



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

PHONE CONFERENCE:

3CX Conference Joining info:

Dial 217-641-4100 Enter PIN 149981

Employees connected to 3CX can join by dialing 7000 and enter PIN 149981

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

Date: **04.26.23 BOARD OF TRUSTEES REGULAR MEETING AND REORGANIZATIONAL MEETING**

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

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

AGENDA

	<u>Page</u>
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. Canvass Election Results Resolution	
4.1 Request adoption of a Resolution proclaiming election results for three full-term Board of Trustee seats of six years and canvass of those election results	1-3
4.2 Recognition and Oath of Office	
• Recognition of outgoing trustee, Diane Ary, serving as trustee from 2015-2023 and serving as Chair of the Board of Trustees from April 2020-April 2023	4

April 26, 2023, 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

- **Oath of Office of newly elected Board of Trustees** **5-7**
 - Oath of Office - Larry Fischer
 - Oath of Office - Angela Greger
 - Oath of Office -Robert Rhea

- 5. Recognition of Outgoing Student Trustee and New Student Trustee Oak of Office** **8-9**
 - 5.1 Recognition of outgoing student trustee, Lauren Archer (*term 2022-2023*)
 - 5.2 Oath of Office of newly selected student, trustee, Kaydence Gregory

- 5.3 Announcement of Student Government Association Officers FY 23- 24**
 - *Coordinator of Student Life – Eric Foster*
 - *Keyouna West – Palmyra High School – President*
 - *Nicole Cooley – Pittsfield High School – Vice President*
 - *Avery Grawe – Quincy High School – Fellowship*
 - *Michaelia Goodwin – Quincy High School - Secretary*
 - *Karley Bogaztke – Pittsfield High School - PR Secretary*
 - *Kaydence Gregory – Bluffs High School – Student Trustee*

- 6. Organization of the Board Resolution**
 - 6.1 **Election of Officers for the JWCC Board of Trustees**
 - Chair
 - Vice Chair
 - Secretary

 - 6.2 **Selection/appointment of Board of Trustees Committees** **10**
 - Executive committee – Chair, Vice Chair, Secretary or Past Chair
 - Finance and Audit Committee
 - Curriculum Committee

 - 6.3 **Selection/appointment of ICCTA representative and first alternate**

- 7. Adoption of Resolution** **11-12**
 - 7.1 Request adoption of a resolution providing for the organization of the John Wood Community College Board of Trustees

- 8. Introduction**

- 9. Special Report - Barb Holthaus – JWCC Foundation Update** **13-20**

April 26, 2023, Board of Trustees Meeting

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Office of the President

10.	Consideration of Items from the Floor	
11.	Public and/or Employee Comment	
12.	President and Committee Reports	
12.1	ICCTA/West Central Region Report – <i>Ms. Paula Hawley, Mr. Don Hess</i>	Table Folder
12.2	Board Executive Committee Report - <i>Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer</i>	Table Folder
12.3	Board Curriculum Committee Report – <i>Ms. Paula Hawley, Mr. Andrew Sprague</i>	Table Folder
12.4	Board Finance and Audit Committee Report – <i>Mr. Don Hess, Dr. Randy Greenwell</i>	Table Folder
12.5	Student Trustee Report – <i>Ms. Lauren Archer</i>	
12.6	Administration Report – <i>Dr. Bryan Renfro</i>	
13.	Consent Agenda	
	Consent business Items	
13.1	Request approval of 03.15.23 regular Board meeting minutes	21-31
13.2	Request approval of bills for March payment Finance and Audit Committee	
13.3	Request approval of monthly financial statements for March Finance and Audit Committee	
13.4	Request approval of trustee & employee travel expenditures for March Finance and Audit Committee	
13.5	Request approval of a new certificate in Education, new course in Psychology, a course change in Computer Science and anew course in accounting	32-33
14.	Grant items	
14.1	Request authorization to submit a grant application to ICCB for Adult Education in the amount of RE: \$230,000	34-35
15.	Business	
15.1	Request adoption of the 2023-2024 JWCC College catalog and Student Handbook	36
15.2	Request authorization to award Million Construction, LTD their proposal for the parking lot concrete improvements in the amount of \$109,839.00	37

April 26, 2023, Board of Trustees Meeting

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Office of the President

16. Discussion Items

16.1 Calendar of Events – Retreat date – May 30 38

17. Notices and Communications

18. Personnel Items

18.1 Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented **39-41**

19. Other Items

20. Closed Session

20.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body and to release closed session minutes and destruction of closed session recording

21. Resume Open Session

22. Open Session Matters

Approve any matter discussed in closed session as necessary and limited to those matters authorized for discussion in closed session by motion of the Boards specifically including but not limited to, the hiring, including non-contractual, contract approval, and contract amendment, release, discharge, discipline, transfer, resignation, and retirement of staff

23. Adjournment

“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.”



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

RESOLUTION PROCLAIMING ELECTION RESULTS 2023

WHEREAS, an election was held on **the 4th day of April, 2023**, for three (3) members of the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and State of Illinois, **three (3) for full six year terms** as provided by law; and,

WHEREAS, at such election the following candidates were nominated and printed on the ballot for a full term as provided by law:

Mr. Larry Fischer

Ms. Angela Greger

Mr. Robert Rhea

and,

WHEREAS, such election was held and the results of said election provided to this Board of Trustees by the County Clerk/Recorder of Adams County, Illinois, as the canvassing official in cooperation with the various county clerks of the counties in which the Community College is located; and,

WHEREAS, this Board of Trustees desired to confirm, declare, and proclaim the election of members.

April 26, 2023 Board of Trustees Regular Meeting

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NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND STATE OF ILLINOIS, as follows:

Section 1. That it is hereby confirmed, declared, and proclaimed **Larry Fischer, Angela Gregor, and Robert Rhea** were elected as members of the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, at the election held on the 4th day of April, 2023, for full terms.

Section 2. That this resolution shall take effect forthwith upon its passage.

DATED: This 26th day of April 2023.

APPROVED:

Chairman

ATTEST:

Secretary

April 26, 2023 Board of Trustees Regular Meeting

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**Board of Trustees of John Wood Community College
Counties of Adams, Pike, Hancock, Calhoun,
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And State of Illinois**

**April 4, 2023 Election Results
For 3 full six-year terms**

Result Totals:

(Official results will be available at the meeting)

Larry Fischer, Angela Greger, Robert Rhea

Candidates

County	Fischer	Greger	Rhea	Write In
Adams				
Brown				
Calhoun				
Cass				
Hancock				
Morgan				
Pike				
Schuyler				
Scott				
TOTALS				

April 26, 2023, Board of Trustees Regular Meeting

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

Recognition

Trustee

Presentation of plaque to:

Ms. Diane Ary

In recognition for her years of service

as Trustee on the

John Wood Community College

Board of Trustees

2015-2023

2017-2023 Chairman

April 26, 2023 JWCC Board regular meeting

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**Board of Trustees of John Wood Community College
Counties of Adams, Pike, Hancock, Calhoun,
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And State of Illinois**

OATH OF OFFICE

BOARD MEMBER

I, **Larry Fischer**, having been elected to the office of member of the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of member of the Board of Trustees to the best of my ability.

Subscribed and sworn before me on the **26th** day of **April 2023**.

Trustee

Notary Public

April 26, 2023, Board of Trustees Regular Meeting

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**Board of Trustees of John Wood Community College
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OATH OF OFFICE

BOARD MEMBER

I, **Angela Greger**, having been elected to the office of member of the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of member of the Board of Trustees to the best of my ability.

Subscribed and sworn before me on the **26th** day of **April 2023**.

Trustee

Notary Public

April 26, 2023, Board of Trustees Regular Meeting

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**Board of Trustees of John Wood Community College
Counties of Adams, Pike, Hancock, Calhoun,
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OATH OF OFFICE

BOARD MEMBER

I, **Robert Rhea**, having been elected to the office of member of the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of member of the Board of Trustees to the best of my ability.

Subscribed and sworn before me on the **26th** day of **April 2023**.

Trustee

Notary Public

April 26, 2023, Board of Trustees Regular Meeting

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**Board of Trustees of John Wood Community College
Counties of Adams, Pike, Hancock, Calhoun,
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And State of Illinois**

Recognition

Student Trustee

Presentation of plaque to:

Ms. Lauren Archer

In recognition for her service

as Student Trustee on the

John Wood Community College

Board of Trustees

2022-2023

April 26, 2023 JWCC Board regular and reorganizational meeting

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**Board of Trustees of John Wood Community College
Counties of Adams, Pike, Hancock, Calhoun,
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OATH OF OFFICE

STUDENT TRUSTEE

I, **Kaydence Gregory**, having been selected to the office of student trustee of the Board of Trustees of John Wood Community College, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, do solemnly swear, or affirm, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of member of the Board of Trustees to the best of my ability.

Subscribed and sworn before me on the **19th** day of **April 2023**.

Student Trustee

Notary Public

April 26.2023 JWCC Board regular meeting

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**JWCC Board of Trustees Committee System Structure
2023-2024**

The Board of Trustees is organized into three committees, Executive, Curriculum and Finance and Audit. The Executive Committee is made up of three Trustees – Chair, Vice Chair, and Secretary and will meet with College administration to review issues, policies, procedures, and personnel affecting the entire College. Representation on the Curriculum and Finance and Audit committee will be made up of two trustees each to meet with College administrators to review issues facing the College and to advise the Board on appropriate action after consultation with the College President. The committees will serve as a conduit of information, allowing the Board to be informed and current on matters facing the College and to allow the administration to be aware of Board concerns and opinions. The system’s structure is subject to change and alteration as needed and may vary from time to time.

Executive Committee - to meet regularly with College administration to review issues, policies, and procedures affecting the entire College. To meet regularly with appropriate College administration to review personnel policies, hear recommendations for tenure and sabbatical leaves, discuss employee discipline and/or termination issues, and to coordinate the evaluation to the President of the College. The intent will be to remain current regarding personnel matters and to advise the Board accordingly. The Executive Committee makes recommendations for Board action as well as assigns tasks to the attention of the Curriculum, Finance and Audit Committee as appropriate.

Three trustees selected by the Board of Trustees as chair, vice chair, and secretary. Lead officer: President

Members for 2023-2024: Chair, Vice-Chair, Secretary,

Curriculum Committee - to meet regularly with appropriate College personnel to address issues regarding courses, certificate programs, degree programs, and non-degree activities. The intent will be to allow the Board to be informed of all curricula proposals, statewide problems/challenges/demands, staffing requirements, and facility or equipment needs and to advise the Board accordingly.

Two trustees appointed by Board chair. Lead officer: Vice President for Instruction

Members for 2023-2024:

Finance and Audit Committee - to meet regularly with appropriate College personnel to review the savings and investment opportunities of idle cash, and to seek maximum return; to consider budget development and priorities; to consider tax rates and tax levies. The intent will be to practice prudent decisions to protect college assets, to understand the college financial status, to make responsible taxing decisions, and to advise the Board accordingly.

Two trustees appointed by the Board chair. Lead officer: Dean Business Services and Institutional Effectiveness

Members for 2023-2024:

2023-2024 ICCTA Representative –and First Alternate



**2023-2024 RESOLUTION PROVIDING FOR ORGANIZATION OF
THE BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE
COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN,
SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS
AND STATE OF ILLINOIS**

WHEREAS, the Board of Trustees of John Wood Community College is composed of the following members:

- Mr. Robert Rhea**
- Mr. Andrew Sprague**
- Ms. Paula Hawley**
- Mr. Don Hess**
- Mr. Larry Fischer**
- Dr. Randy Greenwell**
- Ms. Angela Greger**
- Kaydence Gregory and,**

WHEREAS, it is necessary that the said Board of Trustees organize.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS AND STATE OF ILLINOIS as follows:

Section 1. That this Board of Trustees at this meeting held on the 19th day of April, 2023, has elected a Chairman, Vice Chairman, and Secretary of this Board of Trustees to serve until April 2022.

- _____ Chairman
- _____ Vice Chairman
- _____ Secretary

April 26, 2023 JWCC Board regular meeting

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

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Office of the President

Section 2. That the regular meetings of this Board of Trustees shall be held in the offices of the Board of Trustees at 1301 South 48th Street, Quincy, Illinois, on the third Wednesday of each month. Such meetings will be held at the hour of 6:00 o'clock p.m.

Section 3. That the rules and policies of this Board of Trustees of this Community College District as the same were in effect prior to the present organization of this Board of Trustees be and the same are hereby continued in full force and effect as the rules and policies of this Board of Trustees and of this Community College District, except insofar as the same may conflict with any provision of this Resolution and to such extent, if any, such existing rules and policies are hereby repealed, but only to the extent of such conflict.

Section 4. That this Resolution shall take effect forthwith upon its passage, and that all Resolutions or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict.

DATED: This 26th of April 2023.

APPROVED: _____ Chairman

ATTEST: This 19th of April 2023.

