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| Date: **07.24.24** 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 **07.24.24** Board of Trustees meeting was called to order in the Board Room, 1301 S. 48th Street, Quincy, Illinois, 62305 at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rheaappointed Ms. Benz assistant secretary.    2. **Roll Call**  Ms. Benz called roll:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman |  |  | x |  | | Ms. Greger |  |  | x |  | | Mr. Hess |  |  | x |  | | Mr. Sprague |  |  | x |  | | Ms. Hawley |  |  | x |  | | Dr. Greenwell |  |  | x |  | | Mr. Fischer |  |  | x |  | | Mr. Rhea |  |  | x |  | | Voice Vote |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Dr. Shelley Barkley, Ms. Rachel Hansen, Mr. Adam Hightower, Ms. Deb Currier, Mr. Jeffrey Grawe, Ms. Alison Schwagmeyer-Belger, Ms. Natalya Sorensen, Ms. Amy Baker, Mr. Dave Hetzler, Ms. Amy Hustead.  3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was said. Mr. Kannon Dickerman shared the mission statement of the College.  4**. Introductions**   * Amy Baker, Chief Human Resources Officer   o Deb Currier, Academic & Success Coach  o Jeffrey Grawe, Campus Police Officer  o Stephanie Powell, Maintenance Technician, Floors  o Alison Schwagmeyer-Belger, Head Women’s Basketball Coach, Assistant Athletic Director  o Natalya Sorensen, Administrative Specialist, Adult & Community Education   * Adam Hightower, Athletic Director for JWCC   5. **Special** **Report –** No report.  6. **Consideration of Items from the Floor -** None  7.  **Public and/or Employee Comment**  Public Hearing of the FY25 Budget was opened.  8. **President and Committee Reports**  8.1 **ICCTA/West Central Region Report – *Dr. Randy Greenwell, ICCTA representative*, *Mr. Don Hess.***  No report.  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***  The Executive Committee met on Thursday, July 11, 2024, in room C252 at 1:30 pm. Attendees were Mr. Bob Rhea and Mr. Andy Sprague; trustees via Zoom. Ms. Paula Hawley; trustee, absent. Dr. Bryan Renfro; president, and Ms. Leah Benz; notetaker, present.  The committee discussed and reviewed July Board agenda items. Those included:  *Consent items*  June regular meeting minutes  Bills for payment, travel expenditures  *Grant items*  Two grants are requesting acceptance of funds, and three grant applications are being submitted.  *Business items*  Discussed the FY25 annual budget adoption – Public Hearing  Heard five RAMP documents proposed for submission are the same as last year’s  Learned revisions were made to 2024-2025 College Catalog for adoption to align with Pathways. Portions were revised for easier navigation.  Heard the below agreements were being presented:  GREDF is to allow for data sharing  Regional Office of Education is a continuation of allowing a presence at the Southeast Education Center  Architechnics, Inc. is to provide renovations for a science lab  Quanada is an annual agreement to support services of the organization  Informed the FY25 dues to ICCTA will be presented for approval  A bid opening was discussed which would award a vendor with the lowest price to provide services for a door access system. No results were available at this meeting.  Discussion was held on personnel items.  Additional items discussed:  *Fair Labor Standards Act Impact* **-** Documentation was presented to the committee on the recent federal changes for expanding overtime with potential impact to JWCC. JWCC should not see any impact from the July 1 change, but 15 positions would be impacted as of January 1, 2025, should the additional changes go into effect.  *Transcript Holds*  In October 2023, the US Education Department announced it is prohibiting withholding transcripts of students in specific situations. The rule went into effect on July 1, 2024, and applies only to students who have used federal financial aid to pay for their education. As a result of this announcement in 2023 JWCC did remove all holds placed on transcripts.  *Other*  A current FSFA status was requested to share.  8.3 **Board Curriculum Committee Report** - ***Mr. Larry Fischer, Ms. Angela Greger***. The Curriculum Committee met on Thursday, July 11, 2024, in room C252 at 1:30 pm. Present were Dr. Randy Greenwell; trustee, Mr. Don Hess; trustee, Dr. Bryan Renfro; president, and Dr. Shelley Barkley; vice president of academic & student affairs and Kristina Johnson; note taker.  Administration discussed the ICCB-recognized Program Review process, which is part of our Institutional Effectiveness framework. The ICCB schedules reviews of academic program areas on a five-year rotation. The programs under review include Physical and Life Sciences, Developmental English and Language Arts, Financial Aid, and the Business Office.  The Assessment and Curriculum process was also being reviewed, with an assessment manual in development to clearly define expectations for Academics and Student Affairs. Administration is ensuring that faculty are regularly informed and involved in the articulation process and course revisions to meet (IAI) Illinois Articulation Initiative transfer standards, therefore ensuring transparency.  The 2024-25 course catalog arrived and is available online. A committee has been established to review the catalog throughout the year, ensuring early availability for the upcoming academic year. The updated catalog includes pathways for AAS degrees.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Wednesday, July 10, 2024, at 2:00 p.m., at John Wood Community College. Present were Dr. Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Mr. Larry Fischer; trustee and Jenny Venvertloh; notetaker. Ms. Angela Greger was absent.  Bills for payment, travel requests, board budget, were reviewed and discussed.  July Board agenda items discussed.   1. Approved Budget – The tentative budget presented at the June Board of Trustees meeting has been on display for thirty days for public inspection. 2. FY 2025 ICCB Capital Budget Request RAMP (Resource Allocation Management Plan) Document – The committee reviewed the proposed five RAMP documents and matching funds commitment for submission to the Illinois Community College Board. The projects were: 3. Parking Lot Repairs – Main Campus 4. Heat Pump Replacement - Agricultural Education Center 5. Roof Replacement – Learning Center (B Building of Main Campus) 6. Restroom Stall Partition Replacements – Main Campus & Agricultural Education Center 7. Entrance Vestibule – Heath Center (D Building of Main Campus) 8. Door Access - This item was removed from the agenda to review other options as a result of the bid opening. 9. Regional Office of Education Sublease Agreement at the Southeast Education Center – The committee heard a request for the College to enter into a one (1) year continuation sublease agreement.   8.5 **Student Trustee Report** – ***Mr. Kannon Dickerman*** – Student government is preparing for the new school year. Discussion has been held on renovations of campus life space. The annual presidential scholarship recipient camp is scheduled for August 19. It is an opportunity to bond with fellow students and outline expectations.  8.6 **Administration Report** - ***Dr. Renfro –***  Thebudget proposed at this July meeting is committed to high quality education for students, a tuition freeze, includes a tax reduction, and the implementation of a caring campus. Appreciation was given to our Chief Financial Officer and Business Office staff for a balanced budget.  In March FSFA (Federal Student Financial Aid) filing process for students across the country experienced difficulty filing their financial aid forms. At this time, we do not have the exact number of students who might have been experience this problem. Of the students that are enrolled, currently 256 of them have not completed their FSFA.  On July 17 a professional development event was held on campus. This was a Caring Campus event. Three (3) sessions were scheduled with around 90 staff and faculty in attendance. The seven (7) behaviors were rolled out. Four (4) are to be started this fall. Interaction was done by a QR code on individual cell phones. Blazers at their Best received eleven (11) submission responses. Dr. Renfro highlighted two of them. Blazers at their Best category will be included on the agenda at the next Board meeting.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 06.18.24 Board regular meeting minutes  9.2 Request approval of bills for payment for June **Finance and Audit Committee**  9.3 Request approval of monthly financial statement - *No financials for June* **Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for June **Finance &** **Audit** **Committee**  **Motion:** *Approval of consent agenda items.*  Moved by: Mr. Hess  Seconded by: Ms. Hawley  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items - All grants were presented under one motion.**  10.1 *Request authorization to accept grant funds from Illinois Community College Board for Rev Up EV Capacity Building Project – Amount of Acceptance: $90,000*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** This Electric Vehicle (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 this project will be an EV education and awareness campaign to engage the community and the automotive/transportation industry.  10.2 *Request authorization to accept grant funds from Illinois Department on Aging (IODA) for Retired Senior Volunteer Program – Amount of Acceptance: $49,547*  **Discussion:**  IDOA grant will be used to engage persons 55 years of age and older in volunteer service to meet critical needs and to provide a high quality of experience that will enrich the lives of the volunteers. Funds will be used to match and/or complement federal funds.  10.3 *Request authorization to submit a grant application to Department of Education for Student Support Services (TRIO) – Amount Requested: $389,975 or $1,949,875 for a total of 5 years*  **Discussion:**  This proposal will fund the Student Support Services program, designed to provide academic and personal support for 175 low-Income, first generation, and students with disabilities on JWCC’s campus. Further, the grant assists students in retention, graduation, and transfer to 4-year university/college.  10.4 *Request authorization to submit a grant application to Illinois Community College Board for the FY25 Pipeline for the Advancement of Healthcare Workforce (PATH) Amount Requested: $197,255*  **Discussion:**  Year 4 of Healthcare Pathway project is to create, support, and expand the opportunities of individuals in the nursing and other select healthcare pathways to obtain credentials and degrees that allow them to enter and/or advance their careers in the fields of CNA, LPN/RN, CMA, Surgical Tech, and EMT/Paramedic. Goals are to increase healthcare field enrollment and degree completion to fill in-demand local jobs.  10.5 *Request authorization to submit a grant application Illinois Community College Board for FY25 Perkins Amount Requested: $167,780*  **Discussion:**  Perkins V is a federally funded grant awarded through the state that provides funds for CTE programs. The grant helps strengthen the relationship between secondary, post-secondary and industry. The relationships created between these sectors allows education to remove barriers and create exposure in the Career and Technical fields. Award of this grant allows JWCC to purchase equipment in CTE departments and provide services to students in CTE programs.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 - PUBLIC HEARING OF THE FY25 BUDGET CLOSE**  11.1 **MOTION**: *Request approval of the Fiscal Year 2025 resolution and certification adopting the annual budget*  Moved by: Mr. Sprague  Seconded by: Ms. Greger  **Discussion:** The budget was presented at the June Board of Trustees meeting and has been on display for public inspection for thirty days. The public hearing was held and all provisions of the Illinois Community College Act regarding adoption of the annual budget have been met. The 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 in-district 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  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.2 **MOTION**: *Request approval of five RAMP documents and the matching funds commitment for submission to the Illinois Community College Board*  Moved by: Dr. Greenwell  Seconded by: Mr. Hess    **Discussion:** Five RAMP (Resource Allocation and Management Plan) documents regarding an Illinois  Community College Board Capital Budget request for FY2025 were presented.  These five projects are identified below:  1. Parking Lot Repairs - Main Campus ($700,000 total cost; $175,000 local match)  2. Heat Pump Replacement - Agricultural Education Center ($131,000 total cost; $32,750 local  match)  3. Roof Replacement - Learning Center, B Building of Main Campus ($525,000 total cost; $131,250  local match)  4. Restroom Stall Partition Replacements - Main Campus and Agricultural Education Center  ($135,000 total cost; $33,750 local match)  5. Entrance Vestibule - Heath Center (D Building of Main Campus) ($79,500 total cost; $19,875  local match)  These requests involve a matching funds commitment by the Board of Trustees. Upon Board approval, the RAMP projects are submitted to the Illinois Community College Board for consideration in the FY2025 capital budget.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 adoption of the 2024-2025 College Catalog*  Moved by: Ms. Hawley  Seconded by: Ms. Greger  **Discussion:** The 2024-2025 John Wood Community College Catalog and Student Handbook serves as the primary informational document for prospective students and others who are interested in obtaining information about programs, services, and activities offered by the College. Because some court cases have ruled that a college catalog is a legally binding document, it is recommended that the Board adopt the John Wood Community College Catalog and Student Handbook for 2024-2025.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to enter into a lease agreement with the Regional Office of*  *Education at the Southeast Education Center*  Moved by: Mr. Sprague  Seconded by: Mr. Hess  **Discussion:**  The Regional Office of Education has requested the continuation of the sublease agreement at the Southeast Education Center. It is recommended that the Board of Trustees authorize to enter into a one (1) year sublease agreement.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to enter into an agreement with Quanada*  Moved by: Dr. Greenwell  Seconded by: Mr. Fischer  **Discussion**: This agreement is an annual request with Quanada for services and support.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.6 **MOTION**: *Request authorization to enter into an agreement with Architechnics Inc. for science lab renovation*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** A request to enter into an agreement with Architechnics Inc for renovation of the science lab was discussed and reviewed.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.7 **MOTION**: *Request authorization of payment for Illinois Community College Trustees Association FY25 dues*  Moved by: Dr. Greenwell  Seconded by: Ms. Greger  **Discussion:** John Wood Community College received an invoice for the 1st installment for FY25 dues to the Illinois Community College Trustees Association in the amount of $3,832.00.  Dues in FY24 were $3,927.00 per installment.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   12. **Discussion Item**  12.1Calendar of Events **-** The Board members were requested to review their calendars for a fall retreat date.    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: Mr. Sprague  Seconded by: Ms. Greger  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger | x |  |  |  | | Mr. Hess | x |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer | x |  |  |  | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   15. **Other Items**  16**. Closed Session**  16.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body for the purpose of discussing “the purchase or lease of real property for the use of the public body, including discussing whether a particular parcel should be acquired.”  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **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: Dr. Greenwell  Seconded by: Mr. Sprague  **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:** *Mr. Rhea, Board chair* *adjourned the June 18, 2024, Board of Trustees regular meeting.*  Moved by:  Seconded by:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 September 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |