

## **MINUTES OF THE REGULAR MEETING of January 28, 2021**

On January 28, 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**

The roll was called. Trustees present: Tracy Cherry, Dave Harby, Terry Hill, Dr. Ron Serfoss, John Spezia, Greg Wolfe, and Student Trustee Holley Hambleton. Trustee absent: Bill Black.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Tammy Betancourt, Lara Conklin, Jerry Davis, Mark Barnes, Debbie Toler, Terry French, and Maruti Seth were physically present. Jill Cranmore, Stacy Ehmen, and Dr. Natalie Page were present via phone. Carla Boyd, J.R. Scruggs, and Lisa Reagins were present via Zoom.

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

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

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 Labor Relations; 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.

### **ITEM 6: REPORT ON TOOLBOX AND TECHNOLOGY EQUIPMENT LOAN PROGRAM (TELP)**

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

**ITEM 7: FINANCIAL UPDATE**

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.

**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  
REGULAR BOARD MEETING OF DECEMBER 17, 2020**

**B. FINANCIAL REPORT**

**C. CLERY SECURITY REPORT**

Upon motion by Ms. Cherry, and a second by Dr. Serfoss, 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 TRANSFER OF MONIES FROM THE WORKING CASH FUND TO THE EDUCATION FUND AND THE OPERATIONS AND MAINTENANCE FUND**

The College is required to have a resolution adopted by the Board to allow the transfer of monies from the Working Cash Fund to the Educational Fund and Operations and Maintenance Fund. This resolution authorizes funds to be transferred as needed to meet the payment due dates for expenditures incurred in these funds when the revenue is not received in time to meet the cash outflow requirements. This transfer also avoids the issuance of tax anticipation warrants.

The transaction is considered an internal loan and must be repaid to the Working Cash Fund within one calendar year since the intent is not to abolish the balance in this fund. The majority of the funds utilized to pay the loan will be from the collection of tax revenue and student tuition with no reliance on state funding.

The timing of this resolution avoids having a negative cash balance at the end of the fiscal year (June 30). This resolution is requested annually and meets the requirements of ICCB and the College Auditors.

Upon motion by Mr. Wolfe, and a second by Mr. Spezia, the Board approved the Resolution of transfer monies from the Working Cash Fund to the Education Fund and the Operations and Maintenance Fund. The motion passed by signature vote: 7 yeas, 0 nays.

**B. BOARD CONSIDERATION OF HUMAN RESOURCES REPORT**

Recommendations of Employment are conditional upon all Human Resources processes being met.

Upon motion by Ms. Cherry, and a second by Mr. Hill, the Board approved the Human Resources Report. The motion passed by roll call vote: 7 yeas, 0 nays.

**C. BOARD CONSIDERATION OF NEW BOARD POLICY #6035 – CREDIT CARD POLICY**

In order to provide an efficient, cost-effective method of paying for College-related travel and other appropriate College expenses, the College maintains a corporate credit card. Education Personnel Federal Credit Union is the provider of the cards. Currently, the credit limit for all cards is \$125,000. A credit limit of \$100,000 is able to be maintained unsecured. The additional \$25,000 is secured through a deposit with the credit union.

While the College has been maintaining informal procedures surrounding the use of the cards, it was deemed in the best interest of both the College and the employees to have a formal Board policy. The Vice President of Finance or the Assistant Vice President of Finance would be authorized to approve the issuance of corporate credit cards to employees, including the establishment of individual card limits. Employee cardholders would be required to sign a "cardholder agreement" and abide by all procedures set forth in the Board Policy.

Upon motion by Mr. Hill, and a second by Mr. Wolfe, the Board approved the new Board Policy #6035 – Credit Card Policy. The motion passed by roll call vote: 7 yeas, 0 nays.

**ITEM 13: INFORMATION**

**A. COMMUNICATIONS**

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

**ITEM 14: ADJOURNMENT**

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

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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