

MINUTES OF THE REGULAR MEETING of May 27, 2021

On May 27, 2021, 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 Dave 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 OF EXISTING BOARD

The roll was called. Trustees present: Tracy Cherry, Sandra Finch, Dave Harby, Dylan Haun, Terry Hill, John Spezia, Greg Wolfe, and Student Trustee Laura Duncan.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Tammy Betancourt, Jill Cranmore, Stacy Ehmen, Lara Conklin, Mark Barnes, and Kevin Heid were physically present. Dr. Natalie Page, Doug Adams, Shanay Wright, and Corey Potter were present via phone.

Media present: Ross Brown, 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. Hill, and a second by Mr. Wolfe, the agenda was approved as presented. The motion passed by unanimous voice vote: 8 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

The following were physically present: Tammy Betancourt, Vice President, Finance and Chief Financial Officer; Jill Cranmore, Vice President, Human Resources and Labor Relations; Stacy Ehmen, Vice President, Student Services; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; and Kevin Heid, Stifel. The following were present via phone: Dr. Natalie Page, Vice President, Academic Affairs; Doug Adams, Executive Director, Maintenance and Facilities; Shanay Wright, Director, TRiO and Student Success Center; and Corey Potter, Epic Insurance Midwest.

Media present: Ross Brown, WDAN-WDNL.

ITEM 6: INSIDE THE COLLEGE: TRiO UPDATE

A video was shown highlighting the TRiO program and narrated by Ms. Shanay Wright, Director of TRiO.

Dr. Nacco and the Board thanked Ms. Wright for her report.

ITEM 7: FINANCIAL UPDATE

Vice President Betancourt provided a financial update to the Board. The Financial Statement of Revenue and Expenditures ending April 30, 2021 was included in the Board agenda book.

ITEM 8: PRESIDENT'S REPORT

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

ITEM 9: PUBLIC COMMENT

ITEM 10: CONSENT AGENDA

A. BOARD CONSIDERATION OF THE MINUTES OF THE PUBLIC HEARING OF APRIL 22, 2021 AND MINUTES OF THE REGULAR BOARD MEETING OF APRIL 22, 2021

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

Upon motion by Mr. Wolfe, and a second by Mr. Haun, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 8 yeas, 0 nays.

ITEM 11: UNFINISHED BUSINESS

ITEM 12: 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. Hill, and a second by Mrs. Finch, the Board approved the Human Resources Report. The motion passed by roll call vote: 8 yeas, 0 nays.

B. BOARD CONSIDERATION OF RESOLUTION SETTING FORTH AND DESCRIBING IN DETAIL CLAIMS HERETOFORE AUTHORIZED AND ALLOWED FOR PROPER COMMUNITY COLLEGE PURPOSES WHICH ARE PRESENTLY OUTSTANDING AND UNPAID, DECLARING THE INTENTION TO AVAIL OF THE PROVISIONS OF ARTICLE 3A OF THE PUBLIC COMMUNITY COLLEGE ACT OF THE STATE OF ILLINOIS, AS AMENDED, AND TO ISSUE \$1,500,000 FUNDING BONDS FOR THE PURPOSE OF PAYING CLAIMS AGAINST THE DISTRICT, AND DIRECTING THAT NOTICE OF SUCH INTENTION BE PUBLISHED AS PROVIDED BY LAW

The College currently has an outstanding debt of \$1,500,000 which will be used to pay the cost of purchasing real or personal property, or both, to alter, repair, improve and equip District buildings. To meet the principal and interest obligations of this debt, the College must pursue issuing Funding Bonds in the amount of \$1,500,000.

The Resolution included in the Board packet documents the College's intent to issue these bonds to provide sufficient funds to meet the debt obligation.

Upon motion by Mr. Wolfe, and a second by Ms. Cherry, the Board approved the Resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue \$1,500,000 Funding Bonds for the purpose of paying claims against the District, and directing that notice of such Intention be published as provided by law. The motion passed by roll call vote: 8 yeas, 0 nays.

C. BOARD CONSIDERATION OF NEW BOARD POLICY: BOARD POLICY #6015.1 – BLANKET PURCHASE ORDER POLICY

A blanket purchase order is a purchase order which DACC places with its supplier to allow multiple delivery dates over a period of time. The purpose of this new policy is to clarify that all blanket purchase orders are required to meet DACC purchasing policy requirements and to set forth the conditions under which blanket purchase orders may be used.

Upon motion by Mr. Spezia, and a second by Ms. Cherry, the Board approved Board Policy #6015.1 – Blanket Purchase Order Policy. The motion passed by roll call vote: 8 yeas, 0 nays.

D. BOARD CONSIDERATION OF 2021-2022 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 2021-2022 Strategic Planning Matrix has undergone a six-month development process that has included input from all key College stakeholders.

Upon motion by Mrs. Finch, and a second by Mr. Hill, the Board approved the 2021-2022 Strategic Planning Matrix. The motion passed by roll call vote: 8 yeas, 0 nays.

E. 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; and November 5, 2020*.

The following minutes are being recommended to remain closed to the public: March 24, 1987; September 26, 2000; October 24, 2000; May 23, 2006; April 26, 2011; January 24, 2019; and November 5, 2020*.

*The minutes of November 5, 2020 have not yet been approved by the Board.

Upon motion by Mr. Wolfe, and a second by Mr. Haun, the Board approved the written minutes so noted to remain closed to the public and that no written closed session minutes be made open to the public at this time. The motion passed by roll call vote: 8 yeas, 0 nays.

F. BOARD CONSIDERATION OF PROPERTY/LIABILITY AND CYBER LIABILITY INSURANCE FOR FY22

On behalf of DACC, Epic Insurance Midwest submitted for quotation to Wright Specialty Insurance (WRM), Garden City, New York; Illinois Counties Risk Management Trust (ICRMT), St. Charles, Illinois; Cincinnati Insurance, Cincinnati, Ohio; Hanover, Insurance, Indianapolis, Indiana; and Liberty Mutual Insurance, Indianapolis, Indiana. Although we provided all required applications to Wright Specialty, they did not respond. Cincinnati could not provide the same abuse/molestation limits, would have to add a Neurodegenerative Injury exclusion to the liability, and their property rates are much higher than ICRMT. Hanover declined as they are not a market for smaller colleges and did not want to provide coverage for truck driving school or wind turbine training. Liberty Mutual declined as they could not provide coverage for truck driving school or wind turbine training.

The insurance proposal (external exhibit) prepared by Corey Potter of Epic Insurance Midwest reflects an overall increase of \$7,166 (approximately 4.5%) in premiums from Illinois Counties Risk Management Trust (ICRMT) for property and liability insurance. This is a result, in part, due to property values being increased 5% for inflation. The premium increase was also partly due to a rate increase by ICRMT for liability insurance. The proposed premium for FY-2022 for property and liability insurance will be \$163,351.

There is also an option available (external exhibit) to the College to move our cyber liability from Travelers to ICRMT. The current annual premium with Travelers is \$10,958 while the ICRMT premium is \$4,126, a savings of \$6,832. The coverage and deductibles would remain the same.

Epic did not increase their agency fee from last year (external exhibit). It has remained the same for several years.

Upon motion by Mr. Wolfe, and a second by Mr. Haun, the Board approved property/liability and cyber liability insurance for FY22. The motion passed by roll call vote: 8 yeas, 0 nays.

G. BOARD CONSIDERATION OF BIDS FOR MARY MILLER CENTER ELEVATOR UPGRADE

The passenger elevator located in the Mary Miller Center is in dire need of being upgraded to current code and standards. The elevator frequently fails, leaving passengers trapped and is becoming increasingly unreliable. The original control system was installed in 1969 and repair parts are becoming unavailable. Anytime repairs are performed, elevator code requires us to upgrade to the current elevator code requiring additional electrical, fire system and mechanical work.

Project plans were prepared by our elevator consultant, Stuard and Associates, Inc., advertised, and sent to Oracle Elevator Company, Indianapolis, Indiana, The Murphy Elevator Company, Evansville, Indiana, Kone Escalators & Elevators, Urbana, Illinois and TK Elevator, Indianapolis, Indiana. Repairs include all labor and materials necessary to bring the passenger elevator in Mary Miller Center up to current elevator code and upgrade the power unit and controls. Funding will come from 2018 Deferred Maintenance Bond Proceeds.