_____ **Secretary**

April 19, 2023 JWCC Board regular meeting

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

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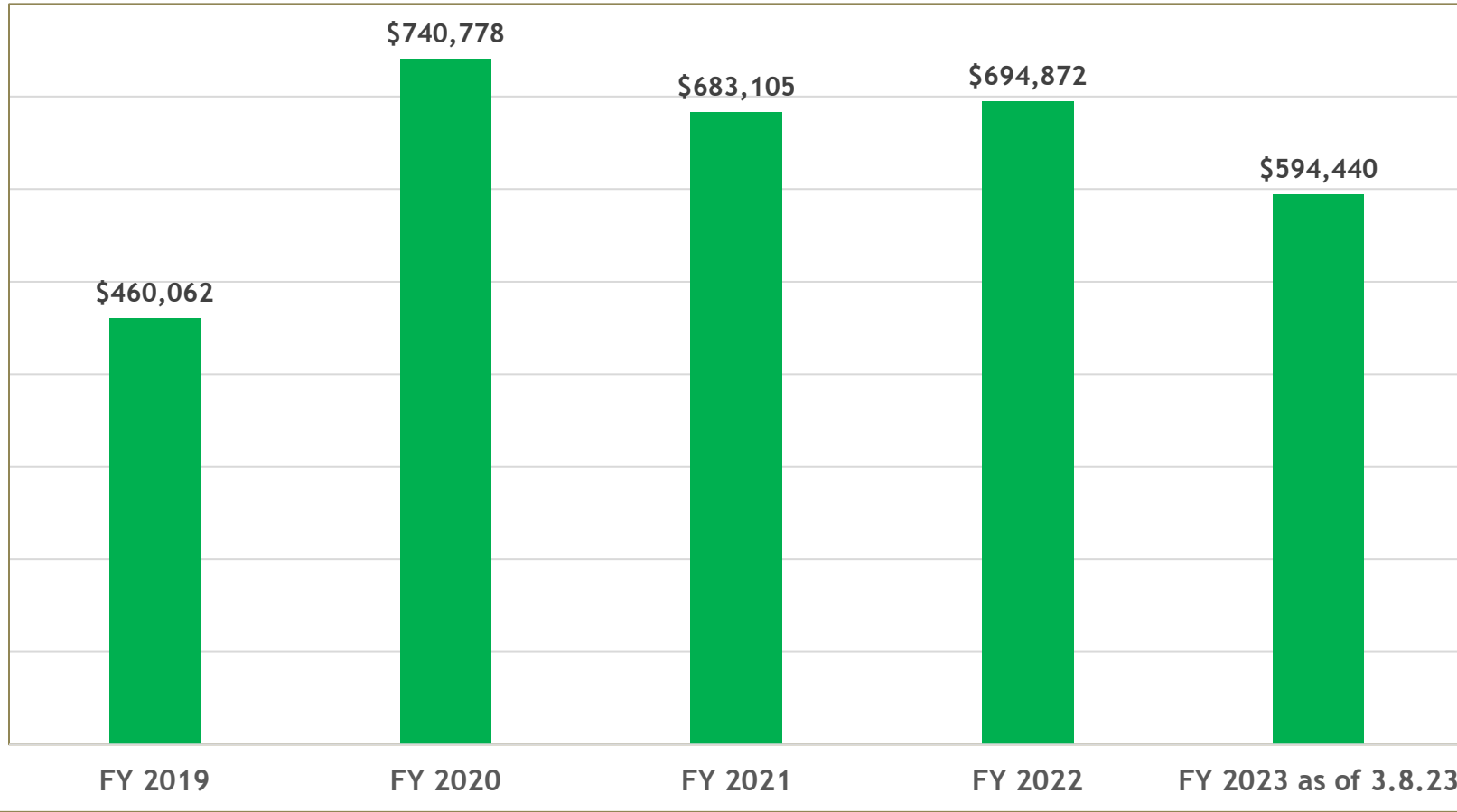
Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning

JWCC Foundation Report

April 26, 2023



Donations to the JWCC Foundation



FY 2024 Goals

WDC Campaign	\$500,000
Grants	\$150,000
Wine Pull	\$35,000
Scholarships	\$35,000
Community Appeal	\$30,000
Employee Campaign	\$25,000
Golf Classic	\$10,000
Board Appeal	\$10,000
Memorials	\$5,000
	\$800,000

Grant Funds Received Via JWCC Foundation

FY 2022
\$359,817

FY 2023 *up to 4.6.23*
\$328,125

Advancement & JWCC Foundation Priorities for 2022-2023

Unrestricted Funds: Strategically solicit and market unrestricted gifts to increase annual unrestricted contributions and unrestricted fund balance.

Workforce Development Center Campaign: Implement the campaign to support WDC Expansion Project.

50th Anniversary: Assist with creating the framework for the College's 50th Anniversary commemoration activities and provide support to anniversary book project.

Grant Development and Compliance: Develop a formal grant process that is adopted by the College to ensure fund development efforts are aligned with the strategic priorities of the College *and ensure accountability and fulfillment of grant requirements.*

RSVP: Reengage with more than 150 volunteers who did not return to service post-COVID.

Key Initiative Committees

INITIATIVE ONE: WDC— Implement the Investing in Tomorrow’s Workforce Campaign

INITIATIVE TWO: PRM—Develop a promotional plan for the JWCC Foundation and identify platforms

INITIATIVE THREE: CORPORATE SOLICITATION—Create corporate solicitation list and timeline

INITIATIVE FOUR: POLICIES—Create and/or review and update JWCC Foundation policies



OUR MISSION:

The JWCC Foundation enriches lives and strengthens our communities by supporting the needs of JWCC and its students.

OUR VISION:

All students in our region have access to an excellent education at JWCC and the support needed to succeed, regardless of their ability to pay.

OUR PURPOSE:

The JWCC Foundation will engage the community to provide life-changing opportunities to its students by increasing philanthropic support and increasing awareness of the College.

OUR CORE VALUES:

- Excellence
- Accountability
- Integrity
- Servant leadership
- Lifelong learning

TARGET MARKETS

- General Public
- Top Donor Prospects
- Alumni: anyone who has completed a certificate or degree; or anyone who has attended two consecutive semesters and achieved 30 credit hours.
- Attendees: anyone who has taken a JWCC class.
- Internal Center of Influence: Faculty and Staff, Advisory Councils, Board of Trustees, JWCC Foundation Board

BHAG

“Big Hairy Audacious Goal”

\$5 million in assets

\$150,000 in scholarships awarded annually

3-YEAR TARGETS

Unrestricted Fund Balance	\$250,000
Unrestricted Gifts (annual)	\$35,000
Alumni Emails /Addresses	6,250
Employee Giving %	90%
Board Giving %	100%

FY 2023 PRIORITIES

Complete Anniversary Book
Build Endowment
Increase Name Recognition
Strengthen and establish meeting rhythm for initiative groups

FY 2023 GOALS/TO DATE

Unrestricted Gifts	\$24,563
New Donors	179
Unrestricted Balance	\$127,603

FY 23 KEY INITIATIVES

Implement fundraising campaign for the Workforce Development Center.
Support of and involvement with JWCC 50 th Anniversary Celebration Year
Create timelines from initiative groups.

BOARD ACTION ITEMS

<ul style="list-style-type: none"> • Continue Initiative Work • Begin collecting wine donations for September 21 Wine Pull

FY 23 KEY RESULTS



3-Year Targets

Unrestricted Fund Balance	\$250,000
Unrestricted Gifts (annual)	\$35,000
Alumni Emails /Addresses	6,250
Employee Giving %	90%
Board Giving %	100%

FY 2023 GOALS/TO DATE	
Unrestricted Gifts	\$26,207
New Donors	185
Unrestricted Balance	\$128,871



Date: **03.15.23** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

Location: Mt. Sterling Education Center, 108 N Capitol Mt. Sterling Il 62353

1. **Call to Order/Appointment of Assistant Secretary**

The **03.15.23** Board of Trustees meeting was called to order at the Mt. Sterling Education Center, 109 N Capitol Mt. Sterling Il 62353, at 6:00 p.m. by Mr. Bob Rhea, vice-chair. Mr. Rhea appointed Ms. Benz assistant secretary.

