

MINUTES OF THE REGULAR MEETING of February 28, 2017

On February 28, 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

The Board and those in attendance recited 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, John Spezia, Greg Wolfe, and Student Trustee Logan Haun.

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, Bruce Rape, Ryan Wyckoff, Jamie Moreland, Tammy Howard, Kasey Moore, Kim Colwell, Emily Crain, Sharon Dillman, Candice Milam, Jennifer Slavik, Benjamin Watson, Stacey Dunavan, Kelsi Wilken, Jamie Sweet, Marshall Creed, Nicole Ryerson, Seth Miller, Dan Grelecki, Don Carless, and Laura Williams.

Media present: Nicole Miller, WDAN/WDNL; Noelle McGee, News-Gazette; and Carol Roehm, Commercial-News.

ITEM 4: ADOPTION OF AGENDA

Mr. Harby noted there were no changes requested to the agenda. Upon motion by Mr. Cheney, and a second by Dr. Serfoss, the agenda was adopted. The motion passed by unanimous voice vote: 8 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; Bruce Rape, Dean, Business and Technology; Ryan Wyckoff, Professor, Speech; Jamie Moreland, Instructor, Echocardiography; Tammy Howard, Director, Medical Imaging; Kasey Moore, Instructor, Diagnostic Medical Sonography; Kim Colwell, Director, Administrative Data Systems; Emily Crain, Instructor, Economics; Sharon Dillman, Instructor, Certified Nursing; Candice Milam, Instructor, Certified Medical Assistant; Jennifer Slavik, Instructor, Office Systems; Benjamin Watson and Stacey Dunavan, Rad Tech Students; Kelsi Wilken and Jamie Sweet, Sonography Students; Marshall Creed and Nicole Ryerson, Echocardiography Students; Seth Miller, Superintendent, Westville; Dan Grelecki and Don Carless, ONI Risk Partners; and Laura Williams, Director, Adult Education.

Media present: Nicole Miller, WDAN/WDNL; Noelle McGee, News-Gazette; and Carol Roehm, Commercial-News.

ITEM 6: REPORT FROM RADIOLOGIC TECHNOLOGY, ECHOCARDIOGRAPHY, AND SONOGRAPHY STUDENTS

Ms. Tammy Howard, Ms. Kasey Moore, and Ms. Jamie Moreland introduced themselves and shared their history at DACC. They then introduced the students in attendance from each of their programs. The students addressed the Board and shared their background as well as their experiences while attending DACC.

Dr. Nacco and the Board expressed appreciation to Ms. Howard, Ms. Moore, and Ms. Moreland for attending the meeting and to the students for choosing DACC.

ITEM 7: CONTINUOUS QUALITY IMPROVEMENT (CQI) REPORT

Mr. Ryan Wyckoff gave the Continuous Quality Improvement (CQI) Report to the Board. The current "Choices & Voices" newsletter was shared with the Board. Mr. Wyckoff highlighted each of the CQI teams. The Academic Affairs Team approved several new classes and also approved several classes to be offered on-line. The Campus Community Subteam hosted the 2016 Holiday Party and the Thanksgiving Potluck.

The Diversity Team is involved in several student activities including the International Food Festival. The Employee Development Team scheduled several training opportunities for employees including Google Calendar and ALICE training. The Enrollment Management Team focuses on ways to recruit and retain students by making sure the adequate number of sections are offered, and that classes are scheduled accordingly.

The Institutional Effectiveness/Assessment Team resolves around data and how the data is associated specifically with the HLC accreditation. The Insurance Subteam is currently reviewing the College's insurance plan and is discussing future options. The Student Support and Development Team focuses on student activities. The Team planned the first annual Cookie Connection where cookies/treats were donated by faculty and staff and distributed to students the week before finals.

The Technology Resources and Services Team has several issues they have been working on including installing another windows update server to alleviate Windows updates bogging down the network and installing during class time. The Tech Club has recently offered to work on student, staff, and faculty personal computers.

Mr. Wyckoff expressed appreciation to Chris Cornell for putting together the newsletter and organizing information throughout the year for CQI.

Dr. Nacco and the Trustees thanked Mr. Wyckoff for his leadership and for presenting at the meeting.

**ITEM 8: REPORT ON ACCT NATIONAL LEGISLATIVE SUMMIT,
FEBRUARY 13-16, 2017**

Mr. Harby attended the ACCT National Legislative Summit in early February. He provided handouts from the event as well as highlights from the sessions he attended.

