



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

Date: **11.15.23 BOARD OF TRUSTEES REGULAR MEETING**

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

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

AGENDA

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- 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** – Auditors
 - Susan Barnes, PT clerical Assistant, SEC
 - Kelsey Deters, Coordinator, Adult Admissions
 - Julie Quinn, Coordinator, College for Life
 - Megan Wellman, PT Specialist, Upward Bound
- 5. Special Report** – Josh Bruck – Information Technology Overview – Cybersecurity
- 6. Consideration of Items from the Floor**

November 15, 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 **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 10.18.23 regular Board meeting minutes, 10.09.23 retreat Board minutes 1-13
- 9.2 Request approval of bills for October payment **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for October payment Finance and Audit Committee
- 9.4 Request approval of trustee & employee travel expenditures for October **Finance and Audit Committee**
- 9.5 Request approval of degree change in hospitality management 14
- 10. Grant Items**
- 10.1 Request authorization to submit a grant application to ICCB for FY24 Adult Ed Bridge & Integrated Career and Academic Preparation Systems Program (ICAP) *Requested Amount \$207,484* 15
- 10.2 Request authorization to accept funding from Illinois Green Economy Network (IGEN) in the amount of \$5,000 for the IGEN FY24 Membership Project 16
- 10.3 Request authorization to accept funding from Illinois Green Economy Network (IGEN) in the amount of \$82,439 for the IGEN FY24 Parking Lot LED Upgrade Project 17

November 15, 2023, Board of Trustees Meeting

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Office of the President

10.4	Request authorization to submit a grant application to United Way of Adams County Requested Amount \$5,000	18
10.5	Requested authorization to submit a grant application AmeriCorps Senior Corporation for National and Community Service (CNCS) for \$152,690	19
11.	Business	
11.1	Request the audit report and file as presented	20
11.2	Request adoption of a Resolution and Certificate regarding the Truth in Taxation Law (Hearing not Required)	21-24
11.3	Request approval of the regular meeting dates of the John Wood Community College Board of Trustees 2024	25
11.4	Request approval of a Resolution and Certificate to levy a tax for Protection, Health, and Safety projects totaling \$125,000.	26-30
11.5	Request authorization to enter into a one (1) year lease agreement with Two Rivers Regional Council of Public Officials for space at the Mt. Sterling Education Center	31-33
11.6	Request acceptance of a bid in the amount of \$27,989.28 and award the Advanced Technologies Consultants vendor to provide piping trainer for the industrial maintenance program	34
11.7	Request acceptance of a bid in the amount of \$11,509.68 and award to Advanced Technologies Consultants vendor to provide a pneumatics trainer for the industrial maintenance program	35
11.8	Request acceptance of a bid in the amount of \$21,580.64 and award to Advanced Technologies Consultants vendor to provide a single pump systematic trainer for the industrial maintenance program	36
11.9	Request acceptance of a bid in the amount of \$37,128.39 and award Advanced Technologies Consultants vendor to provide a hydraulics trainer for the industrial maintenance program	37
11.10	Request acceptance of a bid in the amount of \$3,803.94 per month and award Watts Copy System a 60-month lease to provide copier service	38

12. Discussion Items

November 15, 2023, Board of Trustees Meeting

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12.1 Calendar of Events

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

40-41

15. Other Items

16. Closed Session

116.1 A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body and to review closed session minutes and authorize destruction of closed recordings per state statute according to the Open Meetings Act by audio recording.

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."

November 15, 2023, Board of Trustees Meeting

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Date: **10.18.23** Board of Trustees Meeting

RE: **BOARD MEETING MINUTES**

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

1. Call to Order/Appointment of Assistant Secretary

The **10.18.23** Board of Trustees meeting was called to order in the Board Room, Student Administrative Center, 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. David Penn, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Rachel Hansen, Ms. Brenda Graff, Ms. Kelly Larson, Ms. Nora Klingele, Mr. Dan Stupavsky, Mr. Mike Sorenson, and Ms. Tracy Orne.

3. Pledge of Allegiance; Mission Statement – Ms. Angela Greger led the Pledge of Allegiance and Ms. Kaydence Gregory read the mission statement of the College.

4. Introductions - Dr. Shelley Barkley, new vice president of Academic and Student Affairs was introduced.

5. Special Report – No special report was presented.

6. Consideration of Items from the Floor - None

7. Public and/or Employee Comment - None

8.1 ICCTA/West Central Region Report – *Mr. Andy Sprague, ICCTA representative, Ms. Paula Hawley, alternate* – No report.

09.20.23 Board of Trustees meeting



8.2 Board Executive Committee Report – Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley

The Executive Committee met on Friday, October 13, 2023, in room C252 at 10:30. Attendees were Mr. Bob Rhea, (phone), Mr. Andy Sprague, and Ms. Paul Hawley, (phone). Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker.

The committee discussed the October Board agenda items.

• Items were:

- Regular minutes, bills, travel expenditures, curriculum item and business agenda items. No grants or personnel updates were provided.

• Discussion items:

Board Christmas – The Board Christmas dinner for members and spouses will be held on December 11. Location and time still to be determined.

Inauguration - The inauguration of Dr. Bryan Renfro is scheduled for Friday, November 3, 2023, beginning at 3:30 p.m. located in the auditorium. Reception to follow in the courtyard.

FAME – This initiative is progressing. The logo has been approved. The group of businesses are collaborating together. Next steps are salary and wages.

Hospitality Management – Administration is exploring offer hospitality management. A meeting with interested parties has been scheduled. A possible instructor and curriculum have been identified.

Trellis Survey – This survey is to provide data on Student Financial Wellness. Our goal is to identify and prioritize support services from this data. Josh Welker is the liaison with this company. Survey is open to students beginning October 23; non-responders list is sent to the school October 31; a reminder is sent on November 1 to these non-responders; survey is closed November 13; and the school receives the reports from the survey in March. This information will also be used for grants, use a benchmark with peer schools and how to improve our challenging areas.

Science Lab Suite Renovation in Building A- The Science lab in building A has been discussed for renovation. Archeticnic was brought in to look at the lab. At this time, the plans are being reviewed and a recommendation being drawn up. In additional to the lab, the A building restrooms and front entrance of Student Administrative building renovations are being explored.

Cohort Default Rate Summary- Data was shared with the Executive Committee on this information. Student loans are now once again due since Covid.

