

MINUTES OF THE REGULAR MEETING of November 21, 2019

On November 21, 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, Regular Session on Thursday, November 21, 2019 at the DACC Higher Learning Center, Room 101, in Hoopeston, 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. Anna Butzow, 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: Dave Harby, Terry Hill, Dr. Ron Serfoss, Greg Wolfe, and Student Trustee Holley Hambleton. Trustees absent: Bill Black, Tracy Cherry and John Spezia (arrived at 5:35).

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Betancourt, Jill Cranmore, Lara Conklin, Stacy Ehmen, Jerry Davis, Mark Barnes, Karla Coon, Kendra Morts, Bill Nicholls, Sara McKenna, Anna Butzow, and Victoria Santillana.

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 Mr. Hill, the agenda was approved as presented. The motion passed by unanimous voice vote: 5 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following members of the College Cabinet: Dave Kietzmann, Executive Vice President, Instruction and Student Services; Jill Cranmore, Vice President, Human Resources; Tammy Betancourt, Vice President, Finance and Chief Financial Officer; Lara Conklin, Executive Director, College Relations; and Stacy Ehmen, Vice President, Student Services. Also present: Jerry Davis, Davis & Delanois; Mark Barnes, Director, Information Technology; Karla Coon, Director, Hoopeston Higher Learning Center; Kendra Morts, Office Assistant, Hoopeston Higher Learning Center; Bill Nicholls, Hoopeston Economic Development; Sara McKenna, Wipfli, LLC; Victoria Santillana and Anna Butzow, Students.

Media present: None.

ITEM 6: DACC FOUNDATION REPORT

Ms. Karla Coon, Director of the Hoopeston Higher Learning Center, gave an update to the Board. Ms. Coon shared enrollment statistics since the Center opened in 2013. She also

gave an overview of the impact the facility has to the area. She noted challenges include turnover in instructors and lower enrollment in the high school. New initiatives include options for second year classes in health occupations.

Ms. Coon thanked the Hoopeston Community Foundation for providing new CPR training equipment which will allow the Center to offer CPR classes in the Spring.

Ms. Coon announced that the College for Kids program in Hoopeston is being revised to include an all-week option which will address issues with day care and transportation, and provide more flexibility.

Ms. Victoria Santillana is a second year student at DACC and takes classes at the Hoopeston HLC. She expressed appreciation for the options available at the Center.

Dr. Nacco and the Trustees thanked Ms. Coon and Ms. Morts for their dedication and service to the Hoopeston community.

ITEM 7: REPORT ON ICCTA SEMINAR AND BOARD OF REPRESENTATIVES MEETING, NOVEMBER 8-9, 2019

Mr. Wolfe, Mr. Hill, Dr. Serfoss, and Mr. Harby attended the ICCTA Seminar and Board of Representatives meetings on November 8-9, 2019. They shared highlights from the meetings they attended.

ITEM 8: FINANCIAL UPDATE

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending October 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: PUBLIC COMMENT

ITEM 11: CONSENT AGENDA

**A. BOARD CONSIDERATION OF THE MINUTES OF THE BOARD
AUDIT COMMITTEE MEETING OF OCTOBER 23, 2019; AND
MINUTES OF THE REGULAR BOARD MEETING OF
OCTOBER 24, 2019**

B. FINANCIAL REPORT

C. HUMAN RESOURCES REPORT

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: 6 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

**A. BOARD CONSIDERATION OF ACCEPTANCE OF FY2019
COLLEGE COMPREHENSIVE ANNUAL FINANCIAL AUDIT
REPORT**

The Board of Trustees Audit Committee (Mr. Harby, Dr. Serfoss and Mr. Black) met on October 23, 2019 with the Auditors, Sara McKenna and Matt Schueler, of Wipfli, LLP. The purpose of the meeting was to review and discuss the audited Comprehensive Annual Financial Report for the fiscal year ended June 30, 2019. Also in attendance from the DACC Staff were Dr. Nacco, Debbie Knight, Tammy Betancourt, Dave Kietzmann, and Kerri Thurman.

Dr. Serfoss spoke on behalf of the Audit Committee. He reported the College received a clean audit. The Auditors offered suggestions/comments for Information Technology that will improve the College's practice and procedures. Dr. Nacco and the Trustees congratulated Tammy Betancourt, Debbie Knight and the Business Offices on another clean audit.

Upon motion by Mr. Hill, and a second by Ms. Hambleton, the Board accepted the Fiscal Year 2019 Comprehensive Annual Financial Audit Report. The motion passed by roll call vote: 6 yeas, 0 nays.

**B. 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 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 from 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 purpose. 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.

The Post-Issuance Tax Compliance Report which sets forth a summary demonstrating the District's compliance with applicable covenants and expectations is included in the Board packet.

Also included in the Board packet are the expenditures for the fiscal year 2019 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. Wolfe, and a second by Dr. Serfoss, 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 State of Illinois. The motion passed by roll call vote: 6 yeas, 0 nays.

C. 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 24, 2019; March 28, 2019; May 23, 2019; June 27, 2019; September 26, 2019; October 11, 2019; and November 13, 2019.

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; January 24, 2019 and November 13, 2019. The following minutes are being recommended to be made open to the public: March 28, 2019; May 23, 2019; June 27, 2019; September 26, 2019; and October 11, 2019.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, 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: 6 yeas, 0 nays.

D. BOARD CONSIDERATION OF BIDS FOR WIFI NETWORK EQUIPMENT

Bids were advertised for WiFi network equipment. This equipment will be installed to replace old network equipment and upgrade our WiFi. This equipment was approved on the FY-20 Capital Equipment List and funding will be through Technology/Equipment Bonds.

Upon motion by Mr. Hill, and a second by Ms. Hambleton, the Board approved the low bid from Sayers in the amount of \$59,514.20 to purchase WiFi networking equipment. The motion passed by roll call vote: 6 yeas, 0 nays.

E. BOARD CONSIDERATION OF BIDS FOR A COORDINATE MEASURE MACHINE

Bids were advertised for a Coordinate Measure Machine. This machine is used to measure, inspect, and provide reports of machined workpieces to evaluate student performance. This

equipment was approved on the FY-20 Capital Equipment List and will be funded through the Perkins Grant.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved the low bid from Immersive Engineering in the amount of \$25,905.00 to purchase a Coordinate Measure Machine. The motion passed by roll call vote: 6 yeas, 0 nays.

ITEM 14: INFORMATION
A. COMMUNICATIONS

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:37 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____