ITEM 9: 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 10: PUBLIC COMMENT

There was no public comment.

ITEM 11: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE
REGULAR BOARD MEETING OF JANUARY 24, 2017; AND
THE BOARD RETREAT OF JANUARY 28, 2017**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS**
 - 1. BOARD POLICY #1021 – TRUSTEE EDUCATION AND
TRAVEL**
 - 2. BOARD POLICY #6020 – REIMBURSEMENT FOR TRAVEL
AND FOOD/BEVERAGE EXPENSES**

Upon motion by Mr. Black, and a second by Mr. Wolfe, the items on the Consent Agenda were approved. The motion passed by roll call vote: 8 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

- A. BOARD CONSIDERATION OF TENURE
RECOMMENDATIONS**
 - 1. EMILY CRAIN, INSTRUCTOR, ECONOMICS**
 - 2. SHARON DILLMAN, INSTRUCTOR, CERTIFIED NURSING**
 - 3. CANDICE MILAM, INSTRUCTOR, CERTIFIED MEDICAL
ASSISTANT**
 - 4. JAMIE MORELAND, INSTRUCTOR,
ECHOCARDIOGRAPHY**
 - 5. JENNIFER SLAVIK, INSTRUCTOR, OFFICE SYSTEMS**

Full-time faculty members completing their third academic year of probation must be granted tenure, extended another year of probation, or dismissed. Mr. Kietzmann and the respective supervisors have evaluated the performance of each of the faculty members and reviewed their personnel files to ensure that their credentials are in order. These outstanding faculty members are an asset to the instructional programs at Danville Area Community College and are superior classroom teachers who will serve DACC well into the future.

Each of the faculty members shared background information about herself. The Board and Dr. Nacco congratulated the faculty members on this significant milestone in their careers.

Upon motion by Mr. Cheney, and a second by Mr. Spezia, the Board approved tenure status for Emily Crain, Economics Instructor. The motion passed by roll call vote: 8 yeas, 0 nays.

Upon motion by Mrs. Hill, and a second by Mr. Wolfe, the Board approved tenure status for Sharon Dillman, Certified Nursing Instructor. The motion passed by roll call vote: 8 yeas, 0 nays.

Upon motion by Dr. Serfoss, and a second by Mr. Spezia, the Board approved tenure status for Candice Milam, Certified Medical Assistant Instructor. The motion passed by roll call vote: 8 yeas, 0 nays.

Upon motion by Mrs. Hill, and a second by Mr. Wolfe, the Board approved tenure status for Jamie Moreland, Echocardiography Instructor. The motion passed by roll call vote: 8 yeas, 0 nays.

Upon motion by Mr. Cheney, and a second by Dr. Serfoss, the Board approved tenure status for Jennifer Slavik, Office Systems Instructor. The motion passed by roll call vote: 8 yeas, 0 nays.

B. BOARD CONSIDERATION OF RESOLUTION FOR REGULATION OF TRAVEL EXPENSES

Public Act 99-0604, known as the “Local Government Travel Expense Control Act,” was effective on January 1, 2017. As a result of the new law, governing boards must pass a Resolution regulating the reimbursement of all travel, meal and lodging expenses for its officers and employees.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved the Resolution for Regulation of Travel Expenses. The motion passed by signature vote: 8 yeas, 0 nays.

C. BOARD DISCUSSION OF TUITION AND BUDGET

Historically during the Spring semester, Danville Area Community College considers the rate of tuition and universal fees in making projections for the budget for the upcoming fiscal year. Making early budget projections for the next fiscal year are always challenging; however, with only a stop-gap state appropriation for FY2017 and the ongoing budget impasse at the state, projecting FY2018 is an even greater challenge.

A tuition increase of \$10 is proposed. This increase will provide funds to allow the College to continue to support student success initiatives, as well as to retain our talented faculty and staff. The proposed increase would raise tuition from \$125 per credit hour to \$135.

The universal fee is recommended to remain at the same rate of \$15 per credit hour. In addition, we propose increasing the out-of-district, out-of-state and international rate from \$220 to \$235 in order to maintain compliance with Illinois State Statutes.

With the proposed increase in tuition for FY2018, DACC's tuition and fee rate will likely continue to be slightly above the FY2018 average tuition and fee rate for all Illinois community colleges. An increase of \$10 will generate approximately \$400,000 of revenue.

The Board discussed the proposed tuition increase of \$10 per credit hour and discussed how the budget is affected by dual credit. No action taken.

