

## **MINUTES OF THE REGULAR MEETING OF AUGUST 18, 2022**

On August 18, 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**

The Board and those in attendance recited the Pledge of Allegiance.

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

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

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Stacy Ehmen, Brian Hensgen, Lara Conklin, Laura Hensgen, Keith Miller, Alexis Simmons, Brian Weilmuenster, Dylan Miller, Chris Cornell, Jerry Davis, and Volleyball Representatives.

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 second by Ms. Logue, 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: 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; Brian Hensgen, Assistant Vice President, Student Services/Executive Director, Workforce Development; Lara Conklin, Executive Director, College Relations; Laura Hensgen, Senior Director, Community Engagement; Keith Miller, Director, Creative Services; Alexis Simmons, Coordinator, Recruitment and Student Engagement; Brian Weilmuenster, Network Administrator/Integration Specialist; Dylan Miller, Campus Safety Officer; Chris Cornell, Marketing Specialist; and Jerry Davis, Jerry Davis Law. There were in attendance representing volleyball.

Media present: Steve Brandy, WDAN-WDNL.

### **ITEM 6: INSIDE THE COLLEGE: BRANDING COMMITTEE PRESENTATION**

The Branding Committee consists of Lara Conklin, Laura Hensgen, Keith Miller, Alexis Simmons, Guido Esteves, Chris Cornell, and Kerri Thurman. Lara Conklin noted the Committee started the process in February with the goal of creating a unified brand accompanied by messaging standards.

Ms. Conklin shared that the brand values are from the College's Vision Statement and utilize the values as pillars for the guidelines (Integrity, Excellence, Communication, Adaptability, and Diversity).

She highlighted the guidelines including logos, fonts, colors, social media guidelines, news media protocol, photo and video processes, and copyright. She noted that all resources are available on the SharePoint drive and that an email address of [branding@dacc.edu](mailto:branding@dacc.edu) has been created for questions or suggestions regarding the guidelines.

The Trustees and Dr. Nacco thanked the Branding Committee for the report and for the creation of the guidelines.

**ITEM 7: FINANCIAL UPDATE**

Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending July 31, 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**

Emily Franklin, Andrea VanLeer, Jerry Fritz, Karen Cooley, Shanna Doggett, and Wendy Fritz addressed the Board regarding reinstating the volleyball program at DACC.

**ITEM 10: CONSENT AGENDA**

**A. BOARD CONSIDERATION OF THE MINUTES OF THE  
REGULAR BOARD MEETING OF JULY 21, 2022**

**B. FINANCIAL REPORT**

**C. CLERY SECURITY REPORT**

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

**ITEM 11: UNFINISHED BUSINESS**

**ITEM 12: NEW BUSINESS**

**A. BOARD CONSIDERATION OF BRANDING GUIDELINES**

While each individual department, program, and class has a personality of its own, the College is stronger when it presents a unified image to the community. As the College faces increased competition from trade schools, online providers, and universities, as well as social and environmental challenges, building and projecting a cohesive, well-developed image in the community is vital.

The Branding Committee has worked diligently to create a unified brand, accompanied by messaging standards, to help tell the DACC story within the framework of what the College has to offer the community.

The proposed Branding Guidelines have been shared with several stakeholders on campus.

Upon motion by Ms. Finch, and a second by Ms. Cherry, the Board approved the Branding Guidelines. The motion passed by roll call vote: 8 yeas, 0 nays.

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

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

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

**C. BOARD CONSIDERATION OF RESOLUTION TO PLACE  
TENTATIVE FY2023 BUDGET ON DISPLAY AND SET DATE, TIME,  
AND PLACE OF PUBLIC HEARING ON SEPTEMBER 22, 2022  
(FY2023 TENTATIVE BUDGET-EXTERNAL EXHIBIT)**

The proposed FY2023 budget is being submitted with a recommended operational budget of \$18,377,858. This is approximately 4.7% higher than the FY2022 Operating budget. With the adoption of a FY23 budget at the state level, which resulted in a .4% decrease in our operating and equalization grants, as well as continued increases in local property taxes as a result of an increasing Equalized Assessed Valuation, the College will be able to move forward by investing in Human Resources to maintain quality instruction and student service, provide training needed to meet the employment demands of the community, cover software increases, maintain our Colleague SIS/ERP system in the Cloud, and cover estimated increases in health insurance premiums and utilities.

Depending on the fluctuation in the Equalized Assessed Valuation, the tax levy rate is anticipated to be approximately 61.35 cents. The current rate is 61.77 cents.