8.3 Board Curriculum Committee Report - Mr. Larry Fischer, Ms. Angela Greger. The Curriculum Committee met on Wednesday, October 11, 2023, at 11:00 at John Wood Community College. Attendees were Mr. Larry Fischer, trustee; Dr. Shelley Barkley, Vice President of Academic & Student Affairs, Dr. Bryan Renfro, President, and Ms. Kristina Johnson notetaker. Ms. Angela Greger was absent.



The Curriculum Committee recommendation is to change the number of credit hours for MFG 250, Physical Metallurgy, from two lecture hours and two lab hours to three lecture hours with zero lab hours. Covid forced hands-on lab element to be embedded in the online curriculum, therefore with this modification lab fee is unnecessary.

Other items discussed were catalog changes that affect AA, AS, AES and AFA degrees. The addition of a select group of Fine Arts courses will encompass the course list wherein, satisfy the graduation requirement for international awareness. Also, approved was including all Humanities courses under the Humanities course list, omitting duplication under the Fine Arts course list.

Discussion was held on the collaboration with Business and Industry partners to organize seminars/workshops that reflects effective behavior and service in the workplace.

8.4 Board Finance and Audit Committee Report – Dr. Randy Greenwell, Mr. Don Hess – The Finance and Audit Committee met on Monday October 16, 2023, at 2:00 p.m., at John Wood Community College. Present were Don Hess, 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: Dr. Randy Greenwell.

Bills for payment, out of district travel requests, financials, board budget, president’s expense account, investments were reviewed and discussed.

Items being presented to the October Board meeting were reviewed. They included the tax levy, abatement, health insurance premium increase, and MOU to the Collective Bargaining Agreement.

8.5 Student Trustee Report – Ms. Kaydence Gregory– Courtyard Coachella was held on October 5. An estimated eighty students were in attendance.

Ms. Gregory, report she participated in a panel with alumni on the success of students.

Haunted Trail Event is scheduled for October 28 from 8:00-11:00. Ten-dollar (\$10) admission fee will be charged.

8.6 Administration Report – Dr. Renfro – The professional development in-service employee event was held on Tuesday, October 17. Dr. Renfro and Jo-Carol Faibanke spoke on pathways, and other initiatives the College is moving towards. Following the introductory talks employees had the opportunity to participate in 1 of 3 breakout sessions offered. Topics of these sessions included mental health; diversity- generational difference and poverty.

JWCC is one of 1 of 18 community colleges across the nation to be part of caring campus. This is opportunity of showing support for students.



Office of the President

HLC presented JWCC with our HLC certificate at a recent assessment meeting attended by staff, administration, and faculty in Chicago. Acknowledgement was given to those employees who participate in this academy.

Finishing touches continue to be done at the Workforce Development Center. A ribbon-cutting event will be planned when totally completed.

Trellis Survey - This survey is to provide data on Student Financial Wellness. Our goal is to identify and prioritize support services from this data. Survey is open to students beginning October 23; a non-responders list is sent to the school October 31; a reminder is sent on November 1 to these non-responders; survey is closed November 13; and the school receives the reports from the survey in March. This information will also be used for grants, use a benchmark with peer schools and how to improve our challenging areas.

Inauguration November 3 at 3:30 Inauguration ceremony will be different from previous ceremonies in that it his not held with graduation. A reception will follow in the courtyard weather permitting.

9. **Consent Agenda**

Consent business

- 9.1 Request approval of 09.20.23 Board regular meeting minutes and 10.09.23 Board retreat meeting minutes
- 9.2 Request approval of bills for payment for September **Finance and Audit Committee**
- 9.3 Request approval of monthly financial statements for September **Finance and Audit Committee**
- 9.4 Request approval of trustee and employee travel expenditures for September **Finance & Audit Committee**
- 9.5 Request approval of curriculum course changes in manufacturing

MOTION: *Request approval of the consent agenda items*

Moved by: Mr. Sprague

Seconded by: Ms. Gregory

Discussion:

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

09.20.23 Board of Trustees meeting

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Office of the President

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

10. Grant Items

11. Business

11.1 **MOTION:** 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.

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

Discussion: 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.

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

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

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

Discussion: Section 3-14.3 of the Illinois Public Community College Act makes provision for districts which are eligible to receive equalization grants, and which have an operating tax rate below the statewide average to levy this amount, subject to public notice of such intention to be published as required by law. Each year the Illinois Community College Board certifies the eligibility of districts to



Office of the President

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.

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 of an increase in insurance premium costs to John Wood Community College and its employees of approximately 9.5%.*

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

Discussion:

After receiving input from the Office of Human Resources, American Central Insurance Services, and Blue Cross Blue Shield representatives, an increase in premium costs to John Wood Community College and its employees of approximately 9.5% was recommended. 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. Mr. Fischer inquired on additional information. The insurance is a great benefit to our employees.

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			



Office of the President

Mr. Rhea	x			
Voice Vote				

11.4 MOTION: Request acceptance of the proposal and award Henrickson & CO the WDC expansion furniture bid in the amount of \$123,293.34.

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

Discussion: JWCC solicited request for proposals from qualified vendors to provide furniture for the Workforce Development Center expansion project.

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 a Memorandum of Understanding to the Collective Bargaining Agreement regarding Board procedure 509.1 of policy 509- Benefits

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

Discussion: A Memorandum of Understanding to the Collective Bargaining Agreement regarding tuition reimbursement (Article 3.07, Section B) on Board Policy 509 has been discussed and tentatively agreed to by members of College Administration and the Faculty Collective Bargaining Unit.

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



Office of the President

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

12. Discussion Item

12.1 Calendar of Events The Board of Trustees were informed of the annual scholarship banquet to be held on Tuesday, October 24.

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: Mr. Sprague

Discussion: It was noted that Carl Askew should read retirement instead of resignation.

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.

A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body. NO CLOSED SESSION WAS HELD.

17. Resume Open Session

18. Adjournment

18.1 MOTION: Adjourn the October 18, 2023, Board of Trustees regular meeting.



Moved by: Mr. Rhea adjourned the meeting.
Seconded by:

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 **15th day of November 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Workforce Development Center, 2710 N 42nd 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. 3RD 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 3rd 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 18th 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 2nd. 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 wee 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 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: **November 15, 2023**, BOARD OF TRUSTEES MEETING
 From: Dr. Shelley Barkley, Vice President of Academic 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.

❖ **Hospitality Management**
Degree Change (reactivation of degree)

Hospitality AAS Program of Study – (64 credit hours)

After meeting with local hospitality managers in the area, the demand for a hospitality program was evident. The consensus was to initiate the reactivation of the Hospitality program. JWCC is collaborating with a consultant to redevelop and combine the previous lodging management and restaurant management degrees into one Hospitality & Culinary Management AAS degree at 64 credit hours.

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



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Date: 11/15/23 BOARD OF TRUSTEES MEETING
From: Dave Hetzler, Dean of CTE
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**
New or recurring

- A. **GRANT PROPOSAL TITLE:** FY24 Adult Ed Bridge & ICAPS Program
- B. **GRANT AGENCY:** ICCB
- C. **GRANT APPLICATION DEADLINE:** 11/01/2023 **GRANT AWARD PERIOD:** 01/01/24-12/31/24
- D. **PROPOSAL DESCRIPTION:** Develop and implement a Bridge and Transition program offered to students in the Adult Education program, in partnership with Bella Ease Inc. The grant will allow the JWCC Adult Education program to expand the Bridge and ICAPS offerings to include a CNA and Truck Driver Training ICAPS, leading to an increased number of students transitioning to job training and/or post-secondary education. The bridge courses will be at no cost to the students and will encourage them to continue in the career pathway. Student support services will be provided to connect resources and eliminate barriers.
- E. **REQUESTED FUNDS:** \$207,484
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** No matching funds are required.
- G. **PERSONNEL POSITIONS REQUIRED:** Current JWCC staff and faculty, plus hire 1 new full-time coordinator.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** NA
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 11/15/23
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **VICE PRESIDENT/DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Student Success, Excellence in Programs, Enrollment Growth and Stability, Stability of Resources, Partnerships

I concur with the request and recommend the Board of Trustees authorize the College to apply for funds in the amount of \$207,484 to develop and initiate the Bridge program as outlined above.

November 15, 2023 JWCC Board regular meeting

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Date: 11/15/2023 BOARD OF TRUSTEES MEETING
From: Dave Hetzler, Dean of CTE
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**
New or Reoccurring

- A. **GRANT PROPOSAL TITLE:** IGEN- FY24 Membership Project
- B. **GRANT AGENCY:** IGEN (Illinois Green Economy Network)
- C. **GRANT APPLICATION DEADLINE:** 09/01/2023 **GRANT AWARD PERIOD:** 7/01/2023-6/30/2024
- D. **PROPOSAL DESCRIPTION:** – Canopy LED Conversion Project includes the removal of 17 recessed canopy lights in JWCC Main Campus vestibules and replacing with LED fixtures. Doing an LED conversion to a surface mounted fixture “over” the recessed can light will provide the college with less consumption, less maintenance, and a 5-year warranty.
- E. **FUNDS:** \$ 5,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities.
- G. **PERSONNEL POSITIONS REQUIRED:** Contractors and consultants that may be utilized for these projects are figured into the costs and paid from grant funds.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** N/A
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:**
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 11/15/23
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Excellence in Programs, Leadership and Partnerships, Effective Management of Resources

I concur with the request and recommend the Board of Trustees authorize the College to ACCEPT grant funds of \$5,000 for the purposes indicated above.

November 15, 2023 JWCC Board regular meeting

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Date: 11/15/2023 BOARD OF TRUSTEES MEETING
From: Dave Hetzler, Dean of CTE
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**
New or reoccurring

- A. **GRANT PROPOSAL TITLE:** IGEN- Parking Lot LED Upgrade Project
- B. **GRANT AGENCY:** IGEN (Illinois Green Economy Network)
- C. **GRANT APPLICATION DEADLINE: 09/01/2023** **GRANT AWARD PERIOD: 7/01/2023-6/30/2024**
- D. **PROPOSAL DESCRIPTION:** – Parking Lot Lighting Upgrade Project will include retrofitting the existing 115 light poles at the main campus with LED light fixtures to improve lighting levels and reduce energy costs.
- E. **FUNDS:** \$ 82,439
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds or are absorbed into already budgeted activities.
- G. **PERSONNEL POSITIONS REQUIRED:** Contractors and consultants that may be utilized for these projects are figured into the costs and paid from grant funds.
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** N/A
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:**
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:** 11/15/2023
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Dave Hetzler, Dean of CTE
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Excellence in Programs, Leadership and Partnerships, Effective Management of Resources

I concur with the request and recommend the Board of Trustees authorize the College to ACCEPT grant funds of \$82,439 for the purposes indicated above.

November 15, 2023 JWCC Board regular meeting

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Date: 11/15/2023 BOARD OF TRUSTEES MEETING
From: Heath Richmond, Manager, Volunteer Services
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**

New or Reoccurring

- A. **GRANT PROPOSAL TITLE:** FY 2025 United Way of Adams County Funding Request
- B. **GRANT AGENCY:** United Way of Adams County
- C. **GRANT APPLICATION DEADLINE:** 1/29/2024 **GRANT AWARD PERIOD:** 6/1/2024 – 5/31/2025
- D. **PROPOSAL DESCRIPTION:** This is a request for funding from the United Way of Adams County Annual Campaign. As a partner agency of the United Way, RSVP receives funding to support our Carryout Caravan, Friendly Caller, and other RSVP activities. These funds are used as part of our 30% matching requirement for the AmeriCorps Seniors CNCS Federal Grant.
- E. **FUNDS REQUESTED:** \$5,000
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** During FY23, the program served 84 stations and 497 registered volunteers. These volunteers provided 75,138 hours of service to agencies and individuals in Adams, Brown & Pike Counties.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 11/15/2023.
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Barb Holthaus, Director of Advancement
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Leadership and Partnerships.

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

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Date: 11/15/2023 BOARD OF TRUSTEES MEETING
From: Heath Richmond, Manager, Volunteer Services
Item: **CONSENT**
RE: **GRANT Application or Acceptance of funds**

New or Reoccurring

- A. **GRANT PROPOSAL TITLE:** AmeriCorps Seniors CNCS FY 2024 Continuation Grant
- B. **GRANT AGENCY:** AmeriCorps Senior CNCS
- C. **GRANT APPLICATION DEADLINE:** 10/26/2023 **GRANT AWARD PERIOD:** 4/1/2024 – 3/31/2025
- D. **PROPOSAL DESCRIPTION:** AmeriCorps Seniors CNCS Federal Grant funding for salaries, program support and volunteer recognition for the Adams, Brown, and Pike County RSVP program.
- E. **FUNDS REQUESTED:** \$152,690
- F. **OBLIGATION OF INSTITUTIONAL FUNDS/RESOURCES:** All activities are paid for from the requested grant funds.
- G. **PERSONNEL POSITIONS REQUIRED:** Current staff will oversee the activities associated with this grant
- H. **IF REOCCURRING, PROVIDE PREVIOUS YEAR RESULTS:** During FY23, the program served 84 stations and 497 registered volunteers. These volunteers provided 75,138 hours of service to agencies and individuals in Adams, Brown & Pike Counties.
- I. **(DATE) GRANT APPLICATION SUBMITTED TO BOARD:** 11/15/2023.
- J. **(DATE) BOARD APPROVED ACCEPTANCE OF FUNDS:**
- K. **DEAN/DIRECTOR REQUESTING APPROVAL:** Barb Holthaus, Director of Advancement
- L. **STRATEGIC INITIATIVES THIS GRANT ADDRESSES:** Leadership and Partnerships.

