

MINUTES OF THE REGULAR MEETING of January 24, 2017

On January 24, 2017, the Board of Trustees of Community College District 507, in the Counties of Vermilion, Edgar, Iroquois, Champaign, and Ford in the State of Illinois, met in regular session in the Board Room, Vermilion Hall, Room 302 at Danville Area Community College.

ITEM 1: CALL TO ORDER

Chairman Dave Harby called the meeting to order at 7:00 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

Presidential Scholar Gloria Sermersheim led the Board and those in attendance in reciting the Pledge of Allegiance to the Flag.

ITEM 3: ROLL CALL

The roll was called. Trustees present: Bill Black, Dick Cheney, Dave Harby, Tonya Hill, Dr. Ron Serfoss, Greg Wolfe, and Student Trustee Logan Haun. Trustee absent: John Spezia.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Clark-Betancourt, Jill Cranmore, Mike Cunningham, Lara Conklin, Jerry Davis, Terry Hill, Dr. Wendy Brown, Ronnie Johnson, Erin Ross, Sadie Edwards, LeeAnn Conrad, Lisa Nichols, Kylee Summers, and Gloria Sermersheim.

Media present: Nicole Miller, WDAN/WDNL.

ITEM 4: ADOPTION OF AGENDA

Mr. Harby noted there were no changes requested to the agenda. Upon motion by Mr. Wolfe, and a second by Mr. Cheney, the agenda was adopted. The motion passed by unanimous voice vote: 7 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following members of the Administrative Council: Dave Kietzmann, Vice President of Instruction and Student Services; Tammy Clark-Betancourt, Chief Financial Officer; Mike Cunningham, Director, Administrative Services; Jill Cranmore, Director, Human Resources; and Lara Conklin, Director, Marketing and College Relations. Also present: Jerry Davis, Davis and Delanois; Terry Hill; Dr. Wendy Brown, Professor, Microbiology; Ronnie Johnson, Instructor, Art, and PTK Advisor; Erin Ross, Sadie Edwards, LeeAnn Conrad, Lisa Nichols, and Kylee Summers, Phi Theta Kappa Students; and Gloria Sermersheim, Presidential Scholar.

Media present: Nicole Miller, WDAN/WDNL.

ITEM 6: PHI THETA KAPPA REPORT

Mr. Ronnie Johnson and five student representatives from the Phi Theta Kappa Chapter were present. Mr. Johnson shared the qualifications to be a PTK member. He also highlighted some of the events/activities in which the group volunteered. Each student

introduced herself and shared her major and future plans. Ms. Conrad and Ms. Edwards are the two nominees for the PTK All-Illinois Academic Team.

Dr. Nacco and the Trustees thanked Mr. Johnson for his leadership and the students for attending the meeting.

ITEM 7: HUMAN RESOURCES ANNUAL REPORT

Ms. Jill Cranmore presented the annual Human Resources Report. Ms. Cranmore reported there are 65 full-time faculty members, 58 administrative/professional employees, and 53 support staff. The number of part-time employees stays pretty consistent each year. The employee comparison data also remains consistent from year to year with the average employee age of 48 and 11 years of service. Gender distribution is 61% females and 39% males.

Ms. Cranmore reviewed the tuition waiver and tuition reimbursement dollars. She noted tuition waivers are credit classes taken on the DACC campus and includes dependents of full-time employees. Tuition reimbursement is the term given when an employee is obtaining education at another higher learning institution. She shared the percentage of education levels over the last few years. She noted DACC employees continue to generously support the United Way campaign.

Effective January 1, 2017, our Third Party Administrator was changed from Benefit Administrative Services (BAS) to Consociates, Inc. Ms. Cranmore and Ms. Clark-Betancourt are working with the Insurance Committee to review and analyze the current health insurance.

Dr. Nacco and the Trustees thanked Ms. Cranmore for her report.

ITEM 8: PRESIDENT'S REPORT

Dr. Nacco shared the *DACC Flash* with the Board and highlighted things that have happened on campus since the last Board meeting.

ITEM 9: PUBLIC COMMENT

There was no public comment.

ITEM 10: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 13, 2016**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES MONTHLY REPORT**
- D. BOARD CONSIDERATION OF AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDING OF CLOSED SESSION DATED JUNE 23, 2015 (WRITTEN MINUTES OF THE NAMED MEETING WERE APPROVED BY THE BOARD ON NOVEMBER 16, 2015)**

Upon motion by Mr. Cheney, and a second by Mrs. Hill, the items on the Consent Agenda were approved. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 11: UNFINISHED BUSINESS

ITEM 12: NEW BUSINESS

A. BOARD CONSIDERATION OF TRANSFER OF MONIES FROM THE WORKING CASH FUND TO THE EDUCATION FUND AND THE OPERATIONS AND MAINTENANCE FUND

The College is required to have a resolution adopted by the Board to allow the transfer of monies from the Working Cash Fund to the Education Fund and Operations and Maintenance Fund. This resolution authorizes funds to be transferred as needed to meet the payment due dates for expenditures incurred in these funds when the revenue is not received in time to meet the cash outflow requirements. This transfer also avoids the issuance of tax anticipation warrants.

The transaction is considered an internal loan and must be repaid to the Working Cash Fund within one calendar year since the intent is not to abolish the balance in this fund. The majority of the funds utilized to pay the loan will be from the collection of tax revenue and student tuition with no reliance on state funding.

The timing of this resolution avoids having a negative cash balance at the end of the fiscal year (June 30). This resolution is requested annually and meets the requirements of ICCB and the College Auditors.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved the Resolution of transfer of monies from the Working Cash Fund to the Education Fund and the Operations and Maintenance Fund. The motion passed by signature vote: 7 yeas, 0 nays.

B. BOARD CONSIDERATION FOR SIMMAN ALS MANIKIN AND ACCESSORIES

Bids were advertised for a SimMan ALS Manikin and Accessories to be used in the Nursing Department. The manikin has features that permit airway management, breathing assessment, palpations and auscultation, fluid resuscitation, ECG interpretation, defibrillation, and ultrasound assessment. They integrate with existing training equipment.

The equipment includes one SimMan ALS Manikin and accessories, one SimPad PLUS with hand held remote, one LLEAP for SimPad PLUS License, one Lithium-Ion battery unit, one SimPad headset, and one ShockLink System. The equipment will be funded by a generous donation through the DACC Foundation.

Upon motion by Mr. Cheney, and a second by Mr. Haun, the Board approved the low bid from Laerdal Medical Corp. in the amount of \$25,081.67 for a SimMan ALS Manikin and accessories. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 13: INFORMATION

A. STUDENT TRUSTEE ELECTION DATES

B. COMMUNICATIONS

- Letter from Thomas Pollock at Crosspoint to Margie Arlington and the Classified Staff expressing appreciation for the donation from Operation Santa.

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:47 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____