



**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: DO

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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 and arrangements will be made to allow public comment through teleconferencing.

Date: **07.26.23 BOARD OF TRUSTEES REGULAR MEETING**

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

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

AGENDA

Page

1. **Call to Order/Appointment of Assistant Secretary**
2. **Roll Call**
3. **Pledge of Allegiance; Mission Statement** – JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value
4. **Introduction**
5. **Special Report - David Hetzler– JDub Academy**
6. **Consideration of Items from the Floor**
7. **Public and/or Employee Comment**
- 7.1 **PUBLIC HEARING OF THE FY24 BUDGET is Open**
8. **President and Committee Reports**

July 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

- 8.1 ICCTA/West Central Region Report – *Mr. Andrew Sprague, Ms. Paula Hawley*
- 8.2 Board Executive Committee Report – *Mr. Bob Rhea, Mr. Andrew Sprague, Ms. Paula Hawley* Table Folder
- 8.3 Board Curriculum Committee Report – *Mr. Larry Fischer, Ms. Angela Greger* Table Folder
- 8.4 Board Finance and Audit Committee Report – *Mr. Don Hess, Dr. Randy Greenwell* Table Folder
- 8.5 Student Trustee Report – *Ms. Kaydence Gregory*
- 8.6 Administration Report – *Dr. Bryan Renfro*
- 9. Consent Agenda
Consent business Items
- 9.1 Request approval of 06.21.23 regular Board meeting minutes 1-11
- 9.2 Request approval of bills for June payment Finance and Audit Committee
- 9.3 Request approval of trustee & employee travel expenditures for June Finance and Audit Committee
- 10. Grant items
- 11. Business
- 11.1 PUBLIC HEARING OF THE FY24 BUDGET is Closed
- 11.1 Request approval of Fiscal Year 2024 resolution and certificate adopting the annual budget RE: PUBLIC HEARING OF THE BUDGET 12-33
- 11.2 Request approval to pay the 1st installment of ICCTA dues RE: \$3,927.00 34-37
- 11.3 Request appointment of Treasurer and Assistant Treasurer for the College 38-40
- 11.4 Request authorization to revise Board Policy 419- Student Grievance 41-42
- 11.5 Request authorization to revise Board Policy 420 – Student Education Records 43-49
- 11.6 Request approval of five RAMP documents and the matching funds commitment for submission to the Illinois Community College Board 50-70

July 26, 2023, Board of Trustees Meeting

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Office of the President

11.7	Request approval to close the college for the afternoon of October 17, 2023 to provide an professional development event for employees	71
12.	Discussion Items	
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13.	Notices and Communications	
14.	Personnel Items	
14.1	Request authorization to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented.	73-75
15.	Other Items	
16.	Closed Session	
16.1	A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.	
17.	Resume Open Session	
18.	Open Session Matters	
	Approve any matter discussed in closed session as necessary and limited to those matters authorized for discussion in closed session by motion to enter closed session.	
19.	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.”

July 26, 2023, Board of Trustees Meeting

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Date: **06.21.23** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

Location: Board room, Student Administrative Center, 1301 South 48th Street, Qy, IL 62305

1. Call to Order/Appointment of Assistant Secretary

The **06.21.23** Board of Trustees meeting was called to order in the Board room, Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305, at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rhea appointed Ms. Benz assistant secretary.

2. Roll Call

Ms. Benz called roll:

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				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. Josh Welker, Mr. Dave Hetzler, Ms. Nora Klingele, Mr. Dan Stupavsky, Ms. Melanie Lechtenberg, Ms. Amy Wear, Mr. Sam Tedrow, and Mr. Mike Sorensen Quincy Herald Whig reporter.

3. Pledge of Allegiance; Mission Statement – Ms. Angela Greger led all in the Pledge of Allegiance.

4. Introductions

- Amy Wear PT, Assistant, Records & Registration
- Brad Hoyt was also acknowledged in the interim appointment in the Dean of Students/ Enrollment Management position which was vacated by Tracy Orne who was appointment as Dean of External Relations/Communications.

5. Special Report – None

6. Consideration of Items from the Floor - None

7. Public and/or Employee Comment - None

06.21.23 Board of Trustees meeting

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8.1 ICCTA/West Central Region Report – Mr. Andy Sprague, ICCTA representative, Dr. Randy Greenwell, alternate - None

8.2 Board Executive Committee Report – Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley, The Executive Committee met on Thursday, June 08, 2023, in room C252 at 1:30. Attendees were Mr. Bob Rhea, (Via zoom), Mr. Andy Sprague, and Ms. Paul Hawley, in-person).

The committee discussed the June agenda items.

- **Consent Agenda were:**
 - Regular & Board retreat minutes, bills, travel expenditures
 - Financials May
- **Grants**
 - The board discussed four grant acceptance of funds which are being presented on the agenda for June.
- **Personnel**
- **Business Agenda**
 - Items for June included the 2024 tentative budget resolution, approval of the bonding level at 6.3 million, and approval of the United Way annual partner agreement for 2024, approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within, and approval to renew the Regional Office of Education agreement at the Southeast Education Center.
- **Discussion Items**
 - Other items discussed included the Decennial committee on local government efficiency act resolution, Hannibal innovation, pathways, inauguration, required board training, compensation plan for staff, evaluation tool to be used for completing an evaluation on the president.

The committee heard applications for both the vacant vice president of Instruction and Student Services position as well as the Chief of Police position are coming in. A search committee for the Chief of Police has been established and interviews will be scheduled within the next month.

8.3 Board Curriculum Committee Report - Mr. Larry Fischer, Ms. Angela Greger. The Curriculum Committee met on Wednesday, June 7, 2023. Attending virtually via zoom were Ms. Angela Greger, trustee; Mr. Larry Fischer, trustee; Dr. Laurel Klinkenberg, vice president of instruction; Dr. Bryan Renfro, president; Ms. Kristina Johnson, note taker.

The Annual and Five-Year Program Review processes were discussed. The forms reviewed included the annual academic discipline and career and technical education forms along with the



ICCB Academic Discipline and Career and Technical Education 5-year review templates. A mandatory faculty program review workshop is held annually to encourage faculty to review programs of study.

8.4 **Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess** – The Finance and Audit Committee met on Wednesday, June 14, 2023, at 2:00 p.m., at John Wood Community College. Present were Dr. Randy Greenwell; trustee, Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker.

The committee reviewed the following:

- Bills for Payment – Bills will be recommended for payment.
- Out of District Travel Requests – The committee reviewed the out of district travel forms that were submitted and recommended for approval.
- Financials – Financials were presented and will be recommended for approval.
- Board Budget – The budget was reviewed.
- Review Investments – The investment report was reviewed.
- Board items
 - a. Tentative Budget – the tentative budget was reviewed. The proposed budget is balanced. Some key items from the budget:

Operating revenue projections include:

 - State funding of \$2,412,078 which is a 7% increase from FY2023 and represents 13.4% of total revenues.
 - Tuition revenue based on 37,500 credit hours which represents an increase of 3,500 credit hours from FY2023 budgeted credit hours.
 - Local property tax levy of \$5,766,572 based on an estimated flat tax rate which represents 32.0% of total revenues.
 - Corporate Personal Property Replacement Tax revenue of \$1,000,000 which represents an increase of \$249,454 over the FY2023 budgeted amount.
 - No tuition or universal fee increase.

Operating expenditure projections include:

 - All contractual obligations including all debt payments.
 - Items from the College’s Strategic Master Plan.



Office of the President

- Faculty and staff salary increases of approximately 4.00% for all Board-approved positions plus additional staff raises according to recommendations from the staff compensation study.
- Funding for reorganizational plans from all service areas as recommended by the President

8.5 Student Trustee Report – Ms. Kaydence Gregory – None

8.6 Administration Report – Dr. Renfro – Highlighted was J-Dub academy which is currently in progress. Enrollment in this year’s academy is 488 up from last year. A shout-out was given to Ms. Kathleen Rodgers for her administration of the program. Dr. Renfro stated he has received many compliments from parents in the community.

Workforce Development Center is still on target for an opening date in November. The current building has been connected to the new addition. The only anticipated delay could be the arrival of the HVAC system. Acknowledgment was given to Mr. Barta and Mr. Welker for their lead in the process since Mr. LaTour’s departure.

Courtyard project continues to move forward. A pergola has been assembled, an outdoor sound system has been installed, and flowers have been planted. Acknowledgement was given to all who has been working on this project. This project is anticipated to be completed by the start of the fall semester. The president’s inauguration (August 19) reception is being planned for in the courtyard.

On June 12, Dr. Renfro stated he attended the Foundation Board meeting. The reorganization of the department was shared with their Board. Foundation priorities were established. They included increase in student scholarship support both in dollar amount and available scholarships; (Trail Blazer scholarships, Presidential scholarships, and Student Government Association officer scholarships); forming of an alumni association for funding, and the annual 50th anniversary kick-off session.

Dr. Renfro and Mr. Stupavsky recently worked on a concept paper regarding a Department of Education Community College Funding Opportunity for clean energy. ICCB solicited all community colleges who would be applying this grant; gathering their information for submission for a state proposal. JWCC was one of four community colleges invited to participate. It is 2-year grant totaling \$570,000 dollars.

Workshops will be held on Pathways on July 17 and July 18. On the 17th the topics are geared toward student services and on the 18th toward leadership team. A consultant has been hired to lead these workshop discussions.

