



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

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

Date: **10.18.23 BOARD OF TRUSTEES REGULAR MEETING**

Location: Student Administrative Center, 1301 South 48<sup>th</sup> Street Quincy IL 62305

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

**AGENDA**

**Page**

- 1. Call to Order/Appointment of Assistant Secretary**
- 2. Roll Call**
- 3. Pledge of Allegiance; Mission Statement – JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value**
- 4. Introduction**
  - 4.1 J’Nelle Lee CSC/OFT Instructor**
- 5. Special Report**
- 6. Consideration of Items from the Floor**

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October 18, 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

**7. Public and/or Employee Comment**

**8. President and Committee Reports**

8.1 **Board Executive Committee Report** – *Mr. Bob Rhea, Mr. Andrew Sprague, Ms. Paula Hawley* Table Folder

8.2 **Board Curriculum Committee Report** – *Mr. Larry Fischer, Ms. Angela Greger* Table Folder

8.3 **Board Finance and Audit Committee Report** – *Mr. Don Hess, Dr. Randy Greenwell* Table Folder

8.4 **Student Trustee Report** – *Ms. Kaydence Gregory*

8.5 **Administration Report** – *Dr. Bryan Renfro*

**9. Consent Agenda  
Consent business Items**

9.1 Request approval of 09.20.23 regular Board meeting minutes and retreat minutes of 10.09.23 1-15

9.2 Request approval of bills for September payment **Finance and Audit Committee**

9.3 Request approval of monthly financial statements for September payment Finance and Audit Committee

9.4 Request approval of trustee & employee travel expenditures for September **Finance and Audit Committee**

9.5 Request approval of curriculum course change in manufacturing 16

**10. Grant Items**

**11. Business**

11.1 Request adoption of a resolution and certificate abating the tax levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C 17-21

11.2 Request adoption of a resolution regarding the intent to levy the equity adjustment for the 2023 tax year as allowed by Section 3-14.3 of the Illinois Public Community College Act 22-25

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October 18, 2023, Board of Trustees Meeting

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11.3 Request approval of an increase in insurance premium costs to John Wood Community College and its employees of approximately 9.5%. 26

11.5 Request acceptance of the proposal and award Henrickson & CO the WDC expansion furniture bid in the amount of \$123,293.34 27

11.6 Request approval of a Memorandum of Understanding to the Collective Bargaining Agreement regarding Board procedure 509.1 28-36

**12. Discussion Items**

12.1 Calendar of Events 37

**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. 38-40

**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.”*

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October 18, 2023, Board of Trustees Meeting

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Date: **09.20.23** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

Location: Workforce Development Center 2710 N 42<sup>nd</sup> Street Quincy Illinois 62305

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

The **09.20.23** Board of Trustees meeting was called to order in the Workforce Development, 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. James Rapp, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Nora Klingele, Mr. Lou Barta, Mr. Garris Brown, Mr. Curt Wavering, Ms. Jenna Niemann, Mr. Matt O’Banion, (Maas Construction’ Project Manager), Ms. Kayla Lomax, Ms. Rachel Hansen, Mr. Curtis Kelty, Mr. Mike Sorenson, and Ms. Tracy Orne.

**3. Pledge of Allegiance; Mission Statement** – Ms. Kaydence Gregory led the trustees in the mission statement of the College.

**4. Introductions** - Ms. Kayla Lomax, Coordinator, Student Accounts, and Mr. Curtis Kelty, Campus Police Chief was introduced as new employees.

**5. Special Report** – Prior to the start of the meeting, Mr. Curt Wavering, and Ms. Jenna Niemann, from Klingner and Associates and Mr. Matt O’Banion from Maas Construction, provided a tour of the Workforce Development Center project. Acknowledgement was given to Mr. Lou Barta, Mr. Josh Welker, and Mr. David Hetzler for their oversight throughout the project. A memorandum was provided to the Board on project highlights, project schedule of completion, and project budget.

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

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09.20.23 Board of Trustees meeting



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

8.1 **ICCTA/West Central Region Report – Mr. Andy Sprague, ICCTA representative, Dr. Randy Greenwell, alternate** – It was noted that the new ICCTA directory was received and distributed to Board members.

8.2 **Board Executive Committee Report – Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley**  
The Executive Committee met on Thursday, September 14, 2023, in room C252 at 11:00. Attendees were Mr. Bob Rhea, (Via zoom), Mr. Andy Sprague (via Zoom), and Ms. Paul Hawley, (via zoom).

The committee discussed the September Board agenda items.

- **Items were:**
  - Regular minutes, bills, travel expenditures, curriculum item and business agenda items. An update on personnel items was also shared.
- **Discussion items:**
  - Board committee members heard the College’s option to join a state consortium of Illinois Community colleges through ICCB to apply for federal grant funding from two separate agencies.
  - Discuss the public act requirement of Illinois community colleges to place at least one “Wellness kiosk” on each of their campuses.
  - Discuss the new college operations orientation being offered to new employees
  - Procedure 509.1 was discussed. This procedure is in conjunction with policy 509-Benefits. It was to inform the committee of financial implications due to the proposed changes. Administration will move forward to implement the changes.
  - Discussed the awarding of a Caring Campus grant and what that means for JWCC.
  - Discussed the fall Board retreat date and agenda topics.
  - Discussed a joint meeting with both Foundation Board members and JWCC Board members.
  - Discussed an inauguration date for the President

Other items discussed included Foundation data and Board training sessions.

8.3 **Board Curriculum Committee Report - Mr. Larry Fischer, Ms. Angela Greger.** The Curriculum Committee met on Wednesday, September 13, 2023, at 11:00 in room C252 at John Wood Community College. Attendees were Ms. Angela Greger (via Zoom) Mr. Larry Fischer, trustees; Dr. Bryan Renfro, president, and Ms. Kristina Johnson notetaker.

New education and Fine Arts courses were presented. Discussion was also held on a degree change in Law Enforcement.

Dr. Renfro discussed potential new programs of which sever are in the research phase.

Programs under development included FAME, Digital Broadcast Media, Criminal Justice, and IT Help Desk Certificate.



The committee discussed the development of a tech/help sheet for dual credit students to explain what technology is needed/compatible for online courses.

Mr. Fischer noted the need for “shepherd” for when creating new programs.

8.4 **Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess** – The Finance and Audit Committee met on Thursday, September 13, 2023, at 2:30 p.m., at John Wood Community College. Present were Dr. Randy Greenwell; trustee, Dr. Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker. Absent: Mr. Don Hess

The committee reviewed the following:

- Bills for Payment – Bills 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 for July and August were reviewed.
1. Investments - The investment report was reviewed. Proposals will be sent out to obtain new CD's.

**Board items**

- **Instructor Stations Request for Proposals** – The College requested proposals to provide instructor station.
- **Cyclorama Lighting Request for Proposals** - The College requested proposals to provide Cyclorama Lighting.
- **Ag Driving Simulator Request for Proposals** - The College requested proposals to provide an ag driving simulator.
- **WDC Expansion Furniture Request for Proposals** - The College requested proposals to provide furniture for the Workforce Development Center expansion project. It is recommended that the Board of Trustees reject all proposals. The proposals will be requested again with different specifications.
- **Transfer** – It is being recommended to approve transferring \$2,211,415.18 from the Operating Funds to the Operations and Maintenance Restricted Fund for fiscal year 2023. This transfer will replenish deferred maintenance and capital project funds that were spent



Office of the President

in fiscal year 2023, and also help fund maintenance and capital projects planned for fiscal years 2024 and future years.

- **Storywalk Community Based Exhibit MOU** – It is recommended that the College enter into a Memorandum of Understanding with the Quincy Children’s Museum to provide a storywalk community-based exhibit in the arboretum trails located on the College’s main campus.
- **West Central Illinois Criminal Justice Council MOU** – It is recommended that the College enter into a Memorandum of Understanding with the West Central Illinois Criminal Justice Council to allow storage of a police simulation tool at the College’s Southeast Education Center.

