



**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:**

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*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](mailto:lbenz@jwcc.edu) and arrangements will be made to allow public comment through teleconferencing.*

Date: **11.20.24 BOARD OF TRUSTEES REGULAR MEETING**

Location: Student Administrative Center, Board Room, 1301 South 48<sup>th</sup> 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**  
Madison McLennan – Coordinator, Career Services  
Rebecca (Becky) White – Instructor, Health Sciences  
Toni Butler – PT Specialist, Upward Bound  
Kyle Schmitt – Manager, Grounds & Building Services
- 4.1 Blazers at Their Best**
- 5. Special Report**

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November 20, 2024, 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



Office of the President

- 6. **Consideration of Items from the Floor**
- 7. **Public and/or Employee Comment**
- 8. **President and Committee Reports**
  - 8.1 **ICCTA/West Central Region Report** – *Dr. Randy Greenwell ICCTA representative, Mr. Don Hess, first alternate* Table Folder
  - 8.2 **Board Executive Committee Report** – *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley* Table Folder
  - 8.3 **Board Curriculum Committee Report** – *Mr. Don Hess, Dr. Randy Greenwell* Table Folder
  - 8.4 **Board Finance and Audit Committee Report** – *Mr. Larry Fischer, Ms. Angela Greger* Table Folder
  - 8.5 **Student Trustee Report** – *Mr. Kannon Dickerman*
  - 8.6 **Administration Report** – *Dr. Bryan Renfro*
- 9. **Consent Agenda**  
**Consent business Items**
  - 9.1 Request approval of 10.16.24 Board meeting minutes 1-10
  - 9.2 Request approval of bills for October payment **Finance and Audit Committee**
  - 9.3 Request approval of monthly financial statements for October **Finance and Audit Committee**
  - 9.4 Request approval of trustee & employee travel expenditures for October **Finance and Audit Committee**
- 10. **Grant items**
  - 10.1 Request authorization to submit a grant application to ICCB for a grant entitled FY25 Digital Instruction for Adult Education - **Amount Requested: \$65,000** 11
  - 10.2 Request authorization to submit a grant application to United Way of Adams County for FY2026 **Amount Requested: \$5,000** 12
- 11. **Business Items**
  - 11.1 Request approval to accept and file the audit report as presented 13

November 20, 2024, Board of Trustees Meeting

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Office of the President

11.2	Request adoption of a Resolution and Certificate regarding the Truth in Taxation Law (Hearing not Required)	14-17
11.3	Request approval of the regular meeting dates of the John Wood Community College Board of Trustees for 2025	18
11.4	Request authorization to enter into a one (1) year lease agreement with Two Rivers Regional Council of Public officials for space at the Mt. Sterling Education Center	19-21
11.5	Request authorization to enter into a five (5) year lease agreement with Parent and Child Together (PACT) for space at JWCC main campus	22-29
11.6	Request consideration and action on an amicable separation submission presented to Administration	30
<b>12.</b>	<b>Discussion Items</b>	
12.1	Calendar of Events	31
<b>13.</b>	<b>Notices and Communications</b>	
<b>14.</b>	<b>Personnel Items</b>	
14.1	Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented	32-34
<b>15.</b>	<b>Other Items</b>	
<b>16.</b>	<b>Closed Session</b>	
16.1	A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.	
<b>17.</b>	<b>Resume Open Session</b>	
<b>18.</b>	<b>Open Session Matters</b>	
	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.	
<b>19.</b>	<b>Adjournment</b>	
	<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>	

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November 20, 2024, Board of Trustees Meeting

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Date: **10.16.24** 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 **10.16.24** Board of Trustees meeting was called to order in the Board Room, 1301 S. 48<sup>th</sup> Street, Quincy, Illinois, 62305 at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rhea appointed Ms. Benz assistant secretary. Mr. Larry Fischer was appointed acting secretary pro tem due to the absence of Ms. Paula Hawley.

**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. Josh Welker, Mr. Josh Brueck, Mr. Jake Courtney Mr. Dan Stupavsky, Mr. Noah Hall, Ms. Vanessa Hall, Ms. Arielle Gordon, Mr. Alex Altmix, Mr. Matt Carey, Mr. Dave Hetzler, Ms. Kelly Larson, Ms. Jessica Farniok, Mr. David Hoage, 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**

- Alex Altmix – Instructor, Language/Lit/Communications (Dual Credit)
- Jake Courtney – Coordinator, Audio/Visual
- Jessica Farniok – Administrative Assistant, Agricultural Education Center
- Arielle Gordon – Administrative Assistant, Assistant to the Dean of Transfer & Academic Support & Dean Career, Technical & Workforce Education
- Noah Hall – Coordinator, Grants
- Vanessa Hall – Manager, Hospitality and Food Service

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10.16.24 Board of Trustees meeting

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4.1 **Blazer at Their Best**

Dr. Renfro highlighted one “Blazer’s at Their Best” submission. Acknowledgement was given to an employee who demonstrated caring beyond the scope of their role as a JWCC employee. The acknowledgement was given to Mr. Bill Calkins, a campus police officer.

*My daughter and her partner were staying at a remote Airbnb in the northwest mountains of N.C. when Hurricane Helene struck. After that, I had no contact with them, and I could not remember the nearest town or address to report them as missing. I needed to get into the Testing Room Saturday morning to look into my computer history to see if I could find where they were. I called and Officer Bill Calkins told me to come out to JWCC. He let me in, and his concern and compassion were at the highest level from our first contact. He assured me he would help me until I found her. He started searching with me and gave me a lot of information and guidance. By the afternoon we had the address I needed. He then helped me fill out the N.C missing person’s form.*

*Bill stayed with me way past his scheduled duty hours Saturday afternoon to help me search and guide me through accessing information until we were assured, we had done all we could do. After a big hug (yes, poo poo on you know, THOSE trainings, in cases like this), we left JWCC with new hope of finding them. He continued to check on me and get updates until I was finally informed with simply, they were located and okay - overwhelming joy and relief!*

*Only as a result of being able to fill out the form with an address, eventually a National Guard team hiked into this region that was completely inaccessible by air, road, or ATV, and located them. (I found out later it was a very brief encounter only to mark them as okay and promptly left the area because they had no way to get them out.) Little did I realize that this brief search encounter was the only outside world contact of any kind the girls had in three days, in addition to no cell service, power or water service. Nor was there any information given to them on when or how they could be rescued. The search team eventually sent a message to me simply as found and okay - a monumental relief for me, my family, and friends. Through Facebook we heard there were a few helicopters rescues the next day, but the girls waited. Finally, an ATV picked them up with only what they could pack in a bag. All roads and bridges were completely destroyed, and they rode hours through the mountain and full creeks to get to Burnsville, N.C. when they made their first contact with home. They are on their way home!*

*I am so grateful that Bill picked up my call when I called the JWCC Campus Police off hours. I am also forever grateful for his genuine promise he would stay with me through this until they were found! Bill is a Quincy hero to me, helping from afar with an unimaginable disaster in northwest North Carolina. Thank you, Officer Bill Calkins*

5. **Special Report** – No report

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** – *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, October 10, 2024, in room C252 at 1:30 pm. Attendees were Mr. Bob Rhea, and Ms. Paula Hawley, trustees via zoom. Mr. Andy Sprague, trustee, attended in-person, with Dr. Bryan Renfro; president, Ms. Leah Benz; notetaker, Mr. Kannon Dickerman; student trustee, and Mr. Carter Kasparie, a student.



The committee discussed and reviewed October Board agenda items which included:

*Consent items*

- October regular and retreat meeting minutes
- Financials, bills for payment, travel expenditures, and investments

*Grant items*

- None

*Business items*

- Discussed adoption of a resolution and certificate abating the tax levied to pay debt service on the General Obligation Refunding Bonds,
- resolution regarding the intent to levy the equity adjustment for the 2024 tax year,
- approval of an increase in insurance premium costs of 8.0%, and
- authorization to award a bid for construction project of the classroom for PACT.