I concur with the request and recommend the Board of Trustees authorize the College to submit a grant application for \$152,690 for the purpose indicated above.

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Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Fiscal Year 2023 Audit

The firm of WIPFLI, LLP has completed its audit of the financial records of John Wood Community College for fiscal year 2023. Representatives are attending the November 15, 2023, meeting of the Board of Trustees virtually to present the audit and respond to any Board members' questions.

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

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

November 15, 2023 JWCC Board regular meeting

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Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Truth in Taxation Resolution

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

The proposed aggregate levy for the JWCC District is \$7,833,097 which represents the amount of collectible property tax we intend to levy on the District. The taxable rate for the tax year 2023 is anticipated to be \$0.35460 per \$100 of equalized assessed valuation.

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

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

November 15, 2023 JWCC Board regular meeting

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

WHEREAS, the Truth in Taxation Act (35 Illinois Compiled Statutes 200/18-55, et seq.) provides, in part, that not less than twenty (20) days prior to the adoption of the aggregate levy, the corporate authority of each taxing district, including the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass and State of Illinois, shall determine the amounts of money, exclusive of any portion of that levy attributable to the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation for that year upon the taxation property in its district; and,

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

WHEREAS, the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass and State of Illinois, has estimated that the amount necessary to be raised by taxation for the real estate tax year of 2023 is not more than 105% of the amount extended or estimated to be extended upon the levy of the preceding real estate tax year of 2022, exclusive of election costs.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT, AND CASS, AND STATE OF ILLINOIS, as follows:

SECTION 1. ESTIMATED LEVY: This Board hereby determines that the amounts of money, exclusive of the costs of conducting an election required by the general election law, estimated to be raised by taxation upon the taxable property of the district for the real estate tax year of 2023 is \$7,833,097 which is also the proposed “aggregate levy” of the district for such year (that is, corporate and special purpose monies).

November 15, 2023 JWCC Board regular meeting

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

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

DATED: This 15th day of November 2023.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE
DISTRICT NO. 539, COUNTIES OF ADAMS, PIKE,
HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN,
SCOTT, AND CASS, AND STATE OF ILLINOIS

By: _____

Its Chairman

By: _____

Its Secretary



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

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

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

2. Not less than twenty (20) days prior to the adoption of its aggregate levy, that is, on the 15th day of November, 2023, the said board did determine the amounts of money, exclusive of any portion of that levy attributable to the costs of conducting an election required by the general election law, estimated to be necessary to be raised by taxation upon the taxable property in its district for the real estate tax year of 2023, said estimate being an amount which was no more than 105% of the extensions, exclusive of election costs, for the preceding year.

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

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

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

Dated: This 15th day of November 2023.

Chairman

November 15, 2023 JWCC Board regular meeting

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Date: **November 2024** BOARD OF TRUSTEES MEETING

From: Dr. Bryan Renfro, President

Item: **Business**

RE: Board Meeting Dates for 2024

The Board of Trustees regular meetings are normally held the third Wednesday of every month **at 6:00 p.m.** at John Wood Community College, 1301 South 48th Street, Quincy IL. The dates recommended for approval for the regular meetings of the John Wood Community College Board of Trustees for calendar year 2024 is presented below.

No Meeting - January

February 21, 2024 @ 6:00 p.m.

March 20, 2024 @ 6:00 p.m.

Southeast Education center

April 17, 2024 @ 6:00 p.m.

May 15, 2024 @ 6:00 p.m.

June 19, 2024 @ 6:00 p.m.

July 24, 2024 @ 6:00 p.m.

August 21, 2024 @ 6:00 p.m.

Workforce Development Center

September 18, 2024 @ 6:00 p.m.

October 16, 2024 @ 6:00 p.m.

November 20, 2024 @ 6:00 p.m.

December 18, 2024 @ 6:00 p.m.

November 15, 2023 Board of Trustees Meeting

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Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services and Institutional Effectiveness
 Item: **BUSINESS**
 RE: Resolution to Ratify Approval of and to levy tax for Protection, Health, and Safety Projects

Attached is a certificate and resolution to levy a tax for Protection, Health, and Safety (PHS) projects totaling \$125,000. These projects have been certified by a licensed professional Architecture and Engineering firm and if approved would be completed in FY2025. The projects to be funded through the PHS levy include the following:

- Agricultural Education Center Heat Pump Replacement
- Main Campus Vestibule Stairs and Handrail Replacement

Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution, to levy a tax upon the assessed valuation of its district to pay for certain repairs or alteration projects. It is recommended that the Board of Trustees approve the attached resolution.

I concur with the recommendation and request the Board of Trustees approve the attached resolution to levy tax for Protection, Health, and Safety Projects.



November 15, 2023 JWCC Board regular meeting

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**RESOLUTION TO RATIFY APPROVAL OF AND TO LEVY TAX
FOR PROTECTION, HEALTH, AND SAFETY PROJECTS
PURSUANT TO PUBLIC COMMUNITY COLLEGE ACT SECTION 3-20.3.01**

- A. **WHEREAS**, pursuant to the provisions of the Illinois Public Community College Act including, specifically, Section 3-20.3.01, 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, commonly known and in this Resolution referred to as John Wood Community College, is authorized to undertake and complete, among others, necessary projects determined as necessary for energy conservation, health or safety, environmental protection or accessibility purposes (collectively “health or safety projects”); and,
- B. **WHEREAS**, the Board of Trustees has determined and approved, and does hereby reaffirm that there is a need for certain health or safety projects at certain facilities of John Wood Community College; and,
- C. **WHEREAS**, the Board of Trustees has received certified reports and estimates from a licensed professional architect or engineer providing that the health or safety projects are health or safety projects and estimates of the costs thereof; and
- D. **WHEREAS**, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to levy a tax to pay for such health or safety projects upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such repairs or alterations; and,
- E. **WHEREAS**, the health or safety projects determined to be necessary are as follows and as more particularly described in the architect or engineer reports and estimates, which are incorporated in this Resolution by reference: Agricultural Education Center heat pump replacement \$110,000; main campus vestibule stairs and handrail replacement \$15,000; and,
- F. **WHEREAS**, in the judgment of the Board of Trustees, there are not sufficient funds available in the operations and maintenance fund of the District to permanently pay for such repairs or alterations determined as necessary; and,
- H. **WHEREAS**, the Board of Trustees certifies these repairs and alterations meet the requirements of Section 3-20.3.01 of the Public Community College Act and are necessary health and safety.
- I. **WHEREAS**, all requirements to provide for the levy for such projects have been met.

