

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 26, 2024**

On September 26, 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**

Vice-Chairman Wolfe called the meeting to order at 5:30 p.m.

### **ITEM 2: PLEDGE OF ALLEGIANCE**

Those in attendance in recited the Pledge of Allegiance.

### **ITEM 3: ROLL CALL**

The roll was called. Trustees present: Tracy Cherry, Sandra Finch, Terry Hill, Maruti Seth (via phone), Greg Wolfe, and Student Trustee Serena Butler. Trustees absent: Dave Harby and Dylan Haun.

Others present: Acting President Dr. Carl Bridges, Board Secretary Kerri Thurman, Jill Cranmore, Tammy Betancourt, Lara Conklin, Doug Adams, Mark Barnes, Nathan Howie, Brian Hensgen, Tim Bunton, Doug Hunter, Kathy Hunter, Tammy Howard, and Jerry Davis.

Media present: Kaighla White, Commercial News; Jennifer Bailey, News-Gazette; Steve Brandy, WDAN-WDNL.

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

Mr. Wolfe asked if there were any changes requested to the agenda. With no changes requested, upon motion by Ms. Cherry, and a second by Ms. Finch, the agenda was approved as presented. The motion passed by unanimous voice vote: 6 yeas, 0 nays.

### **ITEM 5: RECOGNITION OF VISITORS**

Dr. Bridges introduced the following: Tammy Betancourt, Vice President and Chief Financial Officer; Jill Cranmore, Vice President, Human Resources and Labor Relations; Lara Conklin, Executive Director, College Relations; Doug Adams, Executive Director, Facilities; Mark Barnes, Director, Information Technology; Nathan Howie, Chief, Security; Brian Hensgen, Assistant Vice President, Student Services; Tim Bunton, Director, Athletics; Doug Hunter, Professor, Mechatronics; Kathy Hunter, Professor, Information Systems; Tammy Howard, Senior Director, Medical Imaging; and Jerry Davis, Jerry Davis Law.

### **PUBLIC HEARING**

Upon motion by Mr. Hill, and a second by Ms. Finch, the regular Board meeting was recessed at 5:33 p.m. for the purpose of conducting a Public Hearing on the FY2025 Budget. The motion passed by roll call vote: 6 yeas, 0 nays.

**RECONVENE**

Ms. Finch, upon completion of the Public Hearing, moved that the Board reconvene in regular session. The motion was seconded by Mr. Hill and passed by roll call vote: 6 yeas, 0 nays. Mr. Wolfe reconvened the Regular Board Meeting at 5:35 p.m.

**ITEM 6: INSIDE THE COLLEGE: ATHLETICS REPORT**

Athletics Director Tim Bunton provided a report on the Athletics Department for FY2023-2024. He thanked the Board for their support as well as the coaches and players.

Coach Bunton reported that eight athletes received NJCAA Academic Awards and 14 athletes received Academic All-Conference Awards. He noted the men's golf team was the first team in school history to go to Nationals and they placed 15<sup>th</sup> in the nation.

Coach Bunton shared the fundraising activities of the teams as well as the community service activities. He also provided the Trustees with a list of student athletes indicating where they went following their DACC career.

The Board and Dr. Bridges thanked Mr. Bunton for his presentation.

**ITEM 7: REPORT ON ICCTA MEETING, SPRINGFIELD, IL, SEPTEMBER 13-14, 2024**

Mr. Greg Wolfe provided a report on the ICCTA meetings he attended in Springfield, Illinois on September 13-14, 2024.

**ITEM 8: FINANCIAL UPDATE**

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

**ITEM 9: PRESIDENT'S REPORT & STRATEGIC PLAN**

Dr. Bridges provided an update on the barbering program and Institutional Effectiveness.

**ITEM 10: PUBLIC COMMENT**

There was no public comment.

**ITEM 11: CONSENT AGENDA**

**A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 22, 2024**

**B. FINANCIAL REPORT**

**C. CLERY SECURITY REPORT**

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 6 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. Cherry, and second by Ms. Finch, the Board approved the Human Resources Report. The motion passed by roll call vote: 6 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 \$129.96 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA Retreat in Decatur, IL on August 8-9, 2024 for Mr. Greg Wolfe.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the travel expenditures for the Trustees. The motion passed by roll call vote: 6 yeas, 0 nays.

**C. BOARD CONSIDERATION RESOLUTION TO ADOPT FY2025 BUDGET**

At the August Board of Trustees meeting the Board approved placing the tentative FY2025 Budget on display for the required 30 days.

The budget presentation at the August meeting recommended an operational budget of \$20,750,000. This is approximately 5.2% higher than the FY2024 Operating budget. With the adoption of a FY25 budget at the state level, which resulted in a 17.1% decrease or \$486,874 in our operating and equalization grants, as well as continued increases in local property taxes as a result of an increasing Equalized Assessed Valuation, the College will be able to move forward by investing in Human Resources to maintain quality instruction and student service, provide training needed to meet the employment demands of the community, cover software increases, improve network infrastructure, maintain our Colleague SIS/ERP system in the Cloud, and cover estimated increases in health insurance premiums and utilities.

Upon motion by Ms. Cherry, and a second by Ms. Finch, the Board approved the FY2025 budget, with \$33,785,983 total budgeted expenditures for all funds of the District. The motion passed by signature vote: 6 yeas, 0 nays.

**D. BOARD CONSIDERATION FOR PROJECT TO EXPAND AND RENOVATE RADIOLOGY LAB AND APPROVE ARCHITECT**

The Danville Area Community College (DACC) Radiology Program, located in Room 015 of the Mary Miller Center, requires a critical renovation to enhance its educational capabilities and ensure compliance with current industry standards. This project focuses on expanding the laboratory space and eliminating obsolete facilities.