*Personnel item*

Dr. Renfro shared that Dr. Steven Soebbing is the new Dean of Arts, Sciences, and Academic Support Programs. The vacant WDC director position search is still in progress, and Administration received a request for amicable separation.

*Additional items discussed*

October is the month the Board of Trustees notes the destruction of closed session recordings and review of closed session minutes. This will be discussed in closed session.

Mr. Kannon Dickerman, student trustee brought forward a student government request for feedback on a project to enhance safety of students walking on 48<sup>th</sup> street. Quincy City council has the 48<sup>th</sup> street roundabout on their next meeting agenda for a vote. Mr. Dickerman, representing the students of JWCC, will address the safety at this city council meeting.

Board Policy/procedure 509.1 – Benefits – was discussed regarding changes proposed in the procedure. The Executive Committee reiterated the Board does not have to approve procedures of Board policies.

**8.3 Board Curriculum Committee Report – Dr. Randy Greenwell, Mr. Don Hess.** The Curriculum Committee met Thursday, October 10, 2024, in room C252 at 11:00 a.m. 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.

The committee reviewed new course proposals related to Surgical Technology Program. After this review, the committee recommended further details be brought back on those changes and additions in conjunction with degree changes. These revisions will be brought back to the November Curriculum Committee.

The committee also reviewed proposed changes to the Business Program, specifically to transfer pathways. Further clarification on the pathways for Business Management AA, Marketing AA, and



Supply Chain Management programs was requested. Revised pathways from the Business department were also asked to be presented at the November Curriculum Committee meeting.

**8.4 Board Finance and Audit Committee Report Mr. Larry Fischer, Ms. Angela Greger** - The Finance and Audit Committee met on October 9, 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, Nora Klingele, director of fiscal services, and Jenny Venvertloh; notetaker. Ms. Angela Greger was absent.

Bills for payment, overnight travel requests, September financials, investments, and board budget, were reviewed.

The committee discussed the Board agenda items which were tax levy, abatement, health insurance premiums, and PACT bid. The PACT lease agreement was pulled from the October meeting and will be presented in November.

**8.5 Student Trustee Report – Mr. Kannon Dickerman** – SGA held pizza with the Prez on October 1, 2024, with around 20 students in attendance. It is an opportunity for students to talk one-on-one with Dr. Renfro to express positive or negative experiences.

October 8, a music trivia night was held. Other activities held was game night, hotdog eating contest hosted by TRIO, Powder Puff Football (for females) and Peach Fuzz (men’s volleyball) game. Fall Fest is scheduled for October 24 and October 25, with a haunted trail for kids. A bonfire is planned in the courtyard.

November will be homecoming scheduled for the first basketball game. A pep rally and hypnotist and two bonfires and tailgating activities are planned before Saturday’s game.

Mr. Dickerman shared that he addressed Quincy City Council on behalf of the JWCC students regarding safety concerns on 48<sup>th</sup> street at their regular scheduled meeting. The city council voted to support the 48<sup>th</sup> street roundabout at this meeting.

The Board acknowledged to Mr. Dickerman his leadership in representing his fellow students on the topic of safety for students on 48<sup>th</sup> street.

**8.6 Administration Report - Dr. Renfro** – Dr. Renfro participated in Trio’s hot dog eating contest. Mr. Toby Chambers was the champion and took first place. Mr. Jim Behrens was second, and Dr. Renfro third.

Parent and Child Together (PACT) will be offering daycare services on campus. This is in response to a survey for childcare in the community and at JWCC. It is geared for low-income families with children under 3 years of age. The application process and admission into the center goes through PACT. JWCC is leasing space to PACT to provide this service.



JWCC early childhood education program will be able to observe and learn from the daycare service on campus.

Blazer Fuel Station has been renamed from what was food pantry. Campus Care has revamped this service/need for all of our students. The pantry is now more accessible, larger in order to house more items, and houses a freeze. In addition to food items, gift cards, toothbrushes, and other items have been added. It has also been expanded to serve the outlying centers.

Dr Renfro extended appreciation on behalf of the College to both the city of Quincy and county officials for listening to the students in regards to their safety concerns.

9. **Consent Agenda**  
**Consent business**

- 9.1 Request approval of 09.18.24 Board regular meeting minutes and retreat minutes of
- 9.2 Request approval of bills for payment for September **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statement for September **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for September **Finance & Audit Committee**

**Motion:** *Approval of consent agenda items.*

Moved by: Dr. Greenwell  
Seconded by: Mr. Sprague

**Discussion:**

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

10. **Grant Items – No grants for October were presented.**

10.16.24 Board of Trustees meeting

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11. Business

11.1 **MOTION:** Request adoption of a resolution and certificate abating the tax levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C

Moved by: Mr. Sprague  
Seconded by: Mr. Hess

**Discussion:** This resolution and certificate direct the County Clerks to abate the tax levied for the year 2024 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C.

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 adoption of a resolution regarding the intent to levy the equity adjustment for the 2024 tax year as allowed by Section 3-14.3 of the Illinois Public Community College Act

Moved by: Mr. Hess  
Seconded by: Mr. Fischer

**Discussion:** Section 3-14.3 of the Illinois Public Community College Act makes provision for districts which are eligible to receive equalization grants, and which have an operating tax rate below the statewide average to levy this amount, subject to public notice of such intention to be published as required by law. Each year the Illinois Community College Board certifies the eligibility of districts to levy this amount; a copy of this ICCB action for the 2024 levy is attached. The amount for which John Wood Community College is eligible equals an equity tax rate of 6.29 cents.

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				

11.3 **MOTION:** Request approval of an increase in insurance premium costs at 8.0% effective January 1, 2025

Moved by: Mr. Fischer  
Seconded by: Mr. Sprague

**Discussion:** Office of Human Resources, American Central Insurance Services, Blue Cross Blue Shield representatives and the Benefits Committee reviewed the recommendation of an increase in premium costs to John Wood Community College of approximately 8.0%. This increase is needed to cover the rising costs of services while maintaining the College’s insurance fund balance. This increase will become effective on January 1, 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 accept the bid and award to John Petty & Sons the PACT construction bid

Moved by: Dr. Greenwell  
Seconded by: Mr. Hess

**Discussion:** Bids were solicited from qualified vendors for construction of space on the College’s main campus that the Parent and Child Together organization will use to provide childcare services. Six bids were received with John Petty and Sons as the lowest bid.

NAME	AYE	NAY	PRESENT	ABSENT
Mr. Dickerman	x			
Ms. Greger				x
Mr. Hess	x			
Mr. Sprague	x			
Ms. Hawley				x

10.16.24 Board of Trustees meeting

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Office of the President

Dr. Greenwell	x			
Mr. Fischer	x			
Mr. Rhea	x			
Voice Vote				

12. Discussion Item

12.1 Calendar of Events

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: Mr. Sprague

Discussion:

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

15. **Other Items** - Dr. Greenwell suggested appointing a replacement for him as the ICCTA representative prior to April as he was leaving the Board of Trustees at that time.

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 and to review closed session minutes and authorize destruction of closed recordings per state statute according to the Open Meetings Act by audio recording.

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion:

10.16.24 Board of Trustees meeting

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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				

17. **Resume Open Session**

**Motion:** Authorize the release of closed session minutes of January 2024 - June 2024 with noted redactions and the destruction of the audio - recordings of closed sessions as follows: February 21, 2024, March 20, 2024, April 17, 2024, and June 21, 2024, with noted redactions. No closed session for January of 2024 or May of 2024. Closed session recordings were November 2022-March 2023.

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

**Discussion:**

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

18. **Adjournment**

18.1 **MOTION:** Mr. Rhea, Board chair adjourned the October 16, 2024, Board of Trustees regular meeting.

Moved by:

Seconded by:

NAME	AYE	NAY	PRESENT	ABSENT
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10.16.24 Board of Trustees meeting

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Office of the President

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 **20<sup>th</sup> day of November 2024**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48<sup>th</sup> 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: 11/20/2024 BOARD OF TRUSTEES MEETING  
From: Dave Hetzler, Dean of CTE  
Item: **CONSENT**  
RE: **GRANT Application for New Funds**

- A. **GRANT PROPOSAL TITLE:** FY25 Digital Instruction for Adult Education
- B. **GRANT AGENCY:** ICCB
- C. **GRANT APPLICATION DEADLINE:** 12/01/2024                      **GRANT AWARD PERIOD:** 01/01/25 - 12/31/25
- D. **PROPOSAL DESCRIPTION:** The purpose of this funding is to enhance the technology resources that aid in adult basic education or English language instruction. Technology will increase access to instruction and support services for adult education students and develop academic and professional computer skills.
- E. **REQUESTED FUNDS:** \$65,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** Current JWCC staff and faculty.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 11/20/2024
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth and Stability

**I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$65,000 to develop and enhance technology in Adult Education efforts as outlined above.**

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November 20, 2024 JWCC Board regular meeting

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Date: 11/20/2024 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:** FY 2026 United Way of Adams County Funding Request
- B. **GRANT AGENCY:** United Way of Adams County
- C. **GRANT APPLICATION DEADLINE:** 1/27/2025      **GRANT AWARD PERIOD:** 6/1/2025 – 5/31/2026
- D. **PROPOSAL DESCRIPTION:** This is a request 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 other RSVP activities. These funds are used as part of our 30% matching requirement for the AmeriCorps Seniors CNCS Federal Grant.
- E. **FUNDS REQUESTED:** \$5,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** During FY23, the program served 84 stations and 497 registered volunteers. These volunteers provided 75,138 hours of service to agencies and individuals in Adams, Brown & Pike Counties.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 11/20/2024
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Tracy Orne Dean of External Affairs
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Leadership and Partnerships.

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

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Date: **November 20, 2024** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: Fiscal Year 2024 Audit

The firm of WIPFLi, LLP has completed its audit of the financial records of John Wood Community College for fiscal year 2024. Representatives are attending the November 20, 2024 meeting of the Board of Trustees virtually to present the audit and respond to any Board members' questions.

It is being recommended that the Board of Trustees accept and file the audit report as presented.

**I concur with the recommendation and request the Board of Trustees accept and file the audit report as presented.**

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November 20, 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.

**Core Values:** Excellence Accountability Integrity Servant Leadership Lifelong Learning





Date: **November 20, 2024** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: Truth in Taxation Resolution

Attached is a Resolution Regarding the Truth in Taxation Act, which John Wood Community College is required to have the Board of Trustees adopt prior to the passing of a tax levy. John Wood Community College does not intend to increase the tax levy more than 105% of last year's levy, so a hearing is not required as part of the Truth in Taxation Act requirement.

The proposed aggregate levy for the JWCC District is \$8,326,495 which represents the amount of collectible property tax we intend to levy on the District. The taxable rate for the tax year 2024 is anticipated to be \$0.34622 per \$100 of equalized assessed valuation.

It is requested that the Board of Trustees adopt the attached Resolution Regarding the Truth in Taxation Act.

**I concur with the recommendation and request the Board of Trustees adopt the attached Resolution Regarding the Truth in Taxation Act.**




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November 20, 2024 JWCC Board regular meeting

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## Resolution Regarding the Truth in Taxation Law (Hearing Not Required)

WHEREAS, the Truth in Taxation Act (35 Illinois Compiled Statutes 200/18-55, et seq.) provides, in part, that not less than twenty (20) days prior to the adoption of the aggregate levy, the corporate authority of each taxing district, including 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, shall determine the amounts of money, exclusive of any portion of that levy attributable to the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxation property in its district; and,

WHEREAS, the said Truth in Taxation Law further provides that if the estimate of the corporate authority so made is more than 105% of the amount extended or estimated to be extended upon the levy of the preceding year, exclusive of election costs, which has been extended or is estimated to be extended, plus any amount abated by the taxing district before extension upon the final aggregate levy of the preceding year, the corporate authority shall give public notice of and hold a public hearing on its intent to adopt a levy in an amount which is more than 105% of the extensions, plus any amount abated, exclusive of election costs for the preceding year; and,

WHEREAS, 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, has estimated that the amount necessary to be raised by taxation for the real estate tax year of 2024 is not more than 105% of the amount extended or estimated to be extended upon the levy of the preceding real estate tax year of 2023, exclusive of election costs.

NOW, THEREFORE, IT IS HEREBY RESOLVED 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, as follows:

SECTION 1. ESTIMATED LEVY: This Board hereby determines that the amounts of money, exclusive of the costs of conducting an election required by the general election law, estimated to be raised by taxation upon the taxable property of the district for the real estate tax year of 2024 is \$8,326,495 which is also the proposed “aggregate levy” of the district for such year (that is, corporate and special purpose monies).

SECTION 2. NO HEARING SCHEDULED: In view of the determination of the estimated levy, it is not necessary to schedule, give notice of or hold a public hearing on the intent of the Board to adopt a levy.

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November 20, 2024 JWCC Board regular meeting

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SECTION 3. EFFECTIVE DATE: This resolution shall be in full force and effect immediately upon its passage.

DATED: This 20<sup>th</sup> day of November 2024.

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

By: \_\_\_\_\_

Its Chairman

By: \_\_\_\_\_

Its Secretary

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November 20, 2024 JWCC Board regular meeting

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### Certificate Regarding the Truth in Taxation Law (Hearing Not Required)

Pursuant to the Truth in Taxation Act (35 Illinois Compiled Statutes 200/18-55, et seq.) I, Mr. Robert Rhea, state as follows:

1. I am the Chairman or presiding officer of the Board of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and the State of Illinois,

2. Not less than twenty (20) days prior to the adoption of its aggregate levy, that is, on the 20<sup>th</sup> day of November, 2024, the said board did determine the amounts of money, exclusive of any portion of that levy attributable to the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation upon the taxable property in its district for the real estate tax year of 2024, said estimate being an amount which was no more than 105% of the extensions, exclusive of election costs, for the preceding year.

3. Because the tax levy was not more than 105% of the extensions, exclusive of election costs, for the preceding year, no hearing was required pursuant to The Truth in Taxation Act.

4. The undersigned, as presiding officer of the Board, certifies that the Board comply fully with the provisions of Sections 18-60 through 18-85 of The Truth in Taxation Act (35 Ill. Comp. Stat. 200/18-60 – 200/18-85.)

5. This certification is made pursuant to Section 18-90 of The Truth in Taxation Act (35 Ill. Comp. Stat. 200/18-90.)

Dated: This 20<sup>th</sup> day of November 2024.

\_\_\_\_\_  
Chairman



Date: **November 20, 2024** BOARD OF TRUSTEES MEETING  
From: Dr. Bryan Renfro, President  
Item: **Business**  
RE: Board Meeting Dates for 2025

The Board of Trustees regular meetings are normally held the third Wednesday of every month at **6:00 p.m.** at John Wood Community College, 1301 South 48<sup>th</sup> Street, Quincy IL. The dates recommended for approval for the regular meetings of the John Wood Community College Board of Trustees for calendar year 2025 is presented below.

**No Meeting - January**

**February 19, 2025 @ 6:00 pm**

**March 19, 2025 @ 6:00 pm**  
**Mt. Sterling Center**

**April 16, 2025 @ 6:00 pm**

**May 21, 2025 @ 6:00 pm**

**June 18, 2025 @ 6:00 pm**

**July 23, 2025 @ 6:00 pm**

**August 20, 2025 @ 6:00 pm**  
**Bella Ease Center**

**September 17, 2025 @ 6:00 pm**

**October 15, 2025 @ 6:00 pm**

**November 19, 2025 @ 6:00 pm**

**December 17, 2025 @ 6:00 pm**

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November 20, 2024 Board of Trustees Meeting

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Date: **November 20, 2024** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Two Rivers Regional Council of Public Officers – Mt. Sterling Education Center

Two Rivers Regional Council of Public Officers (TRRCOPO) has requested to renew the lease agreement at the Mt. Sterling Education Center. It is recommended that the Board of Trustees authorize to enter into a one (1) year lease agreement with TRRCOPO. The lease agreement is attached.

**I concur with the recommendation that the Board of Trustees authorize to enter into a one (1) year lease agreement with Two Rivers Regional Council of Public Officials for space at the Mt. Sterling Education Center.**

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November 20, 2024 JWCC Board regular meeting

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## RENTAL AGREEMENT

**Address: 108 N. Capitol Avenue, Mt. Sterling, IL 62353**

THE AGREEMENT made this 20<sup>th</sup> day of November, by and between John Wood Community College, herein called "Landlord" and Two Rivers Regional Council of Public Officials, herein called "Tenant". Landlord hereby agrees to rent to Tenant the real property located in the City of Mt. Sterling, State of Illinois, described as follows: shared office space, commencing on December 1, 2024 until November 30, 2025, at which time this agreement is terminated unless renewed during board meeting. Landlord rents the demised premises to Tenant on the following terms and conditions:

### 1. Space

The space being rented to the Tenant is a shared space between both the Tenant and the Landlord. This agreement allows Tenant use of office space identified as Office 113 of the real property as described above during the following days and times of the week during periods where JWCC is open to the public: Wednesday, 1pm – 5pm; Thursday, 8am – 5pm; Friday, 8am – 12pm.

### 2. Rent

Total yearly rent will be \$2,500. Tenant agrees to pay Landlord as base rent the sum of \$2,500.00 once a year, due and payable on the sixteenth day of December 2024.

### 3. Use

The Tenant agrees to use the premises only as a business office location. By no means may Tenant allow any additional persons to occupy premises beyond the limit proposed by the law. Tenant agrees to assume all responsibility for actions taken by any person entering the property. Landlord will hold Tenant solely responsible for all damages to property or for violations against this rental agreement. Use includes access to the Landlord's public internet access (WiFi). Tenant will also be issued a Copier Code for use of the Landlord's copier machine which will be charged back to the Tenant on a quarterly basis at the Landlord's current price per print rate.

### 4. Legal Obligations

Tenant hereby acknowledges that they have a legal obligation to pay their rent on time. They agree that they will be fully liable for any back rent owed. They also acknowledge that defaulting on this Rental Agreement could result in a judgement being filed against them and a lien being filed against their current and future assets and/or earnings.

### 5. Non-assignment of Rental Agreement

Tenant agrees not to assign this agreement, nor sub-let any part of this property, not to allow any other person to live therein without first requesting permissions from the Landlord and paying the appropriate surcharge. Further, that covenants contained in this Rental Agreement, once breached, cannot afterward be performed; and that unlawful detainer proceedings may be commenced.

### 6. Full Disclosure

The Tenant signing this Rental Contract hereby states that all questions about this Rental Agreement have been answered, that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further state that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions of lack of action in violation of this agreement.



Signature by the Tenant on this Rental Agreement is acknowledgment, and he/she has received a signed copy of the Rental agreement.

**7. Indemnification**

Tenant will agree to indemnify, save harmless and defend Landlord, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with this Rental Agreement. The foregoing indemnity shall apply except if such injury, death, or damage is caused directly by the willful and wanton conduct of Landlord, its agents, servants, or employees or any other person indemnified hereunder.

\_\_\_\_\_ Date

Landlord  
John Wood Community College  
Dr. Bryan Renfro, President

\_\_\_\_\_ Date

Tenant  
Two Rivers Regional Council of Public Officials  
Jeremy Oshner, Executive Director





Date: **November 20, 2024** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: PACT Lease Agreement

Attached is a lease agreement between the College and Parent and Child Together (PACT). The lease is for space on the College’s main campus that PACT will use to provide childcare services. The term of the lease would commence from the date of execution of the lease with payments not beginning until the space is ready to be occupied by PACT and run through June 30, 2029. It is recommended that the Board of Trustees authorize to enter into a lease agreement with the Parent and Child Together (PACT).

**I concur with the recommendation that the Board of Trustees authorize to enter into a lease agreement with Parent and Child Together (PACT).**



**AGREEMENT FOR DAYCARE PROVIDER  
BETWEEN THE BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE  
AND  
PARENT AND CHILD TOGETHER (PACT) FOR WEST CENTRAL ILLINOIS**

THIS AGREEMENT, by and between the Board of Trustees of John Wood Community College, an Illinois public community college, hereinafter referred to as the "College" and Parent and Child Together (PACT) for West Central Illinois, an Illinois not-for-profit corporation, hereinafter referred to as "PACT",

WHEREAS, the College desires to provide day care services for the children of its students;

WHEREAS, PACT has the capability and the capacity to provide Early Head Start services;

THEREFORE, it is agreed by and between the parties as follows:

- A. TERM:** Commencing upon the date of execution and extending to June 30, 2029.
- B. SERVICES:** PACT shall provide day care services, specifically for the children of college students, that meet all State of Illinois licensing requirements, from Monday through Friday from 8:00 a.m. - 3:00 p.m. (full-day program), or at such other times as mutually agreed between the parties. Services will not be required to be provided on days the College is closed or on days when PACT is closed. However, the parties will endeavor to have an agreed-upon calendar when services will not be available.
- C. FACILITIES:** The College shall provide PACT with facilities on the campus of John Wood Community College, including utilities for the operations of its Early Head Start program provided for herein. The attached schematic outlines the both the approximately 2,459 square feet of exclusive space along with approximately 700 square feet of common use space and approximately 5,200 square feet of outdoor playground space.
- D. LICENSES:** PACT shall provide the College with proof of all appropriate licenses, insurance and accounting necessary to its operation on the College campus. PACT also shall be responsible for ensuring that all staff providing services are properly eligible and qualified to provide services as stipulated by law.
- E. INSURANCE:** PACT shall, at its sole cost and expense, at all times during the Lease Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure Landlord against liability for bodily injury and/or property damage occurring in or about Premises. The liability under such insurance will not be less than One Million Dollars (\$1,000,000) for any one occurrence. Tenant will annually provide Landlord, on the anniversary date of Tenant's liability insurance renewal, with a certificate of insurance naming the Landlord as additional insured on a primary and non-contributory basis, as it respects liability the Landlord incurs as a result of the operations of Tenant on the lease premises. Tenant agrees to provide thirty (30) days advance public written notice of any reductions of coverage or cancellations. Tenant shall also carry workers compensation coverage with a \$1,000,000 coverage B limit, and provide the College with a waiver of subrogation
- F. ACCEPTANCE; COLLECTION OF FEES:** PACT shall be responsible for receipt and approval of applications for children enrolled in day care services subject to license limitations. PACT also shall be responsible for the collection of all fees and documentation relating to the services provided.
- G. EQUIPMENT:** PACT shall provide and maintain all appropriate equipment, furniture, and supplies necessary to provide the services required within.



- H. **TELEPHONE SERVICES:** PACT shall be responsible for all telephone services connected with the operation of the program.
- I. **PROMOTION:** PACT shall assist the College with the promotion of this service to students, faculty, and staff.
- J. **PARENT ADVISORY COMMITTEE:** PACT shall meet on a regular basis with a parent advisory committee of parents with children receiving services.

K. **RENT AND EXPENSES:** The College agrees to charge a monthly rent amount sufficient to recoup costs undertaken by the College to design and remodel space appropriate for PACT to lease. This amount shall be equal to \$2,300 per month. In addition, the College will provide the following services and bill the corresponding amounts to PACT on a monthly basis:

1. Custodial services: \$550 per month
2. Utilities (gas, electric, water, sewer, and trash): \$500 per month

Rent and charges listed above will not be charged until month in which PACT is able to occupy the facility, and proration of rent and fees will be used as necessary.

- L. **MUTUAL UNDERSTANDINGS:** The parties mutually agree as follows:
  1. The schedule for said services shall be established by agreement of the parties.
  2. The fees for providing said services shall be as agreed upon by the parties from time to time.
  3. Children of College students shall be given preferential placement in the program.
  4. Food service shall be contracted by PACT in a separate agreement.
  5. All reports and filings with public agencies shall be the responsibility of PACT,
  6. All individuals involved in providing said services shall be employees of PACT and have no employment relationship with the College.
  7. PACT shall obtain suitable insurance covering its services with the College as an additional named insured.

