

## **MINUTES OF THE REGULAR MEETING OF APRIL 27, 2023**

On April 27, 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. Abigail Walder, 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: Sandra Finch, David Harby, Dylan Haun, Terry Hill, Maruti Seth, and Greg Wolfe. Trustee absent: Tracy Cherry.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Stacy Ehmen, Doug Adams, Lara Conklin, Mark Barnes, Brian Hensgen, Kathy Hunter, Tim Bunton, Erika Harris, DaJuan Gouard, Rick Voyles, Tapre Young, Dylan Miller, Decarlo Flagg, Jr., Jerry Davis, Abigail Walder, Jalon Glover, and the Men's and Women's Basketball Teams.

Media present: Steve Brandy, WDAN-WDNL.

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

Mr. Wolfe made a motion to remove Item 12G from the agenda. Said motion was seconded by Ms. Finch, the agenda was approved as amended. The motion passed by unanimous voice vote: 6 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; Doug Adams, Executive Director, Maintenance & Facilities; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; Brian Hensgen, Assistant Vice President, Student Services/Executive Director, Workforce Development; Kathy Hunter, Professor, Information Systems; Tim Bunton, Director, Athletics; Erika Harris, Head Coach, Women's Basketball; DaJuan Gouard, Head Coach, Men's Basketball; Rick Voyles, Assistant Men's Basketball Coach; Tapre Young, Assistant Coach, Women's Basketball; Dylan Miller, Campus Safety Officer; Decarlo Flagg, Jr., Student Trustee; Jerry Davis, Jerry Davis Law; Abigail Walder, Presidential Scholar; Jalon Glover, All-Star Jaguar; Women's Basketball Team; and Men's Basketball Team.

Media present: Steve Brandy, WDAN-WDNL.

**ITEM 6: INSIDE THE COLLEGE: RECOGNITION OF MEN’S AND WOMEN’S BASKETBALL TEAMS**

Members of the men’s and women’s basketball teams attended to be recognized for their successful seasons. Championships banners were unveiled during the meeting. Dr. Nacco and the Trustees congratulated both basketball teams for their outstanding seasons.

**ITEM 7: FINANCIAL UPDATE**

The Financial Statement of Revenue and Expenditures ending March 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 MARCH 16, 2023**

**B. FINANCIAL REPORT**

**C. CLERY SECURITY REPORT**

**D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS**

**1. BOARD POLICY #3025 – TUITION WAIVERS**

**2. BOARD POLICY #4001.2 – ADDITIONAL EDUCATION**

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 6 yeas, 0 nays.

**ITEM 11: UNFINISHED BUSINESS**

**ITEM 12: NEW BUSINESS**

**A. SEATING OF STUDENT TRUSTEE**

**1. ACCEPTANCE OF STUDENT TRUSTEE ELECTION REPORT**

Mr. Decarlo Flagg, Jr. was elected Student Trustee effective April 15, 2023. Mr. Flagg is currently a full-time DACC student majoring in pre-medicine with a goal of becoming an anesthesiologist.

Upon motion by Mr. Haun, and second by Ms. Finch, the Board accepted the Student Trustee Election Report. The motion passed by roll call vote: 6 yeas, 0 nays.

**2. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED STUDENT TRUSTEE**

Mr. Harby administered the Oath of Office to Mr. Flagg. The Board congratulated Mr. Flagg and welcomed him as the new Student Trustee.

**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 second by Mr. Hill, the Board approved the Human Resources Report. The motion passed by roll call vote: 7 yeas, 0 nays.

**C. 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 \$150.00 was expended for travel expenditures for trustees over the last month. The expense was for the ICCTA Seminar in Chicago on March 10-11, 2023 for Mr. Dave Harby.

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

**D. BOARD CONSIDERATION TO REINSTATE VOLLEYBALL**

We are recommending that the Board reinstate the Women’s Volleyball team. The goal would be to have the team compete beginning with the FY 2024-25 academic year in Fall 2024. We feel this is an excellent strategy to recruit students who would otherwise not consider DACC and to fulfill a community need.

The team would have fourteen (14) scholarship athletes. The head coach would be part-time to start and receive a \$7,525.00/year salary (a salary set by the Temporary and Part-time Position Salaries FY23 schedule). We are recommending that the College employ the head coach as soon as possible so they can recruit team members, host camps, fundraise, and build a NJCAA schedule for the FY 25 season.

This year’s budget would only be impacted by giving the Coach a portion of their stipend. Next year’s budget, FY24, would include the cost of reinstating the sport (equipment, recruitment, training, travel, uniforms, etc.) and potentially making the coaching position a full-time position at the College. The estimated total would be \$34,375.00 for FY24. The FY25 budget would increase due to team travel, game costs, trainer fees, and other associated fees. The FY25 budget is estimated at \$19,525.00 if the coaching position remains part-time.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved the reinstatement of the Women’s Volleyball team. The motion passed by roll call vote: 7 yeas, 0 nays.

