

MINUTES OF THE REGULAR MEETING of May 23, 2019

On May 23, 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. Santasia Elliott, 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, Tracy Cherry, Dave Harby, Dr. Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Holley Hambleton. Trustee absent: Terry Hill.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Betancourt, Jill Cranmore, Mike Cunningham, Lara Conklin, Jerry Davis, Mark Barnes, Laura Williams, Kathy Leary, Susie Landers, Charlene Mournout, Sara McKenna, and Santasia Elliott.

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 Dr. Serfoss, and a second by Ms. Cherry, 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; Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources; Mike Cunningham, Vice President, Administrative Services; and Lara Conklin, Executive Director, College Relations. Also present: Jerry Davis, Davis & Delanois; Mark Barnes, Director, Computer Networking and End User Services; Laura Williams, Director, Adult Education and Literacy; Kathy Leary, Coordinator, Middle College; Susie Landers, Assessment Retention Counselor, Adult Education; Charlene Mornout, ONI; Sara McKenna, Wipfli; and Santasia Elliott, Presidential Scholar.

Media present: None.

ITEM 6: REPORT ON ADULT EDUCATION AND MIDDLE COLLEGE

Ms. Laura Williams gave a report on Adult Education and Middle College. She reported the Adult Education Department includes GED, English as a Second Language (ESL),

CNA, Readers Route Literacy Program, and Middle College. Collectively, 607 students were served in the Adult Education Department.

Ms. Williams reported that 43 students earned the GED or HiSet and 18 of those students participated in the graduation ceremony.

For CNA, 50 traditional students successfully completed the class, 43 of those students successfully passed the Illinois CNA exam (86% pass rate). This year there were 68 College Express students, 45 of those students successfully completed the class and are currently at clinicals.

Reader's Route is funded by the Illinois Secretary of State Literacy grant. In the program, 105 community learners who read or compute math below a 9th grade level have been served and there are currently 20 community tutors. 70+ learners have post-tested averaging a level gain of 2.916.

The Peer-to-Peer Tutoring program has been restarted at the Danville Correctional Center with 22 peer tutors and 24 peer learners. Learners have post-tested averaging a level gain of 1.51. Additionally, two students who were not eligible because of low TABE scores are now eligible to take HSE classes at the DCC.

Since the start of the Middle College program, over 300 Vermilion County high school students have been served. The summer Credit Recovery program has also served hundreds of additional students.

Ms. Williams recognized the Adult Education staff for being a great team in providing services to the community.

The Board and Dr. Nacco thanked Ms. Williams for her report.

ITEM 7: REPORT ON ICCTA LOBBY DAY, MAY 1, 2019

Mr. Wolfe attended the ICCTA Lobby Day on May 1, 2019. He gave a report on the sessions he attended. He also met with several legislators while in Springfield.

ITEM 8: FINANCIAL UPDATE

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending April 30, 2019 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 25, 2019**

B. FINANCIAL REPORT

C. HUMAN RESOURCES REPORT

Upon motion by Dr. Serfoss, and a second by Ms. Cherry, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

**A. BOARD CONSIDERATION OF PROPERTY/LIABILITY
INSURANCE FOR FY-2020**

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; Cincinnati Insurance, Cincinnati, OH; and Liberty Mutual Insurance, Indianapolis, IN. Wright Specialty did respond and previously replied they could not compete with ICRMT. Cincinnati could not provide \$10,000,000 limits for flood and earthquake coverage, and Liberty Mutual could not provide truck driving school or wind turbine training coverage.

The insurance proposal (external exhibit) prepared by Corey Potter of ONI Risk Partners reflects an overall increase of \$20,131.00 in premiums from Illinois Counties Risk Management Trust (ICRMT). This is a result, in part, of last year's appraisal of all buildings and business personal property values' increase of \$16,303,368. The estimated cost for an appraisal of this size would be \$10,000. Our last appraisal was in 2010 and ICRMT provided this new appraisal at no cost to DACC. The premium increase was also affected by the addition of \$250,000 of Public Crisis Event coverage and the addition of \$500,000 in Deadly Weapon coverage. The proposed premium for FY-2020 will be \$148,712.00. Please note this year's premium is less than our 2016 premium of \$150,811.00 for property and liability insurance.

Upon motion by Mr. Wolfe, and a second by Mr. Black, the Board approved the premium to ONI Insurance in the amount of \$148,712.00 for property and liability insurance for FY-2020. The motion passed by roll call vote: 7 yeas, 0 nays.

B. BOARD CONSIDERATION OF AUDIT SERVICES

A request for proposal (RFP) for auditing services was mailed to seven (7) firms, CliftonLarsonAllen LLP (CLA); Wipfli LLP; Sikich, LLP; Martin Hood, RSM US LLP; Plante Moran, PLLC; and Knutte & Associates, P.C. These firms requested to be placed on our RFP distribution list. In addition, an ad was placed in the *Commercial News* and the *News Gazette* indicating the College was seeking audit services proposals. We received four (4) proposals from CLA, Wipfli LLP, Sikich and Martin Hood. RSM and Plante Moran declined to propose and the RFP that was sent to Knutte & Associates was returned with no forwarding address and an alternative address was not found.

Based on reviews of the proposals, our recommendation is to contract with the firm of Wipfli LLP for auditing services. The fee each year is lower than CLA and over the five year period amounts to a savings of \$17,460. Additionally, in the first year, the proposed fee from Wipfli is \$1,000 less than the fee for the prior year, so is a decrease from last year's fee.

Wipfli has provided auditing services to seven (7) other IL community colleges in the past five years. Three (3) of those seven (7) prepare a full CAFR and have received the GFOA award. References were received from six (6) of those colleges and Wipfli is highly recommended.

Of course, analyzing an auditing firm's proposal requires more consideration than the basic auditing fee. However, Wipfli will provide all required services, more experienced personnel on the audit engagement and lower fees.

Upon motion by Mr. Wolfe, and a second by Mr. Black, the Board approved the firm of Wipfli LLP to provide audit services for the next five fiscal years beginning with the fiscal year ending June 30, 2019. The motion passed by roll call vote: 7 yeas, 0 nays.

C. BOARD CONSIDERATION OF RENEWAL OF CONTRACT WITH FOLLETT HIGHER EDUCATION GROUP, INC. FOR BOOKSTORE OPERATIONS

Effective July 1, 2014, DACC partnered with Follett Higher Education Group, Inc. (Follett) to provide Bookstore Management and Operations for a period of five years. The landscape of the higher education textbook industry remains uncertain, especially considering the emphasis nationally on lowering the cost of course materials to students to ensure successful outcomes. The options today have multiplied greatly from five years ago. The faculty, along with Follett, have done a commendable job of applying innovative and creative ideas to assist in achieving this goal. From custom publishing, to utilization of Open Educational Resources (OER), to selecting rentable materials, to the adoption of Follett's includEd program which allows students to have needed materials on the first day of class by transitioning the cost to a student fee rather than a direct payment to the bookstore, and to the ability of students to incorporate book costs to a payment plan, DACC faculty, staff and Follett staff have worked tirelessly to ensure course materials are affordable to all of our students.

Follett has been a valuable partner for the College and for our students over the last five years. They are the expert in the higher education textbook industry and this partnership allows DACC faculty and staff to focus on our students and outcomes rather than navigating the uncharted waters the industry is diving into.

As a reminder, when contracting with Follett in 2014, they committed to providing up to \$200,000 in renovations to our existing Bookstore facilities, \$28,000 towards the installations of point-of-sale and store management systems and \$5,000 annually in textbook scholarships. In the original contract it was agreed that these leasehold

improvements would be amortized over a period of eight (8) years and upon termination, expiration or non-renewal of that agreement, the College would be obligated to re-pay to Follett the unamortized book value on all store remodeling. Including the installations of the point-of-sale and store management systems, the unamortized book value as of June 30, 2019 that the College would be obligated to re-pay to Follett upon non-renewal of the contract would be \$85,500.

In light of the successful partnership we've experienced over the last five years, along with this potential financial obligation, Follett was requested to provide a proposal for a three (3) year renewal. The renewal provided for commissions of 8.10% of all commissionable sales up to \$1,000,000 and 9.6% on any part of commissionable sales over \$1,000,000, a first year guarantee amount of \$50,000 and \$3,000 annually in textbook scholarships.

While our current contract commission percentages are 13.75% and 14.25%, respectively, Follett has indicated that over the last several years the store has incurred a net loss and thus needs to reduce commission percentages in order to "balance the equation". Sales have been declining each year due to lower enrollment, added programs and a shift in course materials strategy (e.g. all inclusive, OER content, etc.), however they are focusing on "driving sales and service through various initiatives like Follett Discover View and Shop, Financial Aid integration, .edu search terms, shop by student ID, etc."

Upon motion by Mr. Black, and a second by Ms. Cherry, the Board approved the renewal of the contract with Follett Higher Education Group to provide bookstore management and operations for a period of three years. The motion passed by roll call vote: 7 yeas, 0 nays.

D. BOARD DISCUSSION OF PRELIMINARY FY-2021 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 consideration 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 costs, funding information, and revenues as of May 2019. Next month's RAMP agenda item for approval will list the updated project costs which will include the 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.

E. 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. Wolfe, and a second by Dr. Serfoss, 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 24, 2019; and March 28, 2019 will remain closed to the public and the minutes of November 7, 2018 and December 13, 2018 will be made open to the public. The motion passed by roll call vote: 7 yeas, 0 nays.

