

MINUTES OF THE REGULAR MEETING OF MAY 25, 2023

On May 25, 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

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, David Harby, Dylan Haun, Terry Hill, Maruti Seth (via phone), and Student Trustee Decarlo Flagg. Trustee absent: Greg Wolfe.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Stacy Ehmen, Dr. Penny McConnell, Doug Adams, Lara Conklin, Terry Goodwin, Brian Hensgen, Melissa Hollingsworth, Kelly Alvarez, Tyler Cavenaile, Dylan Miller, Jerry Davis, Rebecca Balla, Joel Juarez, and Corey Potter.

Media present: Steve Brandy, WDAN-WDNL.

ITEM 4: ADOPTION OF AGENDA

Mr. Haun made a motion to approve the agenda as presented. Said motion was seconded by Mr. Hill, the agenda was approved. The motion passed by unanimous voice vote: 7 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; Dr. Penny McConnell, Assistant Vice President, Student Services; Doug Adams, Executive Director, Maintenance & Facilities; Lara Conklin, Executive Director, College Relations; Terry Goodwin, Dean, Adult Education, Literacy and Middle College; Brian Hensgen, Assistant Vice President, Student Services/Executive Director, Workforce Development; Melissa Hollingsworth, Director, Child Development Center; Kelly Alvarez, Instructor, Early Childhood; Tyler Cavenaile, Programmer/Cloud Administrator, Information Technology; Dylan Miller, Campus Safety Officer; Jerry Davis, Jerry Davis Law; Rebecca Balla, ECACE Student; Joel Juarez, ECACE Student; and Corey Potter, Epic Insurance Midwest.

ITEM 6: INSIDE THE COLLEGE: EARLY CHILDHOOD ACCESS CONSORTIUM FOR EQUITY ACT (ECACE) GRANT

Dr. Penny McConnell, Melissa Hollingsworth, and Kelly Alvarez highlighted the benefits of the Early Childhood Access Consortium for Equity Act (ECACE) grant. ECACE students Rebecca

Balla and Joel Juarez shared their experiences with the grant and how the grant has assisted with their educational journeys.

The Board and Dr. Nacco thanked Dr. McConnell, Ms. Hollingsworth, Ms. Alvarez, Ms. Balla, and Mr. Juarez for their reports.

ITEM 7: FINANCIAL UPDATE

The Financial Statement of Revenue and Expenditures ending April 30, 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 ORGANIZATIONAL BOARD MEETING OF APRIL 27, 2023; AND THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 27, 2023

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

Upon motion by Ms. Cherry, and a second by Ms. Finch, 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 PROPERTY AND LIABILITY INSURANCE FOR FY 24

On behalf of DACC, Epic Insurance Midwest submitted for quotation to Illinois Counties Risk Management Trust (ICRMT), St. Charles, IL and Liberty Mutual Insurance, Indianapolis, IN. Liberty Mutual declined as they have in the past, as they cannot provide coverage for the truck driving or wind turbine training programs.

The insurance proposal (external exhibit) prepared by Corey Potter and Charlene Mornout of Epic Insurance Midwest reflects an overall increase of \$15,661 (approximately 9.5%) in premiums from Illinois Counties Risk Management Trust (ICRMT) for property & liability insurance. This is due to property values being increased almost 9.5% (approximately \$14M). The proposed premium for FY27 for property and liability insurance will be \$195,847 (FY23 premium \$180,176).

Epic did not increase their agency fee from last year (external exhibit). It has remained the same for several years.

Upon motion by Mr. Hill, and second by Ms. Cherry, the Board approved the premium to Epic Insurance Midwest in the amount of \$195,847 for property and liability insurance with ICRMT for FY24. The motion passed by roll call vote: 7 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. Hill, and second by Ms. Finch, the Board approved the Human Resources Report. The motion passed by roll call vote: 7 yeas, 0 nays.

