

## **MINUTES OF THE REGULAR MEETING of November 16, 2017**

On November 16, 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, Danville, Illinois.

### **ITEM 1: CALL TO ORDER**

Chairman Dave Harby called the meeting to order at 5:30 p.m.

### **ITEM 2: PLEDGE OF ALLEGIANCE**

Mr. Mitchell Anderson, 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, Dr. Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Sadie Edwards. Bill Black participated via conference call. Trustee absent: Tonya Hill.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Jill Cranmore, Lara Conklin, Jerry Davis, Dr. Penny McConnell, Dr. Stefanie Davis, Mark Hardwidge, Dr. Wendy Brown, Ashley Hargrove, Marcie Wright, Jim Acklin, Travis Winkler, A.J. Wright, Shaina Andrews, Shania Goble, Emmons King, Logan McBee, Trent Ponder, Kaleb Pierce, Neal Young, I'Esha Tools, Melissa Harden, Susan Borgia, Oliver Pettit, Kaelin Sager, Hayley Buesing, Madeline Lawhorn, and Mitchell Anderson.

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. Wolfe, and a second by Mr. 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; Jill Cranmore, Vice President, Human Resources; and Lara Conklin, Executive Director, College Relations. Also present: Jerry Davis, Davis & Delanois; Dr. Penny McConnell, Dean, Liberal Arts and Library Services; Dr. Stefanie Davis, Instructor, Rhetoric; Mark Hardwidge, Instructor, Physical Science; Dr. Wendy Brown, Professor, Microbiology; Ashley Hargrove, Instructor, Business Administrative Technology; Marcie Wright, Director, Health Information Technology; Jim Acklin, Cross Country Coach; Travis Winkler, Cross Country Assistant Coach; A.J. Wright; Cross Country Team Members Shaina Andrews, Shania Goble, Emmons King, Logan McBee, Trent Ponder, and Kaleb Pierce; Students Neal Young, I'Esha Tools, and Melissa Harden from Business Communications; Student Susan Borgia from Health Information Technology; Students

Oliver Pettit, Kaelin Sager, Hayley Buesing, and Madeline Lawhorn from the Learning Community Class; and Mitchell Anderson, Presidential Scholar.

Media present: None.

**ITEM 6: RECOGNITION OF MEN’S AND WOMEN’S CROSS COUNTRY TEAMS**

The Board and Dr. Nacco congratulated the Cross Country Team for their successful season. Coach Acklin introduced each of the team members. The Men’s Team won the Region 24 title and the individual championships and three DACC women qualified for the nationals held in Fort Dodge, Iowa.

**ITEM 7: HEALTH INFORMATION TECHNOLOGY REPORT**

Ms. Marcie Wright updated the Board on Health Information Technology. She highlighted the agenda from the Central Illinois Health Information Management Association meeting that was held on campus. She shared that there are currently three articulation agreements in progress with Franklin University, St. Joseph’s College, and Illinois State University. Ms. Susan Borgia, Health Information Technology student, shared highlights of the program. She expressed appreciation to the instructors in the program who are dedicated and knowledgeable.

The Board and Dr. Nacco thanked Ms. Wright and Ms. Borgia for their reports.

**ITEM 8: COMMUNITY LEARNING SERVICE PROJECT REPORT**

Dr. Wendy Brown described the learning community course which she and Mr. Ryan Wyckoff teach together. The class combines both speech and biology and some of the assignments in the class are joint assignments. For example, if a student gives an informative speech on biology, credit is given for both speech and biology. Last year, the class began with 20 students and ended with 20 students. The class is on track for retaining the same number of students this year.

One of the requirements of the class is completing a community service project. The students shared their experiences with the community service project. Mr. Oliver Pettit participated in a monarch watch; Mr. Kaelin Sager joined the reptile road show; Ms. Hayley Buesing’s project pertained to a prairie seed collection; and Ms. Madeline Lawhorn was involved with a bee service learning project. Dr. Brown noted that some members of the class participated in the collection of fresh water mussels.

The Board and Dr. Nacco thanked Dr. Brown and the students for their reports.

