

## **MINUTES OF THE REGULAR MEETING of March 15, 2018**

On March 15, 2018, 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**

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, Dave Harby, Terry Hill, Tonya Hill, Dr. Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Sadie Edwards.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Jill Cranmore, Tammy Clark-Betancourt, Mike Cunningham, Lara Conklin, Bob Mattson, Jerry Davis, Jeff Rush, Jim Acklin, Travis Winkler, Cross Country Team Members, DaJuan Gouard, Rick Voyles, Andreas Coleman, Men's Basketball Team Members, Craig and Shelly Edwards, and Tom and Vickie Edwards.

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. Hill, and a second by Mr. Wolfe, the agenda was approved as presented. 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, Executive Vice President, Instruction and Student Services; Jill Cranmore, Vice President, Human Resources; Tammy Clark-Betancourt, Vice President, Finance, and Chief Financial Officer; Mike Cunningham, Vice President, Administrative Services; Lara Conklin, Executive Director, College Relations; and Bob Mattson, Executive Director, Institutional Effectiveness and Planning. Also present: Jerry Davis, Davis and Delanois; Jeff Rush, Coordinator, Instructional Media; Jim Acklin, Cross Country Coach; Travis Winkler, Cross Country Assistant Coach; Cross Country Team Members; DaJuan Gouard, Men's Basketball Coach; Rick Voyles, Men's Basketball Assistant Coach; Andreas Coleman, Men's Basketball Assistant Coach; Men's Basketball Team Members; Craig and Shelly Edwards; and Tom and Vickie Edwards.

Media present: None.

### **ITEM 6: RECOGNITION OF DACC CROSS COUNTRY TEAM AND MEN'S BASKETBALL TEAM**

Members of the DACC Cross Country Team were recognized for being selected as Cross Country Academic All-Americans. Coach Acklin introduced each of the team members. The Board, Dr. Nacco, and Mr. Kietzmann congratulated the team members on their successful season and accomplishments.

Members of the DACC Men's Basketball Team were also recognized for winning the Region 24 Tournament. Coach Gouard introduced members of the team. The Board, Dr. Nacco, and Mr. Kietzmann congratulated the team members on their successful season and wished them luck in the NJCAA Tournament next week.

**ITEM 7: ACADEMIC SERVICES MASTER PLAN REPORT**

Mr. Dave Kietzmann highlighted the Academic Services Master Plan which is designed to provide strategic and operational direction for credit and non-credit education over the years 2016 through 2020. The Plan represents a composite of the short- and long-term plans from the division heads within the Department of Instruction and Student Services. The divisions represented in the Academic Services Master Plan are: American Job Center; Business and Technology; Liberal Arts and Library Services; Math, Sciences and Health Professions; Community Education; Corporate Education; Adult Education and Middle College; Small Business Development Center; and the Hoopston Higher Learning Center. Mr. Kietzmann expressed appreciation to the Deans and Directors involved with creating the Plan and to Mr. Bob Mattson for collecting the information and creating the document.

**ITEM 8: REPORT ON RESULTS OF STUDENT TRUSTEE SURVEY**

Student Trustee Sadie Edwards recently surveyed students regarding their experiences at DACC. She sent surveys to student emails and also distributed some surveys to instructors to share with students. The total number of surveys completed was 211 with 88 of those being paper surveys and 123 being online surveys. Ms. Edwards highlighted the results of the survey which included the following questions: "Why did you choose DACC?; What is the one thing, or more if you like, you like about DACC and want to see continue?; What is the one thing, or more, you do "not" like about DACC and would like to see change?" Would you be interested in other activities/clubs forming at DACC? If yes, what?; and If you have any other comments or suggestions, please tell us."

The Board and Dr. Nacco thanked Ms. Edwards for her time and effort in completing the survey and sharing the interests of students.

**ITEM 9: REPORT ON ACCT NATIONAL LEGISLATIVE SUMMIT, FEBRUARY 11-14, 2018**

Mr. Dave Harby gave a report on the sessions he attended at the ACCT National Legislative Summit in February.

**ITEM 10: REPORT ON ICCTA SEMINAR AND BOARD OF REPRESENTATIVES MEETING, MARCH 9-10, 2018**

Mr. Harby also gave a report on the sessions he attended at the ICCTA Seminar and Board of Representatives Meeting on March 9 and 10, 2018.

**ITEM 11: FINANCIAL UPDATE**

Ms. Tammy Clark-Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending February 28, 2018 was included in the Board agenda book.

**ITEM 12: PRESIDENT'S REPORT**

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

**ITEM 13: PUBLIC COMMENT**

There was no public comment.

**ITEM 14: CONSENT AGENDA**

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 22, 2018**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS**
  - 1. BOARD POLICY #4052 – SICK LEAVE/PERSONAL BUSINESS LEAVE**
  - 2. BOARD POLICY #6020 – REIMBURSEMENT FOR TRAVEL AND FOOD/BEVERAGE EXPENSES**

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the items on the Consent Agenda were approved. The motion passed by roll call vote: 8 yeas, 0 nays.

**ITEM 15: UNFINISHED BUSINESS**

**ITEM 16: NEW BUSINESS**

**A. BOARD RECOGNITION OF STUDENT TRUSTEE**

The Board and Dr. Nacco recognized Ms. Sadie Edwards, Student Trustee. Ms. Edwards' term is finished on April 14, 2018. The Board commended her for her hard work and dedication as Student Trustee over the past year and wished her well in the future. Ms. Edwards expressed appreciation for the opportunity to serve as a student representative to the Board.