The committee was informed that the College received a packet of assessment appeals. These are just notifications. The College does not have to approve the appeals.

The Finance and Audit Committee also met on September 19, 2023, at 4:00 p.m., in room C240, John Wood Community College. Present were Dr. Randy Greenwell and Don Hess; trustees, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker. Also present was Josh Faivre, auditor with Wipfli.

Josh Faivre met with the committee and reviewed the audit timeline. Drafts of the audit will be available at the end of October for review. All audit testing is going well. The major program being tested this year is the EDA grant.

The auditors will be attending the November Finance and Audit committee to present the audit.

**8.5 Student Trustee Report – Ms. Kaydence Gregory** – SGA attended camp Trail Blazer. Thirty-five kids were present. The start of school went well. Students attended the vice-presidential candidate interviews. Back to School barbeque was well attended; many clubs and local business vendors were in attendance. Students participated in a community service event at Quanada. Pizza with the Prez saw 28 in attendance. Work is going on to update the student life page on the website. The big event being planned is the “haunted trails”. Looking at attendance at athletic events being part of a requirement if part of student government. Lots of fun events planned for fal..

**8.6 Administration Report – Dr. Renfro** – Dr. Renfro shared an update - Dr. Renfro shared enrollment numbers. JWCC has 1,869 students compared to 1,719 students this fall compared to last fall. This is an 8.7% increase. These students are enrolled in 17,506 credit hours, representing a 4.5% increase. from last year.

Also acknowledged was the annual Tri-State Development Summit. It was hosted by Culver-Stockton September 13 and 14 at the Oakley Lindsay Center.

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09.20.23 Board of Trustees meeting

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Dr. Renfro attend President’s council at the ICCTA meeting. All community colleges are facing similar issues across the state. They are collaborating on state-wide marketing commission.

FAME is developing. Last week local partners worked on curriculum and next steps.

JWCC Wine Pull is Thursday evening reminder was noted. This supports scholarships for students.

9. **Consent Agenda**

**Consent business**

9.1 Request approval of 07.26.23 Board regular meeting minutes

9.2 Request approval of bills for payment for July and August **Finance and Audit Committee**

9.3 Request approval of monthly financial statements for July and August **Finance and Audit Committee**

9.4 Request approval of trustee and employee travel expenditures for July and August **Finance & Audit Committee**

9.5 Request approval of curriculum new courses in Education and Fine Arts, and changes in Law Enforcement

**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	x			
Voice Vote				

10. **Grant Items**

**MOTION:** *Request authorization to submit a grant application to the American Association of Community Colleges for Cyber Skills for All - Amount Requested: \$20,000*

09.20.23 Board of Trustees meeting

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

**Discussion:** Funding from this grant focuses on supporting cybersecurity pathways through community colleges as a means to economic development. JWCC will use AACC funding to build our program capacity by further developing computer networking curriculum, training faculty, providing community education and awareness, promoting careers in cybersecurity, and recruiting data security workforce.

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. **Business**

11.1 **MOTION:** *Request revision to Board Policy 413- Student Conduct*

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

**Discussion:** This policy was revised to include the unapproved use of artificial intelligence and the student’s responsibility to understand the policies related to academic dishonesty and plagiarism.

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 approval to transfer \$2,211,415.18 from Operating funds to Operations and Maintenance Restricted fund.*

09.20.23 Board of Trustees meeting

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

**Discussion:** This transfer amount will replenish deferred maintenance and capital project funds that were spent in fiscal year 2023, and also help fund maintenance and capital projects planned for fiscal year 2024 and future years.

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 authorization to accept the Ag Driving simulator with motion base proposal and award to Toolkit Technologies, Inc., in the amount of \$55,350.

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

**Discussion:** The college solicited request for proposals from qualified vendors to provide an Ag driving simulator with motion base. One proposal was received.

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				

11.4 **MOTION:** Request authorization to accept the Cyclorama Lighting proposal and award to LiveSpace in the amount of \$24,328.60

Moved by: Ms. Gregor

09.20.23 Board of Trustees meeting

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Seconded by: Dr. Greenwell

**Discussion:** Two proposals were received to provide cyclorama lighting in the auditorium. LiveSpace proposal of \$24,326.60 was recommended to be awarded.

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 authorization to accept Instructor Stations proposal and award to Howard Technology Solutions in the amount of \$27,280

Moved by: Mr. Sprague

Seconded by: Ms. Greger

**Discussion:** Three proposals were received to provide Instructor Stations. It was recommended to award the work to Howard Technology Solutions.

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				

11.6 **MOTION:** Request authorization to reject all three of the WDC expansion furniture proposals

Moved by: Dr. Greenwell

Seconded by: Mr. Hess

**Discussion:** Bids were solicited for WDC expansion furniture. Three proposals were received. Administration requested the Board of Trustees reject all three of the proposals as new specifications will be made.



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				

11.7 **MOTION:** Request approval to enter into a Memorandum of Understanding with West Central Illinois Criminal Justice Council for a police simulation tool at the JWCC Southeast Education Center

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

**Discussion:** The West Central Illinois Criminal Justice Council asked to enter into a Memorandum of Understanding with us on a police simulation tool. This tool will be stored at the Southeast Education Center and also sets the terms for the use of the simulation tool.

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				

11.8 **MOTION:** Request approval to enter into Memorandum of Understanding with Quincy Children’s Museum & JWCC Storywalk Community Based Exhibit

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

**Discussion:** The Quincy Children’s Museum asked to enter into an agreement for a Storywalk Community Based Exhibit. The Storywalk will be located on the College’s main campus in the Arboretum trails. They are responsible for the materials needed along with other maintenance related to the Storywalk.



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				

12. Discussion Item

12.1 Calendar of Events

Fall Board Retreat date is October 9 from 8:30 -2:30. Location TBD.

Mr. Fischer noted the need for customer training offerings.

13. Notices and Communications

14. Personnel Items

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

Moved by: Mr. Hess

Seconded by: Ms. Hawley

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

16. Closed Session - No closed session was necessary.

09.20.23 Board of Trustees meeting

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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. **Adjournment**

18.1 **MOTION:** *Adjourn the September 20 2023, Board of Trustees regular meeting.*

Moved by: Mr. Sprague

Seconded by: Dr. Greenwell

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	x			

19. **Approval:**

Approved the **20<sup>th</sup> day of September 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Workforce Development Center, 2710 N 42<sup>nd</sup> Street, Quincy Illinois 62305 at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_ ayes and \_\_\_\_\_ nays.

**CHAIR:**X\_\_\_\_\_ **SECRETARY:**X\_\_\_\_\_



Date: 10.09.23 Board of Trustees Meeting

RE: BOARD RETREAT MINUTES

Location: ATRIUM, 201 S. 3<sup>RD</sup> STREET, QUINCY ILLINOIS 62035

1. Call to Order/Appointment of Assistant Secretary

The 10.09.23 Board of Trustees meeting was called to order in the Executive Conference room, located in the Atrium 201 S 3<sup>rd</sup> Street, Quincy, IL 62305 at 8:30 a.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

3. Public and/or Employee Comment - None

4. Agenda & Discussion items

4.1 Spring session updates- The Board reviewed updates provided in the packet by Dr. Renfro from the Spring retreat items. A summary of the discussion of these items is noted.

Dual Credit and HS Relations

- Dual Credit Cost - JWCC has made progress on the cost of dual credit. Ms. Greger shared information from the perspective of the high school. Discussion followed on discounting tuition and fees, or possible waiving for dual credit offerings. Other aspects related to these offering. The Board was provided to articles from community college research centers for reading.

Marci Wort is developing a template for advisors/success coaches in the high school. Once this model is developed, all admissions and advising will be trained and assigned to high schools across the district.



