

MINUTES OF THE REGULAR MEETING of August 23, 2018

On August 23, 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. Hollianne 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, Dr. Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Addison Wise.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Jill Cranmore, Tammy Clark-Betancourt, Mike Cunningham, Lara Conklin, Brian Hensgen, Jerry Davis, Terri Cummings, Jonathan Jett, Kathy Sturgeon, R.J. Rowland, Alan Thompson, Todd Flessner, Sadie Edwards, Michael Commons, and Hollianne 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. Hill, and a second by Dr. Serfoss, 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, Instruction and Student Services; Jill Cranmore, Vice President, Human Resources; Tammy Clark-Betancourt, Vice President, Finance/Chief Financial Officer; Mike Cunningham, Vice President, Administrative Services; Lara Conklin, Executive Director, College Relations; and Brian Hensgen, Executive Director, Workforce Development. Also present: Jerry Davis, Davis and Delanois; Terri Cummings, Dean, Business and Technology; Kathy Sturgeon, Dean, Math, Science and Health Professions; Jonathan Jett, Director, Vermilion County Works; RJ Rowland, Instructor, Welding; Alan Thompson, Instructor, Math/Physical Science; Todd Flessner, Instructor, Manufacturing Engineering Technology; Sadie Edwards, Disabilities and Testing Specialist; Michael Commons, Student; and Hollianne Logue, Presidential Scholar.

Media present: None.

ITEM 6: MATH/SCIENCE AND HEALTH PROFESSIONS REPORT

Ms. Kathy Sturgeon gave an update on the Math, Science and Health Professions Division. She reported a 75% first time pass rate on the 2017 NCLEX-RN registry exam for registered nurses was achieved. The ultimate rate including students who passed on their second attempt was 81%. The December 2017 cohort was markedly higher at 92% with an ultimate rate of 100%. Initiatives were put in place to assist with increasing the success rate of students. A Health Professions Day was instituted for recruiting with approximately 150 sophomores in attendance with a follow-up marketing mailing being sent to potential recruits.

Ms. Sturgeon reported that ICCB approved the Personal Training Certificate. Current ACE pass rates are 75%. The goal for next year is 80%. A Personal Training Advisory Council is being established to discuss possibilities of increasing enrollment.

Radiology has developed a curriculum plan that will allow for a summer start, increased clinical experience, and allow for a May graduation. All will allow students to be more competitive in the job market. The summer of 2019 is the target start date.

DACC hosted the Central Illinois Information Management Associate Conference. HIT Director Marcie Wright served on the Illinois State University Health Information Management Advisory Board and was elected as the Illinois Director of Education for Illinois Health Information Management Association.

The Simulation Education Center is continuing to grow. A consultant was hired from Laerdal to assist with a global plan for expansion. Simulation scenarios have been incorporated in every class in the nursing curriculum.

The part-time LPN-to-RN cohort is going into its final semester this fall. The Nursing Program is looking forward to accepting a new part-time LPN-to-RN cohort in January.

Ms. Sturgeon noted that the MASS Tutoring Center has grown annually. Since the Tutoring Center has been in the Division, it has increased by 5 times and has been very effective. Tutoring services will now be available at the correctional center. Since the Tutoring Center has moved, twice as many students are being accommodated. The Center is located in Room 123 in Mary Miller with a new slogan, "Success and Tutoring is as Easy as 1-2-3."

Ms. Sturgeon introduced Mr. Michael Commons, DACC student who is also a peer tutor in the MASS Tutoring Center. Mr. Commons spoke about how the Center is a great place for students and he looks forward to helping other students who visit the center with various topics.

Ms. Tracy Thompson is the director of the Tutoring Center. Mr. Alan Thompson spoke on Tracy's behalf. He indicated that the number of sessions has increased and the tutoring sessions themselves are lasting longer. Students are sometimes in the Center for up to 3

hours. He reported Tracy has done a great job in tutoring, but also with arranging faculty to work in the Center. She visits each classroom at the beginning of the semester so that students are comfortable with visiting the Center. Tracy's slogan is, "Don't come to the Tutoring Center because you are failing, come because you want to succeed."

