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| Date: **05.22.24** 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 **05.22.24** 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** | | 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 |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Dr. Shelley Barkley, Ms. Rachel Hansen, Mr. Dave Hetzler, Ms. Kelly Larson, Ms. Megan Ogle, Mr. Grayson Tedrow, Ms. Sophia Ludwig, Mr. Beau Shaffer, Ms. Bethany Beeler, Mr. Justin Lewis, Ms. Laila Beek, Mr. Wade Allen, Ms. Jody Heaver, Dr. Chris Kaelke, Ms. Emma Taylor, Ms. Kelly Larson, Mr. Mike Tenhouse, Ms. JoAnn Newhold, Mr. Mike Sorensen, and Ms. Tracy Orne.  3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was said. Mr. Kannon Dickerman shared the mission statement of the College.  4**. Introductions**   * JoAnn Newhold, Custodian * Megan Ogle, C. N. A. Program coordinator, Instructor * Introductions were made from the JWCC’s Livestock Evaluation Team.  The team captured first place in the Livestock Management two-year college category at the 2024 North American Colleges and Teachers of Agriculture (NACTA) Judging Conference in Twin Falls, Idaho. They also earned fourth place for NACTA’s Knowledge Bowl competition and livestock judging. Those in attendance were:   o Emma Taylor  o Laila Beck  o Grayson Tedrow  o Beau Shaffer  o Sophia Ludwig   * + Wade Allen * Marcus Perry   Ag Department personnel – Mike Tenhouse, Justin Lewis, and Bethany Beeler.  Mr. Lewis acknowledged the students who were present on them winning national awards. Each student shared information on themselves and their future goals.  Mr. Tenhouse acknowledge Mr. Larry Fischer as a recipient of the JWCC Agricultural Hall of Fame award.  Dr. Renfro honored Mike Tenhouse for 25 years of service to the College.  5. **Special** **Report -** None  6. **Consideration of Items from the Floor -** None  7.  **Public and/or Employee Comment** - None  8. **President and Committee Reports**  8.1 **ICCTA/West Central Region Report – *Mr. Andy Sprague, ICCTA representative*, *Mr. Andrew Sprague, Ms. Paul Hawley.***  No report.  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Thursday, May 9, 2024, in room C252 at 1:30 pm. Attendees were Ms. Paula Hawley; trustee, via Zoom and Mr. Bob Rhea; trustee, present. Mr. Andy Sprague was absent. Dr. Bryan Renfro; president, and Ms. Leah Benz; notetaker, present. Dr. Shelley Barkley joined the meeting to discuss reorganization in Instruction and Student Services.  The committee reviewed the May Board agenda items. Other items discussed included:  **Bella Ease Agreement** – A draft of an agreement with Bella Ease was shared for consideration. Legal counsel has reviewed the document. The committee discussed the yearly salary and square footage of the building.  **Parent and Child Together (PACT) –** A “draft” agreement was developed and shared with the Executive Committee and legal representative for further review. An outline showing the two (2) classrooms being proposed was also shared. This is still in beginning stages.  **Adams Electrical Cooperative Charging Station** - Adams Electrical Cooperative received grant funds to install an electrical charging station. Representatives were on campus to explore a location for placement. It would include five spaces.  **Board Retreat** - The Board retreat date is scheduled for June 7. A draft agenda will be developed. Several items have been suggested as topics of discussion.  **FAME** - There have been fourteen (14) applicants for twelve spots with FAME which is a great response. A press release and signing will be done. In conjunction with this process, a Workforce Development Center ribbon cutting is scheduled on May 29 at 8:30 a.m.  **Faculty & Staff of the Year Awards –** Dr. Renfro shared this year the Professional Development Committee added another award to recognize outstanding contributions to the College which was the Student Worker of the Year. This year’s winner was Nicholas Klingele.  **Graduation** - The committee discussed this year’s graduation ceremony and roles.  8.3 **Board Curriculum Committee Report** - ***Mr. Larry Fischer, Ms. Angela Greger***. The Curriculum Committee met on Wednesday, May 8, 2024, at 1:00 p.m. at John Wood Community College. Attendees were Mr. Don Hess; trustee, Dr. Randy Greenwell; trustee, Dr. Shelley Barkley; Vice President of Academic & Student Affairs, Dr. Bryan Renfro; president, and Ms. Kristina Johnson notetaker.  Administration discussed three new 1-credit hour courses within Adult Education, specifically Career Pathways Bridge, which share a common structure; assessment determines the appropriate course placement for students.  Additional agenda items included a new 1-credit hour course in Fine Arts, introducing an additional ensemble for string players which creates more options for students and eliminates the need for independent study as in the past.  The discussion also covered Illinois' Ability to Benefit State-Defined Process, and its initiative to provide essential support to eligible adults, enabling them to achieve success comparable to their peers in obtaining postsecondary credentials and degrees.  8.4 **Board Finance and Audit Committee Report** – ***Mr. Larry Fischer, Ms. Angela Greger*** –The Finance and Audit Committee met on Wednesday, May 8, 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, Mr. Larry Fischer; trustee and Jenny Venvertloh; notetaker. Ms. Angela Greger was absent  Bills for payment, travel requests, financials, board budget, and investments were reviewed and discussed.  May Board agenda items discussed.   * Bids were solicited from qualified vendors to provide gravel and grading at the Workforce Development Center for the truck driving range and road course. The low bid was from Blick’s construction for $96,562.   8.5 **Student Trustee Report** – ***Mr. Kannon Dickerman*** – SGA students participated in this year’s May 4 Dogwood parade. Good participation.    On May 6 the year-end annual SGA banquet was held to honor the outgoing officers and recognize the incoming officers.  On May 7 SGA members hosted Pie with the president.  On May 9 a farewell was held in the courtyard prior to everyone leaving for summer. During the summer several scheduled blazer launches are scheduled hosting incoming students to campus.  8.6 **Administration Report** - ***Dr. Renfro –*** Dr. Renfro recognized Mr. Mike Tenhouse on his leadership of the Ag program, inspiring students and giving hope to the future. His replacement selection is Ms. Jody Heaver.  Acknowledgment was given to all assisting in this year’s graduation ceremony and to the volunteers who donated their time to its success. Also, special recognition at graduation was given to Mr. Jim Rapp in receiving the first honorary degree from the college.  Recognition was given on the completion of the Workforce Development Center with a ribbon cutting scheduled for May 29 at 8:30.  FAME chapter selection process will begin. Nineteen (19) applicants have submitted documents for consideration.  The college held the annual Blazer Summit where break-out speaker sessions were held. Staff and Faculty of the Year were recognized as well as employee years of service to the College. A first ever student worker award was presented. This year’s recipients were Brenda Graff - Faculty; Leonard Craft - Staff; Jessica Snider – Associate Faculty; and Gary Bracy – Part-time Staff. Student Worker was Nicholas Klingele.  An appreciation luncheon was held with 12 employees with the president.  The Leadership team participated in the University of Illinois Institute in Decatur.  The College received notification we were not selected for the Aspen Institute but received great feedback for further selection  9. **Consent Agenda**  **Consent business**  9.1Request approval of 04.17.24 Board regular meeting minutes  9.2 Request approval of bills for payment for April **Finance and Audit Committee**  9.3 Request approval of monthly financial statements for April **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for April **Finance &** **Audit** **Committee**  9.5 Request approval of a curriculum items presented  9.6 Request approval of department chairs as elected by faculty:  **Motion:** *Approval of consent agenda items.*  Moved by: Dr. Greenwell  Seconded by: Ms. Greger  **Discussion:** In accordance with the Collective Bargaining Agreement, the department chair elections were completed. The Board of Trustees were recommended to approve these appointments as presented.  Agriculture – (Director of the Agriculture Center) - Jody Heavner  Business and Computer Science - Devron Sternke  Communication, Languages, and Literature - Todd Saxton  Fine Arts, Humanities & Education – Dr. Steven Soebbing  Mathematics – Melissa Knapp & Brenda Graff (Co-Chairs)  Natural Sciences – Dr. Christopher Kaelke  Social/Behavioral Sciences – Beth Reinhardt  Health Sciences - (Director of Allied Health and EMS)- Kimberly Buck   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   10. **Grant Items**  10.1 *Request approval to submit an application to the Department of Commerce and Economic Opportunity (DCEO) for a grant entitled Automatic Door lock Security Project RE: Funds Requested: $100,000*  Moved by: Mr. Fischer  Seconded by: Mr. Hess   1. **Discussion:**  This is DCEO’s – Rebuild Illinois Capital Program providing capital funding initiative to address critical infrastructure needs in Illinois. JWCC’s proposal is requesting to utilize the appropriations to install a new security lockdown system for buildings A, B, C, and D at the main campus. In emergency events, the push of a “panic button” would automatically initiate 1) an emergency call to the alarm company, 2) an announcement over the intercom system, and 3) automatic lock down of all entrances/exits. The quote for the full project is $116,000. An additional $16,000 will be needed to complete the project.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11. **Business**  11.1 **MOTION**: *Request consideration and action on the employment contract of President Bryan D. Renfro, PhD with term from July 1, 2024, through June 30, 2028*  Moved by: Mr. Fischer  Seconded by: Dr. Greenwell  **Discussion:** The annual review of the president’s contract was completed. A request for approval is being made regarding a new president’s employment contract effective July 1, 2024, through June 30, 2028. As additional consideration for this contract and the replacement of the current contract, the President shall receive an increase in salary effective retroactive to January 1, 2024, of four percent (4%) payable on or before June 30, 2024, that is, Four Thousand Two Hundred Dollars ($4,200.00). Retroactive salary effective through June 30, 2024, shall be paid in a lump sum as soon as practical. It is recognized that President did not receive a salary increase since President’s initial employment. The gross annualized salary for President during the first year of this contract (July 1, 2024 – June 30, 2025) shall be Two Hundred and Twenty-Five Thousand Four Hundred and Ninety-Eight Dollars ($225,498.00). The gross annual salary rate may be adjusted from time to time as agreed to by both parties, provided however that the Board agrees to increase President’s salary each year after the initial year of this contract at the same time and by not less than the same percentage as the compensation of exempt administrative professional staff generally. Any other increase would require separate approval.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.3 **MOTION**: *Request approval of adopting a taxing body resolution to add territory to the Quincy, Adams, Brown, County Enterprise Zone and extend benefits allowed by the Illinois Enterprise Zone Act amending the boundary to include a 40-acre United Alloy property as presented*  Moved by: Mr. Fischer  Seconded by: Ms. Hawley    **Discussion:** The city of Quincy received a request from United Alloy to extend the Quincy/Adams/Brown County Enterprise Zone (QABEZ) to include 40 acres east of the Ellington Road Industrial area. The QABEZ program is designed to stimulate business development, job creation and retention, and neighborhood revitalization in strategically target areas of Quincy and Adams and Brown Counties through local and state tax incentives and permit fee discounts.  A public hearing was held on April 25th at Quincy City Hall Council chambers at 6:30 p.m. for consideration of this request. The Enterprise Zone Board supported amending the Enterprise Zone boundary to include the 40-acre United Alloy property. A recommendation resolution was presented for approval.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.4 **MOTION**: *Request approval to accept the lowest bid for gravel at the WDC*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **Discussion:** JWCC solicited bids from qualified vendors to provide gravel and grading at the Workforce Development Center for the truck driving range and road course. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Three bids were received. The lowest bid was:  **Vendor Total Cost**  Blick’s Construction $ 96,562.00  PO Box 530  Quincy, IL 62305   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.5 **MOTION**: *Request approval of a resolution adopting the 2024 Adams County Multi-Jurisdictional Natural Hazards Mitigation Plan*  Moved by: Mr. Hess  Seconded by: Dr. Greenwell  **Discussion:** Administration was notified that FEMA has been granted the approval for the Adams County Hazard Mitigation Plan. John Wood Community College is now being asked to adopt this plan by a formal resolution. By adopting this resolution, it allows us to be a participating jurisdiction. Once all resolutions have been adopted, they will be submitted to FEMA so they can grant final approval of our plan. This allows us to become eligible for federal mitigation funds. A final approval of the Plan and letter will be sent to the college for our files.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   12. **Discussion Item**  12.1Calendar of Events   * Board Retreat Date – June 7, 2024, Time: 8:30 a.m.-2:00 p.m., Location: WDC * Additional event included the Ag Golf Outing on Friday, July 12 at 7:30 and 12:30 in Camp Point     13. **Notices and Communications**  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: Dr. Greenwell  Seconded by: Ms. Greger  **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 |  |  |  |  |   15. **Other Items**  16**. Closed Session - No Closed session was called**  16.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.  Moved by:  Seconded by:  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman |  |  |  |  | | Ms. Greger |  |  |  |  | | Mr. Hess |  |  |  |  | | Mr. Sprague |  |  |  |  | | Ms. Hawley |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Mr. Rhea |  |  |  |  | | Voice Vote |  |  |  |  |   17. **Resume Open Session**  Moved by:  Seconded by:  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman |  |  |  |  | | Ms. Greger |  |  |  |  | | Mr. Hess |  |  |  |  | | Mr. Sprague |  |  |  |  | | Ms. Hawley |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Mr. Rhea |  |  |  |  | | Voice Vote |  |  |  |  |   **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman |  |  |  |  | | Ms. Greger |  |  |  |  | | Mr. Hess |  |  |  |  | | Mr. Sprague |  |  |  |  | | Ms. Hawley |  |  |  |  | | Dr. Greenwell |  |  |  |  | | Mr. Fischer |  |  |  |  | | Mr. Rhea |  |  |  |  | | Voice Vote |  |  |  |  |   18. **Adjournment**    18.1 **MOTION:** *Adjourn the May 22, 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 |  |  |  |  |   19. **Approval:**  Approved the **18nd** **day of June 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |