

## **MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2021**

On November 18, 2021, 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 Harby called the meeting to order at 5:30 p.m.

### **ITEM 2: PLEDGE OF ALLEGIANCE**

Ms. Olivia Logue, Presidential Scholar, led the Board and those in attendance in reciting the Pledge of Allegiance.

### **ITEM 3: ROLL CALL**

The roll was called. Trustees present: Tracy Cherry, Sandra Finch, Dave Harby, Dylan Haun (via phone), Terry Hill, John Spezia, Greg Wolfe, and Student Trustee Laura Duncan.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Stacy Ehmen, Lara Conklin, Doug Adams, Brian Hensgen, Nathan Howie, Brian Weilmuenster, Brandon Tuggle, Larry Curtis, Garry Morris, Angel Fellers, Suzanna Aguirre, Olivia Logue, Jerry Davis, and Greg Law.

Media present: Steve Brandy, WDAN/WDNL

### **ITEM 4: ADOPTION OF AGENDA**

Mr. Harby asked if there were any changes requested to the agenda. With no changes requested, upon motion by Mr. Hill, and a second by Mr. Wolfe, the agenda was approved as presented. The motion passed by unanimous voice vote: 8 yeas, 0 nays.

### **ITEM 5: RECOGNITION OF VISITORS**

Dr. Nacco introduced the following: Dr. Carl Bridges, Vice President, Academic Affairs; Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources and Labor Relations; Stacy Ehmen, Vice President, Student Services; Lara Conklin, Executive Director, College Relations; Doug Adams, Executive Director, Maintenance and Facilities; Brian Hensgen, Assistant Vice President, Student Services; Nathan Howie, Director, Campus Safety; Brian Weilmuenster, Network Administrator/Integration Specialist; Brandon Tuggle, Maintenance Mechanic; Larry Curtis, Maintenance Mechanic; Garry Morris, Maintenance Mechanic; Angel Fellers, Office Assistant, Math, Science and Health Professions; Suzanna Aguirre, Administrative Assistant, Math, Science and Health Professions, Olivia Logue, Presidential Scholar; Jerry Davis, Davis and Delanois; and Greg Law, Ellucian.

Media present: Steve Brandy, WDAN/WDNL

**ITEM 6: INSIDE THE COLLEGE: CUSTOMER RELATIONSHIP MANAGEMENT (CRM) ADVISE PRESENTATION**

Ms. Stacy Ehmen, Vice President of Student Services, gave a presentation on the CRM Advise which is included as an action item on the agenda. She reported that the College collects a considerable amount of data about student retention, engagement, and certificate/degree progression. The problem is that the data is not in the hands of the staff members during that critical time period when resources and assistance can be put in place in a timely and effective manner.

Data from multiple, live sources are fed into the system and alerts and messages are automatically sent to each student's support network (example: Advisor, Coach, TRIO, Foundation, and Financial Aid). Each data element can trigger a notification (to intervene or to celebrate). In addition to staff interventions, immediate responses can also be automated with personal emails and/or texts. The system also assigns a success score to each student, allowing staff to quickly identify both at risk and successful students. The success score attributes are determined by national research, best practice, and the College's unique needs and goals.

Overall, the CRM Advise platform will provide a unified portal/outlet for our multiple systems and data sources.

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

**ITEM 7: REPORT ON ICCTA SEMINAR & BOARD OF REPRESENTATIVES MEETING, NOVEMBER 12-13, 2021**

Mr. Harby and Mr. Wolfe attended the ICCTA meetings on November 12-13, 2021 in Schaumburg, Illinois.

**ITEM 8: FINANCIAL UPDATE**

Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending October 31, 2021 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 last month.

**ITEM 10: PUBLIC COMMENT**

There was no public comment.

**ITEM 11: CONSENT AGENDA**

**A. BOARD CONSIDERATION OF THE MINUTES OF THE SPECIAL BOARD MEETING OF OCTOBER 23, 2021; AND MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 28, 2021**

**B. FINANCIAL REPORT**

**C. CLERY SECURITY REPORT**

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 8 yeas, 0 nays.