**Pathways and Program Development**

- *Pathways* – The Board heard that on October 18<sup>th</sup> faculty will be with our Pathways consultant. AA/AS course sequences have made progress. Student Services has held multiple meetings in their respective areas on pathways.
- Tracy Family Foundation Executive Director, Dan, Teefey, contacted Dr. Renfro to discuss partnership with JWCC on the Brown County Promise Program.
- A University Transfer Center is being developed and will be located in the library. A schedule will be established depicting the dates and times various universities will be on campus to discuss transferring.

**Develop New/Revamp Program Relevancy** – A list of programs for new or revamp development has been noted. Dr. Barkley is leading the work on catalog revisions.

- Innovation Center in Missouri continues to be discussed. Susan Johnson has announced her retirement. The building has been purchased.

**External Relations and Communication (Foundation, Grants, PR & Marketing)**

- *Foundation* - To grow the Trailblazer alumni network individuals have been attending various events to solicit alumni to sign up. Also, the department is researching new fundraising events.
- The Pathways to Promise Scholarship drive at the wine pull netted \$35,000.
- Ms. Orne, External Relations and Communication dean has been assigned the task to expand our legislative network. Mr. Fischer inquired on legislators in Missouri.
- Grant coordinator position is being advertised to assist the grant department.

**Data, Finance & Operations**

- *Cost of Center Operations* – Josh Welker, Chief Financial Officer, has been asked to develop data on expenditures/revenue/ and rental usage. Credit hours of outlying institutions were also reviewed. This can then be used from year to year as a comparison. Discussion followed on growth opportunities, marketing programs. Mr. Rhea asked that reports be dated and authored.

**Data Review**

- *Aspen Prize for Community College Excellence* - Dr. Renfro shared information on the Aspen excellence award given out to community colleges. Discussion was held on the requirements and criteria a community college is judged on to receive this prestigious award.
- Administration is taking steps to centralize enrollment reports being shared college wide.
- Administration continues to work on food options for students/employees.
- Financial data of the college shows good standing.





**Staffing and Organization**

- *Reorganization* – The new vice president of Academic and Student Services began October 2<sup>nd</sup>. The replacement of the Dean of Financial Aid/Enrollment Management has been split into two positions.

**Faculty & Staff Development**

- *Professional Development Committee* – Administration is hoping to join the staff and faculty professional committee into one cohesive group. Discussion on this will be held with faculty at their next meeting. Working now with faculty professional development committee to develop topics.
- The Fall in-service event is scheduled while Faculty are on break. Plans are to offer the same exact items to them in the Spring.

**President**

- *President Professional Development 2024* – Dr. Renfro plans to attend Presidents Academy Summer Institute (PASI) will be July 13-17, 2024, in Washington DC and AACC National Conference on April 5-7 in Louisville Kentucky
- *President evaluation* – The evaluation document for Board members to complete on Dr. Renfro was distributed at the retreat. Mr. Rhea asked they be submitted to Ms. Benz by October 25.
- Cabinet members completed a 360 evaluation on Dr. Renfro which will be shared with the Board after they have completed their evaluation. Presidential evaluation will be done at the November closed session meeting.

4.2 **Dual Credit/On-line-** Readings on dual credit/on-line offerings were included in the retreat packet. Percentage of students needed to show an increase revenue is 30%. Currently the college is at 10%. The Board discussed many aspects involved in offering dual credit. This includes credentials, population/enrollment decline, and financial constraints on parents. Other considerations we were developing a model, marketing, growing enrollment, transitioning, home school students and foster care children.

4.3 **Reading Material** – This topic was covered.

4.4 **Presidential evaluation** - This topic was also covered under President.

4.5 **Other items**

- **Programs developed to enhance student enrollment** - Mr. Fischer inquired on this topic. A list of all new programs that have potential to be developed was shared. The role and importance of having Advisory Councils was talked about.

10.09.23 Board of Trustees meeting

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- **Status of undocumented students-** This topic was inquired upon because of an ICCTA article. JWCC district does not have many undocumented students. This will be examined to see if there are actually any currently in our database.

5. **Adjournment**

5.1 **MOTION:** *Adjourn the October 9, 2023, Board of Trustees retreat meeting.*

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				

6. **Approval:**

Approved the **18 day of October 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48<sup>th</sup> Street, Quincy Il 62305 at which \_\_\_\_\_ voting members were present, constituting a quorum by a vote of \_\_\_ ayes and \_\_\_\_\_ nays.

**CHAIR:**X \_\_\_\_\_ **SECRETARY:**X \_\_\_\_\_



Date: **October 18, 2023**, BOARD OF TRUSTEES MEETING  
 From: Dr. Shelley Barkley, Vice President of Academics and Student Affairs  
 Item: **CONSENT**  
 RE: Curriculum Items

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

❖ **Manufacturing**

**Course Change**

**MFG 250 Physical Metallurgy (3 credit hours)**

This course has been offered primarily on-line since the transition from face-to-face during the pandemic. MFG 250 is currently set up as a 2-hour lecture with a 2-hour lab. Due to the absence of in-person labs, the course will be listed as 3 lecture hours and 0 lab hours. Therefore, eliminating the lab fee and removing the hands-on examination description in the course outline.

**I concur with the recommendation and request the Board of Trustees approve the curriculum item listed.**

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October 18, 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



Date: **October 18, 2023** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Resolution Abating Taxes for Debt Service

Attached is a resolution to abate the tax levy associated with the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C. The College has sufficient funds from operations for the payment of the principal and interest on these bonds. This resolution directs the County Clerks to abate the tax levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C.

It is recommended that the Board of Trustees adopt the attached resolution abating the tax levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C.

**I concur with the recommendation and request the Board of Trustees adopt the attached resolution abating the tax levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C.**

---

October 18, 2023 JWCC Board regular meeting

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RESOLUTION abating the tax heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “Board”) of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass and State of Illinois (the “District”), by resolution adopted on the 15th day of December, 2021 (the “Resolution”), did provide for the issue of \$835,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C (the “Bonds”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the Bonds were issued by the District pursuant to the terms of the Resolution; and

Whereas the District hereby determines that the Pledged Revenues (as defined in the Resolution) are available to pay the principal of and interest on the Bonds when due, so as to enable the abatement of the Pledged Taxes (as defined in the Resolution) levied for the same; and

WHEREAS the Pledged Revenues in an amount not less than the debt service requirement on the Bonds for the next succeeding bond year are hereby directed to be deposited to the Bond Fund (as defined in the Resolution) and used for the purpose of paying the principal of and interest on the Bonds due in the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2023 to pay principal and interest on the Bonds be abated:

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October 18, 2023 JWCC Board regular meeting

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NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass and State of Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2023 in the Resolution is hereby abated in its entirety.

*Section 2. Filing of Resolution.* Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2023 in accordance with the provisions hereof.

*Section 3. Effective Date.* This resolution shall be in full force and effect forthwith upon its adoption.

Adopted October 18, 2023.

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

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October 18, 2023 JWCC Board regular meeting

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STATE OF ILLINOIS )  
 ) SS  
COUNTY OF ADAMS )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the "Board") of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass and State of Illinois (the "District"), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18<sup>th</sup> day of October 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the tax heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Bonds (Alternate Revenue Source), Series 2021C, of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass and State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 24 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the passage of said resolution.

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October 18, 2023 JWCC Board regular meeting

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IN WITNESS WHEREOF, I hereunto affix my official signature, this 18<sup>th</sup> day of October, 2023.

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Secretary, Board of Trustees

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October 18, 2023 JWCC Board regular meeting

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Date: **October 18, 2023** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: Notice of Intent to Levy Equity Adjustment

Attached is a Resolution expressing John Wood Community College’s intent to levy the equity adjustment for the 2023 tax year. Section 3-14.3 of the Illinois Public Community College Act makes provision for districts which are eligible to receive equalization grants, and which have an operating tax rate below the statewide average to levy this amount, subject to public notice of such intention to be published as required by law. Each year the Illinois Community College Board certifies the eligibility of districts to levy this amount; a copy of this ICCB action for the 2023 levy is attached. The amount for which John Wood Community College is eligible equals an equity tax rate of 5.83 cents.