**ITEM 9: REPORT ON ICCTA SEMINAR AND BOARD OF REPRESENTATIVES MEETING, NOVEMBER 10-11, 2017**

Mr. Harby shared information from the ICCTA meetings held in Lisle last week.

**ITEM 10: PRESIDENT'S REPORT**

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

**ITEM 11: PUBLIC COMMENT**

There was no public comment.

**ITEM 12: CONSENT AGENDA**

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 26, 2017**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDING OF CLOSED SESSION DATED MAY 24, 2016 (WRITTEN MINUTES OF THE NAMED MEETING WERE APPROVED BY THE BOARD ON JUNE 23, 2016)**

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

**ITEM 13: UNFINISHED BUSINESS**

**ITEM 14: NEW BUSINESS**

- A. BOARD CONSIDERATION OF MAKING WRITTEN CLOSED SESSION MINUTES OPEN TO THE PUBLIC**

Public Act 85-1355 requires community college boards to review the written minutes of closed sessions in order to determine which written minutes may be, in whole or in part, made a part of the public record. The following minutes were reviewed: March 24, 1987; September 26, 2000; October 24, 2000; April 26, 2005; May 24, 2005; May 23, 2006; April 26, 2011; November 15, 2016; May 23, 2017; June 22, 2017; and November 4, 2017.

The following minutes are being recommended to remain closed to the public: March 24, 1987; September 26, 2000; October 24, 2000; April 26, 2005; May 24, 2005; May 23, 2006; April 26, 2011; and November 4, 2017. (The November 4, 2017 minutes have not been approved by the Board.) The following minutes are being recommended to be made open to the public: November 15, 2016; May 23, 2017; and June 22, 2017.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the minutes so noted above to remain closed to the public and the minutes so noted above to be made open to the public. The motion passed by roll call vote: 7 yeas, 0 nays.

**B. BOARD CONSIDERATION OF WORKERS COMPENSATION INSURANCE**

The College's annual workers compensation insurance is scheduled to expire on December 31, 2017. Premiums for this insurance are determined by the estimated annual payroll, experience mod rate, and Foreign Terrorism and Domestic Terrorism coverage.

The January 1, 2017 to December 31, 2017 premium to Illinois Public Risk Fund (IPRF) for workers compensation insurance was \$76,678.00. On behalf of Danville Area Community College, ONI Risk Partners requested bids from other insurance underwriters. A low bid of \$52,886.00 was submitted from Zenith Insurance, Springfield, Illinois and reflects a 31% reduction in workers compensation insurance. Premiums are paid using Tort Funds.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the low bid from Zenith Insurance in the amount of \$52,886.00 for workers compensation insurance for coverage from January 1, 2018 through December 31, 2018. The motion passed by roll call 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 \$541.54 was expended for travel expenditures over the last month for the ACCT Leadership Congress in Las Vegas on 9/25-9/28/17 for Mr. Greg Wolfe.

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

**D. BOARD CONSIDERATION OF TENURE RECOMMENDATIONS**

- 1. DR. STEFANIE DAVIS, INSTRUCTOR, RHETORIC**
- 2. MR. MARK HARDWIDGE, INSTRUCTOR, PHYSICAL SCIENCE**

Full-time faculty members completing their third academic year of probation must be granted tenure, extended another year of probation, or dismissed. Dave Kietzmann and the respective supervisors have evaluated the instructors' performance and 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. Both individuals are superior classroom teachers who will serve DACC well into the future.

Upon motion by Mr. Wolfe, and a second by Dr. Serfoss, the Board approved tenure status for Dr. Stefanie Davis. The motion passed by roll call vote: 7 yeas, 0 nays.

Upon motion by Mr. Hill, and a second by Dr. Serfoss, the Board approved tenure status for Mr. Mark Hardwidge. The motion passed by roll call vote: 7 yeas, 0 nays.

**ITEM 15: INFORMATION**

**A. COMMUNICATIONS**

- Letter from President Emerita Dr. Jacobs thanking the Board and the College administration for honoring her at last month's Board meeting.

**ITEM 16: ADJOURNMENT**

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:45 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

Approved: \_\_\_\_\_