M. **GOVERNING LAW:** This contract shall be governed and construed in accordance with the laws of the State of Illinois.

N. **FORMER JWCC EMPLOYMENT:** Check one of the following:

\_\_\_\_\_ The contractor certifies that neither it nor any of its primary employees are former employees of John Wood Community College.

\_\_\_\_\_ The contractor certifies that it or a primary employee was an employee of John Wood Community College as follows: \_\_\_\_\_

Department employed by: \_\_\_\_\_

Position held: \_\_\_\_\_

Date employment terminated: \_\_\_\_\_

Primary employee's name: \_\_\_\_\_



**O. CONFLICT OF INTEREST:** Check one of the following:

\_\_\_\_\_ The contractor certifies that it is neither an employee of John Wood Community College nor the spouse or child of an employee of John Wood Community College

\_\_\_\_\_ The contractor certifies that it is an employee of John Wood Community College or the spouse or child of an employee.

Employee: \_\_\_\_\_ Spouse/Child of: \_\_\_\_\_

Department: \_\_\_\_\_

Department: \_\_\_\_\_

**P. SUBCONTRACTOR CLAUSE:**

Contractor must indicate use of subcontractors. The Certification and Subcontractor certification and listing is located in Appendix II.

\_\_\_\_\_ The Contractor anticipates utilizing the services of the subcontractors as listed in Appendix II.

\_\_\_\_\_ The Contractor does not anticipate utilizing the service of subcontractors.

**Q. REQUIRED CERTIFICATIONS AND CLAUSES:**

Contractors will include these terms in any subcontract and acknowledges that the State may declare any resultant contract void without penalty or obligation to pay additional compensation if any certifications are false or if a contract has been made in violation of the Procurement Code or other law.

As part of each certification, Contractor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply: 1) The contract may be void by operation of law; 2) The State may void the contract, and 3) the Contractor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

If this is a multi-year contract, including the initial term and all optional renewals, contractor shall reconfirm compliance with the certification by July 1 of each year that the contract remains in effect. All subcontractors shall reconfirm compliance.

**VENDOR LEGAL AUTHORIZATION/REGISTRATION WITH IL SECRETARY OF STATE:**

Contractor certifies it is a properly formed and existing legal entity; and as applicable has obtained an assumed name certificate from the appropriate authority or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State (30 ILCS 500/1 .15.80, 20-43).

**STATE BOARD OF ELECTIONS REGISTRATION:** Please check one:

- The Contractor certifies that they are not required to register as a business entity with the State Board of Elections pursuant to the Procurement Code (30 ILCS 500/20-160). Further the Contractor acknowledges that all contracts between State agencies and a business entity that do not comply with this Section shall be voidable under Section 50-60 of the Procurement Code (30 ILCS 500/50-60).

Or



- The Contractor certifies that they have registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to the Procurement Code (30 [LCS 500/20 160]). Further, the Contractor acknowledges that all contracts between State agencies and a business entity that do not comply with the Section shall be voidable under Section 50-60 of the Procurement Code (30 [LCS 500/20-160]).

**ILLINOIS INFORMATION TECHNOLOGY ACCESSIBILITY ACT:** (Applies to information technology contracts and is otherwise not applicable.) All information technology including electronic information, software, systems and equipment developed or provided under this bid document/contract must comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as posted at <http://www.dhs.state.il.us/iitaa> (30 ILCS 587).

**LEAD POISONING:** If Contractor is the owner of residential rental property in Illinois, Contractor certifies that it has not committed a willful or knowing violation of the Illinois Lead Poisoning Prevention Act that has not been mitigated. (30 ILCS 500/50-14.5)

**PROHIBITION OF GOODS FROM CHILD LABOR ACT:** The Contractor certifies in accordance with Public Act 94-0264 that no foreign-made equipment, materials, or supplies furnished to the State of Illinois under the contract have been produced in whole or in part by the labor of any child under the age of 12. (30 ILCS584)

**PROHIBITION OF GOODS FROM FORCED LABOR ACT:** The Contractor certifies that no foreign-made equipment, materials, or supplies furnished to the State of Illinois under the contract have been produced in whole or in part by forced labor, convict labor or indentured labor under penal sanction. (30 ILCS583)

**SUCCESSOR VENDOR CLAUSE:** Contractor certifies that (i) it will offer to assume the collective bargaining obligation of 'the prior employer, including any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its offer, and (ii) it shall offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this contract. This certification does not apply to heating and air conditioning, plumbing, or electrical services. This certification applies only to service contracts. (30 ILCS 500/25-80)

**CONVICTION OF A FELONY:** The Contractor certifies that it is not barred from being awarded a contract under 30 ILCS 500/50-10. Section 50-10 prohibits a contractor from entering into a contract with a State agency if the contractor has been convicted of a felony and five years have not passed from the completion of the sentence for that felony. The Contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false. (30 ILCS 500/50-10)

**PROHIBITED BIDDERS AND CONTRACTORS:** The Contractor certifies that it is not barred from being awarded a contract under 30 ILCS 500/50-10.5. Section 50-10.5 prohibits a contractor from entering into a contract with a State agency if the contractor, or any officer, director, partner, or other managerial agent of contractor, has been convicted within the last 5 years of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 or if the contractor is in violation of Subsection (e). The Contractor further acknowledges that the chief procurement officer shall declare the related contract void if this certification is false. (30 ILCS 500/50-10.50))

**BRIBERY:** The Contractor certifies that it is not barred from being awarded a contract under 30 ILCS 500/50-5. Section 50-5 prohibits a contractor from entering into a contract with a State agency if the contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or if the contractor has made an admission of guilt of such conduct which is a matter of record. The contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false. (30 ILCS 500/50-5) Contractor certifies that it has not paid any money or valuable thing to induce any person to refrain from bidding



on a State contract, nor has contractor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

**ENVIRONMENTAL PROTECTION ACT:** The Contractor certifies that it is not barred from being awarded a contractor under 30 ILCS 500/50-14. Section 50-14 prohibits a contractor from entering into a contract with a State agency if the contractor has been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last 5 years. The Contractor further acknowledges that the contracting State agency may declare the related contract void if this certification is false. (30 ILCS 500/50- 14)

**DEBT DELINQUENCY:** The Contractor certifies that it, or any affiliate, is not barred from being awarded a contract under Section 30 ILCS 500/50-1 1 of the Illinois Procurement Code, as amended. Section 50-1 1 prohibits any bidder from submitting a bid or entering into a contract with a State agency if that bidder knows or should have known that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. The Contractor further acknowledges that the contracting State agency may declare the related contract void if this certification is false. (30 ILCS 500/50-1 1)

**ILLINOIS USE TAX:** The Contractor certifies that it is not barred from being awarded a contract under 30 ILCS 500/50-12. Section 50-12 prohibits a contractor from entering into a contract with a State agency if the contractor, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The Contractor further acknowledges that the chief procurement officer may declare the related contract void if this certification is false. (30 ILCS 500/50-12)

**EDUCATIONAL LOAN DEFAULT:** If an individual, sole proprietorship or a LLC, the Contractor certifies that it is not in default on an educational loan as provided in 5 Illinois Compiled Statutes 385/3. (5 ILCS 385/3)

**BID RIGGING/ROTATING:** The Contractor certifies that is has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961. (720 ILCS 5/33)

**REVOLVING DOOR:** The Contractor certifies that it is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30).

**COLLUSION:** The Contractor will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the State. (30 ILCS 500/50-40, 50-45, 50-50)

**PROHIBITED POLITICAL CONTRIBUTION:** The Contractor (as "business entity" under 30 ILCS 500/50-37) certifies that it will not make a prohibited political contribution. (30 ILCS 500/50-37)

**DRUG FREE WORKPLACE:** The Contractor (whether an individual or company) agrees to provide a drug free workplace in accordance with the Illinois Drug-Free Workplace Act. The Drug Free Workplace Act prohibits a state agency from entering into a contract agreement unless the contractor has provided a certification that it will provide a drug free workplace. This is required of all corporations, partnerships and other entities with 25 or more employees, or this contract is worth more than \$5,000. Drug Free Workplace Act requires the following certification for Individuals - The individual certifies that the individual will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract. (30 ILCS 580)



**RECORD RETENTION AND AUDITS:** The Contractor agrees to maintain books and records related to the performance of the contract and necessary to support amounts charged to the State under the contract for a minimum of three years from the last action on the contract. The Contractor further agrees to cooperate fully with any audit and to make the books and records available to the Auditor General, chief procurement officer, internal auditor, and the purchasing agency. (30 ILCS 500/20-65b)

**INTERNATIONAL BOYCOTT:** For contracts exceeding \$10,000 the contractor certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act. (30 ILCS 582)

**NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:** The Contractor, its employees and subcontractors agree to comply with applicable provisions of the Illinois Human Rights Act (775 ILCS 5), the U.S. Civil Rights Act, the American with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein. The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60). The Contractor agrees to incorporate this clause into all subcontracts under this order.

**TAXPAYER CERTIFICATION:** Under penalties of perjury, the Proposer certifies that its Federal Tax Payer Identification Number or Social Security Number is \_\_\_\_\_ and is doing business as a

(check one):

<input type="checkbox"/>	Individual	<input type="checkbox"/>	Real Estate Agent
<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Government Entity
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Tax Exempt Organization (IRC 501 (a) only)
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Not for Profit Corporation
<input type="checkbox"/>	Trust or Estate	<input type="checkbox"/>	Medical and Health Care Service Provider Corporation

Under penalties of perjury, I certify that 1) The number shown is my correct taxpayer identification number 2) I am not subject to backup withholding because (a) I am exempt from backup withholding or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and 3) I am a U.S. person (including a U.S. resident alien).

**UNITED STATES RESIDENT CERTIFICATION:** (This certification must be included in all contracts involving personal services by non-resident aliens and foreign entities in accordance with requirements imposed by the Internal Revenue Service for withholding and reporting federal income taxes.) The contractor certifies that he/she is a:

- United States Citizen
- Resident Alien
- Non-Resident Alien

The Internal Revenue Service requires that taxes be withheld on payments made to nonresident aliens for the performance of personal services at the rate of 30%.

**R. NON-LIABILITY:** In no event shall the College be liable for any claims or liabilities arising out of the use of any libelous or other unlawful matter contained in data furnished by the Contractor under this contract.





- S. **INDEMNIFICATION:** The Contractor shall indemnify and hold the College, its officers, and employees, and each of them harmless from and against any and all claims arising out of the work performed by the Contractor under this agreement.
- T. **TERMINATION FOR NON-APPROPRIATION:** This contract is subject to termination and cancellation without any penalty, accelerated payment, or other recoupment mechanism as provided herein, in any fiscal year for which the Illinois General Assembly fails to make an appropriation to make payments under the terms of this contract. In the event of termination for lack of appropriation, the contractor shall be paid for services performed under this contract up to the effective date of termination.
- U. **WAIVER:** The failure of either party at any time or times to enforce any provision of this contract shall in no way be construed to be a waiver of such provisions or to affect the validity of this contract or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this contract.
- V. **ENTIRE AGREEMENT:** This agreement, attachments, and incorporated references shall constitute the entire agreement between the parties with respect to the subject matter herein and supersedes all prior communications and writings with respect to the contents of said contract. No modifications, renewals, extensions, or waiver of this contract or of any of the provisions of this contract, shall be binding upon either the contractor or the College unless reduced to writing and duly executed by the President of John Wood Community College.

**THE BOARD OF TRUSTEES OF JOHN  
WOOD COMMUNITY COLLEGE**

**PARENT AND CHILD TOGETHER FOR WEST  
CENTRAL ILLINOIS**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_





Date: November 20, 2024 BOARD OF TRUSTEES MEETING  
 From: Dr. Shelley Barkley, Vice President of Academic and Student Affairs  
 Item: **Business**  
 RE: Amicable Separation Program

A request was made to the Vice President of Academic and Student Affairs in accordance with Paragraph 8.01 of the 2023-2026 Collective Bargaining Agreement for Amicable Separation prior to the October 2024 Board of Trustees meeting. At the October meeting, the Board reviewed the personnel request in closed session. This request is being placed on the agenda for consideration of and action on the November 2024 agenda.

**I concur with that the request of consideration of and action at the November 10, 2024 meeting on the amicable separation received by Administration.**

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November 20, 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.

**Core Values:** Excellence Accountability Integrity Servant Leadership Lifelong Learning



**11.20.2024 BOARD OF TRUSTEES MEETING**

**CALENDAR**

<b>November 20, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>December 5, 2024</b>	Recognition Celebration @ Quincy Country Club <i>Jim Rapp, legal counsel 5:30 p.m.</i>
<b>December 6, 2024</b>	Holiday Concert Auditorium 7:00 p.m.
<b>December 18, 2024 @ 6:00 p.m.</b>	Board of Trustees meeting

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11.20.24 Board of Trustees Regular Meeting

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Date: **11.20.2024** BOARD OF TRUSTEES MEETING  
From: Amy Baker, Chief Human Resources Officer  
RE: Personnel

**Personnel Items to Be Approved:**

**New Hires—Regular**

Denton, Erik-Maintenance Technician, Grounds

Request authorization to hire into full-time, exempt, benefits-eligible position effective November 6, 2024, at an annual salary of \$33,696.

Ideus, Gavin-Instructor, Advanced Manufacturing & Industrial Technology

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at A Step 8, effective October 15, 2024, at an annual salary of \$37,031.

Musolino, Skylar-Specialist, Marketing & Communications

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective November 18, 2024, at an annual salary of \$31,824.

Snow, Richard-Maintenance Technician, Floors

Request authorization to hire into full-time, exempt, benefits-eligible position effective December 2, 2024, at an annual salary of \$30,888.

Hiland, Nick-Instructor, Criminal Justice

Request authorization to hire into full-time, exempt, benefits-eligible, tenure-track, collective bargaining unit position at MA, Step 10, effective January 2, 2024, at an annual salary of \$51,370.

**Status Changes**

Soebbing, Steven-Associate Professor/Dept Chair-Fine Arts, Humanities, Education

Request authorization to change status to full-time, exempt, benefits-eligible position of Dean of Arts, Sciences & Academic Support Programs effective January 13, 2025, at an annual salary of \$90,000.

Hodgson, Robert-Director, Support Services

Request authorization to change status to full-time, exempt, benefits-eligible position of Director, Academic Support Programs effective November 30, 2024, at an annual salary of \$62,812.

**New Hires--Associate Faculty**

Ferguson, John- Instructor, Fine Arts

Request authorization to hire into part-time position effective November 2, 2024, at rate of \$610 per credit hour.

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November 20, 2024 JWCC Board regular meeting

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Hilarides, Gregory – Instructor, Welding

Request authorization to hire into part-time position effective November 2, 2024, at rate of \$610 per credit hour.

