

MINUTES OF THE REGULAR MEETING OF October 28, 2021

On October 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 Harby called the meeting to order at 5:30 p.m.

ITEM 2: PLEDGE OF ALLEGIANCE

Mr. Cade Cummins, Presidential Scholar, led the Board and those in attendance in reciting the Pledge of Allegiance.

ITEM 3: ROLL CALL

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

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Tammy Betancourt, Jill Cranmore, Stacy Ehmen, Dr. Penny McConnell, Lara Conklin, Mark Barnes, Kathy Sturgeon, Dr. Amy Nicely, Brian Nicely, Dr. Jonathon Wade, Jerry Davis, Eric Levy, Cade Cummins, Ben Dowers, Kayla Ellison, Mikayla Williams, Savana Barabas, and Marlo Maher.

Media present: Steve Brandy, 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 Ms. Cherry, 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: Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources and Labor Relations; Stacy Ehmen, Vice President, Student Services; Dr. Penny McConnell, Interim Vice President, Academic Affairs; Lara Conklin, Executive Director, College Relations; Mark Barnes, Director, Information Technology; Kathy Sturgeon, Dean, Math, Sciences and Health Professions; Dr. Amy Nicely, Instructor, Chemistry; Brian Nicely; Dr. Jonathon Wade, Associate Professor, Behavioral Sciences; Jerry Davis, Davis and Delanois; Eric Levy, Ellucian; Cade Cummins, Presidential Scholar; and Behavioral Science Students Ben Dower, Kayla Ellison, Mikayla Williams, Savana Barabas, and Marlo Maher.

Media present: Steve Brandy, WDAN/WDNL

ITEM 6: INSIDE THE COLLEGE: BEHAVIORAL SCIENCES UPDATE

Dr. Jon Wade reported a 23% growth was expected in mental health needs, services and occupations and partly due to COVID, the projections are now much higher.

Present with Dr. Wade were some of his students who are taking advantage of the Franklin 3+1 option. Each of the students shared where they are in their educational journey and expressed appreciation for the opportunity.

The Board and Dr. Nacco thanked Dr. Wade and the students for their reports and congratulated them on their success.

ITEM 7: REPORT ON ACCT LEADERSHIP CONGRESS, OCTOBER 13-16, 2021

Mr. Harby and Mr. Wolfe attended the ACCT Leadership Congress October 13-16, 2021 in San Diego, CA. Mr. Harby provided a report on the session.

ITEM 8: FINANCIAL UPDATE

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

ITEM 9: PRESIDENT'S REPORT

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

ITEM 10: PUBLIC COMMENT

There was no public comment.

ITEM 11: CONSENT AGENDA

A. BOARD CONSIDERATION OF THE MINUTES OF THE BOARD WORKSHOP ON SEPTEMBER 23, 2021; AND MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 28, 2021

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

D. BOARD CONSIDERATION OF BOARD POLICY REVISION

1. BOARD POLICY #4014 – DRUG FREE WORKPLACE

Upon motion by Mr. Hill, and a second by Mr. Spezia, the Board approved the items on the Consent Agenda. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: NEW BUSINESS

A. BOARD CONSIDERATION OF TENURE RECOMMENDATION

1. DR. AMY NICELY, INSTRUCTOR, CHEMISTRY

Full-time faculty members completing their third academic year of probation must be granted tenure, extended another year of probation, or dismissed. Included in the Board packet is the recommendation for approval of tenure status for the individual listed above. Dr. Penny McConnell and the respective supervisor has evaluated her performance and personnel file to ensure that her credentials are in order. This outstanding faculty member is an asset to the instructional programs at Danville Area Community College. It is our honor and privilege to recommend so many newer and talented faculty members for tenure status. This individual is a superior classroom teacher who will serve DACC well into the future.

Upon motion by Mr. Spezia, and a second by Mr. Haun, the Board approved the tenure recommendation for Dr. Amy Nicely. The motion passed by roll call vote: 7 years, 0 nays.

B. BOARD CONSIDERATION OF ELLUCIAN MANAGED SERVICES ORDER FORM-OPERATIONAL SUPPORT

The College implemented Ellucian (formerly Datatel) Colleague in 2007 and since that time existing staff have been maintaining the system as effectively as possible. Over the course of the last 14 years since Colleague was implemented, there have been many changes to the functionality of the software, as well as the business processes of the College. The IT staff have performed the tasks that were needed to continue to meet the needs of our students and employees, however, new functionality has not always been seamless. The end result is a legacy system that has been “chopped up or pieced together” to “solve the problem”. In September of 2020 the Board supported migrating our Colleague database to Ellucian’s Managed Cloud. As with any major information technology change, the migration to the cloud has highlighted the functional gaps in managing our Colleague system.

