

MINUTES OF THE REGULAR MEETING of June 25, 2020

On June 25, 2020, 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 Room TC 160, Julius W. Hegeler II Advanced Technology Center and via phone.

ITEM 1: CALL TO ORDER

Chairman Dave Harby called the meeting to order at 5:31 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

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

ITEM 3: ROLL CALL

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

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Lara Conklin, Doug Adams, and Andrew Mudd were physically present. Jill Cranmore, Mike Cunningham, Tammy Betancourt, Stacy Ehmen, and Corey Potter were present via phone.

Media present: Bill Pickett, WDAN-WDNL.

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: 8 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; Lara Conklin, Executive Director, College Relations; and Doug Adams, Director, Maintenance and Facilities. The following members of the College Cabinet were present via phone: Jill Cranmore, Vice President, Human Resources; Tammy Betancourt, Vice President, Finance and Chief Financial Officer; Mike Cunningham, Vice President, Administrative Services; and Stacy Ehmen, Vice President, Student Services. Also present: Andrew Mudd, Davis & Delanois (in person) and Corey Potter, ONI (via phone).

Media present: Bill Pickett, WDAN-WDNL.

ITEM 6: FINANCIAL UPDATE

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending May 31, 2020 was included in the Board agenda book.

ITEM 7: PRESIDENT’S REPORT

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

ITEM 8: PUBLIC COMMENT

ITEM 9: CONSENT AGENDA

**A. BOARD CONSIDERATION OF THE MINUTES OF THE
REGULAR BOARD MEETING OF MAY 28, 2020**

B. FINANCIAL REPORT

C. HUMAN RESOURCES REPORT

D. CLERY SECURITY REPORT

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

ITEM 10: UNFINISHED BUSINESS

ITEM 11: NEW BUSINESS

**A. BOARD CONSIDERATION OF RECOMMENDATION TO
RATIFY COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE BOARD OF TRUSTEES AND THE DANVILLE
AREA COMMUNITY COLLEGE CLASSIFIED STAFF
ASSOCIATION, IEA-NEA FOR JULY 1, 2020 THROUGH JUNE
30, 2024**

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 Classified Staff Association, IEA-NEA for July 1, 2020 through June 30, 2024. The motion passed by roll call vote: 7 yeas, 1 nays (Mr. Black).

**B. BOARD CONSIDERATION OF RECOMMENDATION FOR
2020-2021 SALARY ADJUSTMENT FOR SCHEDULED
ADMINISTRATORS AND PROFESSIONAL STAFF, GRANT-
FUNDED ADMINISTRATORS AND PROFESSIONAL STAFF,
GRANT-FUNDED SUPPORT STAFF, AND CONFIDENTIAL
SUPPORT STAFF**

For DACC employees who are not part of any bargaining unit, the College proposes a 3 percent increase to base for FY2021. This increase will help the College remain competitive in attracting and retaining quality employees.

The non-represented employee class is comprised of 99 employees – 86 administrative and 7 confidential. The president is not included in this group. The total cost for this increase is \$90,000. The FY2021 budget could accommodate this expenditure.

This increase is comparable to the increase that Faculty Association employees will receive in the next year. That is, in FY2021, faculty members will receive a 2 percent increase and

milestone increases that will bring the total package to a dollar-value amount commensurate to a 3 percent increase. This increase also matches the 3 percent increase in the tentative agreement with the Classified Association.

Non-represented employees are inextricably woven into every facet of College operations. Those in administrative roles have earned this increase by virtue of their value to DACC as experienced and successful leaders of academic and administrative departments (as deans, vice presidents, executive directors, and directors). This class also includes employees who would have received the same increases as members of bargaining units were they not exempt from unions due to the sensitive and confidential work they perform.

Upon motion Mr. Hill, and a second by Mr. Wolfe, the Board approved the recommendation for the 2020-2021 salary adjustment for the scheduled administrators and professional staff, grant-funded administrators and professional staff, grant-funded support staff, and confidential support staff. The motion passed by roll call vote: 8 yeas, 0 nays.

