

## **MINUTES OF THE REGULAR MEETING OF NOVEMBER 17, 2022**

On November 17, 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 at the DACC Higher Learning Center, Room 101, in Hoopeston, Illinois.

### **ITEM 1: CALL TO ORDER**

Vice-Chairman Wolfe called the meeting to order at 5:30 p.m.

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

Ms. Jacklynn Taylor, 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: Dylan Haun, Terry Hill, John Spezia, Greg Wolfe, and Student Trustee Olivia Logue. Trustees absent: Tracy Cherry, Sandra Finch, and Dave Harby.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Stacy Ehmen, Lara Conklin, Mark Barnes, Doug Adams, Whitney Yoder, Karla Coon, Anna Silver, Jacklynn Taylor, and Jerry Davis.

Media present: Steve Brandy WDAN-WDNL (arrived at 6:05).

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

Mr. Wolfe asked if there were any changes requested to the agenda. With no changes requested, upon motion by Mr. Hill, and a second by Mr. Haun, 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; Stacy Ehmen, Vice President, Student Services; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; Doug Adams, Executive Director, Maintenance & Facilities; Whitney Yoder, Controller, Business Office; Karla Coon, Director, Hoopeston Higher Learning Center; Anna Silver, Office Assistant, Hoopeston Higher Learning Center; Jacklynn Taylor, Presidential Scholar; and Jerry Davis, Davis Law.

Media present: Steve Brandy, WDAN-WDNL.

### **ITEM 6: INSIDE THE COLLEGE: DACC HIGHER LEARNING CENTER - HOOPESTON REPORT**

Director Karla Coon provided an update to the Board. She reported that enrollment for the fall semester has been strong and that they have been able to retain students. Most students who attend the HLC are dual credit from Hoopeston. She announced that two students graduating in May from Hoopeston started in College for Kids and are now graduating with both their high school diploma and their Associates Degree.

The HLC generated 161 credit hours. A Food Service class was recently held and Adult Ed/ESL classes are also being held. GED number are not as strong, but a daytime class option is being added for the spring to hopefully generate more interest. An adult CNA class is being offered next semester.

Ms. Coon reported a new scholarship has been established thanks to Mr. Bill Nichols and Mr. Larry Jahn. The scholarship is intended for HLC students who have attended classes at the HLC.

Ms. Coon noted that a grant was recently submitted by the DACC Foundation to replace the tables in the computer lab.

The Board and Dr. Nacco thanked Ms. Coon for her report and for her leadership.

**ITEM 7: REPORT ON ACCT LEADERSHIP CONGRESS – OCTOBER 26-29, 2022**

Mr. Wolfe reported on the 2022 Annual ACCT Leadership Congress that he attended in New York City, on October 26-29, 2022.

**ITEM 8: REPORT ON ICCTA MEETING, NOVEMBER 11-12-2022**

Mr. Harby was not present at the Board meeting. An update of the ICCTA Meeting will be given at next Board meeting.

**ITEM 9: FINANCIAL UPDATE**

Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending October 31, 2022 was included in the Board agenda book.

**ITEM 10: PRESIDENT'S REPORT**

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

**ITEM 11: PUBLIC COMMENT**

**ITEM 12: CONSENT AGENDA**

- A. BOARD CONSIDERATION OF THE MINUTES OF THE STUDY SESSION MEETING OF OCTOBER 11, 2022; MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 20, 2022; AND MINUTES OF THE BOARD AUDIT COMMITTEE MEETING OF NOVEMBER 3, 2022**

- B. FINANCIAL REPORT**

- C. CLERY SECURITY REPORT**

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

**ITEM 13: UNFINISHED BUSINESS**

**ITEM 14: 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 second by Mr. Spezia, the Board approved the Human Resources Report. The motion passed by roll call vote: 5 yeas, 0 nays.

**B. BOARD CONSIDERATION OF APPROVAL OF TRAVEL EXPENDITURES FOR TRUSTEES**

Per Public Law 99-0604, known as the “Local Government Travel Expense Control Act,” travel expenses for members of the Board of Trustees must be approved at an open meeting of the Board.

A total of \$1,983.98 was expended for travel expenditures for trustees over the last month. The expenses were for the ACCT Leadership Congress in New York on October 25-29, 2022 for Mr. Greg Wolfe (\$1,833.98) and the ICCTA Seminar in Downers Grove, IL on November 11, 2022 for Mr. Dave Harby (\$150.00).

Upon motion by Mr. Hill and a second by Mr. Haun, the Board approved the travel expenditures for the Trustees. The motion passed by roll call vote: 5 yeas, 0 nays.

**C. 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; December 13, 2021; and May 26, 2022.

Upon motion by Mr. Spezia, and a second by Mr. Hill, the Board approved the written minutes of December 13, 2021 to be open to the public. The Board also approved that the written Closed Session minutes of March 24, 1987; September 26, 2000; October 24, 2000; May 23, 2006; April 26, 2011; January 24, 2019; and May 26, 2022 remain closed to the public. The motion passed by roll call vote: 5 yeas, 0 nays.

**D. BOARD CONSIDERATION OF REVISING FEES IN THE CHILD DEVELOPMENT CENTER**

The DACC Child Development Center continues to be a center of excellence for social, emotional, physical, and intellectual development of a child. The Center also provides a learning-lab environment for observation and training for DACC students enrolled Early Childhood Education, Education, and Nursing programs. Maintaining this level of quality service requires staffing and supply resources which continue to increase in cost.