Reifsteck Wakefield Fanning Architects from Champaign Illinois, have developed the specifications, scope of the project, and an estimated cost of \$170,000, 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 \$31,000. There are variables that are unknown at this time that could lower the total A/E (architect/engineering fees).

Funding for the renovation will come from the Board Restricted Facilities, Construction and Renovation Reserve. This investment is necessary for ensuring that the Radiology Program meets educational standards and industry expectations.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the project to renovate and expand the radiology lab at an estimated cost of \$170,000 and approved Reifsteck Wakefield Fanning Architects as the architect for the project at an amount not to exceed \$31,000. The motion passed by roll call vote: 6 yeas, 0 nays.

**E. BOARD CONSIDERATION OF RESOLUTION REGARDING  
ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE  
YEAR 2024 AND SET DATE, TIME, AND PLACE OF TRUTH IN  
TAXATION PUBLIC HEARING ON OCTOBER 24, 2024**

The tentative FY2025 budget includes property revenue based on a 10% increase in the Equalized Assessed Valuation (EAV) of the College's district. The proposed tax levy increases by 17.3% over last year's extension, largely because of the projected 10% increase in the EAV.

The EAV has increased an average of 4.28% over the last ten years, however, the increase in 2023 was 10.7%. Because of the large increase in 2023, even with an estimated EAV with 0% increase, the levy increase would have been 8.5% over last year's extension and would have required a Truth in Taxation public notice and hearing.

By estimating an EAV increase of 10%, this allows the College to secure new growth revenue which is needed to sustain a sound financial position for the institution. It also ensures the College's operating tax rate remains at least 95% of our maximum rate. If it would go below, the College could lose its Equalization grant from the State. The Equalization grant represents

The 17.3% change from last year's extension is comprised of varying increases by levy type. The Operating Fund levy increased by 15.2% which is the result of the 10% EAV increase at the maximum rates of .3729 (Education Fund) and .0750 (Operations & Maintenance Fund). The Liability, Protection, and Settlement fund has been increased by 32%, to the level of current expenditures, including a portion of the \$1.2M door access and camera security system that was installed in FY24. The Audit fund was increased 60% to account for the increase in audit fees. The Protection, Health, and Safety levy was eliminated as the Technology Center Roof project has been completed and future projects will be funded with Deferred Maintenance and/or Capital Project bond proceeds.

Utilizing the 10% increase in the Equalized Assessed Valuation, the tax levy rate is anticipated to be approximately 56.20 cents. However, upon the future approval of the issuance of \$5,000,000

Working Cash Fund Bonds, the estimated rate would be approximately 61.12. While the current tax rate is 57.5 cents, it typically fluctuates between 60 and 63 cents.

Because the proposed tax levy is more than 105 percent of last year's extension, a public notice and a public hearing will be required to comply with the Truth in Taxation Act.

Upon motion by Ms. Cherry, and a second by Ms. Finch, the Board approved the resolution regarding estimated amounts necessary to be levied for the year 2024, established Thursday, October 24, 2024 at 5:30 p.m. in the Board Room, Vermilion Hall Room 302, at Danville Area Community College as the date, time, and place for the Public Hearing on the 2024 proposed tax levy and authorized proceeding with the Truth in Taxation public notice requirements. The motion passed by roll call vote: 6 yeas, 0 nays.

#### **F. BOARD CONSIDERATION OF NEW BOARD POLICIES**

- 1. Board Policy #7001 – Cybersecurity and Data Protection Governance**
- 2. Board Policy #7002 – Information Technology Asset Management**
- 3. Board Policy #7003 – Information Technology Change Management**
- 4. Board Policy #7004 – Information Technology Compliance**
- 5. Board Policy #7005 – Cryptographic Protections**
- 6. Board Policy #7006 – Data Classification and Handling**
- 7. Board Policy #7007 – Human Resources Security**
- 8. Board Policy #7008 – Identification and Authentication**
- 9. Board Policy #7009 – Incident Response**
- 10. Board Policy #7010 – Risk Management**
- 11. Board Policy #7011 – Secure Engineering and Architecture**
- 12. Board Policy #7012 – Security Awareness and Training**
- 13. Board Policy #7013 – Technology Development and Acquisition**
- 14. Board Policy #7014 – Third Party Management**
- 15. Board Policy #7015 – Backup and Recovery**
- 16. Board Policy #7016 – Vulnerability**

The policies in Section 7000 – Information Technology are in compliance with the Graham-Leach-Bliley Act (Pub. L. No. 106-102) (GLBA). GLBA requires financial institutions to explain their information-sharing practices to their customers and to safeguard sensitive data (16 CFR 314). The Federal Trade Commission considers Title IV-eligible institutions that participate in Title IV Educational Assistance Programs as “financial institutions” and are therefore subject to GLBA. The policies in Section 7000 – Information Technology also refer to NIST, which is the National Institute of Standards and Technology. The NIST is an agency of the United States Department of Commerce with a mission to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve quality of life.

Upon motion by Mr. Hill, and a second by Ms. Cherry, the Board approved the new Board Policies for Section 7000. The motion passed by roll call vote: 6 yeas, 0 nays.

**ITEM 14: INFORMATION**

**A. TRUSTEE COMMENTS**

There were no Trustee comments.

**B. COMMUNICATIONS**

**ITEM 15: ADJOURNMENT**

There being no further business to discuss, Mr. Wolfe adjourned the meeting at 6:04 p.m.

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

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