

MINUTES OF THE REGULAR MEETING OF DECEMBER 19, 2024

On December 19, 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 Wolfe called the meeting to order at 5:30 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

Student Patrick Bates 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, Terry Hill, Maruti Seth, and Greg Wolfe. Trustees absent: Tracy Cherry, Dylan Haun, and Student Trustee Serena Butler.

Others present: Interim President Dr. Randall Fletcher, Board Secretary Kerri Thurman, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Lara Conklin, Doug Adams, Mark Barnes, Terri Cummings, Dylan Miller, Doug Hunter, Kathy Hunter, Brandy Marron, Marcie Wright, Lisa Martin, Dave Harby, Terry Harby, Stevenson Harby, Caroline Harby, Kylee Basti, Kay Smoot, John Spezia, Patrick Bates, Sky Wood, Alex Field, and Jerry Davis.

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

ITEM 4: ADOPTION OF AGENDA

Mr. Wolfe asked if there were any changes requested to the agenda. With no changes requested, upon motion by Mr. Hill, and a second by Ms. Finch, the agenda was approved as presented. The motion passed by unanimous voice vote: 4 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Fletcher introduced the following: Dr. Carl Bridges, Provost/Vice President, Academic Affairs and Student Services; Tammy Betancourt, Vice President, Finance/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; Terri Cummings, Dean, Business & Technology; Dylan Miller, Security; Doug Hunter, Professor, Mechatronics; Kathy Hunter, Professor, Information Systems; Brandy Marron, Professor, Agriculture; Marcie Wright, Clinical Coordinator, Health Information Technology; Lisa Martin; Dave Harby; Terry Harby; Stevenson Harby; Caroline Harby; Kylee Basti; Kay Smoot; John Spezia; Patrick Bates, Sky Wood, and Alex Field, DACC Students; and Jerry Davis, Jerry Davis Law.

ITEM 6: RECOGNITION OF MR. HARBY

Mr. Harby was in attendance and was recognized for his service to the Board. Mr. Wolfe read the Resolution and the Trustees congratulated Mr. Harby on his 25 years of dedicated service to the students, faculty and staff, and the community.

ITEM 7: INSIDE THE COLLEGE: GAME DESIGN STUDENTS

For the Inside the College report, Professors Doug Hunter, Kathy Hunter, and Brandy Marron along with game design students, provided an update on a cross-curricular project.

Professor Marron shared with Professor Doug Hunter her idea of wanting to create a computer-based simulator where students could make decisions to improve cattle herds. Professor Hunter responded that he would like to have a simulator in his class and that's how the project came about.

Professor Kathy Hunter introduced students who were part of the project. The students then presented the general idea of the game by showing the Trustees how the simulation is played.

The Board and Dr. Fletcher thanked everyone for their efforts on the collaboration project.

ITEM 8: FINANCIAL UPDATE

The Financial Statement of Revenue and Expenditures ending November 30, 2024 was included in the Board agenda book.

ITEM 9: PRESIDENT'S REPORT & STRATEGIC PLAN

Dr. Fletcher thanked everyone for attending the open house. He highlighted the information in the DACC Flash.

ITEM 10: PUBLIC COMMENT

Former Trustee Mr. John Spezia addressed the Board congratulating Mr. Harby for his 25 years of service and congratulating Dr. Fletcher on his appointment as Interim President.

ITEM 11: CONSENT AGENDA

A. BOARD CONSIDERATION OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 6, 2024; THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 12, 2024; AND THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 21, 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: 4 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 Mr. Seth, and second by Mr. Hill, the Board approved the Human Resources Report. The motion passed by roll call vote: 4 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 \$519.20 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA Seminar in Schaumburg, IL from November 14-15, 2024 for Mr. Greg Wolfe.

Upon motion by Ms. Finch, and a second by Mr. Seth, the Board approved travel expenditures for trustees over the last month. The motion passed by roll call vote: 4 yeas, 0 nays.

**C. BOARD CONSIDERATION OF RETIREMENT
1. JEFF WISE, INSTRUCTOR, INFORMATION SYSTEMS,
BUSINESS & TECHNOLOGY**

Jeff Wise has submitted his letter of intent to retire effective December 31, 2024 after over 25 years of service.

Dr. Fletcher and the Trustees thanked Mr. Wise for his years of service and wished him well in his upcoming retirement.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the retirement of Jeff Rise effective December 31, 2024. The motion passed by roll call vote: 4 yeas, 0 nays.

**D. 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.

Upon motion by Mr. Hill, and a second by Mr. Seth, 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; March 28, 2024; June 27, 2024; August 22, 2024; September 12, 2024; September 16, 2024; October 3, 2024; October 11, 2024; October 24, 2024; and November 21, 2024 remain closed to the public and that no written minutes be opened to the public at this time. Further, the Board noted that no lawsuit has been filed, and no valid court order has been received requiring the release of any audio recordings of any closed meeting and, therefore, pursuant to the statutory requirements, none be released. The motion passed by roll call vote: 4 yeas, 0 nays.

E. BOARD CONSIDERATION OF BIDS FOR COMPUTER EQUIPMENT

Bids were advertised for computer equipment approved on the FY25 Capital Equipment list. Bids were requested for: Build Number: 30H1S57700; (50) Lenovo Thinkstation P3 –Tiny- CPU i5 14500 – 16GB RAM; 1 TB SSD – English- 3-year support – Custom Bios & Image and Build Number: 30H1S6P800; (50) Lenovo Thinkstation P3 Tiny – CPU i5 14500-32gb ram – 4BG GPU NVIDIA; 1 TB SSD – English – 3-year support – Custom Bios & Image .

This equipment was approved on the FY-25 Capital Equipment List and funding will be through Technology/Equipment Bonds.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved the purchase of the computers in the amount of \$99,620.00. The motion passed by roll call vote: 4 yeas, 0 nays.

F. BOARD CONSIDERATION APPOINTMENT OF TRUSTEE TO FILL A BOARD VACANCY

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the appointment of Ms. Lisa Martin to the Board to fill the vacancy left by Mr. Dave Harby until the April 2025 Consolidated Election. The motion passed by signature vote: 4 yeas, 0 nays.

G. BOARD CONSIDERATION OF NEW BOARD POLICY

1. BOARD POLICY #1029- COLLEGE PRESIDENT COMPLAINT

A new Board Policy regarding College President Complaints was presented for approval.

After discussion, the Board Policy will be changed as follows: Under Board Review and Oversight, the policy will read “The Board **shall** (versus may) provide a final decision after reviewing all findings, including any appeals from the president.”

Upon motion by Mr. Hill, and a second by Mr. Seth, the Board approved the new Board Policy #1029 – College President Complaint (with change noted above). The motion passed by roll call vote: 4 yeas, 0 nays.

H. BOARD CONSIDERATION OF BIDS FOR TRASH REMOVAL

Bids were advertised for a three-year Trash Removal service contract. Specifications require the Contractor to provide all labor and equipment necessary to remove trash per a specified weekly schedule at all locations on campus. Contractor must maintain all dumpsters and surrounding area in an acceptable, sanitized condition.

Upon motion by Ms. Finch, and a second by Mr. Seth, the Board approved the low bid from Republic Services in the amount of 2yd \$75 / 4yd \$87 / 8yd \$171 / 20yd landscape free / 20yd construction \$385 for a three-year Trash Removal Contract. The motion passed by roll call vote: 4 yeas, 0 nays.

I. BOARD CONSIDERATION OF ELLUCIAN ORDER FORM – APPLY

The College currently uses a hybrid of electronic and manual entry for student applications. Students complete an electronic application using JotForm and then the data is manually entered into the Colleague system. As a result, students are not able to access their MyDACC self-service accounts until the data is entered and updated. In addition to the overall application, there are eight different program applications as well, requiring the student to complete multiple forms.

Ellucian's Apply not only provides a modern, streamlined experience for our students with timely integration and access to their MyDACC account, but it helps drive enrollment by ensuring the correct data is collected. Ellucian Apply can help prevent fraudulent applications and it will provide one application for all programs.

The annual subscription is \$16,100 but would be prorated at \$6,708 with an estimated start date of February 1, 2025. The one-time implementation fee is \$15,075 for a total cost in FY25 of \$21,783 and FY26 of \$16,100, resulting in a total contract cost of \$37,883.

Upon motion by Ms. Finch, and a second by Mr. Seth, the Board approved the Order Form for Ellucian Apply from February 1, 2025 through June 30, 2026 for a total of \$37,883. The motion passed by roll call vote: 4 yeas, 0 nays.

J. BOARD CONSIDERATION OF RESOLUTION ABATING A PORTION OF THE WORKING CASH FUND

With the closing of the \$5M Working Cash Fund bonds, the College now has to transfer those funds from the Working Cash Fund to the appropriate funds (as determined to be the funds most in need) for the discretionary use of those funds.

By transferring \$3,500,000 of working cash funds to the Board Restricted Fund for future use as determined by the Board and transferring \$1,500,000 to the Restricted Purposes Fund for the purchase of technological and instructional equipment the College would be in a better financial position to quickly pivot to the ever-changing academic landscape. In addition, it would provide additional reserves to weather unplanned and unknown situations, for example, the Covid-19 pandemic, as well as fund needed deferred maintenance and capital projects.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved the Resolution abating \$5,000,000 of the working cash fund. The motion passed by roll call vote: 4 yeas, 0 nays.

ITEM 14: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Seth congratulated Dr. Fletcher and welcomed him back to Danville and DACC.
- Ms. Finch also congratulated Dr. Fletcher and wished everyone happy holidays.

- Mr. Hill added a welcome to Ms. Martin.
- Mr. Wolfe added that an evaluation tool will be provided to assist with determining the next step. He also encouraged everyone to email trustees@dacc.edu with any any questions, comments, or concerns. He hopes everyone has a great holiday break.

B. COMMUNICATIONS

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Wolfe adjourned the meeting at 6:30 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____