Therefore, we are proposing that the rates be increased effective January 1, 2023 to help offset rising costs related to wages, benefits, food costs, compliance mandates, and instructional supplies. The last fee rate increase was in December 2018, 4 years ago.

In addition to the weekly rate increases, the Center would like to increase the annual activity supplies fee. This fee has not been raised since the inception of the Center. It covers the extra costs incurred due to special events/activities, arts and craft supplies, and Center family events.

Upon motion by Mr. Hill, and a second by Ms. Logue, the Board approved the proposed increase of the Child Development fees effective January 1, 2023. The motion passed by roll call vote: 5 yeas, 0 nays.

#### **E. BOARD CONSIDERATION OF BIDS FOR NETWORK EQUIPMENT**

Bids were advertised for network equipment approved on the FY23 Capital Equipment list. Bids were requested for: (20) Aruba Switch; (25) Power Supply; (10) Stacking Modules; (20) Transceivers; (10) Stacking Cables.

This equipment was approved on the FY-23 Capital Equipment List and will be funded with 2022 Technology/Equipment bond proceeds.

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved the low bid of \$95,560.54 from Sayers for network equipment. The motion passed by roll call vote: 5 yeas, 0 nays.

#### **F. 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 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 July 23, 2013 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 2022 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. Haun, and a second by Mr. Hill, 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: 5 yeas, 0 nays.

#### **G. BOARD CONSIDERATION OF VOLUNTARY SEPARATION PROGRAM**

As a potential hedge against rising operating costs, the College Administration is proposing an employee voluntary-separation program.

Upon motion by Mr. Spezia, and a second by Mr. Hill, the Board approved the proposed employee Voluntary Separation Program. The motion passed by roll call vote: 5 yeas, 0 nays.

#### **H. BOARD CONSIDERATION OF WORKERS COMPENSATION INSURANCE FOR 2023**

Worker's Compensation insurance is determined by our estimated annual payroll, experience mod rate, and Foreign and Domestic Terrorism coverage. The January 1, 2022 to December 31, 2022 premium for Worker's Compensation insurance was \$48,507. This coverage was obtained through the Illinois Public Risk Fund (IPRF).

IPRF is an intergovernmental joint insurance pool and one of the stipulations for membership is that we have to remain in the program for a minimum of one year before we can exit the pool. After that one year period, we must provide written notice not less than ninety (90) days to the IPRF Board of Trustees of our intent to withdraw from the pool. Therefore, IPRF is our only option for Worker's Compensation insurance for 2023 at a premium of \$53,055. While this is an increase of approximately 9% from 2022, it is still approximately 23% lower than the 2021 Zenith rate of \$68,756. Payroll is also estimated to increase by 2.4%.

In addition, IPRF will provide us a safety grant in the amount of \$515 to purchase various safety equipment. IPRF was also our Worker's Compensation carrier from 2014 through 2017. We have always had excellent service and response times from IPRF.

IPRF, however, will not cover one of our instructors who lives in another state and teaches only on-line courses for us. Epic was again able to secure a separate policy for that employee for a premium of \$370.

Worker's Compensation insurance premiums are paid using Liability, Protection, Settlement (Tort) Funds.

Upon motion by Mr. Hill, and a second by Mr. Haun, the Board approved the premium of \$53,055 to Illinois Public Risk Fund for Worker's Compensation insurance coverage from January 1, 2023 to December 31, 2023. The motion passed by roll call vote: 5 yeas, 0 nays.

**I. BOARD CONSIDERATION OF BIDS FOR ASBESTOS ABATEMENT  
AT MARY MILLER**

Bids were advertised for asbestos abatement. Bids were requested for: Qualified asbestos abatement contractors for the Mary Miller Center– ASBESTOS ABATEMENT, located at 2000 East Main Street, Danville, Illinois. The project includes the following: Provide all material, labor, and equipment to remove and dispose of asbestos containing pipe insulation for the Plumbing Upgrade Project.

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved the low bid with NES Environmental in the amount of \$99,730. The motion passed by roll call vote: 5 yeas, 0 nays.

**J. BOARD CONSIDERATION OF BIDS FOR INTERNET PROTOCOL  
PHONE EQUIPMENT**

Bids were advertised for Internet Protocol (IP) phone equipment approved on the FY23 Capital Equipment list. The Base Bid includes the work required to provide a complete IP phone system. Work includes, but not limited to, the installation of all handsets, patch panels, terminations, controllers, software, etc., for a complete functioning IP based telecommunications system.

This equipment was approved on the FY-23 Capital Equipment List and will be funded with 2022 Technology/Equipment bond proceeds.

Upon motion by Mr. Haun, and a second by Mr. Hill, the Board approved the purchase of IP Phone equipment from Gibson Teledata in the amount of \$160,000.00. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 15: INFORMATION**

**A. TRUSTEE COMMENTS**

- Mr. Hill thanked Karla Coon and Anna Silver for hosting this month's Board meeting.
- Mr. Haun recently attended a TRIO event and noted it was great hearing the success stories of students.
- Ms. Logue noted it is great to hear the information regarding enrollment and students.
- Mr. Spezia appreciates the partnership with Milford.
- Mr. Wolfe has received many thanks from parents as well as enthusiasm from parents and students regarding volleyball. He also expressed appreciation to faculty and staff for making a difference in people's lives.

**B. COMMUNICATIONS**

**ITEM 16: ADJOURNMENT**

There being no further business to discuss, Mr. Wolfe adjourned the meeting at 6:30 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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