The Board and Dr. Nacco thanked Ms. Sturgeon, Mr. Commons, and Mr. Thompson for their presentations.

ITEM 7: AMERICAN JOB CENTER REPORT

Mr. Brian Hensgen updated the Board on the American Job Center. He reported the American Job Center (AJC) is a valuable community resource that offers assistance to individuals looking for work or opportunities to grow in their careers, as well as assisting employers looking for human resource assistance. The network of partners work to align investments in workforce, education, and economic development to respond to regional and local job markets. Mr. Hensgen noted the partners in the AJC and that DACC is the leader in that the College makes sure that data is collected and shared appropriately so that decisions can be made to meet both client needs and community needs.

The AJC averages 894 visitors per month with Internet Job Search experiencing the highest traffic. In February, Adult Education began GED classes so traffic has increased in that area.

Mr. Hensgen shared the AJC Basic Customer Index (BCI) Dashboard which includes 800 individuals. An individual requesting assistance fills out a brief document in which each of the partner agencies then discuss for potential services. He also shared the AJC Partner Agency Referrals list in which 437 active referrals have been initiated. Each referral will be tracked and organizations will be called upon to give updates on those referrals.

AJC Director Jonathan Jett shared an example of an AJC success story. Mr. Aderion Patton became involved with the AJC in March of 2018 and after successfully completing his work experience, he applied for and was offered a job at the Danville Public Library. Mr. Patton has also been named an Award Winner for Vermilion County and will be honored at a banquet sponsored by the Illinois Workforce Partnership in Springfield in September.

Brian noted that Darrin Haynes appreciates teaching the custodial classes at DACC. District 118 is sending custodians through the custodial classes which is positive for the program, community, and the College.

The Board and Dr. Nacco thanked Mr. Hensgen and Mr. Jett for their collaborative efforts and for their reports.

ITEM 8: FINANCIAL UPDATE

Ms. Tammy Clark-Betancourt gave a financial update to the Board. The Financial Statements of Revenue and Expenditures ending June 30, 2018 and July 31, 2018 were 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. Additionally, he highlighted the most recent Annual Report.

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 JULY 19, 2018**

B. FINANCIAL REPORT

C. HUMAN RESOURCES REPORT

Dr. Serfoss requested that the employment of Ms. Tonya Hill as Executive Director of the Foundation be removed from the Consent Agenda.

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

It was noted that Ms. Hill's employment agreement is a joint agreement between the College and the DACC Foundation with the College being responsible for 40% and the Foundation responsible for 60% of her salary. Ms. Hill's employment will also need approval of the DACC Foundation Board which meets on August 30, 2018.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the employment of Ms. Tonya Hill as Executive Director of the Foundation was approved. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

**A. BOARD CONSIDERATION OF RENEWAL OF LEASE FOR THE
AMERICAN JOB CENTER**

The renewal of the lease with Vermilion Development for the American Job Center was included on the July 19, 2018 Board agenda. As clarification, the amount of the lease is \$72,000 annually and is effective July 1, 2018 through June 30, 2022. The square footage of the leased space located at 407 North Franklin Street is 5,614 square feet. The College is responsible for the lease amount, but the community partner agencies cover all American Job Center operating costs.

Upon motion by Mr. Hill, and a second by Dr. Serfoss, the Board approved the renewal of the lease with Vermilion Development for the American Job Center. The motion passed by roll call vote: 7 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 Mr. Wolfe, 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: 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 \$118.65 was expended for travel expenditures for trustees over the last month for the ICCTA Executive Board Retreat for Mr. Greg Wolfe.

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved the expenses of Mr. Greg Wolfe for the ICCTA Executive Board Retreat in the amount of \$118.65. The motion passed by roll call vote: 7 yeas, 0 nays.

D. BOARD CONSIDERATION OF RESOLUTION TO PLACE TENTATIVE FY2019 BUDGET ON DISPLAY AND SET DATE, TIME, AND PLACE OF PUBLIC HEARING ON SEPTEMBER 27, 2018 (FY2019 TENTATIVE BUDGET – EXTERNAL EXHIBIT)

An operational budget of \$16,636,020 is being recommended. This is approximately 3.7% more than the FY2018 operating budget. With the adoption of a FY19 budget at the state level, the College has been able to move forward by investing 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 61.51 cents. The current rate is 62.55 cents. From FY98 through FY01, the rate was 66 cents. Expenditures in the Board Restricted Fund support contingencies for one-time expenditures that may occur.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board established Thursday, September 27, 2018 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 FY19 budget. The Board also approved making said budget available for public inspection with appropriate notification provided to the public with final approval anticipated at the September 27, 2018 Board meeting. The motion passed by roll call vote: 7 yeas, 0 nays.

**E. BOARD CONSIDERATION OF RESOLUTION FOR
COMMUNITY COLLEGE ELECTION OF BOARD MEMBERS**

Two (2) six-year terms and one (1) two-year term will be on the ballot for the April 2, 2019 election. Nominating packets will be available beginning September 18, 2019.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the Resolution for the upcoming election. The motion passed by signature vote: 7 yeas, 0 nays.

**F. BOARD CONSIDERATION OF SETTING DATE, TIME, AND
PLACE OF BOARD ORGANIZATIONAL MEETING**

The date for the April 2019 regular meeting has been established as April 25, 2019. The date for the organizational meeting needs to be established.

Election law requires that following each election, the new Board shall hold its organizational meeting on or before the 28th day after the election. The election date is April 2, 2019 and the last day for the county clerk or board of election commission to canvass the election results is April 23, 2019; therefore, we are recommending that the organizational meeting occur during the April 25, 2019 regular Board meeting.

Upon motion by Mr. Spezia, and a second by Mr. Hill, the Board established Thursday, April 25, 2019 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 2019 Board Organizational meeting. The motion passed by roll call vote: 7 yeas, 0 nays.

**G. BOARD CONSIDERATION OF BIDS FOR 30 WELDING
MACHINES**

Bids were advertised for 30 welding machines to be used in the Tech Center weld shop. The 30 welding machines were approved on the FY-19 Capital Equipment list and funding will be through the Perkins grant and Tech Bonds.

Upon motion by Mr. Black, and a second by Mr. Hill, the Board approved the low bid of \$89,204.25 from ESAB Welding & Cutting Products for 30 welding machines. The motion passed by roll call vote: 7 yeas, 0 nays.

**H. BOARD CONSIDERATION OF REINSTATEMENT OF
VOCATIONAL PROGRAMS AT THE DEPARTMENT OF
CORRECTIONS**

Until December 2015 when it was suspended, Danville Area Community College had offered vocational programs for the Danville Correction Center (DCC) through a contract with the Department of Corrections (DOC). At that time, the College had received no funding for the services. Since then, the College has received all amounts due for the last contract.

With the FY19 state budget that was recently approved, funding is available to provide these services again. The College has been in negotiations with the DOC and has secured a

signed contract to provide vocational programs again at DCC. The contract includes four programs: Auto, Construction, Custodial and Career Tech, along with funding for the Director. The contract has been signed by DOC.

Upon motion by Mr. Black, and a second by Mr. Hill, the Board approved the reinstatement of the Department of Corrections vocational programs for the Danville Correctional Center. The motion passed by roll call vote: 7 yeas, 0 nays.

I. BOARD DISCUSSION OF PROCEDURES TO FILL A BOARD VACANCY

Due to Mrs. Tonya Hill's resignation from the Board effective August 10, 2018, the Board has 60 days to appoint a new Board member. The appointed person will only serve until the election in April of 2019. If he or she wishes to continue on the Board, he or she would then need to pick up a petition for the April election which will include two (2) six-year terms and one (1) two-year term on the ballot. A meeting will be scheduled for Wednesday, August 29, 2018 at 6:00 p.m. in Vermilion Hall Room 302 to discuss the appointment of a person to fill the vacancy.

**ITEM 14: INFORMATION
A. COMMUNICATIONS**

Mr. Harby noted the Farm to Fork fundraiser is Saturday. On September 15, DACC baseball is playing in Busch Stadium. The Honors Program is Friday, September 21.

Mr. Spezia shared information regarding a "Sister City Agreement" that would include a partnership with the City of Danville and Antigua.

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:28 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____