

MINUTES OF THE REGULAR MEETING of September 28, 2017

On September 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 5:30 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

Ms. Daria Hogren, 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: Bill Black, Dave Harby, Terry Hill, Tonya Hill, Dr. Ron Serfoss, Greg Wolfe, and Student Trustee Sadie Edwards. 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, Stephanie Yates, Jeff Rush, Marjorie Larson, Amanda English, Jessica Price, Kevin Dawson, Toby Peck, and Daria Hogren.

Media present: None.

ITEM 4: ADOPTION OF AGENDA

Mr. Harby asked if there were any changes requested to the agenda. With no changes requested, upon motion by Mr. Black, and a second by Mrs. Hill, the agenda was approved as presented. 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, Executive Vice President of Instruction and Student Services; Tammy Clark-Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources; Mike Cunningham, Vice President, Administrative Services; and Lara Conklin, Executive Director, College Relations. Also present: Jerry Davis, Davis & Delanois; Stephanie Yates, Director, Customized Training; Jeff Rush, Coordinator, Instructional Media; Marjorie Larson, Instructor, Math; Amanda English, Corporate Training Facilitator, Watchfire Signs; Jessica Price, Corporate EHS Coordinator, thyssenkrupp Presta; Kevin Dawson, Vice President, Human Resources, Viscofan; Toby Peck; and Daria Hogren, Presidential Scholar.

Media present: None.

PUBLIC HEARING

Mr. Harby recessed the regular meeting at 5:35 p.m. for the purpose of conducting a Public Hearing on the FY2018 Budget.

RECONVENE

Mr. Wolfe, upon completion of the Public Hearing, moved that the Board reconvene in regular session. The motion was seconded by Mrs. Hill and passed by roll call vote: 7 yeas, 0 nays. Mr. Harby reconvened the Regular Board Meeting at 5:40 p.m.

ITEM 6: CORPORATE AND COMMUNITY EDUCATION – CUSTOMIZED TRAINING REPORT

Ms. Stephanie Yates shared information regarding Customized Training at DACC. She reported 4,559 employees representing 89 companies were trained in FY2017. She also stated that even with the absence of the DCEO ETIP grant and Incumbent Worker Funding in FY2017, training enrollment remained steady. Quality, Safety, and Leadership training continues to be strong programs for DACC. The most significant decrease is in the healthcare professions where they are trending toward shorter workshops that fall outside of ICCB eligibility.

Ms. Yates shared a few program highlights from FY2017. She reported that 40 employees from 14 different companies attended an Open Enrollment Leadership Certificate Series; Customized Statistical Analysis training was held at Watchfire Signs; Customized customer service training was held for Walgreens Accounting; and two sessions were held of FMEA, Root Cause Analysis, a Lean Certificate Series and Six Sigma Green Belt certifications to assist with continuous improvement goals of industry partners.

Goals for 2018 for Customized Training are to offer more options for industry for hands-on computer skills training and customer service skills for industries.

Ms. Yates then introduced Ms. Amanda English, Corporate Training Facilitator for Watchfire Signs; Ms. Jessica Price, Corporate EHS Coordinator for TK Presta; and Mr. Kevin Dawson, Vice President of Human Resources for Viscofan. Ms. English, Ms. Price, and Mr. Dawson shared with the Board how customized training has benefitted each of their companies.

The Board and Dr. Nacco thanked Ms. Yates for her report and the presenters for their partnerships with the College.

ITEM 7: REPORT ON ICCTA SEMINAR AND BOARD OF REPRESENTATIVES MEETING, SEPTEMBER 8, 2017

Mr. Harby shared information from attending the ICCTA meetings on September 8, 2017 at Heartland Community College.

ITEM 8: REPORT ON ACCT ANNUAL LEADERSHIP CONGRESS, SEPTEMBER 25-28, 2017

Mr. Harby and Mr. Wolfe attended the ACCT Annual Leadership Congress and will share their reports at the October 26, 2017 Board meeting.

ITEM 9: PRESIDENT'S REPORT

Dr. Nacco shared the *DACC Flash* with the Board and highlighted the events from the month since the last 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 AUGUST 24, 2017; AND THE SPECIAL BOARD MEETING OF AUGUST 31, 2017**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS**
 - 1. BOARD POLICY #4001 – ADDITIONAL EDUCATION**
 - 2. BOARD POLICY #4027 – HOLIDAYS**
 - 3. BOARD POLICY #5002 – COMMUNITY USE OF COLLEGE FACILITIES**
 - 4. BOARD POLICY #6005 – SUBMISSION OF GRANT PROPOSALS**

A request was made to remove Item 11D from the consent agenda to be discussed and voted on individually. Upon motion by Mr. Hill, and a second by Dr. Serfoss, 11A, 11B, and 11D were approved. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 11: D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS

1. BOARD POLICY #4001 – ADDITIONAL EDUCATION

Currently the Additional Education policy allows for a spouse and/or eligible children of full-time employees to have standard tuition waived for DACC eligible courses. All such benefits cease upon the death of an employee. This policy recommendation would allow the spouse and eligible children to have standard tuition waived up to three (3) academic years following the death of an employee. The policy recommendation also increases the age of a dependent child from 24 to 26 which is consistent with our insurance benefits for employee dependent children.

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the Board approved the revision of Board Policy #4001 – Additional Education. The motion passed by roll call vote: 7 yeas, 0 nays.

2. BOARD POLICY #4027 – HOLIDAYS

There are two recommended revisions to the policy. DACC recognizes President's Day in the approved academic calendar. The current Board policy lists Abraham Lincoln's birthday as a holiday. Our recommendation is to replace Abraham Lincoln's birthday with Presidents' Day to reflect the current holiday observation. The second recommendation is

to eliminate Spring Holiday I and Spring Holiday II and replace them with Good Friday and a Floating Holiday. This allows the College to be open on the Monday following Easter Sunday as an additional day for business to serve students and community members.