Since this tax is subject to public notice, the attached resolution needs to be adopted by the Board of Trustees declaring its intent to levy and allow those who would object to file a petition referendum. The notice must be published and allow 30 days for receipt of a petition (representing at least ten percent of registered voters in the district) after publication.

I am recommending the Board of Trustees adopt the attached resolution allowing John Wood Community College to levy the equity adjustment for 2023.

**I concur with the recommendation and request the Board of Trustees adopt the attached resolution allowing John Wood Community College to levy the equity adjustment for 2023.**

---

October 18, 2023 JWCC Board regular meeting

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Lazaro Lopez, Ed.D.  
Chairman

Brian Durham, Ph.D.  
Executive Director

Illinois Community College Board

September 27, 2023

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

Dear Dr. Renfro,

At the meeting held on September 15, 2023, the Illinois Community College Board authorized your district's eligibility for the special tax levy pursuant to 110 ILCS 805, Section 3-14.3. Please note the provisions of this section specify that your board of trustees must adopt a resolution expressing its intent to levy the tax; and thereby, giving voters an opportunity to request a referendum on the proposed additional levy. The state average combined educational and operations and maintenance purposes tax rate is 28.33 cents, and John Wood Community College can levy an additional 5.83 cents. The levy does not circumvent tax cap legislation.

If you have any questions, please contact Jennifer Franklin, Deputy Director for Finance and Administration, at (217)-785-0031 or at Jennifer.L.Franklin2@Illinois.gov.

Sincerely,

Brian Durham, Ed.D.  
Executive Director

cc: Josh Welker, CFO



## Resolution of the Board of Trustees of John Wood Community College District No. 539

Expressing the intention to avail of the provisions of Section 3-14.3 of the Illinois Public Community College Act, as amended, and to levy the additional tax provided therein, and directing that notice of such intention be published in the manner provided by law.

**WHEREAS**, pursuant to the provisions of Section 3-14.3 (herein “Section 3-14.3”) of the Public Community College Act of Illinois, and all laws amendatory thereof and supplementary thereto (herein the “Act”), including but not necessarily limited to, Public Act 86-360, the Board of Trustees of John Wood Community College, District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, the State of Illinois (the “District”), may levy an additional tax upon the taxable property of the District in any year in which the Illinois Community College Board issues a certificate of eligibility to do so, which additional tax may be used to increase for the year certified the total taxing authority of the District to the most recently reported statewide average actual levy rate in cents per \$100 of equalized assessed value for educational and operations and maintenance purposes as certified by the Illinois Community College Board; and,

**WHEREAS**, the Illinois Community College Board has issued the appropriate eligibility certification to the District pertaining to the 2023 levy of the District whereby a combined (a) educational and (b) operations and maintenance purposes rate up to and including 28.33 cents per \$100 of equalized assessed valuation would be allowed, rather than a rate of 22.5 cents per \$100 of equalized assessed valuation otherwise allowed; and,

**WHEREAS**, under Section 3-14.3 of the Act, the Board of Trustees of the District (the “Board”) is authorized to levy the additional tax as previously described; and,

**WHEREAS**, the Board has determined and does hereby determine that it is advisable, necessary and in the best interest of the District that such additional tax be levied; and,

**WHEREAS**, before such additional tax may be levied, the Board must adopt a resolution declaring its intention to make such levy and give notice of such intention as provided by Section 3-14.3.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT**, as follows:

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October 18, 2023 JWCC Board regular meeting

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**SECTION 1. RECITALS:** The recitals of this Resolution are incorporated herein by this reference to the same extent as if set forth herein verbatim.

**SECTION 2. DECLARATION:** The Board hereby expresses its intention to avail of the provisions of the Act and, specifically, Section 3-14.3, and to levy an additional tax upon the taxable property of the District for the year 2022 for educational and operations and maintenance purposes to the maximum authorized.

**SECTION 3. PUBLICATION:** Notice of said intention to avail of the provisions of Section 3-14.3 of the Act shall be given by publication at least once in The Quincy Herald-Whig, the same being one (1) or more area newspaper published in the District, as required by such Section.

**SECTION 4. NOTICE:** By this resolution and its publication **PUBLIC NOTICE** is given.

**A.** The Board on October 18, 2023, adopted this resolution expressing its intention to avail the provisions of Section 3-14.3 of the Public Community College Act as herein set forth.

**B.** A petition may be filed with the Secretary of the Board of Trustees, within thirty (30) days as provided in Section 3-14.3, that is, on or before November 15, 2023, signed by not less than 5,814 voters of the District, said number being equal to ten percent (10%) of the voters of the District, requesting that proposition to levy such additional taxes as authorized by Section 3-14.3, be submitted to the voters of the District. If the required petition is filed, said proposition will be submitted to the voters of the District at the next regularly scheduled election held on March 19, 2024, or other appropriate regularly scheduled election, then the District shall be authorized to levy such additional taxes for the purposes expressed in Section 3-14.3 for the year 2023.

**SECTION 5. LEVY:** If no requisite petition is filed with the Secretary of the Board of Trustees, the Board may, by appropriate proceedings to be hereafter taken, raise such additional taxes provided for the purposes expressed in Section 3-14.3 of the Act.

**SECTION 6. CONFLICTS:** All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this resolution be in full force and effect forthwith upon its adoption.

**ADOPTION:** This 18<sup>th</sup> day of October, 2023.

BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND THE STATE OF ILLINOIS (THE "DISTRICT").

By: \_\_\_\_\_  
Chairman, Board of Trustees

By: \_\_\_\_\_  
Secretary, Board of Trustees

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Date: **October 18, 2023** BOARD OF TRUSTEES MEETING  
From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
Item: **Business**  
RE: Insurance Premiums

After receiving input from the Office of Human Resources, American Central Insurance Services, and Blue Cross Blue Shield representatives, I am recommending an increase in premium costs to John Wood Community College and its employees of approximately 9.5%. This increase is needed to cover the rising costs of services while maintaining the College's insurance fund balance. This increase will become effective on January 1, 2024. I am recommending that the Board of Trustees approve an increase in insurance premiums effective January 1, 2024.

**I concur with the recommendation and request the Board of Trustees approve an increase in insurance premiums effective January 1, 2024.**

---

October 18, 2023 JWCC Board regular meeting

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Date: **October 18, 2023** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: WDC Expansion Furniture Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide furniture for the Workforce Development Center expansion project. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received.

**Vendor**

Golden Ruler/Business Center 800 Broadway Hannibal, MO 63401	\$133,546.96
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Henrickson & CO 1640 Midlan Drive Quincy, IL 62301	\$123,293.34
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It is recommended that the Board of Trustees accept the proposal and award to Henrickson & CO in the amount of \$123,293.34.

**I concur with the recommendation and request the Board of Trustees accept the proposal and award to Henrickson & CO in the amount of \$123,293.34.**

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October 18, 2023 JWCC Board regular meeting

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Date: **October 18, 2023** BOARD OF TRUSTEES MEETING  
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness  
 Item: **Business**  
 RE: Memorandum of Understanding

A Memorandum of Understanding regarding tuition reimbursement (Article 3.07, Section B) has been discussed and tentatively agreed to by members of College Administration and the Faculty Collective Bargaining Unit.

The MOU is being presented to the Board of Trustees for approval. It is recommended that the Board of Trustees approve the attached MOU.

**I concur with the recommendation and request the Board of Trustees approve the attached MOU.**




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October 18, 2022 JWCC Board regular meeting

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**Memorandum of Understanding**

Between

Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott and Cass, and State of Illinois, commonly known as John Wood Community College, a public community college (JWCC) and

John Wood Community College Faculty Association, IFT/AFT Local #6086

This Memorandum of Understanding (MOU) sets forth the terms and understanding between JWCC and the John Wood Community College Faculty Association, IFT/AFT Local #6086 as it pertains to section 7.03 (Professional Development and Tuition Reimbursement) of the Collective Bargaining Agreement FY2023 – FY2026.

