

MINUTES OF THE REGULAR MEETING of August 24, 2017

On August 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 5:30 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

Ms. Rachele Tiu, Presidential Scholar, 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: Dave Harby, Terry Hill, Tonya Hill, Dr. Ron Serfoss, Greg Wolfe, and Student Trustee Sadie Edwards. Trustees absent: Bill Black and John Spezia.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Clark-Betancourt, Jill Cranmore, Lara Conklin, Bob Mattson, Kathy Sturgeon, Jeff Rush, Kristen Huffman, Dr. Wendy Brown, Todd Flessner, Dr. Ruth Lindemann, Dr. Jamie Berthel, Rachel Whiteman, Erin Ross, and Rachele Tiu.

Media present: Neal Boyd, The Innovator.

ITEM 4: ADOPTION OF AGENDA

Mr. Harby asked if there were any changes requested to the agenda. With no changes requested, upon motion by Dr. Serfoss, and a second by Mrs. Hill, the agenda was approved as presented. The motion passed by unanimous voice vote: 6 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following members of the Administrative Council: Dave Kietzmann, Executive Vice President of Instruction and Student Services; Tammy Clark-Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources; Lara Conklin, Executive Director, College Relations; and Bob Mattson, Director, Institutional Effectiveness. Also present: Kathy Sturgeon, Dean, Math, Science and Health Professions; Jeff Rush, Coordinator, Instructional Media; Kristen Huffman, Science Lab Technician; Dr. Wendy Brown, Professor, Microbiology; Todd Flessner, Instructor, Manufacturing Engineering Technology; Dr. Ruth Lindemann, Professor, Reference and Instructional Services Librarian; Dr. Jamie Berthel, Professor, Rhetoric; Rachel Whiteman, Student; Erin Ross, Student; and Rachele Tiu, Presidential Scholar.

Media present: Neal Boyd, The Innovator.

ITEM 6: COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE) REPORT

Mr. Bob Mattson shared the results of the Community College Survey of Student Engagement (CCSSE). The CCSSE is a comparison made between DACC and 279 total colleges, 137 small colleges, and prior DACC surveys in five benchmark areas: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners. The results were recently shared with faculty and will be shared with staff in October. Discussions on the survey results and possible resulting actions are taking place. DACC has instituted a survey cycle where the CCSSE and NLSSI (Ruffalo Noel Levitz Student Satisfaction Inventory) will be administered in alternating fiscal years.

The Board and Dr. Nacco thanked Mr. Mattson for his report. They also expressed appreciation to the faculty who participated by allowing the students to complete the survey during class time.

ITEM 7: MATH, SCIENCE AND HEALTH PROFESSIONS REPORT

Ms. Kathy Sturgeon presented her annual Math, Science and Health Professions report. In nursing, an LPN-to-RN program has been developed. Many students were struggling with maintaining a work-life balance which affected their ability to complete the RN program. The Part-Time LPN-to-RN program stretched the current two semesters of Level II over four semesters. The working LPNs will attend class one day per week and clinical one day every other week. Two new certificates were submitted to ICCB for approval: Health Data Analyst Certificate and Personal Training Certificate.

The division recently developed a division-wide marketing strategy resulting in a cohesive marketing plan and materials. During Ms. Sturgeon's presentation, a newly-created slide show highlighting each department was being shown.

Ms. Kristen Huffman then introduced the students in attendance who shared information about themselves. Ms. Rachel Whiteman was holding "Baby" the bearded dragon and Ms. Erin Ross was holding "Elvis" the snake.

The Board and Dr. Nacco thanked Ms. Sturgeon for her report and also thanked the students for attending and sharing their stories.

ITEM 8: PRESIDENT'S REPORT

Dr. Nacco shared the *DACC Flash* with the Board and highlighted the events from the month since the last meeting.

ITEM 9: PUBLIC COMMENT

Mr. Neal Boyd addressed the Board regarding the by-laws for the Alumni Association.

ITEM 10: CONSENT AGENDA

A. BOARD CONSIDERATION OF THE MINUTES OF THE BOARD STUDY SESSION OF JULY 20, 2017 AND THE REGULAR BOARD MEETING OF JULY 20, 2017

B. FINANCIAL REPORT

C. HUMAN RESOURCES REPORT

Upon motion by Mrs. Hill, and a second by Mr. Wolfe, the items on the Consent Agenda were approved. The motion passed by roll call vote: 6 yeas, 0 nays.

ITEM 11: UNFINISHED BUSINESS

ITEM 12: NEW BUSINESS

A. BOARD CONSIDERATION OF APPROVAL OF TRAVEL EXPENDITURES FOR TRUSTEES

Per Public Law 99-0604, known as the "Local Government Travel Expense Control Act," travel expenses for members of the Board of Trustees must be approved at an open meeting of the Board.

A total of \$825.00 was expended for the upcoming ACCT Leadership Congress on 9/25/17-9/28/17 in Las Vegas for Mr. Harby.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the travel expenses as listed. The motion passed by roll call vote: 6 yeas, 0 nays.

B. BOARD CONSIDERATION OF PERMANENT TRANSFER OF EARNED INTEREST MONIES FROM THE WORKING CASH FUND TO THE EDUCATION FUND

With an approved resolution by the Board of Trustees, the law allows for earned interest to be permanently transferred from the Working Cash Fund to the Education Fund for general operations.

Upon motion by Mrs. Hill, and a second by Dr. Serfoss, the Board approved the Resolution for the Permanent Transfer of Earned Interest Monies from the Working Cash Fund to the Education Fund. The motion passed by signature vote: 6 yeas, 0 nays.

C. BOARD CONSIDERATION OF RESOLUTION TO PLACE TENTATIVE FY2018 BUDGET ON DISPLAY AND SET DATE, TIME, AND PLACE OF PUBLIC HEARING ON SEPTEMBER 28, 2017 (FY2018 TENTATIVE BUDGET – EXTERNAL EXHIBIT)

The proposed FY2018 budget recommends an operating budget of \$16,050,686. This is approximately 3.2% more than the FY2017 operating budget. Due to the budget impasse at the State level, the College had been forced to eliminate positions and make budget cuts wherever possible. However, with funds being allocated for FY17 and FY18, the College will invest in Human Resources to maintain quality student service and provide training needed to meet the employment demands of the community.

Depending on the fluctuation in the Equalized Assessed Valuation, the tax levy rate is anticipated to be approximately 61.16 cents. The current rate is 61.74 cents. From FY98 through FY01, the rate was 66 cents.

Expenditures in the Board Restricted Fund support capital equipment replacements and a contingency for one-time expenditures that may occur.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board established Thursday, September 28, 2017 at 5:30 p.m. in the Board Room, Vermilion Hall Room 302, at Danville Area Community College as the date, time, and place for the Public Hearing on the FY18 budget. The Board further approved making said budget available for public inspection with appropriate notification provided to the public with final approval anticipated at the September 28, 2017 Board meeting. The motion passed by roll call vote: 6 yeas, 0 nays.

D. BOARD CONSIDERATION OF SABBATICAL LEAVE PROPOSAL/AGREEMENT

Dr. Wendy Brown, Microbiology Instructor, is requesting a sabbatical leave from January 10, 2018 through May 18, 2018. During the term of the requested sabbatical leave, Dr. Brown will be compensated at 100% of her regular salary for a one-semester leave.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved the sabbatical leave proposal and agreement for Dr. Wendy Brown, Microbiology Instructor, for the Spring 2018 semester. The motion passed by roll call vote: 6 yeas, 0 nays.

E. BOARD CONSIDERATION OF BIDS FOR THREE (3) CNC MINI MILLS

Bids were advertised for three (3) CNC mini mills to be used in the Tech Center Machine Shop. The three CNC machines were approved on the FY-18 Capital Equipment List and funding will be through Perkins and Arconic Grants.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the low bid of \$90,952.00 from Haas Factory Outlet for three (3) CNC mini mills. The motion passed by roll call vote: 6 yeas, 0 nays.

F. BOARD CONSIDERATION OF BIDS FOR JOHN DEERE 1575 MOWER

Bids were advertised for a 2017 John Deere 1575 mower which will also serve the campus for snow removal. Purchase of the mower was approved on the FY-18 Capital Equipment List.

Upon motion by Mr. Hill, and a second by Ms. Edwards, the Board approved the low bid from AHW, Williamsport, IN in the amount of \$28,799.00 for a John Deere 1575 mower. The motion passed by roll call vote: 6 yeas, 0 nays.

**G. BOARD CONSIDERATION OF BID FOR SIMULATION
EDUCATION CENTER AUDIO-VISUAL EQUIPMENT**

Bids were advertised for Simulation Education Center Audio-Visual Equipment to be used by the Nursing Department to simulate real-life scenarios. This equipment includes a two-room simulation system with two cameras in each room and one patient monitor. Also included is all supporting software and equipment, setup, and training. Funding will be through a Vermilion Healthcare Foundation Grant.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the low bid of \$27,878.00 from Intelligent Video Solutions for Simulation Education Center Audio-Visual Equipment. The motion passed by roll call vote: 6 yeas, 0 nays.

**H. BOARD CONSIDERATION OF BYLAWS FOR THE ALUMNI
ASSOCIATION OF DANVILLE AREA COMMUNITY COLLEGE**

In order to improve engagement of alumni with College events and activities, an Alumni Association is being reinstated at the College. Proposed bylaws for the Association are included in the Board packet. The first meeting of the Alumni Association will take place on Friday, September 22, 2017 at Noon in Mary Miller 300, immediately following the DACC Foundation Honors Program. On the agenda will be election of officers and brainstorming ideas.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the bylaws of the Alumni Association of Danville Area Community College. The motion passed by roll call vote: 6 yeas, 0 nays.

I. BOARD CONSIDERATION OF NAMING OPPORTUNITIES

There is no greater tribute than a gift or contribution which publicly recognizes the impact of one individual, or one family, on an entire community. Naming opportunities offer donors a way to establish a legacy of recognition, while providing essential resources for Danville Area Community College.

The proposed list of Naming Opportunities is intended only as a guide and allows for flexibility on a case-by-case basis and does not preclude naming opportunities for anyone who has made a contribution to the college that may not necessarily be monetary in nature.

The decision to name, change, or alter in any way the name of a campus facility or activity rests with the Board of Trustees. Each gift will be treated in accordance with the requirements applicable to the particular form that the gift takes.

Upon motion by Mrs. Hill, and a second by Dr. Serfoss, the Board approved the list of guidelines for Naming Opportunities for Danville Area Community College. The motion passed by roll call vote: 6 yeas, 0 nays.

**ITEM 13: INFORMATION
A. COMMUNICATIONS**

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:52 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____