MINUTES OF THE REGULAR MEETING of May 24, 2016
On May 24, 2016, 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 7:00 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE
Ms. MacKenzie Scroggins, Presidential Scholar, led the Board and those individuals in attendance in reciting the Pledge of Allegiance to the Flag.

ITEM 3: ROLL CALL
The roll was called. Trustees present: Bill Black, Dick Cheney, Dave Harby, Tonya Hill, Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Logan Haun.

Others present: President Alice Marie Jacobs, Board Secretary Kerri Thurman, Dave Kietzmann, Jill Cranmore, Mike Cunningham, Lara Conklin, Brian Hensgen, Jerry Davis, Jon Spors, Ronnie Johnson, Courtney Million, Mollie Smith, and MacKenzie Scroggins.

Media present: Carol Roehm from the Commercial-News.

ITEM 4: ADOPTION OF AGENDA
Mr. Harby noted there were no changes requested to the agenda. Upon motion by Mr. Cheney, and a second by Dr. Serfoss, the agenda was adopted. The motion passed by unanimous voice vote: 8 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS
Dr. Jacobs introduced the following members of the Administrative Council: Dave Kietzmann, Vice President of Instruction and Student Services; Jill Cranmore, Director, Human Resources; Mike Cunningham, Director, Administrative Services; Lara Conklin, Director, Marketing; and Brian Hensgen, Executive Director, Vermilion County Works. Also present: Jerry Davis, Davis and Delanois; Jon Spors, Director, Instructional Media; Ronnie Johnson, Instructor, Art and Phi Theta Kappa Sponsor; Courtney Million, Phi Theta Kappa Student; Mollie Smith, Phi Theta Kappa Student; and MacKenzie Scroggins, Presidential Scholar.

Media present: Carol Roehm from the Commercial-News.

ITEM 6: RECOGNITION OF DACC’S NOMINEES FOR THE PTK 2016 ALL-USA COMMUNITY COLLEGE ACADEMIC TEAM
Ms. Courtney Million and Ms. Mollie Smith are DACC’s nominees for the 2016 All-USA Community College Academic Team. The All-USA Community College Academic Team recognizes high-achieving two-year college students who demonstrate academic excellence and intellectual rigor combined with leadership and service that extends their education
beyond the classroom to benefit society. Mr. Harby and Dr. Jacobs presented Ms. Million and Ms. Smith with certificates of achievement. Mr. Ronnie Johnson expressed appreciation for the support of PTK.

ITEM 7: REPORT ON ICCTA LOBBY DAY, MAY 4, 2016
Mr. Black, Mr. Harby, and Dr. Jacobs visited with available legislators during Lobby Day on May 4, 2016.

ITEM 8: PUBLIC COMMENT
There was no public comment.

ITEM 9: CONSENT AGENDA
A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 26, 2016
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: 8 yeas, 0 nays.

ITEM 10: UNFINISHED BUSINESS

ITEM 11: NEW BUSINESS
A. BOARD DISCUSSION OF PRELIMINARY FY-2018 ICCB RESOURCE 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. Capital Development Board (CDB) has requested that all state funded project requests include “green”/LEED (Leadership in Energy and Environmental Design) costs in the estimated project. The RAMP list includes the Clock Tower Center Remodeling and Addition, Ornamental Horticulture Rehabilitation, Campus Storage Facility, and Parking Lot Repair – Tillman Ave. and Baumgart St.

No action taken – discussion only.

B. BOARD CONSIDERATION OF MAKING WRITTEN CLOSED SESSION MINUTES OPEN TO THE PUBLIC
Public Act 85-1355 requires community college boards to review the written minutes of closed sessions in order to determine which written minutes may be, in whole or in part, made a part of the public record.

Upon motion by Mr. Black, and a second by Mr. Wolfe, the Board approved the written Closed Session minutes of March 24, 1987; September 26, 2000; October 24, 2000; April 26, 2005; May 24, 2005; May 23, 2006; April 26, 2011; and April 26, 2016 remain closed
to the public and the written Closed Session minutes of November 16, 2015 and March 22, 2016 be made open to the public. Further, it was noted that no lawsuit has been filed, and no valid court order has been received requiring the release of any audio recordings of any closed meeting; therefore, none will be released. The motion passed by roll call vote: 8 yeas, 0 nays.

C. BOARD CONSIDERATION OF ADDENDUM TO THE JOINT COOPERATIVE AGREEMENT BETWEEN DANVILLE AREA COMMUNITY COLLEGE AND PARKLAND COLLEGE

When the College made the decision to suspend our Auto Body program, we approached Parkland College to see if they would be willing to add those programs to the Cooperative Agreement. Parkland agreed and their Board approved the additions last month. We are adding the AAS degree and four certificates to the existing agreement. This will allow our students who want to finish their program transfer credits to Parkland and pay in-district tuition. This cooperative agreement also serves as a teach-out plan.

Upon motion by Mr. Black, and a second by Mrs. Hill, the Board approved the Addendum to the Cooperative Agreement with Parkland College to add the Auto Body programs. The motion passed by roll call vote: 8 yeas, 0 nays.

D. BOARD CONSIDERATION OF STUDENT PLANNING MODULE

With the approved Higher Learning Commission (HLC) Quality Project, Danville Area Community College is responsible for implementing and supporting mandatory advisement. The Advisement and Counseling Department has identified the Colleague Student Planning module from Ellucian as the technology piece that most naturally fits into the College’s current infrastructure and the students’ general habits. Finding tools that will encourage a culture of shared advisement is important to the success of our HLC Quality Project.

Acquiring the Student Planning Module is an investment in not only our students, but in the future of our institution as we continue to enhance technology. The purchase of this software goes beyond good student service, it is giving students and staff another tool to ensure students are successful in the most efficient way possible.

