

## **MINUTES OF THE REGULAR MEETING OF DECEMBER 16, 2021**

On December 16, 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. Emma Myers, 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, and Greg Wolfe. Trustees absent: Terry Hill, John Spezia, and Student Trustee Laura Duncan.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Stacy Ehmen, Dr. Penny McConnell, Lara Conklin, Doug Adams, Mark Barnes, Nick Catlett, Laura Hensgen, Alexis Simmons, Terry Gouard, Emma Myers, and Jerry Davis.

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. Wolfe, and a 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: 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; Dr. Penny McConnell, Assistant Vice President, Academic Affairs; Lara Conklin, Executive Director, College Relations; Doug Adams, Executive Director, Maintenance and Facilities; Mark Barnes, Director, Information Technology; Nick Catlett, Director, Workforce and Recruitment Services; Laura Hensgen, Director, Community Education and Video Development; Alexis Simmons, Coordinator, Recruitment and Student Engagement; Terry Gouard, A+Cutz Barber Shop; Jerry Davis, Davis and Delanois; and Emma Myers, Presidential Scholar.

Media present: None

### **ITEM 6: INSIDE THE COLLEGE: RECRUITMENT AND STUDENT ENGAGEMENT REPORT**

Ms. Alexis Simmons provided a handout on the visits she has made to high schools and events she has hosted or participated in to the Board. She also shared her Recruitment Portfolio that lists presentations and workshops available. Her overall goal is to establish relationships with each school in the district.

Ms. Simmons' student engagement goal is to gauge student perceptions of campus life at DACC. She also shared her future goals for recruitment and student engagement.

The Board and Dr. Nacco thanked Ms. Simmons for her report and for her enthusiasm of DACC.

**ITEM 7: FINANCIAL UPDATE**

Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending November 30, 2021 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 NOVEMBER 18, 2021**
- 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. Haun, and a second by Mr. Wolfe, 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 \$816.63 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA meetings on November 12-13, 2021 in Schaumburg for Mr. Dave Harby (\$150.00) and Mr. Greg Wolfe (\$587.82) and expenses for the ACCT Legislative Summit in Washington, DC in February 2022 for Mr. Greg Wolfe (\$78.81).

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

**C. BOARD CONSIDERATION OF RESOLUTION AUTHORIZING AND PROVIDING FOR AN INSTALLMENT PURCHASE AGREEMENT FOR THE PURPOSE OF PAYING THE COST OF PURCHASING REAL OR PERSONAL PROPERTY, OR BOTH, IN AND FOR THE DISTRICT, AND FOR THE ISSUE OF \$1,500,000 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), SERIES 2022, EVIDENCING THE RIGHTS TO PAYMENT UNDER SAID AGREEMENT, PROVIDING FOR THE SECURITY FOR AND MEANS OF PAYMENT UNDER SAID AGREEMENT OF SAID CERTIFICATES, AND AUTHORIZING THE SALE OF SAID CERTIFICATES TO CATLIN BANK**

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 "VoID – Voice over internet Protocol" system will be the best solution. This will require all new phones and wiring update. 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.

To provide additional funds to meet our capital, equipment and technology needs, the College can sell Debt Certificates to evidence debt incurred under an Installment Purchase Agreement. The amount of \$1,500,000 in new revenue will meet our immediate needs which will provide for needed capital improvements and enhance the quality of equipment and state of the art technology in our classrooms and supporting services departments. After completion of this process, the Board can then proceed with issuing Funding Bonds to retire this debt. The Resolution related to this sale is attached.

Request for Proposals (RFP's) were sent to financial institutions within the College district requesting the rate of interest that would be applied to a short term \$1,500,000 loan obligation.

Proposals were returned by Catlin Bank (Catlin), Iroquois Federal (Danville), and First Financial Bank (Danville).

	<u>Interest Rate</u>
Catlin Bank	0.8800%
Iroquois Federal	1.1100%
First Financial Bank	1.2800%

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the District, and for the issue of \$1,500,000 General Obligation Debt Certificates (Limited Tax, Series 2022), evidencing the rights to payment under said Agreement, providing for the security for and means of payment under said Agreement of said Certificates, and authorizing the sale of said Certificates to Catlin Bank. The motion passed by roll call vote: 5 yeas, 0 nays.

#### **D. BOARD CONSIDERATION OF WORKERS COMPENSATION INSURANCE FOR 2022**

Workers Compensation Insurance is determined by our estimated annual payroll, experience mod rate, and Foreign Terrorism and Domestic Terrorism coverage. The January 1, 2021 to December 31, 2021 premium for Workers Compensation Insurance was \$66,892.