F. BOARD CONSIDERATION OF BIDS FOR ELEVATOR MAINTENANCE

Bids were advertised for a five-year contract for elevator maintenance. There are seven elevators in four buildings on campus. Specifications require the contractor to provide complete maintenance and furnish all parts and labor, and comply with all requirements of current American Standard Safety Codes to maintain all six campus elevators and one dumb-waiter in a safe operating condition with minimum downtime. The contractor will also provide a 24 hour, 7 days per week answering service to dispatch service personnel. The College paid \$9,420.00 per year for the previous five-year period.

Upon motion by Ms. Cherry, and a second by Mr. Black, the Board approved the bid from Kone, Inc. in the amount of \$11,388.00 per year for a five-year elevator maintenance contract. The motion passed by roll call vote: 7 yeas, 0 nays.

G. BOARD CONSIDERATION OF BIDS FOR TRASH REMOVAL

Bids were advertised for a five-year contract for trash removal service. Specifications require the contractor to provide all labor and equipment necessary to remove trash per a specified weekly schedule at eight locations on campus. Contractor must maintain all dumpsters and surrounding area in an acceptable, sanitized condition. The College paid \$17,250.00 per year for the previous five-year period.

Upon motion by Mr. Black, and a second by Mr. Spezia, the Board approved the low bid from Allied Waste in the amount of \$18,398.32 per year for a five-year trash removal contract. The motion passed by roll call vote: 7 yeas, 0 nays.

H. BOARD CONSIDERATION OF BIDS FOR TERMITE AND PEST CONTROL

Bids were advertised for a five-year contract for pest control services. Specifications require the contractor to use Integrated Pest Management (IPM) Principles, affording the least possible hazard to people, property, and the environment. Bid specs are for inspection and treatment of eleven campus buildings. Contractor must guarantee control of pests (including termites), and will be liable for any damage and/or repairs necessary as a result. The College paid \$7,281.00 per year for the previous five-year period.

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the bid from Terminix Company in the amount of \$7,925.00 per year for a five-year pest control contract. The motion passed by roll call vote: 7 yeas, 0 nays.

I. BOARD CONSIDERATION OF BIDS FOR FIRE ALARMS, INTRUSION ALARMS, AND SECURITY CAMERA MAINTENANCE

Bids were advertised for five-year contracts for fire alarm maintenance, security camera maintenance, and intrusion alarm maintenance. Fire alarm panels are in every building with 846 components, 8 intrusion alarms in 5 buildings, and 178 security cameras on campus. The fire alarm and intrusion alarm systems are to be monitored by a UL certified monitoring station. The bid also specified providing 24-hour, 7 days a week emergency service. Contractors were asked to bid on the maintenance for all three systems with the low total bid considered for recommendation. Costs for these systems are funded through the Tort Liability fund. The previous contract for fire alarm maintenance was \$14,250, intrusion alarms was \$8,184, and security camera maintenance was \$10,200 for a total cost of \$32,634 per year.

Upon motion by Mr. Black, and a second by Dr. Serfoss, the Board approved the low bid from F.E. Moran, Inc. in the amount of \$32,634.00 per year for a five-year contract for fire alarm, intrusion alarm, and security camera maintenance. The motion passed by roll call vote: 7 yeas, 0 nays.

J. BOARD CONSIDERATION TO LEASE TWO (2) MINIBUSES

Bids were advertised for leasing two (2) 2019 minibuses. One of the minibuses will be a 15-passenger bus and one will be a wheelchair-accessible 12-passenger plus 2 wheelchair positions. These minibuses are on the FY19 Capital Equipment list. The bid specs specified the lease would be awarded to the low responsible bidder of the total price per month for both minibuses. The most recent lease agreement was \$806.00 per month for a 15-passenger minibus and \$886.00 per month for a wheelchair-accessible minibus. It was determined that a three-year replacement cycle for leased minibuses promotes a safe method of transportation with a lower risk of mechanical failure.

Upon motion by Mr. Wolfe, and a second by Mr. Black, the Board approved the low bid from Midwest Transit Equipment in the amount of \$1,281.00 per month to lease the 15-passenger minibus and \$1,296.00 per month for the wheelchair-accessible minibus for a total of \$2,577.00 per month for both vehicles. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 14: INFORMATION

A. COMMUNICATIONS

- A letter from the ACEN granting continued accreditation to the Nursing Program.

- A Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association to the Business Office.

ITEM 15: CLOSED SESSION FOR DELIBERATIONS CONCERNING COLLECTIVE NEGOTIATING MATTERS; DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES; AND APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MARCH 28, 2019

Upon motion by Dr. Serfoss, and a second by Mr. Spezia, the following Resolution was adopted by roll call vote: 7 yeas, 0 nays.

BE IT RESOLVED, in accordance with the provisions of Chapter 120/2(c 2,21) 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; and approval of the written Closed Session minutes of March 28, 2019.

The Board went into Closed Session at 7:00 p.m.

OPEN SESSION

The Board returned to Open Session at 8:00 p.m.

ITEM 16: ADJOURNMENT

There being no further business to discuss, upon motion by Mr. Black, and a second by Mr. Wolfe, Mr. Harby adjourned the meeting at 8:01 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____