



DACC STAFF REPORT

January 28, 2021

Office of the President

The following is a summary of the Board of Trustees meeting held on Thursday, January 28, 2021 as compiled by the Office of the President. It is not an official record of the meeting. If you have any questions, comments, or reactions to the items listed, please contact Kerri Thurman or Dr. Stephen Nacco.

The Board of Trustees of Danville Area Community College met in Regular Session on Thursday, January 28, 2021 in the Board Room, Vermilion Hall Room 302.

The following actions were taken:

1. The Board and those in attendance recited the Pledge of Allegiance.
2. The following were physically present: Tammy Betancourt, Vice President, Finance and Chief Financial Officer; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; Jerry Davis, Davis and Delanois; Debbie Toler, Women's Golf Coach; Terry French, Men's Golf Coach; and Maruti Seth. The following were present via phone: Dr. Natalie Page, Vice President, Academic Affairs; Jill Cranmore, Vice President, Human Resources; and Stacy Ehmen, Vice President, Student Services. The following were present via Zoom: Carla Boyd, Assistant Vice President, Student Services and Chief Diversity Officer; J.R. Scruggs, Coordinator, Equity, Diversity and Inclusion, Adult Education/TRIO; and Lisa Reagins, Student, TELP recipient.

Media present: Ross Brown, WDAN-WDNL.

3. Ms. Carla Boyd and Mr. J.R. Scruggs updated the Board on the Toolbox and Technology Equipment Loan Program (TELP). Mr. Scruggs reported the Toolbox group meets virtually to discuss career goals, transfer plans, financial literacy, life skills, extra-curricular activities, etc. Ms. Boyd provided a history of the program. The number of students enrolled were 18 with 15 actively involved. At the end of Spring 2020, 11 completed. The Fall 2020 term started with 8 participants.

Ms. Boyd reported the Technology Equipment Loan Program (TELP) initially started in March of 2020 as the College transitioned to all on-line classes due to the pandemic. Faculty and staff quickly gathered extra equipment on hand and distributed the equipment to both staff and students. Prior to the Fall of 2020, TELP was more formalized due to the College receiving grant dollars. From Fall 2020 to present, there

have been 184 requests (135 students and 13 employees) for equipment such as laptops, hotspots, webcams, headsets, and flash drives. Students are allowed to keep the headsets and flash drives; however, they are asked to return the rest of the equipment once they no longer have a need.

Student Ms. Lisa Reagins shared her experience with the TELP program and expressed appreciation for the opportunity to utilize the equipment. She reported that she recently passed her boards and looks forward to being a nurse.

The Board and Dr. Nacco thanked Ms. Boyd, Mr. Scruggs, and Ms. Reagins for their reports.

4. Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending December 31, 2020 was included in the Board agenda book.
5. Dr. Nacco shared the *DACC Flash* with the Board and highlighted the events from the last month.
6. The Board took action on the following Consent Agenda items:
 - A. Approved the Minutes of the Regular Board Meeting of December 17, 2020.
 - B. Accepted the Monthly Financial Report and approved payments of invoices. Total payroll was reported as \$1,251,416.86 and total paid invoices were reported as \$1,057,949.39.
 - C. The Board approved the Clery Security Report.
7. The Board approved the transfer of monies from the Working Cash Fund to the Education Fund and the Operations and Maintenance Fund.
8. The Board approved the Human Resources Report which included:
 - A. New Employee – Full-Time
(Administrative Employment Contracts)

Groves, Jr. David – Coordinator, Recruitment and Social Media Assistant
Effective Date: January 4, 2021 through June 30, 2021

Steiner, Earle – Director, Small Business Development Center
Effective Date: January 19, 2021 through June 30, 2021
 - B. Salary Adjustments

Beckett, Kelley – Accounts Receivable Specialist, Business Office
Effective Date: February 1, 2021 through June 30, 2021

Bolton, Johna – Accounts Payable Specialist, Business Office
Effective Date: February 1, 2021 through June 30, 2021

McClintock, Julie – Cashier, Business Office
Effective Date: February 1, 2021 through June 30, 2021

C. New Employees - Part-Time

(Notice of Temporary Employment Contracts)

Butler, Rosemary – TRIO Associate Level Tutor, TRIO/Student Success Center
Effective Date: January 19, 2021 through June 30, 2021

Gardner, Traci – TRIO Bachelor Level Professional Tutor, TRIO/Student Success Center
Effective Date: January 19, 2021 through June 30, 2021

Holland, Keena – Adjunct Phlebotomy Instructor, Corporate Education
Effective Date: February 8, 2021 through June 30, 2021

Monoyok, Annie- Adjunct Leadership Instructor, Corporate Education
Effective Date: February 17, 2021 through June 30, 2021

D. Student Workers

(Notice of Temporary Employment Contracts)

Juvinall, Victoria – Teacher's Aid, Child Development Center
Effective Date: January 11, 2021 through June 30, 2021

Pickett, Jacob – Mass Tutor, Math, Science, and Health Professions
Effective Date: January 26, 2021 through June 30, 2021

Priest, Abigayle – Student Employee, Child Development Center
Effective Date: January 19, 2021 through June 30, 2021

Skinner, Sarah – Teacher's Aid, Child Development Center
Effective Date: January 11, 2021 through June 30, 2021

E. Part-time and Additional Instructor Salaries, Fall Semester 2020

9. The Board approved the New Board Policy #6035 – Credit Card Policy.

10. Information

A. Communications

- Letter of appreciation from Crosspoint Human Services to the Classified Staff Association for the donation from Operation Santa.

11. There being no further business to discuss, the meeting was adjourned at 6:22 p.m.