On behalf of DACC, Epic Insurance Midwest requested proposals from our current carrier Zenith, Illinois Public Risk Fund (IPRF) and Illinois Counties Risk Management Trust (ICRMT). The proposals are as follows:

ICRMT	\$67,483
Zenith	\$57,598
IPRF	\$48,507

Neither ICRMT nor IPRF will cover one of our instructors who lives in another state and teaches only on-line courses for us. Epic was able to secure a separate policy for that employee for a premium of \$858. With the lowest premium from IPRF of \$48,507 and the additional out of state premium of \$858, the total in premiums for Workers Compensation insurance would be \$49,365, a savings of \$16,704 over our prior year premium compared to an only \$823 savings if we stay with our current carrier Zenith (the lowest proposal).

In addition, IPRF will provide us a safety grant in the amount of \$1,213 to purchase various safety equipment. IPRF was our Worker's Compensation carrier from 2014 through 2017. We had excellent service and response times from IPRF during those years.

Workers Compensation Insurance premiums are paid using Liability, Protection, Settlement (Tort) Funds.

Upon motion by Mr. Wolfe, and a second by Mr. Haun, the Board approved Workers Compensation Insurance for 2022. The motion passed by roll call vote: 5 yeas, 0 nays.

**E. BOARD CONSIDERATION OF NEW ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS**

- 1. ASSOCIATE IN APPLIED SCIENCE IN BARBERING PROGRAM**
- 2. BARBERING CERTIFICATE PROGRAM**

The Liberal Arts Division under the leadership of Laura Hensgen has done extensive research into the development of an Associate in Applied Science in Barbering Degree Program and Barbering Certificate Program.

ICCB requires that our local Board of Trustees approve any new Associate Degree Program before we can submit the proper paperwork to ICCB for their approval. We are excited about these new programs and the interest they are already generating with potential students.

Upon motion by Ms. Cherry, and a second by Ms. Finch, the Board approved the new Associate in Applied Science in Barbering Program and the Barbering Certificate Program. The motion passed by roll call vote: 5 yeas, 0 nays.

**F. BOARD CONSIDERATION TO INCREASE THE DACC CONTRIBUTION TO THE STATE OF ILLINOIS CAPITAL DEVELOPMENT BOARD (CDB) PROJECT TO RENOVATE THE CLOCK TOWER AND ORNAMENTAL HORTICULTURE BUILDINGS**

The Clock Tower Center is a 1900 era building. While part of the building was remodeled in the last few years, approximately 32,500 square feet remains to be remodeled. The vast majority of these 32,500 square feet is classrooms and instructor offices. Computer labs need to be rewired and the telecom/data, electrical, plumbing and fire protection needs to be rehabilitated. The heating and ventilation mechanical units are a continual problem and need to be replaced to improve the learning/working environment.

The Ornamental Horticulture (OH) classrooms and the greenhouse building were built in 1969 and had never been rehabilitated. The OH project was first placed on the RAMP (State-Funded Capital Project Request) list in 2003 and over the next 10 years the greenhouse has remained in need of rehabilitation.

Due to the generosity of Mr. Julius W. Hegeler II, the greenhouse was replaced in 2011 with a new 6,200 sq. ft. facility. However, there are still a few more items that need to be added to make this new greenhouse a state-of-the-art educational facility.

An evaluation by the project architect concluded probable cost to correct everything the building would need to be fully renovated was over \$12 million. This project budget is currently \$3,021,067.

With the shortfall in funds for this project being around \$9 million, CDB has offered to increase the project by \$1,000,000 providing the College will increase the 25% match accordingly by \$333,333. This would bring the total project budget to \$4,354,400.

At the August 20, 2020 Board meeting, the College's original 25% match of \$755,267 was approved for the Clock Tower and Ornamental Horticulture building renovations. With the additional contribution of \$333,333, the total College contribution will be \$1,088,600.

Upon motion by Mr. Haun, and a second by Ms. Cherry, the Board approved to increase the DACC contribution to the State of Illinois Capital Development Board (CDB) Project to renovate the Clock Tower and Ornamental Horticulture Buildings. The motion passed by roll call vote: 5 yeas, 0 nays.

**ITEM 14: INFORMATION**

**A. TRUSTEE COMMENTS**

Mr. Wolfe: Recognized VP Stacy Ehmen and Professor Rich Pate as assets to DACC.

Mr. Haun: Excited to see new Financial Aid Director is a DACC alumna and former Student Trustee.

Mr. Harby: Reminded Trustees of the Vickie J. Miller Scholarship. Also, it is time for the annual financial retreat. Kerri will be reaching out to Trustees to select a date and time. He also wished everyone a happy holiday season.

**B. COMMUNICATIONS**

**ITEM 15: ADJOURNMENT**

There being no further business to discuss, Mr. Harby 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: \_\_\_\_\_