November 15, 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, commonly known as John Wood Community College, as follows:

1. **RECITALS:** The recitals and findings set forth in this Resolution are incorporated herein, approved, and made a part hereof.
2. **SPECIFIC FINDINGS:** The Board of Trustees specifically finds:
 - A. The alterations or repairs to physical facilities are necessary for energy conservation, health or safety, environmental protection or accessibility purposes (collectively “health or safety projects”) at facilities of John Wood Community College.
 - B. There are not sufficient funds available in the Operation and Maintenance Fund of John Wood Community College to complete the alterations or repairs.
 - C. The cost of the health or safety projects set forth above, as determined and estimated in the certified estimate of a licensed architect or engineer, is not less than \$25,000, and shall be financed in accordance with a separate tax levy for such purpose as authorized under Section 3-20.3.01 of the Public Community College Act in the total dollar amount of \$125,000.00.
4. **FILING OF RESOLUTION AND APPROVAL:** Upon the passage of this Resolution, the Secretary of the Board of Trustees is hereby directed to file or cause to be filed a certified copy of this Resolution with each of the county clerks in which the District is located, and it shall be the duty of said county clerk to extend such tax as levied. As provided in Section 3-20.3.01 of the Public Community College Act, this shall serve as the authority of the county clerks to extend such tax in addition to all other taxes levied.
5. **OTHER ACTS:** The Chair, Secretary, and President of John Wood Community College, or their respective designees, are each empowered and directed to take such further or different actions as may be necessary or appropriate to give effect to this Resolution.
6. **EFFECTIVE DATE:** This resolution shall be in full force and effect immediately upon its adoption.

ADOPTED: November 15, 2023.

November 15, 2023 JWCC Board regular meeting

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Chair, Board of Trustees

Secretary, Board of Trustees

November 15, 2023 JWCC Board regular meeting

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Certificate

The undersigned does hereby certify:

1. I am the duly elected Secretary of the Board of Trustees of Community College District No. 539, Counties of Adams, Pike, Hancock, Calhoun, Schuyler, Brown, Morgan, Scott, and Cass, and State of Illinois, commonly known as John Wood Community College.

2. Attached hereto and incorporated by this reference is a true and correct copy of a Resolution to Ratify Approval of and to Levy Tax for Protection, Health and Safety Projects Pursuant to Public Community College Act Section 3-20.3.01, specifically: Agricultural Education Center heat pump replacement \$110,000, main campus vestibule stairs and handrail replacement \$15,000, all pursuant to Section 3-20.3.01 of the Illinois Public Community College Act, which Resolution was duly adopted at a regular meeting of said Board of Trustees held at 6:00 o'clock p.m., on the 15th day of November, 2023 (Exhibit A).

3. In accordance with Section 3-20.3.01 of the Illinois Public Community College Act, the Board of Trustees of John Wood Community College has the authority to file or cause to be filed a certified copy of the Resolution with each of the county clerks in which the District is located, and it shall be the duty of the said county clerk to extend such a tax as levied.

4. As provided by said Resolution, it is certified that we require the sum of One Hundred Twenty Five Thousand Dollars (\$125,000.00) to be levied as a special tax for energy conservation, health or safety, environmental protection or accessibility purposes or other purposes allowed under Section 3-20.3.01 of the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/3-20.3.01), on the equalized assessed value of the taxable property of our District, for the year 2023.

DATED: This 15th day of November 2023.

BOARD OF TRUSTEES OF JOHN WOOD COMMUNITY COLLEGE COUNTIES OF
ADAMS, PIKE, HANCOCK, CALHOUN, SCHUYLER, BROWN, MORGAN, SCOTT,
AND CASS, AND STATE OF ILLINOIS

Secretary

November 15, 2023 JWCC Board regular meeting

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Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: University of Illinois Extension Sublease Agreement – Pike County

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

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

November 15, 2023 JWCC Board regular meeting

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RENTAL AGREEMENT

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

THE AGREEMENT made this 15th day of November, by and between John Wood Community College, herein called "Landlord" and Two Rivers Regional Council of Public Officers, herein called "Tenant". Landlord hereby agrees to rent to Tenant the real property located in the City of Mt. Sterling, State of Illinois, described as follows: shared office space, commencing on December 1, 2023 until November 30, 2024, at which time this agreement is terminated unless renewed during board meeting. Landlord rents the demised premises to Tenant on the following terms and conditions:

1. Space

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

2. Rent

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

3. Use

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

4. Legal Obligations

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

5. Non-assignment of Rental Agreement

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

6. Full Disclosure

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

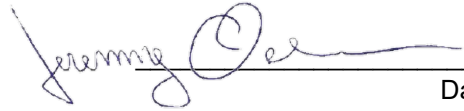
7. Indemnification

Tenant will agree to indemnify, save harmless and defend Landlord, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting

from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with this Rental Agreement. The foregoing indemnity shall apply except if such injury, death, or damage is caused directly by the willful and wanton conduct of Landlord, its agents, servants, or employees or any other person indemnified hereunder.

Date

Landlord
John Wood Community College
Dr. Bryan Renfro, President

 _____ 10/31/23
Date

Tenant
Two Rivers Regional Council
Jeremy Oshner, Executive Director



Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Piping Trainer Bids

JWCC solicited bids from qualified vendors to provide a piping trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

<u>Vendor</u>	<u>Total Cost</u>
Advanced Technologies Consultants 110 West Main St. Northville, MI 48167	\$27,989.28

It is recommended that the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$27,989.28.

I concur with the recommendation and request the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$27,989.28.



November 15, 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



Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: Pneumatics Trainer Bids

JWCC solicited bids from qualified vendors to provide a pneumatics trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

<u>Vendor</u>	<u>Total Cost</u>
Advanced Technologies Consultants 110 West Main St. Northville, MI 48167	\$11,509.68

It is recommended that the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$11,509.68.

I concur with the recommendation and request the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$11,509.68.



November 15, 2023 JWCC Board regular meeting

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Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
 From: Josh Welker, Dean of Business Services & Institutional Effectiveness
 Item: **Business**
 RE: Single Pump systematic Trainer Bids

JWCC solicited bids from qualified vendors to provide a single pump systematic trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

<u>Vendor</u>	<u>Total Cost</u>
Advanced Technologies Consultants 110 West Main St. Northville, MI 48167	\$21,580.64

It is recommended that the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$21,580.64.

I concur with the recommendation and request the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$21,580.64.

November 15, 2023 JWCC Board regular meeting

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Acc

Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Hydraulics Trainer Bids

JWCC solicited bids from qualified vendors to provide a hydraulics trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.

<u>Vendor</u>	<u>Total Cost</u>
Advanced Technologies Consultants 110 West Main St. Northville, MI 48167	\$37,128.39

It is recommended that the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$37,128.39.

I concur with the recommendation and request the Board of Trustees accept the bid and award to Advanced Technologies Consultants in the amount of \$37,128.39.

November 15, 2023 JWCC Board regular meeting

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Date: **November 15, 2023** BOARD OF TRUSTEES MEETING
From: Josh Welker, Dean of Business Services & Institutional Effectiveness
Item: **Business**
RE: Copier Request for Proposals

JWCC solicited request for proposals from qualified vendors to provide a lease for copiers. The proposal was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received.

<u>Vendor</u>		<u>Cost Per Month</u>
Golden Ruler Business Center 625 Hampshire St. Quincy, IL 62301 Brand: Toshiba	36-month lease	\$6,487.44
	60-month lease	\$5,162.45
Watts Copy Systems, Inc. 2901 Broadway Quincy, IL 62305 Brand: Sharpe	36-month lease	\$5,071.67
	60-month lease	\$3,803.94

It is recommended that the Board of Trustees accept the proposal and award to Watts Copy System for the 60-month lease in the amount of \$3,803.94 per month.

I concur with the recommendation and request the Board of Trustees accept the proposal and award to Watts Copy System for the 60-month lease in the amount of \$3,803.94 per month.

November 15, 2023 JWCC Board regular meeting

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11.15.2023 BOARD OF TRUSTEES MEETING

CALENDAR

November 15, 2023 @ 6:00 p.m.	Board of Trustees meeting
December 7, 2023	College Employee Christmas event 5:30 p.m. – 8:30 p.m. Location TBA
December 11, 2023	Foundation Christmas event The Revelry @ 5:30 p.m.
December 11, 2023	Board Christmas Tiramisu @ 7:00 p.m.
December 13, 2023 @ 6:00 p.m.	Board of Trustees meeting

11.15.2023 Board of Trustees Regular Meeting

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

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Date: 11.15.2023 BOARD OF TRUSTEES MEETING
From: Dana Keppner, Director of Human Resources
RE: Personnel

Personnel Items to Be Approved:

New Hires—Regular

Burbridge, Dillon-Technician, Help Desk

Request authorization to hire into part-time, non-exempt position effective November 1, 2023, at a rate of \$16 an hour.

Nelson, Mysti – Administrative Specialist, Career, Technical & CBO Education

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective October 24, 2023, at an annual salary of \$33,696.

Phillips, Lyndsey – Specialist, Fiscal Services

Request authorization to hire into full-time, non-exempt, benefits-eligible position effective November 4, 2023, at an annual salary of \$31,824.

Personnel Items Reported:

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

Fox, Breanna	Tutor, TRIO SSS	Student Services	\$15.00
Horvat, Nico	Assistant, Grounds	Physical Plant	\$15.00
Karr, Emily	Front Desk, Admissions	Student Services	\$15.00
Nash, Nathan	Studio Tech Asst, Support Services-DS	Student Services	\$15.00
Pettenger, Mark	Truck Driver Trainer, CTE	Instruction	\$24.05
Zimmerman, Ryann	Advisor, Admissions	Student Services	\$18.00

I concur with the Personnel recommendations.

November 15, 2023 JWCC Board regular meeting

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

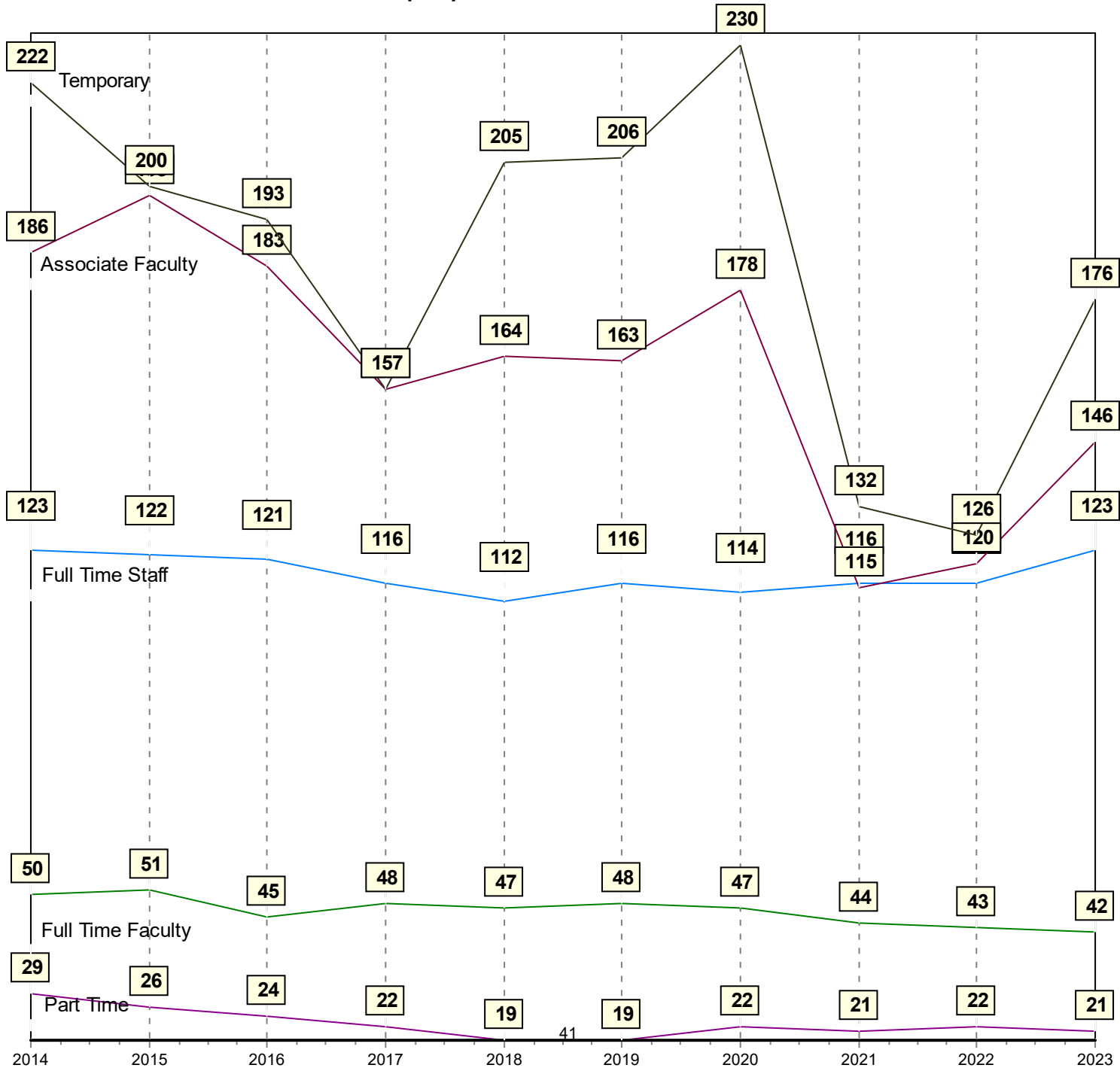
Vision: JWCC will be the community’s partner and leader in education, workforce training and lifelong learning.

