

MINUTES OF THE REGULAR MEETING of July 19, 2018

On July 19, 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. Addison Wise, Student Trustee, 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, and Student Trustee Addison Wise. Trustees absent: 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, Dr. Penny McConnell, Phillip Langley, Matt Metcalf, and Dan Grelecki.

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: 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; Jill Cranmore, Vice President, Human Resources; Tammy Clark-Betancourt, Vice President, Finance/Chief Financial Officer; Mike Cunningham, Vice President, Administrative Services; and Lara Conklin, Executive Director, College Relations. Also present: Jerry Davis, Davis and Delanois; Dr. Penny McConnell, Dean, Liberal Arts and Library Services; Phillip Langley, Instructor, Developmental Education; Matt Metcalf, Ci Living, WCIA; and Dan Grelecki, Old National Insurance.

Media present: None.

ITEM 6: LIBERAL ARTS & LIBRARY SERVICES REPORT

Dr. Penny McConnell introduced Phillip Langley and Matt Metcalf who co-taught an Intro to Television Production class this past spring. Mr. Langley and Mr. Metcalf shared an overview of the course and how they introduced broadcast production and how media has changed in broadcasting into the class. A video interview of student Jacob Lashuay was

shown to the group. Mr. Lashuay graduated in May and is currently completing an internship at WCIA Channel 3.

Mr. Langley and Mr. Metcalf also shared their vision for the future in class offerings and possible certificates and/or degrees.

The Board and Dr. Nacco thanked Mr. Langley and Mr. Metcalf for their report and for their commitment to students reaching their goals.

ITEM 7: FINANCIAL UPDATE

Ms. Tammy Clark-Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending June 30, 2018 was included in the Board agenda book.

ITEM 8: PRESIDENT'S REPORT

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

ITEM 9: PUBLIC COMMENT

There was no public comment.

ITEM 10: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 28, 2018**
- B. FINANCIAL REPORT**
- C. HUMAN RESOURCES REPORT**
- D. BOARD CONSIDERATION OF BOARD POLICY REVISION**
 - 1. BOARD POLICY #3025 – TUITION WAIVERS**

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

ITEM 11: UNFINISHED BUSINESS

ITEM 12: NEW BUSINESS

- A. BOARD CONSIDERATION OF AUTHORIZATION TO PERMIT INTERFUND LOANS AS NEEDED FOR THE PERIOD OF AUGUST 2018 THROUGH JULY 2019**

Due to the timing of revenue and expenditure amounts that occur during the year, several of the College's Funds experience a negative cash balance at various times during the year. In addition, most of our grants are on a reimbursable basis. We incur the cost and then periodically, based on the grant regulations, request reimbursement for these expenditures, which has a negative effect on cash flow.

Interfund loans do not change the College's total cash balance, but the transaction does provide for each individual Fund to reflect a positive cash balance. This request will

provide lending options through the FY19 fiscal year and address the anticipated negative cash balance during the next year. The current authorization for interfund loans ends on July 31, 2018.

Upon motion by Dr. Serfoss, and a second by Mrs. Hill, the Board approved the authorization to permit interfund loans as needed for the period of August 2018 through July 2019. The motion passed by roll call vote: 6 yeas, 0 nays.

B. BOARD CONSIDERATION OF A CONTRACT FOR GROUP LIFE AND DISABILITY BENEFITS

The Insurance Committee has completed the second phase of the insurance benefit review project with ONI Risk Partners (ONI). This phase analyzed the employee benefits for basic life insurance, optional life insurance, spousal life insurance, dependent life insurance, accidental death and dismemberment insurance (AD&D), short-term disability and long-term disability. ONI determined that all of our current plans are outdated as these plans were created in 1983. The plans offer underinsured policies as compared to national benchmarks.

ONI has consulted with the Insurance Committee. The Insurance Committee is comprised of 15 members: 5 administrators, 5 classified staff, 4 faculty, and 1 confidential staff. The Insurance Committee recommends following the consultant's suggestion to update all plans listed above by partnering with Principal Life Insurance Company. The proposed new plans offer greater employee benefits. A recommendation is requested to offer all full-time employees basic life insurance of \$20,000. All other benefits will be on a voluntary, guarantee issue basis. This new plan will include an Employee Assistance Program (EAP), which will allow us to terminate our existing EAP plan.

Upon motion by Mr. Black, and a second by Mr. Hill, the Board approved the recommendation to contract with Principal Life Insurance Company for group life and disability benefits. The motion passed by roll call vote: 6 yeas, 0 nays.

C. BOARD CONSIDERATION OF RETIREMENT

- 1. DIANNE MANGANARO, INSTRUCTOR, NURSING**
- 2. LOIS WOODWARD, TRAINING SPECIALIST, TRACTOR TRAILER & DRIVER'S EDUCATION**

Nursing Instructor Dianne Manganaro submitted her letter of intent to retire effective June 30, 2018 after 13 years of service.

Upon motion by Mrs. Hill, and a second by Dr. Serfoss, the Board approved the retirement of Nursing Instructor Dianne Manganaro effective June 30, 2018. The motion passed by roll call vote: 6 yeas, 0 nays.

Tractor/Trailer Training Specialist Lois Woodward submitted her letter of intent to retire effective July 31, 2018 after 4 years of service.

Upon motion by Mr. Hill, and a second by Mrs. Hill, the Board approved the retirement of Tractor/Trailer Training Specialist Lois Woodward effective June 30, 2018. The motion passed by roll call vote: 6 yeas, 0 nays.

D. BOARD CONSIDERATION OF RENEWAL OF LEASE FOR THE AMERICAN JOB CENTER

The proposed lease is effective 7/1/18 through 6/30/22 in the amount of \$72,000 annually. The College is responsible for the lease amount, but the community partner agencies cover all American Job Center operating costs.

Upon motion by Dr. Serfoss, and a second by Mr. Hill, the Board approved the renewal of the lease with Vermilion Development for the American Job Center. The motion passed by roll call vote: 6 yeas, 0 nays.

ITEM 13: INFORMATION
A. COMMUNICATIONS

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:45 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____