C. BOARD CONSIDERATION OF BIDS FOR THE RENOVATION OF DR. ALICE MARIE JACOBS HALL / CARNEGIE LIBRARY

Bids were advertised for the renovation of the Dr. Alice Marie Jacobs Hall/Carnegie Library. This 8,730 square foot former Carnegie Library will include a lobby, two meeting rooms, restrooms, and storage on the main floor. The lower level will contain two meeting rooms, restrooms, storage, and mechanical rooms. We requested bids from General Contractors, with electrical, mechanical, and plumbing crafts included in the General Contractor bid. The low bid from Commercial Builders is \$27,000 lower than the construction estimate. This will help cover any additional and/or unforeseen costs to complete this project. The overall project cost estimate, including A/E fees, contingency, and abatement management is \$2,073,000.

Upon motion by Mrs. Cherry, and a second by Mr. Hill, the Board approved the low bid from Commercial Builders in the amount of \$1,652,000.00 for the renovation to the Dr. Alice Marie Jacobs Hall/Carnegie Library. The motion passed by roll call vote: 8 yeas, 0 nays.

D. BOARD CONSIDERATION OF FY21 CAPITAL EQUIPMENT LIST

The list of recommended Capital Equipment items as submitted by budget supervisors and reviewed, adjusted, and approved by the Capital Equipment Committee is included in the Board packet. 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 \$1,402,593 in equipment is possible as a result of \$632,474 in Tech/Equip bond proceeds, \$383,000 in 1994 referendum funds, \$227,777 in grant and special revenue funds, and \$159,342 from operating funds.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the FY21 Capital Equipment List. The motion passed by roll call vote: 8 yeas, 0 nays.

E. BOARD CONSIDERATION OF PROPERTY/LIABILITY INSURANCE FOR FY-2021

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 not respond and previously replied they could not compete with ICRMT. Cincinnati declined as they cannot offer the abuse/molestation limits and their property rates would be much higher than ICRMT. 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 \$8,111.00 in premiums from Illinois Counties Risk Management Trust (ICRMT). This is a result, in part, of DACC property value's increase of \$2,215,857. The premium increase was also affected by three losses totaling \$52,652.39 (one property and two auto). The proposed premium for FY-2021 will be \$156,823.00. ONI did not increase their agency fee from last year (external exhibit).

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the Property/Liability Insurance through ONI Risk Partners for FY-2021. The motion passed by roll call vote: 8 yeas, 0 nays.

F. BOARD DISCUSSION OF THE ORGANIZATIONAL REVIEW OF GOALS

The annual year-end Organizational Review of Goals is a report on the College's performance during a fiscal year based on institutional strategies and departmental goals. Moreover, the ORG links each of the annual Strategic Matrix strategies to master-plan strategies and departmental goals.

While much of the information on the ORG is gleaned from the College's department assessments, the ORG uniquely integrates strategic planning into a continuous-improvement model with a cycle similar to the Matrix with a process of strategic development, implementation, assessment, and "closing the loop."

Foremost, the ORG serves as a College-wide tool for improving operations and institutional effectiveness.

The item was presented for discussion only.

G. BOARD CONSIDERATION OF 2020-2021 STRATEGIC PLANNING MATRIX

A copy of the proposed 2020-2021 Strategic Planning Matrix was provided in the Board packet.

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.

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 2020-2021 Strategic Planning Matrix has undergone a six-month development process that has included input from all key College stakeholders.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the 2020-2021 Strategic Planning Matrix. The motion passed by roll call vote: 8 yeas, 0 nays.

H. BOARD CONSIDERATION OF RETIREMENT

1. GLENDA HARGAN, LIBRARY ASSISTANT/TECHNICAL SERVICES, LIBRARY

Ms. Glenda Hargan submitted her letter of intent to retire effective May 31, 2020.

Upon motion by Ms. Cherry, and a second by Mr. Hill, the Board approved the retirement of Glenda Hargan, Library Assistant/Technical Services, Library, effective May 31, 2020. The motion passed by roll call vote: 8 yeas, 0 nays.

Dr. Nacco and the Board wished Ms. Hargan well in her retirement.

I. SPECIAL PRESENTATION TO MR. DAVID KIETZMANN, EXECUTIVE VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

The Board and Dr. Nacco presented Mr. Kietzmann with his 50-year service award. They expressed appreciation for his years of service and wished him well in his upcoming retirement.

ITEM 12: INFORMATION
A. COMMUNICATIONS

ITEM 13: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:35 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____