

## **MINUTES OF THE REGULAR MEETING of May 24, 2018**

On May 24, 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**

Ms. Ashlyn Logue, 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, Greg Wolfe, and Student Trustee Addison Wise. Trustees absent: Dr. Ron Serfoss and John Spezia.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Tammy Clark-Betancourt, Mike Cunningham, Lara Conklin, Bob Mattson, Jerry Davis, Mimi Skinner, Corey Potter, and Ashlyn Logue.

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: 6 yeas, 0 nays.

### **ITEM 5: RECOGNITION OF VISITORS**

Dr. Nacco introduced the following members of the Administrative Council: 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; Mimi Skinner, Director, Nursing; Corey Potter, Old National Insurance; and Ashlyn Logue, Presidential Scholar.

Media present: None.

Upon motion by Mrs. Hill, and a second by Mr. Wolfe, the regular meeting was recessed at 5:34 p.m. The motion passed by roll call vote: 6 yeas, 0 nays.

### **ITEM 6: PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES TO SELL \$1,000,000 FUNDING BONDS FOR THE PURPOSE OF PAYING CLAIMS AGAINST THE DISTRICT**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, a Public Hearing concerning the intent of the Board of Trustees to sell \$1,000,000 funding bonds for the purpose of paying claims against the district was conducted. The motion passed by roll call vote: 6 yeas, 0 nays.

Upon motion by Mr. Hill, and a second by Mrs. Hill, the Public Hearing was adjourned at 5:37 p.m. The motion passed by roll call vote: 6 yeas, 0 nays.

### **RECONVENE**

Mr. Hill, upon completion of the Public Hearing, moved that the Board reconvene in regular session. The motion was seconded by Mr. Wolfe and passed by roll call vote: 6 yeas, 0 nays.

### **ITEM 7: RECOGNITION AND UPDATE FROM THE NURSING DIVISION**

Ms. Mimi Skinner, Director of Nursing, gave an update on the Nursing Department. She reported that the nursing program will also be going through the re-accreditation process this year. The department is focusing on outcomes and gathering data in various ways to assess student outcomes. The pass rate for the last cohort of students who graduated in December was 92.5%.

Ms. Skinner reported that ACEN requires the tracking of job placement activity for students; therefore, employers who have graduates employed for six months are sent a survey to capture their thoughts on the work of DACC graduates. For the first survey, five out of six local employers who responded agreed or strongly agreed that they were satisfied with the work of the graduates. Additionally, ACEN requires the tracking of the program completion rate. Due to a recent decline in the number of students who completed, students were asked to participate in a focus group to gather information regarding challenges and barriers to completion.

Ms. Skinner reported the job placement rate continues to be 100% for DACC graduates. A Blackboard hybrid orientation has been developed to assist students with time management, study habits, goal setting, etc. and videos have been created regarding resources, tutoring and other areas of support for students.

The Trustees and Dr. Nacco thanked Ms. Skinner for her report and her leadership of the Nursing Department.

### **ITEM 8: FINANCIAL UPDATE**

Ms. Tammy Clark-Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending April 30, 2018 was included in the Board agenda book.

### **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 APRIL 26, 2018**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDING OF CLOSED SESSION DATED NOVEMBER 15, 2016 (WRITTEN MINUTES OF THE NAMED MEETING WERE APPROVED BY THE BOARD ON MAY 23, 2017)**

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

**ITEM 12: UNFINISHED BUSINESS**

**ITEM 13: NEW BUSINESS**

- A. BOARD CONSIDERATION OF PROPERTY/LIABILITY INSURANCE FOR FY2019**

On behalf of DACC, ONI Risk Partners submitted for quotation to Wright Specialty Insurance (WRM), Uniondale, NY; Illinois Counties Risk Management Trust (ICRMT), St. Charles, IL; Travelers Insurance Co., Indianapolis, IN; and Liberty Mutual Insurance, Indianapolis, IN. Wright Specialty replied they could not compete with ICRMT. Travelers could not provide law enforcement or school board legal coverage, and Liberty Mutual could not provide truck driving school or wind turbine training coverage.

The insurance proposal prepared by Corey Potter of ONI Risk Partners reflects a reduction of \$4,810.00 in premium from Illinois Counties Risk Management Trust (ICRMT). This is a result of lower market rates and ONI's efforts to negotiate lower premiums. Last year's premium was \$137,380.00 while the proposed premium for FY-2019 will be \$132,190.00.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved the premium to ONI Insurance in the amount of \$132,190.00 for property and liability insurance for FY-2019. The motion passed by roll call vote: 6 yeas, 0 nays.

