

MINUTES OF THE REGULAR MEETING OF MARCH 16, 2023

On March 16, 2023, 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. Allison Bostwick, 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, Terry Hill, John Spezia, Greg Wolfe, and Student Trustee Olivia Logue. Trustee absent: Dylan Haun.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Stacy Ehmen, Dr. Penny McConnell, Lara Conklin, Nathan Howie, Mark Barnes, Tyler Cavenaile, Kellie McBride, Jerry Davis, Allison Bostwick, and Alyssa Chevront.

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. Wolfe, and a second by Mr. Hill, the agenda was approved as presented. The motion passed by unanimous voice vote: 7 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 and 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; Nathan Howie, Chief, Campus Security; Mark Barnes, Chief Information Officer; Tyler Cavenaile, Programmer/Cloud Administrator; Kellie McBride, Career and Veteran Specialist; Jerry Davis, Jerry Davis Law; Allison Bostwick, Presidential Scholar; Alyssa Chevront, Second Chance Scholarship Program Recipient.

ITEM 6: INSIDE THE COLLEGE: SECOND CHANCE PROGRAM

Vice President of Finance and Chief Financial Officer Tammy Betancourt provided an overview of the program to the Board. She reported the program was created in 2016 as a way to allow students with a past due balance to enroll in classes. Ms. Betancourt shared the process for a student to become eligible for the program.

She reported a total of 132 applications have been received to date with a 65% approval rate. Twenty-one percent of those approved have gone on to complete degree programs. Currently

there are eight students participating in the program, with another five students enrolled for the Fall 2023 semester. The total write-off to date is \$23,650, however approximately 700 new credit hours have been generated which results in approximately \$110,000 in tuition/fees and approximately \$45,000 in ICCB reimbursement.

Mr. Tyler Cavenaile and Ms. Allison Bostwick shared their success stories as a result of the Second Chance Program. They both expressed appreciation for the program and commented they would not be where they are today without it.

The Board and Dr. Nacco thanked Ms. Betancourt, Mr. Cavenaile, and Ms. Bostwick for their reports.

ITEM 7: FINANCIAL UPDATE

The Financial Statement of Revenue and Expenditures ending February 28, 2023 was included in the Board agenda book.

ITEM 8: PRESIDENT'S REPORT

Dr. Nacco shared the *DACC Flash* with the Board, highlighting 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 FEBRUARY 23, 2023

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 7 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. Wolfe, and second by Ms. Cherry, the Board approved the Human Resources Report. The motion passed by roll call vote: 7 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 \$1,473.07 was expended for travel expenditures for trustees over the last month. The expenses were for the ACCT National Legislative Summit in Washington, DC in February 2023 for Mr. Greg Wolfe.

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved the travel expenditures for the Trustees. The motion passed by roll call vote: 7 yeas, 0 nays.

C. BOARD RECOGNITION OF TRUSTEES

The Board and Dr. Nacco recognized Ms. Olivia Logue, Student Trustee. The Board commended her for her hard work and dedication as Student Trustee over the past year. They wished her well in her future endeavors.

The Board and Dr. Nacco also recognized Mr. John Spezia for his dedication and service as a member of the Board of Trustees and for his continued support of the College and the community.

D. BOARD CONSIDERATION OF RETIREMENT

1. LARRY CURTIS, MAINTENANCE MECHANIC, FACILITIES

Mr. Larry Curtis, Maintenance Mechanic, has submitted his letter of intent to retire effective September 30, 2023. The Board and Dr. Nacco wished him well in his upcoming retirement.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved the retirement of Larry Curtis effective September 30, 2023. The motion passed by roll call vote: 7 yeas, 0 nays.

E. BOARD CONSIDERATION OF VOLUNTARY SEPARATION PROGRAM AGREEMENT

1. LARRY CURTIS, MAINTENANCE MECHANIC, FACILITIES

Mr. Larry Curtis, Maintenance Mechanic has submitted his request for the Voluntary Separation Program Agreement effective September 30, 2023.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the Voluntary Separation Program Agreement for Larry Curtis effective September 30, 2023. The motion passed by roll call vote: 7 yeas, 0 nays.

F. BOARD CONSIDERATION OF MARY MILLER GYMNASIUM SOUND SYSTEM

With the technological advances in sound systems, along with continual poor quality, it has become apparent that it is time for the College to upgrade the existing sound system in the Mary Miller Gymnasium.

