May 23, 2019

The following is a summary of the Board of Trustees meeting held on Thursday, May 23, 2019 as compiled by the Office of the President. It is not an official record of the meeting. If you have any questions, comments, or reactions to the items listed, please contact Kerri Thurman or Dr. Stephen Nacco.

The Board of Trustees of Danville Area Community College met in Regular Session on Thursday, May 23, 2019 in the Board Room, Vermilion Hall Room 302.

The following actions were taken:

1. Ms. Santasia Elliot, Presidential Scholar, led the Board and those in attendance in reciting the Pledge of Allegiance.

2. The following members of the Administrative Council were present: Dave Kietzmann, Executive Vice President, Instruction and Student Services; Jill Cranmore, Vice President, Human Resources; Tammy 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 & Delanois; Mark Barnes, Director, Computer Networking and End User Services; Laura Williams, Director, Adult Education and Literacy; Kathy Leary, Coordinator, Middle College; Susie Landers, Assessment Retention Counselor, Adult Education; Charlene Mornout, ONI; Sara McKinney, Wipfli and Santasia Elliot, Presidential Scholar.

Media present: None.

3. Ms. Laura Williams gave a report on Adult Education and Middle College. She reported the Adult Education Department includes GED, English as a Second Language (ESL), CNA, Readers Route Literacy Program, and Middle College. Collectively, 607 students were served in the Adult Education Department.

Ms. Williams reported that 43 students earned the GED or HiSet and 18 of those students participated in the graduation ceremony.

For CNA, 50 traditional students successfully completed the class, 43 of those students successfully passed the Illinois CNA exam (86% pass rate). This year there were 68
College Express students, 45 of those students successfully completed the class and are currently at clinicals.

Reader’s Route is funded by the Illinois Secretary of State Literacy grant. In the program, 105 community learners who read or compute math below a 9th grade level have been served and there are currently 20 community tutors. 70+ learners have post-tested averaging a level gain of 2.916.

The Peer-to-Peer Tutoring program has been restarted at the Danville Correctional Center with 22 peer tutors and 24 peer learners. Learners have post-tested averaging a level gain of 1.51. Additionally, two students who were not eligible because of low TABE scores are now eligible to take HSE classes at the DCC.

Since the start of the Middle College program, over 300 Vermilion County high school students have been served. The summer Credit Recovery program has also served hundreds of additional students.

Ms. Williams recognized the Adult Education staff for being a great team in providing services to the community.

The Board and Dr. Nacco thanked Ms. Williams for her report.

4. Mr. Wolfe attended the ICCTA Lobby Day on May 1, 2019. He gave a report on the sessions he attended. He also met with several legislators while in Springfield.

5. Ms. Tammy Betancourt gave a financial update to the Board. The Financial Statements of Revenue and Expenditures ending April 30, 2019 were included in the Board agenda book.

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

7. The Board took action on the following Consent Agenda items:

   A. Approved the Minutes of the Regular Board Meeting of April 25, 2019.

   B. Accepted the Monthly Financial Report and approved payment of invoices. Total payroll was reported as $1,162,939.37 and total paid invoices were reported as $1,067,022.28.

   C. Approved the Human Resources Report which included:

      1. New Employees

         (Notice of Temporary Employment Contract)
2. Student Workers

(Notice of Temporary Employment Contract)

Bromley, Alexis – Student Employee, Financial Aid Office
Effective Date: May 7, 2019 through June 30, 2019

Mandeldove, Andre – Student Employee, Academic Advisement & Counseling
Effective Date: May 16, 2019 through June 30, 2019

Reed, Jerry II – Student Employee, TRIO, Student Success Center
Effective Date: May 6, 2019 through June 30, 2019

Techtow, McKenna – Student Employee, Fitness Center, Math, Science and Health Professions
Effective Date: April 17, 2019 through June 30, 2019

3. Resignations

Hicks, Clayton – Workforce Services Assistant, Vermilion County Works
Effective Date: May 31, 2019

Huffman, Kristen – Science Lab Assistant, Math, Science and Health Professions
Effective Date: May 31, 2019

4. Position Change

Hahne, Dr. Abby – Chemistry Instructor/Assessment Director, Math, Science and Health Professions
Effective Date: June 10, 2019

5. Transfer

Aguirre, Suzanna – Administrative Assistant, Math, Science and Health Professions
Effective Date: June 1, 2019 through June 30, 2019

6. Part-time and Additional Instructor Salaries, Spring Semester 2019

8. The Board approved the premium to ONI Insurance in the amount of $148,712.00 for property and liability insurance for FY-2020.
9. The Board approved Wipfli LLP to provide audit services for the next five years beginning with fiscal year ending June 30, 2019.

10. The Board approved renewing the contract with Follett Higher Education Group to provide bookstore management and operations for a period of three years.

11. The Board discussed the Campus Master Plan projects to be submitted in the FY 2021 RAMP report to ICCB.

12. The Board approved the written minutes of March 24, 1987; September 26, 2000; October 24, 2000; April 26, 2005; May 24, 2005; May 23, 2006; April 26, 2011; January 24, 2019; and March 28, 2019 remain closed to the public. The Board approved the written minutes of November 7, 2018 and December 13, 2018 be made open to the public.

13. The Board approved the bid from Kone, Inc. in the amount of $11,388.00 per year for a five-year elevator maintenance contract.

14. The Board approved the low bid from Allied Waste in the amount of $18,398.32 per year for a five-year trash removal contract.

15. The Board approved the bid from Terminix Company in the amount of $7,925 per year for a five-year pest control contract.

16. The Board approved the low bid from F.E. Moran, Inc. for fire alarm, intrusion alarm, and security camera maintenance in the amount of $32,634 per year for five years.

17. The Board approved the low bid form Midwest Transit Equipment in the amount of $1,281.00 per month to lease the 15-passenger minibus and $1,296.00 per month for the wheelchair accessible minibus for a total of $2,577.00 per month for both vehicles.

18. Information:
   A. Communications
      • A letter from the ACEN granting continued accreditation to the Nursing Program.
      • A Certificate of Achievement for Excellence in Financial Reporting from the Government Financial Office Association to the Business Office.

19. The Board went into Closed Session at 7:00 p.m.

20. The Board returned to Open Session at 8:00 p.m.

21. There being no further business to discuss, the meeting was adjourned at 8:01 p.m.