The current language in section B (Tuition Reimbursement) shall be revised and replaced in entirety with the following:

Within the limits specified in this section, Association members will be reimbursed for the cost of tuition and fees for credit courses at accredited institutions of higher education. The reimbursement will be up to two hundred dollars (\$200) per credit hour or the cost of the class, whichever is lower, and up to eighteen (18) credit hours per fiscal year for undergraduate level courses. The reimbursement will be up to three hundred fifty dollars (\$350) per credit hour or 75% of the cost of the class, whichever is lower, and up to twelve (12) credit hours per fiscal year for graduate level courses. Reimbursement for any lower-division undergraduate course must be for a course not offered by JWCC and must be required for a bachelor’s degree award.

Reimbursement will be made only for those undergraduate courses completed with a grade of “C” or better, or for those graduate level courses with a grade of “B” or better. When a course is not graded, a satisfactory completion must be attained.

Requests for tuition reimbursement must be made prior to the start of the course. The Board reserves the right to require reasonable documentation of the payment of tuition and successful completion of the course as outlined above.

IN WITNESS THEREOF:

**John Wood Community College  
BARGAINING UNIT ASSOCIATION,  
IFT/AFT, AFL-CIO, Local No. 6086**

**BOARD OF TRUSTEES OF John Wood  
Community College, COUNTIES OF  
ADAMS, PIKE, CALHOUN, SCHUYLER,  
BROWN, MORGAN, SCOTT AND CASS  
AND STATE OF ILLINOIS**

\_\_\_\_\_  
Association President

\_\_\_\_\_  
Board Chair





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Association Vice President

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Board Secretary

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President of John Wood Community College

## Benefits

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# Administrative Procedure **AP 509.1**

### Tuition Waiver

The employee, spouse or dependent under 24 must be in good academic standing in order to be awarded the waiver .

### Employee Tuition Waivers

In an effort to encourage employees to improve their job capabilities and performance, the Board of Trustees, subject to supervisory approval, waives all pro-rata tuition, regardless of residency status, and all universally assessed fees for employees for a maximum of ~~seven (7)~~ **nine (9)** credit hours per academic session taken at the College.

Regular part-time employees may receive tuition and fee waivers as provided in Board Policy 509. In the case of regular part-time, non-exempt employees who work at least twenty (20) but not more than twenty-eight (28) hours per week, rates are based on fifty percent (50%) of that applicable to full-time employees. Pro-ration is applied to the actual cost of the course, rather than the number of credit hours. Tuition and fees for non-repeatable courses will be waived only once. All tuition and fees will be waived for regular full-time and part-time employees for any John Wood Community College course or workshop required by the employer. For all employee and dependent tuition waivers, a federal financial aid application may be required to be on file in the Office of Financial Aid prior to requesting a tuition waiver.

**1.** To be entitled to a tuition and fee waiver, the following requirements must be met prior to and at the time of enrollment:

**a.** The employee must be a regular employee of the district ~~and successfully completed the 6-month initial employment period;~~ **before the start of the course;** and

**b.** The employee must obtain permission to enroll from the employee's immediate supervisor and, additionally, the Vice President/Dean of his/her service area who shall grant permission if it is determined that no time conflict exists between the course and the employee's work schedule. Any time conflicts between the course and the employee's work schedule requires documentation on how the employee will account for the missed work time.

### Family Tuition Wavier

In an effort to encourage an employee's family to take advantage of the educational opportunities available at the College, the Board of Trustees waives tuition, at the in-district rate, but not fees, for each member of the immediate family of an employee. Full-time regular employees receive a full tuition benefit and part-time regular employees receive a prorated

## Benefits

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### *Administrative Procedure* **AP 509.1**

tuition waiver. A maximum of up to eighteen (18) credit hours per each immediate family member may be taken per academic session at the College. Tuition for non-repeatable courses will only be waived once. For all dependent tuition waivers, a federal financial aid application may be required to be on file in the Office of Financial Aid prior to requesting a tuition waiver. Any eligible monetary award program funds will be applied prior to applying any dependent tuition waivers.

To be entitled to a tuition waiver, the following requirements must be met prior to and at the time of enrollment. The family member must be a member of the immediate family of a full-time or part-time regular employee. For purposes of this waiver, the members of an employee's immediate family shall be limited to the employee's:

1. Spouse who resides with the full-time or part-time regular employee; or
2. Any child of the full-time or part-time regular employee, who, at the time of enrollment, has not attained age twenty-four (24), is unmarried, and who receives more than fifty percent (50%) of his or her support from the employee and/or the employee's spouse or former spouse.

#### **Dependent Tuition Waivers -- Space Available Only -- Children of Associate Faculty**

In order for a dependent child of an associate faculty member to receive a tuition waiver, the associate faculty member must be actively teaching in the semester in which the dependent enrolls and be on Level Two of the Associate Faculty Salary Schedule prior to the beginning of the semester

For purposes of this waiver, any child of an associate faculty member who, at the time of enrollment, has not attained age twenty-four (24,) is unmarried, and who receives more than fifty percent (50%) of his or her support from the employee and/or the employee's spouse or former spouse may have tuition waived up to eighteen (18) credit hours at the in-district rate as long as the course is not at capacity enrollment as determined by the Dean-Student Services and Enrollment Management. Tuition for non-repeatable courses will be waived only once.

For all dependent tuition waivers a federal financial aid application may be required to be on file in the Office of Financial Aid prior to requesting a tuition waiver.

#### **Dependent Tuition Waivers – College for Life**

The College for Life program extends the JWCC mission of enriching lives through learning by providing accessible education opportunities and services at an exceptional value to students

## Benefits

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### *Administrative Procedure* | **AP 509.1**

with intellectual or developmental disability (IDD) better reaching the community as a whole. In an effort to promote inclusivity, the College encourages an employee's family member with IDD to take advantage of the educational opportunities provided by the CFL program. The College, along with the Board of Trustees waives tuition, but not fees, for immediate family members of an employee that qualify for this program. A maximum of 5 non-credit CFL classes per semester for a total of 9 non-credit CFL core courses plus 8 non-credit CFL elective courses as required to complete the certificate program may be taken with the waiver. For all dependent tuition waivers, any financial assistance funds from potential scholarship opportunities will be applied prior to applying any dependent tuition waivers.

To be entitled to a tuition waiver, the following requirements must be met prior to and at the time of enrollment. The family member must be a member of the immediate family of a full-time employee. For purposes of this waiver, the members of an employee's immediate family shall be limited to the employee's:

1. Dependent who resides with the full-time employee;
2. Dependent of the full-time employee, who, at the time of enrollment, has not attained age twenty-eight (28)\* and is unmarried.

Those students between the ages of 18 and 22 who are enrolled in the CFL program and receive special education services from the school district, for which the College is reimbursed, would not be eligible for the waiver.

\*Note: Students can complete the school year in which they turn 28 years of age.

#### **Process**

An employee must complete the Tuition Waiver Form located in the Office of Human Resources or in the document center on the intranet and attach a copy of their schedule. A print-out with the schedule of classes must accompany the form. The form will not be processed until the dependent of an active associate faculty member has enrolled and has attached a schedule of classes to the Tuition Waiver.

The Employment Service Coordinator checks to make sure that the form is complete and all conditions have been met. Human Resources signs the form and forwards it to the appropriate office for signature. After the form has all the required signatures, it is routed to the Office of Fiscal Services where it is applied to the employee's outstanding bill.

#### **Disclaimer**

The Board of Trustees does not warrant and specifically disclaims any representation as to the

## Benefits

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# Administrative Procedure AP 509.1

taxability or non-taxability of tuition fee waivers.