**E. BOARD CONSIDERATION OF RETIREMENT**

**1. JEANNE DUNNE, ADMINISTRATIVE ASSISTANT,  
LIBERAL ARTS**

Ms. Jeanne Dunn, Administrative Assistant, has submitted her letter of intent to retire effective June 30, 2023 after 15 years of service. The Board and Dr. Nacco wished her well in her upcoming retirement.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the retirement of Jeanne Dunn, Liberal Arts Administrative Assistant, effective June 30, 2023. The motion passed by roll call vote: 7 yeas, 0 nays.

**F. BOARD CONSIDERATION OF VOLUNTARY SEPARATION  
PROGRAM AGREEMENT**

**1. JEANNE DUNNE, ADMINISTRATIVE ASSISTANT,  
LIBERAL ARTS**

Ms. Jeanne Dunn has submitted her request for the Voluntary Separation Program Agreement effective June 30, 2023.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the Voluntary Separation Program Agreement for Jeanne Dunne, Liberal Arts Administrative Assistant, effective June 30, 2023. The motion passed by roll call vote: 7 yeas, 0 nays.

**G. BOARD CONSIDERATION OF DACC HONORARY DEGREES**

Item 12G was removed from the agenda.

**H. BOARD CONSIDERATION OF ARCHITECT FOR TECHNOLOGY  
CENTER ROOF REPLACEMENT**

The Technology Center's flat EDPM roof was installed in 1996 (27 years ago) and has recently suffered catastrophic failure requiring replacement. Two sections of this roof were already planned for replacement as a Public Health & Safety (PHS) project to start in 2024. However, given that the entire roof is in a state of significant disrepair, we are asking to expand that project to complete the remaining sections of flat EDPM (ethylene, propylene, diene, and terpolymer) roof.

Reifsteck Reid Architects from Champaign Illinois, have proposed a contract for professional services that will include construction documents, environmental (asbestos) design, bidding phase and construction administration, on site observation and MEP (Mechanical, Electrical, and Plumbing) engineering services not to exceed \$120,000. There are variables that are unknown at this time that could lower the total A/E (architect/engineering fees).

The funding for the entire project will be a combination of PHS tax levy funds (project specific, as well as excess from previous projects) and proceeds from the 2021 Deferred Maintenance Bonds.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved Reifsteck Reid Architects as the architect for the Technology Center Roof Replacement at an amount not to exceed \$120,000. The motion passed by roll call vote: 7 yeas, 0 nays.

#### **I. BOARD CONSIDERATION OF BIDS FOR 5-YEAR COPIER LEASE**

Bids were advertised for a five-year copier lease. Bids were requested for: Quantity – 9 Floor Standing Units; Quantity – 1 Production Machine; and Quantity – 1 Color Production Machine.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the low responsible bid from Gordon Flesch Company, Inc. in the amount of \$3,560.02 per month (including maintenance and service) for the 5-year copier lease. The motion passed by roll call vote: 6 yeas, 1 nay.

#### **J. BOARD CONSIDERATION OF UPGRADE OF CONTRACT WITH WATERMARK**

DACC currently has a contract with Watermark for their course evaluations and survey product. We use the product for the student evaluation of teaching end of term survey. We are proposing an expansion of the Watermark contract to include two additional services.

The first service is the Curriculum & Catalog Management solution. This will create a single point of entry for the catalog. This will ensure that information about programs, courses and policy will be consistent across all data points including Colleague, the website, and the print catalog. This solution will also be used for the student handbook and the faculty guide.

The second service is Student Learning & Licensure solution. This product will aid in our assessment of learning efforts, which is a critical area of focus by the Higher Learning Commission. This product will allow faculty to see assessment data specific to their individual courses. This data will be used to make decisions concerning improvement of course delivery and outcomes.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved the addition of the two Watermark solutions to be added to the current contract; this will be a 3-year contract with the following payments: Term One - \$57,452.50; Term Two - \$40,480.13; Term Three – \$42,504.13. The motion passed by roll call vote: 7 yeas, 0 nays.

#### **K. BOARD CONSIDERATION OF PROPOSALS FOR FINANCIAL SERVICES**

Every five years, DACC develops a “Request for Proposal” for Financial Services. Based on previous proposals, First Financial Bank has been the approved supplier of our financial services for the past fifteen years. During this time, the quality of their services has been exceptional.

A “Request for Proposal” (RFP) was sent to all financial institutions in the College District - fifteen in total. Proposals were received by the required deadline from Catlin Bank, First Farmers Bank & Trust, First Financial Bank, Illinois National Bank, Iroquois Federal, Old National Bank, and Prospect Bank.

