey which is considered very good. It highlighted topics of financial security, ability to pay for college, institutional support perceptions, the student’s well-being, and special populations of students. Dr. Renfro will share the results with the entire board. One item currently being updated is our food pantry.  **Parent and Child Together (PACT) -** Discussion continues on an opportunity of childcare offering through this organization. Consideration of location, cost, availability to students and employees have been explored. A “draft” agreement was developed and shared with the Executive Committee and legal representative for further review.  **Title VI Plan -** The college is in the process of developing a Title VI program compliance plan for review and approval for 2024. Documents have been sent to be completed.  **Board Retreat** - The Board retreat date has been moved to June 7. Location was determined to be held at the WDC.  **50th Anniversary -**An update was given on the anniversary celebration. A brief agenda of activities was shared.  **Board I-pads** – A brief discussion was held on the need of i-pads for Board use. The current i-pads are becoming where the necessary updates cannot be provided. Discussion was held on the need to budget for new i-pads.  11.3 **Board Curriculum Committee Report** - ***Mr. Larry Fischer, Ms. Angela Greger***. The Curriculum Committee met on Wednesday, April 10, 2024, at 11:00 a.m. at John Wood Community College. Attendees were Larry Fischer; trustee, Dr. Shelley Barkley; Vice President of Academic & Student Affairs, Dr. Bryan Renfro; president, and Ms. Kristina Johnson notetaker. Absent was Ms. Angela Greger.  A course change within the Education department, entailing enhancements that incorporate social studies and further emphasize diversity, equity, and inclusion (DEI) aspects into the course. This involves altering the course description and increasing the credit hours from two to three for EDU 175 Social Issues in Educating Children.  The Communications department has introduced a new course, CMN 225, titled "Audio/Video Communications and Production," at three credit hours. This course serves as a fundamental exploration of audio/video production for both personal and professional purposes.  Several philosophy courses underwent updates to align with the standards set by the Illinois Articulation Initiative (IAI), aiming to enhance transferability. In addition to these updates was a title change for PHL 111 from "Logic/Critical Thinking" to "Introduction to Critical Thinking," reflecting the course's subject matter. All modifications maintained the courses' three-credit-hour status.  11.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on April 10, 2024, at 2:00 p.m., at John Wood Community College. Present were Dr. Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Dr. Randy Greenwell; trustee, Mr. Don Hess; trustee and Jenny Venvertloh; notetaker.  Bills for payment, travel requests, financials, board budget, and investments were reviewed and discussed.  April Board agenda items discussed.  **Tuition** – In order to be in compliance with the Illinois Community College Board Administrative Rule 1501.505, Administration recommended a $10 increase to out-of-district and out-of-state tuition effective fall 2024**.**  **Upward Bound Travel Request for Proposals** - JWCC solicited request for proposals from qualified vendors to provide travel for the Upward Bound program. One proposal was received. It is recommended that the Board of Trustees accept the proposal and award to Gerber Tours in the amount of $46,596.00.  11.5 **Student Trustee Report** – ***Mr. Kannon Dickerman*** – SGA students participated in events to help restock the food pantry and clean up debris on 48th street. Eight bags of trash were filled.  Ice-cream sundaes with Dr. Barkley was held. Thirty students were in attendance.  The appreciation BBQ was a success. Over 250 enjoyed the event.  SGA is participating in the Dogwood Parade on May 4.  11.6 **Administration Report** – ***Dr. Renfro –*** Acknowledgement was given to all the student leaders for next school year. Dr. Renfro shared some of the survey results from the Trellis Survey. It showed our students experience food insecurities, housing issues, financial hardships, unreliable transportation, and experience mental health anxiety.  JWCC is finalizing the reveal of this year’s winner of our Career Makeover. This is the 12th year for the college and WGEM providing an opportunity for an individual to enroll in college.  The College is entering into a partnership with Bella Ease for adult education services. GED classes will be offered in the downtown area.  The 50th anniversary celebration is Friday, April 19. It is anticipated to be a great event. Funds from this event go towards the Pathway scholarship.  Mr. Fischer expressed the need to have safe travel on 48th street. This continues to be a safety hazard for students.  12. **Consent Agenda**  **Consent business**  12.1Request approval of 03.20.24 Board regular meeting minutes  12.2 Request approval of bills for payment for March **Finance and Audit Committee**  12.3 Request approval of monthly financial statements for March **Finance and Audit Committee**  12.4 Request approval of trustee and employee travel expenditures for March **Finance &** **Audit** **Committee**  12.5 Request approval of a curriculum items presented  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Ms. Hawley  Seconded by: Mr. Sprague  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   13. **Grant Items All grants were approved under one motion.