C. BOARD CONSIDERATION OF RECOMMENDATION TO RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES AND THE CLASSIFIED STAFF ASSOCIATION, IEA-NEA FOR JULY 1, 2023 THROUGH JUNE 30, 2026

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board ratified the Collective Bargaining Agreement between the Board of Trustees and the Classified Staff Association, IEA-NEA for July 1, 2023 through June 30, 2026. The motion passed by roll call vote: 7 yeas, 0 nays.

D. 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 \$312.36 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA Lobby Day in Springfield on May 2-3, 2023 for Mr. Greg Wolfe.

Upon motion by Ms. Finch, 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.

E. BOARD CONSIDERATION OF MAKING WRITTEN CLOSED SESSION MINUTES OPEN TO THE PUBLIC

Public Act 85-1355 requires community college boards to review the written minutes of closed sessions in order to determine which written minutes may be, in whole or in part, made a part of the public record. The following minutes were reviewed: March 24, 1987; September 26, 2000; October 24, 2000; May 23, 2006; April 26, 2011; January 24, 2019; May 26, 2022; December 12, 2022; and January 28, 2023.

Upon motion by Mr. Hill, and a second by Ms. Cherry, the Board approved the written minutes of March 24, 1987; September 26, 2000; October 24, 2000; May 23, 2006; April 26, 2011; January 24, 2019; and January 28, 2023 remain closed to the public and the minutes of May 26, 2022 and December 12, 2022 be made open to the public. The motion passed by roll call vote: 7 yeas, 0 nays.

F. BOARD DISCUSSION OF THE 2023-2024 STRATEGIC PLANNING MATRIX

As a single-sheet, one-sided document, the Matrix provides an overview of the College's strategic priorities over the course of an academic year. It is essential that the Matrix contain priority strategies that generate institutional buy-in among all constituencies throughout the College.

From these strategies and tactics, individual departments are able to derive more detailed annual goals. The Matrix would normally require a concomitant document that provides more detailed descriptions of these initiatives.

Most important, as the Matrix corresponds to the College's institutional priorities for an academic year, this document plays a crucial role in laying the groundwork for the budgeting process conducted during the spring for the coming fiscal year.

The Board discussed the 2023-2024 Strategic Planning Matrix.

G. BOARD DISCUSSION OF THE ORGANIZATIONAL REPORT OF GOALS (ORG)

The Organizational Report on Goals provides a detailed summary of the College's performance over the course of an academic year. The ORG demonstrates the correlation among the Strategic Planning Matrix, division master plans, and department goals. The ORG's "next steps" column identifies initiatives that will inform the development of the next Matrix.

The Board discussed the Organizational Report on Goals (ORG).

H. BOARD CONSIDERATION OF BIDS FOR RENOVATION OF JULIUS W. HEGELER II HALL

The College is working with architect Bailey Edward Design, Inc. to renovate Julius W. Hegeler II Hall into usable classrooms and labs for a broad spectrum of College activities. The scope of work will be mainly on the first floor. Bids for the general contractor were advertised in the *Commercial News* and the internet.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the bid from McDowell Builders for the renovation of Julius W. Hegeler II Hall in the amount of \$2,115,509. The motion passed by roll call vote: 7 yeas, 0 nays.

**I. BOARD CONSIDERATION OF RESOLUTION ESTABLISHING A
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT
EFFICIENCY**

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 et seq., into law. This law requires Illinois townships, road districts and other units of local government within the State to convene a committee to study and report on local government efficiency. After review, the legal team at Robbins Schwartz, who advises several higher education institutions throughout the state, has determined that community colleges are included within the scope of this Act.

Per statute, the membership of the Committee “shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents within the territory served by the governmental unit, who are appointed by the chair of the governing board, with the advice and consent of the governing board; and any chief executive officer or other officer of the governmental unit.” (50 ILCS 70/10)

“The duties of the Committee include, but are not limited to, the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee shall also collect data, research, and analysis as necessary to prepare a report which shall be shared with the counties in which the college resides.” (50 ILCS 70/15)

The final report must be completed within 18 months, at which time the Committee is disbanded. During the work period, the Committee must meet at least 3 times, and is required to follow the provisions of the Open Meetings Act.

Upon motion by Mr. Hill, and a second by Ms. Cherry, the Board approved a Resolution establishing a Decennial Committee on Local Government Efficiency. The motion passed by roll call vote: 7 yeas, 0 nays.

**J. BOARD CONSIDERATION OF PURCHASE OF HYFLEX
CLASSROOM EQUIPMENT AND SUPPORT**

The HyFlex classroom is the future of education. The system allows students the flexibility to attend classes in the classroom, attend classes virtually, or complete work online. We propose to create 3 classrooms: 2 in Adult Education and mobile classroom for the Hoopeston Learning Center.

This HyFlex classroom solution includes robust technology that meets DACC’s objective to expand their mission of increasing access to educational opportunities for current and future students, provide ongoing, sustained professional development for instructors and the utilization of best-in-class technology to support best practices in teaching and learning. This is possible by the functionality and quality of the equipment that we install, which allows for highly interactive and collaborative environments managed by a single Poly Touch Control device.

The overall mission of this project is to increase access to educational opportunities for current and future students as well as increase outreach to rural high schools in the DACC region; meet the need for more qualified instructors; and grow college attendance and readiness among students.

OneRoom, Inc., is the only company that can design and support the blueprint for developing both our HyFlex classroom hardware/software integration and the development of the DACC RISE HyFlex network, which they have completed at Lake Land College, IECC, and IVCC. In addition, they have designed, installed, and networked over 100 public high schools in Illinois alone. They are the only company in the US that has both the breadth of services, and depth of Illinois education experience to take DACC on the journey of developing a mature distance education network that will service not only our traditional students, but also our nontraditional students through an expansion of course offerings to our high schools, homebound students, working students, parent students, etc.

Funding for this equipment will be provided by the College Bridge grant.

Upon motion by Ms. Cherry, and a second by Ms. Finch, the Board approved the purchase of the HyFlex classroom system from OneRoom, Inc. in partnership with RISE; \$137,926.90 will be funded through the College Bridge grant and \$10,000 will be funded through technology and equipment bonds for a total of \$147,926.90. The motion passed by roll call vote: 7 yeas, 0 nays.

K. BOARD CONSIDERATION OF FINANCIAL SERVICES

At the April 27 Board Meeting the Board approved to retain First Financial Bank to continue providing financial services to the College. It was intended that the information needed to analyze the proposals was provided to the Board. However, additional information may be warranted.

Attached is a summary which compares the submitted proposals, as well as a “Summary of Estimated Charges and Earnings.” All of the banks that submitted proposals are quality institutions, however, two of the seven were more favorable than the others; First Financial Bank and Iroquois Federal. Both financial institutions provide all of the needed services and waive all service charges.

The interest rate provided by First Financial Bank is the current Federal Funds Rate, plus 15 basis points (or .15%), which was 4.90% on March 1, 2023. The interest rate provided by Iroquois Federal is the Federal Home Loan Bank 30-day Advance Rate plus .15% (or 15 basis points), which was 4.93% on March 1, 2023. These are variable interest rates. Since the rates are variable, the amount of interest earned will vary between institutions. One may be higher one day and lower the next. For analysis purposes a five-year history of the monthly rates between the two institutions was reviewed. Based on that analysis, the average monthly variance between the two indicated that Iroquois Federal’s rate was higher than First Financial Bank by .03%. This is the same variance on March 1, 2023, which was requested in the Request for Proposal. Using an estimated balance of the average collected balance during 2022, this represents \$4,312 annually or \$21,560 over five years. It is important to note that with both a

variable interest rate and a variable cash balance, there is no way to predict the true financial impact.

There can be many opinions regarding the amount of work required for a community college of our size to change banks. For our purposes in analyzing the proposals the following items were taken into consideration: Revise and test positive pay transfer file; revise and test payroll direct deposit transfer file; revise and test payroll tax electronic transfers (IRS, IDOR, Indiana, SURS, etc.); notify 50+ entities that provide funds to the College electronically; new setup in our ERP system (Colleague); new HSA accounts for employees (close existing at FFB).

