

MINUTES OF THE REGULAR MEETING of December 13, 2018

On December 13, 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.

ITEM 1: CALL TO ORDER

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

ITEM 2: PLEDGE OF ALLEGIANCE

Ms. Haley Jo Hendrickson, 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, Tracy Cherry, Dave Harby, Terry Hill, Dr. Ron Serfoss, Greg Wolfe, and Student Trustee Addison Wise. Trustees absent: John Spezia.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dave Kietzmann, Tammy Betancourt, Jill Cranmore, Mike Cunningham, Stacy Ehmen, Jerry Davis, Laura Hensgen, Chris Cornell, Dick Brazda, Arthur Cronkhite, Travis Winkler, Cristina Oakley, Tishauna Fletcher, Marissa Uplinger, and Haley Jo Hendrickson.

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: 7 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following members of the Administrative Council: Dave Kietzmann, Executive Vice President of Instruction and Student Services; Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources; Mike Cunningham, Vice President, Administrative Services; and Stacy Ehmen, Dean, Student Services. Also present: Jerry Davis, Davis & Delanois; Laura Hensgen, Director, Continuing Education; Chris Cornell, Administrative Assistant/Graphics Specialist; Dick Brazda, VITA; Arthur Cronkhite; Travis Winkler, Cross Country Coach; Cristina Oakley, Tishauna Fletcher, and Marissa Uplinger, Cross Country Team Members; and Haley Jo Hendrickson, Presidential Scholar.

Media present: None.

ITEM 6: RECOGNITION OF MEN’S AND WOMEN’S CROSS COUNTRY TEAMS

Mr. Travis Winkler, Cross Country Coach, introduced Ms. Cristina Oakley, Ms. Tishauna Fletcher, and Ms. Marissa Uplinger. He noted the team members had a challenging year, yet persevered through difficult times.

Dr. Nacco and the Trustees thanked Mr. Winkler and the Cross Country team members for attending the meeting and for representing the College.

ITEM 7: CONTINUING EDUCATION REPORT

Ms. Laura Hensgen presented to the Board. She noted that it’s once again tax season and the College plans to participate in the Voluntary Income Tax Assistance (VITA) program again this year. DACC has been involved with VITA since 2011. The current sites available for VITA are: DACC Campus, DACC Village Mall, Community Action, Georgetown, and Hoopeston. She reported that 902 tax returns were filed by VITA volunteers in the 2018 tax season for a total of \$881,479 in refunds.

Mr. Dick Brazda, VITA Volunteer Coordinator, expressed appreciation for the cooperation from DACC over the years. He noted there were approximately 20 volunteers last year whose returns that were submitted experienced a 93% accuracy rate.

Ms. Hensgen also shared that 30 trips (526 participants), 19 Lunch and Learns (319 participants), and 42 College for Kids offerings (232 participants) were offered to the community.

The Board and Dr. Nacco thanked Ms. Hensgen for her report and for her leadership of community education.

ITEM 8: FINANCIAL UPDATE

Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statement of Revenue and Expenditures ending November 30, 2018 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

Mr. Arthur Cronkhite addressed the Board during public comment.

ITEM 11: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 7, 2018; AND THE REGULAR BOARD MEETING OF NOVEMBER 15, 2018**
- B. FINANCIAL REPORT**

C. HUMAN RESOURCES REPORT

D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS

**1. BOARD POLICY #2004 – INSTITUTIONAL
ACCREDITATION**

2. BOARD POLICY #2007 – GRADUATION REQUIREMENTS

3. BOARD POLICY #3025 – TUITION WAIVERS

A request was made to remove Item 13C – Human Resources Report for discussion. Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the remaining items on the Consent Agenda. The motion passed by roll call vote: 7 yeas, 0 nays.

There was discussion regarding the proposed increase for student workers employed in the Child Development Center. It was proposed that the effective date of the increase be December 15 versus December 1. Upon motion by Mr. Black, and a second by Mr. Wolfe, the Board approved the increase for student workers employed in the Child Development Center effective December 1. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

**A. 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 \$509.03 was expended for travel expenditures for trustees over the last month for the ICCTA Seminar for Mr. Greg Wolfe and for the AFP Awards Ceremony for Mr. Dave Harby.

Upon motion by Mr. Hill, and a second by Mr. Black, the Board approved the travel expenses as listed. The motion passed by roll call vote: 7 yeas, 0 nays.

