

MINUTES OF THE REGULAR MEETING OF JUNE 22, 2023

On June 22, 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

Representatives from the DACC Softball Team 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, David Harby, Terry Hill, Maruti Seth (via phone), Greg Wolfe, and Student Trustee Decarlo Flagg. Trustee absent: Dylan Haun.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Doug Adams, Lara Conklin, Brian Hensgen, Mark Barnes, Tim Bunton, Matt Cervantes, Kelly Cervantes, Dylan Miller, Kelsey Martlage, Rylee Richey, Kennedy Hudson, and Danielle Shuey.

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; Doug Adams, Executive Director, Maintenance and Facilities; Lara Conklin, Executive Director, College Relations; Brian Hensgen, Assistant Vice President, Student Services/Executive Director, Workforce Development; Mark Barnes, Chief Information Officer; Tim Bunton, Director, Athletics; Matt Cervantes, Head Softball Coach; Kelly Cervantes, Assistant Softball Coach; Dylan Miller, Campus Safety Officer; Jerry Davis, Jerry Davis Law; Kelsey Martlage, Rylee Richey, Kennedy Hudson, and Danielle Shuey, DACC Softball Players.

ITEM 6: INSIDE THE COLLEGE: RECOGNITION OF WOMEN'S SOFTBALL TEAM

The Board recognized the DACC women's softball team for finishing 9th in the country with a 43-24 overall record for the 2023 season. Coach Matt Cervantes introduced each of the softball players. He also shared accomplishments and awards for the team and individual team members.

He thanked the Board members for their support and he also thanked the players. The softball players also have an average GPA of 3.50 collectively.

The Board and Dr. Nacco thanked the coaches and players for their outstanding season and accomplishments and for being DACC students and representing the College in such a positive manner.

ITEM 7: ATHLETICS REPORT

Athletic Director Tim Bunton presented the 2022-2023 Athletics Report. He highlighted the NJCAA academic award winners, the DACC Academic All-Conference, and overall athletic awards of the teams. He noted the women's basketball team finished 8th in the national, the men's basketball team finished 3rd in the nation, and the softball team finished 9th in the nation.

Mr. Bunton also noted the teams participate in several fundraising activities and volunteer for community service throughout the year. Additionally, he shared where student athletes are transferring to continue their educational and/or athletic journey along with rosters from each of the athletic teams.

The Board and Dr. Nacco thanked Mr. Bunton for his report and congratulated the teams on their outstanding seasons.

ITEM 8: FINANCIAL UPDATE

The Financial Statement of Revenue and Expenditures ending May 31, 2023 was included in the Board agenda book.

ITEM 9: PRESIDENT'S REPORT

Dr. Nacco shared the *DACC Flash* with the Board and highlighted the events from the last month.

ITEM 10: PUBLIC COMMENT

There was no public comment.

ITEM 11: CONSENT AGENDA

- A. BOARD CONSIDERATION OF THE REGULAR BOARD MEETING OF MAY 25, 2023**
- B. FINANCIAL REPORT**
- C. CLERY SECURITY REPORT**
- D. BOARD CONSIDERATION OF BOARD POLICY REVISIONS**
 - 1. BOARD POLICY #6015 – PURCHASE ORDER REQUIREMENTS**
 - 2. BOARD POLICY #6020 – REIMBURSEMENT FOR TRAVEL AND FOOD/BEVERAGE EXPENSES**

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 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

A. BOARD CONSIDERATION OF HUMAN RESOURCES REPORT

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

Upon motion by Ms. Finch, and second by Mr. Flagg, 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 \$97.99 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA Workshop in Normal on June 2, 2023 for Mr. Terry Hill.

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.

C. BOARD CONSIDERATION OF FY25 ICCB RESOURCES ALLOCATION AND MANAGEMENT PLAN (RAMP)

The Illinois Community College Board (ICCB) requires the Board of Trustees to approve Capital Projects before they are submitted for State funding consideration. ICCB should receive project applications prior to the deadline submission of August 1, 2023. The Capital Development Board (CDB) has requested that all state funded project requests include “green” / LEED (Leadership in Energy and Environmental Design) costs in the estimated project.

The Board packet included estimated project costs, funding information, and revenues as of May 2023. The estimated cost of projects includes 6% LEED costs.

The RAMP list includes phase two of Julius W. Hegeler Hall and the truck drivers training lot.

