

MINUTES OF THE REGULAR MEETING of April 26, 2018

On April 26, 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

Ms. Gloria Sermersheim, 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, Tonya Hill, Dr. Ron Serfoss, John Spezia, and Greg Wolfe.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Jill Cranmore, Tammy Clark-Betancourt, Mike Cunningham, Lara Conklin, Jerry Davis, Debbie Knight, Johna Bolton, Julie McClintock, Carol Neff, Sherri Grubbs, Ashley Hargrove, Ronnie Johnson, Jeff Wise, Ryan Wyckoff, Nikia McGlory, Tiffany Shrout, McKenzie Zarn, Michaela Gomez, April Maruna, Marissa Bumpus, Ebbie Moore, Kelley Wills, Steffanie Higgins, Kellie Waterman, Rachel Stonebraker, Addison Wise, Meghan Ingram, Alexis Kime, Grace Irvin, Hailey Hamilton, Ashley Gayheart, and Gloria Sermersheim.

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 Dr. Serfoss, 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; 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 and Delanois; Debbie Knight, Controller; Johna Bolton, Accounts Payable Specialist; Julie McClintock, Cashier; Carol Neff, Office Specialist, Payroll; Sherri Grubbs, Administrative Assistant, Finance and Administration; Ashley Hargrove, Instructor, Business Administrative Technology; Ronnie Johnson, Instructor, Art, and PTK Advisor; Jeff Wise, Instructor, Information Systems; Ryan Wyckoff, Professor, Speech; Nikia McGlory, Cheerleader Coach; PTK Students Tiffany Shrout, McKenzie Zarn, Michaela Gomez, April Maruna, and Marissa Bumpus; Business Administrative Technology Students Ebbie Moore,

Kelley Wills, Steffanie Higgins, Kellie Waterman, and Rachel Stonebraker; Cheerleaders Addison Wise (also newly elected Student Trustee), Meghan Ingram, Alexis Kime, Grace Irvin, Hailey Hamilton, and Ashley Gayheart; and Gloria Sermersheim, President Scholar.

Media present: None.

ITEM 6: RECOGNITION OF BUSINESS OFFICE FOR RECEIVING CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The DACC Business Office was recognized for receiving a Certificate of Achievement for Excellence in Financial Reporting for the sixth year in a row. Certificates and pins were given to Ms. Tammy Clark-Betancourt, Ms. Debbie Knight, Ms. Johna Bolton, Ms. Julie McClintock, Ms. Carol Neff, and Ms. Sherri Grubbs. Dr. Nacco and the Board members congratulated the group on their outstanding achievement.

ITEM 7: RECOGNITION OF PHI THETA KAPPA 2018 ALL-ILLINOIS ACADEMIC TEAM

Members of the Phi Theta Kappa 2018 All-Illinois Academic Team were recognized. PTK Advisor Ronnie Johnson introduced each member of the Team as well as the current President of PTK. Each student introduced herself and shared her plans for the future. The Board and Dr. Nacco thanked them for attending the meeting and congratulated them on being selected to the All-Illinois Academic Team.

ITEM 8: RECOGNITION OF DACC CHEERLEADERS

Members of the DACC Cheerleading Team were recognized. Cheerleading Coach Nikia McGlory introduced each member of the Team. Each student introduced herself and shared her plans for the future. The Board and Dr. Nacco thanked the Team for attending the meeting.

ITEM 9: CONTINUOUS QUALITY IMPROVEMENT (CQI) REPORT

Mr. Ryan Wyckoff, CQI Coordinator, shared information regarding the Continuous Quality Improvement (CQI) teams for 2017. He highlighted the *Choices & Voices* newsletter created by Ms. Chris Cornell and gave examples from each team.

The Board and Dr. Nacco thanked Mr. Wyckoff for his report.

ITEM 10: FINANCIAL UPDATE

Ms. Tammy Clark-Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending March 31, 2018 was included in the Board agenda book.

ITEM 11: PRESIDENT'S REPORT

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

ITEM 12: PUBLIC COMMENT

There was no public comment.

ITEM 13: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE
REGULAR BOARD MEETING OF MARCH 15, 2018**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**

Upon motion by Mr. Wolfe, and a second by Mrs. Hill, the items on the Consent Agenda were approved. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 14: UNFINISHED BUSINESS

ITEM 15: NEW BUSINESS

- A. SEATING OF STUDENT TRUSTEE**
 - 1. ACCEPTANCE OF STUDENT TRUSTEE ELECTION
REPORT**
 - 2. ADMINISTRATION OF OATH OF OFFICE**

Ms. Addison Wise was elected as Student Trustee effective April 15, 2018. Ms. Wise is a graduate of Hoopston High School and is majoring in nursing. She is a DACC cheerleader and is a student worker in the Counseling Office. In the future, Ms. Wise would like to become an Emergency Department nurse.