Mr. Hoyt shared information from this year’s All - Star game JWCC hosted at the Student Activity Center on Saturday, June 20. This event was established several years ago in the Quincy area but due to Covid was discontinued. Muddy River Sports approached the college about starting up the



Office of the President

event again. This event is an Illinois vs. Missouri sports competition between the best players from both the boys’ and girls’ basketball teams for bragging rights.

This is the second year JWCC has hosted the event with great sponsorships. JWCC has recruited several student athletes for our upcoming fall program.

Dr. Renfro shared the “SAVE THE DATE” Wine Pull Fundraiser information was included in the table folder. This event is scheduled for Thursday, September 21, 2023, at the Quincy Country Club from 5:30 – 8:00 p.m. Foundation Board members and JWCC Board members are being asked to sell five tickets a piece and donate a bottle of wine.

9. **Consent Agenda**

Consent business

- 9.1 Request approval of 05.17.23. Board regular meeting minutes and 05.30.23 Board retreat meeting minutes
- 9.2 Request approval of bills for payment for May **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for May **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for May **Finance & Audit Committee**

MOTION: *Request approval of the consent agenda items*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

Discussion:

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

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

06.21.23 Board of Trustees meeting

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MOTION: *Authorization to accept grant funds from Dollar General Literacy Foundation for Adult Education/GED Testing Fees Amount Requested: \$4,200*

Moved by: Ms. Hawley
Seconded by: Ms. Greger

Discussion: In response to the shortage of quality childcare providers in Illinois, this statewide plan will streamline, coordinate, and improve accessibility of early childhood degree pathways. This will be the 3rd year of the three-year grant and will focus on incumbent early childhood workforce and the employers of childcare educators.

MOTION: *Authorization to accept grant funds from United Way of Adams County for RSVP Support Grant on Aging RSVP Grant Amount Requested: \$5,000*

Discussion: This request is for funding from the United Way of Adams County Annual Campaign. As a partner agency of the United Way, RSVP receives funding to support our Carryout Caravan, Friendly Caller and Medical Transportation Programs.

MOTION: *Authorization to accept grant funds from Illinois Department on Aging for Illinois Department on Aging RSVP Grant Amount Requested: \$50,364*

Discussion: Illinois Department on Aging RSVP Grant provides funding for salaries, program support and volunteer recognition for the Adams, Brown, and Pike County RSVP program. These funds will be used to meet the matching funding needed for the AmeriCorps Seniors annual grant.

MOTION: *Authorization to accept grant funds from Illinois Community College Board for Trades School Grant Program Amount Requested: \$138,319*

Discussion: 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.

11. **Business**

11.1 **MOTION:** *Request approval of the Fiscal Year 2024 tentative budget resolution*

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

Discussion: The tentative budget for John Wood Community College for fiscal year 2024 was included in the table folder The proposed budget is being presented as balanced with operating revenue and expenditures of \$18,013,268. This is an increase from the fiscal year 2023 budget of \$1,600,433. Mr. Welker acknowledged the work of the Business Office, especially Ms. Nora Klingele, who constructs, enters, and verifies the budget who spends long hours to



Office of the President

Mr. Welker responded to Mr. Fischer’s question that currently the college receives around 13.4% of our budget from the state which use to stand at 33%.

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				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 the School Treasurer’s bond with The HARTFORD through the Illinois Community College Risk Management Consortium RE: Bond level 6.3 million

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

Discussion: Based upon Illinois Statue 110 ILCS 805/3-19, the treasurer of the community college district is required to be bonded. The Illinois Community College Risk Management Consortium has contracted with The Hartford to provide this coverage to its members. The level of bonding is \$6,300,000. It was noted to review the nomination of treasurer and assistant treasurer appointments.

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

11.3 **MOTION:** Request approval to renew the United Way Partner agreement for FY2024

Moved by: Ms. Greger
Seconded by: Dr. Greenwell



Discussion: This agreement is done annually. There are no changes to this agreement from the previous one the College has entered into for several years

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

11.4 **MOTION:** Request approval to renew the Regional Office of Education agreement at the Southeast Education Center.

NOTE: A change was made to have two separate one-year agreements substituted for the one two-year agreement presented in the package to meet auditor requires from the Regional Office of Education

Moved by: Mr. Sprague
Seconded by: Ms. Greger

Discussion: This agreement is done annually. This agreement is between John Wood Community College Southeast Education Center and the Regional Office of Education. The agreement was presented as one two-year agreement but due to requirements of the Regional Office of Education it was divided into two one-year agreements for approval. They were for 2022-2023 and 2023-2024.

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



Mr. Rhea stated that item 11.5 would be moved to closed session

11.5 **MOTION:** *Request approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within*

16. Closed Session Mr. Rhea read the closed session statement.

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

Moved by: Ms. Hawley

Seconded by: Ms. Greger

NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				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. Public Session

17.1 **MOTION:** *Resume to Open Session*

Moved by: Dr. Greenwell

Seconded by: Mr. Sprague

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



11.5 **MOTION:** Request approval of appointment of the Dean of External Relations/Communications and reorganization of positions and appointments within

NOTE: additional clarification of this motion is outlined under discussion. Action is effective of this motion.

Move by: Mr. Greenwell
Seconded by: Mr. Fischer

Discussion: This motion includes this clarification.

- 1. Request appointment of Tracy Orne into the Dean of External Relations/Communications
2. Request approval of reorganization of positions within this department which includes the office of grants and director of Advancement and employees who report to this director
3. Request to dissolve the position of Director Public Relations and Marketing, with the employees under this position reporting to the Dean of External Relations/Communications

Table with 5 columns: NAME, AYE, NAY, PRESENT, ABSENT. Rows include Ms. Gregory, Ms. Greger, Mr. Hess, Mr. Sprague, Ms. Hawley, Dr. Greenwell, Mr. Fischer, Mr. Rhea, and Voice Vote.

12. Discussion Item

Calendar of Events - Mr. Fischer inquired on a fall retreat. Board members suggested to schedule late September or early October. Discussion was tabled on a specific date to the July meeting to allow the Board time to review their calendar schedules.

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: Ms. Hawley
Seconded by: Mr. Sprague

Discussion:



NAME	AYE	NAY	PRESENT	ABSENT
Ms. Gregory				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** – Mr. Rhea acknowledged the retirement of Dr. Randall Egdorf and expressed his thank-you for his service to the College for twenty years.

18. **Adjournment**

18.1 **MOTION:** *Adjourn the June 21, 2023, Board of Trustees regular meeting*

Moved by: Dr. Greenwell

Seconded by: Ms. Greger

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

19. **Approval:**

Approved the **26th day of July 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 _____



Date: **July 26, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Approval of FY 2024 Annual Budget

I recommend the Board of Trustees approve the FY2024 Annual Budget. Attached is the Resolution and Certificate Adopting the Annual Budget. The budget was presented to the Board at the June Board of Trustees meeting and has been on display for public inspection. The public hearing was held and all provisions of the Illinois Community College Act regarding adoption of the annual budget have been met. The budget is balanced with operating revenue and expenditures of \$18,013,268. This is an increase from the fiscal year 2023 budget of \$1,600,433.

Operating revenue projections include:

- State funding of \$2,412,078 which is a 7% increase from FY2023 and represents 13.4% of total revenues.
- Tuition revenue based on 37,500 credit hours which represents an increase of 3,500 credit hours from FY2023 budgeted credit hours.
- Local property tax levy of \$5,766,572 based on an estimated flat tax rate which represents 32.0% of total revenues.
- Corporate Personal Property Replacement Tax revenue of \$1,000,000 which represents an increase of \$249,454 over the FY2023 budgeted amount.
- No tuition or universal fee increase.

Operating expenditure projections include:

- All contractual obligations including all debt payments.
- Items from the College’s Strategic Master Plan.
- Faculty and staff salary increases of approximately 4.00% for all Board-approved positions plus additional staff raises according to recommendations from the staff compensation study.
- Funding for reorganizational plans from all service areas as recommended by the President

I concur with the recommendation and request the Board of Trustees approve the FY 2024 Annual Budget.



July 26, 2023 JWCC Board regular meeting

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Resolution Adopting Annual Budget

WHEREAS, the Board of Trustees of John Wood Community College, counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and State of Illinois, must adopt an annual budget within or before the first quarter of each fiscal year; and,

WHEREAS, a tentative budget for the fiscal year 2024 (July 1, 2023 to June 30, 2024) was prepared and made conveniently available to public inspection for at least thirty (30) days heretofore, after due notice of availability for public inspection; and,

WHEREAS, a public hearing has been held regarding such tentative budget, after due notice of the holding of such public hearing; and,

WHEREAS, the provisions of the Illinois Public Community College Act required to be complied with prior to adopting an annual budget have been complied with,

NOW, THEREFORE, BE IT HEREBY RESOLVED by 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, that the annual budget for the fiscal year 2024 (July 1, 2023 to June 30, 2024) attached hereto and incorporated by reference, is hereby adopted as the annual budget for such fiscal year.

DATED: This 26th day of July, 2023.

APPROVED: _____
Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees

July 26, 2023 JWCC Board regular meeting

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Certificate Adopting Annual Budget

I, the undersigned, being duly sworn on oath, depose and state:

1. That I am the duly elected and acting secretary 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, and have the custody and control of the minutes and records of the said Board of Trustees.
2. That attached hereto is a true and correct copy of the RESOLUTION ADOPTING ANNUAL BUDGET duly adopted by the said Board of Trustees by roll call vote at a regular meeting of said Board of Trustees held on the 26th day of July, 2023.
3. That said Resolution Adopting Annual Budget has not been amended, rescinded, or revoked after its approval.

DATED: This 26th day of July, 2023.

Ms. Paula Hawley, Secretary
JWCC Board of Trustees

July 26, 2023 JWCC Board regular meeting

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***JOHN WOOD COMMUNITY COLLEGE
DISTRICT 539***

Approved Budget

FOR FISCAL YEAR 2024
(July 1, 2023 – June 30, 2024)



JOHN WOOD COMMUNITY COLLEGE
1301 SOUTH 48TH STREET
QUINCY, IL 62305

SUMMARY OF FISCAL YEAR 2024 ESTIMATED REVENUES

John Wood Community College	Dist. No. 539		Year Ending June 30, 2024	
	Education Fund	Oper. and Maintenance Fund	Total Operating Fund	%
<u>OPERATING REVENUES BY SOURCE</u>				
<i>Local Government:</i>				
Local Taxes	\$ 4,748,822	\$ 1,017,750	\$ 5,766,572	32.0%
Corporate Personal Property Chargeback	\$ 1,000,000		\$ 1,000,000	5.6%
Other			\$ -	0.0%
TOTAL LOCAL GOVERNMENT	<u>\$ 5,748,822</u>	<u>\$ 1,017,750</u>	<u>\$ 6,766,572</u>	<u>37.6%</u>
<i>State Government:</i>				
ICCB Base Operating Grants	\$ 418,680	\$ 1,073,233	\$ 1,491,913	8.3%
ICCB Equalization Grants	\$ 770,197		\$ 770,197	4.3%
ICCB Performance Based Initiative			\$ -	0.0%
ICCB Career & Technical Education Formula Allocation Cr Hr Grants	\$ 149,968		\$ 149,968	0.8%
State Board of Education			\$ -	0.0%
Dept. of Veterans Affairs			\$ -	0.0%
Other			\$ -	0.0%
TOTAL STATE GOVERNMENT	<u>\$ 1,338,845</u>	<u>\$ 1,073,233</u>	<u>\$ 2,412,078</u>	<u>13.4%</u>
<i>Federal Government:</i>				
Dept. of Education				
Dept. of Labor				
Other				
TOTAL FEDERAL GOVERNMENT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
<i>Student Tuition and Fees:</i>				
Tuition (+ Internet) 37500 Cr. Hrs.	\$ 5,874,160	\$ -	\$ 5,874,160	32.6%
Fees	\$ 2,017,858	\$ -	\$ 2,017,858	11.2%
Other Student Assessments				
TOTAL TUITION AND FEES	<u>\$ 7,892,018</u>	<u>\$ -</u>	<u>\$ 7,892,018</u>	<u>43.7%</u>
<i>Other Sources:</i>				
Sales and Service Fees	\$ 650,500	\$ 3,400	\$ 653,900	3.6%
Facilities Revenue	\$ -	\$ 15,000	\$ 15,000	0.1%
Investment Revenue	\$ 95,000	\$ 10,000	\$ 105,000	0.6%
Nongovernmental Gifts and Grants	\$ 10,000	\$ -	\$ 10,000	0.1%
Other Revenues	\$ 8,700	\$ -	\$ 8,700	0.0%
Other - Transfer In	\$ 150,000	\$ -	\$ 150,000	0.8%
TOTAL OTHER SOURCES	<u>\$ 914,200</u>	<u>\$ 28,400</u>	<u>\$ 942,600</u>	<u>5.2%</u>
TOTAL 2024 BUDGETED REVENUE	<u>\$ 15,893,885</u>	<u>\$ 2,119,383</u>	<u>\$ 18,013,268</u>	<u>100.0%</u>
<i>Less Nonoperating Items*</i>				
Tuition Chargeback Revenue				0.0%
Instructional Service Contract Revenue				
ADJUSTED REVENUES	<u>\$ 15,893,885</u>	<u>\$ 2,119,383</u>	<u>\$ 18,013,268</u>	<u>100.0%</u>

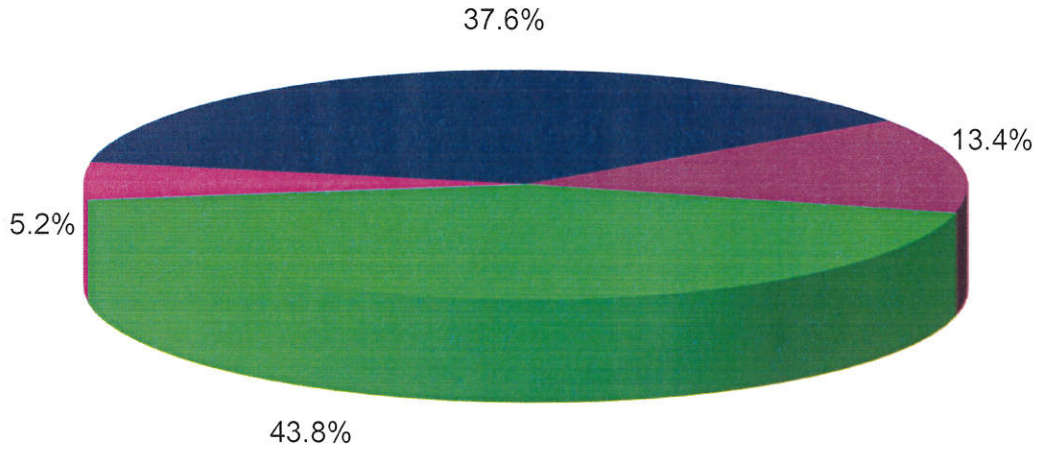
*Interdistrict revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

SUMMARY OF FISCAL YEAR 2024 OPERATING BUDGETED EXPENDITURES

	Education Fund	Oper. and Maintenance Fund	Total Operating Funds	%
<u>BY PROGRAM</u>				
Instruction	\$ 6,809,267	\$ -	\$ 6,809,267	37.8%
Academic Support	\$ 1,171,238	\$ -	\$ 1,171,238	6.5%
Student Services	\$ 1,755,054	\$ -	\$ 1,755,054	9.7%
Public Service/Continuing Ed.	\$ 641,176	\$ -	\$ 641,176	3.6%
Organized Research	\$ -	\$ -	\$ -	0.0%
Auxiliary Services	\$ -	\$ -	\$ -	0.0%
Operation & Maint. of Plant		\$ 1,849,914	\$ 1,849,914	10.3%
Institutional Support	\$ 4,008,456	\$ 193,300	\$ 4,201,756	23.3%
Scholarships, Grants, Waivers	\$ 1,079,601	\$ -	\$ 1,079,601	6.0%
INTERFUND TRANSFERS	\$ 429,093	\$ 76,169	\$ 505,262	2.9%
TOTAL FY2024 BUDGETED EXPENDITURES	<u>\$ 15,893,885</u>	<u>\$ 2,119,383</u>	<u>\$ 18,013,268</u>	<u>100.0%</u>
Less Nonoperating Items*				
Tuition Chargeback				
Instructional Service Contracts				
ADJUSTED EXPENDITURES	<u>\$ 15,893,885</u>	<u>\$ 2,119,383</u>	<u>\$ 18,013,268</u>	<u>100.0%</u>
<u>BY OBJECT</u>				
Salaries	\$ 9,059,799	\$ 568,561	\$ 9,628,360	53.5%
Employee Benefits	\$ 2,210,706	\$ 196,198	\$ 2,406,904	13.4%
Contractual Services	\$ 1,709,424	\$ 112,800	\$ 1,822,224	10.1%
General Materials/Supplies	\$ 848,240	\$ 134,200	\$ 982,440	5.5%
Travel/Conference/Mtg. Exp.	\$ 218,763	\$ 2,200	\$ 220,963	1.2%
Fixed Charges	\$ 16,793	\$ 92,500	\$ 109,293	0.6%
Utilities	\$ -	\$ 735,750	\$ 735,750	4.1%
Capital Outlay	\$ 204,816	\$ 201,005	\$ 405,821	2.3%
Other	\$ 1,196,251	\$ -	\$ 1,196,251	6.6%
Provision for Contingency				
INTERFUND TRANSFERS	\$ 429,093	\$ 76,169	\$ 505,262	2.9%
TOTAL FY2024 BUDGETED EXPENDITURES	<u>\$ 15,893,885</u>	<u>\$ 2,119,383</u>	<u>\$ 18,013,268</u>	<u>100.0%</u>
Less Nonoperating Items*				
Tuition Chargeback				
Instructional Service Contracts				
ADJUSTED EXPENDITURES	<u>\$ 15,893,885</u>	<u>\$ 2,119,383</u>	<u>\$ 18,013,268</u>	<u>100%</u>

*Interdistrict expenses that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

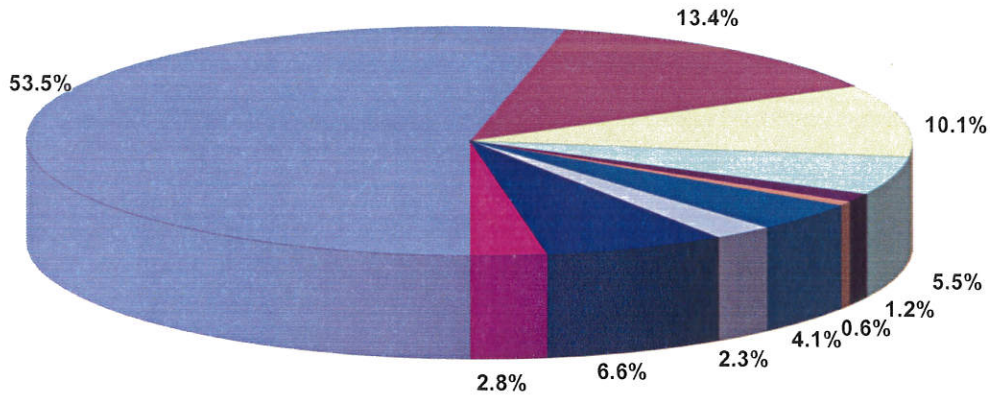
FY2024 BUDGETED REVENUES BY OBJECT



37.6%	Local Government Sources	\$6,766,572
13.4%	State Government Sources	\$2,412,078
43.8%	Student Tuition and Fees	\$7,892,018
5.2%	All Other Revenue Sources	\$942,600