Upon motion by Mr. Haun, and a second by Mr. Wolfe, the Board approved the Resolution to place the tentative FY2023 Budget on display and set the date, time and place of the Public Hearing on September 22, 2022. The motion passed by roll call vote: 8 yeas, 0 nays.

**D. BOARD CONSIDERATION OF PERMANENT TRANSFER OF  
EARNED INTEREST MONIES FROM THE WORKING CASH FUND  
TO THE EDUCATION FUND**

With an approved resolution by the Board of Trustees, the law allows for earned interest to be permanently transferred from the Working Cash Fund to the Education Fund for general operations.

Upon motion by Ms. Cherry, and a second by Mr. Hill, the Board approved the Resolution authorizing the permanent transfer of earned interest monies from the Working Cash Fund to the Education Fund. The motion passed by signature vote: 8 yeas, 0 nays.

**E. BOARD CONSIDERATION OF LEASE BETWEEN DANVILLE AREA COMMUNITY COLLEGE AND T DANVILLE MALL, LLC**

The DACC Board approved the Associate in Applied Science in Barbering Program and the Barbering Certificate Program in December of 2021. The Illinois Community College Board approved both programs at the June 2022 Board meeting.

The Barber program requires both a classroom area and a lab area. There are two spaces adjacent to each other at the Village Mall which will be ideal for the Barber program. These spaces will require minor renovations in order for the space to be approved by the Illinois Department of Financial and Professional Regulation.

The proposed lease is a five-year lease. The annual amount per year is \$18,000.00 for both spaces. The proposed lease would start September 1, 2022 in order to allow ample time for renovations with the program starting in January 2023.

Upon motion by Ms. Finch, and a second by Mr. Haun, the Board approved the lease between Danville Area Community College and T Danville Mall, LLC. The motion passed by roll call vote: 8 yeas, 0 nays.

**F. BOARD CONSIDERATION OF LEASE EXTENSION OF LIFT MINIBUS**

The current lease of the lift minibus expires October 6, 2022. Typically, we would request bids to lease a new vehicle, however, it could take 9 to 18 months for delivery due to manufacturing delays. Therefore, we are requesting a two-year extension of our existing lease. The vendor, Midwest Transit Equipment, and the lessor, Santander, have agreed to extend the lease for a two year period at the current monthly rate of \$1,296. The total cost of the lease for the two-year period would be \$31,104.

Upon motion by Ms. Cherry, and a second by Mr. Hill, the Board approved the two-year extension of the lease for the lift minibus. The motion passed by roll call vote: 8 yeas, 0 nays.

**G. BOARD CONSIDERATION OF COMPUTER SECURITY UPGRADE**

The proposed upgrade will enhance the College's cyber security efforts.

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

**H. BOARD CONSIDERATION OF RETIREMENT**

**1. JEFF PRIMMER, COUNSELOR, STUDENT SERVICES**

Mr. Jeff Primmer, Counselor, Student Services, has submitted his letter of intent to retire effective April 28, 2023.

The Board and Dr. Nacco expressed appreciation to Mr. Primmer for his years of service and wished him well in his upcoming retirement.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the retirement of Jeff Primmer effective April 28, 2023. The motion passed by roll call vote: 8 yeas, 0 nays.

**I. BOARD DISCUSSION OF PRESIDENTIAL EVALUATION**

The Board discussed the Presidential Evaluation at the last Board workshop. Mr. Harby expressed appreciation to Ms. Finch and Mr. Wolfe for their efforts with the evaluation tool. The evaluation meeting is typically scheduled in October or November.

Item was for discussion only.

**ITEM 15: INFORMATION**

**A. TRUSTEE COMMENTS**

- Ms. Logue commented the Branding Guidelines will be very helpful.
- Mr. Haun recognized the DACC staff who attend and facilitate the Labor Management Council meeting.
- Mr. Wolfe commended the audience members who spoke on behalf of volleyball.
- Ms. Cherry would like to further discuss volleyball in the future. She also expressed appreciation for the collaboration between DACC and District 118.
- Mr. Hill thanked the volleyball representatives for their supportive comments about the College.
- Mr. Spezia also thanked the volleyball representatives for their comments. He also thanked Mr. Hill for his efforts with the alumni reunion.
- Ms. Finch would also like to discuss volleyball further.
- Mr. Harby thanked Mr. Spezia for sharing Mr. Hill's master's thesis regarding the history of athletics.

**B. COMMUNICATIONS**

**ITEM 16: ADJOURNMENT**

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:53 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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