### Note

Previous employee classifications will be grandfathered in as appropriate.

### Tuition Reimbursement for Non-JWCC Course

In order to encourage professional growth, the Board of Trustees has established a tuition reimbursement program for undergraduate and graduate education to its exempt and non-exempt staff members.

#### Undergraduate

An active full-time faculty or staff member is eligible to receive tuition reimbursement for classes taken to attain an advanced degree such as a bachelor's degree, ~~master degree, or doctorate degree~~. The faculty or staff member may take no more than ~~nine (9)~~ eighteen (18) credit hours per fiscal year. The reimbursement is \$200 per credit hour or the cost of the class, whichever is lower. The fiscal year is determined by the date the class ends. Part-time personnel will be eligible for tuition reimbursement as defined in Board Policy 509. The reimbursement shall not exceed the prescribed percentage on a course-by-course basis. **Reimbursement for any lower-division undergraduate course must be for a course not offered by JWCC and must be required for a bachelor's degree award.**

#### Graduate

An active full-time faculty or staff member can also receive tuition reimbursement for classes taken to attain **a graduate degree, such as a master's degree, doctoral degree, or post-baccalaureate certificate**. ~~advanced degree such as a bachelor's degree, master degree, or doctorate degree~~. The faculty or staff member may take no more than ~~nine (9)~~ twelve (12) credit hours per fiscal year. The reimbursement is ~~\$200~~ \$350 per credit hour **or 75%** of the cost of the class, whichever is lower. The fiscal year is determined by the date the class ends. Part-time personnel will be eligible for tuition reimbursement as defined in Board Policy 509. The reimbursement shall not exceed the prescribed percentage on a course-by-course basis.

Reimbursement for tuition shall be issued only after successful completion of work involved as evidenced by submission of a final grade, proof of payment of tuition and fees and/or other appropriate evidence as may be required by the President. Reimbursement will be made only for those undergraduate courses completed with a grade of "C" or better, or for those graduate level courses with a grade of "B" or better. When a course is not graded, a satisfactory completion must be attained. The faculty or staff member requests reimbursement at the conclusion of the class. A payroll check order form is completed and must have attached a

## Benefits

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### *Administrative Procedure* **AP 509.1**

print-out of the final grade with the number of credit hours achieved and a receipt that shows payment for the tuition. The form must be signed by the appropriate parties.

Coursework for which reimbursement is made must be completed while the staff member is employed by the College. No reimbursement will be granted if the coursework is completed after termination of employment with the College.

#### **Retirement Savings**

Staff members are mandated by state law to contribute into the State Universities Retirement System (SURS). All full-time staff members contribute as of the first day of employment. Eight percent (8%) of gross income is tax sheltered and deducted from each paycheck. Additionally, there is a .5% deduction from each paycheck to cover retirees' health insurance premiums through SURS.

#### **Medicare**

Participation in the Medicare insurance program is mandatory for staff members. The rate is calculated on gross wages and is deducted from taxable wages. Staff members under SURS are not eligible to participate in the social security retirement, survivors, or disability benefits.

#### **Health Insurance**

The College's health insurance is self-funded. The third-party administrator for claims is BlueCross BlueShield of Illinois. Three dependent options are offered: staff member + spouse, staff member + children, and staff member + family. Plans include wellness benefits, vision insurance, dental insurance and prescription coverage. Insurance is effective the first day of the month following the first day of employment.

#### **Group-term Life Insurance**

The College furnishes each full-time employee with coverage of \$65,000 by UNUM. The policy is effective after a 30-day waiting period once they are eligible for benefits. There is no charge to the staff member for premiums.

#### **Short/Long Term Disability Insurance**

This disability monthly benefit is a percentage of the employee's salary. If the employee becomes temporarily disabled due to illness or injury, the benefit will start on the first day of an accident

Benefits  
*Administrative Procedure* | **AP 509.1**

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and on eighth day of an illness. This policy is effective after a 30-day waiting period once they are eligible for benefits. There is no charge to the staff member for the premiums.

The Long-Term Disability (LTD) monthly benefit is a percentage of the employee’s salary and begins after the short-term disability has been exhausted. The LTD benefit begins on the 91st day of disability. This policy is effective after a 30-day waiting period once they are eligible for benefits. There is no charge to the staff member for premiums.

**Primary Responsibility: DIRECTOR OF HUMAN RESOURCES**

Approved by Cabinet: 05.2018

Revised 04.2021, 08.2021



**10.18.2023 BOARD OF TRUSTEES MEETING**

**CALENDAR**

<b>October 18, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>October 24, 2023</b>	JWCC Foundation Scholarship Reception
<b>November 15, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting
<b>December 13, 2023 @ 6:00 p.m.</b>	Board of Trustees meeting

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10.18.2023 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





Date: **10.18.2023** BOARD OF TRUSTEES MEETING  
From: Dana Keppner, Director of Human Resources  
RE: Personnel

**Personnel Items to Be Approved:**

**New Hires—Regular**

Barnes, Susan – PT Clerical Assistant, SEC

Request authorization to hire into part-time, non-exempt position effective September 25, 2023, at rate of \$15 per hour.

Deters, Kelsey – Coordinator, Adult Admissions

Request authorization to hire into full-time, exempt, benefits-eligible position effective October 3, 2023, at an annual salary of \$39,780.

Quinn, Julie – Coordinator, College For Life

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective October 2, 2023, at an annual salary of \$40,650.

Wellman, Megan – Specialist, Upward Bound

Request authorization to hire into part-time, non-exempt, position effective October 9, 2023, at rate of \$17 per hour.

**New Hires--Associate Faculty**

**Status Changes**

Houghton, Kira – Assistant, Academic Talent Search

Request authorization to change status to full-time, exempt, benefits-eligible position of Advisor, TRIO Retention effective October 9, 2023, at an annual salary of \$35,568.

Jett, Christina – PT Coordinator, Literacy Services

Request authorization to change status from non-board approved part-time position of Coordinator, Literacy Services to full-time, non-exempt, benefits-eligible position of Coordinator, Literacy Services effective September 25, 2023, at an annual salary of \$38,937.60.

**New Position**

Coordinator, Grants

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

**Vacancies**

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October 18, 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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Assistant, Academic Talent Search

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

Assistant, Mailroom Services

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

College & Career Coach

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**

Herren, Lindsay	Specialist, Financial Aid	Student Services	\$22.53
Kearns, Gabriella	Tutor, Instructional Services	Instruction	\$15.00

**Retirements/Resignations-Accepted by President**

Askew, Carl – Assistant, Mailroom Services– resignation effective January 12, 2024

Longlett, Hannah – College & Career Coach– resignation effective September 6, 2023

Lunt, Jerry– Assistant Professor, Business– retirement effective December 31, 2023

**I concur with the Personnel recommendations.**

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October 18, 2023 JWCC Board regular meeting

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

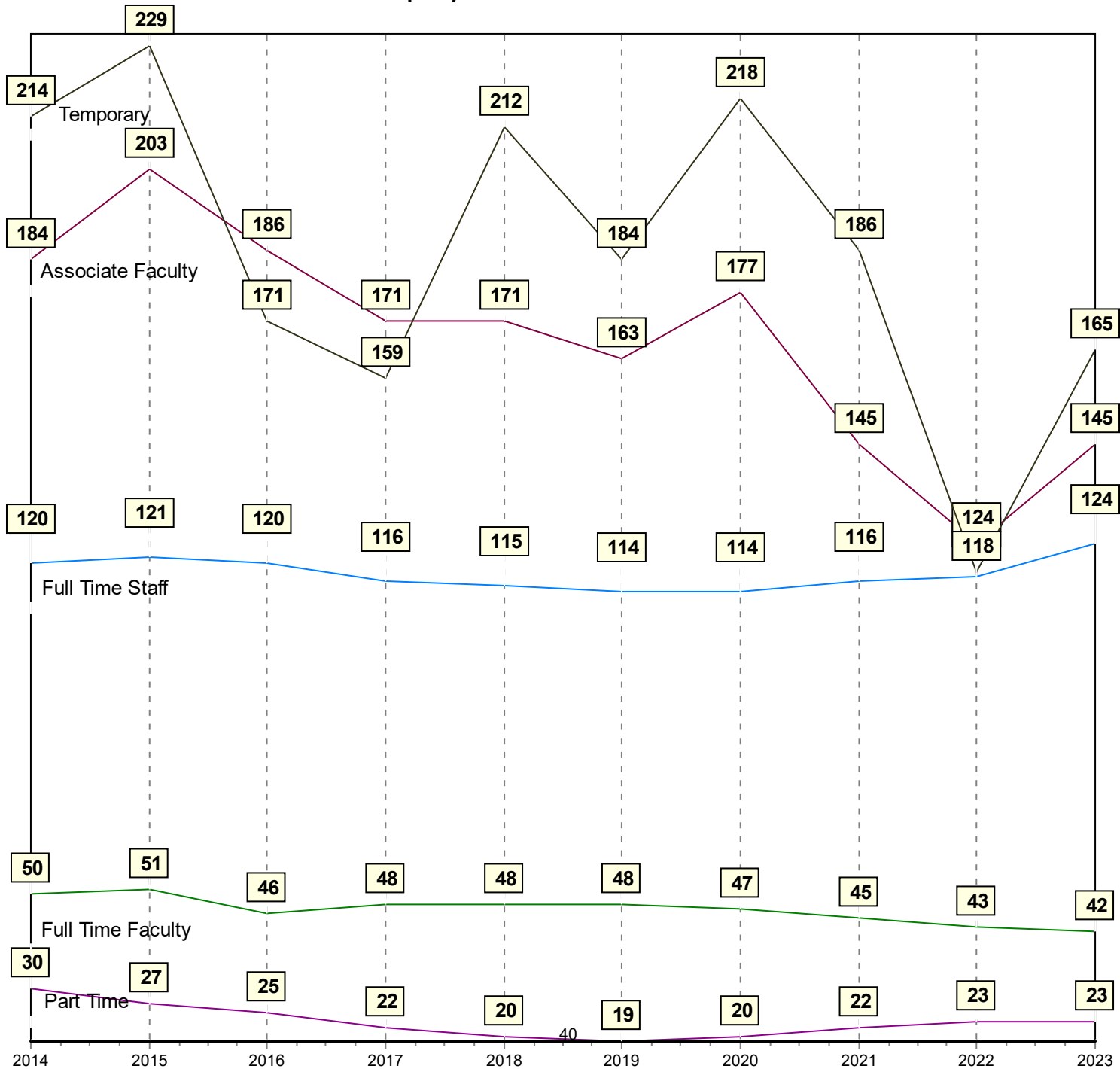
**Vision:** JWCC will be the community’s partner and leader in education, workforce training and lifelong learning.

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

# John Wood Community College, District No. 539

As Of 9/1/2023

## Employment Trends



**John Wood Community College**

***Financial Reports***

**Board of Trustees Meeting**

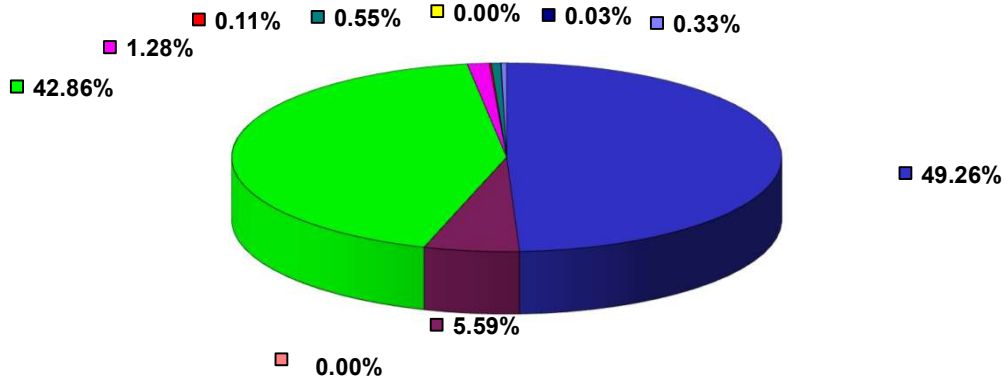
**October 18, 2023**

**John Wood Community College, District No. 539**  
**Comparison of Actual to Budget - FY' 24 to FY' 23**  
**As of September 30, 2023**  
**Unaudited**

**Operating Funds**

	<b>Actual FY ' 24</b>	<b>Budget FY ' 24</b>	<b>% of Budget FY ' 24</b>	<b>Actual FY ' 23</b>	<b>Budget FY ' 23</b>	<b>% of Budget FY ' 23</b>
<b><u>REVENUES:</u></b>						
Local Government Revenue	\$4,987,079	\$6,766,572	73.70 %	\$4,812,685	\$6,379,952	75.43 %
State Government Revenue	\$565,608	\$2,412,078	23.45 %	\$619,174	\$2,261,279	27.38 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$4,338,772	\$7,892,018	54.98 %	\$4,213,080	\$7,024,991	59.97 %
Sales and Services Revenue	\$130,033	\$653,900	19.89 %	\$144,127	\$522,900	27.56 %
Facilities Revenue	\$11,150	\$15,000	74.33 %	\$9,855	\$15,000	65.70 %
Investment Revenue	\$55,976	\$105,000	53.31 %	\$19,627	\$24,400	80.44 %
Gifts and Grants Revenue	\$0	\$10,000	0.00 %	\$0	\$10,000	0.00 %
Other Revenue	\$2,549	\$8,700	29.30 %	\$5,332	\$11,600	45.96 %
Transfers From	\$32,929	\$150,000	21.95 %	\$32,248	\$162,713	19.82 %
<b>TOTAL REVENUES:</b>	<b>\$10,124,095</b>	<b>\$18,013,268</b>	<b>56.20 %</b>	<b>\$9,856,126</b>	<b>\$16,412,835</b>	<b>60.05 %</b>
<b><u>EXPENDITURES:</u></b>						
Salaries	\$1,898,556	\$9,628,359	19.72 %	\$1,838,187	\$9,089,853	20.22 %
Employee Benefits	\$548,520	\$2,406,902	22.79 %	\$475,624	\$2,161,348	22.01 %
Contractual Services	\$352,861	\$1,822,224	19.36 %	\$302,636	\$1,554,186	19.47 %
General Materials and Supplies	\$312,453	\$982,440	31.80 %	\$292,887	\$787,167	37.21 %
Travel & Conference/Meeting Expense	\$40,309	\$220,963	18.24 %	\$15,108	\$164,193	9.20 %
Fixed Charges	\$29,519	\$109,293	27.01 %	\$21,324	\$109,975	19.39 %
Utilities	\$129,288	\$735,750	17.57 %	\$124,205	\$642,500	19.33 %
Capital Outlay	\$62,880	\$405,821	15.49 %	\$20,964	\$100,600	20.84 %
Other Expenditures	\$470,489	\$1,196,251	39.33 %	\$351,509	\$1,318,752	26.65 %
Transfers To	\$0	\$505,262	0.00 %	\$0	\$484,261	0.00 %
<b>TOTAL EXPENDITURES:</b>	<b>\$3,844,875</b>	<b>\$18,013,265</b>	<b>21.34 %</b>	<b>\$3,442,443</b>	<b>\$16,412,835</b>	<b>20.97 %</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$6,279,220</b>			<b>\$6,413,683</b>		