**B. BOARD CONSIDERATION OF WORKERS COMPENSATION
INSURANCE**

Our annual Workers Compensation Insurance is scheduled to expire December 31, 2018. Premiums for this insurance are determined by our estimated annual payroll, experience mod rate, and Foreign Terrorism and Domestic Terrorism coverage.

The January 1, 2018 to December 31, 2018 premium to Zenith Insurance for workers compensation insurance was \$52,886.00. On behalf of Danville Area Community College, ONI Risk Partners requested quotes from other insurance underwriters. Workers compensation insurance premiums are paid using Tort Funds.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the quote from Zenith Insurance in the amount of \$52,361.00 for Workers Compensation Insurance for coverage from January 1, 2019 through December 31, 2019. The motion passed by roll call vote: 7 yeas, 0 nays.

**C. BOARD CONSIDERATION OF BIDS FOR BREMER THEATER
SOUND SYSTEM REPLACEMENT**

Bids were advertised for the replacement of the Bremer Theater sound system. This project consists of furnishing all materials, components, and labor necessary to provide a complete and operational system. The project was approved on the FY-19 Capital Equipment list and funding will be through Tech Equipment Bonds.

Upon motion by Mr. Black, and a second by Dr. Serfoss, the Board approved the low base bid of \$43,750.00 from Thompson Electronics to replace the Bremer Theater sound system. The motion passed by roll call vote: 7 yeas, 0 nays.

**D. BOARD CONSIDERATION OF REVISING FEES IN THE CHILD
DEVELOPMENT CENTER**

Our Child Development Center continues to be a center of excellence for social, emotional, physical, and intellectual development of a child. The Center recently received the Silver Circle of Quality designation from ExceleRate Illinois for the third time—a three-year honor that they have earned for seven straight years. This is not only a distinguished award that recognizes the excellent quality of care the Center provides, it qualifies the Center to receive a “quality add-on if serving children through IDHS Child Care Assistance Program (CCAP).”

The Center also provides an environment for observation and training for our DACC students enrolled in Early Childhood Education, Education Transfer classes, Nursing, and College Express programs. Maintaining this level of quality service requires staffing and supply resources which continue to increase in cost.

Therefore, we are proposing that the rates be increased effective January 1, 2019 to help offset rising costs related to wages, benefits, food costs, and instructional supplies. The last fee rate increase was 4 ½ years ago in July of 2014. With the proposed rate changes, the Center will remain competitive with other providers in the area.

Listed below are the new proposed rates:

| | <u>Student Weekly Rate</u> | <u>Regular Weekly Rate</u> | <u>Daily Rate</u> |
|----------------------------|------------------------------------|------------------------------------|-----------------------|
| 15-23 months old | \$155.00 | \$170.00 | \$39.00 |
| 24 months – 35 months old | \$135.00 | \$150.00 | \$33.00 |
| 3 years – 5 years old | \$120.00 | \$135.00 | \$31.00 |
| School age, 6-12 years old | \$125.00* | \$130.00* | \$31.00* |

Registration/Art Fee yearly rate for all: \$50.00
DACC employees receive a 20% discount from the regular weekly rates.

*NOTE: The School age, 6-12 years old rates should be as follows:

School age, 6-12 years old \$115.00 \$125.00 \$28.00

Upon motion by Mr. Black, and a second by Dr. Serfoss, the Board approved the revision of fees in the Child Development Center effective January 1, 2019 (including the revision of the School Age, 6-12 years old amounts). The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 14: INFORMATION
A. COMMUNICATIONS

- Letter of appreciation from Ann Vogel for a recent commendation. She also expressed appreciation to the Adult Education Department.

ITEM 15: CLOSED SESSION FOR DISCUSSION OF THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY

Upon motion by Mr. Black, and a second by Mr. Hill, the following Resolution was adopted by roll call vote: 7 yeas, 0 nays.

BE IT RESOLVED, in accordance with the provisions of Chapter 120/2(c 5) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for discussion of the purchase or lease of real property for the use of the public body.

The Board went into Closed Session at 6:48 p.m.

OPEN SESSION

The Board returned to Open Session at 7:02 p.m.

ITEM 16: ADJOURNMENT

There being no further business to discuss, upon motion by Mr. Wolfe, and a second by Ms. Wise, the meeting was adjourned at 7:03 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____