

MINUTES OF THE REGULAR MEETING of January 25, 2018

On January 28, 2018, 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, Danville, Illinois.

ITEM 1: CALL TO ORDER

Chairman Dave Harby called the meeting to order at 5:30 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

Mr. Luke Cooper, 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, Dave Harby, Terry Hill, Dr. Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Sadie Edwards. Trustee absent: Tonya Hill (arrived at 5:37 p.m.)

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Jill Cranmore, Tammy Clark-Betancourt, Mike Cunningham, Lara Conklin, Jerry Davis, Shanay Wright, Marla Jarmer, Sierra Crabb, Trena Blankenship, and Luke Cooper.

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. Spezia, 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 Administrative Council: Dave Kietzmann, Executive Vice President, Instruction and Student Services; Jill Cranmore, Vice President, Human Resources; Tammy Clark-Betancourt, Vice President, Finance, and Chief Financial Officer; Mike Cunningham, Vice President, Administrative Services; and Lara Conklin, Executive Director, College Relations. Also present: Jerry Davis, Davis & Delanois; Shanay Wright, Director, TRIO and Student Success Center; Marla Jarmer, Professor, Rhetoric; Sierra Crabb and Trena Blankenship, TRIO Students; and Luke Cooper, Presidential Scholar.

Media present: Bill Pickett, WDAN-WDNL.

ITEM 6: ANNUAL HUMAN RESOURCES REPORT

Ms. Jill Cranmore presented the annual Human Resources Report. Ms. Cranmore reported there are currently 180 full-time employees including faculty, support staff, and

administrators. The employee comparison data remains consistent from year to year with the average employee age of 48 with 11 years of service.

Ms. Cranmore reviewed the tuition waiver and tuition reimbursement dollars. She noted tuition waivers are credit classes taken on the DACC campus and includes dependents of full-time employees. Tuition reimbursement is the term given when an employee is obtaining education at another higher learning institution. She shared the percentage of education levels over the last few years. She noted DACC employees continue to generously support the United Way campaign.

Ms. Cranmore reported that effective January 1, 2018, the College changed to Health Alliance medical plans with an anticipated savings of \$600,000.

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

ITEM 7: TRIO REPORT

Ms. Shanay Wright presented the TRIO Report. She shared the history of TRIO at DACC which was first funded in 1997. A 20-year anniversary celebration was held this past semester. A minimum of 190 program participants must be served and one-third of the program participants must be disabled and low-income each year and two-thirds must be first generation and low-income each year. Last year, 207 students were served while currently there are 156 students in the program with applications still being accepted.

Ms. Wright reported that participants in the program are eligible to receive the following services: academic advisement/coaching, development of an educational goal plan, financing college strategies, course selection and registration, tutoring with professional mentors, online tutoring and workshops, assistance with FAFSA, assistance with scholarship searches and applications, university transfer visits, assistance with four-year college/university applications and transfer process, and access to the computer lab in the TRIO department.

Ms. Wright noted that in 2015-2016, 91% of participants were in good academic standing and each year up to 32 current participants are awarded a \$250 scholarship.

Ms. Sierra Crabb and Ms. Trina Blankenship shared their experiences with the TRIO program. They expressed appreciation for the services provided to them as a DACC student.

The Board and Dr. Nacco thanked Ms. Wright, Ms. Crabb, and Ms. Blankenship for their reports.

ITEM 8: FINANCIAL UPDATE

Ms. Tammy Clark-Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures for the Second Quarter 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 DECEMBER 14, 2017**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDING OF CLOSED SESSION DATED JUNE 16, 2016; JUNE 21, 2016; JUNE 22, 2016; JUNE 23, 2016; JUNE 28, 2016 (WRITTEN MINUTES OF THE NAMED MEETING WERE APPROVED BY THE BOARD ON NOVEMBER 15, 2016)**

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

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

- A. BOARD CONSIDERATION OF TRANSFER OF MONIES FROM THE WORKING CASH FUND TO THE EDUCATION FUND AND THE OPERATIONS AND MAINTENANCE FUND**

The College is required to have a resolution adopted by the Board to allow the transfer of monies from the Working Cash Fund to the Education Fund and Operations and Maintenance Fund. This resolution authorizes funds to be transferred as needed to meet the payment due dates for expenditures incurred in these funds when the revenue is not received in time to meet the cash outflow requirements. This transfer also avoids the issuance of tax anticipation warrants.

The transaction is considered an internal loan and must be repaid to the Working Cash Fund within one calendar year since the intent is not to abolish the balance in this fund. The majority of the funds utilized to pay the loan will be from the collection of tax revenue and student tuition with no reliance on state funding.

The timing of this resolution avoids having a negative cash balance at the end of the fiscal year (June 30). This resolution is requested annually and meets the requirements of ICCB and the College Auditors.

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the Board approved the resolution of transfer of monies from the Working Cash Fund to the Education Fund and the Operations and Maintenance Fund. The motion passed by signature vote: 8 yeas, 0 nays.

B. 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 \$679.00 was expended for travel expenditures for trustees over the last month for the ACCT Legislative Congress in Washington, DC and the ICCTA Seminar in Lisle, IL for Mr. Dave Harby.

Upon motion by Dr. Serfoss, and a second by Mr. Wolfe, the Board approved the travel expenses listed above. The motion passed by roll call vote: 8 yeas, 0 nays.

C. BOARD CONSIDERATION OF RETIREMENT

1. MR. MIKE JUMPS, DIRECTOR, MAINTENANCE AND FACILITIES

Mr. Mike Jumps, Director of Maintenance and Facilities, has submitted his letter of retirement effective March 30, 2018. The Board and Dr. Nacco expressed appreciation to Mr. Jumps for his 31 years of dedicated service to Danville Area Community College.

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the Board approved the retirement of Mr. Mike Jumps, Director of Maintenance and Facilities, effective March 30, 2018. The motion passed by roll call vote: 8 yeas, 0 nays.

ITEM 14: INFORMATION

A. COMMUNICATIONS

- Two letters from Thomas Pollock at Crosspoint to the DACC Classified Staff expressing appreciation for the donations to Operation Santa.

ITEM 15: CLOSED SESSION FOR DISCUSSION REGARDING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY; THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY; AND APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 4, 2017

Upon motion by Dr. Serfoss, and a second by Mr. Spezia, the following Resolution was adopted by roll call vote: 8 yeas, 0 nays.

BE IT RESOLVED, in accordance with the provisions of Chapter 120/2(c)(1,5,21) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for discussion regarding the purchase or lease of real property for the use of the public body; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and approval of the written Closed Session Minutes of November 4, 2017.

The Board went into Closed Session at 6:35 p.m.

OPEN SESSION

The Board returned to Open Session at 8:18 p.m.

ITEM 16: ADJOURNMENT

There being no further business to discuss, upon motion by Mr. Wolfe, and a second by Mrs. Hill, the meeting was adjourned at 8:19 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____