**ITEM 12: UNFINISHED BUSINESS**

**ITEM 13: NEW BUSINESS**

**A. BOARD CONSIDERATION OF HUMAN RESOURCES REPORT**

Recommendations of Employment are conditional upon all Human Resources processes being met.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the Human Resources Report. The motion passed by roll call vote: 8 yeas, 0 nays.

**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. The following minutes were reviewed: March 24, 1987; September 26, 2000; October 24, 2000; May 23, 2006; April 26, 2011; January 24, 2019; November 5, 2020; and May 27, 2021\*.

The following minutes are being recommended to remain closed to the public: March 24, 1987; September 26, 2000; October 24, 2000; May 23, 2006; April 26, 2011; January 24, 2019; and May 27, 2021. The following minutes are being recommended to be made open to the public: November 5, 2020.

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the written minutes so noted to remain closed to the public and the written minutes so noted to be opened to the public. The motion passed by roll call vote: 8 yeas, 0 nays.

**C. BOARD CONSIDERATION OF A MOTION TO REMAIN CHAPMAN AND CUTLER LLP, CHICAGO, ILLINOIS AS BOND COUNSEL WITH RESPECT TO THE PROPOSED ISSUANCE OF \$1,500,000 DEBT CERTIFICATES, SERIES 2022, AND SUBSEQUENT ISSUANCE OF \$1,500,000 GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 2022, AND IN DOING SO, AUTHORIZE CHAPMAN AND CUTLER LLP TO PREPARE THE NECESSARY LEGAL PROCEEDINGS FOR THE PROPOSED ISSUES**

Retaining the services of Bond Counsel is necessary to help the College through the complex process of issuing Debt Certificates for the purpose of paying the cost of purchasing technology and instructional equipment and subsequently issuing General

Obligation Bonds for the purpose of paying those claims against the District (i.e. the General Obligation Debt Certificates (Limited Tax), Series 2022).

During the FY22 budgeting process, it was apparent that funds were not sufficient to meet the technology and instructional equipment needs. The funds from the 2020 Technology/Equipment Bond are now exhausted as planned over a two-year period. There still remains some outdated technology and instructional equipment that needs updated and replaced. With the rapid changes in technology, our College needs to provide sufficient funds for updating equipment on a three to four-year cycle.

It has also become apparent that the College's 10-15-year-old digital phone system has become outdated. The system is no longer manufactured and only refurbished parts and phones are available. A consultant engineer that specializes in phone system technology has been contracted to assist in creating the design, project cost estimate and eventual bid specifications. It is anticipated that a new "VoIP – Voice over Internet Protocol" system will be the best solution. This will require all new phones and wiring updates. A very high level estimated cost for this project is \$750,000. Therefore, we are including \$500,000 in this Debt Certificate/Bond Issuance request to secure a portion of the funding needed to start this project.

Chapman and Cutler, LLP has provided Danville Area Community College with similar services with our previous Debt Certificate Bond issuances. The fee proposed for the issuance of the Debt Certificates is \$4,500 and for the Bonds \$7,500 (\$12,000 total). While this represents an increase in fees of \$6,000, the fees have remained the same amount (\$6,000) for 3 years or 3 issuances. This is also less than what would normally be charged for this size of an issuance (\$15,000). The services provided by Chapman and Cutler have been excellent and we believe the increase in fees is warranted. A copy of the engagement letter is included in the Board packet.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the motion to retain Chapman and Cutler, LLP, Chicago, Illinois, as bond counsel with respect to the proposed issuance of \$1,500,000 Debt Certificates, Series 2022, and subsequent issuance of \$1,500,000 General Obligation Community College Bonds, Series 2022, and in doing so, authorizes Chapman and Cutler, LLP, to prepare the necessary legal proceedings for the proposed issues. The motion passed by roll call vote: 8 yeas, 0 nays.

#### **D. BOARD CONSIDERATION OF ELLUCIAN ORDER FORM – CRM ADVISE**

DACC collects a considerable amount of data about student retention, engagement, and certificate/degree progression. The problem is that the data is not in the hands of the staff members during that critical time period when resources and assistance can be put in place in a timely and effective manner.

Ellucian's CRM Advise system is designed to enhance student success and improve retention rates. It helps detect problems early, facilitate meaningful engagement, apply

insightful analytics to better understand when and why students are having issues, and measure which programs and activities are effective in resolving them.

