

## **MINUTES OF THE REGULAR MEETING of April 25, 2019**

On April 25, 2019, 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. Rachelle Tiu, 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, John Spezia, and Greg Wolfe. Trustees absent: Bill Black, Tracy Cherry and Dr. Ron Serfoss.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Betancourt, Jill Cranmore, Mike Cunningham, Lara Conklin, Jerry Davis, Brian Hensgen, Stacy Ehmen, Mark Barnes, Laura Hensgen, Ashley Hargrove, Ronnie Johnson, Dr. Eric Simonson, Kelsee Landers, Audrey Baker, Lauren Proehl, Collin Wright, Kathryn Taylor, Jim Acklin, Christina Oakley, Diamond Holmes, Holley Hambleton, and Rachelle Tiu.

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: 4 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; 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; Brian Hensgen, Executive Director, Workforce Development; and Stacy Ehmen, Dean, Student Services. Also present: Jerry Davis, Davis & Delanois; Mark Barnes, Director, Computer Networking and End User Services; Laura Hensgen, Director, Community Education and Video Development; Ashley Hargrove, Instructor, Business Administrative Technology; Ronnie Johnson, Instructor, Art/PTK Advisor; Dr. Eric Simonson, Professor, Music; Audrey Baker, Lauren Proehl, and Kelsee Landers (One Stop Operator Assistant, American Job Center), Business Administrative Technology Students; Jim Acklin, Coach, Cross Country; Christina Oakley and Diamond Holmes, Cross Country Team Members; Holley Hambleton, Student Trustee; and Rachelle Tiu, Presidential Scholar.

Media present: None.

**ITEM 6: RECOGNITION OF PHI THETA KAPPA 2019 ALL-ILLINOIS ACADEMIC TEAM**

The Phi Theta Kappa 2019 All-Illinois Academic Team members were recognized by the Board. Art Instructor and PTK Advisor Mr. Ronnie Johnson introduced Ms. Kathryn Taylor and Mr. Collin Wright who shared their majors and future plans. Mr. Johnson reported Mr. Parker Burch was also named to the academic team, but was unable to attend the meeting.

Mr. Harby presented Mr. Johnson with a five-year pin from PTK for his years of dedicated service as the advisor for the DACC PTK Chapter.

The Board and Dr. Nacco congratulated Ms. Taylor, Mr. Wright, and Mr. Johnson on their outstanding achievements.

**ITEM 7: RECOGNITION OF DACC ACADEMIC ALL-AMERICAN CROSS COUNTRY TEAM MEMBERS**

The DACC Academic All-American Cross Country Team members were recognized. Coach Jim Acklin introduced Ms. Christina Oakley and Ms. Diamond Holmes. Ms. Marissa Uplinger and Coach Travis Winkler were unable to attend the meeting. Ms. Oakley and Ms. Holmes introduced themselves and shared their majors and future plans.

The Board and Dr. Nacco congratulated Ms. Oakley and Ms. Holmes on their academic and athletic success.

**ITEM 8: INTRODUCTION OF BUSINESS ADMINISTRATIVE TECHNOLOGY STUDENTS**

Business Administrative Technology Instructor Ms. Ashley Hargrove introduced Ms. Kelsee Landers, Ms. Audrey Baker, and Ms. Lauren Proehl as students in the Business Administrative Technology program. The students are currently studying formal meetings, preparation of documents, and the keeping of good records of meetings. The students then shared information about themselves to the Board.

The Board and Dr. Nacco thanked the students for attending the meeting.

**ITEM 9: NJCAA REPORT**

Mr. Brian Hensgen gave an update regarding NJCAA. He reported that he, Mike Hulvey, and Jeanne Cooke went to Richmond Virginia to the NJCAA Annual Conference and were successful in receiving approval for DACC to host the NJCAA tournaments in 2021, 2022, and 2023.

Mr. Hensgen noted the tournament would not be possible without the 300+ community volunteers. He shared additional information regarding the tournament such as there were 46 tournament sponsors, 63 restaurant sponsors for the Hospitality Room, 488 attendees at

the Banquet; and the overall attendance was approximately 13,750 which included 1,006 students.

A video prepared by Ms. Laura Hensgen was viewed by the group. The video was also shown at the NJCAA conference.

The Board and Dr. Nacco thanked Mr. and Mrs. Hensgen for their efforts in making the 2019 tournament a success.

**ITEM 10: FINANCIAL UPDATE**

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending March 31, 2019 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**

There was no public comment.

**ITEM 13: CONSENT AGENDA**

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 28, 2019**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 4 yeas, 0 nays.

**ITEM 14: UNFINISHED BUSINESS**

**ITEM 15: SEATING OF STUDENT TRUSTEE**

- A. ACCEPTANCE OF STUDENT TRUSTEE ELECTION REPORT**
- B. ADMINISTRATION OF OATH OF OFFICE**

Ms. Holley Hambleton was elected as Student Trustee effective April 15, 2019. Ms. Hambleton is a graduate of Armstrong High School and is majoring in nursing. She also plays softball.

Upon motion by Mr. Wolfe, and a second by Mr. Spezia, the Board accepted the Student Trustee Election Report. The motion passed by roll call vote: 4 yeas, 0 nays.

Mr. Harby administered the Oath of Office to Ms. Hambleton. The Board congratulated Ms. Hambleton and welcomed her as the new Student Trustee.

**ITEM 16: BOARD CONSIDERATION OF DOCUMENTS OF APRIL 2, 2019  
CONSOLIDATED ELECTION FOR COMMUNITY COLLEGE DISTRICT NO. 507  
TRUSTEES**

**A. ADOPTION OF RESOLUTION DECLARING RESULTS OF  
ELECTION**

**B. APPROVAL OF ABSTRACT OF VOTES**

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board adopted the resolution declaring the results of the election naming Charlotte “Tracy” Cherry, Greg Wolfe, and Ronald E. Serfoss as winners of the election. The motion passed by roll call vote: 5 yeas, 0 nays.

Upon motion by Mr. Spezia, and a second by Mr. Hill, the Board approved the Abstract of Votes submitted by Cathy Jenkins, Vermilion County Clerk, showing vote totals of 5,756 for Charlotte “Tracy” Cherry, 5,961 for Greg Wolfe, and 7,377 for Ronald E. Serfoss. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 17: OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED  
MEMBERS**

Mr. Harby administered the Oath of Office to Mr. Wolfe.

**ITEM 18: ADJOURNMENT OF BOARD SINE DIE**

Mr. Harby adjourned the Board sine die.

**ITEM 19: ROLL CALL – REORGANIZED BOARD**

Roll was called. Trustees present: Dave Harby, Terry Hill, John Spezia, Greg Wolfe, and Student Trustee Holley Hambleton. Trustees absent: Bill Black, Tracy Cherry, and Dr. Ron Serfoss.

**ITEM 20: APPOINTMENT OF TEMPORARY CHAIRPERSON**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, Mr. Dave Harby was appointed as temporary chairperson. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 21: APPOINTMENT OF TEMPORARY SECRETARY**

Upon motion by Mr. Spezia, and a second by Mr. Wolfe, Ms. Kerri Thurman was appointed as temporary secretary. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 22: ELECTION OF OFFICERS AND APPOINTMENTS**

**A. ELECTION OF CHAIR**

A motion was made by Mr. Wolfe to nominate Mr. Harby as Chair. The motion was seconded by Mr. Spezia and passed by roll call vote: 5 yeas, 0 nays.

**B. ELECTION OF VICE CHAIR**

A motion was made by Mr. Spezia to nominate Mr. Wolfe as Vice Chair; however, Mr. Wolfe removed his name as a nominee.

A motion was made by Mr. Wolfe to nominate Dr. Serfoss as Vice Chair. The motion was seconded by Mr. Hill and passed by roll call vote: 5 yeas, 0 nays.

**C. ELECTION OF SECRETARY**

A motion was made by Mr. Wolfe to nominate Kerri Thurman as Board Secretary. The motion was seconded by Mr. Hill and passed by roll call vote: 5 yeas, 0 nays.

**D. APPOINTMENT OF ICCTA REPRESENTATIVE**

A motion was made by Mr. Spezia to appoint Mr. Wolfe as the ICCTA Representative. The motion was seconded by Mr. Hill and passed by roll call vote: 5 yeas, 0 nays.

**E. APPOINTMENT OF ICCTA ALTERNATE REPRESENTATIVE**

A motion was made by Mr. Spezia to appoint Mr. Hill as the ICCTA Alternate Representative. The motion was seconded by Mr. Wolfe and passed by roll call vote: 5 yeas, 0 nays.

**F. APPOINTMENT OF BOARD ATTORNEYS**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board appointed the law firm of Davis and Delanois to serve as legal counsel for the DACC Board of Trustees and the College. The motion passed by roll call vote: 5 yeas, 0 nays.