**B. BOARD CONSIDERATION OF TUITION INCREASE**

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.

A tuition increase of \$5 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 \$135 per credit hour to \$140. 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 \$235 to \$250 in order to maintain compliance with Illinois State Statutes.

With the proposed increase in tuition for FY2019, DACC's tuition and fee rate will likely continue to be above the FY2019 average tuition and fee rate for all Illinois community colleges. An increase of \$5 will generate approximately \$165,000 of revenue.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved effective with the summer term a \$5 per credit hour tuition increase and approved increasing the out-of-district, out-of-state, and international rate to \$250 per credit hour. The motion passed by roll call vote: 8 yeas, 0 nays.

### **C. BOARD CONSIDERATION OF CHANGING THE DATE OF THE JULY 2018 REGULAR BOARD MEETING**

The scheduled date of the July 2018 Board meeting is Thursday, July 26, 2018 at 5:30 p.m. It is recommended that the date be changed to Thursday, July 19, 2018 at 5:30 p.m. If approved, appropriate notifications will be sent.

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved changing the date of the July 2018 Regular Board meeting from Thursday, July 26, 2018 at 5:30 p.m. to Thursday, July 19, 2018 at 5:30 p.m. The motion passed by roll call vote: 8 yeas, 0 nays.

### **D. BOARD CONSIDERATION OF RESOLUTION AUTHORIZING AND PROVIDING FOR AN INSTALLMENT PURCHASE AGREEMENT FOR THE PURPOSE OF PAYING THE COST OF PURCHASING REAL OR PERSONAL PROPERTY, OR BOTH, TO ALTER, REPAIR, IMPROVE AND EQUIP DISTRICT BUILDINGS (INCLUDING TECHNOLOGY EQUIPMENT AND IMPROVEMENTS), AND FOR THE ISSUE OF \$1,000,000 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), SERIES 2018, EVIDENCING THE RIGHTS TO PAYMENT UNDER SAID AGREEMENT, PROVIDING FOR THE SECURITY FOR AND MEANS OF PAYMENT UNDER THE AGREEMENT OF SAID CERTIFICATES, AND AUTHORIZING THE SALE OF SAID CERTIFICATES TO CATLIN BANK**

During the preparation for the FY19 Board Financial Workshop Retreat, it was apparent that an extensive list of capital renewal projects exists for the College. In addition, there continues to be a need for resources to meet the technology and instructional equipment needs for the College.

To provide additional funds to meet our capital, equipment and technology needs, the College can sell Debt Certificates to evidence debt incurred under an Installment Purchase Agreement. The amount of \$1,000,000 in new revenue will meet our immediate needs which will provide for needed capital improvements and enhance the quality of equipment and state of the art technology in our classrooms and supporting services departments.

After completion of this process, the Board can then proceed with issuing Funding Bonds to retire this debt.

Request for Proposals (RFP's) were sent to financial institutions within the College district requesting the rate of interest that would be applied to a short term \$1,000,000 loan obligation. Proposals were returned by Catlin Bank (Catlin), First Farmers Bank & Trust (Danville), First Financial Bank (Danville), and Iroquois Federal (Danville).

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the Resolution authorizing and providing for additional funds to meet our capital, equipment and technology needs and authorizing and providing for the issue of \$1,000,000 General Obligation Debt Certificates (Limited Tax), Series 2018 and authorizing the sale of said certificates to Catlin Bank. The motion passed by roll call vote: 8 yeas, 0 nays.

## **E. BOARD CONSIDERATION OF NEW BOARD POLICY**

### **1. BOARD POLICY #3025 – TUITION WAIVERS**

Board Policy #3025 is being proposed as a new policy which combines into one written policy the different options for tuition waivers at Danville Area Community College. All are already operational with the exception of the dependent waiver (regular or dual-credit) for individuals who live out of state, but are employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the College. The effective date for this waiver would be summer semester 2018.

Upon motion by Mrs. Hill, and a second by Mr. Hill, the Board approved Board Policy #3025 – Tuition Waivers with the out-of-state dependent waiver (as discussed above) effective with the 2018 summer term. The motion passed by roll call vote: 8 yeas, 0 nays.

## **F. BOARD CONSIDERATION OF DACC HONORARY DEGREE**

DACC's Graduation Committee requested nominations for an honorary Associate degree during the 2018 commencement ceremony. A degree will be bestowed to one individual who has exhibited exemplary achievement to DACC.

Upon motion by Mr. Black, and a second by Mr. Hill, the Board approved Mr. Julius W. Hegeler II as the recipient of the 2018 DACC Honorary Associate Degree. The motion passed by roll call vote: 8 yeas, 0 nays.

## **G. BOARD CONSIDERATION OF RETIREMENT**

### **1. CAROL DUNN, INSTRUCTOR, BIOLOGY-ANATOMY & PHYSIOLOGY**

Ms. Carol Dunn, Biology-Anatomy & Physiology Instructor, has submitted her letter of intent to retire effective at the end of the Spring semester. The Board and Dr. Nacco thanked Ms. Dunn for her service to DACC and wished her well in her upcoming retirement.

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the Board approved the retirement of Ms. Carol Dunn, Instructor, Biology-Anatomy & Physiology, effective at the end of the Spring semester. The motion passed by roll call vote: 8 yeas, 0 nays.

**ITEM 17: INFORMATION**  
**A. COMMUNICATIONS**

**ITEM 18: ADJOURNMENT**

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

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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