Operating Fund Revenues: \$18,013,268

FY2024 BUDGETED EXPENDITURES BY OBJECT



53.5%	Salaries	\$9,628,360
13.4%	Employee Benefits	\$2,406,904
10.1%	Contractual Services	\$1,822,224
5.5%	Material and Supplies	\$982,440
1.2%	Conference and Meeting	\$220,963
0.6%	Fixed Charges	\$109,293
4.1%	Utilities	\$735,750
2.3%	Capital Outlay	\$405,821
6.6%	Other Expenditures	\$1,196,251
2.9%	Transfers to Other Funds	\$505,262

Operating Fund Expenditures: \$18,013,268

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	\$ 4,894,419	
Employee Benefits	\$ 932,557	
Contractual Services	\$ 583,571	
General Materials & Supplies	\$ 225,534	
Travel/Conference/Mtg. Expenses	\$ 75,643	
Fixed Charges	\$ 7,443	
Utilities	\$ -	
Capital Outlay	\$ 90,100	
Other	\$ -	\$ 6,809,267
ACADEMIC SUPPORT		
Salaries	\$ 558,498	
Employee Benefits	\$ 181,741	
Contractual Services	\$ 129,183	
General Materials & Supplies	\$ 208,936	
Travel/Conference/Mtg. Expenses	\$ 14,750	
Fixed Charges	\$ 3,000	
Utilities	\$ -	
Capital Outlay	\$ 75,130	
Other	\$ -	\$ 1,171,238
STUDENT SERVICES		
Salaries	\$ 1,117,062	
Employee Benefits	\$ 310,016	
Contractual Services	\$ 164,362	
General Materials & Supplies	\$ 103,234	
Travel/Conference/Mtg. Expenses	\$ 59,330	
Fixed Charges	\$ 250	
Utilities	\$ -	
Capital Outlay	\$ 800	
Other	\$ -	\$ 1,755,054
PUBLIC SERVICE/CONTINUING EDUCATION		
Salaries	\$ 339,556	
Employee Benefits	\$ 54,990	
Contractual Services	\$ 190,019	
General Materials & Supplies	\$ 51,411	
Travel/Conference/Mtg. Expenses	\$ 5,200	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ 641,176
ORGANIZED RESEARCH		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -

FISCAL YEAR 2024 BUDGETED EXPENDITURES

(Continued)

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
AUXILIARY SERVICES		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -
OPERATION & MAINTENANCE OF PLANT		
Salaries		
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -
INSTITUTIONAL SUPPORT		
Salaries	\$ 2,150,265	
Employee Benefits	\$ 731,401	
Contractual Services	\$ 642,289	
General Materials & Supplies	\$ 259,125	
Travel/Conference/Mtg. Expenses	\$ 63,840	
Fixed Charges	\$ 6,100	
Utilities	\$ -	
Capital Outlay	\$ 38,786	
Other	\$ 116,650	\$ 4,008,456
SCHOLARSHIPS, GRANTS, WAIVERS		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ 1,079,601	\$ 1,079,601
INTERFUND TRANSFERS		\$ 429,093
GRAND TOTAL		\$ 15,893,885

OPERATION AND MAINTENANCE FUND

OPERATION & MAINTENANCE OF PLANT	Appropriations	<u>Totals</u>
Salaries	\$ 568,562	
Employee Benefits	\$ 196,197	
Contractual Services	\$ 102,800	
General Materials & Supplies	\$ 119,200	
Travel/Conference/Mtg. Expenses	\$ 2,200	
Fixed Charges	\$ 92,500	
Utilities	\$ 735,750	
Capital Outlay	\$ 32,705	
Other	\$ -	
		<u>\$ 1,849,914</u>
INSTITUTIONAL SUPPORT		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ 10,000	
General Materials & Supplies	\$ 15,000	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ 168,300	
Other	\$ -	
Provision for Contingency	\$ -	
		<u>\$ 193,300</u>
INTERFUND TRANSFERS		<u>\$ 76,169</u>
GRAND TOTAL		<u><u>\$ 2,119,383</u></u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

PUBLIC BUILDING COMMISSION OPERATION AND MAINTENANCE FUND	<u>Appropriations</u>	<u>Totals</u>
OPERATION & MAINTENANCE OF PLANT		
Salaries	_____	
Employee Benefits	_____	
Contractual Services	_____	
General Materials & Supplies	_____	
Travel/Conference/Mtg. Expenses	_____	
Fixed Charges	_____	
Utilities	_____	
Capital Outlay	_____	
Other	_____	\$ _____ -
INSTITUTIONAL SUPPORT		
Salaries	_____	
Employee Benefits	_____	
Contractual Services	_____	
General Materials & Supplies	_____	
Travel/Conference/Mtg. Expenses	_____	
Fixed Charges	_____	
Utilities	_____	
Capital Outlay	_____	
Other	_____	
Provision for Contingency	_____	\$ _____ -
INTERFUND TRANSFERS	_____	
GRAND TOTAL		<u>\$ _____ -</u>

FISCAL YEAR 2024 BUDGETED REVENUES

OPERATIONS AND MAINTENANCE FUND (Restricted)	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	\$ 175,000	\$ 175,000
State Governmental Sources		
ICCB Deferred Maintenance Grant	\$ -	
ICCB Technology Enhancement Init.	\$ -	
ICCB Capital Projects	\$ -	\$ -
Federal Governmental Sources	\$ -	\$ -
Other Sources		
Student Tuition and Fees	\$ -	
Sales and Service Fees	\$ -	
Facilities Revenue	\$ -	
Investment Revenue	\$ 200,000	
Non-Gov't'l. Gifts, Grants, Bequests	\$ -	
Other	\$ -	\$ 200,000
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		<u>\$ 375,000</u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

OPERATIONS AND MAINTENANCE FUND (Restricted)	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ 473,373	
Other Expenditures	\$ -	
Provision for Contingency		\$ 473,373
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		<u>\$ 473,373</u>

FISCAL YEAR 2024 BUDGETED REVENUES

<u>WORKING CASH FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Bond Proceeds	\$ -	
Other	\$ -	\$ -
		\$ -
Federal Governmental Sources	\$ -	\$ -
Other Sources		
Sales and Service Fees	\$ -	
Facilities Revenue	\$ -	
Investment Revenue	\$ 40,000	
Non-Gov't'l. Gifts, Grants, Bequests	\$ -	
Other	\$ -	\$ 40,000
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		\$ 40,000

FISCAL YEAR 2024 BUDGETED EXPENDITURES

<u>WORKING CASH FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other Expenditures	\$ -	
Provision for Contingency	\$ -	\$ -
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		\$ -

FISCAL YEAR 2024 BUDGETED REVENUES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Other Sources		
Sales and Service Fees	\$ 3,284,500	
Investment Revenue	\$ 45,000	
Non-Gov't'l. Gifts, Grants, Bequests	\$ -	
Other	\$ 24,000	\$ 3,353,500
INTERFUND TRANSFERS		\$ 429,093
GRAND TOTAL		\$ 3,782,593

FISCAL YEAR 2024 BUDGETED EXPENDITURES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INDEPENDENT OPERATIONS		
Salaries	\$ 348,543	
Employee Benefits	\$ 77,004	
Contractual Services	\$ 752,580	
General Materials & Supplies	\$ 811,930	
Travel/Conference/Mtg. Expenses	\$ 63,250	
Fixed Charges	\$ 43,900	
Utilities	\$ -	
Capital Outlay	\$ 6,000	
Other Expenditures	\$ 2,012,450	\$ 4,115,657
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		\$ 4,115,657

FISCAL YEAR 2024 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	\$ 1,253,988	
Chargeback Revenue	\$ -	
Other	\$ -	\$ 1,253,988
State Sources		
Corporate Personal Property	\$ -	
Replacement Taxes (CPPRT)	\$ -	
Other Sources		
Investment Revenue	\$ -	
Other	\$ -	\$ -
INTERFUND TRANSFERS		\$ 76,169
GRAND TOTAL		<u>\$ 1,330,157</u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Debt Principal Retirement	\$ 1,230,000	
Interest (on Bonds)	\$ 100,157	
Other Fixed Charges (Admin Fee)		\$ 1,330,157
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		<u>\$ 1,330,157</u>

FISCAL YEAR 2024 BUDGETED REVENUES

<u>RESTRICTED PURPOSES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	\$ 16,744	\$ 16,744
State Governmental Sources		
ICCB Workforce Development Grants	\$ -	
ICCB P-16 Initiative Grant	\$ -	
ICCB Advanced Technology Grants	\$ -	
ICCB Special Initiative Grant	\$ -	
ICCB Illinois College On-Line Grant	\$ -	
Other ICCB Grants - Adult Ed	\$ 152,723	
Other ICCB Grants	\$ 516,116	
Department of Corrections	\$ -	
ISBE Grants	\$ -	
Illinois Student Assistance Commission	\$ -	
Other Illinois Governmental Sources	\$ 758,915	\$ 1,427,754
Federal Governmental Sources		
Department of Education	\$ 6,034,257	
Department of Labor	\$ -	
Department of Health & Human Services	\$ -	
Other Federal Governmental Sources	\$ 1,345,294	\$ 7,379,551
Other Sources		
Student Tuition and Fees	\$ -	
Sales and Service Fees	\$ -	
Facilities Revenue	\$ -	
Investment Revenue	\$ -	
Nongovernmental Gifts, Scholarships, Grants, and Bequests	\$ 274,837	
Other Revenue	\$ -	\$ 274,837
SUBTOTAL		\$ 9,098,886
INTERFUND TRANSFERS		\$ -
GRAND TOTAL		\$ 9,098,886