Data from multiple, live sources are fed into the system and alerts and messages are automatically sent to each student's support network (example: Advisor, Coach, TRIO, Foundation, and Financial Aid). Each data element can trigger a notification (to intervene or to celebrate). In addition to staff interventions, immediate responses can also be automated with personal emails and/or texts. The system also assigns a success score to each student, allowing staff to quickly identify both at risk and successful students. The success score attributes are determined by national research, best practice, and the College's unique needs and goals.

Overall, the CRM Advise platform will provide a unified portal/outlet for our multiple systems and data sources. Specifically, it will work in real time with our online course system, Blackboard; Maxient, our student conduct and alert system; Self Service (including Financial Aid and Degree Audit); and Colleague, our Student Information System. Other systems can be added into the system as well as static data feeds. It also allows both students and faculty/staff to self-report alerts with the ease of a button. The power of this tool will help us use the data that we've been diligently collecting, but not using effectively or efficiently. DACC needs to work smarter, not harder (or after the fact). Our students deserve it!

The costs and contract are spread over a 5-year schedule. The first year includes the annual subscription and implementation costs. The first year cost totals \$138,056 with years 2-5 totaling \$61,443, \$63,286, \$65,185, and \$67,141 respectively. A sizable discount was applied to this contract due to our Ellucian Cloud and Ellucian Consultant contracts.

Due to the number of stakeholders on campus who can utilize and benefit from the system, additional monies will be contributed by TRIO and, hopefully, the Foundation and Perkins in Years 2-5.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the Ellucian Order Form – CRM Advise. The motion passed by roll call vote: 8 yeas, 0 nays.

#### **E. BOARD CONSIDERATION OF BIDS FOR ROBOTIC ARM**

Bids were advertised for computer equipment for a robotic arm. The Robotics lab is being updated to ensure that the curriculum is current and aligned to current and emerging labor market needs. The robotic arm package includes collaborative programming that allows students access to the latest level of robotics curriculum expanding functionality for student assignments and will align with the industry certification requirements. The mobility of this unit will also be advantageous in recruiting new student candidates and promoting the robotics curriculum by allowing the department to take it to local high school assemblies and career fairs.

This equipment was approved on the FY22 Capital Equipment List and funding will be through the Perkins grant and Technology/Equipment Bonds.

Upon motion by Ms. Cherry, and a second by Ms. Finch, the Board approved the low bid of \$37,012.00 from Advanced Technologies Consultants of Northville, MI. The motion passed by roll call vote: 8 yeas, 0 nays.

#### **F. BOARD CONSIDERATION OF ALERTUS SAFETY & SECURITY ENHANCEMENTS**

The Director of Campus Safety & Security and Assistant Vice President of Student Services recently completed an internal audit of our campus safety and security systems. With various safety and security compliance mandates in mind and State/National best practices researched, the team identified several opportunities for our security systems to modernize, fill the identified gaps, and grow with changing needs. Modern practice is to approach campus safety and security with layers of technology, training, and communications. One size does not fit all when meeting the safety needs of our diverse stakeholders, the range of circumstances to be prepared for, and the variety of places and structures to keep safe. The Threat Assessment Team reviewed the options presented and selected the Alertus System as an ideal fit to improve system efficiency, minimize risk, and maximize campus safety efforts.

The Alertus System is designed from the ground up to be fully flexible in its configuration of recipient groups, preset messages, user controls, restrictions, and ability to be customized. It can be built to meet the College's specific needs, from emergency alerting to routine enterprise communication. With an array of both hardware and software features such as mass notification, including facility notification, enterprise and IP network notification (for desktop notifications, outdoor notification, and mobile notification); one-touch activation; targeted alerting; pre-set alerts and messages; seamless integration with legacy notification technologies (Campus Alerts at DACC); the ability to automatically alert local police departments; and personalized technologies such as one-touch alert beacons, and panic buttons for individual classrooms and offices, the campus community can be assured that everyone at the College will receive the right message at the right time, every time.

To bring our safety and security systems to a suitable level, the Alertus system would require an overall investment of \$12,328.00. The cost includes a one-time host server implementation fee of \$3,470.00, an annual license fee of \$4,950.00, a custom implementation and training fee of \$2,000.00, and hardware costs of \$1,908.00.