2. **Roll Call**

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Archer			X	
Ms. Hawley			X	
Mr. Hess			X	
Ms. Ary				X
Mr. Sprague			X	
Dr. Greenwell			X	
Mr. Fischer			X	
Mr. Rhea			X	
Voice Vote				

Attendees: Dr. Bryan Renfro, Ms. Leah Benz, Mr. Josh Welker, Ms. Tracy Orne, Dr. Laurel Klinkenberg, (via phone) Mr. Dave Hetzler, (via phone), Mr. Matthew Rolando, Ms. Barbara Holthaus, Ms. Melanie Lechtenberg

3. **Pledge of Allegiance; Mission Statement** – Ms. Lauren Archer read the mission statement which states JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.

4. **Introductions** - None

5. **Special Report** – None

6. **Consideration of Items from the Floor** - None

7. **Public and/or Employee Comment** - None

8.1 **ICCTA/West Central Region Report** – *Ms. Paula Hawley, ICCTA representative, Mr. Don Hess, alternate* – Ms. Hawley shared the West Central Regional meeting of community college

03.15.23 Board of Trustees meeting



trustee boards will be March 17 at the Spoon River Macomb Outreach Center. Dr. Greenwell, Ms. Hawley, and Mr. Fischer are attending. Dr. Renfro will also be in attendance.

8.2 **Board Executive Committee Report – Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.** The Executive Committee met on March 8, 2023, at 8:30 a.m. in room C252. Ms. Diane Ary, Mr. Bob Rhea, (via zoom), and Mr. Larry Fischer in-person, trustees; Dr. Bryan Renfro, president; Ms. Leah Benz, note taker.

The committee discussed the March agenda which included:

- **Consent Agenda**
 - Regular Board minutes, bills, travel expenditures
 - Financials February

- **Grants**
 - Request acceptance of grant funds from Illinois Community College for the Mental Health Action on Campus Act Appropriation Amount: \$11,199
 - Request authorization to submit an application to the Illinois State Library/Jesse White Secretary of State for Adult Volunteer Literacy Amount \$68,000
 - Request authorization to submit an application to the Illinois community College Board for Trades School Grant Program \$100,000-\$120,000

- **Personnel**
 - **Vice President of Instruction vacant position** – Review of this vacant position has been moving forward. Dr. Renfro met with faculty executive committee and faculty senate for input/recommendations. A position title change is being considered. A revised job description is also being drafted with an April timeline.
 - The process of how we fill vacant faculty positions was shared.
 - The committee heard that Mr. Bill LaTour Dean of Operations submitted his retirement notice.

Business Agenda

- **Request approval to revise the, 2022-2023, 2023-2024 and 2024-2025 College calendar-** The College calendars were recently reviewed. It was discovered that three dates the College is normally closed were not noted on these calendars. Those dates were July 3, 2023, July 5, 2024, and December 23, 2024. These dates either fall on a Monday prior to a Tuesday holiday or a Friday following a Thursday holiday. The recommendation was made to correct these three dates and show that the College is closed.

- **Request authorization to revise Board Policy 413- Student Conduct** – Legal counsel asked Administration to review the Board policy on Student Conduct specifically on the language of when a student is expelled. The revision was shared and discussed.



Other items included the enrollment update sheet being developed at this time, a reminder to submit agenda topics for the spring retreat, a proposal to change the WDC name, communicating graduation lapel pins will be reordered, provided an update on the Hannibal innovation project, shared the revision of the trustee protocol letter, and reminded committee members of the in-service professional development event for employees on March 31.

Other items

- West Central Regional trustees meeting – March 17
- Task Force members shared

8.3 Board Curriculum Committee Report - Ms. Paula Hawley, Mr. Andy Sprague – The Curriculum Committee met on Monday, March 13, 2023. Attending virtually via zoom were Ms. Paula Hawley, trustee; Mr. Andy Sprague, trustee; Dr. Laurel Klinkenberg, vice president of instruction; Dr. Bryan Renfro, president; Ms. Kristina Johnson, note taker.

Mr. Sprague reported:

A new Computer Science certificate is recommended. – Technical Help Desk. This certificate will allow students to enter the workforce at an entry level in a Information Technology position. A new course on Fundamentals of Cybersecurity will be included in this new Technical Help Desk certificate. JWCC collaborated with WIU, who received a grant to reduce barriers for students transferring from two-year programs, when developing this course.

The committee also discuss a new course in Communication, Languages, and Literature – ENG 220 – Introduction to Creative Writing. This course will introduce writers to the exploration and practice of creative writing within a specific genre or across multiple genres.

Education was discussed as follows:

New Course: EDU 265, Infant and Toddler Curriculum – This course was added to support the additional Infant Toddler Gateways credential being developed.

The committee heard Dr. Renfro is exploring expanding dual credit opportunities with QAVTC.

8.4 Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess - The Finance and Audit Committee met on Wednesday, March 8, 2023, at 2:00 p.m. at John Wood Community College, room, C240. Present were Mr. Don Hess, and Dr. Randy Greenwell, trustees, Mr. Josh Welker, Dean of Business Services & Institutional Effectiveness, Dr. Bryan Renfro; president, and Jenny Venvertloh; note taker.

The committee reviewed the following:

- Bills for Payment - The bills were reviewed and will be recommended for payment.



Office of the President

- Approval of Travel Requests – The committee reviewed the out of district travel forms that have been submitted and recommended them for approval.
- Financials - The financials were reviewed and will be recommended for approval.
- Board Budget – The budget was reviewed.
- Review & Discuss Investments - The investment report was reviewed. Proposals for CD rates will be sent out to obtain new CD's.
- Other – There was discussion about the audit fee. Mr. Welker will discuss further with the audit firm.

Dr Greenwell reported the College is seeing a great return on our investments.

8.5 **Student Trustee Report – Ms. Lauren Archer** – SGA hosted all homecoming activities last month. There was great attendance by our student government members. Mr. John Wood was a success.

Students participated in a color event which depicts your personality traits and leadership style.

Selection of new SGA officers is done at the end of March. At the April meeting Ms. Archer's term is completed and a new representative is selected to participate.

8.6 **Administration Report – Dr. Renfro** – Dr. Renfro shared enrollment numbers for Spring. The College is trending with an increase. Second 8-week classes beginning Monday, March 20 showed students returning after the pandemic.

Mr. Bill LaTour announced his retirement. Both Josh Welker and Dr. Renfro will assume his duties at the Workforce Development Center until a replacement can be named.

The College hosted a seminar on "the Future of Workforce & Automation. Sponsors were Knapheide, Illinois Manufacturers Association, IMEC and Workforce Innovation Board of Western Illinois.

Kyle Moore, GREDF president, and Dr. Bryan Renfro are working together to have a better influence and be more involved with the manufacturing community. An event in May is being looked at regarding FAME – Federation for Advanced Manufacturing.

Hannibal Innovation continues to be worked on. Dr. Renfro visited with Mr. Brian Durham, ICCB Executive Director on the requirements need to offer classes. A letter and form need to be submitted by May 15. Susan Johnson assisted in identifying classes in the evening.

03.15.23 Board of Trustees 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

Dr. Renfro shared the students bestowed on him the title of honorary “Mr. John Wood” at their event. Ms. Archer stated the intention was to surprise him, which they accomplished. A crown validating this honor is now displayed in his office. Next interaction with the students is ping-pong with the “prez”.

Dr. Renfro asked Mr. Welker to share information the College received from our current audit firm.

Our current audit firm notified Mr. Welker a proposal of an increase of our audit fee. The Board approved a 3-year contract of which we are one-year in. The increase calculated at a 56%. The timing of this proposal puts JWCC in an awkward situation due to the deadlines of the state requirements. The firm did reconsider the increase but would ask up to \$4,000 travel reimbursement even though the current contract included travel reimbursement. Currently JWCC is negotiating travel costs.

9. Consent Agenda

Consent business

- 9.1 Request approval of 02.15.23 Board regular meeting minutes
- 9.2 Request approval of bills for payment for February **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for February **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for February **Finance & Audit Committee**
- 9.5 Request approval of a new Computer Science certificate, new course of Cybersecurity, and new courses in Communication, Languages, and Literature

MOTION: Request approval of the consent agenda items

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Archer	x			
Ms. Hawley	x			
Mr. Hess	x			
Ms. Ary				x
Mr. Sprague	x			
Dr. Greenwell	x			
Mr. Fischer	x			

03.15.23 Board of Trustees meeting

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Mr. Rhea	x			
Voice Vote				

10. Grant Items All three grants were approved under one motion.

MOTION: Authorization of acceptance of grant funds from Illinois Community College for the Mental Health Action on Campus Act Appropriation Amount: \$11,199

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

Discussion: Appropriated funding from ICCB to community colleges to address gaps in mental health services on college campuses through training, peer support, and community-campus partnerships.

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

MOTION: Authorization to submit an application to the Illinois State Library/Jesse White Secretary of State for Adult Volunteer Literacy Amount: \$68,000

Moved by:
Seconded by:

Discussion: Funds provide volunteer training and coordination of instruction to help adults who read below a ninth-grade level or speak English at a beginning level, improve their basic reading writing, math, and English language proficiency.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Archer				
Ms. Hawley				
Mr. Hess				
Ms. Ary				
Mr. Sprague				



Office of the President

Dr. Greenwell				
Mr. Fischer				
Mr. Rhea				
Voice Vote				

MOTION: Authorization to submit an application to the Illinois Community College Board for Trades School Grant Program **Amount:** \$100,000-120,000

Moved by:

Seconded by:

Discussion: Career exploration, pathways to credentials, and work-based learning to prepare students enrolled in high school for opportunities in trades programs. JWCC project will focus on career exploration, credential opportunities, and work-based learning for HS students in the fields of welding and CNA. Project will require strong partnerships with area high schools and sector industries.

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

11. **Business**

11.1 **MOTION:** Approval to revise the 2022-2023, 2023-2024 and 2024-2025 college calendar

Moved by: Ms. Hawley

Seconded by: Mr. Fischer

Discussion: The College Calendar for 2022-2023, 2023-2024 and 2024-2025 has been approved by the Board of Trustees. In reviewing these calendars recently, the dates of July 3, 2023, and December 23, 2024, were noted to be a Monday prior to a Tuesday holiday with July 5, 2024, as a Friday after a Thursday holiday. According to past practice the College was closed when a Monday is before Tuesday holiday, or a Friday is after a Thursday holiday.



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

11.2 **MOTION:** *Authorization to revise Board Policy 413 - Student conduct to clarify student disciplinary refunds of tuition when a student is expelled*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion: Administration reviewed two Board policies to address student disciplinary refunds of tuition when students become expelled. **Policy 413 – Student Conduct** required an additional statement to be added which is highlighted in red below.

Refunds

If a student is suspended or expelled, Board Policy/Procedure 713/713.1 will be followed with respect to any refunds of tuition or fees except where courses are started, and the suspension or expulsion is imposed beyond the drop period in which event the student will be charged at 100% of tuition and fees without any refunds.

Policy 713 – Refund of Tuition and Fees required no additional statement.

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

12. **Discussion Item**

03.15.23 Board of Trustees meeting

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

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Calendar of Events – Graduation May 19, 2023

The Board rescheduled the Spring retreat to Tuesday, May 30 from 8:30-2:30

13. Notices and Communications

14. Personnel Items

14.1 MOTION: *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented*

Moved by: Mr. Sprague

Seconded by: Dr. Greenwell

Discussion:

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

15. Other Items

16. Closed Session

17.1 *A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body*

Moved by: Dr. Greenwell

Seconded by: Ms. Hawley

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Archer	x			
Ms. Hawley	x			
Mr. Hess	x			
Ms. Ary				x
Mr. Sprague	x			
Dr. Greenwell	x			
Mr. Fischer	x			

03.15.23 Board of Trustees meeting

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

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Mr. Rhea	x			
Voice Vote				

18. Public Session

18.1 MOTION: *Resume to Open Session*

Moved by: Mr. Sprague

Seconded by: Ms. Hawley

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

19. Adjournment

19.1 MOTION: *Adjourn the March 15, 2023, Board of Trustees regular meeting*

Moved by: Mr. Sprague

Seconded by: Ms. Archer

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



20. Approval:

Approved the **26th day of April 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48th Street, Quincy Il 62305 at which _____ voting members were present, constituting a quorum by a vote of ___ ayes and _____ nays.

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

03.15.23 Board of Trustees meeting

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Date: **April 26, 2023**, BOARD OF TRUSTEES MEETING
From: Dr. Laurel Klinkenberg, Vice President for Instruction
Item: **CONSENT**
RE: Curriculum Items

I am requesting approval of the curriculum items listed below. The items have been approved by the Curriculum Committee of the Faculty Senate as well as the Faculty Senate.

❖ **Education**

New Certificate, Infant-Toddler Level 2, 19 credit hours

This Early Childhood certificate was initiated by feedback from the Advisory council. The level 2 certificate would qualify an individual being awarded credentialing through Gateways. Once the certificate has been obtained individual could practice as a teacher’s aide.

New Certificate, Infant-Toddler Level 3, 37 credit hours

This Early Childhood certificate was initiated by feedback from the Advisory council. The level 3 certificate would qualify an individual being awarded credentialing through Gateways. The level 3 has more credit hours that include nine general education hours. Once the certificate has been obtained individual could practice as an advanced teacher’s aide.

❖ **Psychology**

New Course PSY 240, Criminal Psychology

The development of this course was motivated by student and public interest. The course is designed to provide an understanding of criminal and antisocial behavior from a psychological perspective.

❖ **Computer Science**

Course Change, CSC 247, Web Graphics and Interactivity

The title and course description will be changed. The course title will read, “Web Graphics and Animation” and the description change will better reflect the content of this course. The many advances in software urged the amendment of this curriculum.