Upon motion by Mrs. Hill, and a second by Mr. Spezia, the Board accepted the Student Trustee Election Report. The motion passed by roll call vote: 7 yeas, 0 nays.

Mr. Harby administered the Oath of Office to Ms. Wise. The Board congratulated Ms. Wise and welcomed her as the new Student Trustee.

**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 \$215.00 was expended for travel expenditures for trustees over the last month for the ICCTA Seminar in Lisle and the Phi Theta Kappa banquet in Springfield for Mr. Dave Harby.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the travel expenses of Mr. Dave Harby in the amount of \$215.00. The motion passed by roll call vote: 8 yeas, 0 nays.

C. BOARD CONSIDERATION OF PROPOSALS FOR FINANCIAL SERVICES

Every five years, DACC develops a “Request for Proposal” for financial services. Based on previous proposals, First Financial Bank has been the approved supplier of our financial services for the past ten years. During this time, the quality of their services has been exceptional.

A “Request for Proposal” (RFP) was sent to all financial institutions in the College District – eighteen in total. Proposals were received by the required deadline from Central Illinois Bank, First Financial Bank, First Farmers Bank & Trust, First Midwest Bank and Iroquois Federal.

A summary comparing the submitted proposals was included in the agenda book as well as a summary of estimated charges and earnings which compares the financial impact of the projected interest revenue and the charges for various financial transactions and services. All of the banks are quality institutions but interest rates and charges differ.

The analysis indicates that First Financial Bank has the best ranking with the highest net earnings potential. The estimated annual net earnings after fees are approximately \$225,000. The two most significant factors for this ranking are the interest rate and waiving all transaction fees. The base interest rate indices all vary slightly, but First Financial will add .15% to their rate index (Fed Funds rate), therefore providing the highest potential revenue for the College.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved First Financial Bank to provide financial services to the College for a five year period commencing July 1, 2018. The motion passed by roll call vote: 8 yeas, 0 nays.

D. BOARD CONSIDERATION OF A RESOLUTION CALLING A PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF TRUSTEES TO SELL \$1,000,000 FUNDING BONDS FOR THE PURPOSE OF PAYING CLAIMS AGAINST THE DISTRICT

Upon closing of the issuance of the General Obligation Debt Certificates (Limited Tax), Series 2018, the College has an additional outstanding debt of \$1,000,000. The proceeds of said Certificates will be used to alter, repair, improve and equip District buildings (including technology equipment and improvements). The Funding Bonds will be used to pay said Certificates, which upon issuance constituted claims against the District.

The Resolution documents the College’s intent to call a public hearing to be held on May 24, 2018, in accordance with the Bond Issue Notification Act of the State of Illinois, as amended. Included in the resolution is the public notice of the hearing which will be published in a local newspaper with general circulation within the district.

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the Board approved the Resolution calling a public hearing concerning the intent of the Board of Trustees to sell funding bonds for the purpose of paying claims against the District. The motion passed by roll call vote: 8 yeas, 0 nays.

E. BOARD CONSIDERATION OF A RESOLUTION SETTING FORTH AND DESCRIBING IN DETAIL CLAIMS HERETOFORE AUTHORIZED AND ALLOWED FOR PROPER COMMUNITY COLLEGE PURPOSES WHICH ARE PRESENTLY OUTSTANDING AND UNPAID, DECLARING THE INTENTION TO AVAIL OF THE PROVISIONS OF ARTICLE 3A OF THE PUBLIC COMMUNITY COLLEGE ACT OF THE STATE OF ILLINOIS, AND TO ISSUE BONDS IN THE AMOUNT OF \$1,000,000 FOR THE PURPOSE OF FUNDING AND PAYING CLAIMS AGAINST COMMUNITY COLLEGE DISTRICT NO. 507, COUNTIES OF VERMILION, EDGAR, IROQUOIS, CHAMPAIGN, AND FORD AND STATE OF ILLINOIS, AND DIRECTING THAT NOTICE OF SUCH INTENTION BE PUBLISHED AS PROVIDED BY LAW

Upon closing of the issuance of the General Obligation Debt Certificates (Limited Tax), Series 2018, the College has an additional outstanding debt of \$1,000,000. The proceeds of said Certificates will be used to alter, repair, improve and equip District buildings (including technology equipment and improvements). The Funding Bonds will be used to pay said Certificates, which upon issuance constituted claims against the District.