**  13.1 *Request acceptance of grant funds from ICCB for FY24 Noncredit Workforce Training Initiative* ***Awarded Amount****: $100,000*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:**  The purpose of this funding is toincrease responsiveness to employer needs and workforce shortages through building capacity and strengthening the impact of noncredit workforce training at community colleges. This is a non-competitive grant that will allow the Workforce Development Center to develop and teach noncredit training programs that culminate in industry-recognized certification or other occupational credentials and will meet training needs identified by industry employers. The noncredit course offerings will be at no cost to the students and will create a pathway into credit programs without duplicating courses or competencies  13.2 *Request to submit a grant application from ICCB for Adult Education and Literacy* ***Amount******Requested:*** *$285,000*   1. **Discussion:**  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- 2. 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.   13.3 *Request to submit a grant application from Illinois State Library/Secretary of State Literacy Office for Adult Volunteer Literacy* ***Amount Requested:*** *$89,164*   1. **Discussion:**  Funding supports the provision of training and coordination for volunteer tutors dedicated to assisting adult learners with English proficiency below a ninth-grade level, aiming to enhance their foundational skills in reading, writing, mathematics, and English language.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   14. **Business**  14.1 **MOTION**: *Request approval of the proposed fee of $40.00 per credit hour and fee range of $0-$100 per credit hour for new course MFG 131 Maintenance Machining Fundamentals.*  Moved by: Mr. Hess  Seconded by: Mr. Fischer  **Discussion:** The fee range to cover the cost to implement and account for the expenses associated with steel and machinery maintenance was proposed. This fee will apply to MFG 131 (Maintenance Machining Fundamentals).  Request Fee Range: $0 - $100 per credit hour  Proposed Credit Hour Fee: $40 per credit hour   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   14.2 **MOTION**: *Request approval of the proposed fee of $10.00 per credit hour and fee range of $0-$30 per credit hour for new course ELE 115 Electrical Troubleshooting*  Moved by: Mr. Sprague  Seconded by: Mr. Fischer  **Discussion:** This fee range is to cover the expenses related to lab supplies and materials. This fee will apply to ELE 115 (Electrical Troubleshooting).  Request Fee Range: $0 - $30 per credit hour  Proposed Credit Hour Fee: $10 per credit hour   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   14.3 **MOTION**: *Request acceptance of the proposal to provide travel for the Upward Bound program to Gerber Tours in the amount of $46,596.*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** JWCC solicited request for proposals from qualified vendors to provide travel for the Upward Bound program. The RFP was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One RFP was received.  **Vendor Total Cost**  Gerber Tours $46,596.00  100 Crossways Park Dr., Ste 400  Woodbury, NY 11797-2012   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess |  |  |  | x | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   14.4 **MOTION**: *Request approval of an increase of out-of-District and out-of-State tuition from $259-$269*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess  **Discussion:** In order to be in compliance with Illinois Community College Board Administrative Rule 1501.505, the following recommendation to out-of-district and out-of-state tuition effective fall 2024 was:  **Current Proposed Increase/Decrease**  Out-of-District and Out-of-State $259 $269 $10   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   15. **Discussion Item**  15.1Calendar of Events   * Board Retreat Date – June 7, 2024, Time: 8:00-2:00, Location: WDC   16. **Notices and Communications**  17. **Personnel Items**  17.1 **MOTION:** *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   18. **Other Items**  19**. Closed Session**  19.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body and to release closed session minutes and destruction of closed session recordings.  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   20. **Resume Open Session**  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   20.1 **MOTION:** *Approval to release closed session minutes from July 2023 through December 2023 and destruction of closed session recordings April 2022 – October 2022.*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   21. **Adjournment**    21.1 **MOTION:** *Adjourn the April 17, 2024, Board of Trustees regular meeting.*    Moved by: Dr. Greenwell  Seconded by: Mr. Hess     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   22. **Approval:**  Approved the **22nd** **day of May 2024**, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |