



Office of the President

TO: Board of Trustees
FROM: Dr. Bryan Renfro, President
DATE: 06.18.24
RE: **BOARD MEETING**

THE ANNUAL BOARD PHOTO WILL BE TAKEN AFTER THE MEETING.

The Board's regular meeting will be held on June 18, 2024, at 6:00 p.m. in the Board Room, Student Administrative Center, 1301 South 48th Street, Quincy, Illinois 62305. Dinner will be served at 5:00 p.m. in the private dining room.

The agenda for the June 18, 2024, Board of Trustees meeting is enclosed for your review.

Consent agenda items include regular meeting minutes, retreat minutes, financials, investments, travel expenditures, and bills for payment.

Grant items include acceptance of two grants and submission of one. The first grant acceptance of funds is from United Way of Adams County for RSVP in the amount of \$5,000 and the second is acceptance of funds from Illinois Community College Board for Trades School Grant Program in the amount of \$278,511. The submission grant is to Illinois Community College Board for the Rev Up EV Capacity Building project requesting \$90,000.

Business agenda items for June include the tentative budget resolution for 2025, adoption of the School Treasurer's Bond with THE HARTFORD through the Illinois Community College Risk Management Consortium, bond level - 9 million, approval to renew the United Way Partner agreement for FY2025.

At this time no closed session will be held.

As always, I am looking forward to meeting with you. Please contact me if you have any questions regarding the Board packet or if you will be unable to attend.

lrb

c: Jim Rapp
Vice Presidents
Enclosure

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

Vision: JWCC will be the community's partner and leader in education, workforce training and lifelong learning.

Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning



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

PHONE CONFERENCE:

3CX Conference Joining info:

Dial 217-641-4100 Enter PIN 213800

Employees connected to 3CX can join by dialing 7000 and enter PIN 213800

The meeting will begin at 6:00 o'clock P.M. Requests for public comment may be submitted in accordance with board policy or by calling Leah Benz at (217) 641-4102 or by email at lbenz@jwcc.edu and arrangements will be made to allow public comment through teleconferencing.

Date: **06.18.24 BOARD OF TRUSTEES REGULAR MEETING**

Location: Board Room, Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305

Time: **6:00 P.M.**

AGENDA

Page

- 1. Call to Order/Appointment of Assistant Secretary**
- 2. Roll Call**
- 3. Pledge of Allegiance; Mission Statement** – JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value
- 4. Introduction**
 - Mounika Yadlapalli, Systems Analyst, IT department
 - Ruby Fesler, Specialist, Advising & Retention PT
- 5. Special Report** – Campus Caring
- 6. Consideration of Items from the Floor** - None
- 7. Public and/or Employee Comment** - None

June 18, 2024, Board of Trustees Regular Meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

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8. President and Committee Reports	
8.1 ICCTA/West Central Region Report – <i>Mr. Andy Sprague, Ms. Paula Hawley</i>	Table Folder
8.2 Board Executive Committee Report – <i>Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley</i>	Table Folder
8.3 Board Curriculum Committee Report – <i>Mr. Don Hess, Dr. Randy Greenwell</i>	Table Folder
8.4 Board Finance and Audit Committee Report – <i>Mr. Larry Fischer, Ms. Angela Greger</i>	Table Folder
8.5 Student Trustee Report – <i>Mr. Kannon Dickerman</i>	
8.6 Administration Report – <i>Dr. Bryan Renfro</i>	
9. Consent Agenda	
Consent business Items	
9.1 Request approval of 05.22.24 regular Board meeting minutes and 06.07.24 retreat minutes	1-15
9.2 Request approval of bills for May payment Finance and Audit Committee	
9.3 Request approval of monthly financial statements for May Finance and Audit Committee	
9.4 Request approval of trustee & employee travel expenditures for May Finance and Audit Committee	
10. Grant items	
10.2 Request authorization to accept grant funds from United Way of Adams County for RSVP Support Grant - Amount of Acceptance: \$5,000	16
10.3 Request authorization to accept grant funds from Illinois Community College Board for Trades School Grant Program - Amount of Acceptance: \$278,511	17
10.4 Request authorization to submit a grant application to Illinois Community College Board for the Rev Up EV Capacity Building Project grant – Amount Requested: \$90,000	18
11. Business	
11.1 Request approval of the Fiscal Year 2025 tentative budget resolution	19-23

June 18, 2024, Board of Trustees Meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

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11.2	Request adoption of the School Treasurer’s Bond with THE HARTFORD through the Illinois Community College Risk Management Consortium RE: Bond level 9,000,000	24-26
11.3	Request approval of student account Write Offs RE: \$12,763.19	27-28
11.4	Request approval to renew the United Way Partner agreement for FY2025	29-35
11.5	Request approval to enter into a lease agreement with Bella Ease as of July 1, 2024, for a term of 36 months terminating on Jun 30, 2027, and enter a lease of premises agreement with Bella Ease as of July 1, 2024, at both the Southeast Education Center and Mt. Sterling Education Center terminating on June 30, 2027.	End of Packet
12.	Discussion Items	
12.1	Calendar of Events	36
13.	Notices and Communications	
14.	Personnel Items	
14.1	Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.	37-39
15.	Other Items	
16.	Closed Session	
16.1	A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.	
17.	Resume Open Session	
18.	Open Session Matters	
	Approve any matter discussed in closed session as necessary and limited to those matters authorized for discussion in closed session by motion of the Boards specifically including but not limited to, the hiring, including non-contractual, contract approval, and contract amendment, release, discharge, discipline, transfer, resignation, and retirement of staff	
19.	Adjournment	
	<i>“The agenda may refer to addenda, reports, presentations, or other documents. These are available in the board Packet and are incorporated by reference. The packet is available from the President’s office and may be posted on the website with the agenda.”</i>	

June 18, 2024, Board of Trustees Meeting

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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. Rhea appointed 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:
-

05.22.24 Board of Trustees meeting



Office of the President

- Emma Taylor
- Laila Beck
- Grayson Tedrow
- Beau Shaffer
- 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.

05.22.24 Board of Trustees meeting

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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.

05.22.24 Board of Trustees meeting

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The College received notification we were not selected for the Aspen Institute but received great feedback for further selection

9. **Consent Agenda**
Consent business

- 9.1 Request 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			

05.22.24 Board of Trustees meeting



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

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,



Office of the President

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:

<u>Vendor</u>	<u>Total Cost</u>
Blick’s Construction PO Box 530 Quincy, IL 62305	\$ 96,562.00

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



Office of the President

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

12.1 Calendar 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			



Office of the President

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				
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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 **18th 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 _____



Date: **06.07.24** Board of Trustees Meeting

RE: **SPRING 2024 BOARD RETREAT**

Location: Workforce Development Center, 2710 N 42nd St. Quincy, IL 62305

1. Call to Order/Appointment of Assistant Secretary

The **06.07.24** Board of Trustees meeting was called to order in a conference room, Workforce Development Center, 2710 N 42nd St., Quincy, Illinois 62305 at 8:30 a.m. by Mr. Bob Rhea, Chairman. Mr. Rhea appointed 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. Leadership team were in attendance until noon. Those members were Dr. Shelley Barkley, Nora Klingele, David Hetzler, Josh Welker, Lou Barta, Rachel Hansen, Josh Brueck, and Tracy Orne.

3. Public and/or Employee Comment - None

4. Agenda items

4.1 Fiscal Analysis - Data was provided to Board members from Fiscal Services on a five-year comparison of revenues, expenses by program, expenses by type and fund balances. Also included was the data on the tax rate for a five-year period and debt information. Mr. Welker highlighted items that appeared to be higher or lower, explaining the reason for the differences.

Enrollment predictions were discussed noting the current trend we are experiencing. Grants, Covid funding, percentage of a target balance in the operating fund as required by ICCB were also reviewed.

A sheet was shared with current investments plus current checking account balances.

Comparisons of financial statements from other institutions were noted.

06.07.24 Board of Trustees Retreat meeting



Final conclusions of this information concluded the college is currently in good standing and financial condition.

4.2. Pathways and Caring Campus

Josh Brueck and Tracy Orne shared with the Board a power point on the initiative “Caring Campus”.

JWCC was selected as one of 18 community college dedicated to improving student outcomes in colleges across the nation. Research showed that students who feel more connected are more likely to be retained, complete their academic goals, and persist from semester to semester are more likely to succeed. JWCC received a grant in 2023 to start this campus journey. Selection of two co-chairs from staff were identified, and an executive committee and working group of 15 people make up this team. One faculty member is currently selected. A faculty portion will begin in the Fall. The two staff co-chairs will do a presentation at the June 18 meeting.

A budget of \$5,000 has been allocated for this initiative.

As part of this recognition “Blazers at their Best” is a proposal that would recognize an employee at the Board of Trustees meeting/s.

4.3 New Strategic Plan - Board members reviewed our current Strategic Plan. Mr. Rhea asked leadership to share their thoughts on a perspective of what they saw as an initiative of the future. Items included the “Pathways” concept for reaching a degree, additional funding capacity through grants and alumni donations, utilization of our resources, classroom utilization, retention initiatives, efficiency in documentation processing, investment of employee salaries, credit hour increase, community offerings, and rethinking to a structural model of 8 weeks.

It was noted the Southeast Education Center lease is nearing completion, which led to discussion of future options of the facility. Nursing opportunities were also noted to be included in the strategic plan.

It was noted with rural areas having limited internet connectivity on-line options are not working as well as expected in these areas. Face-to Face learning has proven more beneficial.

A development of a 2–3-year plan was proposed with updating to chart progress every year.

4.4 Facilities Master Plan – A review of the current Facilities Master Plan was done. One of the two top projects on the list include an analysis of the Southeast Education Center. As part of that analysis better offerings of dual credit is needed. A revitalization in relationships with our district K-12 schools should also be considered.

Th second project included the investment in the Physics and science labs and renovations in Science and Technology building.



Dr. Renfro highlighted Spring Retreat Update Take-A-Ways –

1. Foundation growth – Growth has been experienced with the appointment of the Dean of External Affairs/Communication. Additional opportunities are with alumni.
2. 9-12 High School relationships – in progress
3. Pathways – making great strides moving forward with this initiative
4. Dual Credit Cost – this continues to be reviewed
5. Develop New/Revamp Program Relevancy- this has been reviewed
6. Expand legislative reach – Tracy Orne has done a nice job on this
7. Faculty development – continue to look at this
8. Reorganization of VPASA search - completed
9. Catalog – A major revision has been done, gone to print
10. Food to enhance student success- continue to work on making a reality
11. Grants report to college – Grant Coordinator created area outside of the Foundation with additional position created.
12. President professional development 2024 – attended a conference this year
13. Cost of Center Operations – evaluating this item
14. President evaluation - completed
15. Mission Statement – will revisit
16. Data Review – continue to use this for decision making
17. Managing staff / student stress – continue to work on this item

Spring 2024 Take-A-Ways

Employee Success & Retention

Priority Vote

- Reduce Vacancy Rate
- Professional Development Growth 1
- Compensation & Benefits Important 2

Student Success & Retention

- Caring Campus 2
- Credit Hour Retention
- Career Pathways
- Dual Credit
- Food Insecurity

Community Partner & Education Leader

- Increase fundraising capacity 3
- Southeast Education Center plan 1
- Health Care Industry (nursing accreditation) 3

06.07.24 Board of Trustees Retreat meeting

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- K-12 relationships 2
- Fame
- Early Childhood
- Community engagement
- Advisory Councils 2

Financial Resource Utilization

- Best return on investment to students and College 1
- Paperless process
- Science & Physics Room
- Space Utilization 2
- Debt reduction by 6.30.28
- New revenue streams 2

4.5 Other

- Mr. Fischer inquired about the professional development training programs with GREDF and Quincy Chamber of Commerce
- Noted the 48th street improvement project is currently postponed
- Brown County Promise update was given, and information will be sent to Board members

5. Adjournment

5.1 MOTION: *Mr. Rhea adjourn the June 7, 2024, Board Retreat*

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				
Ms. Greger				
Mr. Hess				
Mr. Sprague				
Ms. Hawley				
Dr. Greenwell				
Mr. Fischer				
Mr. Rhea				
Voice Vote				

6. Approval:

Approved the **18th 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 IL 62305 at which _____ voting members were present, constituting a quorum by a vote of ___ ayes and _____ nays.

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

06.07.24 Board of Trustees Retreat meeting



Date: 6/18/2024 BOARD OF TRUSTEES MEETING
From: Heath Richmond, Manager Volunteer Services
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**

New or Reoccurring

- A. **GRANT PROPOSAL TITLE: RSVP Support Grant**
- B. **GRANT AGENCY: United Way of Adams County**
- C. **GRANT APPLICATION DEADLINE: 3/1/2023 GRANT AWARD PERIOD: 7/01/2024 – 6/30/2025**
- D. **PROPOSAL DESCRIPTION: This grant is for funding from the United Way of Adams County Annual Campaign. As a partner agency of the United Way, RSVP receives funding to support our Carryout Caravan, Friendly Caller and Medical Transportation Programs.**
- E. **FUNDS REQUESTED: \$5,000**
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES: This grant helps support the Retired and Senior Volunteer Program and is used to help fulfil the 30% matching requirement of the Federal AmeriCorps Seniors Grant.**
- G. **PERSONNEL POSITIONS REQUIRED: Current staff will oversee the activities associated with this grant**
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS: During FY24, the program served 265 volunteers in Adams County who performed 42,557 hours of volunteers’ service in Adams County.**
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD: 11/15/2023**
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS: 06.07.24**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL: Barbra Holthaus, Director of Advancement**
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES: Community Engagement.**

I concur with the request and recommend the Board of Trustees authorize the College to accept a grant award for \$5,000 for the purpose indicated above.

June 18, 2024 JWCC Board regular meeting

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Date: 6/18/2024 BOARD OF TRUSTEES MEETING
From: Dave Hetzler, Dean of CTE
Item: **CONSENT**
RE: **GRANT Application Accept Funds**

- A. **GRANT PROPOSAL TITLE:** Trades School Grant Program ROUND #2
- B. **GRANT AGENCY:** Illinois Community College Board (ICCB)
- C. **GRANT APPLICATION DEADLINE:** 04/15/2024 **GRANT AWARD PERIOD:** 06/01/2024 – 06/30/2025
- D. **PROPOSAL DESCRIPTION:** Round #2 will build on the high school dual credit work developed in Round #1 (6/01/23-6/30/24), focusing on career exploration, pathways to credentials, and work-based learning to prepare HS students for opportunities in trades programs. Round #2 project will expand career exploration, credential opportunities, and work-based learning for HS students in the fields of welding and CNA, and adds career fields truck driver training, robotics, and computer science. Project will require strong partnerships with area high schools and sector industries.
- E. **FUNDS REQUESTED:** \$278,511
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities. No match is required for this grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 3/20/2024
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 6/18/2024
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in programs, Enrollment growth

I concur with the request and recommend the Board of Trustees authorize the College to ACCEPT this grant award of \$278,511 for the purpose indicated above.

June 18, 2024 JWCC Board regular meeting

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Date: 6/18/2024 BOARD OF TRUSTEES MEETING
From: Dave Hetzler, Dean of CTE
Item: **CONSENT**
RE: **GRANT Application Apply for New Funds**

- A. **GRANT PROPOSAL TITLE:** Rev Up EV Capacity Building Project
- B. **GRANT AGENCY:** Illinois Community College Board (ICCB)
- C. **GRANT APPLICATION DEADLINE:** 6/14/2024 **GRANT AWARD PERIOD:** 7/01/2024 – 06/30/2025
- D. **PROPOSAL DESCRIPTION:** EV Capacity Building project will enhance JWCC’s infrastructure, expand training programs, and foster industry partnerships to develop a clean energy program model that will represent the clean transportation workforce needs of the area. Focus of project will be an EV education and awareness campaign to engage the community and the automotive/transportation industry.
- E. **FUNDS REQUESTED:** \$90,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities. No match is required for this grant.
- G. **PERSONNEL POSITIONS REQUIRED:** Primary staff involved will be Director of WDC and Coordinator of B&I.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 6/18/2024
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in programs, Enrollment growth

I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for \$90,000 for the purpose indicated above.

June 18, 2024 JWCC Board regular meeting

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Date: **June 18, 2024** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: Tentative Budget

The tentative budget for John Wood Community College for fiscal year 2025 is attached. The proposed budget is balanced with operating revenue and expenditures of \$19,058,123. This is an increase from the fiscal year 2024 budget of \$1,044,855.

Operating revenue projections include:

- State funding of \$2,464,961 and represents 12.9% of total revenues.
- Tuition revenue based on 38,500 credit hours which represents an increase of 1,000 credit hours from FY2024 budgeted credit hours.
- Local property tax levy of \$6,258,097 based on a tax rate that is estimated to be approximately 1 cent (2.2%) lower and represents 32.8% of total revenues.
- Corporate Personal Property Replacement Tax revenue of \$1,000,000 which is the same amount budgeted in FY2024 but \$114,000 less that was is expected to be received in FY2024.
- No tuition or universal fee increase.

Operating expenditure projections include:

- All contractual obligations including all debt payments.
- Faculty and staff salary increases of approximately 3.25% for all Board-approved positions plus additional staff raises stemming from compensation reviews.
- Funding for reorganizational plans from all service areas as recommended by the President.

Based on this information, it is recommended that the Board of Trustees approve the attached resolution regarding the fiscal year 2025 tentative budget.

I concur with the recommendation and request the Board of Trustees approve the attached resolution regarding the fiscal year 2025 tentative budget.

June 18, 2024 JWCC Board regular meeting

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**Public Notice
Tentative Budget**

PUBLIC NOTICE is hereby given by the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, that a tentative budget for the said community college district for the fiscal year beginning July 1, 2024, and ending June 30, 2025, being fiscal year 2025, will be on file and conveniently available for public inspection at the office of the Board of Trustees, 1301 South 48th Street, Quincy, Illinois, the Southeast Education Center, 39637 260th Ave., Pittsfield, Illinois, the Agricultural Education Center, 37803 St. Hwy 104, Baylis, Illinois, and the Mt. Sterling Education Center, 108 N Capitol Avenue, Mt. Sterling, Illinois, from and after twelve o'clock noon on the 20th day of June, 2024.

NOTICE IS FURTHER GIVEN that a public hearing on said tentative budget will be held at 6:00 p.m. on the 24th day of July, 2024, at John Wood Community College, Quincy, Illinois.

BY ORDER OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND STATE OF ILLINOIS.

DATED: This 18th day of June 2024.

Mr. Robert Rhea, Chairman

Ms. Paula Hawley, Secretary

Please print under LEGAL NOTICES in Wednesday, June 19th publication. Also, please provide us with (12) proofs of publication to my attention. Thank you!

**Jenny Venvertloh
John Wood Community College
Administrative Assistant
Dean of Business Services & Institutional Effectiveness
1301 South 48th St., Quincy, IL 62305
217.641.4214
venvertloh@jwcc.edu**



**John Wood Community College
Resolution Regarding
Preparation of Tentative Budget and Scheduling Hearing**

WHEREAS, the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois (herein “Board” or “Board of Trustees”), is required within or before the first quarter of each fiscal year to adopt an annual budget, all pursuant to Section 3-20.1 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-20.1); and,

WHEREAS, the said Section 3-20.1 of the Illinois Public Community College Act further provides that such budget shall be prepared in tentative form by some person or persons designated by the Board; and,

WHEREAS, such budget in tentative form is required by the Illinois Public Community College Act to be made conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and,

WHEREAS, at least one (1) public hearing is required by the Illinois Public Community College Act to be held on such budget in tentative form after due notice is given of its availability for public inspection.

June 18, 2024 JWCC Board regular meeting

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NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE, as follows:

SECTION 1. PREPARATION OF TENTATIVE BUDGET: The budget in tentative form for the fiscal year of 2025 (July 1, 2024 - June 30, 2025) shall be prepared by Dr. Bryan Renfro, President, and Mr. Josh Welker, Chief Financial Officer and Dean of Business Services and Institutional Effectiveness of John Wood Community College, or such other person or persons hereafter serving in such capacities.

SECTION 2. APPLICABLE LAW: Such budget in tentative form shall be prepared in conformity with Section 3-20.1 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-20.1), and such other laws, rules and regulations as may be applicable.

SECTION 3. AVAILABILITY FOR PUBLIC INSPECTION: The tentative budget as so prepared shall be made conveniently available to public inspection for at least thirty (30) days prior to a public hearing (hereafter designated) and final action thereon at the offices of the John Wood Community College Board of Trustees, 1301 South 48th Street, Quincy, Illinois.

SECTION 4. PUBLIC HEARING ON BUDGET: A public hearing shall be held relative to such tentative budget on the 24th day of July 2024, at the hour of 6:00 p.m., at John Wood Community College, 1301 South 48th St., Quincy, Illinois.

June 18, 2024 JWCC Board regular meeting

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SECTION 5. AVAILABILITY AND NOTICE BY SECRETARY: The Secretary of the Board shall make such tentative budget available to public inspection. The Secretary shall also cause a notice to be published of the availability of such tentative budget for public inspection and of the said public hearing to be held thereon in The Quincy Herald-Whig, being a newspaper published in this Community College District, at least thirty (30) days prior to such hearing, in substantially the form attached hereto, incorporated herein by this reference. The Secretary shall otherwise take such action as necessary to arrange for such availability and hearing.

ADOPTED: This 18th day of June, 2024.

Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees

June 18, 2024 JWCC Board regular meeting

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Date: **June 18, 2024** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: School Treasurer’s Bond

Based upon Illinois Statue 110 ILCS 805/3-19, the treasurer of the community college district is required to be bonded. The Illinois Community College Risk Management Consortium has contracted with The Hartford to provide this coverage to its members. The level of bonding is \$9,000,000. I am recommending the Board of Trustees approve this bond level.

I concur with the recommendation and request the Board of Trustees approve the bonding level at \$9,000,000.

June 18, 2024 JWCC Board regular meeting

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PUBLIC OFFICIAL

83BSBHF9185



Hartford Plaza
Hartford, Connecticut 06155

KNOW ALL MEN BY THESE PRESENTS, That we Joshua B. Welker
of 31447 147th St., Canton, MO 63435
as Principal, and Hartford Fire Insurance Company, of Hartford,
Connecticut, as Surety, are held and firmly bound unto John Wood Community College District 539
1301 S. 48th St., Quincy, IL 62305, as Obligee, in the penal
sum of Nine Million and 00/100 (\$9,000,000.00) Dollars,
lawful money of the United States of America, for the payment of which, well and truly to be made, said Principal
binds himself, his heirs, executors, administrators and assigns, and said Surety binds itself, its successors and
assigns, jointly and severally, firmly by these presents.

Signed and sealed this 30th day of May A.D. 20 24.

Whereas, the said Joshua B. Welker
has been duly elected or appointed to the office of Dean of Business Services and Institutional Effectiveness/Treasurer
in and for the John Wood Community College District 539
for the term beginning on the 1st day of July, 2024 and ending on the
1st day of July, 2025.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (subject to the provisions set out hereinbelow) faithfully perform the duties of said office or position during the said term, and shall pay over to the person authorized by law to receive the same all moneys that may come into his hands during the said term without fraud or delay, and at the expiration of said term, or in case of his resignation or removal from office, shall turn over to his successor all records and property which have come into his hands, then this obligation to be null and void; otherwise to remain in full force and effect.

This obligation may be terminated by either Surety or the Obligee upon thirty days' notice in writing to the other of said parties, and thereupon this obligation up to the date of termination shall remain in full force and effect and, if no claim is or shall have been made or paid hereunder, the Surety shall refund the unearned premium.

IN TESTIMONY W HEREOF, the said Principal has hereunto set his hand and seal and the Surety has caused this bond to be signed by its duly authorized officers and its corporate seal to be hereunto affixed the day and year first above written.

Joshua B. Welker

Hartford Fire Insurance Company
Leah J. Petry, Attorney-in-Fact

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
 BOND, T-11
 One Hartford Plaza
 Hartford, Connecticut 06155
Bond.Claims@thehartford.com
 call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: MARSH USA LLC

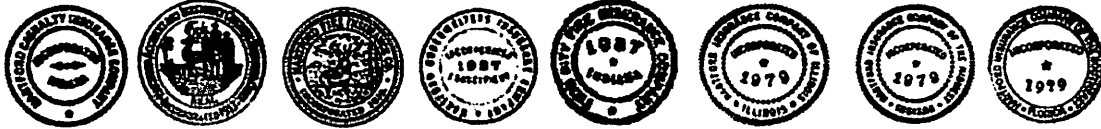
- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, up to the amount of Unlimited :

Leah J. Petry
 of
 St. Louis, MO

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA

COUNTY OF SEMINOLE

} ss. Lake Mary

On this 20th day of May, 2021, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.



Jessica Ciccone

Jessica Ciccone
 My Commission HH 122280
 Expires June 20, 2025

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of May 30, 2024.

Signed and sealed in Lake Mary, Florida.



Keith D. Dozois

Keith D. Dozois, Assistant Vice President



Date: **June 18, 2024**, BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: Student Account Write Offs

Below is a listing of the current fiscal year uncollectible student balances that were written off in May. The amounts represent student tuition and fees, bookstore write offs and other write offs due to special circumstances that have not yet received Board approval.

Accounts are written off when they are deemed uncollectible. The amounts below include accounts that have been submitted to a collection service, or to the Illinois Local Debt Recovery Program, as well as accounts less than \$25.00 that have not been sent out for collection. Per Board Policy, students whose account balance has been written off are not allowed to register for classes until the indebtedness is paid in full.

The write off amounts listed below are from the spring, summer, and fall 2018 semesters. Unpaid student balances are analyzed annually, and a calculation is performed to determine the need to adjust the loss reserve for student accounts. This adjustment to the loss reserve will be posted at fiscal yearend.

The total requested to be written off is \$12,763.19. Any future recoveries of these accounts will be receipted into Miscellaneous Collection Revenue.

	<u>Fiscal Year 2024</u>
Student Tuition and Fees	\$ 11,095.27
Bookstore Only Charges	\$ 1,667.92
Miscellaneous *	\$ 0.00

June 18, 2024 JWCC Board regular meeting

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*Examples of miscellaneous write offs include disputed charges, federally mandated write offs due to death of student, or other special circumstances. This type of write off is typically requested by Student Services and approved by Finance.

It is requested that the Board of Trustees approve the write off amount of \$12,763.19 as detailed above.

I concur with the recommendation and request the Board of Trustees approve the write off amount of \$12,763.19 as detailed above.

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Date: 06.18.24 BOARD OF TRUSTEES MEETING

From: Dr. Bryan Renfro, President

Item: **BUSINESS**

RE: United Way Agreement

Please consider this request to renew a United Way Partner Agreement. This agreement is done annually. There are no changes to this agreement from the previous one the College has entered into for several years.

June 18, 2024 JWCC Board regular meeting

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United Way
of Adams County, IL

Partner Organization FY2024 Annual Agreement

BECAUSE **UNITED WAY OF ADAMS COUNTY** AND ITS PARTNER ORGANIZATIONS have an interdependent relationship working toward community betterment; because the operations of the organizations have such an important impact on the living climate of the Adams County community; because the community looks to United Way and its Partner organizations to serve the best interest of the contributing public, the consumers of our services and the community at large; it is therefore required and essential that a sound working relationship be established between United Way and the Partner organizations in all aspects of fund-raising, budgeting and coordination. In order that the operation of each may be understood, the following Agreement and Statement of Principles is accepted and reaffirmed by United Way and its Partner organizations.

The procedure for this agreement is as follows:

1. The Agreement should be reaffirmed annually, along with the Partner Renewal and Funding Application, by United Way and the Partner organization. The Partner organization is to return the completed Agreement unless an extension has been requested and agreed to by United Way. The Agreement is in effect for duration of United Way's fiscal year.
2. The reaffirmation requires annual review of the provisions of the Agreement by United Way Executive Director as well as the Executive Director of each Partner organization.

UNITED WAY OF ADAMS COUNTY AGREES TO THE FOLLOWING:

- A. To conduct an annual fund-raising campaign geared to develop the maximum financial resources for health and human services as determined by the United Way Board of Directors. Such campaigns shall be conducted in the most efficient manner possible reaching individuals and businesses in the United Way service area. It is understood that United Way fundraising efforts are neither restricted by its by-laws nor this agreement. United Way will focus fundraising activities in the fall of the year or in a timeframe that best serves the businesses, organizations and individuals who participate in the annual campaign. This has typically been August 1st through the last day of February.
- B. To allocate available funds through the community leader review process known as Resource Investment.
- C. No Partner organization is guaranteed a funding award.
- D. To recognize the autonomy of Partner organizations.
- E. To establish policies necessary for the effective and successful operation of the United Way system.
- F. To extend to the Partner organization the benefit of the experience of United Way and its personnel.
- G. To serve as a clearinghouse for new programs within the United Way partner agency collaborations.
- H. To maintain a responsible unpaid Board of Directors of broad community representation consistent with the provisions of its bylaws



**United Way
of Adams County, IL**

- I. To conduct itself subject to sound budget controls and fiscal procedures and transparently share financial information to all partner agencies and mission-stakeholders.
- J. To maintain an inclusive environment and a policy on nondiscrimination in all respects including age, sex, race, religion, disability, and national origin in connection with the makeup of its governing body, committees, staff, the persons whom it directly and indirectly serves and in all decisions made by it.
- K. To foster an environment that will encourage a free flow of communications and provide a Board Liaison between the volunteer leadership of United Way and UWAC Partner organizations.
- L. To provide a current roster, upon request, of the United Way Board and committees, and to update the roster after subsequent changes. To maintain in the United Way office for inspection by the public, copies of the most recent United Way budget and independent financial audit.
- M. An annual UWAC partner agency calendar of both mandatory and voluntary participation opportunities and the appropriate staff and/or Board member required or suggested for attendance at those functions and meetings.

THE UWAC PARTNER ORGANIZATION AGREES TO THE FOLLOWING:

- A. To maintain responsible management with a qualified governing board of unpaid directors that shall meet at least four times a year.
- B. To annually provide United Way a roster of the organization's governing board and its officers as part of the Partner organization eligibility application and to update the roster after subsequent changes.
- C. To have at all times a certificate under an appropriate section of the Internal Revenue Code establishing:
 - (1) That the organization is exempt from Federal Income Taxes, and
 - (2) Qualifies to receive gifts that are charitable deductions for the donor under the Internal Revenue Code.
- D. To remain at all times in good standing with the State of Illinois Attorney General's Office regulating charities.
- E. To cooperate with other organizations, both public and private, including United Way, with the objectives of preventing unnecessary duplication of effort and promoting effective service with efficiency and economy of operation.
- F. To submit a budget presentation to United Way at such time and in such form as shall be provided by United Way and to cooperate with United Way by timely response to requests for other information such as funded/invested program service figures and quarterly financial reports.
- G. To provide United Way **annually** with a copy of the independent financial audit of the organization together with a copy of IRS form 990 no later than April 15 following the end of the fiscal year for calendar year fiscal periods



United Way
of Adams County, IL

(January-December) or December 31st for a fiscal year (July-June) and to provide other financial information that may be requested by United Way. Reasonable exceptions will be made for auditor timing circumstances, etc.

- H. "Independent," as used in this paragraph, shall mean an audit performed and completed by auditors outside of the local office of the Partner organization. Partner organizations having an annual operating budget of less than \$100,000 have the option of submitting a "compilation" rather than an "independent financial audit" with the following standards: 1) The compilation must be performed by an independent accounting firm or CPA; 2) The compilation must include full notes to the financial statements and full disclosure of concerns delineated by United Way along with CPA required disclosures such as statement of cash flows, balance sheet and income statement.
- I. To provide full financial disclosure under the current audit guidelines and standards of the American Institute of Certified Public Accountants (AICPA) for Voluntary Health and Welfare Organizations or FASB.
- J. To accept the award of funds made to the organization as approved by the Board of Directors of United Way. The funding year is the fiscal period July 1 - June 30. Funding payments will be made monthly, unless the organization and the United Way Board have agreed to a different disbursement schedule.
- K. The Resource Investment appeals process may be pursued by partner agencies for the following circumstances:
 - 1. The organization presented incorrect program and/or financial information to the resource investment team or a significant change occurred in the Revenue and Expense plan between the time of the budget/funding request and the notification of the funding award to the Partner organization.
 - 2. Steps and timing of appellate process:
 - A. Upon receipt of the formal notification of the funding amount, the Partner organization has ten (10) working days to formally request a funding appeal hearing. In the formal request the organization must specify under which condition(s) it is requesting an appeal hearing.
 - B. Under normal conditions a funding appeal hearing will be scheduled within thirty (30) working days between representatives of the partner organization and United Way or at such time agreed to by both parties.
 - C. Final action on the funding appeal by United Way will be formally communicated to the organization within thirty (30) working days after the hearing or after the earliest regularly scheduled meeting of the United Way Board.
- L. The funding award is subject to review and adjustment throughout the funding year as well as following the annual organization audit. The funding may be adjusted downward if it is determined the services are not being rendered as agreed to in the resource investment process meeting. No funding award will be reduced until the following process has been implemented:



**United Way
of Adams County, IL**

1. Written notice of program deficiency is given to the organization.
 2. The organization is given the opportunity to correct program deficiency, through the development and implementation of a corrective action plan.
 3. The organization is given an opportunity to be heard on the funding reduction action. The funding may be adjusted through assessing a cash return to the General Fund or an offset may be made against future funding awards.
- M. To coordinate with and give full support to United Way and to the annual campaign by participating in an UWAC Workplace Campaign, making available volunteer and professional leadership, and by rendering such other services as will tend to assure the success of the campaign. No group or organization shall suggest, stimulate, or encourage designations to itself from the annual campaign conducted by United Way.
- N. To exercise the highest level of integrity, ethics and objectivity in actions and relationships, which may affect the UWAC. Refrain from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of UWAC or reflects adversely upon you or UWAC.
- O. To maintain a policy of nondiscrimination in all respects including age, sex, race, religion, disability, and national origin in connection with the makeup of its governing body, committees, staff, the persons whom it directly and indirectly serves and in all decisions made by it. This statement may be modified where exemption has been granted by the Civil Service Commission for organizations organized for bona fide purposes along religious lines or where services are restricted to members of a particular sex or specified age range.
- P. To display prominently the insignia of United Way, when practicable in its office, physical center of operation and on publications dealing with programs funded by United Way. Each Partner organization is also authorized and encouraged to place the insignia on all news releases, stationery, and public presentations. The organization should assist United Way in its year-round communications efforts by promoting United Way in a positive manner.

NONCOMPLIANCE

Any Partner organization found to be in noncompliance with articles contained in this Agreement will be given written notification of the alleged noncompliance and thirty (30) days to remedy the situation. Written notification will be given to the Partner organization Board President and Executive Director setting forth the purported compliance deficiencies. If the Partner organization does not correct the deficiencies within the aforesaid thirty (30) days, then United Way may stop disbursement of the Partner organization's allocation, pending a hearing before the United Way Board (Hearing Board) for final determination regarding alleged noncompliance.

The Partner organization will be given an opportunity to have a hearing before a duly appointed adhoc taskforce of the United Way Board (Hearing Board) comprised the Executive Director, Board President, applicable staff and no less than three additional voting UWAC Board members. A hearing will be held as soon as is practicable, and the hearing Board shall render a written decision setting forth its findings and conclusions, a copy of which shall be furnished to the Partner organization. If the Hearing Board concludes that the Partner organization is complying, then the United Way disbursement of the Partner organization's allocation shall be reinstated with back payments to the date disbursement was stopped, if any.



**United Way
of Adams County, IL**

If the Hearing Board concludes that the Partner organization is not in compliance, then the Partner organization shall have thirty (30) days after receipt of the decision to conform to the Hearing Board’s decision. If the Partner organization corrects the deficiencies, then the United Way may reinstate disbursements to the Partner organization. If the Partner organization does not correct the deficiencies within the aforesaid thirty (30) days, then United Way may stop disbursement of the Partner organization’s allocation, until such time as the noncompliance is remedied.

In a like manner, if the Partner organization believes United Way to be in a position of noncompliance with the agreement, said organization has the right to lodge a complaint to the United Way Board of Directors. Such a complaint must be in writing stating the deficiencies. The complaint will be acted upon within 30 days of receipt of the written complaint. If deemed warranted, the UWAC Board will develop a taskforce of no less than three (3) members, meet with the Partner agency, document the grievance, and recommend corrective action to full Board.

TERMINATION OF MEMBERSHIP

Any Partner organization may withdraw from membership in United Way by serving written notice to the President of the Board of Directors with a cc to the Executive Director.

United Way, by Board action, may terminate organization membership after having consulted with Resource Investment leaders and utilized the following process: a) provide written notice of planned action and reasons for termination to the organization; b) provide the organization with an opportunity to correct compliance deficiencies if that be the reason for termination; and c) provide the opportunity for a hearing between representatives of United Way and the Partner organization. Notice of termination action will be given in writing to the Partner organization at least three (3) months prior to the date on which it becomes effective.

UWAC Partner Organization

Date of Board of Directors Approval

By: _____ Volunteer- Board President or Chairman

Date

By: _____ Executive Director

Date



United Way
of Adams County, IL

United Way of Adams County, Inc.

By: _____ Board President

Date

By: _____ Executive Director

Date



06.18.2024 BOARD OF TRUSTEES MEETING

CALENDAR

June 18, 2024 @ 6:00 p.m.	Board of Trustees meeting
July 24, 2024 @ 6:00 p.m.	Board of Trustees meeting
August 21, 2024 @ 6:00 p.m.	Board of Trustees meeting
September 18, 2024 @ 6:00 p.m.	Board of Trustees meeting
September 27, 2024	ICCB Board Meeting at JWCC
October 16, 2024 @ 6:00 p.m.	Board of Trustees meeting
November 13, 2024 @ 6:00 p.m.	Board of Trustees meeting
December 18, 2024 @ 6:00 p.m.	Board of Trustees meeting

06.07.24 Board of Trustees Regular Meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

Vision: JWCC will be the community’s partner and leader in education, workforce training and lifelong learning.

Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning



Date: **6.18.2024** BOARD OF TRUSTEES MEETING
From: John Clopton, Interim Director of Human Resources
RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Baker, Amy-Chief Human Resources Officer

Request authorization to hire into full-time, exempt, benefits-eligible position effective July 1, 2024, at an annual salary of \$87,000.

Currier, Deborah-PT Academic & Success Coach

Request authorization to hire into part-time, non-exempt position effective June 10, 2024, at an hourly salary of \$19.00.

DeVerger, Melissa- Instructor, Communications & English

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit at MA+45, Step 0, effective August 15, 2024, at an annual salary of \$45,934.

Fox, Todd-Instructor, Teacher Education

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at MA+15, Step 10, effective August 15, 2024, at an annual salary of \$52,911.

Grawe, Jeffrey-Officer, Campus Police

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective May 30, 2024, at an annual salary of \$37,440.

Heavner, Jody-Director, Agriculture Sciences Complex

Request authorization to hire into full-time, exempt, benefits-eligible position effective August 1, 2024, at an annual salary of \$78,470.

Powell, Stephanie-Maintenance Technician, Floors

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective June 10, 2024, at an annual salary of \$30,888.

Schwagmeyer-Belger, Alison-Head Women’s Basketball Coach & Assistant Athletic Director

Request authorization to hire into full-time, exempt, benefits-eligible position effective July 1, 2024, at an annual salary of \$50,000.

Snider, Jessica-Instructor, Music

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at MA, Step 10, effective August 15, 2024, at an annual salary of \$51,370.

June 18, 2024 JWCC Board regular meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

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Sorensen, Natalya-Administrative Specialist, Adult & Community Education

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective June 3, 2024, at an annual salary of \$33,696.

Status Changes

Neisen, Benjamin-Administrative Assistant, Ag Science Complex

Request authorization to hire into full-time, non-exempt, benefits-eligible position of Specialist, Marketing & Communication effective May 28, 2024, with no increase in salary.

Vacancies

Coordinator, Digital Media

Request authorization to fill full-time, non-exempt, benefits-eligible position pending appropriate administrative review.

Coordinator, Student Life

Request authorization to fill full-time, non-exempt, benefits-eligible position pending appropriate administrative review.

Director, Advising & Retention Services

Request authorization to fill full-time, exempt, benefits-eligible position pending appropriate administrative review.

Retirements/Resignations-Accepted by President

Foster, Eric– Coordinator, Student Life - Resignation effective May 29, 2024.

Happekotte, Andrew– Director, Advising & Retention Services - Resignation effective May 31, 2024.

Lehner, Rose– Coordinator, Digital Media - Resignation effective June 13, 2024.

I concur with the Personnel recommendations.

June 18, 2024 JWCC Board regular meeting

Mission: JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

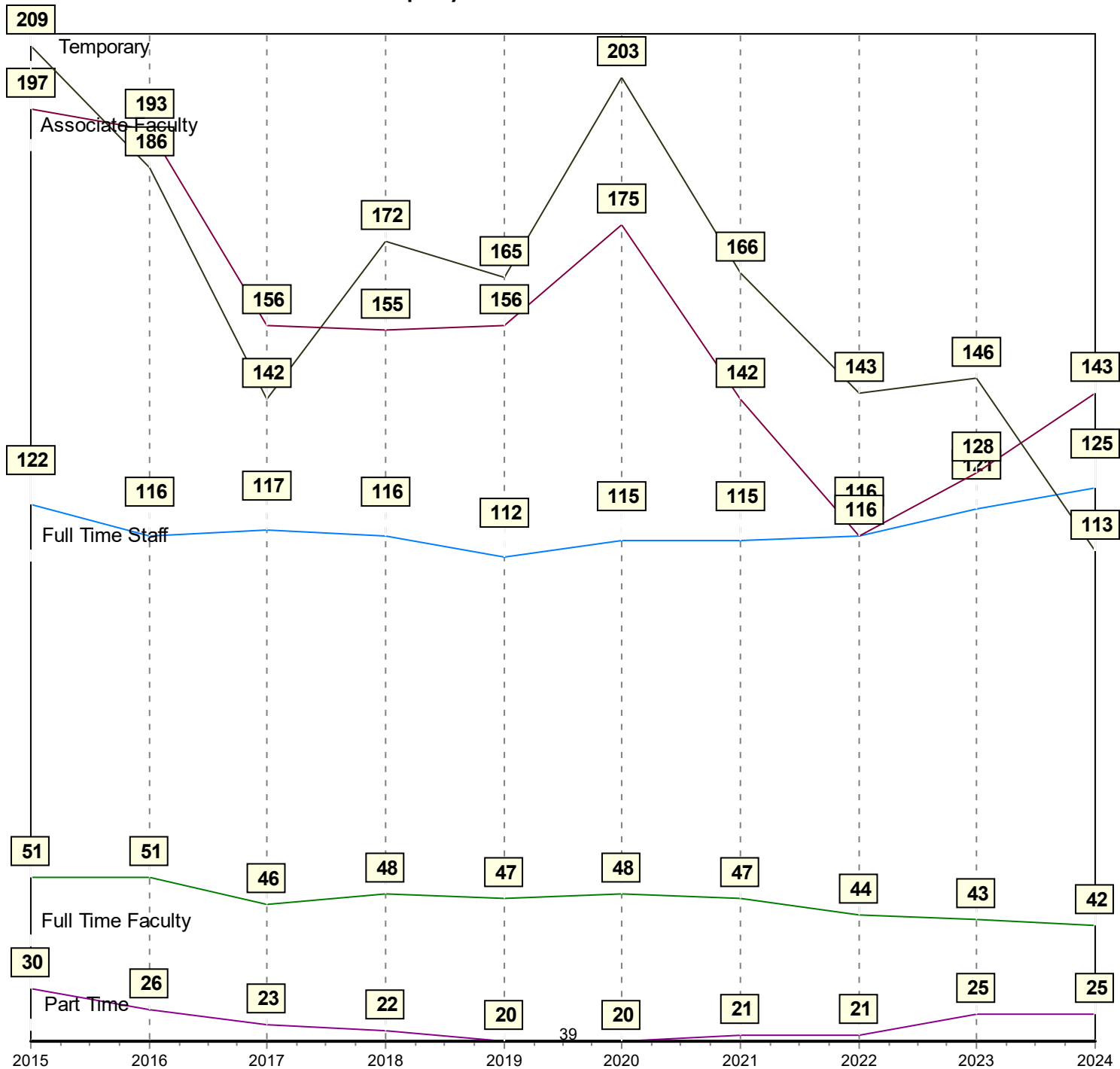
Vision: JWCC will be the community’s partner and leader in education, workforce training and lifelong learning.

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John Wood Community College, District No. 539

As Of 5/1/2024

Employment Trends



John Wood Community College

Financial Reports

Board of Trustees Meeting

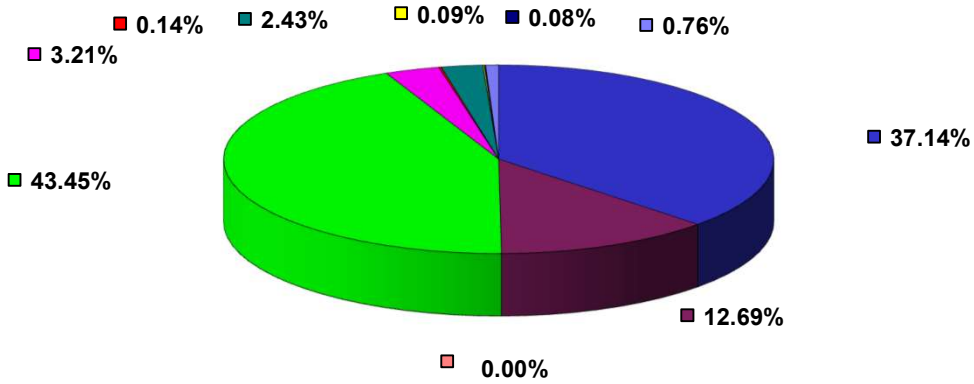
June 18, 2024

John Wood Community College, District No. 539
Comparison of Actual to Budget - FY' 24 to FY' 23
As of May 31, 2024
Unaudited

Operating Funds

	Actual FY ' 24	Budget FY ' 24	% of Budget FY ' 24	Actual FY ' 23	Budget FY ' 23	% of Budget FY ' 23
<u>REVENUES:</u>						
Local Government Revenue	\$6,643,702	\$6,766,572	98.18 %	\$7,031,736	\$6,379,952	110.22 %
State Government Revenue	\$2,270,535	\$2,412,078	94.13 %	\$2,118,903	\$2,261,279	93.70 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$7,772,659	\$7,892,018	98.49 %	\$7,607,510	\$7,024,991	108.29 %
Sales and Services Revenue	\$573,939	\$653,900	87.77 %	\$579,196	\$522,900	110.77 %
Facilities Revenue	\$25,039	\$15,000	166.93 %	\$17,877	\$15,000	119.18 %
Investment Revenue	\$434,920	\$105,000	414.21 %	\$217,381	\$24,400	890.91 %
Gifts and Grants Revenue	\$15,780	\$10,000	157.80 %	\$18,210	\$10,000	182.10 %
Other Revenue	\$13,576	\$8,700	156.04 %	\$23,310	\$11,600	200.95 %
Transfers From	\$136,563	\$150,000	91.04 %	\$144,474	\$162,713	88.79 %
TOTAL REVENUES:	\$17,886,712	\$18,013,268	99.30 %	\$17,758,597	\$16,412,835	108.20 %
<u>EXPENDITURES:</u>						
Salaries	\$7,871,422	\$9,628,359	81.75 %	\$7,721,726	\$9,089,853	84.95 %
Employee Benefits	\$2,082,186	\$2,406,902	86.51 %	\$1,859,263	\$2,161,348	86.02 %
Contractual Services	\$1,305,607	\$1,822,224	71.65 %	\$1,551,310	\$1,554,186	99.81 %
General Materials and Supplies	\$728,098	\$982,440	74.11 %	\$749,261	\$787,167	95.18 %
Travel & Conference/Meeting Expense	\$88,957	\$220,963	40.26 %	\$95,854	\$164,193	58.38 %
Fixed Charges	\$91,593	\$109,293	83.81 %	\$94,551	\$109,975	85.97 %
Utilities	\$574,369	\$735,750	78.07 %	\$571,580	\$642,500	88.96 %
Capital Outlay	\$294,879	\$405,821	72.66 %	\$558,829	\$100,600	555.50 %
Other Expenditures	\$1,119,156	\$1,196,251	93.56 %	\$989,794	\$1,318,752	75.06 %
Transfers To	\$491,212	\$505,262	97.22 %	\$572,308	\$484,261	118.18 %
TOTAL EXPENDITURES:	\$14,647,478	\$18,013,265	81.31 %	\$14,764,474	\$16,412,835	89.96 %
REVENUES OVER (UNDER) EXPENDITURES	\$3,239,234			\$2,994,123		

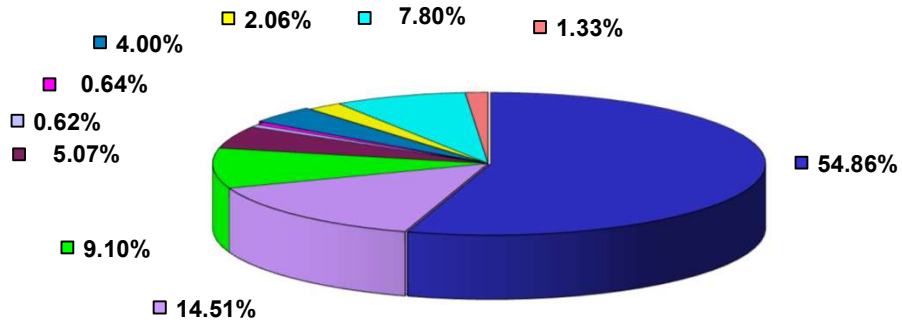
**FY24 Operating Fund Revenues YTD as of May 31, 2024
Unaudited**



Operating Fund Revenues: \$17,886,712

37.14%	Local Government Sources	\$6,643,702
12.69%	State Government Sources	\$2,270,535
0.00%	Federal Government Sources	\$0
43.45%	Student Tuition and Fees	\$7,772,659
3.21%	Sales and Service Fees	\$573,939
0.14%	Facilities Revenue	\$25,039
2.43%	Investment Revenue	\$434,920
0.09%	Gifts and Grants Revenue	\$15,780
0.08%	Other Revenues	\$13,576
0.76%	Transfers from Other Funds	\$136,563

**FY24 Operating Fund Expenditures YTD as of May 31, 2024
Unaudited**



Operating Fund Expenditures: \$14,347,478

54.86%	Salaries	\$7,871,422
14.51%	Employee Benefits	\$2,082,186
9.10%	Contractual Services	\$1,305,607
5.07%	Materials and Supplies	\$728,098
0.62%	Conference and Meeting	\$88,957
0.64%	Fixed Charges	\$91,593
4.00%	Utilities	\$574,369
2.06%	Capital Outlay	\$294,879
7.80%	Other Expenditures	\$1,119,156
1.33%	Transfer to/from Other Funds	\$191,212

Balance Sheet - All Funds
As of May 31, 2024
Unaudited

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<u>ASSETS</u>							
Cash	\$5,859,370	\$8,394,268	(\$271,823)	\$1,303,769	\$2,293,998	\$420,579	\$2,676,041
Investments	\$4,992,266	\$1,622,999	\$0	\$0	\$2,695,953	\$0	\$0
Receivables	\$657,470	\$0	\$8,218	\$0	\$0	\$0	\$0
Accrued Revenue	\$810	\$580	\$713,425	\$67	\$696	\$0	\$169
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$428,236	\$0	\$0	\$9,905	\$0	\$0	\$0
TOTAL ASSETS	\$12,087,798	\$10,017,847	\$449,821	\$1,313,741	\$4,990,647	\$420,579	\$2,952,039
<u>LIABILITIES</u>							
Payroll Deduction Liabilities	\$41,759	\$0	\$0	\$113	\$0	\$0	\$0
Accounts Payable	(\$38)	\$0	(\$4,303)	\$0	\$0	\$0	\$182,538
Accrued Expense	\$739,083	\$0	\$38,521	\$20,076	\$0	\$0	\$7,573
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$782,934	\$0	\$4,960	\$0	\$0	\$0	\$39,301
Other Liabilities	\$65	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$4,112	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$1,567,915	\$0	\$39,178	\$20,189	\$0	\$0	\$229,412
FUND BALANCE 7/01/2023	\$7,283,452	\$12,121,757	\$124,744	\$948,070	\$4,818,807	\$389,627	\$2,731,724
Revenue Over (Under) Expense	\$3,239,234	(\$2,103,910)	\$285,899	\$345,482	\$171,840	\$30,952	(\$9,097)
FUND BALANCE 5/31/2024	\$10,522,687	\$10,017,847	\$410,643	\$1,293,552	\$4,990,647	\$420,579	\$2,722,627
TOTAL LIABILITIES AND FUND BALANCE	\$12,090,602	\$10,017,847	\$449,821	\$1,313,741	\$4,990,647	\$420,579	\$2,952,039

**JWCC Investment Report
FY 2024**

UNAUDITED REPORT

<u>Total Cash and Investments</u>	Value as of <u>May 31, 2024</u>
JWCC Checking	4,438,483.72
JWCC MMA/Cash	292,478.36
Illinois Funds	11,493,840.13
Raymond James Financial Services	4,483,680.95
JWCC CDs & Treasuries	9,311,218.18
Total Cash and Investments	30,019,701.34

<u>Held by JWCC</u>	<u>Interest Rate</u>	<u>Maturity Date</u>		<u>Fund</u>
Checking Accounts	2.00%		4,438,483.72	all funds
Raymond James Financial Services	4.82%		4,483,680.95	all funds
IL FUND Money Market	5.422%		11,493,840.13	all funds
Heartland Bank & Trust Company	0.15%		292,478.36	split 07 & 32
	<u>Yield Rate</u>			
Commerce Bank - Treasury	2.77%	6/15/2024	261,451.92	32
Heartland Bank - Time Deposit	5.39%	10/10/2024	250,000.00	32
Heartland Bank - Time Deposit	5.39%	10/10/2024	100,000.00	07
Heartland Bank - Time Deposit	5.39%	10/10/2024	250,000.00	07
Commerce Bank - Treasury	2.131%	3/15/2025	245,168.02	07
Commerce Bank - Treasury	2.131%	3/15/2025	98,261.79	07
First Bankers Trust - CD	4.86%	4/17/2025	261,547.40	32
Commerce Bank - Treasury	2.97%	6/30/2025	257,121.84	07
Commerce Bank - Treasury	2.97%	6/30/2025	102,469.22	07
Commerce Bank - Treasury	3.60%	9/15/2025	244,951.17	07
Commerce Bank - Treasury	3.60%	9/15/2025	97,980.47	07
Bank of Springfield - CD	5.12%	10/9/2025	250,000.00	07
Commerce Bank - Treasury	4.50%	11/30/2025	2,524,911.97	01
Farmers National Bank of Griggsville - CD	4.81%	12/18/2025	250,000.00	32
Central State Bank - CD	4.87%	3/20/2026	250,000.00	32
First Mid Bank & Trust - CD	4.86%	4/13/2026	100,000.00	07
First Mid Bank & Trust - CD	4.86%	4/13/2026	250,000.00	07
Bank of Springfield - CD	4.91%	10/9/2026	250,000.00	32
Bank of Springfield - CD	4.91%	10/9/2026	100,000.00	32
Farmers National Bank of Griggsville - CD	4.55%	12/18/2026	250,000.00	07
Farmers National Bank of Griggsville - CD	4.55%	12/18/2026	100,000.00	07
Mercantile Bank - CD	4.18%	3/21/2027	250,000.00	07
Mercantile Bank - CD	4.18%	3/21/2027	100,000.00	07
Commerce Bank - Treasury	3.70%	5/15/2027	2,467,354.38	01
Total Cash and Investments			30,019,701.34	

John Wood Community College

Board of Trustees Expenditures

Board of Trustees Meeting

June 18, 2024



Date: **June 18, 2024** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: **Travel Expenditures**

Attached are Board expenditures and employee travel expenditures submitted for board approval at the Board of Trustees meeting.

Chairman of the Board

Secretary of the Board

Date

June 18, 2024 JWCC Board regular meeting

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John Wood Community College
Board of Trustees Operating Budget

From 7/1/23 To 05/31/24



Description	Budget	Activity	Encumbrance	Available Balance
Printing/Photocopying	\$ 75.00	\$ 40.49	\$ -	\$ 34.51
Publications & Dues	\$ 9,000.00	\$ 8,021.55	\$ -	\$ 978.45
Other Supplies & Materials	\$ 150.00	\$ 4,310.68	\$ -	\$ (4,160.68)
Office Supplies	\$ 100.00	\$ 6,643.09	\$ -	\$ (6,543.09)
Postage	\$ 50.00	\$ -	\$ -	\$ 50.00
Conference/Meeting Expense	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Travel - In-State	\$ 1,500.00	\$ 62.18	\$ -	\$ 1,437.82
Travel -Out of State	\$ 200.00	\$ -	\$ -	\$ 200.00
Recognition/Awards	\$ 150.00	\$ 34.70	\$ -	\$ 115.30
Other Expenditures	\$ 100.00	\$ -	\$ -	\$ 100.00
Total	\$ 14,325.00	\$ 19,112.69	\$ -	\$ (4,787.69)

Printing/Photocopying	Amount
Copier Charges - July 2023	\$ -
Copier Charges - August 2023	\$ -
Copier Charges - September 2023	\$ 5.62
Copier Charges - October 2023	\$ 5.37
Copier Charges - November 2023	\$ -
Copier Charges - December 2023	\$ -
Copier Charges - January 2024	\$ -
Copier Charges - February 2024	\$ -
Copier Charges - March 2024	\$ 13.86
Copier Charges - April 2024	\$ 13.43
Copier Charges - May 2024	\$ 2.21
	<hr/>
	\$ 40.49

Conference/Meeting Expense	Amount
Bookstore Dept Charges - July 2023	\$ 19.80
Payne Schoen	\$ 1,500.00
Hy-Vee Quincy	\$ 272.00
Hy-Vee Quincy	\$ 368.80
Hy-Vee Quincy	\$ 308.00
Napolis Italian Bistro	\$ 228.02
Petty Cash	\$ 8.00
Bookstore Dept Charges - Oct 2023	\$ 21.60
Hy-Vee Quincy	\$ 272.00
Bookstore Dept Charges - Nov 2023	\$ 21.60
Bookstore Dept Charges - Dec 2023	\$ 14.40
Hy-Vee Quincy	\$ 212.00
QUINCY CHA* IL	\$ 85.00
Bookstore Dept Charges - Feb 2024	\$ 23.82
Hy-Vee Quincy	\$ 212.00
Patty Ruble	\$ 288.00
Bookstore Dept Charges - April 2024	\$ 25.90
Hy-Vee Quincy	\$ 307.38
Hy-Vee Quincy	\$ (25.38)
Bookstore Dept Charges - May 2024	\$ 13.14
	<hr/>
	\$ 4,176.08

Publications & Dues	Amount
Illinois Community College	\$ 3,927.00
Phillips Capital Partners	\$ 101.13
Illinois Community College	\$ 3,927.00
Phillips Capital Partners	\$ 66.42
	<hr/>
	\$ 8,021.55

Office Supplies	Amount
Henricksen and Company Inc	\$ 6,643.09
	<hr/>
	\$ 6,643.09

Other Supplies & Materials	Amount
CDW Government Inc	\$ 3,318.48
CDW Government Inc	\$ 664.24
CDW Government Inc	\$ 327.96
	<hr/>
	\$ 4,310.68

Travel - In-State	Amount
Larry Fischer	\$ 62.18
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	\$ 62.18

Travel - Out of State	Amount
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Recognition/Awards Activities	Amount
Classique Signs & Engraving	\$ 34.70
	<hr/>
	\$ 34.70

Other Expenditures	Amount
--------------------	--------

Postage	Amount
	<hr/>
	-

John Wood Community College

Expenditures for Payment

Accounts Payable.	<i>.Presented to Finance Committee</i>
Payroll.	<i>.Presented to.Finance Committee</i>
Petty Cash.	<i>.Presented.to Finance Committee</i>
Purchase Cards.	<i>.Presented.to Finance Committee</i>

Ratification of Expenditures

The foregoing summary of obligations have been processed for payment. The College Administration certifies that these obligations, have been incurred in accordance with Board Policy, and where required, quotes and or bids were obtained. The Finance Committee of the Board has reviewed the payments and reported their findings to the Board of Trustees at the regular meeting.

Ratified this 18th day of June 2024.

Chair

Secretary

Board of Trustees of Community College
District No. 539, Counties of Adams,
Pike, Hancock, Calhoun, Schuyler,
Brown, Morgan, Scott, and Cass,
and the State of Illinois.

Board of Trustees Meeting

**Bella Ease and John Wood Community College
LEASE AGREEMENT**

LEASE AGREEMENT ("Lease") made this 1st day of July, 2024, between Bella Ease, an Illinois not for profit corporation ("Landlord") and John Wood Community College ("Tenant"). WITNESSETH:

Landlord and Tenant agree as follows:

Lease of Premises. In consideration of the obligation of Tenant to pay rent as herein provided, and in consideration of the other terms, provisions and covenants hereof, Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord a certain portion of the building commonly known as 721 Broadway, Quincy, Illinois (the "Building") consisting of approximately 2,700 square feet of space identified as south section therein, of the Building's 6,160 square feet

Big Area: 61 x 25

Reception: 9 x 15

Room 1: 10 x 13

Room 2: 9 x 11

Room 3: 9 x 11

Room 4: 9 x 11

Bath 1: 7 x 9

Bath 2: 7 x 9

Hallway: 52 x 4

Parking. Tenant has the non-exclusive right in common with other tenants to use the parking spaces in the parking lot West of the Building for vehicular parking for its employees, visitors, customers, and vendors at no charge.

Term. Tenant shall lease the Premises from Landlord for a term of thirty-six (36) months beginning on July 1, 2024, and terminating on July 30, 2027. Notwithstanding this stated term, Tenant at any time may terminate this lease by notifying Landlord at least 60 days prior to Tenant's otherwise planned termination date of this lease. Either Landlord or Tenant may terminate this lease if due to casualty or other cause the Premises are unusable for community college purposes.

Rent: Tenant agrees to pay Landlord monthly rent at the monthly rate of \$3,000.00 beginning on the day the lease is executed. The rent shall be considered due and payable on the first day of each month and no later than the tenth day of each month thereafter. Rent shall be \$3,000 per month for twenty-four (24) months from July 1, 2024, until June 30, 2026, and \$3,100 per month from July 1, 2026, until June 30, 2027.

There will be a late charge of 5% per month assessed on rent that is not paid by the fifteenth of the month. Electronic funds transfers can be arranged and will be accommodate by Landlord. Checks or money orders are to be made payable to Bella Ease and mailed to PO Box 708, Quincy, IL 62306.

Condition of Premises. Tenant has examined the Premises and agrees to accept possession of

the Premises in their present "as is" condition.

Care of Premises and Building. In addition to the other provisions of this Lease, Tenant agrees:

To comply with all applicable laws, ordinances, or regulations of any governmental body having a jurisdiction over the Premises and to conform to all reasonable rules or regulations which Landlord may establish.

Not to damage any part of the Premises or the Building.

Not to permit any trade or occupation to be conducted on the Premises which is unlawful or to engage in any activity which would create a hazard, or which would adversely affect any insurance on the Premises or Building.

Not to place any sign on the Premises or the Building except that which Landlord has first approved in writing.

Security Deposit. No security deposit required.

Indemnification Insurance by Tenant: Liability & Workers Compensation Insurance.

Landlord shall not be liable to Tenant or to any other person for any damage to any person or property caused by any act, omission, or neglect of Tenant. Tenant agrees to indemnify and hold Landlord harmless from any such liability. In addition, Tenant shall, during the term of this Lease, maintain comprehensive public liability insurance, issued by a reputable insurance company, licensed to transact business in the State of Illinois, with limits of not less than one million dollars (\$1,000,000.00) for bodily injury and death and not less than one hundred thousand dollars (\$100,000) for property damage or one million dollars (\$1,000,000) combined single limit of bodily injury, death and property damage protecting Landlord and Tenant against liability for any accident, injury or damage on the Premises or the Building. Also, Tenant shall, during the term of this Lease, maintain Worker's Compensation in the statutory amount as required by law. Nothing herein waives any immunity Tenant would have with respect to any claim.

For all insurance required to be maintained under this provision, Tenant shall send to Landlord annually evidence of such coverage in the form of a certificate of insurance. Each insurance policy shall contain an agreement that the policy shall not be cancelled without prior written notice to the Landlord.

Building and Casualty Insurance: Landlord shall be responsible at its expense to obtain and maintain building and casualty insurance at the full insurable value of the Building and its components. Landlord is not responsible for such insurance on Tenant's tangible personal property; Tenant is responsible for its own insurance on such items. Landlord and Tenant each waive with respect to their insurance and will obtain a waiver of the right of subrogation.

Repairs By Landlord. Except as otherwise stipulated, Landlord shall be responsible for all maintenance and repair to the Building including, without limitation, the parking lot and common area. Landlord shall repair the roof, exterior walls, the structural components of the Building and all air conditioning, heating, plumbing, electrical and sewage systems which serve more than one tenant or the common area.

Repairs by Tenant and Covenant Against Waste. Tenant shall throughout the term, at Tenant's expense, keep the interior of the Premises in good order, condition and repair, ordinary wear and tear, casualty, and Acts of God excepted and shall repair and/or replace all glass, light bulbs and

fixtures as well as any HVAC systems which are installed by Tenant and which serve only the Premises.

Right of Entry. Tenant's use of the Building as a whole is non-exclusive. That is to say, Tenant shall have the right to the exclusive use the Premises that Tenant occupies. However, the remainder of the Building may be leased to other parties or may be available to Landlord. Tenant shall have at all times by its agent, employees, or invitees, free ingress and egress to and from the Premises as necessary to make use of the Premises for the purposes hereby leased.

Utilities Services.

Tenant is responsible for electricity, gas, telephone, internet and any other utility with the exception of water and sewer which the Landlord shall be responsible for. In the event that a separate meter or billing for services occupied by Tenant is not available to billed directly to Tenant then any cost associated with electricity, gas, telephone, internet or other determined utility shall be invoiced monthly based on percentage of square footage occupied by Tenant in relation to total building square footage.

Tenant shall provide standard janitorial and cleaning for their Premises of the Building.

Tenant Default. Any one or more of the following shall be a default by Tenant under this Lease: Tenant fails to pay on the due date any rent or additional obligation provided for in this Lease; Tenant fails to observe or perform any other promise or obligation in this Lease which failure is not cured by Tenant within thirty (30) days of receiving notice thereof from Landlord; After notice from Landlord, Tenant fails to immediately cure any potentially hazardous conditions which Tenant has created; or Tenant abandons property.

Landlord's Rights and Remedies. If a Tenant default occurs, Landlord shall have the following rights and remedies:

Landlord may terminate this Lease by giving Tenant written notice as required by law and thereupon repossess the Premises without prejudice to Landlord's right to recover all rent due and to become due at the time of termination.

If Landlord terminates this Lease as provided above, Landlord shall be entitled to recover from Tenant all unpaid rent due at the time of termination and all rent to become due during the remainder of the term of the Lease, as well as any additional sums provided for by law or as otherwise provided in this Lease for which Tenant is liable or as to which Tenant has agreed to indemnify Landlord under the provisions of this Lease. In addition, Landlord shall have the right to recover from Tenant any attorneys' fees and expenses incurred by Landlord in pursuing such remedies or recovering any such rent.

Holding Over: Should Tenant hold over after the term of this Lease or any extended term expires, Tenant shall become a month-to-month tenant upon all of the terms and conditions specified in this Lease.

Assignment And Subletting. Tenant shall not assign or sublet its interest in this Lease without the prior written consent of Landlord. Any assignment or sublease shall not relieve Tenant of any of its obligations under this Lease.

Environmental Compliance; Indemnity. Tenant hereby represents and warrants to the Landlord: That at all times during the occupation of the Premises by Tenant, Tenant will not violate, in any material way, any provisions of federal, state or local laws, regulations or ordinances protecting the environment or the public health and welfare.

Tenant shall pay, indemnify and hold Landlord harmless of, from and against any and all liability to third parties, including any governmental authority, agency or entity, if such liability relates to, or arises out of any operations at the Premises by Tenant, or results in any violation or exposure under any environmental laws, regulations, or ordinances; including, but not limited to, the release or discharge into the environment, or disposal of, hazardous materials or other pollutants at or in connection with the Premises.

Smoke Free Environment. It is acknowledged by Tenant that the Building is a smoke free environment and no smoking therein will be enforced accordingly by Landlord.

No Animals/Pets. Except bona fide comfort animals or pets or guide dogs, no animals or pets of any kind are permitted in the Building or within the Premises.

End of Term. Tenant shall surrender the Premises at the end of this Lease in good order and condition except for reasonable wear and tear, casualty, or Acts of God.

Relationship of Landlord and Tenant. Tenant shall not use any trademark, service mark or trade name of Landlord, nor shall Tenant hold itself out as having any business affiliation with Landlord without having specific written agreement from Landlord. All references by Tenant to "Bella Ease" or other such reference shall exclude any reference to Bella Ease or any other name or mark of Landlord's. Tenant may refer to the Building as being the "Bella Ease Building" to identify location.

No Waiver of Breach. Any failure or neglect by Landlord to assert or enforce any rights or remedies because of any breach or default by Tenant under this Lease shall not (except as to those specific instances when express time limits are provided for taking action) prejudice Landlord's rights or remedies with respect to any existing or subsequent breaches or defaults. Acceptance of any partial payment from Tenant will not waive Landlord's right to pursue Tenant for any remaining balance due nor shall any endorsement or statement on any check or any letter which acknowledges a check or payment as rent be deemed an accord and satisfaction.

Burden and Benefit. This Lease shall be binding upon and shall ensure to the benefit of the respective successors and assigns of Landlord and Tenant.