❖ **Accounting**

New Course ACC 110, Personal Finance

April 26, 2023, JWCC Board regular meeting

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This course was not offered by JWCC, however, to align with MACC curriculum the course will be adopted. The previously taught, Principles of Finance course, subject matter differs from the improved focus of “real world problems”.

I concur with Dr. Klinkenberg’s request and recommend the Board of Trustees approve the above curriculum items.

A handwritten signature in black ink, appearing to read 'Bryan B...'. The signature is written in a cursive style.

April 26, 2023, JWCC Board regular meeting

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Date: 4/26/23 BOARD OF TRUSTEES MEETING
From: Laurel Klinkenberg, VP of Instruction
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**
New or Reoccurring

- A. **GRANT PROPOSAL TITLE:** Adult Education
- B. **GRANT AGENCY:** ICCB
- C. **GRANT APPLICATION DEADLINE:** 05-01-2023 **GRANT AWARD PERIOD:** July 2023-June 2024
- D. **PROPOSAL DESCRIPTION:** Adult Education Grant to provide instruction and support services that create pathways for adult learners to obtain knowledge and skills necessary for employment and self-sufficiency; attain a high school equivalency credential and transition to postsecondary education and training; and assist English language learners in improving their reading, writing, speaking, and math skills.
- E. **FUNDS:** \$230,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are funded by the grant
- G. **PERSONNEL POSITIONS REQUIRED:** All positions are grant funded
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** FY22– During the Past grant year, The program served 154 students at locations throughout the JWCC district. Thirty-six students obtained a GED credential. Thirty-five students attended English as a Second Language classes. While enrolled in a Bridge to Logistics class, one student obtained an MSSC Certified Logistics Associate credential.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 4/26/23
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Laurel Klinkenberg/Dave Hetzler

April 26, 2023 JWCC Board of Trustees regular meeting

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L. STRATEGIC INITIATIVES THIS GRANT ADDRESSES: 1) Student Success, 2) Excellence in Programs

I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for \$230,000 for the purpose indicated above.



Office of the President

Date: 04.26.23 BOARD OF TRUSTEES MEETING
From: Dr. Bryan Renfro, President
Item: **BUSINESS**
RE: 2023-2024 College Catalog

The 2023-2024 John Wood Community College Catalog and Student Handbook serves as the primary informational document for prospective students and others who are interested in obtaining information about programs, services, and activities offered by the College. Because some court cases have ruled that a college catalog is a legally binding document, it is recommended that the Board adopt the John Wood Community College Catalog and Student Handbook for 2023-2024.

April 26, 2023 Board of Trustees Meeting

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Date: **April 26, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Parking Lot Concrete Improvements Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide parking lot concrete improvements. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received. There was also an alternate option to replace the concrete stairs and railings of the A-1 entrance vestibule.

Vendor

D & L Excavating, Inc. \$148,000.00
1958 Hwy 104
Liberty, IL 62347

Million Construction, LTD \$109,839.00
3626 S 46th St. \$ 13,800.00 alternate option
Quincy, IL 62305

It is recommended that the Board of Trustees accept the proposal and award to Million Construction, LTD in the amount of \$109,839.00. The alternate option will not be added.

I concur with the recommendation and request the Board of Trustees accept the proposal and award to Million Construction, LTD in the amount of \$109,839.00.



04.26.2023 BOARD OF TRUSTEES MEETING

CALENDAR

April 26, 2023 @ 6:00 p.m.	Board of Trustees meeting
May 17, 2023 @ 6:00 p.m.	Board of Trustees meeting
May 19, 2023	Commencement
May 30, 2023	Board Retreat Location and Time 8:30-2:30
June 1-3 2023	Annual Convention ICCTA Normal, Illinois
June 21, 2023 @ 6:00 p.m.	Board of Trustees meeting
July 26, 2023 @ 6:00 p.m.	Board of Trustees meeting
August 16, 2023 @ 6:00 p.m. Workforce Development Center	Board of Trustees meeting
September 20, 2023 @ 6:00 p.m.	Board of Trustees meeting
October 18, 2023 @ 6:00 p.m.	Board of Trustees meeting
November 15, 2023 @ 6:00 p.m.	Board of Trustees meeting
December 13, 2023 @ 6:00 p.m.	Board of Trustees meeting

04.26.,2023 Board of Trustees Regular Meeting

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Date: **4.26.2023** BOARD OF TRUSTEES MEETING
From: Dana Keppner, Director of Human Resources
RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Klinge, Nora – Director, Fiscal Services

Request authorization to hire into full-time, exempt, benefits-eligible position effective April 10, 2023, at an annual salary of \$75,000

New Hires—Associate Faculty

Ogle, Megan – Instructor, CNA

Request authorization to hire into part-time position effective March 20, 2023, at \$591 per credit hour

Ghattas, Roselee – Medical Assistant Program Director

Request authorization to hire into part-time position effective March 1, 2023, through August 15, 2023, in the amount of a \$5000 stipend.

Status Changes

Graff, Brenda—Assistant Professor, Mathematics

Request authorization to change status to Associate Professor, Mathematics. There is no change in salary.

Soebbing, Steven—Assistant Professor, Fine Arts/Humanities/Education

Request authorization to change status to Associate Professor, Fine Arts/Humanities/Education. There is no change in salary.

Personnel Items Reported:

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

Barnes, Susan	Receptionist, SEC	Instruction	\$13.00
---------------	-------------------	-------------	---------

Vacancies

Advisor, Academic

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

Specialist, Accounting Services

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

Retirements/Resignations-Accepted by President

April 19, 2023 JWCC Board regular meeting

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Henke, Bonnie - Advisor, Academic – retirement effective April 26, 2023

Fleer, Martin – Advisor, Academic – retirement effective April 28, 2023

Melton, Colby - Specialist, Accounting Services – resignation effective March 31, 2023

I concur with the Personnel recommendations.