Upon motion by Mr. Wolfe, and a second by Dr. Serfoss, the Board approved the revision of Board Policy #4027 – Holidays. The motion passed by roll call vote: 7 yeas, 0 nays.

3. BOARD POLICY #5002 – COMMUNITY USE OF COLLEGE FACILITIES

A recommendation is being made to revise the fee structure of the Community Use of College Facilities policy. After a few months of trying to implement the higher fee rates, we have experienced many complaints and concerns from users that the rates are too high. After careful consideration, a recommendation is being made to revise the fees which are, in most cases, 50% less. Verbiage has also been included that allows for a maintenance fee deposit if necessary.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the revision of Board Policy #5002 – Community Use of College Facilities. The motion passed by roll call vote: 7 yeas, 0 nays.

4. BOARD POLICY #6005 – SUBMISSION OF GRANT PROPOSALS

The Office of Management and Budget's (OMB) Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014. Within this guidance were procurement policy changes, however, there was an option to delay the implementation of those requirements until June 30, 2017. In order to ensure that the College was in compliance with all of the policies and procedures related to federal grant awards, the College engaged CliftonLarsonAllen to review all of the College's policies and procedures related to federal grant awards. The results of the engagement provided a set of comprehensive policies and procedures that meet the requirements of the Uniform Guidance. Additionally, the title of the Board policy will be revised to Submission of Grant Proposals and Grants Management.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved the revision of Board Policy #6005 – Submission of Grant Proposals. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

A. BOARD CONSIDERATION OF RESOLUTION TO ADOPT FY2018 BUDGET AND RESOLUTION TO APPROVE TAX LEVY

At the August Board of Trustees meeting the Board approved placing the tentative FY2018 on display for the required 30 days. The September 28 Board of Trustees meeting was also established as the date for the required Public Hearing.

The budget presentation at the August meeting recommended an operational budget of \$16,050,686. This is approximately 3.2% more than the FY17 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 61.74 cents. The current rate is 62.35 cents. From FY98 through FY01, the rate was 66 cents.

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the Board approved the FY2018 Budget which included budgeted revenue of \$27,934,614 and budgeted expenses of \$26,196,613 and the Resolution approving the Tax Levy. The motion passed by signature vote: 7 yeas, 0 nays.

**B. BOARD CONSIDERATION OF RESOLUTION APPROVING
THE TIMING OF RECOGNITION OF PROPERTY TAX
REVENUE**

Governmental Accounting Standards Board (GASB) Statement #33 addresses accounting and financial reporting for nonexchange transactions. Revenue from property tax levies fall into this category. Since property tax levies are approved for a calendar year and the actual receipt of funds occur in more than one fiscal year, this GASB Statement #33 requires certain recognition guidelines to be followed, unless a resolution is approved by the Board stating what fiscal year the revenue should be allocated. The Resolution is asking the Board to recognize 100% of the 2017 levy revenue in Fiscal Year 2018. If approved, this action will formally allocate property tax revenue that is consistent with our past practice.

Upon motion by Mr. Hill, and a second by Mrs. Hill, the Board approved the Resolution recognizing 100% of the 2017 levy revenue in Fiscal Year 2018. The motion passed by signature vote: 7 yeas, 0 nays.

**C. 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 \$1,681.72 was expended for travel expenditures for trustees over the last month. \$100.00 for the ICCTA Seminar at Heartland Community College on 9/8/17 for Mr. Dave

Harby; and \$1,581.72 for the ACCT Leadership Congress in Las Vegas on 9/25-9/28/17 for Mr. Greg Wolfe.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the travel expenses as listed above. The motion passed by roll call vote: 7 yeas, 0 nays.

**D. BOARD CONSIDERATION OF AMENDMENT TO
ELECTRONIC PROCESSING AGREEMENT WITH OFFICIAL
PAYMENTS CORPORATION**

In conjunction with the continuation of essential spending guidelines and the search for cost saving measures, an option to save costs is passing on electronic processing service fees, or sometimes referred to as convenience fees, to the consumer (student, parent, etc.) Currently, these costs are approaching \$30,000 annually.

Consumers have multiple payment methods available including cash, check, e-check/ACH, and credit/debit card. When consumers choose to pay with an e-check, debit card or credit card, the applicable card company charges a service fee. Given that consumers have payment methods available to them that do not involve the charge of a service fee, the Enrollment Management Team agreed that the related cost of the choice to pay with an electronic payment method should not be absorbed by the College, but rather by the consumer who is making the payment choice.

Our Ellucian partner for electronic payment processing is Official Payments Corporation and the proposed amendment to our contract is attached. The fee that would be charged to the consumer for debit/credit card transactions would be 2.65% of the payment amount, with a minimum service fee of \$2.95 per payment and for e-checks \$1.75 per payment.

It is anticipated that this change would not be effective until the Summer or Fall semester of 2018 as there are technological and software programming changes that will need to occur.

Upon motion by Mr. Wolfe, and a second by Mr. Black, the Board approved the Amendment to the Electronic Transaction Processing Agreement with Official Payments Corporation, which would charge the consumer any applicable electronic processing service fees. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 14: INFORMATION

A. COMMUNICATIONS

- Letter from Dr. Jacobs expressing appreciation to Dr. Nacco and the Board of Trustees for naming the Carnegie Library in her honor.

Mr. Harby noted the October 26 Board meeting will be held at the Hoopston Higher Learning Center and the Board Retreat is scheduled for Saturday, November 4. More details will follow regarding the Board Retreat.

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:00 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____