**Vacancies**

Administrative Assistant to Chief of Campus Police

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

Coordinator, Purchasing

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

Manager, Auxiliary Operations

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

Sous Chef

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

**Personnel Items Reported:**

**New Hires—Non-Board Approved, Variable Part-time**

**Coaches**

Lowary, Austin                      Asst Coach, Softball                      Athletics                      \$2,500 Contract

**Retirements/Resignations-Accepted by President**

**I concur with the Personnel recommendations.**

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November 20, 2024 JWCC Board regular meeting

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

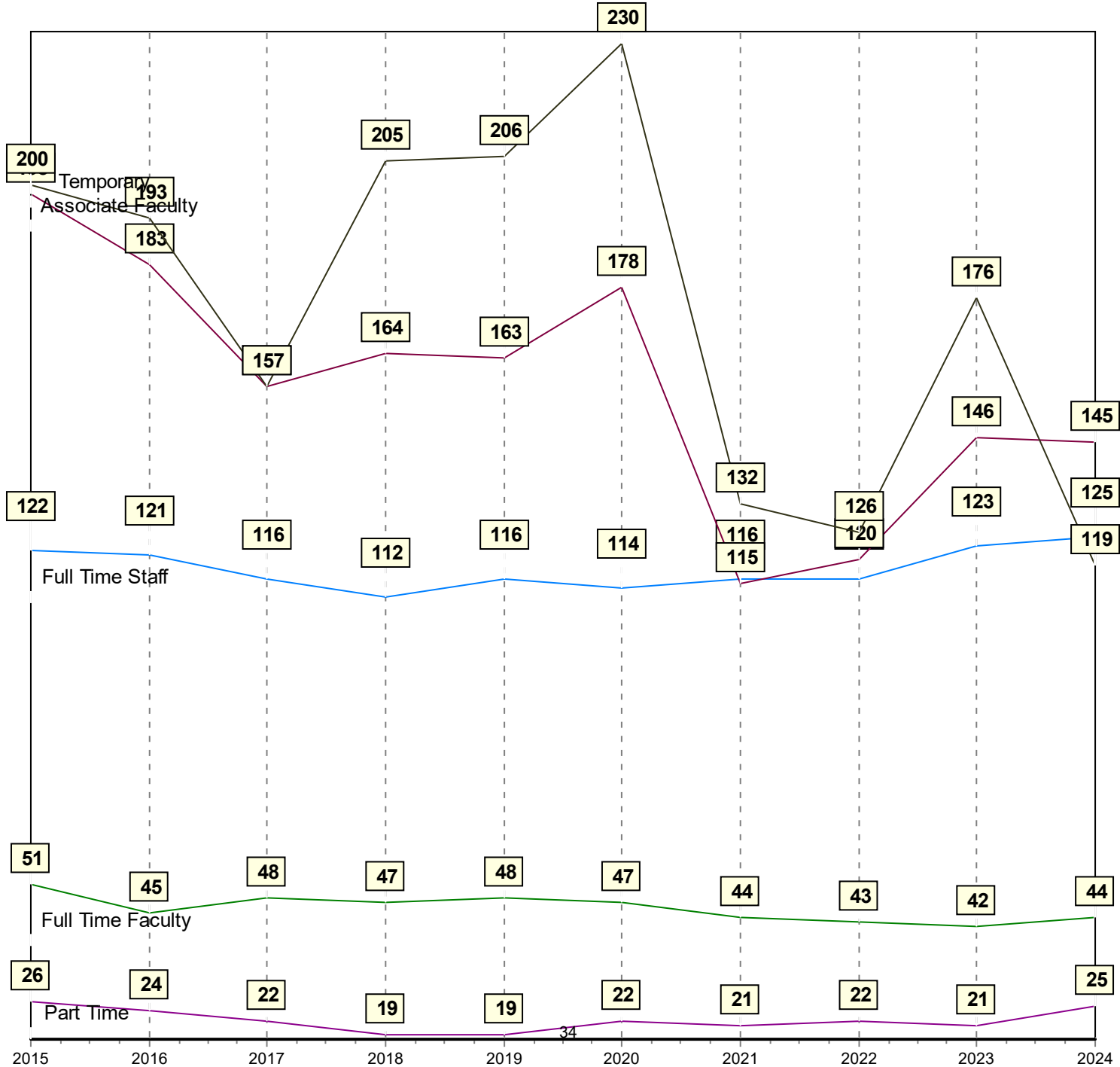
**Vision:** JWCC will be the community’s partner and leader in education, workforce training and lifelong learning.

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# John Wood Community College, District No. 539

As Of 10/1/2024

## Employment Trends



# **John Wood Community College**

## ***Financial Reports***

### **Board of Trustees Meeting**

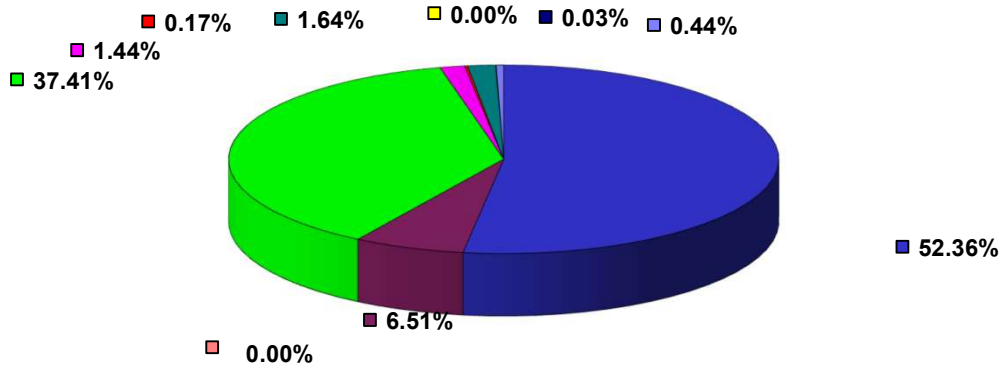
**November 20, 2024**

**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 25 to FY' 24**  
**As of October 31, 2024**  
**Unaudited**

**Operating Funds**

	<b>Actual FY ' 25</b>	<b>Budget FY ' 25</b>	<b>% of Budget FY ' 25</b>	<b>Actual FY ' 24</b>	<b>Budget FY ' 24</b>	<b>% of Budget FY ' 24</b>
<b><u>REVENUES:</u></b>						
Local Government Revenue	\$6,270,393	\$7,258,097	86.39 %	\$5,867,901	\$6,766,572	86.72 %
State Government Revenue	\$779,619	\$2,454,961	31.76 %	\$840,724	\$2,412,078	34.85 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$4,480,073	\$8,175,365	54.80 %	\$4,337,020	\$7,892,018	54.95 %
Sales and Services Revenue	\$172,750	\$559,200	30.89 %	\$191,850	\$653,900	29.34 %
Facilities Revenue	\$20,415	\$25,000	81.66 %	\$11,990	\$15,000	79.93 %
Investment Revenue	\$196,574	\$300,000	65.52 %	\$92,318	\$105,000	87.92 %
Gifts and Grants Revenue	\$0	\$17,805	0.00 %	\$0	\$10,000	0.00 %
Other Revenue	\$3,535	\$9,500	37.21 %	\$5,997	\$8,700	68.93 %
Transfers From	\$52,554	\$258,195	20.35 %	\$48,625	\$150,000	32.42 %
<b>TOTAL REVENUES:</b>	<b>\$11,975,912</b>	<b>\$19,058,123</b>	<b>62.84 %</b>	<b>\$11,396,424</b>	<b>\$18,013,268</b>	<b>63.27 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$2,874,738	\$10,006,836	28.73 %	\$2,624,135	\$9,628,359	27.25 %
Employee Benefits	\$820,431	\$2,689,004	30.51 %	\$723,104	\$2,406,902	30.04 %
Contractual Services	\$431,080	\$1,533,075	28.12 %	\$566,682	\$1,822,224	31.10 %
General Materials and Supplies	\$566,084	\$1,292,633	43.79 %	\$361,690	\$982,440	36.82 %
Travel & Conference/Meeting Expense	\$41,036	\$289,901	14.16 %	\$51,452	\$220,963	23.29 %
Fixed Charges	\$43,170	\$110,770	38.97 %	\$36,129	\$109,293	33.06 %
Utilities	\$203,196	\$676,500	30.04 %	\$196,823	\$735,750	26.75 %
Capital Outlay	\$241,381	\$755,266	31.96 %	\$86,635	\$405,821	21.35 %
Other Expenditures	\$554,270	\$1,182,007	46.89 %	\$473,224	\$1,196,251	39.56 %
Transfers To	\$0	\$522,131	0.00 %	\$0	\$505,262	0.00 %
<b>TOTAL EXPENDITURES:</b>	<b>\$5,775,386</b>	<b>\$19,058,123</b>	<b>30.30 %</b>	<b>\$5,119,874</b>	<b>\$18,013,265</b>	<b>28.42 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$6,200,527</b>			<b>\$6,276,551</b>		