FISCAL YEAR 2024 BUDGETED EXPENDITURES

<u>RESTRICTED PURPOSES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	\$ 367,798	
Employee Benefits	\$ 58,290	
Contractual Services	\$ 112,541	
General Materials & Supplies	\$ 53,728	
Travel/Conference/Mtg. Expenses	\$ 33,763	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ 277,852	
Other	\$ 336,727	\$ 1,240,699
ACADEMIC SUPPORT		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -
STUDENT SERVICES		
Salaries	\$ 681,074	
Employee Benefits	\$ 300,669	
Contractual Services	\$ 61,244	
General Materials & Supplies	\$ 47,654	
Travel/Conference/Mtg. Expenses	\$ 79,300	
Fixed Charges		
Utilities		
Capital Outlay	\$ -	
Other	\$ 89,536	\$ 1,259,477
PUBLIC SERVICE/CONTINUING EDUCATION		
Salaries	\$ 210,331	
Employee Benefits	\$ 71,972	
Contractual Services	\$ 4,857	
General Materials & Supplies	\$ 10,293	
Travel/Conference/Mtg. Expenses	\$ 8,652	
Fixed Charges	\$ 13,594	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ 17,890	\$ 337,589
ORGANIZED RESEARCH		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -

FISCAL YEAR 2024 BUDGETED EXPENDITURES
(Continued)

<u>RESTRICTED PURPOSES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
AUXILIARY SERVICES		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -
OPERATION & MAINTENANCE OF PLANT		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -
INSTITUTIONAL SUPPORT		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ 10,000	
General Materials & Supplies	\$ 11,000	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ 1,221,372	
Other	\$ 9,000	\$ 1,251,372
SCHOLARSHIPS, GRANTS, WAIVERS		
Salaries	\$ 47,619	
Employee Benefits	\$ -	
Contractual Services	\$ 15,000	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	
Financial Aid	\$ 4,797,131	\$ 4,859,750
INTERFUND TRANSFERS		
		\$ 150,000
GRAND TOTAL		
		<u>\$ 9,098,886</u>

FISCAL YEAR 2024 BUDGETED REVENUES

<u>AUDIT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	\$ 45,750	
Chargeback Revenue	\$ -	
Other (Specify)	\$ -	\$ 45,750
Other Sources		
Investment Revenue		
Other (Specify)	\$ -	\$ -
GRAND TOTAL		<u>\$ 45,750</u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

<u>AUDIT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	\$ 47,250	
Audit Services	\$ -	
Consultants	\$ -	
Architectural Services	\$ -	
Maintenance Services	\$ -	
Legal Services	\$ -	
Office Services	\$ -	
Instructional Service Contracts	\$ -	
Other Contractual Services	\$ -	
Other (Specify)	\$ -	\$ 47,250
GRAND TOTAL		<u>\$ 47,250</u>

FISCAL YEAR 2024 BUDGETED REVENUES

LIABILITY, PROTECTION,
AND SETTLEMENT FUND

	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	\$ 1,389,211	
Chargeback Revenue	\$ -	
Other (Specify)	<u> </u>	\$ 1,389,211
Other Sources		
Investment Revenue	\$ 30,000	
Other (Specify)	\$ -	\$ 30,000
GRAND TOTAL		<u>\$ 1,419,211</u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

LIABILITY, PROTECTION,
AND SETTLEMENT FUND

	<u>Appropriations</u>	<u>Totals</u>
AUXILIARY SERVICES - Intercollegiate Athletics		
Salaries	\$ -	
Employee Benefits	\$ -	
Contractual Services	\$ -	
General Materials & Supplies	\$ -	
Travel/Conference/Mtg. Expenses	\$ -	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ -	
Other	\$ -	\$ -
OPERATION & MAINTENANCE OF PLANT		
Salaries	\$ 265,318	
Employee Benefits	\$ 86,650	
Contractual Services	\$ 14,095	
General Materials & Supplies	\$ 64,270	
Travel/Conference/Mtg. Expenses	\$ 1,000	
Fixed Charges	\$ -	
Utilities	\$ -	
Capital Outlay	\$ 32,800	
Other	\$ -	\$ 464,133
INSTITUTIONAL SUPPORT		
Salaries	\$ 317,974	
Employee Benefits	\$ 314,557	
Contractual Services	\$ 78,945	
Materials & Supplies	\$ 2,642	
Travel	\$ 10,000	
Fixed Charges	\$ 160,380	
Utilities	\$ -	
Capital Outlay	\$ -	
Other (Specify)	<u> </u>	\$ 884,498
GRAND TOTAL		<u>\$ 1,348,631</u>

SUMMARY OF FISCAL YEAR 2024 BUDGET BY FUND

	Education Fund	Operations and Maintenance Fund	Public Building Commission Operation & Maintenance Fund	Operations and Maintenance Fund (Restricted)	Working Cash Fund
Estimated Beginning Balance	6,500,000	-	-	9,934,000	4,804,512
Budgeted Revenues	15,743,885	2,119,383	-	375,000	40,000
Budgeted Expenditures	15,464,792	2,043,214	-	473,373	-
Budgeted Transfers from (to) Other Funds	150,000 429,093	- 76,169	-	-	-
Budgeted Ending Balance	6,500,000	-	-	9,835,627	4,844,512

	Auxiliary Enterprises Fund	Bond and Interest Fund	Public Building Commission Rental Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund
Estimated Beginning Balance	2,904,990	389,655	-	175,000	-	450,000
Budgeted Revenues	3,353,500	1,253,988	-	9,098,886	45,750	1,419,211
Budgeted Expenditures	4,115,657	1,330,157	-	8,948,886	47,250	1,348,631
Budgeted Transfers from (to) Other Funds	429,093 -	76,169	-	-	-	-
Budgeted Ending Balance	2,571,926	389,655	-	175,000	(1,500)	520,580

This Official Budget which is accurately summarized in this document was approved by the Board of Trustees on

Date

Attest: Secretary, Board of Trustees



Date: **July 2023** BOARD OF TRUSTEES MEETING
From: Dr. Bryan Renfro, President
Item: **Business**
RE: Illinois Community College Trustees Association Dues

Attached is a notification of an invoice renewal requesting payment from John Wood Community College for the 1st installment for FY24 dues to the Illinois Community College Trustees Association. I recommend the Board of Trustees approve the 1st installment of ICCTA dues in the amount of \$3,927.00. Dues in FY23 were \$4,250.00 per installment.

July 26, 2023 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

June 22, 2023

Dear ICCTA Member,

Please find included in this e-mail a separate attachment, which is the dues invoice for your ICCTA membership. This invoice represents half of ICCTA annual dues for FY 2024, which begins on July 1, 2023. The invoice for the second half of FY24 dues will be emailed in December 2023.

The ICCTA Board of Representatives recently conducted an extensive review of its dues formula structure to ensure each college's share of ICCTA dues is more equitable based on current enrollment data. During its March 2023 meeting, the Board voted to calculate FY24 dues based on the formula outlined in our by-laws, which had not been used for several years. As a reminder, ICCTA dues are the result of a flat fee (\$2,600 per college) plus a formula based on your college's three-year average unrestricted credit hours. The Board also voted to phase in this assessment over the next four fiscal years in an effort to minimize the impact of this change. This year's assessment is limited to one fourth ($\frac{1}{4}$) the difference of your FY23 dues and FY24 newly assessed amount. While every college's dues may be different this year, ICCTA is not increasing its overall amount of dues. In fact, ICCTA membership dues have only increased by 4% since 2006.

This has been an historic year for state funding for higher education. In the closing hours of the spring 2023 legislative session, the Illinois General Assembly approved \$50+ billion dollars for Fiscal Year 2024 appropriations, including a 7% increase for community colleges. Funding for MAP grants will increase by \$100 million and make community college virtually free for low-income college students.

Our colleges operate from a position of fiscal conservancy, never knowing what the next year will bring. This year we can look with much greater optimism to the future.

Your college and local board contribute significantly to the successes ICCTA enjoys each year that positively impact the Illinois community college system, its students, employees, taxpayers and board members.

Thank you for your continuing support. If you have any questions regarding your dues invoice, please give me a call.

Sincerely,



Jim Reed, Jr., J.D.

Executive Director

217-528-2858 x103

jreed@communitycolleges.org

cc: Board and/or President's Assistant
Board Chair (if e-mail address on file)
ICCTA Rep (if e-mail address on file)

ICCTA

Illinois Community College Trustees Association

What are the benefits of ICCTA membership?