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John Wood Community College, District No. 539

As Of 10/1/2023

Employment Trends



John Wood Community College

Financial Reports

Board of Trustees Meeting

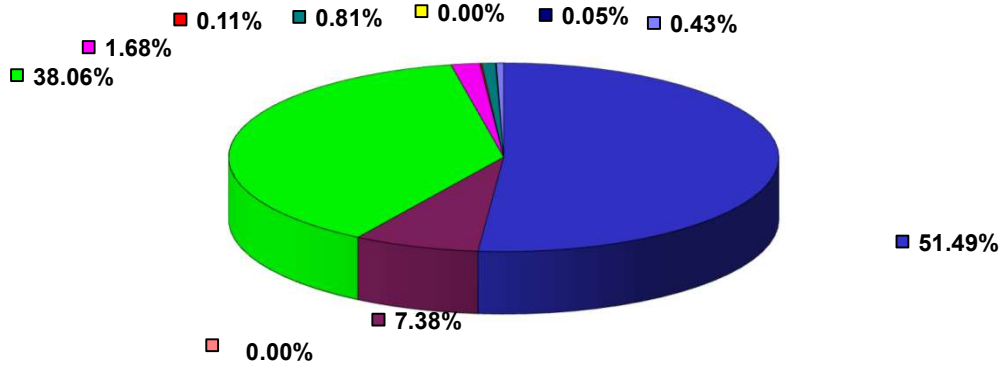
November 15, 2023

John Wood Community College, District No. 539
Comparison of Actual to Budget - FY' 24 to FY' 23
As of October 31, 2023
Unaudited

Operating Funds

	Actual FY ' 24	Budget FY ' 24	% of Budget FY ' 24	Actual FY ' 23	Budget FY ' 23	% of Budget FY ' 23
<u>REVENUES:</u>						
Local Government Revenue	\$5,867,901	\$6,766,572	86.72 %	\$5,587,291	\$6,379,952	87.58 %
State Government Revenue	\$840,724	\$2,412,078	34.85 %	\$870,098	\$2,261,279	38.48 %
Federal Government Revenue	\$0	\$0	0.00 %	\$0	\$0	0.00 %
Student Tuition and Fees	\$4,337,020	\$7,892,018	54.95 %	\$4,218,661	\$7,024,991	60.05 %
Sales and Services Revenue	\$191,850	\$653,900	29.34 %	\$165,601	\$522,900	31.67 %
Facilities Revenue	\$11,990	\$15,000	79.93 %	\$10,080	\$15,000	67.20 %
Investment Revenue	\$92,318	\$105,000	87.92 %	\$34,781	\$24,400	142.54 %
Gifts and Grants Revenue	\$0	\$10,000	0.00 %	\$7,472	\$10,000	74.72 %
Other Revenue	\$5,997	\$8,700	68.93 %	\$5,642	\$11,600	48.63 %
Transfers From	\$48,625	\$150,000	32.42 %	\$44,709	\$162,713	27.48 %
TOTAL REVENUES:	\$11,396,424	\$18,013,268	63.27 %	\$10,944,334	\$16,412,835	66.68 %
<u>EXPENDITURES:</u>						
Salaries	\$2,624,135	\$9,628,359	27.25 %	\$2,538,563	\$9,089,853	27.93 %
Employee Benefits	\$723,104	\$2,406,902	30.04 %	\$625,784	\$2,161,348	28.95 %
Contractual Services	\$566,682	\$1,822,224	31.10 %	\$418,844	\$1,554,186	26.95 %
General Materials and Supplies	\$361,690	\$982,440	36.82 %	\$343,505	\$787,167	43.64 %
Travel & Conference/Meeting Expense	\$51,452	\$220,963	23.29 %	\$25,512	\$164,193	15.54 %
Fixed Charges	\$36,129	\$109,293	33.06 %	\$21,324	\$109,975	19.39 %
Utilities	\$196,823	\$735,750	26.75 %	\$172,275	\$642,500	26.81 %
Capital Outlay	\$86,635	\$405,821	21.35 %	\$31,364	\$100,600	31.18 %
Other Expenditures	\$473,224	\$1,196,251	39.56 %	\$395,325	\$1,318,752	29.98 %
Transfers To	\$0	\$505,262	0.00 %	\$0	\$484,261	0.00 %
TOTAL EXPENDITURES:	\$5,119,874	\$18,013,265	28.42 %	\$4,572,495	\$16,412,835	27.86 %
REVENUES OVER (UNDER) EXPENDITURES	\$6,276,551			\$6,371,838		

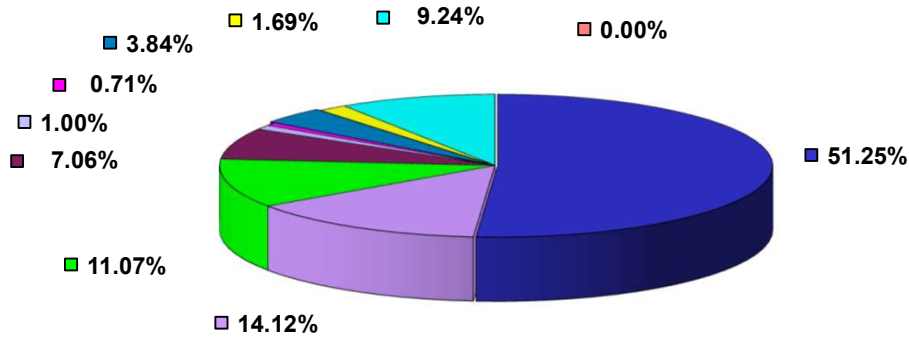
**FY24 Operating Fund Revenues YTD as of October 31, 2023
Unaudited**



Operating Fund Revenues: \$11,396,424

51.49%	Local Government Sources	\$5,867,901
7.38%	State Government Sources	\$840,724
0.00%	Federal Government Sources	\$0
38.06%	Student Tuition and Fees	\$4,337,020
1.68%	Sales and Service Fees	\$191,850
0.11%	Facilities Revenue	\$11,990
0.81%	Investment Revenue	\$92,318
0.00%	Gifts and Grants Revenue	\$0
0.05%	Other Revenues	\$5,997
0.43%	Transfers from Other Funds	\$48,625

**FY24 Operating Fund Expenditures YTD as of October 31, 2023
Unaudited**



Operating Fund Expenditures: \$5,119,874

51.25%	Salaries	\$2,624,135
14.12%	Employee Benefits	\$723,104
11.07%	Contractual Services	\$566,682
7.06%	Materials and Supplies	\$361,690
1.00%	Conference and Meeting	\$51,452
0.71%	Fixed Charges	\$36,129
3.84%	Utilities	\$196,823
1.69%	Capital Outlay	\$86,635
9.24%	Other Expenditures	\$473,224
0.00%	Transfer to/from Other Funds	\$0

**Balance Sheet - All Funds
As of October 31, 2023
Unaudited**

	Operating Funds	Oper. & Maint. Fund (Restricted)	Grant Restricted Funds	Special Levy Tax Fund	Working Cash Fund	Bond & Interest Fund	Auxiliary Enterprise Fund
<u>ASSETS</u>							
Cash	\$11,220,336	\$9,607,657	(\$990,065)	\$1,901,883	\$2,903,535	\$443,970	\$2,552,320
Investments	\$2,427,063	\$1,601,608	\$0	\$0	\$1,976,460	\$0	\$0
Receivables	\$585,463	\$0	\$388,213	\$0	\$0	\$0	\$0
Accrued Revenue	\$10,362	\$7,260	\$1,078,714	\$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	\$10,778	\$0	\$0	\$0	\$0	\$0
Prepaid Expenses/Deferred Charges	\$136,814	\$0	\$0	\$9,105	\$0	\$0	\$0
TOTAL ASSETS	\$14,529,685	\$11,227,302	\$477,562	\$1,911,821	\$4,880,876	\$443,970	\$2,830,259
<u>LIABILITIES</u>							
Payroll Deduction Liabilities	(\$22,641)	\$0	\$0	\$12,711	\$0	\$0	\$0
Accounts Payable	\$2,522	\$0	(\$9,425)	\$0	\$0	\$0	\$290,359
Accrued Expense	\$956,340	\$0	\$69,346	\$42,331	\$0	\$0	\$17,197
Interfund Payables	\$700	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Revenue	\$3,717	\$0	\$4,960	\$0	\$0	\$0	\$282
Other Liabilities	\$9	\$0	\$0	\$0	\$0	\$0	\$0
CLEARING ACCOUNTS	\$7,712	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL LIABILITIES	\$948,360	\$0	\$64,880	\$55,043	\$0	\$0	\$307,838
FUND BALANCE 7/01/2023	\$7,304,774	\$12,121,757	\$124,744	\$948,070	\$4,818,807	\$389,627	\$2,731,724
Revenue Over (Under) Expense	\$6,276,551	(\$894,455)	\$287,937	\$908,708	\$62,069	\$54,343	(\$209,303)
FUND BALANCE 10/31/2023	\$13,581,325	\$11,227,302	\$412,682	\$1,856,778	\$4,880,876	\$443,970	\$2,522,421
TOTAL LIABILITIES AND FUND BALANCE	\$14,529,685	\$11,227,302	\$477,562	\$1,911,821	\$4,880,876	\$443,970	\$2,830,259

**JWCC Investment Report
FY 2024**

UNAUDITED REPORT

<u>Total Cash and Investments</u>	Value as of <u>October 31, 2023</u>
JWCC Checking	3,503,328.91
JWCC MMA/Cash	24,062.88
Illinois Funds	19,386,394.20
Raymond James Financial Services	4,792,471.25
Money Market	5,907.17
JWCC CDs & Treasuries	6,005,130.97
Total Cash and Investments	33,717,295.38

<u>Held by JWCC</u>	<u>Interest Rate</u>	<u>Maturity Date</u>		<u>Fund</u>
Checking Accounts	2.00%		3,503,328.91	all funds
Raymond James Financial Services	4.40%		4,792,471.25	all funds
IL FUND Money Market	5.532%		19,386,394.20	all funds
Heartland Bank & Trust Company	0.05%		24,062.88	split 07 & 32
Money Market -FBT	2.00%		5,907.17	all funds
	<u>Yield Rate</u>			
Peoples Prosperity Time Deposit	0.77%	12/14/2023	250,000.00	32
Commerce Bank - Treasury	1.909%	3/31/2024	242,617.50	32
Commerce Bank - Treasury	2.77%	6/15/2024	253,597.58	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	240,384.38	07
Commerce Bank - Treasury	2.131%	3/15/2025	96,344.53	07
First Bankers Trust CD	4.86%	4/17/2025	255,392.61	32
Commerce Bank - Treasury	2.97%	6/30/2025	250,018.67	07
Commerce Bank - Treasury	2.97%	6/30/2025	99,638.44	07
Commerce Bank - Treasury	3.60%	9/15/2025	242,910.16	07
Commerce Bank - Treasury	3.60%	9/15/2025	97,164.06	07
Bank of Springfield	5.12%	10/9/2025	250,000.00	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
Bank of Springfield	4.91%	10/9/2026	250,000.00	32
Bank of Springfield	4.91%	10/9/2026	100,000.00	32
Commerce Bank - Treasury	3.70%	5/15/2027	2,427,063.04	01
Total Cash and Investments			33,717,295.38	

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 15th of November 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