While all of the above is certainly attainable and it is not difficult or complicated, it is time that would be required in order to change banks. This is time that could be utilized for other projects in the division and/or for the College. It's not a matter of not having enough time, but rather, where should existing time be devoted. A change of this magnitude will impact all Business Office staff and any employee on campus with payroll direct deposit or HSA accounts.

Ultimately, it is the Board's decision which financial institution provides services to the College. This information has been provided to assist the Board in their selection. College staff will be happy to work with whichever institution the Board deems to be in the best interest of the College.

Upon motion by Mr. Hill, and a second by Mr. Haun, the Board approved remaining with First Financial Bank as the College's financial services provider from July 1, 2023 through June 30, 2028. Roll call vote: 3 yeas, 3 nays (Student Trustee voted yea as advisory vote).

L. CLOSED SESSION FOR DELIBERATIONS CONCERNING COLLECTIVE NEGOTIATING MATTERS; DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES; MEETINGS BETWEEN INTERNAL AND EXTERNAL AUDITORS AND GOVERNMENTAL AUDIT COMMITTEES, FINANCE COMMITTEES, AND THEIR EQUIVALENTS, WHEN THE DISCUSSION INVOLVES INTERNAL CONTROL WEAKNESSES, IDENTIFICATION OF POTENTIAL FRAUD RISK AREAS, KNOWN OR SUSPECTED FRAUDS, AND FRAUD INTERVIEWS CONDUCTED IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS OF THE UNITED STATES OF AMERICA; AND APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES DATED JANUARY 28, 2023

Upon motion by Mr. Hill, and a second by Mr. Haun, the following Resolution was adopted by roll call vote: 7 yeas, 0 nays.

BE IT RESOLVED, in accordance with the provisions of Chapter 120/2(c 2, 21, 29) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for deliberations concerning collective negotiating matters; deliberations concerning salary schedules for one or more classes of employees; meetings between internal and external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with Generally Accepted Auditing Standards of the United States of America; and approval of the written Closed Session minutes of January 28, 2023.

Dated this 25th day of May 2023.

The Board went into Closed Session at 6:45 p.m.

OPEN SESSION

The Board returned to Open Session at 7:21 p.m.

M. BOARD CONSIDERATION OF INFORMATION TECHNOLOGY NETWORK SERVER CONTRACTUAL SERVICES

At the February 23 Board Meeting the Board approved a consulting services agreement with Wipfli, LLP, to perform an overall information technology (IT) assessment. One of the recommendations is to ensure all of our servers are updated to the most current version of their operating system. We have 12 servers that need to be upgraded by October of 2023 or they will become a security and operational liability. The workload required to upgrade these servers in that time frame is greater than our existing staff can accommodate.

Mindsight is a technology service provider firm that provides network engineers on a contractual basis to assist with server infrastructure needs. It is anticipated that it would take approximately 250 hours for Mindsight to complete this work. They have agreed to a rate of \$225 per hour, which is reasonable when compared to other IT consulting rates the College has utilized.

The College has recently utilized Mindsight's services to assist with needed network switch installations. They demonstrated the appropriate knowledge, security and skills necessary on that project and it is believed they would provide the same level of service on this project.

Upon motion by Ms. Finch, and a second by Mr. Flagg, the Board approved a contract with Mindsight to perform server upgrades at a cost of \$56,250. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 13: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Hill expressed appreciation to everyone responsible for planning the recent ceremonies. He congratulated all the graduates.
- Mr. Flagg also appreciated the ceremonies and congratulated the recent graduates.

- Ms. Finch appreciated being able to hear everyone speak at the ceremonies.
- Mr. Harby mentioned a boardsmanship retreat is being planned for the near future as well as a financial retreat. He also congratulated the graduates, especially Mr. Wolfe on receiving his associate degree.

B. COMMUNICATIONS

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:28 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____