Legislative advocacy

Tracking and monitoring of state and federal legislation ▪ Continual lobbying and contact with legislators, state agencies, and other public officials ▪ Testimony at legislative and congressional hearings ▪ Drafting of bills and amendments ▪ Networking and coalition-building with other education and grassroots organizations ▪ Regular legislative updates to trustees and colleges ▪ Lobby Day in Springfield ▪ Coordinated visits at the National Legislative Seminar in Washington, D.C. ▪ Toll-free legislative hotline

Trustee training and education

Educational seminars ▪ Regional meetings ▪ Annual convention ▪ Mandatory leadership training ▪ *Welcome to the Board* packets for new trustees ▪ Trustee leadership DVD ▪ Resource library ▪ Trustee achievement and service awards ▪ Student trustee award ▪ Trustee Roundtable

Public relations

News releases and daily e-mail news alerts ▪ Recognition of outstanding faculty, alumni, business partners, and legislators ▪ Trustee training certificates ▪ Paul Simon Student Essay Contest ▪ Gandhi/King Peace Scholarship ▪ Cooperative efforts with college PR personnel

Consultation

Direct access to ICCTA staff on board policy and performance, referenda campaigns, and related topics ▪ Access to ICCTA's reference library ▪ Board self-evaluation services ▪ Referrals to outside consultants and search firms ▪ Retreat leadership ▪ Board self-evaluation facilitators

Local board input

Involvement with ICCTA Board of Representatives ▪ Participation on ICCTA committees on Government Relations, Trustee Education, Finance, Diversity, Bylaws, and Awards ▪ Regional trustee meetings and programs ▪ Task forces ▪ Coalitions ▪ Member surveys ▪ College visits by ICCTA staff ▪ Toll-free number

Information and research services

E-mail updates ▪ Website ▪ Social media posts ▪ Legislative bulletins and reports ▪ Membership and legislative directories ▪ Resource materials for newly elected or appointed trustees ▪ Compilation of community college laws ▪ Quick Surveys

Other services

Minimum Continuing Legal Education seminars for board attorneys ▪ Amicus curiae briefs filed at appellate-court level ▪ Policy handbook development ▪ Professional development conference for presidential secretaries and assistants ▪ ICCTA staff support for Presidents Council and Illinois Community College Board activities



Illinois Community College Trustees Association

401 E. Capitol Avenue, Suite 200 * Springfield, Illinois 62701-1711
217-528-2858 (phone) * 217-528-8662 (fax)
ICCTA@communitycolleges.org (e-mail)
www.communitycolleges.org (web site)

Dues Renewal Notice

1st Installment

John Wood Community College
Attn: Dr. Bryan Renfro
1301 South 48th Street
Quincy, IL 62305

Invoice #	Date	Terms
7869	6/22/2023	Due on receipt

Description	Amount
FY24 Illinois Community College Trustees Association Dues (ICCTA) - 1st Half	3,927.00
<i>Thank you for your continuing support!</i>	
Total	\$3,927.00

***Please make check payable to ICCTA and mail to address printed above.
If you would like to set up Electronic Deposit, please contact Stephanie at
sspenn@communitycolleges.org.***



Date: 07.26.23 BOARD OF TRUSTEES MEETING

From: Dr. Bryan Renfro, President

Item: **BUSINESS**

RE: Appointment of School Treasurer

Board Policy 601 - Treasurer, Assistant Treasurer (attached) states the Board of Trustees shall appoint a Treasurer and Assistant Treasurer for the District to serve at the request of the Board. The Treasurer and Assistant Treasurer so appointed shall not be a member of the Board. The Treasurer before entering upon the Treasurer’s duties shall execute a bond as required by the Illinois Public Community College Act. (110 ILCS 805/3-19). The Treasurer shall receive the taxes of the district and shall be custodian of and be responsible for the investment of available College funds and the Assistant Treasurer will be back up to the Treasurer.

I recommend this appointment continue to be Mr. Josh Welker, Dean of Business Services and Institutional Effectiveness as Treasurer and Ms. Nora Klingele, Director of Fiscal Services, be approved as Assistant Treasurer for the College.

July 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

Purpose

This policy provides guidelines for the Board of Trustees to appoint a Treasurer and an Assistant Treasurer for the College and identifies the key responsibilities.

Policy Statement

The Board of Trustees shall appoint a Treasurer and an Assistant Treasurer for the College to serve at the pleasure of the Board. The Treasurer appointed by the Board of Trustees shall receive the taxes of the District and notify the various collectors in writing accordingly (110 ILCS 805/3-24). The Treasurer shall be custodian of and be responsible for the investment of available College funds as provided for by Board Policy or other action of the Board.

No Treasurer for the District shall be a member of the Board (110 ILCS 805/3-18). Before entering upon the Treasurer's duties, the College shall execute a bond for the Treasurer as required by the Illinois Public Community College Act (110 ILCS 805/3-19). An Assistant Treasurer will be appointed in the absence of a Treasurer. Bonding requirements will be filed and ready for execution if the appointed Treasurer is no longer able to serve in that function.

The Treasurer shall be custodian of and be responsible for the investment of funds within the Treasurer's scope of authority as provided for by Board Policy or other action of the Board. All investments shall be consistent with law including, as applicable, the Illinois Public Community College Act (110 ILCS 805/3-47) and the Public Funds Investment Act (20 ILCS 236/00.01 et seq). The Treasurer shall pay all orders and bills certified for payment by the Board of Trustees Secretary and Board Chair or by a majority of the Board (110 ILCS 805/3-27).

Delegated Authorities

The President, in cooperation with the Treasurer, shall have such authority as is customary to such a position and those set forth by the Illinois Public Community College Act. A Treasurer may delegate specific authority.

The Assistant Treasurer shall have the authority to act for the Treasurer in the absence, unavailability, or failure to perform by the Treasurer as determined by the President.

Exceptions

There are no exceptions to this policy.

Reporting

Material issues related to this policy shall be reported to the Board of Trustees by the President and Treasurer at such times and in such format as determined appropriate, with emphasis on expediency.

Responsibilities

The Treasurer shall perform the overall responsibilities of this policy and the relevant portions of the Illinois Community College Act.

OFFICE OF PRIMARY RESPONSIBILITY: TREASURER

BP ADOPTED: OCTOBER 26, 2022

ADMINISTRATIVE PROCEDURE: NONE



Date: **July 26, 2023**, BOARD OF TRUSTEES MEETING
From: Rachel Hansen, Dean of Arts and Sciences
Item: **Business**
RE: Board Policy 419 – Student Grievance

Following this memo is a proposed board policy revision regarding student grievances. The policy has been revised to reflect, the office of primary responsibility is the Vice President of Academics and Student Affairs rather than the Dean of Students.

It is requested that the Board of Trustees authorize a revision to Board Policy 419-Student Grievance.

July 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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Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning

Purpose

This policy establishes a policy on student grievances.

Policy Statement

The Board of Trustees encourages students to bring grievances or problems to the attention of the Administration and/or the Board of Trustees, if necessary, in order to promote efficiency and contribute to a productive and wholesome educational atmosphere.

Delegated Authorities

The President, in cooperation with the **Vice President of Academic and Student Affairs**, ~~Dean of Students and Enrollment Management~~, assumes the overall responsibility for the administration of all activities related to this policy. This includes, but is not limited to, prescribing procedures for submitted grievances.

Exceptions

There are no exceptions to this policy

Reporting

Material issues related to this policy shall be reported to the Board of Trustees by the President and/or **Vice President of Academic and Student Affairs**, ~~Dean of Students and Enrollment Management~~ at such times and in such format as determined appropriate, with emphasis on expediency.

Responsibilities

The **Vice President of Student and Academic Affairs**, ~~Dean of Students and Enrollment Management~~ shall perform the responsibilities assigned to this policy and the relevant portions of the Illinois Public Community College Act

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS ~~Dean of Students and Enrollment Management~~

BP ADOPTED: OCTOBER 26, 2022; REVISED JULY 26, 2023

ADMINISTRATIVE PROCEDURE: 419.1, 491.2



Date: **July 26, 2023**, BOARD OF TRUSTEES MEETING
From: Melanie Lechtenberg, Dean of Records Registrar and Financial Aid
Item: **Business**
RE: Board Policy 420 – Student Education Records

Following this memo is a proposed board policy revision regarding student education records management. The policy has been revised so that it addresses the use of preferred names within academic records throughout campus.

It is requested that the Board of Trustees authorize a revision to Board Policy 420 – Student Education Records.

A handwritten signature in cursive script, appearing to read 'Bryan DeLuca'.

July 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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Student Education Records | POLICY 420

Purpose

This policy establishes the student educational records and guidelines for the Family Educational Rights and Privacy Act (FERPA).

Policy Statement

The Board of Trustees and the College will comply with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) (herein referred to as the Act) which governs access to student education records and the release of such records.

The district shall not as a matter of policy or practice deny or prevent students of the district the right to inspect or review the education records of such students or permit the release of education records contrary to the provisions of the Act of this Policy.

The district shall annually notify students of their rights under the Act and certain other matters. In accordance with this requirement, a notice regarding student rights under the Act, as well as the right to file complaints with The Family Policy Compliance Office. The notice will be published in all College catalogs and, if appropriate, other College publications.

Directory information includes the following: the students name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received (including scholarships), and the most recent previous educational agency or institution attended by the student and photographs of the student.

Students wishing not to have this information released must submit a written request to the Registrar's Office within 30 days after the beginning of each term stating they wish to have their information remain confidential.

The Dean of Records, Registrar, and Financial Aid shall be responsible for implementing the notification requirements and distribution of copies of the policies and procedures related thereto.

Except as provided in the Act, the term "education records" includes those records, files, documents, and other materials which contain personally identifiable information directly related to a student and are maintained by the district or by a person acting for the District.

Except as provided by the Act, a student who is or has attended the district shall have the right to inspect and review his or her own education records. The education records requested by such student will be provided within a reasonable period of time dependent upon the availability of the records and the workload of the office maintaining the records. In no case will the records be provided more than forty-five (45) days after the date of the receipt of the request. The right to review education records includes the right to a response from the district to reasonable requests for explanation and interpretations of the records involved.

Student Education Records | **POLICY 420**

Copies of education records will be made for students where a failure to provide a copy would effectively prevent a student from exercising the right to inspect and review his or her education records. Copies may otherwise be provided at the discretion of the Registrar. Copies will generally be provided with certain exceptions such as when the student has not fulfilled his or her financial obligations to the district. Fees for copies shall be at the prevailing rates established by Board Policy regarding inspection of public records found in Board Policy 203.

The district maintains a variety of what would be considered education records. A description of the nature of such records follows. All such records are located at the John Wood Community College Campus, 1301 South 48th Street, Quincy, Illinois 62305, telephone number (217) 224-6500.

<u>Office</u>	<u>Type of Record</u>	<u>Responsible Official</u>
Office of the Registrar	Academic (Complete and official academic record)	Dean of Records, Registrar, and Financial Aid
Office of the Dean of Business Services, Institutional Research	Financial	Dean of Business Services, Institutional Research
Office of the Dean of Students And Enrollment Management	Discipline	Dean of Students and Enrollment Management
Office of the Vice President for Instruction	Academic	Vice President for Instruction

Every effort will be made to include in this listing all education records. If there are any education records not on this list which a student believes are held, they may nevertheless exercise rights with respect to such records consistent with the Act and the Board Policy.

Except as otherwise allowed by the Act, the district shall obtain the written consent of the student before disclosing personally identifiable information from the education records of a student to third parties other than directory information as hereinafter set forth. The written consent of the student must be signed and dated by the student and include a specification of

the record to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and a statement granting consent for the release of the information.

It is recognized that under certain circumstances, as set forth in the Act, records disclosing personally identifiable information may be disclosed without the written consent of the student. One such circumstance is the disclosure of such information to District officials considered to have legitimate educational interests therein, at the discretion of the Dean of Records, Registrar and Financial Aid. For this purpose, the following officials are included where disclosure is related to and in the performance of the duties of the official:

1. Members of the professional, executive, and administrative staff;
2. Members of the faculty **or other instructional staff**;
3. Members of the faculty, staff and others while reviewing such records in the presence of and with the student whose records are disclosed;
4. Departmental and administrative assistants;
5. Students **or others** properly appointed as members of a hearing panel or screening committee;
6. Representatives of the Illinois Community College Board or State of Illinois Auditors when performing their legally required duties; and
7. Legal, insurance or collection representatives of the district when performing their District-related duties requiring student record information in connection with a claim or legal matter.
8. **Members serving on the Board of Trustees.**
9. **Comparable positions at locations, sites, or affiliated organizations where students are receiving clinical, internship, or other experiences.**

The district shall for each request and each disclosure of personally identifiable information from the education records of a student maintain a record kept with the education records of a student which indicates the parties who have requested or obtained information and the legitimate educational interests the parties had in obtaining the information. A record need not be maintained for disclosures to the student, disclosures pursuant to the student's written consent when such consent is specific as to the party or parties, disclosures of directory information, and as otherwise provided by law.

Preferred Name Usage on Student Record

The college recognizes that students may prefer to use a first name (preferred name) other than their legal first name to identify themselves. This statement allows students to use a name, other than their legal first name, which reflects their culture, gender identity, and/or gender expression. This statement does not allow changes to the individual's last or first name, which must remain the person's legal last and first name for college purposes.

Legal name which includes maintenance of first and last name identifies a person for legal, administrative, and/or official purposes. A person's legal first name generally is the name given for the purpose of registration of birth and which then appears on a birth certificate or maintained within a governmental office of vital birth records.

Students are allowed to use a Preferred First Name to identify themselves where generally utilized by students. The college acknowledges that a Preferred Name if provided will be used wherever possible in the course of college educational records and communication unless otherwise required by applicable law, rule, regulation, or rule. Preferred Name cannot be used if it has obscene, unlawful, misleading, inappropriate or plainly offensive language (must be alphabetical characters). The college reserves the right to reject the use of or remove, without prior notice to the individual, from any college system or documents the preferred name if the college considers in its sole judgment to be a violation of this statement.

Preferred names will appear on class/grade rosters, student identification cards, learning management systems, campus directory, college publications and library information systems. Legal name (first and last) will continue to be used in connection with official documents that require the use of legal name, including but not limited to admission records, diplomas, transcripts, financial aid forms, tax forms, employment records, and payroll documentation.

The Registrar's Office will receive and keep all requests by the student community for a change to their Preferred Name. Students can give a preferred name during the admissions process. Other requests to submit a preferred name will be through the Preferred Name Request Form. Should the Preferred Name not be displayed correctly, students should contact the Registrar's Office.

Delegated Authorities

The President, in cooperation with the Dean of Records, Registrar, and Financial Aid, assumes the overall responsibility for the administration of all activities related to this policy. The President, also, may identify additional items of directory information beyond those set forth in this policy.

Exceptions

The Act permits the disclosure of certain personally identifiable information contained in the education records of a student if that information is designated as directory information as defined by the Act.

1. In order to release such information, the district is required to provide public notice of the categories of personally identifiable information designated as directory information, the right of the student to refuse to permit the designation of any or all of the categories with respect to that student, and the period of time within which the student must inform the district in writing that such directory information is not to be released.

2. In compliance with the provisions of the Act, the District will announce its intention to release directory information each fall in an annual notification sent to all students, or in such other manner as will meet the requirements of the Act. In such notice, students shall be advised that students may prohibit or restrict the use of such directory information by submitting written notification to this effect to the Registrar, John Wood Community College, 1301 South 48th Street, Quincy, Illinois 62305, within thirty (30) days from the date of the notice of publication. A request for non-disclosure will be honored for only one (1) academic year. Therefore, a request must be filed annually.

3. For purposes hereof, directory information shall include, in addition to such others as identified by the President, the student's name, home address, student address, email, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates and places of attendance, degrees and awards received (including scholarships), the most recent previous educational agency or institution attended by the student, and photographs of the student. Video recordings and photographs of areas or locations open to the general public that is an education record is considered directory.

4. Access to educational records can be granted by the student to individuals not considered to be authorized College personnel if the following occurs: students must sign the institution's "Release Authorization Form" in person by either visiting the Registrar's Office or through designated points of entry for the college. Persons unable to visit in person can email or fax the authorization form with a public notary's signature and seal present on the document.

5. The Family Educational Rights and Privacy Act of 1974 provides other circumstances where non-directory information may be released.

6. The existence of circumstances allowing release of information does not impose a requirement to release information unless disclosure is required by law.

Reporting

Material issues related to this policy shall be reported to the Board of Trustees by the President and/or Dean of Records, Registrar and Financial Aid at such times and in such format as determined appropriate, with emphasis on expediency.

Responsibilities

The Dean of Records, Registrar, and Financial Aid shall perform the responsibilities assigned by this policy and the relevant portions of the Illinois Public Community College Act.

Student Education Records

POLICY 420

OFFICE OF PRIMARY RESPONSIBILITY: DEAN OF RECORDS, REGISTRAR AND FINANCIAL AID

BP ADOPTED: OCTOBER 26, 2022; REVISED: JULY 26, 2023

ADMINISTRATIVE PROCEDURE: NONE



Date: **July 26, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: FY2024 ICCB RAMP Capital Projects Submissions

Attached are five RAMP (Resource Allocation and Management Plan) documents regarding an Illinois Community College Board Capital Budget Request for FY2024. These projects are identified below:

1. Parking Lot Repairs – Main Campus (\$700,000 total cost; \$175,000 local match)
2. Heat Pump Replacement - Agricultural Education Center (\$131,000 total cost; \$32,750 local match)
3. Roof Replacement – Learning Center (B Building of Main Campus) (\$525,000 total cost; \$131,250 local match)
4. Restroom Stall Partition Replacements – Main Campus and Agricultural Education Center (\$135,000 total cost; \$33,750 local match)
5. Entrance Vestibule – Heath Center (D Building of Main Campus) (\$79,500 total cost; \$19,875 local match)

As with previous RAMP projects, these requests will involve a matching funds commitment by the Board of Trustees. Upon Board approval, the RAMP projects will be submitted to the Illinois Community College Board for consideration in the FY2024 capital budget. Approval includes a guarantee to the State of Illinois that matching funds will be available for these projects.

It is recommended that the Board of Trustees approve five RAMP documents and matching funds commitment for submission to the Illinois Community College Board.

I concur with the recommendation and request the Board of Trustees approve five RAMP documents and the matching funds commitment for submission to the Illinois Community College Board.

July 26, 2023 JWCC Board regular meeting

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Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning



Capital Project Application

Complete one application for each project.