- B. BOARD DISCUSSION OF PRELIMINARY FY-2020 ICCB RESOURCE ALLOCATION AND MANAGEMENT PLAN (RAMP)**

The Illinois Community College Board (ICCB) requires the Board of Trustees to approve the RAMP report prior to the deadline submission of July 1. The RAMP is being submitted to the DACC Board for discussion, and will be finalized for Board approval in June. Capital Development Board (CDB) has requested that all state funded project requests

include “green”/LEED (Leadership in Energy and Environmental Design) costs in the estimated project.

The DACC Campus Master Plan priority project list provides an annual update of the estimated project costs, funding information, and revenues as of May 2018. Next month’s RAMP agenda item for approval will list the updated project costs which will include a 2.6% CDB inflation factor. The project list includes the Clock Tower Center remodeling and addition, Ornamental Horticulture rehabilitation, and a campus storage facility.

The item was presented for discussion only.

**C. 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.

Upon motion by Mr. Hill, and a second by Mrs. Hill, the minutes of March 24, 1987; September 26, 2000; October 24, 2000; April 26, 2005; May 24, 2005; May 23, 2006; April 26, 2011; January 25, 2018; and April 26, 2018 will remain closed to the public and the minutes of November 4, 2017 will be made open to the public. The motion passed by roll call vote: 6 yeas, 0 nays.

**D. BOARD CONSIDERATION OF BIDS TO REPAVE THE CIRCLE DRIVE**

Bids were advertised to repave the Circle Drive (a.k.a. Palmer Drive). The asphalt pavement on this drive has numerous potholes and cracks, and is in of repaving. This includes asphalt milling, repair potholes by installing a new 2” asphalt base on approximately 300 square yards of roadway, installing a new 2” asphalt surface, and striping where necessary on approximately 48,000 sq. ft. of roadway. Funding for this project will come from 2016 Bond Funds designated for facilities repairs.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the bid from Open Road Paving Co. in the amount of \$104,700.00 to repave the Circle Drive (a.k.a. Palmer Drive). The motion passed by roll call vote: 6 yeas, 0 nays.

**E. BOARD CONSIDERATION OF THE 2018-19 STRATEGIC PLANNING MATRIX**

DACC’s Strategic Planning Matrix provides an overview of the College’s strategic priorities over the course of an academic year. It is essential that the Matrix contain priority strategies that generate institutional buy-in among all constituencies throughout the College. From these strategies and tactics, individual departments are able to derive more detailed annual goals. As the Matrix corresponds to the College’s institutional priorities for an academic year, the document plays a crucial role in laying the groundwork for the budgeting process.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved the 2018-19 Strategic Planning Matrix. The motion passed by roll call vote: 6 yeas, 0 nays.

**F. BOARD CONSIDERATION OF RETIREMENT**

**1. CRAIG POTTER, PROFESSOR, SCIENCES**

**2. DR. PHYLLIS WILLE, PROFESSOR, NURSING**

Sciences Professor Craig Potter has submitted his letter of intent to retire effective July 31, 2018 after 20 years of service. Nursing Professor Dr. Phyllis Wille has submitted her letter of intent to retire effective June 30, 2018 after 10 years of service. The Board and Dr. Nacco wished them both well in their upcoming retirements.

Upon motion by Mrs. Hill, and a second by Mr. Hill, the Board approved the retirement of Craig Potter effective July 31, 2018. The motion passed by roll call vote: 6 yeas, 0 nays.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the retirement of Dr. Phyllis Wille effective June 30, 2018. The motion passed by roll call vote: 6 yeas, 0 nays.

**ITEM 14: INFORMATION**  
**A. COMMUNICATIONS**

**ITEM 15: CLOSED SESSION FOR DELIBERATIONS CONCERNING COLLECTIVE NEGOTIATING MATTERS; DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES; DISCUSSION OF THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; AND APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 25, 2018 AND APRIL 26, 2018**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the following Resolution was adopted by roll call vote: 6 yeas, 0 nays.

**BE IT RESOLVED**, in accordance with the provisions of Chapter 120/2(c)(2, 5, and 21) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for deliberations concerning collective negotiating matters; deliberations concerning salary schedules for one or more classes of employees; discussion of the purchase or lease of real property for the use of the public body; and approval of the written Closed Session Minutes of January 25, 2018 and April 26, 2018.

The Board went into Closed Session at 6:22 p.m.

**OPEN SESSION**

The Board returned to Open Session at 7:00 p.m.

**ITEM 17: ADJOURNMENT**

There being no further business to discuss, upon motion by Mr. Wolfe, and a second by Mr. Hill, the meeting was adjourned at 7:01 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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