

MINUTES OF THE REGULAR MEETING of May 27, 2008

On May 27, 2008, 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

Chairperson Vickie Miller called the meeting to order at 7:00 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

The Board and those individuals in attendance gave the Pledge of Allegiance to the Flag.

ITEM 3: ROLL CALL

The roll was called. Trustees present: Dick Cheney, Dave Harby, Vickie Miller, John O'Rourke, Ron Serfoss, James Tucker, and Student Trustee Megan Binkley. Trustee absent: Sandi Randall. Mr. Harby arrived at 7:18 p.m.

Others present: President Alice Marie Jacobs, Board Secretary Kerri Thurman, Dave Kietzmann, Becky Schlecht, Mike Cunningham, Belinda Dalton-Russell, Gail Morrison, Lara Conklin, Pat Shedlock, Bruce Rape, and Doug Elsbernd from IKON Office Solutions.

Media present: Anna Herkamp from the Commercial News and Bill Pickett from WDAN/WDNL Radio.

ITEM 4: ADOPTION OF AGENDA

Mrs. Miller asked for any changes to the Agenda. There were none. Upon motion by Judge O'Rourke and second by Mr. Cheney, the motion passed by a unanimous voice vote.

ITEM 5: RECOGNITION OF VISITORS

Dr. Jacobs introduced members of the Administrative Council including Dave Kietzmann, Vice President of Instruction and Student Services; Becky Schlecht, Director, Human Resources; Mike Cunningham, Director, Administrative Services; Gail Morrison, Chief Financial Officer; Dr. Belinda Dalton-Russell, Associate Vice President, Student Services; Lara Conklin, Director, Marketing; and Pat Shedlock, CQI/Tech Prep Coordinator. She also introduced Bruce Rape, Dean, Business and Technology Division and Doug Elsbernd from IKON Office Solutions.

Media present: Anna Herkamp from the Commercial News and Bill Pickett from WDAN/WDNL Radio.

ITEM 6: PUBLIC COMMENT

There was no public comment.

ITEM 7: CONTINUOUS QUALITY IMPROVEMENT/TECH PREP REPORT

Pat Shedlock presented the quarterly CQI/Tech Prep report. The CQI teams have been involved in many activities on campus. She noted the Employee Development Team has been reinstated. Two events are planned for the start of the school year. A DACC INFO Fair is being planned for the week before classes begin in the fall. Information tables of student organizations, programs, divisions, and classes will be arranged in the Bookstore Hallway. The goal is to inform students and also get them involved in campus activities. A Fall Fling is also being planned for the second week of the fall semester. Sergeant Emory will be on campus for an Alcohol Awareness Event.

DACC Tech Prep and Vermilion County Vocational Education Delivery System (VVEDS) have created and are implementing a Curriculum Revitalization Project for Tech Prep and Career and Technical Education (CTE) Educators in Community College District #507. During the 2008 Fall semester, 838 students from seven area high schools learned about DACC and the need for post-secondary education or training. Also, 624 students from four area high schools experienced a half-day workshop with motivational speaker Aya Aneli. Approximately 1,197 students from 13 public and 5 private schools attended a half-day career workshop. In January 2008, DACC and VVEDS in cooperation with Vermilion Advantage and seven area businesses hosted two sophomore-parent dinners in the DACC Bremer Theatre.

Mrs. Shedlock noted that effective July 1, 2008 the program will be known as "Partnerships for College and Career Success".

The Board commended Mrs. Shedlock and her department for their interactions with students and parents and informing them of the programs and activities on campus.

ITEM 8: BUSINESS AND TECHNOLOGY DIVISION REPORT

Bruce Rape presented the Business and Technology Division Report. Bruce highlighted the new initiatives in the department over the past year. East Moline Correctional Center was added the first of August with six current employees. There are also two vacancies at the facility. The automotive program was expanded to include adults. The second annual car show took place over the past weekend. Last year there were approximately 40 cars in the show and this year there were almost 100 cars. The Automotive Technology and the Automotive/Collision Repair classes completed a car project with the end result being a DACC car for promotional activities.