**G. APPOINTMENT OF COLLEGE TREASURER**

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board appointed Tammy Betancourt as the College Treasurer until the next reorganizational meeting of the Board. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 23: BOARD CONSIDERATION OF SETTING DATE, TIME, AND PLACE OF MEETINGS**

Upon motion by Mr. Wolfe, and a second by Mr. Spezia, the Board approved the setting of the date, time and place of meetings until the next reorganizational meeting. The motion passed by roll call vote: 5 yeas, 0 nays.

Regular meetings will take place on the fourth Thursday of each month in Vermilion Hall Room 302 with the following exceptions: July 18, 2019; November 21, 2019; December 19, 2019; July 16, 2020; August 20, 2020; November 19, 2020; and December 17, 2020 will be held on the third Thursday of the month. The November 21, 2019 and November 19, 2020 meetings will be held at the Hoopston Higher Learning Center, 847 East Orange Street, Hoopston, Illinois.

**ITEM 24: BOARD CONSIDERATION OF ADOPTING ALL EXISTING POLICIES**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board adopted all existing policies. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 25: NEW BUSINESS**

**A. BOARD CONSIDERATION OF NEW BOARD POLICY - #4062 –  
LEAVE SHARE POLICY**

For some time, employees have expressed an interest in having the ability to “share” their time when fellow employees are in need of extra days due to extenuating circumstances. A Committee was formed to review the possibility and to propose a policy. The proposed policy was vetted throughout the College community, including the Governance Forum.

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved the new Board Policy #4062 – Leave Share Policy. The motion passed by roll call vote: 5 yeas, 0 nays.

**B. BOARD CONSIDERATION OF SABBATICAL LEAVE  
PROPOSAL/AGREEMENT**

Dr. Eric Simonson, Music Professor, has requested a sabbatical leave for August 1, 2019 through July 31, 2020. During the term of the requested sabbatical leave, Dr. Simonson will be compensated at 50% of his regular salary for the requested leave. He has agreed to continue to work with the College Pep Band and Choral group during his sabbatical. Dr. Simonson has signed the Sabbatical Leave Agreement and consent to return to DACC after completing the leave.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the sabbatical leave proposal and agreement for Dr. Eric Simonson, Music Professor. The motion passed by roll call vote: 5 yeas, 0 nays.

**C. BOARD CONSIDERATION OF MOBILE APP**

Unified’s mobile app will help DACC faculty and staff communicate with students where they are most comfortable and accessible – on their phones. Unified’s product is built exclusively for higher education to promote immersive student experiences, increase operational efficiency, and provide data-rich insights for staff to boost retention and create a student-centered campus. Stand-out features include single sign-on integration with Colleague/Self-Service (student schedule, financial aid, grades), Google e-mail, and Blackboard; constant engagement strategies as student-users keep abreast of their academic and extra-curricular life on campus in one convenient location; and the ability for students to access information (direct messages, Facebook, Twitter, YouTube) and communicate with faculty, staff, and other students in their favorite, mobile world.

The cost for the first year is \$18,664.91 which includes a discount of \$8,783.49. The cost for the second and third years is \$14,244.91 each year which includes a discount of \$6,703.49 each year.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the DACC Mobile App. The motion passed by roll call vote: 5 yeas, 0 nays.

**D. BOARD CONSIDERATION OF RETIREMENTS**

**1. VIV DUDLEY, PROFESSOR, MARKETING**

Marketing Professor Viv Dudley has submitted her letter of intent to retire effective July 31, 2019 after 32 years of service.

The Board and Dr. Nacco expressed appreciation to Professor Dudley and wished her well in her upcoming retirement.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the retirement of Marketing Professor Viv Dudley effective July 31, 2019. The motion passed by roll call vote: 5 yeas, 0 nays.

**2. SHARON WAGGAMAN, INSTRUCTOR,  
MANUFACTURING/TECHNOLOGY**

Manufacturing/Technology Instructor Sharon Waggaman has submitted her letter of intent to retire effective May 31, 2019 after 25 years of service.

The Board and Dr. Nacco also expressed appreciation to Instructor Waggaman and wished her well in her upcoming retirement.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the retirement of Manufacturing/Technology Instructor Sharon Waggaman effective May 31, 2019. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 26: INFORMATION**

**A. COMMUNICATIONS**

- Thank you letter from Mr. and Mrs. Jim Gieseke regarding their recent tour of the campus.
- Thank you letters from two 2019-2020 Presidential Scholars.

**ITEM 27: ADJOURNMENT**

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:49 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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