Due to the capabilities of the unique, comprehensive system, Alertus will be submitted as a sole source purchase. Additional hardware will be purchased in the future to enhance and expand this systems capabilities.

Upon motion by Mr. Wolfe, and a second by Mr. Spezia, the Board approved the Alertus safety and security enhancements. The motion passed by roll call vote: 8 yeas, 0 nays.

**G. BOARD CONSIDERATION OF REVISED RESOLUTION TO APPROVE TAX LEVY**

At the October Board of Trustees meeting the Board approved a resolution to the 2021 Tax Levy related to a timing issue with the issuance of the 2021 Deferred Maintenance Bonds. The amount on that tax levy was incorrect by \$586 due to a clerical error. The amount should have been \$55,823 instead of \$55,237.

Included in the Board Packet is a Revised Resolution Approving the Revised Tax Levy.

Upon motion by Mr. Spezia, and a second by Ms. Cherry, the Board approved the revised Resolution to Approve Tax Levy. The motion passed by signature vote: 8 yeas, 0 nays.

**H. BOARD CONSIDERATION TO ACCEPT THE ANNUAL POST-ISSUANCE TAX COMPLIANCE REPORT FOR DANVILLE AREA COMMUNITY COLLEGE DISTRICT NO. 507, COUNTIES OF VERMILION, EDGAR, IROQUOIS, CHAMPAIGN AND FORD AND THE STATE OF ILLINOIS**

When the District issued Tax Advantaged Obligations (e.g. Tax-Exempt Bonds and/or Debt Certificates), the District covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to those obligations, including covenants necessary to preserve the excludability of interest in those obligations from gross income for federal income taxation purposes.

A Bond Record-Keeping Policy was adopted by the Board of Trustees on December 14, 2010 and amended on September 23, 2014 as part of the resolution process for the issuance of certain Tax Advantaged Obligations. This Bond-Record Keeping Policy designated the Treasurer as the Compliance Officer for Tax Advantaged Obligations compliance purposes. Our bond counsel, Chapman and Cutler, LLP has recommended that the Compliance Officer prepare and submit an Annual Post-Issuance Tax Compliance Report to ensure that the Board of Trustees is aware of the District's compliance with Tax Advantaged Obligation covenants.

Included in the Board Packet is the Post-Issuance Tax Compliance Report which sets forth a summary demonstrating the District's compliance with applicable covenants and expectations.

Also included in the Board Packet are expenditures for the fiscal year 2021 from the various bond issuances. All of the expenditures were previously approved by the Board either through the bid process when required or via the normal monthly disbursement approval process.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board accepted the annual Post-Issuance Tax Compliance Report for Danville Area Community College District No. 507, Counties of Vermilion, Edgar, Iroquois, Champaign and Ford and the State of Illinois. The motion passed by roll call vote: 8 yeas, 0 nays.

**ITEM 14: INFORMATION**

**A. TRUSTEE COMMENTS**

Mr. Hill: Recognized Mark Hostetler, a former DACC athlete and alumna and his daughters for winning the Iowa State Championship in cross country.

Mr. Haun: He was disappointed he could not be at the meeting in person due to employment responsibilities, but commended DACC for continually investing in improvements for students.

Mr. Spezia: Recently did a program at WITY called “Cutting Down the Nets” and Mr. Hill was his guest for the program. He also thanked Mr. Wolfe for the idea of having the comments at the end of the meeting.

Mr. Wolfe: Apologized for not being able to attend last month’s meeting. He commented on the sessions he attended at the ICCTA seminar last week. Legislative goals were also adopted for 2022.

Mr. Harby: He reminded everyone that all emails can be considered as FOIA requests.

Ms. Cherry: Thanked Dr. Nacco and his team for the support of local schools. Also commended Alexis Simmons for the work she has been doing at DHS.

Ms. Duncan: As an All-Star Jaguar, she was excited to see how recruitment ideas come to light.

**B. COMMUNICATIONS**

Mr. Harby asked everyone to review their calendars for a meeting date for the President’s evaluation and the Board’s self-evaluation.

**ITEM 15: ADJOURNMENT**

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:02 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

Approved: \_\_\_\_\_