A new horticulture instructor, Amanda Krabbe, began in the fall and she has added several new ideas including the first annual plant sale. The horticulture program has also been redesigned to include some agricultural courses.

Project Lead the Way's enrollment has increased to having a projected class of 20 for 2008-2009.

The Board members and Dr. Jacobs expressed their appreciation to Mr. Rape for his report as well as all he does for the college in the Business and Technology Division.

ITEM 9: CONSENT AGENDA

- A. Board Consideration of the Minutes of the Regular Board Meeting of April 22, 2008, Board Workshop of April 26, 2008, Special Meeting of May 13, 2008, and Special Meeting of May 20, 2008
- B. Board Consideration of Board Policy Revision
 - 1. Board Policy 4033 – Leave of Absence Without Pay – Medical Disability
- C. Financial Report
- D. Human Resources Report

Upon motion by Mr. Cheney and a second by Dr. Tucker, the Consent Agenda was adopted. The motion passed by a unanimous voice vote.

ITEM 10: UNFINISHED BUSINESS

ITEM 11: NEW BUSINESS

A. BOARD CONSIDERATION OF RESOLUTION FOR AUTHORIZED SIGNERS ON BANK ACCOUNTS

The law requires Board approval for signature authorizations when a change in the main depository is named. Since First Financial Bank was the successful bidder for financial business, new signature cards are now required.

Upon motion by Mr. Cheney and a second by Mr. Harby, the Board approved the Resolution for Authorized Signers on Bank Accounts. The motion passed by a unanimous voice vote.

B. BOARD CONSIDERATION OF BIDS FOR WHITE BOND PAPER

Dr. Jacobs stated the bid from Xerox Corporation in the amount of \$25,116 meets the required specifications. The low bidder did not meet specifications due to the size of the pallet needed to put the paper on the elevator and take it to the lower floor.

Upon a motion by Dr. Serfoss and a second by Judge O'Rourke, the Board approved the bid from Xerox Corporation for white bond paper. The motion passed by a unanimous voice vote.

C. BOARD CONSIDERATION OF FIVE-YEAR COPIER LEASE

The recommended lease agreement would include 21 new copiers, maintenance agreements, copier supplies (excluding paper and staples), training, and support. The low bid did not meet the minimum specifications in that two of the five machines would not run the heavier cardstock paper and one did not have the beveled glass/coin operated option.

Dr. Jacobs thanked Mike Cunningham and his staff for their significant amount of time to evaluate all the bids.

Upon motion by Dr. Serfoss and a second by Judge O'Rourke, the Board approved the bid from IKON Office Solutions for the Five-Year Copier Lease. The motion passed by a unanimous voice vote.

D. BOARD CONSIDERATION OF FY-09 CAPITAL EQUIPMENT LIST

Dr. Jacobs stated that each year a recommendation is brought to the Board for capital equipment to be purchased. Some of the requests have had to be deferred due to insufficient funds to accommodate all the requests. Resources are taken from a number of sources including the referendum fund, the recommended \$2 per credit hour set aside from the tuition increase, grant funds, a request from the Foundation, auxiliary funds, equipment and reserve funds, and also from the MIS reserve funds.

Mr. Kietzmann reminded the Board that all new programs developed require a significant amount of equipment so the request becomes greater each year. The College no longer receives the \$300,000 from the Advanced Technology Grant and Workforce Development Grant that was used for equipment; therefore, priorities must be given to the programs that are equipment-based such as the automotive program.

The Board acknowledged the difficulty in keeping up with technology with reduced funds and also expressed the importance of doing so.

Upon motion by Mr. Cheney and a second by Dr. Tucker, the Board approved the FY-09 Capital Equipment List. The motion passed by a unanimous voice vote.

E. BOARD DISCUSSION OF PRELIMINARY FY-2010 ICCB RESOURCES ALLOCATION AND MANAGEMENT PLAN (RAMP)

The Illinois Community College Board (ICCB) requires the Board of Trustees to approve the RAMP report prior to the deadline submission of July 1. The RAMP is being submitted to the DACC Board for discussion, and will be finalized for Board approval in June. The RAMP projects and priorities are the same as those which the Board has approved and submitted to ICCB for the last few years.