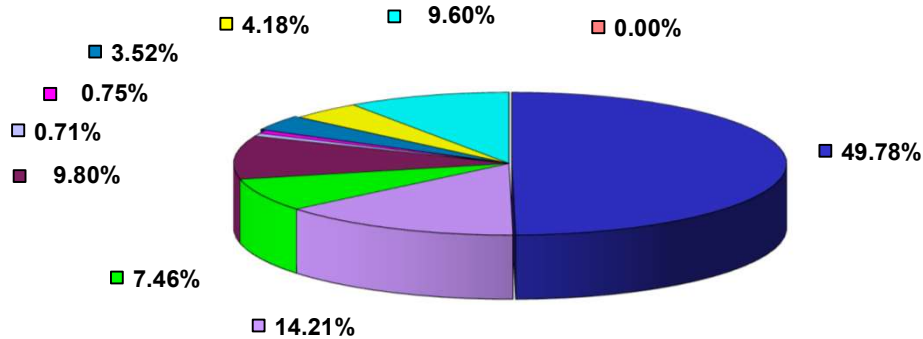
**FY25 Operating Fund Revenues YTD as of October 31, 2024  
Unaudited**



**Operating Fund Revenues: \$11,975,912**

52.36%	Local Government Sources	\$6,270,393
6.51%	State Government Sources	\$779,619
0.00%	Federal Government Sources	\$0
37.41%	Student Tuition and Fees	\$4,480,073
1.44%	Sales and Service Fees	\$172,750
0.17%	Facilities Revenue	\$20,415
1.64%	Investment Revenue	\$196,574
0.00%	Gifts and Grants Revenue	\$0
0.03%	Other Revenues	\$3,535
0.44%	Transfers from Other Funds	\$52,554

**FY25 Operating Fund Expenditures YTD as of October 31, 2024  
Unaudited**



**Operating Fund Expenditures: \$5,775,386**

49.78%	Salaries	\$2,874,738
14.21%	Employee Benefits	\$820,431
7.46%	Contractual Services	\$431,080
9.80%	Materials and Supplies	\$566,084
0.71%	Conference and Meeting	\$41,036
0.75%	Fixed Charges	\$43,170
3.52%	Utilities	\$203,196
4.18%	Capital Outlay	\$241,381
9.60%	Other Expenditures	\$554,270
0.00%	Transfer to/from Other Funds	\$0



**Balance Sheet - All Funds  
As of October 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
<b><u>ASSETS</u></b>							
Cash	\$8,913,047	\$9,579,826	(\$365,635)	\$2,144,488	\$1,908,184	\$1,735,906	\$3,513,376
Investments	\$5,121,417	\$1,533,292	\$0	\$0	\$3,207,857	\$0	\$0
Receivables	\$465,989	\$0	\$341,041	\$0	\$0	\$0	\$0
Accrued Revenue	\$9,926	\$10,179	\$716,550	\$1,329	\$2,148	\$0	\$2,981
Interfund Receivables	\$0	\$0	\$500	\$0	\$0	\$0	\$0
Inventory	\$85,033	\$0	\$0	\$0	\$0	\$0	\$255,031
Other Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$93,552	\$0	\$0	\$4,553	\$0	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$14,688,963</b>	<b>\$11,123,296</b>	<b>\$692,456</b>	<b>\$2,150,369</b>	<b>\$5,118,190</b>	<b>\$1,735,906</b>	<b>\$3,771,389</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	\$113,894	\$0	\$0	\$14,320	\$0	\$0	\$0
Accounts Payable	\$5,831	\$0	\$5,220	\$0	\$0	\$0	\$171,614
Accrued Expense	\$711,332	\$0	\$38,843	\$22,195	\$0	\$0	\$11,252
Interfund Payables	\$500	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$0
Other Liabilities	\$39	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$56,689	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$892,001</b>	<b>\$0</b>	<b>\$49,023</b>	<b>\$36,515</b>	<b>\$0</b>	<b>\$0</b>	<b>\$182,865</b>
FUND BALANCE 7/01/2024	\$7,596,435	\$10,910,853	\$141,702	\$1,223,573	\$5,062,364	\$420,579	\$3,636,551
Revenue Over (Under) Expense	\$6,200,527	\$212,444	\$501,731	\$890,281	\$55,826	\$1,315,328	(\$48,028)
<b>FUND BALANCE 10/31/2024</b>	<b>\$13,796,961</b>	<b>\$11,123,296</b>	<b>\$643,433</b>	<b>\$2,113,854</b>	<b>\$5,118,190</b>	<b>\$1,735,906</b>	<b>\$3,588,523</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$14,688,963</b>	<b>\$11,123,296</b>	<b>\$692,456</b>	<b>\$2,150,369</b>	<b>\$5,118,190</b>	<b>\$1,735,906</b>	<b>\$3,771,389</b>

**JWCC Investment Report  
FY 2025**

**UNAUDITED REPORT**

<b><u>Total Cash and Investments</u></b>	<b>Value as of <u>October 31, 2024</u></b>
JWCC Checking	4,964,120.50
JWCC MMA/Cash	619,234.34
Illinois Funds	17,430,959.72
Raymond James Financial Services	4,449,721.74
JWCC CDs & Treasuries	9,862,565.59
<b>Total Cash and Investments</b>	<b>37,326,601.89</b>

<b><u>Held by JWCC</u></b>	<b><u>Interest Rate</u></b>	<b><u>Maturity Date</u></b>		<b><u>Fund</u></b>
Checking Accounts	2.00%		4,964,120.50	all funds
Raymond James Financial Services	4.76%		4,449,721.74	all funds
IL FUND Money Market	4.957%		17,430,959.72	all funds
Heartland Bank & Trust Company	0.50%		619,234.34	split 07 & 32
	<b><u>Yield Rate</u></b>			
Commerce Bank - Treasury	2.131%	3/15/2025	249,403.22	07
Commerce Bank - Treasury	2.131%	3/15/2025	99,959.23	07
First Bankers Trust - CD	4.86%	4/17/2025	267,850.51	32
Commerce Bank - Treasury	2.97%	6/30/2025	263,658.65	07
Commerce Bank - Treasury	2.97%	6/30/2025	105,074.30	07
Commerce Bank - Treasury	3.60%	9/15/2025	248,226.56	07
Commerce Bank - Treasury	3.60%	9/15/2025	99,290.63	07
Bank of Springfield - CD	5.12%	10/9/2025	259,487.40	32
Commerce Bank - Treasury	4.50%	11/30/2025	2,594,913.28	01
Farmers National Bank of Griggsville - CD	4.81%	12/18/2025	255,953.77	32
Central State Bank - CD	4.87%	3/20/2026	250,000.00	32
First Mid Bank & Trust - CD	4.86%	4/13/2026	106,127.24	07
First Mid Bank & Trust - CD	4.86%	4/13/2026	265,318.12	07
Farmers National Bank of Griggsville - CD	4.60%	7/2/2026	250,000.00	32
Homebank - CD	4.41%	9/24/2026	250,000.00	32
Bank of Springfield - CD	4.91%	10/9/2026	259,089.56	07
Bank of Springfield - CD	4.91%	10/9/2026	103,635.83	07
Farmers National Bank of Griggsville - CD	4.55%	12/18/2026	255,640.41	07
Farmers National Bank of Griggsville - CD	4.55%	12/18/2026	102,256.16	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	2,526,503.29	01
Farmers National Bank of Griggsville - CD	3.70%	7/2/2027	100,000.00	07
Farmers National Bank of Griggsville - CD	3.70%	7/2/2027	250,000.00	07
First Bankers Trust - CD	3.77%	9/23/2027	250,126.73	07
First Bankers Trust - CD	3.77%	9/23/2027	100,050.70	07
<b>Total Cash and Investments</b>			<b>37,326,601.89</b>	

# 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 20th day of November 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