

MINUTES OF THE REGULAR MEETING OF JUNE 27, 2024

On June 27, 2024, 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: Sandra Finch, David Harby, Maruti Seth, Greg Wolfe, and Student Trustee Serena Butler. Trustees absent: Tracy Cherry, Dylan Haun, and Terry Hill.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Dr. Carl Bridges, Jill Cranmore, Tammy Betancourt, Doug Adams, Mark Barnes, Dylan Miller, and Jerry Davis.

Media present: Steve Brandy, WDAN-WDNL.

ITEM 4: ADOPTION OF AGENDA

Mr. Harby asked if there were any changes requested to the agenda. Mr. Wolfe made a motion to remove Item 14H from the agenda, and with a second by Mr. Seth, the agenda was approved as amended. The motion passed by unanimous voice vote: 5 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following: Dr. Carl Bridges, Provost/Vice President, Academic Affairs/Vice President, Student Services; Tammy Betancourt, Vice President and Chief Financial Officer; Jill Cranmore, Vice President, Human Resources and Labor Relations; Doug Adams, Executive Director, Facilities; Mark Barnes, Director, Information Technology; Dylan Miller, Security Officer; and Jerry Davis, Jerry Davis Law.

ITEM 6: INSIDE THE COLLEGE: WATERMARK/CATALOG & STUDENT HANDBOOK UPDATE

Dr. Carl Bridges shared an update on the new Watermark program which is a system that has helped with the reorganization of the catalog and student handbook. Dr. Bridges provided a behind-the-scenes look into Watermark to show the Board the convenience of the program.

Dr. Bridges noted the College is attempting to move away from paper copies of the catalog so that students receive the most up-to-date version. A student's information in Colleague will also coincide with the appropriate catalog. He also noted that the system makes the process much easier for managing curriculum information.

Dr. Bridges thanked the Board for the support of the purchase of Watermark.

Dr. Nacco and the Board thanked Dr. Bridges for his commitment and his presentation.

ITEM 7: REPORT ON ICCTA ANNUAL CONVENTION, LOMBARD, IL, JUNE 7-8, 2024

Mr. Wolfe, Mr. Harby, and Dr. Nacco attended the ICCTA Annual Convention and provided updates on the sessions/events they attended. The Board congratulated Mr. Harby for receiving a 25-year award from ICCTA.

ITEM 8: DASHBOARD INDICATORS

Dr. Nacco highlighted the operational benchmarks included on the Dashboard Indicators.

ITEM 9: FINANCIAL UPDATE

The Financial Statement of Revenue and Expenditures ending May 31, 2024 was included in the Board agenda book.

ITEM 10: PRESIDENT'S REPORT & STRATEGIC PLAN

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

ITEM 11: PUBLIC COMMENT

There was no public comment.

ITEM 12: CONSENT AGENDA

A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR MEETING OF MAY 23, 2024; AND MINUTES OF THE PUBLIC HEARING OF MAY 23, 2024

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

D. BOARD POLICY REVISIONS

1. BOARD POLICY #4003.1 – ANTI-HARASSMENT IN EMPLOYMENT

2. BOARD POLICY #6011 – STUDENT INDEBTEDNESS

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 5 yeas, 0 nays.

ITEM 13: UNFINISHED BUSINESS

ITEM 14: 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. Seth, the Board approved the Human Resources Report. The motion passed by roll call vote: 5 yeas, 0 nays.

B. BOARD CONSIDERATION 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 \$214.68 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA Meeting & Lobby Days in Springfield, IL on May 1-2, 2024 for Mr. Greg Wolfe.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved the travel expenditures for the Trustees. The motion passed by roll call vote: 5 yeas, 0 nays.

C. 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; June 22, 2023; and March 28, 2024.

Upon motion by Ms. Finch, and a second by Mr. Wolfe, 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 March 28, 2024 remain closed to the public and the minutes of June 22, 2023 be made open to the public. The motion passed by roll call vote: 5 yeas, 0 nays.

**D. BOARD CONSIDERATION OF NEW BOARD POLICY
1. BOARD POLICY #2013 – PHYSICAL OR FINANCIAL
HARDSHIP**

New Board Policy 2013 is being created to comply with the State of Illinois Student Debt Assistance Act Section 20, “Physical or financial hardship policy” (110 ILCS 66/20), which requires every institution of higher education to have a policy instituting a financial or physical hardship withdrawal process.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved the New Board Policy #2013 – Physical or Financial Hardship. The motion passed by roll call vote: 5 yeas, 0 nays.

**E. BOARD CONSIDERATION OF FY26 ICCB RESOURCE
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, 2024. 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.

Included in the Board packet are estimated project costs, funding information, and revenues as of June 2024. The estimated cost of projects includes 6% LEED costs. Projects on the FY2026 RAMP are Phase 2 of Julius W. Hegeler II Hall and Phase 2 of the Clock Tower Rehabilitation.

Upon motion by Mr. Wolfe, and a second by Mr. Seth, the Board the FY26 Resource Allocation and Management Plan (RAMP). The motion passed by roll call vote: 5 yeas, 0 nays.

F. BOARD CONSIDERATION OF FY25 CAPITAL EQUIPMENT LIST

Included in the Board packet is a 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 \$1,239,428 in equipment is possible as a result of \$684,953 in Tech/Equip bond proceeds, \$60,000 in Deferred Maintenance bond proceeds, \$253,475 in grant and special revenue funds, \$175,000 Corporate Education Fund Balance and \$66,000 from operating funds or Board Restricted Capital Equipment Reserves.

Upon motion by Ms. Finch, and a second by Mr. Wolfe, the Board approved the FY25 Capital Equipment List. The motion passed by roll call vote: 5 yeas, 0 nays.

G. BOARD CONSIDERATION OF 2024-2025 STRATEGIC PLANNING MATRIX

Included in the Board packet is a proposed 2024-2025 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.

Upon motion by Mr. Wolfe, and a second by Ms. Finch, the Board approved 2024-2025 Strategic Planning Matrix. The motion passed by roll call vote: 5 yeas, 0 nays.

H. BOARD CONSIDERATION OF CHARTER BUS SERVICES

Item 14H was removed from the agenda.

I. BOARD CONSIDERTION OF BLACKBOARD CONTRACT 1-YEAR EXTENSION

After careful review of the rollout plan, the timeline for DACC's Canvas pilot and full adoption has been shifted to accommodate a less-rushed implementation timeline and to provide ample training opportunities for faculty and staff. As a result, student and faculty access to DACC's existing learning management system, Blackboard, will need to be extended throughout the FY25 fall and spring semesters. The extension in services will ensure necessary access to and support for Blackboard while allowing a successful cut-over to Canvas for our faculty and students. The extended contract is in the amount of \$86,895.62.

Upon motion by Ms. Finch, and a second by Mr. Seth, the Board approved the renewal of the Blackboard license for a one-year extension covering the period of July 18, 2024 – July 17, 2025. The motion passed by roll call vote: 5 yeas, 0 nays.

J. BOARD DISCUSSION OF ORGANIZATIONAL REPORT ON 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 item was for discussion only.

K. BOARD CONSIDERATION OF BIDS FOR MECHATRONICS EQUIPMENT FOR DANVILLE CORRECTIONAL CENTER

Bids were advertised in the *News Gazette* and *Commercial News* (including the internet) for various Mechatronics equipment for the Mechatronics program at Danville Correctional Center. A bid was requested for: (1) Electric Motor Control Learning System; (1) Prony Brake; (2) Mobile Technology Workstations; (1) Basic Fluid Power Learning System; (1) AC/DC Electrical Learning System; and (1) Fault Troubleshooting System.

This equipment will be funded by the State of Illinois Department of Corrections contract and has been pre-approved by the State. It will be used in the Mechatronics program at the Danville Correctional Center.

Upon motion by Mr. Wolfe, and a second by Mr. Seth, the Board approved the purchase of Mechatronics equipment from Moss Educational & Industrial Training Solutions in the amount of \$66,830.00. The motion passed by roll call vote: 5 yeas, 0 nays.

L. CLOSED SESSION FOR SECURITY PROCEDURES, SCHOOL BUILDING SAFETY AND SECURITY, AND THE USE OF PERSONNEL AND EQUIPMENT TO RESPOND TO AN ACTUAL, A THREATENED, OR A REASONABLY POTENTIAL DANGER TO THE SAFETY OF EMPLOYEES, STUDENTS, STAFF, THE PUBLIC, OR PUBLIC PROPERTY AND APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES DATED MARCH 28, 2024

Upon motion by Mr. Wolfe, and a second by Mr. Seth, the following Resolution was adopted by roll call vote: 5 yeas, 0 nays.

BE IT RESOLVED, in accordance with the provisions of Chapter 120/2(c 8, 21) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for Security Procedures, School Building Safety and Security, and the use of Personnel and Equipment to Respond to an Actual, a Threatened, or a Reasonably Potential Danger to the Safety of Employees, Students, Staff, the Public, or Public Property and approval of the written Closed Session minutes dated March 28, 2024.

The Board went into Closed Session at 6:30 p.m.

OPEN SESSION

The Board returned to Open Session at 6:52 p.m.

M. BOARD CONSIDERATION OF FY25 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. Seth, 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 \$55,000 for the period July 1, 2024 through June 30, 2025. The motion passed by roll call vote: 5 yeas, 0 nays.

ITEM 14: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Wolfe shared on behalf of Mr. Hill that Olivia Warfield, former DACC Track Champion, was given the Golden Buzzer on America's Got Talent. Mr. Wolfe also wished everyone a great summer.
- Mr. Seth congratulated the Golf Team for making the tournament.
- Mr. Harby reminded Trustees about the July 11 Financial Workshop and the July 12 DACC Golf Outing.

B. COMMUNICATIONS

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 6:58 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____