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved the FY25 ICCB Resource Allocation Management Plan (RAMP). The motion passed by roll call vote: 7 yeas, 0 nays.

D. BOARD CONSIDERATION OF RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES AND THE EDUCATION ASSOCIATION, IEA-NEA FOR JULY 1, 2023 THROUGH JUNE 30, 2026

The Faculty ratified the tentative agreement for a three-year contract.

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

E. BOARD CONSIDERATION OF RETIREMENTS

**1. MARGARETA ARLINGTON, ADMISSIONS SPECIALIST,
ADMISSIONS**

**2. PEGGY MARRUFFO, ADMINISTRATIVE ASSISTANT,
CORPORATE AND COMMUNITY EDUCATION**

Ms. Margareta Arlington, Admissions Specialist, has submitted her letter of intent to retire effective September 30, 2023. The Board and Dr. Nacco wished her well in her upcoming retirement.

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

Ms. Peggy Marruffo, Administrative Assistant, has submitted her letter of intent to retire effective September 30, 2023. The Board and Dr. Nacco wished her well in her upcoming retirement.

Upon motion by Mr. Hill, and a second by Mr. Flagg, the Board approved the retirement of Peggy Marruffo effective September 30, 2023. The motion passed by roll call vote: 7 yeas, 0 nays.

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

**1. MARGARETA ARLINGTON, ADMISSION SPECIALIST,
ADMISSIONS**

Ms. Margareta Arlington has submitted her request for the Voluntary Separation Program Agreement effective September 30, 2023.

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

**G. BOARD CONSIDERATION OF 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 2023-2024 Strategic Planning Matrix has undergone a six-month development process that has included input from all key College stakeholders.

Upon motion by Mr. Hill, and a second by Ms. Cherry, the Board approved the 2023-2024 Strategic Planning Matrix. The motion passed by roll call vote: 7 yeas, 0 nays.

H. BOARD CONSIDERATION OF FY24 CAPITAL EQUIPMENT LIST

Included in the Board packet is the list of recommended Capital Equipment items as submitted by budget supervisors and reviewed, adjusted, and approved by the Capital Equipment Committee. The amounts are estimated by the person making the requests and may vary with a similar item. Bid items over \$25,000 will be presented to the Board for approval.

Approval of the list is being requested at this time so the items may be bid or quoted, approved by the Board if bid, ordered, and delivered as soon as possible so items can be installed in time for the start of the fall semester.

The funding support of \$1,673,415 in equipment is possible as a result of \$701,131 in Tech/Equip bond proceeds, \$383,000 in 1994 referendum funds, \$368,070 in grant and special revenue funds, and \$221,214 from operating funds or Board Restricted Capital Equipment Reserves.

Attached to the Board memo is a FY24 Capital Equipment list that presents a three-year outlook for capital requests as well as items that have been deferred in FY24.

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the FY24 Capital Equipment list. The motion passed by roll call vote: 7 yeas, 0 nays.

I. CLOSED SESSION FOR 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 MAY 25,
2023**

Upon motion by Mr. Wolfe, and a second by Ms. Finch, 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 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 May 25, 2023.

Dated this 22nd day of June 2023.

The Board went into Closed Session at 6:24 p.m.

OPEN SESSION

The Board returned to Open Session at 7:12 p.m.

**J. BOARD CONSIDERATION OF FY24 CYBER LIABILITY
INSURANCE**

Several Illinois community colleges have been victim of cyberattacks in the recent past and while obtaining cyber insurance has always been important, it is now extremely important. The College has been in the process of making as many changes as we possibly can to ensure our systems are as safe and secure as possible.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved Epic Insurance Midwest to provide an appropriate level of cybersecurity coverage for a cost not to exceed \$90,000 for the period July 1, 2023 through June 30, 2024. The motion passed by roll call vote: 6 yeas, 1 nay.

ITEM 14: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Hill likes hearing of a 9.6% increase in enrollment.
- Ms. Cherry congratulated the softball team for their outstanding season and for being great role models in the community.
- Mr. Harby noted the Decennial Committee will consist of the Board members as well as Mr. Dave Kietzmann and Mrs. Sybil Mervis. A meeting is being planned for 5:00 p.m. prior to the July 20 Board meeting.

B. COMMUNICATIONS

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:15 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____