

## **MINUTES OF THE REGULAR MEETING OF JANUARY 25, 2024**

On January 25, 2024, 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**

Presidential Scholar Ethan Richards 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, Terry Hill, Maruti Seth, Greg Wolfe, and Student Trustee Decarlo Flagg.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dr. Carl Bridges, Jill Cranmore, Tammy Betancourt, Lara Conklin, Mark Barnes, Kathy Hunter, Kelly Johnson, Marcie Wright, Jerry Davis, Ethan Richards, and Trinity Dokey.

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 Ms. Cherry, 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, Provost/Vice President, Academic Affairs and Student Services; Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources and Labor Relations; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; Marcie Wright, Clinical Coordinator, Health Information Technology; Kelly Johnson, Director, Health Information Technology; Kathy Hunter, Professor, Information Systems; Dylan Miller, Campus Security; Jerry Davis, Jerry Davis Law; Ethan Richards, Presidential Scholar; and Trinity Dokey, Health Information Technology Student.

Media present: Steve Brandy, WDAN-WDNL.

### **ITEM 6: INSIDE THE COLLEGE: HEALTH INFORMATION TECHNOLOGY REPORT**

For the Inside the College report, Director Kelly Johnson provided a report on the Health Information Technology program. Ms. Johnson noted three new programs: Cancer Registry Management Certificate, Healthcare Billing Certificate-ELEVATE-ICAPS, and Healthcare College Express. She reported that the two-year HIT AAS program is now offered via the hybrid format and they have experienced the highest enrollment since the billing program began.

Ms. Johnson expressed appreciation to Marcie Wright for her efforts in creating the Association of Future Health Information Management (HIM) Professionals. The Association provides both networking and educational opportunities for HIM students.

Ms. Wright is also working on creating a community health literacy project which will show patients how to use the patient portals. Data will be collected regarding the link between using portals and health outcomes.

Highlights for the program include a \$10,000/semester Cancer Registry software donation from CRStar; the Cancer Registry Management Certificate program receiving full accreditation status from the National Cancer Registrars Association (NCRA), and a 100% RHIT pass rate for 2023.

HIT Student Trinity Dokey shared her experience in the program and looks forward to the upcoming projects.

The Board and Dr. Nacco thanked Ms. Johnson and Ms. Wright for a great program and for their leadership. Director of Health Informatics Kelly Johnson provided a report on the Health Information Technology program.

The Board and Dr. Nacco thanked Mrs. Johnson for her report.

**ITEM 7: FINANCIAL UPDATE**

The Financial Statement of Revenue and Expenditures ending December 31, 2023 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 DECEMBER 21, 2023**

**B. FINANCIAL REPORT**

**C. CLERY SECURITY REPORT**

**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 second by Mr. Seth, the Board approved the Human Resources Report. The motion passed by roll call vote: 8 yeas, 0 nays.

**B. 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.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the Annual Post Issuance Tax Compliance Report for Danville Area Community College 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.

**C. BOARD CONSIDERATION OF TRANSFER OF MONIES FROM THE WORKING CASH FUND TO THE EDUCATION FUND AND THE OPERATIONS AND MAINTENANCE FUND**

The College is required to have a resolution adopted by the Board to allow the transfer of monies from the Working Cash Fund to the Educational Fund and Operations and Maintenance Fund. This resolution authorizes funds to be transferred as needed to meet the payment due dates for expenditures incurred in these funds when the revenue is not received in time to meet the cash outflow requirements. This transfer also avoids the issuance of tax anticipation warrants.

The transaction is considered an internal loan and must be repaid to the Working Cash Fund within one calendar year since the intent is not to abolish the balance in this fund. The majority of the funds utilized to pay the loan will be from the collection of tax revenue and student tuition with no reliance on state funding.

The timing of this resolution avoids having a negative cash balance at the end of the fiscal year (June 30). This resolution is requested annually and meets the requirements of ICCB and the College Auditors.

Upon motion by Mr. Hill, and a second by Mr. Flagg, the Board approved the transfer of monies from the Working Cash Fund to the Education Fund and the Operations and Maintenance Fund. The motion passed by signature vote: 8 yeas, 0 nays.

**D. BOARD DISCUSSION OF DATE OF LOCAL EFFICIENCY COMMITTEE MEETING**

The Board discussed possible dates for the next Local Efficiency Committee meeting.

**ITEM 13: INFORMATION**

**A. TRUSTEE COMMENTS**

- Mr. Hill expressed appreciation to Kelly Johnson for her enthusiasm for her program. He also commented on the 11% increase in enrollment.
- Mr. Flagg also thanked Kelly Johnson and her team as well as her students.
- Ms. Cherry applauded everyone for the continuous good things that are happening on campus and looks forward to seeing what happens in the future.
- Mr. Seth is excited about the new programs introduced this evening. He is also thankful for the new sound system in Mary Miller.
- Ms. Finch is also excited about the new sound system in Mary Miller.
- Mr. Harby thanked Student Trustee Flagg for the ads and news story on Channel 3. He also noted there are so many good things happening on campus such as the county tournament and the recent leaders' conference.

**B. COMMUNICATIONS**

**ITEM 14: ADJOURNMENT**

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:33 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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