D. BOARD CONSIDERATION OF PURCHASE OF ELLUCIAN UNIDATA UNRESTRICTED COLLEAGUE USER UPGRADE

Our Colleague Student Information System runs on a UniData database. Our current licensing for the UniData database allows for up to 48 users to be accessing Colleague at one time. This includes all users – Colleague desktop access as well as WebAdvisor (the Jaguar SPOT) users. Our typical average usage has been about 35-40 users, however, this number jumps to over 50 during peak periods (primarily the weeks around final grades and registration). When we hit the limit our licenses allow, any further attempts by users to log in result in an error message. This situation can be frustrating to both staff and students.

As more students and staff are utilizing WebAdvisor each semester, we are beginning to experience an increase in the average number of users on a regular basis. We have noted more than 60 users attempting to access the system at one time during the Spring 2017 semester. Implementing Self Service and Student Planning this Spring will also increase the number of users as students recognize the enhanced capabilities that these systems offer. It's estimated that between 70-80 users will need simultaneous access during peak periods in the future.

In order to resolve this situation, we need to purchase additional UniData licenses from Ellucian. The pricing structure is based on a tiered system, therefore there is a break point at 20 additional licenses. If less are purchased, the pricing structure increases with each tier of 10 additional licenses. If more are purchased, it is more economical to purchase an "unrestricted" license. The unrestricted license effectively gives the College an unlimited number of users.

There is a one-time cost of \$46,000 to purchase the unrestricted license with an annual maintenance cost of \$8,280. MIS reserves would be utilized to cover the one-time cost and the annual maintenance will be included in the FY18 Budget.

Upon motion by Mr. Cheney, and a second by Mr. Haun, the Board approved the purchase of the UniData Unrestricted Colleague User Upgrade from Ellucian. The motion passed by roll call vote: 5 yeas, 3 nays.

**E. BOARD CONSIDERATION TO ENGAGE THE SERVICES OF
ONI RISK PARTNERS FOR HEALTH INSURANCE
CONSULTING**

As health insurance costs continue to rise, the College continues to experience increased costs in providing comprehensive, affordable health insurance for our employees and their families. The health insurance industry continues to become more and more complex each year and the contributing factors to the increase in costs continue to expand and grow.

Unfortunately, the College experienced a significant increase in premiums the last two years. On average 16% for calendar year 2016 and 28% for calendar year 2017. As a result of these large increases in premiums the last two years, combined with the complexities of the health insurance industry, the Insurance Committee agrees it is in the best interest of the College to engage the services of a health insurance consultant/broker to assist in evaluating all of the options available to the College to ensure we are providing health insurance for our employees that is financially sustainable to the College.

A request for proposal for health insurance consulting services was sent to ten consulting/brokerage firms with seven responses being returned. Based on the fees and locations of the individuals assigned to providing the services in the proposal, the Insurance Committee agreed to request three firms to present to the Committee and provide an opportunity for questions and answers. After the presentations, those in attendance (13 of the 15 Insurance Committee members) unanimously agreed that ONI Risk Partners would provide the best service and be the best fit to assist the College in this important analysis.

The Insurance Committee is comprised of five (5) classified staff union members, four (4) faculty union members, four (4) administrators, one (1) non-represented staff member and one (1) non-voting reference member.

A list of three local references was obtained and all three references provided stellar recommendations.

The one-time project cost would be \$10,000, however, could result in significant long-term savings in health insurance costs. With the total health, dental and vision costs for FY16 reaching over \$2.3 million, a savings of only .4% would cover this project cost. There is approximately \$80,000 available in the Long-Term Illinois Board Restricted Account to fund this one-time cost.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved to engage the services of ONI Risk Partners to provide healthcare insurance consulting services as outlined in the request for proposal and related proposal. The motion passed by roll call vote: 8 yeas, 0 nays.

**F. BOARD DISCUSSION OF PROPOSED REVISION IN BOARD
MEETING DATES**

The Board discussed revising the dates of the regular Board meetings beginning in June 2017. The proposed calendar will be approved at the April Board meeting.

ITEM 14: INFORMATION

A. COMMUNICATIONS

- Letter from ICCB regarding the 2016 Perkins Programmatic Monitoring visit which stated there were no unsatisfactory findings identified during the visit.
- Letter from the recipient of the Vickie J. Miller Trustee Scholarship. Mr. Harby shared the letter with Mrs. Miller.

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 9:10 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____