April 19, 2023 JWCC Board regular meeting

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

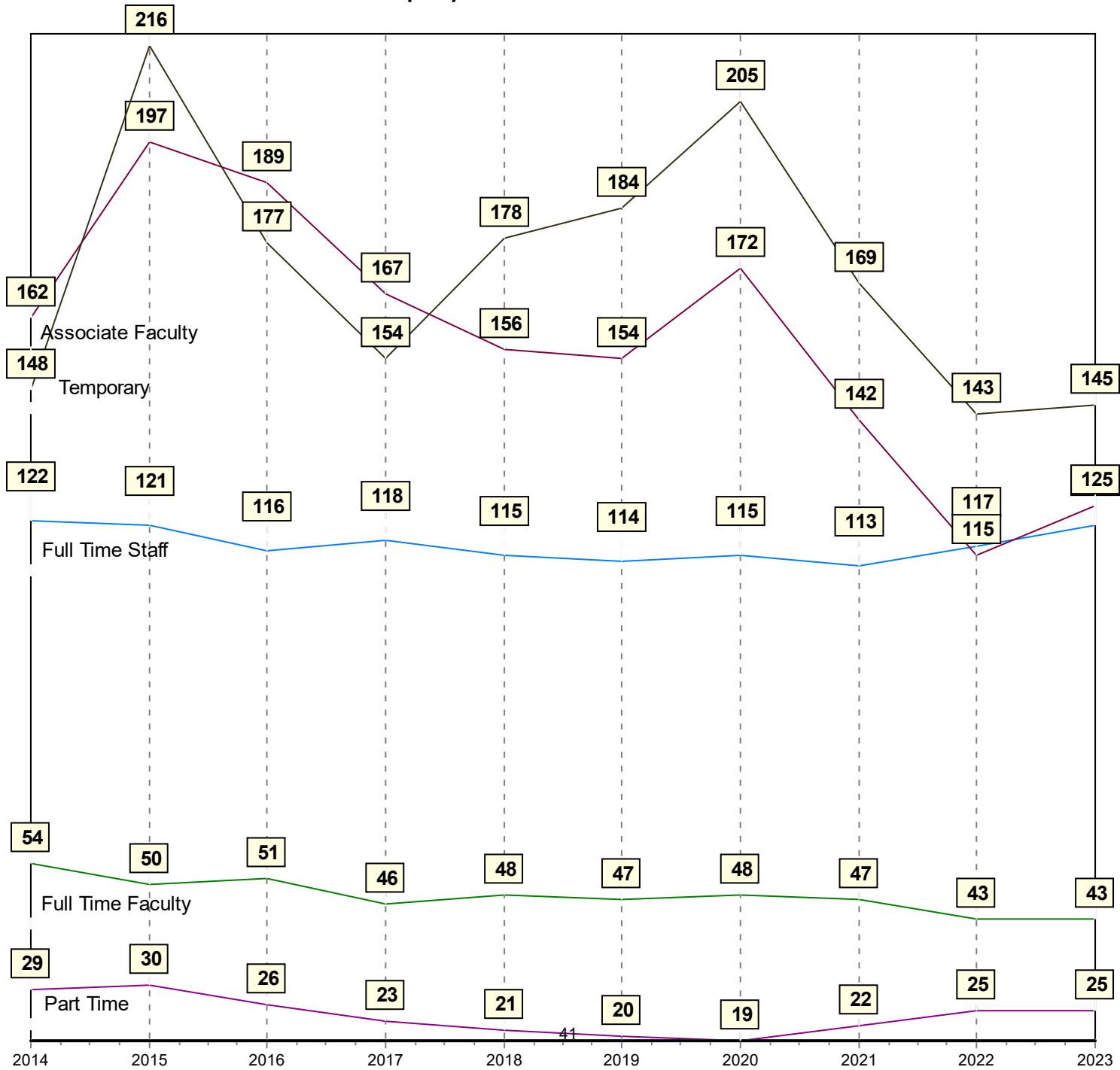
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John Wood Community College, District No. 539

As Of 3/1/2023

Employment Trends



John Wood Community College

Financial Reports

Board of Trustees Meeting

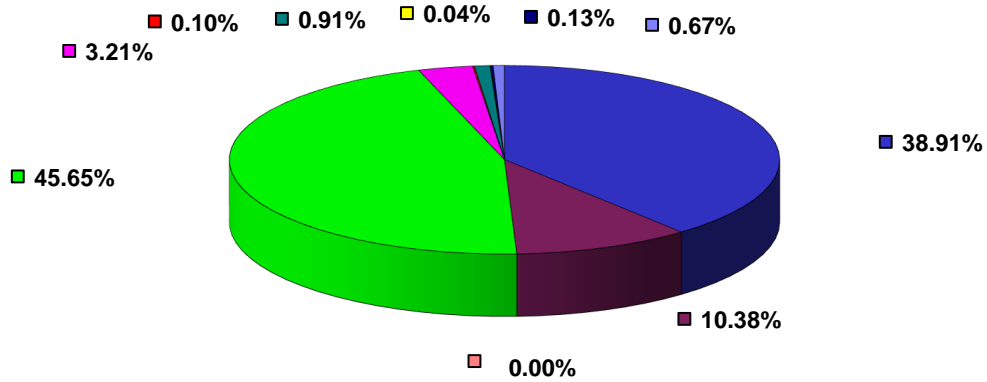
April 26, 2023

John Wood Community College, District No. 539
Comparison of Actual to Budget - FY' 23 to FY' 22
As of March 31, 2023
Unaudited

Operating Funds

	Actual FY ' 23	Budget FY ' 23	% of Budget FY ' 23	Actual FY ' 22	Budget FY ' 22	% of Budget FY ' 22
<u>REVENUES:</u>						
Local Government Revenue	\$6,497,788	\$6,379,952	101.85 %	\$6,026,874	\$5,871,195	102.65 %
State Government Revenue	\$1,732,604	\$2,261,279	76.62 %	\$1,375,172	\$1,816,571	75.70 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$7,622,477	\$7,024,991	108.51 %	\$7,301,354	\$7,934,263	92.02 %
Sales and Services Revenue	\$535,519	\$522,900	102.41 %	\$423,499	\$402,927	105.11 %
Facilities Revenue	\$16,742	\$15,000	111.61 %	\$13,000	\$15,000	86.66 %
Investment Revenue	\$152,483	\$24,400	624.93 %	\$14,804	\$30,000	49.35 %
Gifts and Grants Revenue	\$7,472	\$10,000	74.72 %	\$7,191	\$10,000	71.91 %
Other Revenue	\$21,678	\$11,600	186.88 %	\$30,271	\$13,500	224.23 %
Transfers From	\$111,441	\$162,713	68.49 %	\$80,772	\$105,973	76.22 %
TOTAL REVENUES:	\$16,698,203	\$16,412,835	101.74 %	\$15,272,935	\$16,199,429	94.28 %
<u>EXPENDITURES:</u>						
Salaries	\$6,208,253	\$9,033,318	68.73 %	\$6,152,248	\$9,015,123	68.24 %
Employee Benefits	\$1,508,392	\$2,161,348	69.79 %	\$1,499,376	\$2,167,037	69.19 %
Contractual Services	\$1,575,277	\$1,554,186	101.36 %	\$1,158,454	\$1,427,001	81.18 %
General Materials and Supplies	\$625,084	\$787,167	79.41 %	\$519,946	\$770,867	67.45 %
Travel & Conference/Meeting Expense	\$73,788	\$164,193	44.94 %	\$59,696	\$205,866	29.00 %
Fixed Charges	\$72,884	\$109,975	66.27 %	\$71,643	\$115,201	62.19 %
Utilities	\$468,110	\$642,500	72.86 %	\$408,816	\$607,400	67.31 %
Capital Outlay	\$113,244	\$100,600	112.57 %	\$120,367	\$201,273	59.80 %
Other Expenditures	\$950,166	\$1,318,752	72.05 %	\$843,612	\$1,128,309	74.77 %
Transfers To	\$308,882	\$484,261	63.78 %	\$318,230	\$561,352	56.69 %
TOTAL EXPENDITURES:	\$11,904,079	\$16,356,299	72.78 %	\$11,152,388	\$16,199,429	68.84 %
REVENUES OVER (UNDER) EXPENDITURES	\$4,794,124			\$4,120,547		