Upon motion by Mr. Spezia, and a second by Mrs. Finch, the Board approved the low bid from Oracle Elevator of Indianapolis, Indiana in the amount of \$163,300.00 to upgrade the Mary Miller elevators. The motion passed by roll call vote: 8 yeas, 0 nays.

H. BOARD CONSIDERATION OF RENOVATION AND REPAIR OF LINCOLN HALL FIRST FLOOR COMMON AREA WALLS

Lincoln Hall was built new in 1999 and still has the original carpet on the walls and terrazzo cove base, both of which are in poor condition and in need of repair. Project plans include patching, repairing and painting the walls in the first floor common areas including the Student Union. This will be considered the first of a two-phase project. The second phase will come later in the form of new updated signage and wayfinding in the same area.

Project plans were prepared by Reifsteck Reid Architects, advertised and sent to Construct Connect, Broeren Russo Construction, Inc., Carpet Weavers, Commercial Builders, English Brothers, Felmley-Dickerson Co., McDowell Builders, KO-ON Construction, Otto Baum Construction, Roessler Construction & Contractors, and Schomburg & Schomburg Construction, Inc. Funding will come from 2018 Deferred Maintenance Bond Proceeds.

Upon motion by Mr. Wolfe, and a second by Mr. Haun, the Board approved the low bid from Broeren Russo Builders, Inc of Champaign, Illinois in the amount of \$45,000.00 to

renovate and repair the Lincoln Hall first floor common area walls. The motion passed by roll call vote: 8 yeas, 0 nays.

I. BOARD CONSIDERATION OF RETIREMENTS

**1. DARRIN HAYNES, CUSTODIAL MAINTENANCE
INSTRUCTOR, DEPARTMENT OF CORRECTIONS**

Upon motion by Ms. Cherry, and a second by Mrs. Finch, the Board approved the retirement of Darrin Haynes, Custodial Maintenance Instructor, Department of Corrections effective June 4, 2021. The motion passed by roll call vote: 8 yeas, 0 nays.

The Board and Dr. Nacco expressed appreciation to Mr. Haynes for his years of service and wished him well in his upcoming retirement.

**2. LAURA WILLIAMS, DEAN, ADULT EDUCATION AND
LITERACY/COLLEGE EXPRESS/MIDDLE COLLEGE**

Upon motion by Mrs. Finch, and a second by Mr. Wolfe, the Board approved the retirement of Laura Williams, Dean, Adult Education and Literacy/College Express, Middle College effective October 1, 2021. The motion passed by roll call vote: 8 yeas, 0 nays.

The Board and Dr. Nacco expressed appreciation to Mrs. Williams for her years of service and wished her well in his upcoming retirement.

**ITEM 12J: CLOSED SESSION FOR DELIBERATIONS CONCERNING
COLLECTIVE NEGOTIATING MATTERS; APPOINTMENT, EMPLOYMENT,
COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF
SPECIFIC EMPLOYEES OF THE PUBLIC BODY; AND APPROVAL OF THE
WRITTEN CLOSED SESSION MINUTES DATED NOVEMBER 5, 2020**

Upon motion by Mr. Wolfe, and a second by Mr. Haun, the following Resolution was adopted by roll call vote: 8 yeas, 0 nays.

BE IT RESOLVED, in accordance with the provisions of Chapter 120/2(c) (1,2, and 21) of the Open Meetings Act, the Board of Trustees of Community College District #507 shall enter a Closed Session for deliberations concerning collective negotiating matters; appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and approval of written Closed Session minutes of November 5, 2020.

The Board went into Closed Session at 6:55 p.m.

OPEN SESSION

The Board returned to Open Session at 8:11 p.m.

ITEM 12K: BOARD CONSIDERATION OF RENEWAL OF PRESIDENT'S CONTRACT

Upon motion by Mr. Wolfe, and a second by Mr. Hill, the Board approved Dr. Stephen Nacco's contract effective July 1, 2021 through June 30, 2024. The motion passed by roll call vote: 8 yeas, 0 nays.

**ITEM 14: INFORMATION
A. COMMUNICATIONS**

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 8:13 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____