Applicable Law. This Lease shall be construed according to the laws of the State of Illinois.

Notices. Whenever any payment notice, consent, or request is given or made under this Lease, it shall be in writing, in person or mailed by certified mail. Communications and payments to Tenant shall be addressed to:

John Wood Community College
Attention: President
1301 South 48th St
Quincy, IL 62305

or any other address as may have been specified by prior written notice to Landlord. Communications and payments to Landlord shall be addressed to:

Bella Ease
PO Box 708
Quincy, IL 62306

Entire Agreement. This Lease contains all the agreements and understandings made between the parties and may only be modified in a writing signed by the parties of their respective successors in interest.

TENANT:
John Wood Community College

LANDLORD:
Bella Ease.

Cheryl Williams

By: _____

By: Cheryl Williams

Its _____

Executive Director

Date: _____

May 21, 2024

**John Wood Community College and Bella Ease
LEASE AGREEMENT**

LEASE AGREEMENT ("Lease") made this 1st day of July 2024 between John Wood Community College ("Landlord") and Bella Ease (Tenant"), an Illinois not-for-profit corporation ("Tenant"). WITNESSETH:

Landlord and Tenant agree as follows:

Lease of Premises. In consideration of the obligation of Tenant to pay rent as herein provided, and in consideration of the other terms, provisions and covenants hereof, Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord a certain portion of the buildings commonly known as

SEC

John Wood Community College's Southeast Education Center, located at 39637 260th Ave. in Pittsfield, Illinois 62363.

Dedicated office space consisting of one desk and meeting space to meet with clients. Additional access to a classroom one night a month. The schedule is to be coordinated with the SEC manager. Additional access to computer labs and meeting space as needed as coordinated with the Manager of Regional Centers

Mt. Sterling

John Wood Community College's Mt. Sterling Education Center, located at 108 N. Capitol Ave. in Mt. Sterling, Illinois 62353.

Dedicated office space consisting of one desk and meeting space to meet with clients. Additional access to a classroom one night a month. The schedule is to be coordinated with the SEC manager. Additional access to computer labs and meeting space as needed as coordinated with the Manager of Regional Centers

Term. Tenant shall lease the Premises from Landlord for a term of thirty-six (36) months beginning on July 1, 2024, and terminating on June 30, 2027. Notice of termination may be executed by Tenant at any time by notifying Landlord at least 60 days prior to Tenant's planned termination date of this lease.

Rent: Tenant agrees to pay Landlord monthly rent at the monthly rate of \$1,400.00 beginning on the day the lease is executed. The rent shall be considered due and payable on the first day of each month and no later than the tenth day of each month thereafter. Rent shall be \$1,400 per month for twelve (36) months from July 1, 2024 until July 30, 2027.

A late charge of 5% per month will be assessed on rent that is not paid by the fifteenth of the month. Electronic funds transfers can be arranged and will be accommodated by the Landlord. Checks or money orders are to be made payable to John Wood Community College and mailed to Landlord's address specified below:

Business Office
John Wood Community College
1301 South 48th Street
Quincy, IL 62305

Condition of Premises. Tenant has examined the Premises and agrees to accept possession of the Premises in their present "as is" condition.

Care of Premises and Building. In addition to the other provisions of this Lease, Tenant agrees:

To comply with all applicable laws, ordinances, or regulations of any governmental body having a jurisdiction over the Premises and to conform to all reasonable rules or regulations which Landlord may establish.

Not to damage any part of the Premises or the Building.

Not to permit any trade or occupation to be conducted on the Premises which is unlawful or to engage in any activity which would create a hazard, or which would adversely affect any insurance on the Premises or Building.

Not to place any sign on the Premises or the Building except that which Landlord has first approved in writing.

Security Deposit. No security deposit required.

Indemnification by Tenant: Liability & Workers Compensation Insurance.

Landlord shall not be liable to Tenant or to any other person for any damage to any person or property caused by any act, omission, or neglect of Tenant. Tenant agrees to indemnify and hold Landlord harmless from any such liability. In addition, Tenant shall, during the term of this Lease, maintain comprehensive public liability insurance, issued by a reputable insurance company, licensed to transact business in the State of Illinois, with limits of not less than one million dollars (\$1,000,000.00) for bodily injury and death and not less than one hundred thousand dollars (\$100,000) for property damage or (\$1,000,000) combined single limit of bodily injury, death and property damage protecting Landlord and Tenant against liability for any accident, injury or damage on the Premises or the Building. Also, Tenant shall, during the term of this Lease, maintain Worker's Compensation in the statutory amount.

For all insurance required to be maintained under this Article, Tenant shall send to Landlord annually evidence of such coverage in the form of a certificate of insurance. Each insurance policy shall contain an agreement that the policy shall not be cancelled without prior written notice to the Landlord.

Repairs By Landlord. Except as otherwise stipulated, Landlord shall be responsible for all maintenance and repair to the Building including, without limitation, the parking lot and common area. Landlord shall repair the roof, exterior walls, the structural components of the Building and all air conditioning, heating, plumbing, electrical and sewage systems which serve more than one tenant or the common area.

Repairs by Tenant and Covenant Against Waste. Tenant shall throughout the term, at Tenant's expense, keep the interior of the Premises in good order, condition and repair, ordinary wear and tear excepted and shall repair and/or replace all glass, light bulbs and fixtures as well as any HVAC systems which are installed by Tenant and which serve only the Premises.

Right of Entry. Tenant's use of the Building is non-exclusive. That is to say, Tenant shall have the right to use the Premises that Tenant occupies. However, the remainder of the Building may be leased to other parties or may be available to Landlord. Tenant shall have at all times by his agent, employees free ingress and egress to and from the Premises as necessary to make use of the Premises for the purposes hereby leased.

Utilities Services.

Landlord is responsible for electricity, gas, water, telephone, internet, and any other utility currently available with the center (SEC & Mt. Sterling).

The landlord shall provide standard janitorial and cleaning services for the premises of the building.

Tenant Default. Any one or more of the following shall be a default by Tenant under this Lease: Tenant fails to pay on the due date any rent or additional obligation provided for in this Lease; Tenant fails to observe or perform any other promise or obligation in this Lease which failure is not cured by Tenant within thirty (30) days of receiving notice thereof from Landlord; After notice from Landlord, Tenant fails to immediately cure any potentially hazardous conditions which Tenant has created; or Tenant abandons property.

Landlord's Rights and Remedies. If a Tenant default occurs, Landlord shall have the following rights and remedies:

Landlord may terminate this Lease by giving Tenant written notice as required by law and thereupon repossess the Premises without prejudice to Landlord's right to recover all rent due and to become due at the time of termination.

If Landlord terminates this Lease as provided above, Landlord shall be entitled to recover from Tenant all unpaid rent due at the time of termination and all rent to become due during the remainder of the term of the Lease, as well as any additional sums provided for by law or as otherwise provided in this Lease for which Tenant is liable or as to which Tenant has agreed to indemnify Landlord under the provisions of this Lease. In addition, Landlord shall have the right to recover from Tenant any attorneys' fees and expenses incurred by Landlord in pursuing such remedies or recovering any such rent.

Holding Over: Should Tenant hold over after the term of this Lease or any extended term expires, Tenant shall become a month-to-month tenant upon all of the terms and conditions specified in this Lease.

Assignment And Subletting. Tenant shall not assign or sublet its interest in this Lease without the prior written consent of Landlord. Any assignment or sublease shall not relieve Tenant of any of its obligations under this Lease.

Environmental Compliance; Indemnity. Tenant hereby represents and warrants to the Landlord: That at all times during the occupation of the Premises by Tenant, Tenant will not violate, in any material way, any provisions of federal, state or local laws, regulations or ordinances protecting the environment or the public health and welfare.

Tenant shall pay, indemnify and hold Landlord harmless of, from and against any and all liability to third parties, including any governmental authority, agency or entity, if such liability relates to, or arises out of any operations at the Premises by Tenant, or results in any violation or exposure under any environmental laws, regulations, or ordinances; including, but not limited to, the release or discharge into the environment, or disposal of, hazardous materials or other pollutants at or in connection with the Premises.

Smoke Free Environment. It is acknowledged by Tenant that the building is a smoke free environment, and no smoking therein will be enforced accordingly by Landlord.

No Animals/Pets. No animals or pets of any kind are permitted in the building or within the Premises.

End of Term. Tenant shall surrender the Premises at the end of this Lease in good order and condition except for reasonable wear and tear.

Relationship of Landlord and Tenant. Tenant shall not use any trademark, service mark or trade name of Landlord, nor shall Tenant hold itself out as having any business affiliation with Landlord without having specific written agreement from Landlord. All references by Tenant to "John Wood Community College" or other such reference shall exclude any reference to John Wood Community College or any other name or mark of Landlord's.

No Waiver of Breach. Any failure or neglect by Landlord to assert or enforce any rights or remedies because of any breach or default by Tenant under this Lease shall not (except as to those specific instances when express time limits are provided for taking action) prejudice Landlord's rights or remedies concerning any existing or subsequent breaches or defaults. Acceptance of any partial payment from Tenant will not waive Landlord's right to pursue Tenant for any remaining balance due, nor shall any endorsement or statement on any check or any letter which acknowledges a check or payment as rent be deemed an accord and satisfaction.

Burden and Benefit. This Lease shall be binding upon and shall ensure to the benefit of the respective successors and assigns of Landlord and Tenant.

Applicable Law. This Lease shall be construed according to the laws of the State of Illinois.

Notices. Whenever any payment notice, consent, or request is given or made under this Lease, it shall be in writing, in person or mailed by certified mail. Communications and payments to Tenant shall be addressed to:

Bella Ease
PO Box 708
Quincy, IL 62306

or any other address as may have been specified by prior written notice to Landlord.
Communications and payments to Landlord shall be addressed to:

Business Office
John Wood Community College
1301 South 48th St
Quincy, IL 62305

Entire Agreement. This Lease contains all the agreements and understandings made between the parties and may only be modified in writing and signed by the parties of their respective successors in interest.

Tenant:
Bella Ease

By: *Cheryl Williams*

Its Executive Director

Date: 6/14/2024

Landlord:
John Wood Community College

By: _____

Its _____

Date: _____