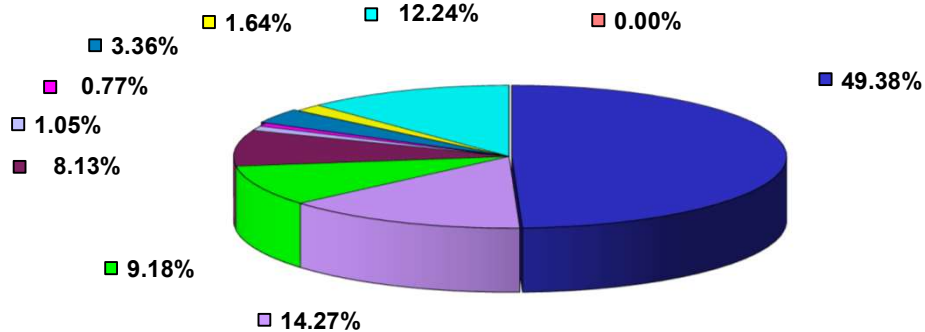
**FY24 Operating Fund Revenues YTD as of September 30, 2023  
Unaudited**



**Operating Fund Revenues: \$10,124,095**

49.26%	Local Government Sources	\$4,987,079
5.59%	State Government Sources	\$565,608
0.00%	Federal Government Sources	\$0
42.86%	Student Tuition and Fees	\$4,338,772
1.28%	Sales and Service Fees	\$130,033
0.11%	Facilities Revenue	\$11,150
0.55%	Investment Revenue	\$55,976
0.00%	Gifts and Grants Revenue	\$0
0.03%	Other Revenues	\$2,549
0.33%	Transfers from Other Funds	\$32,929

**FY24 Operating Fund Expenditures YTD as of September 30, 2023  
Unaudited**



**Operating Fund Expenditures: \$3,844,875**

49.38%	Salaries	\$1,898,556
14.27%	Employee Benefits	\$548,520
9.18%	Contractual Services	\$352,861
8.13%	Materials and Supplies	\$312,453
1.05%	Conference and Meeting	\$40,309
0.77%	Fixed Charges	\$29,519
3.36%	Utilities	\$129,288
1.64%	Capital Outlay	\$62,880
12.24%	Other Expenditures	\$470,489
0.00%	Transfer to/from Other Funds	\$0

**Balance Sheet - All Funds  
As of September 30, 2023  
Unaudited**

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<b><u>ASSETS</u></b>							
Cash	\$10,206,729	\$10,039,347	(\$2,377,649)	\$1,827,873	\$591,450	\$1,487,883	\$2,725,211
Investments	\$2,429,845	\$1,249,940	\$0	\$0	\$4,273,033	\$0	\$0
Receivables	\$1,529,808	\$0	\$1,802,767	\$0	\$0	\$0	\$0
Accrued Revenue	\$10,362	\$8,755	\$882,276	\$833	\$881	\$0	\$2,111
Interfund Receivables	\$0	\$0	\$700	\$0	\$0	\$0	\$0
Inventory	\$149,646	\$0	\$0	\$0	\$0	\$0	\$275,828
Other Assets	\$0	\$162,954	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$132,066	\$0	\$0	\$9,105	\$0	\$0	\$0
<b>TOTAL ASSETS</b>	<b>\$14,458,457</b>	<b>\$11,460,997</b>	<b>\$308,094</b>	<b>\$1,837,811</b>	<b>\$4,865,364</b>	<b>\$1,487,883</b>	<b>\$3,003,150</b>
<b><u>LIABILITIES</u></b>							
Payroll Deduction Liabilities	(\$21,090)	\$0	\$0	\$12,711	\$0	\$0	\$0
Accounts Payable	(\$1,293)	\$0	(\$10,589)	\$0	\$0	\$0	\$217,172
Accrued Expense	\$884,097	\$0	\$59,209	\$35,422	\$0	\$0	\$12,715
Interfund Payables	\$700	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$282
Other Liabilities	\$78	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$8,254	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL LIABILITIES</b>	<b>\$874,463</b>	<b>\$0</b>	<b>\$53,580</b>	<b>\$48,133</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,170</b>
FUND BALANCE 7/01/2023	\$7,304,774	\$12,121,757	\$124,744	\$948,070	\$4,818,807	\$389,627	\$2,784,991
Revenue Over (Under) Expense	\$6,279,220	(\$660,761)	\$129,769	\$841,608	\$46,557	\$1,098,256	(\$12,011)
<b>FUND BALANCE 9/30/2023</b>	<b>\$13,583,994</b>	<b>\$11,460,997</b>	<b>\$254,514</b>	<b>\$1,789,678</b>	<b>\$4,865,364</b>	<b>\$1,487,883</b>	<b>\$2,772,980</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$14,458,457</b>	<b>\$11,460,997</b>	<b>\$308,094</b>	<b>\$1,837,811</b>	<b>\$4,865,364</b>	<b>\$1,487,883</b>	<b>\$3,003,150</b>

**JWCC Investment Report  
FY 2024**

**UNAUDITED REPORT**

<b><u>Total Cash and Investments</u></b>	<b>Value as of <u>September 30, 2023</u></b>
JWCC Checking	6,831,939.87
JWCC MMA/Cash	24,060.24
Illinois Funds	12,929,515.68
Raymond James Financial Services	4,785,501.88
Money Market	5,896.83
JWCC CDs & Treasuries	7,952,819.20
<b>Total Cash and Investments</b>	<b><u><u>32,529,733.70</u></u></b>

<b><u>Held by JWCC</u></b>	<b><u>Interest Rate</u></b>	<b><u>Maturity Date</u></b>		<b><u>Fund</u></b>
Checking Accounts	2.00%		6,831,939.87	all funds
Raymond James Financial Services	4.40%		4,785,501.88	all funds
IL FUND Money Market	5.512%		12,929,515.68	all funds
Heartland Bank & Trust Company	0.05%		24,060.24	split 07 & 32
Money Market -FBT	2.00%		5,896.83	all funds
	<b><u>Yield Rate</u></b>			
Commerce Bank - Treasury	4.297%	10/5/2023	2,549,768.02	07
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%	3/31/2024	241,973.67	32
Commerce Bank - Treasury	2.77%	6/15/2024	252,574.14	32
Peoples Prosperity Time Deposit	3.41%	9/19/2024	250,000.00	32
Peoples Prosperity Bank Savings	1.07%	12/12/2024	100,000.00	07
Peoples Prosperity Bank Savings	1.07%	12/12/2024	250,000.00	07
Commerce Bank - Treasury	2.131%	3/15/2025	239,646.09	07
Commerce Bank - Treasury	2.131%	3/15/2025	96,048.63	07
First Bankers Trust CD	4.86%	4/17/2025	255,392.61	32
Commerce Bank - Treasury	2.97%	6/30/2025	248,864.80	07
Commerce Bank - Treasury	2.97%	6/30/2025	99,178.59	07
Commerce Bank - Treasury	3.60%	9/15/2025	242,519.53	07
Commerce Bank - Treasury	3.60%	9/15/2025	97,007.81	07
First Mid Bank & Trust CD	4.86%	4/13/2026	100,000.00	07
First Mid Bank & Trust CD	4.86%	4/13/2026	250,000.00	07
Commerce Bank - Treasury	3.70%	5/15/2027	2,429,845.31	01
<b>Total Cash and Investments</b>			<b><u><u>32,529,733.70</u></u></b>	



# John Wood Community College

## Expenditures for Payment

Accounts Payable. . . . .	<i>.Presented to Finance Committee</i>
Payroll. . . . .	<i>.Presented to.Finance Committee</i>
Petty Cash. . . . .	<i>.Presented.to Finance Committee</i>
Purchase Cards. . . . .	<i>.Presented.to Finance Committee</i>

## Ratification of Expenditures

The foregoing summary of obligations have been processed for payment. The College Administration certifies that these obligations, have been incurred in accordance with Board Policy, and where required, quotes and or bids were obtained. The Finance Committee of the Board has reviewed the payments and reported their findings to the Board of Trustees at the regular meeting.

Ratified this 18th of October 2023.

\_\_\_\_\_

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