Included in the Board information is a summary which compares the submitted proposals. Also attached is a Summary of Estimated Charges and Earnings which compares the financial impact of the projected interest revenue and the charges for various financial transactions and services. All of the banks are quality institutions but interest rates and charges differ.

In the analysis, the estimated annual revenue is based on the average collected balances during 2022 and the variable interest rate that was valid on March 1, 2023 was then applied. The charges are calculated using 2022 transaction activity and applying the rates stated in the proposal.

The analysis indicates two financial institutions (Iroquois Federal and First Financial Bank) are offering essentially the same services with one offering a slightly higher interest rate (3 basis points or .03%). This equates to additional interest earnings of \$4,312 based on the above analysis (.6% when compared to First Financial Bank). Using the calculation above First Financial Bank's estimated net annual earnings is \$704,286 compared to \$708,598 for Iroquois Federal.

The College has had an excellent relationship with First Financial Bank over the last fifteen years with exceptional service. While Iroquois Federal would provide slighter higher revenue than First Financial Bank, a change in banking providers would require a significant amount of time to be invested by College staff and likely require assistance with technical consultants. The additional interest would be offset by an increase in workload and result in a negative impact on productivity. Taking all relevant factors in implementing such a significant change to College operations, primarily the lack of bandwidth of College staff, it is believed that it is in the best interest of the College to remain with First Financial Bank at this time.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved First Financial Bank to provide financial services to the College for a five-year period commencing July 1, 2023. The motion passed by roll call vote: 6 yeas, 1 nay.

#### **L. BOARD CONSIDERATION OF PURCHASE OF EPIQ DIAGNOSTIC ULTRASOUND SYSTEM**

A Philips EPIQ Elite Ultrasound System will be an extreme asset to the DACC Sonography Program. It functions with the most modern technology a student can learn from. Additionally, the DACC Diagnostic Medical Sonography and Echocardiography programs are already working with two Philips machines almost identical to the EPIQ Elite. This provides efficiency for the instructor when teaching students how to scan certain examinations. The Diagnostic Medical Sonography program recently had to retire a machine that could no longer produce a diagnostic image. Supplying our program with a new machine will allow us to grow and succeed as a program.

Funding for this equipment will be provided by the Pipeline for the Advancement of the Healthcare (PATH) grant.

Upon motion by Mr. Seth, and a second by Mr. Haun, the Board approved the purchase of the EPIQ Diagnostic Ultrasound System for \$183,000.00. The motion passed by roll call vote: 7 yeas, 0 nays.

## **M. BOARD CONSIDERATION OF NEW ASSOCIATE DEGREE**

### **1. ASSOCIATE OF APPLIED SCIENCE IN 3D TECHNOLOGY**

The Business and Technology Division has created an AAS degree in 3D Design Technology, under the leadership of Doug Hunter. The program aligns with several other technology programs within the Division. The program itself will prepare students for the quickly emerging field of 3D design. This design technology can be used in 3D architectural drafting, 3D mechanical drafting, 3D game design, virtual reality, and augmented reality, to name a few. The new DRAF courses also give Manufacturing students options for 3D drafting in industry and the CSCI courses give Applied Computer Science students options for game design and programming. All six new courses will not only be part of this degree, but will be used as electives for the other two degrees, creating a very solid co-curriculum opportunity.

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. Wolfe, and a second by Mr. Hill, the Board approved the Associate of Applied Science in 3D Design Technology. The motion passed by roll call vote: 7 yeas, 0 nays.

## **ITEM 13: INFORMATION**

### **A. TRUSTEE COMMENTS**

- Mr. Wolfe explained the idea behind Trustee Comments at the end each meeting for the new Board members. He also expressed appreciation to Vice President Stacy Ehmen and her team for their support as he is graduating in May.
- Mr. Hill welcomed Mr. Seth and Mr. Decarlo to the Board. He again expressed congratulations to the basketball teams on their successful seasons.
- Ms. Finch is glad to see the reinstatement of volleyball. She also congratulated the new Trustees.
- Mr. Haun also congratulated the new Trustees. He also stressed to Mr. Flagg that his opinion will be valuable for the Board.
- Mr. Seth thanked everyone for their support and is excited to work with everyone as a Trustee.
- Mr. Flagg expressed appreciation for being on the Board. He also thanked the basketball teams for working hard both on campus and off campus.
- Mr. Harby welcomed the new Trustees and reminded all Trustees to review the calendar of events for May as there are several upcoming events. He also expressed appreciation for being elected as Chair for the next two years.

### **B. COMMUNICATIONS**

**ITEM 17: ADJOURNMENT**

There being no further business to discuss, Mr. Wolfe adjourned the meeting at 6:47 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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