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| Date: **12.18.24** 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 **12.18.24** 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, Mr. David Penn, Dr. Shelley Barkley, Ms. Rachel Hansen, Mr. Josh Welker, Dr. Steven Soebbing, Mr. Rob Hodgson, Mr. Richard Snow, Mr. Lou Barta, Ms. Skylar Musolino, Mr. Matt Carey, Mr. Dave Hetzler, Ms. Kelly Larson, Dr. Chris Kaelke, State Senator Jil Tracy, Mr. Mike Elbe, Mr. Phil Conover, Ms. Tracy Orne, and Mr. Dave Hoage.  3. **Pledge of Allegiance; Mission Statement** – Pledge of Allegiance was said. Mr. Kannon Dickerman read the mission statement of the College.  4**. Introductions**   * Skylar Musolino-Specialist, Marketing & Communication * Richard Snow-Maintenance Technician, Floors * Rob Hodgson, status change to Director of Academic Support Programs * Dr. Steven Soebbing, status change to Dean of Arts, Sciences, and Academic Support Programs   4.1 **Blazers at Their Best**  5. **Special** **Report** – At the meeting, Dr. Renfro honored Mr. James Rapp, legal counsel for JWCC, for 50 years of outstanding service to the college. Mr. Rapp began his career with the college on December 18, 1974, and as of this meeting, December 18, 2024, marked the conclusion of his remarkable tenure. The event featured heartfelt tributes from Illinois State Senator Jil Tracy, former JWCC president Mike Elbe, and former interim vice president Phil Conover, acknowledging Mr. Rapp's significant contributions to the college's success. To celebrate his legacy, a brief video highlighting the key moments of his career was also shared during the special recognition.  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, December 12, 2024, in room C252 at 1:30 p.m. Attendees were Mr. Bob Rhea, Ms. Paula Hawley, and Mr. Andy Sprague, trustees via Zoom. Dr. Bryan Renfro; president, and Ms. Leah Benz; notetaker, present.  The committee discussed and reviewed December Board agenda items. Those included:  *Consent items*  November regular meeting minutes  Financials, bills for payment, travel expenditures, investments, and a curriculum item  *Grant items*  Acceptance of grant funding in the *amount of $3,000* from Swipe Out Hunger 2024 for “Blazer Fuel Station Funding Support  Submission of a grant application to National Center for Inquiry & Improvement for “Rural Guided Pathways Project – Phase Two – No funding is awarded  Submission of a grant application to ICCB for “FY25 Homeless and Housing Insecurity Support Initiative  *Funding Requested: $25,000*  *Business items*  Discussed adoption of a Resolution and Certificate levying additional taxes, a Resolution to levy taxes and Certificate of the tax levy, authorization to pay second half of the ICCTA dues for 2024 in the amount of $3,832, approval of a laptop rental fee, and authorization to accept the bid from STL LED, LLC for LED lighting.  *Personnel item*  No personnel item  *Additional items discussed*  Plans of a special report at the regular meeting to honor Mr. James Rapp, implementation of a new Sex Offender Policy - 216, a Pathway grant submitted for the Rural Guided Pathways Project, and the presidential evaluation timeline and documentation tool.  The committee was informed of our current summer hours and possible alternative options.  8.3 **Board Curriculum Committee Report** - ***Dr. Randy Greenwell, Mr. Don Hess.*** The Curriculum Committee convened on Thursday, December 12, 2024, at 11:00 a.m. in room C252. Present were Trustee, Dr. Randy Greenwell, Dr. Bryan Renfro, President, Dr. Shelley Barkley, Vice President of Academic & Student Affairs and Kristina Johnson; Notetaker. Trustee Don Hess was absent.  Dr. Greenwell, trustee on the curriculum committee reviewed CMN 221 – Introduction to Public Relations. This is a new addition of a three-credit hour course aimed to meet growing student interest in Communication. Also presented was the renaming of VET 101 to Small Animal Veterinary Assistant and VET 102 to Large Animal Veterinary Assistant to align course titles with their respective content.  A new pathway for Agriculture students proposed is the AAS in Ag Mechanics. This was designed to meet the industry’s demand for skilled professionals. This means for one year the students will spend time at the Ag Center, followed by courses at JWCC Workforce Development Center and training for CDL to prepare them for success in the agricultural industry.  8.4 **Board Finance and Audit Committee Report - *Mr. Larry Fischer, Ms. Angela Greger*** -The Finance and Audit Committee met on December 11, 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, trustees, Nora Klingele, director of fiscal services, and Jenny Venvertloh; notetaker.  Bills for payment, overnight travel requests, financials, investments, and board budget, were reviewed.  The committee reviewed Board items being presented which included the tax levy, LED lighting bids, and a laptop rental fee.  8.5 **Student Trustee Report** - ***Mr. Kannon Dickerman*** – Meetings were held with scholarship recipients of the various clubs. SGA rented the trampoline park for the students as an activity. Over 70 individuals attended. Students are attending basketball games and other activities.  SGA continues to move toward a new improved leadership structure.  8.6 **Administration Report** - ***Dr. Renfro*** - JWCC received notification that the institution won first place in a statewide community college “Feed the Need Food Drive” competition. JWCC collected the most individual non-perishable items. Acknowledgement was given to Ms. Teresa Bertelli and Ms. Courtney Loos for their lead in this challenge.  Dr. Renfro highlighted a few initiatives for 2024 the College undertook. They were:   * The establishment of the first FAME chapter in Illinois, * Guided pathway, * Caring campus, and * Growth of our Blazer fuel station which has serve over 250 students. * The Foundation experienced the highest percentage in annual employee giving - 92% contributed to campaign. * JWCC celebrated 30 years of truck driver training program * Form 2 new partnerships - Bella Ease was expanded for GED students, and * Alliance with PACT to host 16 students to have free childcare on campus. * Dual credit was made more affordable to everyone. * Expansion at the WDC. * Application submission to ASPEN and recognized as top 150 college.   In looking at January our mascot – WOODY – will be celebrating an anniversary. He was unveiled on January 21, 2015, in celebration of JWCC’s 40th anniversary celebration.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 11.20.24 Board regular meeting minutes  9.2 Request approval of bills for payment for November **Finance and Audit Committee**  9.3 Request approval of monthly financial statement for November**Finance and Audit Committee**  9.4 Request approval of trustee and employee travel expenditures for November **Finance &** **Audit**  9.5 Request approval of the curriculum items presented, new course in Communications, Language & Literature, course change in Agriculture, new degree in Ag Mechanics  **Motion:** *Approval of consent agenda items.*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess |  |  |  | x | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   **Grants were recommended under one motion.**  10. **Grant Items**  10.1 **Motion:** Request authorization to accept new funding from grant agency Swipe Out Hunger 2024 for “Blazer Fuel Station Funding Support” **Amount Requested: $3,000**  Moved by: Ms. Hawley  Seconded by: Dr. Greenwell  **Discussion:** This funding would maintain and support the newly renovated Blazer Fuel Station, and the on-campus food pantry service, which is open to all those facing food insecurity.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   10.2 **Motion**: Request authorization to submit a grant application National Center for Inquiry & Improvement (NCII) for a grant entitled “Rural Guided Pathways Project – Phase Two - **Amount Requested: No funding awarded.**  **Discussion:** Phase 2 of Rural Pathways is a three-year initiative involving 32 rural community colleges. College’s focus will be on improving student experiences, ensuring credential attainment, and facilitating transitions to living-wage jobs or four-year institutions. The chosen colleges will participate in six institutes, site visits, virtual consultations, and leadership team training led by the Aspen Institute College Excellence Program. Each college is assigned a coach.  10.3 **Motion**: Request authorization to submit a grant application to ICCB for a grant entitled “FY25 Homeless & Insecurity Support Initiative” Amount **Requested: $25,000**  **Discussion:** Campus Care department has asked to submit this grant to address the housing, basic needs, and emergency support of our students need. These funds would be used to expand our support to offer temporary housing solutions, provide emergency stipends, assist with transportation, provide basic needs kits, and create a “Care Fund” for emergency support.   1. 11. **Business**   11.1 **MOTION**: *Request adoption of a resolution and certificate levying additional taxes*  Moved by: Mr. Sprague  Seconded by: Ms. Hawley  **Discussion:** Illinois statute requires taxing districts intending to levy an additional tax to publish the intent 30 days prior to passage. This intent was published at the October 16, 2024, Board of Trustees meeting. No petitions were filed. Adoption of the resolution and certificate meets the legal requirements.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 levy taxes and certificate of the tax levy*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:**  Illinoisstatute allows community college districts to levy against the assessed valuation of its district amounts for various purposes to support the operation and debt service obligations of the College. The Truth and Taxation Law requires that the taxing district give public notice of and hold a public hearing on the intent to adopt an amount which is more than 105% of the extensions. The 2024 levy will not exceed the previous year’s extension by more than 5%, thus a public hearing will not be required.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 authorization to pay the second half of the ICCTA dues for 2024 in the amount of $3,832.00*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The second installment dues for John Wood Community College to Illinois Community College Trustees Association is due in December. The second half amount is $3,832.00   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess |  |  |  | x | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.4 **MOTION:** *Request approval of a laptop rental fee; range of $75-$100 per device per semester, effective spring 2025 semester.*  Moved by: Mr. Sprague  Seconded by: Ms. Hawley  **Discussion:** Starting inSpring semester 2025, the College will be incorporating rental of laptops to students who do not possess the technology needed to access course materials off campus. In order to provide and maintain this service a laptop rental fee in the range of $75-$100/credit hour, is requested.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 accept the bid from STL LED, LLC from St. Louis, Mo in the amount of $76,308.44 for LED lighting*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** Bids were solicited from vendors for a LED lighting conversion project. Two bids were received. STL. LED, LLC from St. Louis MO was the low bid of $76,308.44.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess | x |  |  | x | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   11.6 **MOTION:** *Request authorization to adopt Board Policy 216 - Sex Offender*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time.  It is recommended the college adopt this policy to provide direction for situations involving registered sex offenders who participate in college programs and activities. Procedures for this policy will outline appropriate measures for any necessary restrictions which will be in place while the sex offender is present at college campuses and facilities.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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  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:** It was noted the position effective date for the Academic Advisor/Success Coach and Admissions Recruiter will be in January of 2025.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess |  |  |  |  | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   15. **Other**  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 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 required or leased.    Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **Discussion:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** | | Mr. Dickerman | x |  |  |  | | Ms. Greger |  |  |  | x | | Mr. Hess |  |  |  | x | | Mr. Sprague | x |  |  |  | | Ms. Hawley | x |  |  |  | | Dr. Greenwell | x |  |  |  | | Mr. Fischer |  |  |  | x | | Mr. Rhea | x |  |  |  | | Voice Vote |  |  |  |  |   17. **Resume Open Session**  **Motion:**  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 December 18, 2024, Board of Trustees regular meeting.*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 **19th** **day of February 2025**, 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |