

MINUTES OF THE REGULAR MEETING of November 15, 2018

On November 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.

ITEM 1: CALL TO ORDER

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

ITEM 2: PLEDGE OF ALLEGIANCE

Ms. Lynette Fuiten, Business Administrative Technology Student, 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, Tracy Cherry, Dave Harby, Terry Hill, Dr. Ron Serfoss, Greg Wolfe, and Student Trustee Addison Wise. Trustees absent: John Spezia (arrived at 5:32 p.m.)

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Betancourt, Jill Cranmore, Mike Cunningham, Lara Conklin, Brian Hensgen, Andrew Mudd, Mark Barnes, Dr. Penny McConnell, Terri Cummings, Shanay Wright, Doug Hunter, Ashley Hargrove, Arthur Cronkhite, John Kraft, Rob Bogue, Lynnette Fuiten, Jared Cox, Michelle Allen, Hallie Lock, Alek Cummings, Jennifer Banaszak, and Erika Solis.

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. Black, 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 Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources; Mike Cunningham, Vice President, Administrative Services; Lara Conklin, Executive Director, College Relations; and Brian Hensgen, Executive Director, Workforce Development. Also present: Andrew Mudd, Davis & Delanois; Mark Barnes, Director, Computer Networking and End User Services; Dr. Penny McConnell, Dean, Liberal Arts and Library Services; Terri Cummings, Dean, Business & Technology; Shanay Wright, Director, TRIO and Student Success Center; Doug Hunter, Instructor, Mechatronics; Ashley Hargrove, Instructor, Business Administrative Technology; Arthur Cronkhite; John Kraft; Rob Bogue; and Students Lynnette Fuiten, Jared Cox, Michelle Allen, Hallie Lock, Alek Cummings, Jennifer Banaszak, and Erika Solis.

Media present: None.

ITEM 6: SECOND CHANCE PROGRAM REPORT

Ms. Tammy Betancourt, Mr. Brian Hensgen, and Ms. Erika Solis provided an update on the Second Chance Program. Committee Member Ms. Betancourt reported the program was created in January of 2016 as a way to assist students with account balances to return to complete their education. The program has evolved over time with revisions being made as needed to make the program what it is currently. There have been five completers of the program with a total write-off of \$6,441; however, 126 additional credit hours have been generated with approximately \$20,000 being collected in tuition and fees and approximately \$10,000 in reimbursement from ICCB. Students have accumulated an average GPA of 3.0.

Currently there are 9 participants in the program with 11 applications submitted for Spring 2019.

Mr. Brian Hensgen is also a member of the Second Chance team and is a mentor to Ms. Erika Solis. As a member of the team, Mr. Hensgen is able to share resources that are available to the participants in the area of supportive services. He introduced Ms. Solis who shared her experience in the Second Chance Program.

Other committee members are: Debbie Knight, Chuck Jones, Stacy Ehmen, Timothy Morgan, Shanay Wright, Janet Ingargiola, and Candace McNeal.

The Board and Dr. Nacco thanked Ms. Betancourt, Mr. Hensgen, and Ms. Solis for their reports.

ITEM 7: RECOGNITION OF BUSINESS ADMINISTRATIVE TECHNOLOGY STUDENTS

Business Administrative Technology Instructor Ms. Ashley Hargrove introduced the following students: Lynnette Fuiten, Jared Cox, Michelle Allen, Hallie Lock, Alek Cummings, and Jennifer Banaszak.

ITEM 8: REPORT ON ACCT ANNUAL LEADERSHIP CONGRESS, OCTOBER 24-27, 2018

Mr. Harby attended the ACCT Annual Leadership Congress in October. He shared a written report and highlights of the conference.

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

Mr. Wolfe attended the ICCTA Seminar and Board of Representatives meeting last week. He also shared a written report and highlights of the meetings.

ITEM 10: FINANCIAL UPDATE

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending October 31, 2018 was included in the Board agenda book.

ITEM 11: PRESIDENT'S REPORT

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

ITEM 12: PUBLIC COMMENT

Mr. Arthur Cronkhite, Mr. John Kraft and Mr. Robert Bogue addressed the Board during public comment.

ITEM 13: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 25, 2018**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS**
 - 1. BOARD POLICY #2009 – CURRICULUM/INSTRUCTION COMPLAINTS**
 - 2. BOARD POLICY #5001 – PUBLIC COMMUNICATION**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 8 yeas, 0 nays.

ITEM 14: UNFINISHED BUSINESS

ITEM 15: 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; January 25, 2018; April 26, 2018; May 24, 2018; August 29, 2018; and November 7, 2018.

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 7, 2018. (The November 7, 2018 minutes have not been approved by the Board.) The following minutes are being recommended to be made open to the public: January 25, 2018; April 26, 2018; May 24, 2018; and August 29, 2018.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved the written minutes so noted to remain closed to the public and the written minutes so noted to be opened to the public. The motion passed by roll call vote: 8 yeas, 0 nays.

B. BOARD DISCUSSION OF ARCHITECTURAL SERVICES FOR UNSPECIFIED FUTURE PROJECTS

A Request for Qualifications (RFQ) for architectural services was advertised for unspecified future projects. A committee consisting of Dr. Stephen Nacco, Mike Cunningham, Doug Adams, and Kerri Thurman individually reviewed all submissions, ranked the architectural firms, and then met to discuss the firms. Twelve firms requested the RFQ with six firms responding.

Based on professional qualifications, familiarity with DACC, previous work for Illinois colleges, and being CDB pre-qualified for State financed projects, the committee ranked Walton & Associates as the best qualified firm to perform architectural services at DACC. The committee also recommends we review this process every three (3) years in order to maintain continuity between the architect and the College and to afford the College an opportunity to periodically review other architectural firms.

No action was taken as item was for discussion only.

C. BOARD CONSIDERATION OF CONTINUATION OF OPERATIONS PLAN

A draft copy of the proposed Continuation of Operations Plan was included in the agenda book. ICCB has always had the requirement that an academic year must contain 150 days of instruction excluding final exam and in-service days. The new requirement is that Colleges must ensure that 150 days of instruction happen each year.

A flexible plan has been developed and approved by all groups across the campus. Although the plan could not identify every possible situation, it focuses on flexibility, changes to the academic calendar, and strategies for short-term and long-term closures. The College needs to adopt and share our plan as soon as possible.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved the College's Continuation of Operations Plan. The motion passed by roll call vote: 8 yeas, 0 nays.

D. BOARD CONSIDERATION OF ADOPTION OF REVISED MISSION RELATED DOCUMENTS

The Criterion One Committee of our Higher Learning Commission Leadership Team has been conducting an extensive review of the College's mission related documents. These documents were last revised ten years ago. The group has met with numerous internal and external stakeholders to seek input on the College's mission documents. The Criterion One Committee is recommending revisions to the Vision Statement and the General Education Outcomes. The Committee feels that these changes more appropriately reflect the initiatives and priorities of the College at this time.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the revisions to the Vision Statement and the General Education Outcomes. The motion passed by roll call vote: 8 yeas, 0 nays.

**E. BOARD CONSIDERATION TO ACCEPT THE ANNUAL POST-
ISSUANCE TAX COMPLIANCE REPORT FOR DANVILLE
AREA COMMUNITY COLLEGE DISTRICT NO. 507,
COUNTIES OF VERMILION, EDGAR, IROQUOIS,
CHAMPAIGN AND FORD AND THE STATE OF ILLINOIS**

When the District issued Tax Advantaged Obligations (e.g. Tax-Exempt Bonds and/or Debt Certificates), the District covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to those obligations, including covenants necessary to preserve the excludability of interest in those obligations from gross income for federal income taxation purposes.

A Bond Record-Keeping Policy was adopted by the Board of Trustees on December 14, 2010 and amended on September 23, 2014 as part of the resolution process for the issuance of certain Tax Advantaged Obligations. This Bond-Record Keeping Policy designated the Treasurer as the Compliance Officer for Tax Advantaged Obligations compliance purposes. Our bond counsel, Chapman and Cutler, LLP has recommended that the Compliance Officer prepare and submit an Annual Post-Issuance Tax Compliance Report to ensure that the Board of Trustees is aware of the District's compliance with Tax Advantaged Obligation covenants.

Included in the agenda book is the Post-Issuance Tax Compliance Report which sets forth a summary demonstrating the District's compliance with applicable covenants and expectations. Also included are expenditures for the fiscal year 2018 from the various bond issuances. All of the expenditures were previously approved by the Board either through the bid process when required or via the normal monthly disbursement approval process.

Upon motion by Mr. Black, and a second by Ms. Cherry, the Board accepted the annual Post-Issuance Tax Compliance Report for Danville Area Community College District No. 507, Counties of Vermilion, Edgar, Iroquois, Champaign and Ford and the State of Illinois. The motion passed by roll call vote: 8 yeas, 0 nays.

**F. BOARD CONSIDERATION OF BIDS TO REPLACE THE
CHILLER UNIT SERVING THE TECHNOLOGY CENTER**

Bids were advertised to replace the chiller unit serving the Technology Center. As approved by the Board on August 23, 2016 Protection, Health and Safety (PHS) funds will be utilized for replacing the Technology Center Chiller Unit. The approved budget for this portion of the project was \$119,000. The project is scheduled for completion by March 30, 2019.

Upon motion by Mr. Black, and a second by Mr. Wolfe, the Board approved the low bid from Venture Mechanical in the amount of \$83,857.00 to replace the Technology Center Chiller Unit using PHS funds. The motion passed by roll call vote: 8 yeas, 0 nays.

**G. BOARD CONSIDERATION OF BIDS TO INSTALL
ELECTRICAL SUPPLY TO 28 WELD BOOTHS IN THE TECH
CENTER WELD SHOP**

Bids were advertised to furnish all materials and labor necessary to supply electricity to 28 weld booths in the Tech Center Weld Shop. This project will supply electricity to the new welders approved for purchase at the July 19, 2018 Board meeting. 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 \$93,920.91 from Anderson Electric to install electricity to 28 weld booths in the Tech Center Weld Shop. The motion passed by roll call vote: 8 yeas, 0 nays.

**H. BOARD CONSIDERATION OF RETIREMENT
1. JEFFERY RUSH, COORDINATOR, INSTRUCTIONAL
MEDIA**

Mr. Jeffery Rush, Coordinator, Instructional Media, has requested that his retirement date be changed to December 31, 2018 from January 2, 2019.

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the revision of the retirement date for Mr. Jeffery Rush from January 2, 2019 to December 31, 2018. The motion passed by roll call vote: 8 yeas, 0 nays.

**ITEM 16: INFORMATION
A. COMMUNICATIONS**

ITEM 17: 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: _____