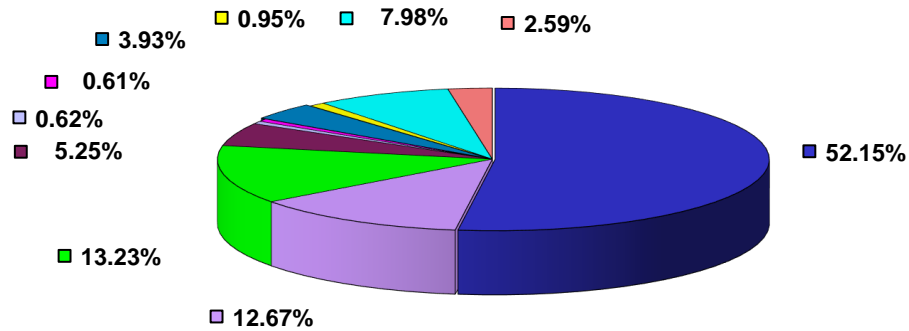
**FY23
Operating Fund Revenues YTD as of March 31, 2023 Unaudited**



Operating Fund Revenues: \$16,698,203

38.91%	Local Government Sources	\$6,497,788
10.38%	State Government Sources	\$1,732,604
0.00%	Federal Government Sources	\$0
45.65%	Student Tuition and Fees	\$7,622,477
3.21%	Sales and Service Fees	\$535,519
0.10%	Facilities Revenue	\$16,742
0.91%	Investment Revenue	\$152,483
0.04%	Gifts and Grants Revenue	\$7,472
0.13%	Other Revenues	\$21,678
0.67%	Transfers from Other Funds	\$111,441

**FY23 Operating Fund Expenditures YTD as of March 31, 2023
Unaudited**



Operating Fund Expenditures: \$11,904,079

52.15%	Salaries	\$6,208,253
12.67%	Employee Benefits	\$1,508,392
13.23%	Contractual Services	\$1,575,277
5.25%	Materials and Supplies	\$625,084
0.62%	Conference and Meeting	\$73,788
0.61%	Fixed Charges	\$72,884
3.93%	Utilities	\$468,110
0.95%	Capital Outlay	\$113,244
7.98%	Other Expenditures	\$950,166
2.59%	Transfer to/from Other Funds	\$308,882

Balance Sheet - All Funds
As of March 31, 2023
Unaudited

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<u>ASSETS</u>							
Cash	\$6,603,303	\$10,832,328	(\$612,798)	\$1,297,241	\$570,122	\$358,051	\$2,841,510
Investments	\$5,048,983	\$989,098	\$0	\$0	\$4,224,290	\$0	\$0
Receivables	\$487,709	\$0	\$445,831	\$0	\$0	\$0	\$0
Accrued Revenue	\$0	\$0	\$510,294	\$0	\$0	\$0	\$0
Interfund Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory	\$116,957	\$0	\$0	\$0	\$0	\$0	\$328,519
Other Assets	\$0	\$159,827	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$66,637	\$0	\$0	\$0	\$0	\$0	\$118,298
TOTAL ASSETS	\$12,323,590	\$11,981,252	\$343,327	\$1,297,241	\$4,794,412	\$358,051	\$3,288,327
<u>LIABILITIES</u>							
Payroll Deduction Liabilities	(\$28,729)	\$0	\$0	\$12,768	\$0	\$0	\$0
Accounts Payable	\$199,190	\$261,907	\$38,476	\$0	\$0	\$0	\$314,634
Accrued Expense	\$977,665	\$0	\$58,484	\$35,115	\$0	\$0	\$13,741
Interfund Payables	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$11,151	\$0	\$13,563	\$0	\$0	\$0	\$282
Other Liabilities	\$78	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$15,030	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$1,174,385	\$261,907	\$110,523	\$47,882	\$0	\$0	\$328,657
FUND BALANCE 7/01/2022	\$6,355,081	\$12,779,659	\$1,157,730	\$863,476	\$4,723,451	\$293,656	\$3,134,855
Revenue Over (Under) Expense	\$4,794,124	(\$1,060,314)	(\$924,926)	\$385,883	\$70,961	\$64,395	(\$175,185)
FUND BALANCE 3/31/2023	\$11,149,205	\$11,719,345	\$232,804	\$1,249,359	\$4,794,412	\$358,051	\$2,959,670
TOTAL LIABILITIES AND FUND BALANCE	\$12,323,590	\$11,981,252	\$343,327	\$1,297,241	\$4,794,412	\$358,051	\$3,288,327

**JWCC Investment Report
FY 2023**

UNAUDITED REPORT

<u>Total Cash and Investments</u>	Value as of <u>March 31, 2023</u>
JWCC Checking	7,193,836.59
JWCC MMA/Cash	13,542.89
Illinois Funds	10,344,821.63
Raymond James Financial Services	4,345,983.52
Money Market	5,838.36
JWCC CDs & Treasuries	10,262,370.03
Total Cash and Investments	32,166,393.02

<u>Held by JWCC</u>	<u>Rate</u>	<u>Maturity Date</u>		<u>Fund</u>
Checking Accounts	1.75%		7,193,836.59	all funds
Raymond James Financial Services	3.59%		4,345,983.52	all funds
IL FUND Checking	4.696%		10,344,821.63	all funds
Heartland Bank & Trust Company	0.02%		13,542.89	split 07 & 32
Money Market -FBT	1.75%		5,838.36	all funds
Commerce Bank - Treasury	4.206%*	4/13/2023	2,545,871.55	01
Commerce Bank - Treasury	4.297%*	10/5/2023	2,492,045.86	07
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%*	3/31/2024	240,013.34	32
Commerce Bank - Treasury	2.770%*	6/15/2024	249,084.19	32
Peoples Prosperity Time Deposit	3.35%	9/19/2024	250,000.00	32
Peoples Prosperity Bank Savings	1.06%	12/12/2024	100,000.00	07
Peoples Prosperity Bank Savings	1.06%	12/12/2024	250,000.00	07
Commerce Bank - Treasury	2.131%*	3/15/2025	240,679.66	07
Commerce Bank - Treasury	2.131%*	3/15/2025	96,462.88	07
Commerce Bank - Treasury	2.970%*	6/30/2025	249,605.91	07
Commerce Bank - Treasury	2.970%*	6/30/2025	99,473.94	07
Commerce Bank - Treasury	3.600%*	9/15/2025	247,158.25	07
Commerce Bank - Treasury	3.600%*	9/15/2025	98,863.30	07
Mercantile Trust & Savings Bank CD	1.45%	12/18/2025	250,000.00	07
Mercantile Trust & Savings Bank CD	1.45%	12/18/2025	100,000.00	07
Commerce Bank - Treasury	3.700%*	5/15/2027	2,503,111.15	01
Total Cash and Investments			32,166,393.02	

*indicates a yield to maturity rather than an interest rate

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 26th day of April.

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