The Board members discussed the Campus Master Plan projects to be submitted in the FY 2010 RAMP report to ICCB including Mary Miller Center Addition and Remodel, Clock Tower Center Remodel and Addition, and Ornamental Horticulture Rehabilitation.

**F. BOARD CONSIDERATION OF AGREEMENT WITH
WESTERN ILLINOIS UNIVERSITY**

Dr. Jacobs stated the Agreement would allow graduates of the college to take additional DACC credit hours after the completion of their Associate Degree and transfer up to 80 total hours to WIU. The students would then take 40 credit hours on-line from Western to complete their Bachelor's Degree. This will allow area residents yet a third option to conveniently complete a Bachelor's Degree. A similar agreement exists with Franklin University and Eastern offers completion options on the campus as well.

The Board members all agreed that with the cost of a college education, living expenses, etc., the Agreement will present a great opportunity for area residents to complete a bachelor's degree locally.

Upon motion by Mr. Harby and a second by Mr. Cheney, the Board approved the Agreement with Western Illinois University. The motion passed by a unanimous voice vote.

**G. BOARD CONSIDERATION OF RETIREMENT OF SUZIE
HOBICK**

Dr. Jacobs reported that Suzie Hobick has been Dave Kietzmann's Administrative Assistant for many years and has also filled in as Board Secretary when needed. She also reported that there has not been another employee who has had more letters of appreciation written on her behalf. The community has really valued the wonderful customer service that Suzie has provided.

The Board expressed their appreciation for Suzie's years of service to the college and her willingness to fill in as Board Secretary when necessary. They wish her well in her retirement.

Upon motion by Mr. Cheney and a second by Dr. Serfoss, the Board approved the retirement of Suzie Hobick. The motion passed by a unanimous voice vote.

ITEM 12: INFORMATION

A. COMMUNICATIONS

- Janet Ingargiola received a letter from Representative Bill Black congratulating her on receiving the 2008 Sustained Service Award for outstanding and diligent service to colleagues and students in the State of Illinois.
- Letter from Representative Naomi Jakobsson to Mrs. Vickie Miller thanking her for attending the Regional Budget Hearing on March 18th.
- Letter from ICCTA congratulating Mr. Dave Harby for earning his Second Trustee Education Award.
- Letter from ICCTA congratulating Mr. Dick Cheney for earning his Third Trustee Education Award.
- Letters from Senator Dale Righter and Senator Dan Rutherford regarding Lobby Day visits to Springfield.

- Letter from Judy Erwin of the Illinois Board of Higher Education thanking Dr. Jacobs for attending the Public Agenda Task Force meeting on April 24th in Chicago.
- Letter from Danville Lions Club to Lyle Hicks and the Lady Jaguars for their assistance during their annual Chili Day.

Dr. Jacobs noted the handout presented to the Board regarding Adult Career Pathways Partnership. DACC is one of six sites in the nation that has been selected to participate in the initiative which will eventually move to 25 community colleges. A number of administrators have participated in webinars in connection with this initiative which will be an institution-wide effort. Dr. Jacobs thanked all involved for their participation. Hopefully the outcome will be that DACC will be serving more adult students and preparing them for the work place.

Mrs. Miller noted the ICCTA Annual Convention in Springfield is June 6th and 7th. Mr. Cheney and Mr. Harby will be receiving awards at the program. Mr. Kietzmann is DACC's Alumni of the Year and Glenda Boling will be recognized as nominee for Faculty Member of the Year.

The Public Agenda Regional Forum for the East Central Region is June 19th.

**ITEM 13: CLOSED SESSION FOR DELIVERATIONS CONCERNING
COMPENSATION FOR SPECIFIC EMPLOYEES**

Upon motion being read by Mr. Cheney and a second by Dr. Serfoss, the Board went into closed session at 8:03 p.m. by a unanimous voice vote. The Board came back into open session at 8:32 p.m.

ITEM 14: ADJOURNMENT

There being no further business to discuss, upon a motion by Dr. Serfoss, and a second by Judge O'Rourke, the meeting was adjourned at 8:33 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____