A project of this nature, which requires a subjective determination of the needs of the College due to the desired quality of the output, along with the technological and electronic complexities, is a project that can be managed as a Job Order Contract. CORE Construction is the Job Order Contracting selected vendor for E&I Cooperative Services. E&I Cooperative Services is a member-owned, non-profit sourcing cooperative exclusively focused on serving the education

community. As a member, the College has access to all of the vendors and contracts that E&I has procured through their competitive bidding process.

Thompson Electronics Company is the company that upgraded the sound system in the Bremer Theater and it has been determined based on extensive research and testing, that Thompson Electronics could provide a system in the Mary Miller Gymnasium that would provide a high quality sound system, as well as meet technological and electric requirements.

The project estimate, including Job Order Contract fees to CORE Construction and a 10% contingency, is \$129,800.

Funding from this project will be provided by proceeds from the 2022 Technology and Equipment Bonds.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved a new sound system for the Mary Miller Gymnasium at an estimated \$129,800 utilizing a Job Order Contract with CORE Construction, which includes Thompson Electronics Company as the supplier and providing installation, along with electrical services provided by Glesco Electric. The motion passed by roll call vote: 7 yeas, 0 nays.

G. BOARD CONSIDERATION OF TUITION AND TECHNOLOGY/ACTIVITY FEES INCREASES

Historically during the spring semester, Danville Area Community College considers the rate of tuition and universal fees in making projections for the budget for the upcoming fiscal year. Making early budget projections for the next fiscal year are always challenging; however, as we are emerging from global pandemic with decreasing enrollment, projecting FY24 revenue is an even greater challenge.

A tuition increase of \$2 per credit hour and a technology/activity fee increase of \$3 is proposed, effective with the summer 2023 semester. This increase will provide funds to allow the College to continue to support student engagement, retention, recruitment, and success initiatives, provide current technology, and to recruit and retain talented faculty and staff. The proposed increase would raise tuition from \$150 per credit hour to \$152 for in-district students. The proposed technology/activity fee increase would raise the universal per credit hour fee from \$25 to \$28. No change to the out-of-district, out-of-state and international rates is recommended. The 7-County Indiana rate would increase to \$228, which is 1.5 times our in-district rate.

With the proposed increase in tuition for FY23, DACC's tuition and fee rate will likely continue to be slightly above the FY23 average tuition and fee rate for all Illinois community colleges. An increase of \$5 in the combined tuition and fee rate will generate approximately \$200,000 of revenue.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved effective with the summer 2023 term a \$2 per credit hour in-district tuition increase and a \$3 per credit hour technology/activity fee increase. The motion passed by roll call vote: 7 yeas, 0 nays.

H. BOARD CONSIDERATION OF DOOR ACCESS AND SECURITY CAMERA SYSTEM VENDOR

At the February 23, 2023 Board meeting, the Board approved the door access and security camera system project utilizing CORE Construction as the Job Order Contractor with an estimated cost range of \$750,000 to \$1,200,000.

A College committee has been working with CORE researching several vendors and systems to identify the best solution for the College. The individuals on the Committee are: Nathan Howie, Chief Security Officer; Brian Hensgen, Assistant Vice President of Student Services; Stacy Ehmen, Vice President of Student Services; Tammy Betancourt, Vice President of Finance and CFO; Carl Lewis, Assistant Vice President of Finance; Mark Barnes, Chief Information Technology Officer; Doug Adams, Executive Director of Facilities; Kerri Thurman, Vice President of Operations; Dr. Carl Bridges, Vice President of Academic Affairs; and Jill Cranmore, Vice President of Human Resources.

Four vendors and their systems were researched in great detail, including a demonstration of the systems, technology requirements, utilization of local vendors, utilization of union contractors, among other considerations. The four vendors were: Johnson Controls of East Peoria, IL; Gibson Teldata, Inc. of Terre Haute, IN; Jackson Control of Indianapolis, IN; and Verkada of San Mateo, CA.

The committee agreed Johnson Controls was the best solution for the College for many reasons. The College already has a relationship with Johnson Controls for our HVAC system. They have excellent support locally and the current plan is to utilize local vendors for the electric work (Glesco Electric, who is also a CMS certified BEP vendor) and the door lock work (Wagner Lock and Key). We also are utilizing a Johnson Controls camera system at Hoopeston which will integrate seamlessly preventing additional cost to replace it with a different system. Johnson Controls provides systems for many local entities including, but not limited to, Schlarman Academy, Oakwood, Hoopeston, Armstrong, Salt Fork and Oakwood schools, Vermilion County Health Department, Sygma, Quaker and the Vermilion County Jail.