Funding for this purchase has been requested from the Foundation and the MIS Reserve as follows: Foundation - $45,000; MIS Reserve: $13,360.

Upon motion by Mr. Cheney, and a second by Dr. Serfoss, the Board approved the purchase of the Student Planning Module. The motion passed by roll call vote: 8 yeas, 0 nays.

E. BOARD CONSIDERATION OF ADDENDUM TO THE LEASE FOR THE VERMILION COUNTY WORKS PROGRAM

As the fiscal agent for the Workforce Innovation and Opportunity Board (WIOA), Danville Area Community College entered into a lease with Vermilion Development Corporation effective March 2014. The lease was for 4,554 square feet plus 1,650 square feet of shared
space at a cost of $9.67 per square foot with a total cost of $12.00 per square foot when system costs such as heating and cooling, snow removal, cleaning, etc. are included.

The recommended addendum provides for an additional 1,060 square feet of space at a cost of $9.86 plus system costs which bring the total to $13.00 per square foot. The additional square footage will be subleased to First Institute.

Upon motion by Mr. Cheney, and a second by Mr. Spezia, the Board approved the addendum to the lease for the Vermilion County Works program. The motion passed by roll call vote: 8 yeas, 0 nays.

**F. BOARD CONSIDERATION TO EXCHANGE DACC PROPERTY WITH THE U.S. DEPARTMENT OF VETERANS AFFAIRS VA ILLIANA HEALTHCARE SYSTEM**

Danville Area Community College has the opportunity to exchange property with the VA Illiana Health Care System. The DACC property consists of 1.06 acres on which a gazebo is located. The VA property consists of 0.6 acres on which the Carnegie Library is located. Both parties have agreed to an exchange with no cost for property to either party.

Per ICCB requirements, two appraisals of the property to be transferred to DACC were performed. A Phase I Environmental Site Assessment and a Pre-Renovation Asbestos Survey, Limited Lead Survey, and Hazardous Materials Inventory were also conducted. The Lead Based Paint Survey revealed high concentrations of lead based paint on all interior walls and ceiling surfaces. The Asbestos Survey revealed minor amounts of asbestos existed on the first floor. The estimate to abate all hazardous materials, separate site utilities, and renovate the facility to meet ADA standards is $2,200,000.00. Substantial partial funding will be provided to the College by a private donor through a planned gift.

The Illinois Community College Board requires a resolution and certified minutes of a DACC Board meeting, and Capital Projects Application forms for the acquisition of property.

Cost estimates and budget amounts were prepared by Don Walton of Walton & Associates Architects, Springfield, IL. We also ask that you consider Walton & Associates Architects to be the A/E on this project when funds become available to proceed with renovation of the Carnegie Library.

Upon motion by Mr. Wolfe, and a second by Mr. Black, the Board approved the exchange of property between the U.S. Department of Veterans Affairs VA Illiana Health Care System and Danville Area Community College and approved Walton & Associates Architects to be the A/E on the renovation of the Carnegie Library when funds become available. The motion passed by roll call vote: 7 yeas, 1 nay.
**G. BOARD CONSIDERATION TO RENOVATE THE ORNAMENTAL HORTICULTURE BUILDING**

Bids were advertised and sent to renovate the Ornamental Horticulture Building. This renovation includes painting interior walls, painting exterior fascia, installing a doorway from the hallway to a new student study area, renovating three classrooms, and upgrading some light fixtures.

Funding for this project will be through a generous donation from Mr. Julius W. Hegeler II. In addition to this expense there will be landscaping cost, architectural fees, and the cost of some furniture items.

Upon motion by Mr. Cheney, and a second by Mrs. Hill, the Board approved the low bid from McDowell Builders in the amount of $71,646.00 to renovate the Ornamental Horticulture Building. The motion passed by roll call vote: 8 yeas, 0 nays.

**H. CLOSED SESSION FOR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES; THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY; AND APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF APRIL 26, 2016**

Upon motion by Dr. Serfoss, and a second by Mr. Cheney, 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)(1,4,21) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for deliberations concerning salary schedules for one or more classes of employees; the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and approval of the written Closed Session Minutes of April 26, 2016.

The Board went into Closed Session at 8:00 p.m.

**OPEN SESSION**

The Board returned to Open Session at 8:40 p.m.

**I. BOARD CONSIDERATION OF REDUCTION IN FORCE**

Due to the ongoing lack of funding from the State of Illinois, the following positions are recommended for elimination effective June 30, 2016: Online Support/Web Technician, Online Support & Services – Dr. Ann Abdelzaher; Building Services Attendant, Building Services – Carol Stamper; Director, Grants and Planning – Patrick Bayard; Director,
Upon motion by Mr. Black, and a second by Mr. Cheney, the Board approved the reduction of force listed above and eliminated the positions effective June 30, 2016.

ITEM 12: INFORMATION
A. COMMUNICATIONS

Mr. Harby announced a DACC graduate from the Sports Media Camp recently received a national $10,000 scholarship.

For the second year in a row, a student from Westville High School graduated with both a high school degree and an Associate degree. The student is also a summa cum laude candidate.

Dr. Serfoss gave an update on the Presidential Search process that is going well. He expressed appreciation to the Search Committee that spent hours reviewing the 44 applications.

- Letter from Eastern Illinois President David Glassman thanking Dr. Jacobs for attending the Community College Presidents Luncheon on April 6, 2016.
- Letter from Edina LeCleir from Bismarck High School thanking Dr. Jacobs for presenting a scholarship at their annual Honors’ Night.

Mr. Harby presented Mrs. Hill with a plaque in honor of her being selected as DACC’s Alumnus of the Year.

ITEM 13: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 9:03 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

Approved: ________________________________