The Resolution documents the College's intent to issue these bonds to provide the funds to pay said Certificates. Included in the Resolution is the public notice of intent, which will be published in a local newspaper with general circulation within the district.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 507, counties of Vermilion, Edgar, Iroquois, Champaign, and Ford and State of Illinois, and directed that notice of such intention be published as provided by law. The motion passed by roll call vote: 8 yeas, 0 nays.

F. BOARD CONSIDERATION OF FIVE-YEAR COPIER LEASE

The five-year lease agreement with Advanced Digital Solutions is scheduled to expire June 30, 2018. Bids were advertised for a new five-year copier lease. Our present copier lease contract is \$6,479.42 per month for 29 copiers. This new lease agreement will include new copiers, maintenance agreements, copier supplies (excluding paper and staples), training, and support.

Upon motion by Dr. Serfoss, and a second by Mr. Spezia, the Board approved the low responsible bid from GFI Digital in the amount of \$6,422.46 per month (including maintenance and service) for the five-year copier lease. The motion passed by roll call vote: 8 yeas, 0 nays.

G. BOARD CONSIDERATION OF BIDS TO PAINT VERMILION HALL, PRAIRIE HALL, AND CLOCK TOWER TRIM

Bids were advertised to paint the white trim on Vermilion Hall, Prairie Hall, and Clock Tower buildings. Funding for this project will come from 2016 Bond Funds designated for repairs of facilities.

Upon motion by Mr. Black, and a second by Mr. Spezia, the Board approved the low bid from Patten Painting in the amount of \$115,000.00 to paint the trim on Vermilion Hall, Prairie Hall, and Clock Tower buildings. The motion passed by roll call vote: 8 yeas, 0 nays.

H. BOARD CONSIDERATION OF BIDS TO CRACK-FILL, SEAL, AND STRIPE FIVE (5) PARKING LOTS

Bids were advertised to crack-fill, seal, and stripe approximately 350,000 sq. ft. of five parking lots. These five lots include the Main Student Parking Lot, Clock Tower and Faculty Parking Lots, Tech Center Parking Lots, and the Physical Plant/Greenhouse Parking Lot. Funds for the project will come from the 2016 Bond Funds designated for repairs of facilities.

Upon motion by Mrs. Hill, and a second by Mr. Spezia, the Board approved the low bid from County Asphalt Co. in the amount of \$49,499.00 to crack-fill, seal, and stripe five parking lots. The motion passed by roll call vote: 8 yeas, 0 nays.

I. BOARD CONSIDERATION TO REPAVE THE CIRCLE DRIVE

Approval is being requested to advertise and obtain bids to repave the Circle Drive (aka, Palmer Drive). The asphalt pavement on this drive has numerous potholes and cracks, and is in need of repaving. Don Walton of Walton & Associates Architects has estimated the project cost to be \$190,000, including construction contingency and A/E fees. This includes asphalt milling, new 2" asphalt surface, and striping where necessary on approximately 48,000 sq. ft. of roadway. Pending approval, funding for this project will come from 2016 Bond Funds designated for facilities repairs and 2018 Debt Certificate funds designated for facilities maintenance.

Upon motion by Mr. Hill, and a second by Mrs. Hill, the Board approved the repaving of the Circle Drive (aka, Palmer Drive) and the utilization of Don Walton for architect/engineering services. The motion passed by roll call vote: 8 yeas, 0 nays.

J. CLOSED SESSION FOR DELIBERATIONS CONCERNING COLLECTIVE NEGOTIATING MATTERS; DISCUSSION OF THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE 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. Black, 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)(2,5, and 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; and discussion of the purchase or lease of real property for the use of the public body.

The Board went into Closed Session at 6:57 p.m.

OPEN SESSION

The Board returned to Open Session at 8:25 p.m.

K. BOARD CONSIDERATION OF AUTHORIZATION TO PARTICIPATE IN A POTENTIAL PROPERTY ACQUISITION

Upon motion by Mr. Spezia, and a second by Mr. Wolfe, the Board approved the participation in a potential property acquisition. The motion passed by roll call vote: 7 yeas, 1 nay.

ITEM 16: INFORMATION

A. COMMUNICATIONS

- Letter from Accreditation Commission for Education in Nursing regarding the review of the substantive change report for the nursing program.
- Certificate of Achievement for Excellence in Financial Reporting for the Business Office receiving the award from the Government Finance Officers Association for the sixth year in a row.

ITEM 17: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 8:30 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____