

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 28, 2023

On September 28, 2023, 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.

The Board and those in attendance held a moment of silence in memory of Mrs. Vickie Miller and Mr. Bill Black, former Trustees who passed away recently.

Mr. Wolfe read a statement prepared by Mr. Harby regarding his absence and recent illness.

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: Tracy Cherry, Sandra Finch, Dylan Haun, Terry Hill, Maruti Seth, Greg Wolfe, and Student Trustee Decarlo Flagg. Trustee absent: Dave Harby.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Dr. Penny McConnell, Doug Adams, Lara Conklin, Jerry Davis, Ellie Bergeron, Stephane Potts, Kathy Hunter, Doug Hunter, Pete Barrett, Angie Bergman, and the Cast of "To Kill a Mockingbird".

Media present: 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 Mr. Hill, and a second by Mr. Seth, the agenda was approved as presented. The motion passed by unanimous voice vote: 7 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco 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; Dr. Penny McConnell, Assistant Vice President, Academic Affairs; Lara Conklin, Executive Director, College Relations; Doug Adams, Executive Director, Maintenance and Facilities; Stephane Potts, Chief Diversity Officer/Director, Academic Advisement and Counseling; Kathy Hunter, Professor; Doug Hunter, Professor; Jerry Davis, Jerry Davis Law/ Presidential Scholar Ellie Bergeron; and Members of the Cast of "To Kill a Mockingbird" including Peter Barrett and Director Angie Bergman.

ITEM 6: INSIDE THE COLLEGE: CAST OF “TO KILL A MOCKINGBIRD”

Director Angie Bergman introduced each of the cast members present of “To Kill A Mockingbird.” Performances are in Bremer Theater on October 20 through October 22. She also thanked those involved with bringing the performances back to the College. She encouraged everyone to attend.

Dr. Bridges noted that the play has a powerful message and that a presentation will be held prior to the play as well as time allotted after the play for attendees to talk about the performance.

The Board and Dr. Nacco thanked the cast for attending and wished them luck on their performances.

ITEM 7: FINANCIAL UPDATE

The Financial Statement of Revenue and Expenditures ending August 31, 2023 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

There was no public comment.

ITEM 10: CONSENT AGENDA

A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 17, 2023

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

D. POLICY REVISION- BOARD POLICY #3025 – TUITION WAIVERS

Upon motion by Mr. Haun, and a second by Ms. Finch, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 7 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 second by Mr. Haun, the Board approved the Human Resources Report. The motion passed by roll call vote: 7 yeas, 0 nays.

B. BOARD CONSIDERATION TO LEASE TWO (2) 15-PASSENGER MINIBUSES

Bids were advertised for leasing two (2) 2023 minibuses. These 15-passenger minibuses are on the FY-24 Capital Equipment list. These vehicles will be on a five-year lease. They have an anticipated delivery date of June 2024 and are required to maintain the fleet total of minibuses at six.

Upon motion by Ms. Cherry, and a second by Ms. Finch, the Board approved the five year lease of two 15-passenger minibuses from Midwest Transit Equipment for monthly payments of \$1,550.00 each. The motion passed by roll call vote: 7 yeas, 0 nays.

C. BOARD CONSIDERATION OF INCREASE TO MIDDLE COLLEGE FEES

Middle College is a high-school dropout prevention program whose goal is to take students who are at risk of dropping out and support them on their way to high school completion. Since 2009, the cost for a Middle College student has been \$1,500 per semester even though the cost of programming has significantly increased. The average student attending DACC and taking 15 credit hours of classes incurs approximately \$3,700 in tuition and fees for the semester. While Middle College is undeniably worth the expense for DACC, there is still the need to increase the semester cost to \$1,750 to offset some additional costs to the institution.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved an increase in Middle College fees to \$1,750.00 per semester. The motion passed by roll call vote: 7 yeas, 0 nays.

D. BOARD CONSIDERATION OF EXTENSION OF ELLUCIAN MANAGED SERVICES – ADVISORY SERVICES

In October, 2021, the Board approved an agreement with Ellucian to provide operational support to the College in the form of what is considered to be 0.4 FTE.

Highlighted services include: Operational support team dedicated to the College, including a primary and secondary support member, a service manager which will serve as an escalation point for questions and issues, as well as other members needed based on skillset requirements; assist in developing an overall strategy based on the College's goals, priorities, processes, financial resources and human resources; perform general application troubleshooting and problem analysis; perform general application programming including creating, enhancing and maintaining integrations and extensions related to Ellucian software systems; assist end users with general usage, developing test plans, ad hoc query and reporting software; develop and maintain automated processes using workflow and job scheduling applications; create extracts of database information; create, enhance and maintain application reports including ad-hoc, reoccurring and batch reports; and process mapping and documentation.

This support has been an invaluable asset to the College. The individuals that have worked with us have ensured a successful migration to the Ellucian Managed Cloud, provided custom programming and report writing, assisted in troubleshooting technical and functional issues, highlighted an urgent need for data cleanup and perhaps of most importance is the training and knowledge transfer of how to utilize the system as designed and provide more accurate data.

College staff have learned a tremendous amount of functional and technical expertise that is allowing the system to work more efficiently, effectively and as designed.

With the turnover in staff in MIS and Financial Aid, the upcoming retirement of the Vice President of Student Services (31 years of experience, including the implementation of the Colleague system) as well as the support that has been needed to stabilize the system and complete tasks that had to be delayed as the result of the Cloud migration, additional time is being requested.

Originally, a one-year extension would have increased the cost by 3%, or \$3,708, of our current year price of \$123,600. However, given the size of the College and our current budget constraints, Ellucian is offering a reduction on the current year increase of 1.5% and a 5% discount on the overall cost if the College would enter into a 3-year agreement. This results in savings of approximately \$20,000 over the three year period, assuming the College would continue the services over those 3 years with the traditional 3% escalator. The total of the three-year contract would be \$368,377, payable in quarterly installments of \$30,698 (\$122,792 annual amount).

This equates to an hourly rate of \$148. The regular Ellucian consulting rate is \$250 plus an additional \$250 for project management. An estimate of \$127,308 has been included in the Operating Budget for FY24 and amounts for the remaining years of the contract will be worked in to future operating budgets.

Our Colleague system is the lifeline and the foundation of the operations of the College. It is our Student Information System (SIS) and our Enterprise Resource Planning (ERP) system. Three additional years of this service will strengthen our business operations infrastructure and ensure the College is on the correct trajectory in relation to these important services to our students and employees.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved a three-year agreement with Ellucian to provide Advisory services from 11/1/23 to 10/31/26 for the amount of \$368,377. The motion passed by roll call vote: 7 yeas, 0 nays.

E. BOARD CONSIDERATION OF BIDS FOR TECHNOLOGY CENTER ROOF REPLACEMENT

Bids were advertised for the replacement of the Technology Center roof. Bids were requested for the replacement of the approximately 30,000 square feet of flat rubber EDPM roof at the Technology Center. There were 3 alternate bids: Alternate #1 replace existing HVAC condensing units and evaporators on three air handling units; Alternate #2 replace roof over Industrial Training Center (solar panels); and Alternate #3 replace roof over automotive shop.

Funding will come from Protection, Health, Safety (PHS) funds and 2021 Deferred Maintenance Bonds.

Upon motion by Mr. Hill, and a second by Mr. Seth, the Board approved the base bid of \$371,000 plus the alternate bids of \$9,800, \$56,100, and \$48,650 for a total of \$485,550 from Sentry Roofing to replace the roof at the Technology Center. The motion passed by roll call vote: 7 yeas, 0 nays.

F. BOARD CONSIDERATION OF BIDES FOR CNC LATHE

Bids were advertised for (1) CNC Lathe. The equipment was approved on the FY-24 Capital Equipment List and funding will be through Technology/Equipment Bonds.

Upon motion by Mr. Hill, and a second by Mr. Seth, the Board approved the purchase of CNC lathe equipment from Haas Factory Outlet in the amount of \$60,212.00. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 13: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Hill mentioned the possibility of honoring Mr. Bill Black by planting a tree in his memory.
- Mr. Flagg wished a speedy recovery to Mr. Harby. He also thanked the theater students for presenting and sharing their passion of working on the play.
- Mr. Haun also wished Mr. Harby a speedy recovery. He noted the positives mentioned at tonight's meeting were a testimony to the work environment at DACC.
- Ms. Cherry appreciates the theater program being brought back to the College as it is reflective of the young people in the community as a whole.
- Mr. Seth sends prayers to Mr. Harby and his family. He is also happy the theater is back and thanked everyone for the increase in enrollment.
- Ms. Finch agreed with all comments.
- Mr. Wolfe also agreed with all the comments. Additionally, he thanked the Board for its support of him attending the recent ACCT meeting and presenting on Middle College.

B. COMMUNICATIONS

ITEM 14: ADJOURNMENT

There being no further business to discuss, Mr. Wolfe adjourned the meeting at 6:13 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____