Funding for this project will be provided by proceeds from the 2022 Technology and Equipment Bonds and Liability, Protection, Settlement Funds as applicable and allowable.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved Johnson Controls as the door access/camera system vendor with an estimated project total, including a 10% contingency, of \$1,209,000. The motion passed by roll call vote: 7 yeas, 0 nays.

- ## **I. BOARD CONSIDERATION OF NEW ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS**
- 1. ASSOCIATE OF APPLIED SCIENCE IN MUSIC BUSINESS AND
PRODUCTION**
 - 2. MUSIC BUSINESS AND PRODUCTION CERTIFICATE**
 - 3. ADVANCED MEDIA PRODUCTION CERTIFICATE**
 - 4. MEDIA PRODUCTION CERTIFICATE**

5. AUDIO PRODUCTION CERTIFICATE

6. VIDEO PRODUCTION CERTIFICATE

The Liberal Arts Division, under the leadership of Dr. Eric Simonson, has done extensive research into the development of an Associate of Applied Science in Music Business and Media Production Degree and five stackable credentials, the Music Business and Media Production Certificate, the Advanced Media Production Certificate, the Media Production Certificate, the Audio Production Certificate, and the Video Production Certificate.

ICCB requires that our local Board of Trustees approve any new programs before we can submit the proper paperwork to ICCB for their approval.

Upon motion by Mr. Spezia, and a second by Ms. Finch, the Board approved the new Associate of Applied Science in Music Business and Production Degree; the Music Business and Media Production Certificate; the Advanced Media Production Certificate; the Media Production Certificate; the Audio Production Certificate; and the Video Production Certificate. The motion passed by roll call vote: 7 yeas, 0 nays.

J. BOARD CONSIDERATION OF BIDS FOR COMPUTER EQUIPMENT

Bids were advertised for computer equipment required for the Innovative Bridge and Transition (IBT) and the College Bridge Program grants. Bids were requested for: 72 Lenovo ThinkPads or 72 Integrated Intel Iris Graphics ThinkPad and 72 Lenovo Accidental Damage Protection Add On – accidental damage coverage.

This equipment will be funded with IBT and College Bridge Program grant funds.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the purchase of computer equipment from Y&S Technologies in the amount of \$89,208.00. The motion passed by roll call vote: 7 yeas, 0 nays.

K. BOARD CONSIDERATION OF BOND AMENDMENT FOR BOARD TREASURER

In accordance with the Illinois Public Community College Act (ILCS 805/3-19), attached for approval by the DACC Board is an amendment to the Treasurer's Bond for the Board Treasurer, Tammy Betancourt. The amendment extends the existing bond to March 1, 2024 and decreases the limit from \$6,200,000 to \$5,500,000. The decrease is due to decreases in cash on hand, specifically the payment of \$3,000,000 to pay off the 2013 Tech Center Construction Bonds in January of 2021. Cash decreases impact the calculation of the limit. The amendment will be filed with the Illinois Community College Board and the County Clerks upon Board approval.

Upon motion by Mr. Hill, and a second by Ms. Logue, the Board approved the amendment to the Treasurer's Bond for Tammy Betancourt, Board Treasurer. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 13: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Hill congratulated Mr. Spezia and Ms. Logue. He expressed appreciation for the 20% enrollment increase. He also congratulated the men's and women's basketball teams.
- Mr. Wolfe commented on the good information his family received at a recent dual credit meeting. He also congratulated the men's and women's basketball teams on their achievements.
- Ms. Logue noted it has been an honor serving on the Board and appreciates the experience she has received.
- Ms. Cherry wished Mr. Spezia and Ms. Logue well.
- Mr. Spezia thanked the Trustees for his positive experience of being on the Board.
- Ms. Finch thanked Mr. Spezia and Ms. Logue for being a part of the Board and wished them well.
- Mr. Harby encouraged the Trustees to be thinking of future meeting dates/times as the Board will reorganize in April. He also noted next week is Spring Break and the NJCAA tournament.

B. COMMUNICATIONS

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:52 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____