District/College: _____

District #: _____
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: _____
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: _____
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: _____

District Project Rank # (1 of 3): _____
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: _____
(25% minimum)

Estimated State Funds: _____

Estimated Total Funds:

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: _____

LAND: _____

EQUIPMENT: _____

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: _____

PLANNING: _____

Other: _____

TOTAL Funds Requested:

Project Scope:

A large, empty rectangular box with a thin black border, intended for the user to provide details about the project scope. The box occupies most of the page area below the section header.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting:** _____

District Contact Name: _____

District Contact Email Address: _____

District Contact Phone Number: _____

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: _____

District #: _____
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: _____
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

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(25% minimum)

Estimated State Funds: _____

Estimated Total Funds:

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: _____

LAND: _____

EQUIPMENT: _____

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: _____

PLANNING: _____

Other: _____

TOTAL Funds Requested:

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- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting:** _____

District Contact Name: _____

District Contact Email Address: _____

District Contact Phone Number: _____

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: _____

District #: _____
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: _____
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: _____
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: _____

District Project Rank # (1 of 3): _____
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: _____
(25% minimum)

Estimated State Funds: _____

Estimated Total Funds:

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: _____

LAND: _____

EQUIPMENT: _____

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: _____

PLANNING: _____

Other: _____

TOTAL Funds Requested:

Project Scope:

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Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

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- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting:** _____

District Contact Name: _____

District Contact Email Address: _____

District Contact Phone Number: _____

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: _____

District #: _____
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: _____
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

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(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: _____

District Project Rank # (1 of 3): _____
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: _____
(25% minimum)

Estimated State Funds: _____

Estimated Total Funds:

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: _____

LAND: _____

EQUIPMENT: _____

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: _____

PLANNING: _____

Other: _____

TOTAL Funds Requested:

Project Scope:

A large, empty rectangular box with a thin black border, intended for the user to describe the project scope. It occupies most of the page area below the section header.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting:** _____

District Contact Name: _____

District Contact Email Address: _____

District Contact Phone Number: _____

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: _____

District #: _____
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: _____
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: _____
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: _____

District Project Rank # (1 of 3): _____
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: _____
(25% minimum)

Estimated State Funds: _____

Estimated Total Funds:

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES: _____

LAND: _____

EQUIPMENT: _____

UTILITIES: _____

REMODELING & REHABILITATION: _____

SITE IMPROVEMENTS: _____

PLANNING: _____

Other: _____

TOTAL Funds Requested:

Project Scope:

A large, empty rectangular box with a thin black border, intended for the user to provide details about the project scope. The box occupies most of the page area below the section header.

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting:** _____

District Contact Name: _____

District Contact Email Address: _____

District Contact Phone Number: _____

Signature _____ *Date* _____



Date: **July 16, 2023**, BOARD OF TRUSTEES MEETING

From: Dr. Bryan Renfro, president

Item: **Business**

RE: College Closed

Administration is requesting to close the College for the afternoon only on October 17th, 2023, to provide a professional development event for employees of the College. Fall break for students and faculty is scheduled for October 16th and 17th with no classes.

I recommend that the College close for the afternoon of October 17th for a professional development event for employees.

July, 2023 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



07.26.2023 BOARD OF TRUSTEES MEETING

CALENDAR

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
August 17, 2023 @5:30 p.m.	Convocation Location: TBD
August 19, 2023	Inauguration Location: TBD
August 24, 2023 @ 7:00-8:30 a.m.	Chamber of Commerce Business Before Hours at main campus
September 20, 2023 @ 6:00 p.m.	Board of Trustees meeting
September 21, 2023 @ 5:30 – 8:00 p.m.	JWCC Foundation Wine Pull Quincy Country Club
October 17, 2023	In-Service - Professional Development
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

07.26.,2023 Board of Trustees Regular Meeting

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Date: **7.19.2023** BOARD OF TRUSTEES MEETING
From: Dana Keppner, Director of Human Resources
RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Lomax, Kayla—Coordinator, Student Accounts

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective August 2, 2023, at an annual salary of \$37,440.

Longlett, Hannah—College and Career Coach

Request authorization to hire into full-time, exempt, benefits-eligible position effective July 24, 2023, at an annual salary of \$32,500.

New Hires--Associate Faculty

Bergman, Michael – Instructor, Fire Science

Request authorization to hire into part-time position effective July 15, 2023, at \$507 per credit hour

Status Changes

Spears, Leslie – Advisor, Academic PT

Request authorization to change status to full-time, exempt, benefits-eligible position of Academic and Success Coach effective July 24, 2023, at an annual salary of \$35,568.

Stupavsky, Dan – Officer, Grants Compliance

Request authorization to change status to full-time, exempt, benefits-eligible position of Director, Office of Grants effective July 1, 2023, at an annual salary of \$54,000.

Taft, Monica – Advisor, Academic PT

Request authorization to change status to full-time, exempt, benefits-eligible position of Academic and Success Coach effective July 24, 2023, at an annual salary of \$35,568.

Vacancies

Administrator, Network & Security

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

Advisor, Academic PT

Request authorization to fill two part-time, non-exempt, benefits-eligible positions pending appropriate administrative review.

July 19, 2023 JWCC Board regular meeting

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Coordinator, Adult Admissions

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

Coordinator, College for Life

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

Coordinator, High School Admissions

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

Personnel Items Reported:

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

Andrews, Suzana	Bookstore Clerk	Business Operations	\$13.00
Quinn, Julie	Grant Navigator	Allied Health Sciences & EMS	\$20.00

Retirements/Resignations-Accepted by President

Bilgri, Matt - Coordinator, High School Admissions – resignation effective August 11, 2023

Farwell, Christina - Instructor, Languages, Literature, & Communications – resignation effective August 4, 2023

Hagman, Tracy - Director, Languages, Public Relations & Marketing – resignation effective August 22, 2023

Meyer, Greg - Administrator, Network & Security – resignation effective July 7, 2023

Hess, Melissa – Coordinator, Adult Admissions – resignation effective July 21, 2023

Westmaas, Michele – Coordinator, College for Life – resignation effective July 19, 2023

I concur with the Personnel recommendations.

July 19, 2023 JWCC Board regular meeting

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

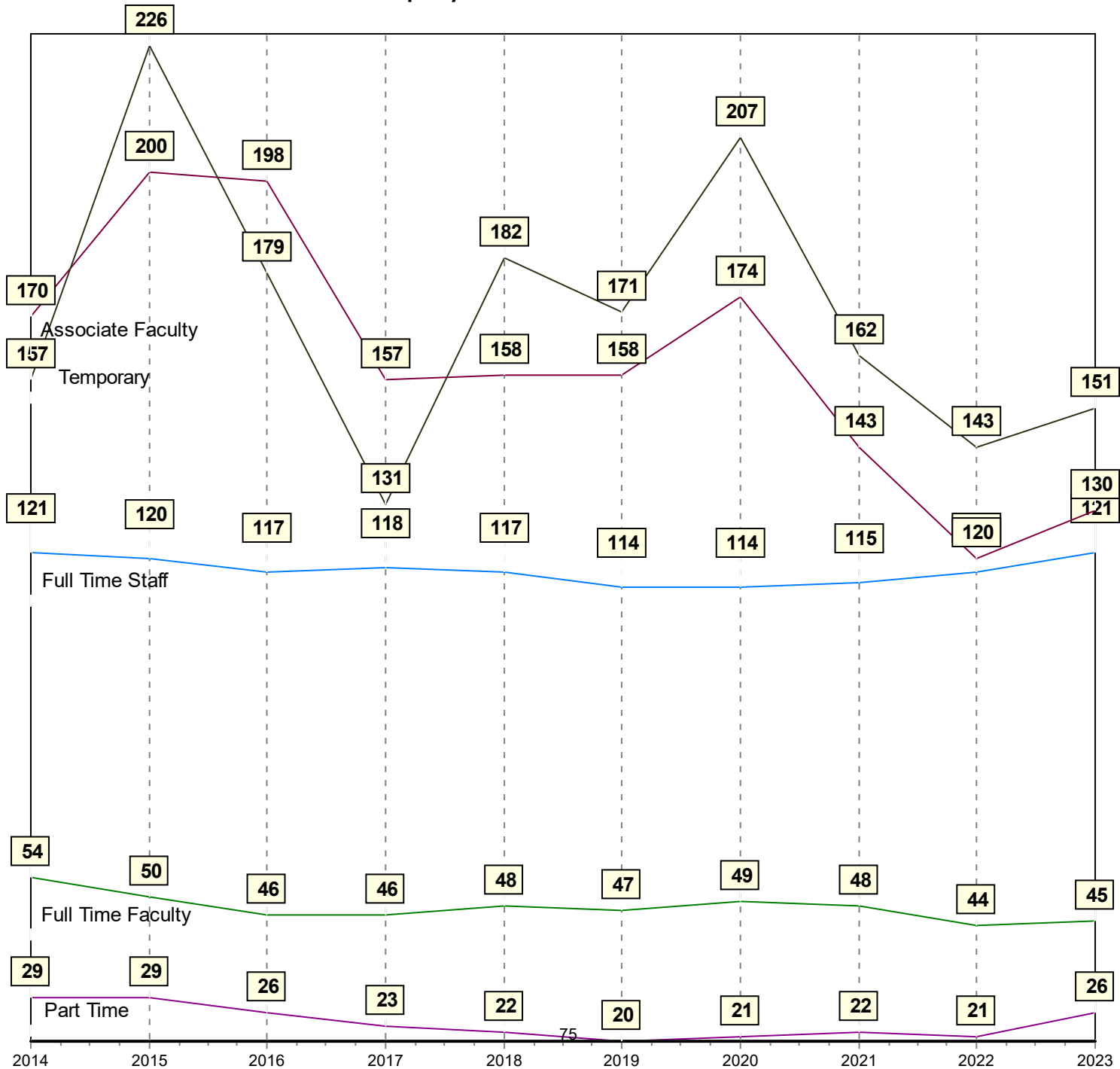
Vision: JWCC will be the community’s partner and leader in education, workforce training and lifelong learning.

Core Values: Excellence Accountability Integrity Servant Leadership Lifelong Learning

John Wood Community College, District No. 539

As Of 6/1/2023

Employment Trends





Date: **July 26, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: **Travel Expenditures**

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

Chairman of the Board

Secretary of the Board

Date

June 26, 2023 JWCC Board regular meeting

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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 26st day of July.

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