

MINUTES OF THE REGULAR MEETING of June 27, 2019

On June 27, 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

The Board and those in attendance recited the Pledge of Allegiance to the Flag.

ITEM 3: ROLL CALL

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

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Betancourt, Jill Cranmore, Lara Conklin, Brian Hensgen, Jerry Davis, Mark Barnes, Tim Bunton, DaJuan Gouard, Debbie Toler, Terry French, and Erika Harris.

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. Wolfe, 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: Dave Kietzmann, Executive Vice President, Instruction and Student Services; Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources; Lara Conklin, Executive Director, College Relations; and Brian Hensgen, Executive Director, Workforce Development. Also present: Jerry Davis, Davis & Delanois; Mark Barnes, Director, Computer Networking and End User Services; Tim Bunton, Director, Athletics/Baseball Coach; DaJuan Gouard, Assistant Athletic Director/Coordinator, Athletic Eligibility/Men's Basketball Coach; Debbie Toler, Women's Golf Coach; Terry French, Men's Golf Coach; and Erika Harris, Women's Basketball Coach/Student Success Advocate.

Media present: None.

ITEM 6: REPORT ON ATHLETICS

Mr. Tim Bunton gave a report on athletics. Mr. Bunton shared that four athletes were First-Team Academic All-Americans (4.0 GPA) with one of those athletes being Student Trustee

Holley Hambleton. He noted of 28 second-year athletes, 25 athletes graduated for a graduation rate of 89%. He credited the coaches for the academic success of the athletes.

Several athletes received athletic awards including All-American, All-Region, and All-Conference. The athletic teams participate in fundraising efforts throughout the year and are active in community service events. Mr. Bunton shared the athletic rosters and a list of what the athletes plan to do after graduation. A financial report was also included in the Trustees' folders.

Mr. Bunton recognized Mr. Brian Hensgen for his work with the tournament and the DACC golf outing.

Dr. Nacco commended the Board for their commitment to athletics.

The Board and Dr. Nacco thanked Mr. Bunton for his report and expressed appreciation to the coaches.

ITEM 7: REPORT ON ICCTA ANNUAL CONVENTION, JUNE 7-8, 2019

Mr. Wolfe, Ms. Cherry, Dr. Nacco, Ms. Carla Boyd, Ms. Cydney Boyd, and Dr. Jaya Nelson attended events during the ICCTA Annual Convention. Mr. Wolfe shared a report of the sessions he attended.

ITEM 8: FINANCIAL UPDATE

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending May 31, 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: 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 MAY 23, 2019

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 2,21) 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 May 23, 2019.

The Board went into Closed Session at 6:33 p.m.

OPEN SESSION

The Board returned to Open Session at 6:44 p.m.

ITEM 11: PUBLIC COMMENT

There was no public comment.

ITEM 12: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 23, 2019; AND MINUTES OF THE BOARD WORKSHOP OF JUNE 4, 2019**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**

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

ITEM 13: UNFINISHED BUSINESS

ITEM 14: NEW BUSINESS

- A. BOARD CONSIDERATION OF RECOMMENDATION TO RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES AND THE DANVILLE AREA COMMUNITY COLLEGE EDUCATION ASSOCIATION, IEA-NEA FOR JULY 1, 2019 THROUGH JUNE 30, 2021**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board ratified the Collective Bargaining Agreement between the Board of Trustees and the Danville Area Community College Education Association, IEA-NEA for July 1, 2019 through June 30, 2021. The motion passed by roll call vote: 6 yeas, 0 nays.

- B. BOARD CONSIDERATION OF 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, 2019. The 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. The estimated cost of projects includes 6% LEED costs and the CDB approved 3.2% inflation factor.

Because the Clock Tower Center and Ornamental Horticulture projects were appropriated in the Capital Bill, we no longer need these projects listed on the RAMP. The project list now consists of a campus storage facility.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the FY2021 RAMP as submitted. The motion passed by roll call vote: 6 yeas, 0 nays.

C. BOARD CONSIDERATION OF FY20 CAPITAL EQUIPMENT LIST

The list of recommended capital equipment items were submitted by budget supervisors and reviewed, adjusted, and approved by the Capital Equipment Committee. The amounts are estimated by the person making the requests and may vary with a similar item. Bid items over \$25,000 will be presented to the Board for approval.

Approval of the list is being requested at this time so the items may be bid or quoted, approved by the Board if bid, ordered, and delivered as soon as possible after July 1 so items can be installed in time for the start of the fall semester.

The funding support of \$1,400,526 in equipment is possible as a result of \$646,870 in Tech/Equip bond proceeds, \$383,000 in 1994 referendum funds, \$178,165 in grant and special revenue funds, \$5,000 from possible donations, and \$187,491 from operating funds.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the FY20 Capital Equipment list. The motion passed by roll call vote: 6 yeas, 0 nays.

D. 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 \$205.32 was expended for travel expenditures for trustees over the last month for expenses for the ICCTA Annual Banquet and Seminar in Itasca, Illinois on June 7-8, 2019 for Mr. Greg Wolfe.

Upon motion by Mr. Hill, and a second by Dr. Serfoss, the Board approved the travel expenses as listed. The motion passed by roll call vote: 6 yeas, 0 nays.

E. BOARD CONSIDERATION OF 2019-2021 ACADEMIC CALENDARS

The proposed academic calendar continues the philosophy of adopting as much commonality as possible with the academic calendar approved by the Vermilion County secondary schools. As we continue to serve Vermilion County high school occupational students on our campus, the common calendar takes on even more significance.

