

MINUTES OF THE REGULAR MEETING OF JULY 21, 2022

On July 21, 2022, 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

Devontay Carpenter, Middle College Student, led the Board and those in attendance in reciting the Pledge of Allegiance.

ITEM 3: ROLL CALL

The roll was called. Trustees present: Dave Harby, Sandra Finch, Terry Hill, Dylan Haun, and Student Trustee Olivia Logue. Trustees absent: Tracy Cherry, John Spezia, and Greg Wolfe.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Lara Conklin, Mark Barnes, Terry Goodwin, Nathan Howie, Dylan Miller, Kathy Leary, Jung Ae Merrick, Jerry Davis, and Devontay Carpenter.

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 Mr. Hill, and second by Ms. Finch, the agenda was approved as presented. The motion passed by unanimous voice vote: 5 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following: Jill Cranmore, Vice President, Human Resources and Labor Relations; Dr. Carl Bridges, Vice President, Academic Affairs; Tammy Betancourt, Vice President, Finance and Chief Financial Officer; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; Terry Goodwin, Dean, Adult Education and Literacy/Middle College/College Express; Nathan Howie, Director, Campus Safety; Dylan Miller, Campus Safety Officer; Kathy Leary, Coordinator, Middle College; Jung Ae Merrick, Online Support and Web Technician; Jerry Davis, Jerry Davis Law; and Devontay Carpenter, Middle College Student.

Media present: None

ITEM 6: INSIDE THE COLLEGE: ADULT EDUCATION/MIDDLE COLLEGE REPORT

Mr. Terry Goodwin provided an update on Adult Education and Middle College. He expressed appreciation to the Trustees who were able to attend the graduation this past spring. He reported since Middle College began, 472 students have been a part of the program and 332 students have graduated from high school. Thirty-two of those students are enrolled in Middle College for the Fall.

This past spring, 63 students graduated from Middle College and 17 of those students are already enrolled in classes this fall at DACC.

Middle College Student Devontay Carpenter shared his experience in Middle College. He expressed appreciation to everyone involved in Middle College. He stated it was due to their care and concern that he was able to graduate and he is now enrolled in business marketing classes.

Mr. Goodwin noted that he taught part-time in Adult Education in the GED program for two years prior to applying for his current position. He noted 187 GED students were served in FY22 and 39 of those students graduated.

Mr. Goodwin shared a success story of a mother and daughter who both recently graduated – the mother with her GED and the daughter from Middle College.

Mr. Goodwin also reported that Reader's Route is in the Adult Education department and many students benefit from this program as well.

The Trustees and Dr. Nacco thanked Mr. Goodwin for his report and Mr. Carpenter for being a DACC student.

ITEM 7: FINANCIAL UPDATE

Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending June 30, 2022 was included in the Board agenda book.

ITEM 8: PRESIDENT'S REPORT

Dr. Nacco shared the *DACC Flash* with the Board and highlighted the events from the last month.

ITEM 9: PUBLIC COMMENT

There was no public comment.

ITEM 10: CONSENT AGENDA

**A. BOARD CONSIDERATION OF THE MINUTES OF THE
REGULAR BOARD MEETING OF JUNE 23, 2022**

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

Upon motion by Mr. Haun, and a second by Ms. Finch, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 5 yeas, 0 nays.

ITEM 11: UNFINISHED BUSINESS

ITEM 12: 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. Haun, the Board approved the Human Resources Report. The motion passed by roll call vote: 5 yeas, 0 nays.

B. BOARD CONSIDERATION OF FY23 CAPITAL EQUIPMENT LIST

Included in the Board packet is a list of recommended Capital Equipment items as submitted by budget supervisors and reviewed, adjusted, and approved by the Capital Equipment Committee. The amounts are estimated by the person making the requests and may vary with a similar item. Bid items over \$25,000 will be presented to the Board for approval.

Approval of the list is being requested at this time so the items may be bid or quoted, approved by the Board if bid, ordered, and delivered as soon as possible so items can be installed in time for the start of the fall semester.

The funding support of \$1,702,639 in equipment is possible as a result of \$1,081,100 in Tech/Equip bond proceeds, \$383,000 in 1994 referendum funds, \$112,525 in grant and special revenue funds, and \$126,014 from operating funds.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the FY23 Capital Equipment List. The motion passed by roll call vote: 5 yeas, 0 nays.

C. BOARD CONSIDERATION OF AUTHORIZATION TO PERMIT INTERFUND LOANS AS NEEDED FOR THE PERIOD OF AUGUST 2022 THROUGH JULY 2023

Due to the timing of revenue and expenditure amounts which occur during the year, several of the College's Funds experience a negative cash balance at various times during the year. In addition, most of our grants are on a reimbursable basis. We incur the cost and then periodically, based on the grant regulations, request reimbursement for these expenditures, which has a negative effect on cash flow.

Interfund loans do not change the College's total cash balance, but the transaction does provide for each individual Fund to reflect a positive cash balance. This request will provide lending options through the FY22 fiscal year end and address the anticipated negative cash balance during the next year.

The current authorization for interfund loans ends on July 31, 2022.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board authorized interfund loans as needed for the period of August 2022 through July 2023. The motion passed by roll call vote: 5 yeas, 0 nays.

D. BOARD CONSIDERATION OF FIRST FINANCIAL BANK COMMERCIAL CARD PROGRAM

The College's Treasury Management Services are with First Financial Bank (FFB), however our College VISA is with Education Personnel Federal Credit Union (EPFCU). Currently, we have a credit limit of \$140,000, however, amounts over \$100,000 must be on deposit with EPFCU. The

current VISA with EPFCU is very manual and does not fit the College's needs. Statements are received by paper only and by cardholder, which poses challenges to make payments timely in order to avoid late fees. One of the biggest challenges with our current VISA with EPFCU is the lack of flexibility in increasing and decreasing credit limits real-time. Oftentimes, College employees have had their College VISA decline when traveling on College business due to the timing of payments and credit limits.

FFB has a new Commercial Card Program that provides more services, flexibility and utilizes technology. Highlights of FFB's Commercial Card: Credit limit of \$200,000 with no additional deposit or collateralization required; revenue sharing (1% cash back on all purchases in excess of \$100,000 in a calendar year); Portal Technology Platform which allows for role based access, real-time charges, and card controls for limits, restrictions, card issuance and cancellation; Extensive ad-hoc reporting, along with standard reports; Robust cardholder reconciliation; and Automatic deduction of payment from account to avoid late fees (reconciliation can occur after payment and adjustments made)

Board Policy 6009.0 – Indebtedness required that any issuance of indebtedness have prior approval of the Board of Trustees. Moving our College credit card to FFB will align all of our financial services with one provider. The College requests proposals every five years from Financial Institutions (scheduled for spring of 2023) and this would be incorporated into that request for proposal process.

Upon motion by Mr. Haun, and a second by Mr. Hill, the Board authorized the Treasurer to enter into the First Financial Bank Commercial Card Program on behalf of the College. The motion passed by roll call vote: 5 yeas, 0 nays.

E. BOARD CONSIDERATION OF BIDS FOR SCALE COMPUTER EQUIPMENT

Bids were advertised in the News Gazette and Commercial News (including the internet) for Scale computer equipment. This equipment will be funded with 2022 Technology/Equipment Bond proceeds.

Upon motion by Mr. Hill, and a second by Mr. Haun, the Board approved the purchase of scale computer equipment from Alliance Technology Group in the amount of \$88,480. The motion passed by roll call vote: 5 yeas, 0 nays.

ITEM 15: INFORMATION

A. TRUSTEE COMMENTS

- Ms. Logue reiterated the importance of teachers caring about their students and what they learn.
- Mr. Hill thanked Mr. Carpenter for sharing his success story.
- Mr. Haun expressed appreciation to all DACC graduates, especially Middle College and GED graduates.
- Ms. Finch commented that students sometimes need a reminder to help them excel and succeed in life.

B. COMMUNICATIONS

ITEM 16: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:16 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____