The proposed calendar meets the ICCB requirement of 150 instruction days excluding examination and in-service days. It also conforms to the number of days of service and in-service days as outlined in the faculty contract and allows for study days or instructional make-up days as requested by ICCB.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the 2019-2021 Academic Calendars. The motion passed by roll call vote: 6 yeas, 0 nays.

F. BOARD CONSIDERATION OF 2019-2020 STRATEGIC PLANNING MATRIX

As a single-sheet, one-sided document, the 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. The Matrix lists these key initiatives in a *USA Today*-style headline format. Its readability helps make it accessible to the rank-and-file, as opposed to a multi-page, multi-volume "shelf document."

From these strategies and tactics, individual departments are able to derive more detailed annual goals. The Matrix would normally require a concomitant document that provides more detailed descriptions of these initiatives.

Most important, as the Matrix corresponds to the College's institutional priorities for an academic year, this document plays a crucial role in laying the groundwork for the budgeting process conducted during the spring for the coming fiscal year.

The 2019-2020 Strategic Planning Matrix has undergone a six-month development process that has included input from all key College stakeholders, beginning with the Board of Trustees, and including faculty and staff, students, and community members.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the 2019-2020 Strategic Planning Matrix. The motion passed by roll call vote: 6 yeas, 0 nays.

G. BOARD CONSIDERATION OF BIDS FOR CHILD DEVELOPMENT CENTER ROOF

The Board approved a PHS project in September 2018 to replace the roof on the Child Development Center. Funding for the project will be from Protection, Health, and Safety (PHS) funds levied over the past year.

Upon motion by Mr. Hill, and a second by Dr. Serfoss, the Board approved the low bid from Filotto Roofing for \$46,620.00 to replace the roof on the Child Development Center. The motion passed by roll call vote: 6 yeas, 0 nays.

H. BOARD CONSIDERATION OF ADDENDUM TO AGREEMENT WITH THE LAKEVIEW COLLEGE OF NURSING

In April 2002, the Lakeview College of Nursing and Danville Area Community College entered into an agreement whereby DACC provides administrative services to Lakeview.

The agreement was amended in 2004, 2005, 2007, 2010, 2012, 2015, and 2018 to reflect either increasing or decreasing services. The proposed amendment extends the agreement

to June 30, 2020 and decreases the administrative fee received by DACC to \$9,000 effective July 1, 2019.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved the addendum to the agreement with the Lakeview College of Nursing. The motion passed by roll call vote: 5 yeas, 1 nay.

I. BOARD CONSIDERATION OF SUCCESS-SHARING INCENTIVE PILOT PROGRAM

We are recommending that the Board approve a success-sharing incentive pilot for Classified Staff and non-represented staff for FY2020.

Similar to the success-sharing incentive in the proposed two-year contract with the Faculty Association for 2019-2021, the incentive is based on an enrollment increase and would be funded by the additional tuition revenue that this would generate.

The program goal is to engage all employees in making an active effort to recruit, retain, and engage students as well as to help promote student success and completion. Even employees who are not regularly in contact with students are helping advance the student-service cause by supporting the work of classroom faculty as well as front-line staff. Enabling all DACC employees to participate in the program, and reap the benefits of an enrollment increase, would help reinforce the message that student service is the business of every employee.

In the Faculty Association contract, every full-time faculty member will receive a \$1,000 bonus if the annual enrollment figure that appears in the ICCB's year-end report indicates that DACC's credit enrollment has increased by 2 percent or more. Based on an approximate amount of \$100,000 in tuition revenue that a 2 percent increase accrues, the payout would be funded through this increase with a net gain for the College. That is, if the performance benchmark is achieved, the College would pay out a total of \$65,000 to the 65 full-time faculty members, which would net an additional \$35,000 for the College. Of course, DACC also benefits from increases in credit enrollment as part of the State's formula for apportionment funding.

For the Classified Staff, this proposal is for the 55 members to earn a \$500 bonus if DACC's credit enrollment increases by 2 percent during FY 2019-20. The cost of paying a \$500 bonus to the Classified Staff would be \$27,500. If credit enrollment were to increase at exactly 2 percent, the cost of the combined faculty and staff bonus would be \$2,500 over the \$100,000 amount earned by the College in tuition. Any total above that amount would be additional net revenue for the College as well as State apportionment revenue.

For the non-represented staff and administrators, who total 60, this proposal is to award a \$500 bonus for FY 2020 if DACC credit enrollment increases by 3 percent. The additional percentage would generate \$50,000 and the payout – if the benchmark is met – would be \$30,000, leaving a net of \$20,000 just on tuition.

Similar to the provisions in the Faculty Association contract, payments would be based on the ICCB's year-end report on credit hours, which is typically released in late July. The payout, if one is forthcoming, would take place within a month following the release of the ICCB report.

Unlike the Faculty Association contract, which offers this success-sharing program for two years, this proposal for the Classified Staff and non-represented staff is a pilot program for FY 2020 only. We would review an extension at the end of the year.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved a pilot success-sharing initiative for the Classified Staff and non-represented staff for FY 2020. The motion passed by roll call vote: 6 yeas, 0 nays.

J. BOARD DISCUSSION OF SUCCESSION AND REORGANIZATION PLAN

The purpose of the Succession and Reorganization Plan is to minimize the possible disruption when senior administrators retire.

The item was presented for discussion only.

ITEM 15: INFORMATION
A. COMMUNICATIONS

ITEM 16: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:34 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____