In addition, upon the retirement of the Director of Administrative Data Systems in January of 2019, the department was reorganized and the end result was essentially the loss of one full-time staff member. A staff member was transferred to the network department but continued to serve as the backup to the staff member dedicated to Colleague and was also the point person for software requiring integrations between Colleague and other systems. This employee has since left the College taking with him 10 years of Colleague experience. With the departure of these two individuals, the College lost over 35 years of combined Colleague experience.

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. In an attempt to ensure the College is on the correct trajectory in relation to these important services to our students and employees, our challenges were shared with our Ellucian representative to investigate how they may be able to assist. Ellucian has created a unique option for us that is outside of the normal scope of the services offered. There is an opportunity to enter into a one-year contract with Ellucian that will 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

The cost of this contract for the one-year period is \$120,000, however, in lieu of this agreement, Ellucian will forego the \$10,000 per month additional fee if the Cloud project is delayed past November of 2021 (at this point in time, it is highly likely that it will be delayed at a minimum one month). In addition, Ellucian has lowered the monthly professional services fee from \$259 to \$219 per hour for the future purchase and implementation of the CRM (Customer Relationship Management) Advise module. This has the potential to save the College approximately \$14,000.

The fee is payable in four equal quarterly installments and would be funded with amounts available in the MIS Reserves account in the Board Restricted Reserves fund.

These services will essentially provide an operational audit and a re-engineering of the Colleague system. This is a one-time, long-term investment in the future of the College's SIS/ERP system, and thus the future of the College and our students. Therefore, it is our recommendation to enter into this Operational Support Managed Services contract with Ellucian.

Upon motion by Mr. Haun, and a second by Mr. Hill, the Board approved the Ellucian Managed Services Order Form-Operational Support. The motion passed by roll call vote: 7 yeas, 0 nays.

C. BOARD CONSIDERATION OF STATEMENT OF DIVERSITY

In a study of the mission statements of 80 colleges and universities (Wilson, Meyer, and McNeal 2012), scholars found that 75% alluded to diversity. These allusions, however, did not fully explain diversity or the colleges' stance on diversity. In the same study, 65% of the institutions had a diversity statement. A diversity statement is a statement that expresses a stance on diversity and how an institution values equity and inclusion. Most institutions develop diversity statements because their mission statements only touch on "diversity."

DACC is like the 75% of colleges and universities that only allude to diversity in their mission statements. We needed to make a more powerful statement of what we mean by diversity as well as state our particular stance on it. So, the Chief Diversity Officer (CDO) started a collaborative effort with faculty and staff to define diversity, equity, and inclusion broadly. This initiative grew into developing a diversity statement for the College. This

statement is a comprehensive and powerful statement that clearly communicates our commitment to diversity, equity, and inclusion with stakeholders and the community. Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the Statement of Diversity. The motion passed by roll call vote: 7 yeas, 0 nays.

D. BOARD CONSIDERATION OF HUMAN RESOURCES REPORT

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

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

E. 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 \$607.03 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA meeting on September 10, 2021 in Springfield for Mr. Dave Harby (\$150.00) and Mr. Greg Wolfe (\$150.00) and expenses for the ACCT Annual Congress Meeting in San Diego for Mr. Greg Wolfe (\$307.03).

Upon motion by Mr. Hill and second by Mr. Spezia, the Board approved the travel expenditures for Trustees. The motion passed by roll call vote: 7 yeas, 0 nays.

F. BOARD CONSIDERATION OF BIDS FOR NETWORK EQUIPMENT

Bids were advertised for computer equipment. This equipment was approved on the FY-22 Capital Equipment List and funding will be through Technology/Equipment Bonds.

Upon motion by Mr. Haun, and a second by Mr. Hill, the Board approved the low bid of \$95,423.07 from Sayers, Inc. from Vernon Hills, IL. The motion passed by roll call vote: 7 yeas, 0 nays.

G. BOARD CONSIDERATION OF BIDS FOR LASER ENGRAVER

Bids were advertised for a laser engraver. This equipment was approved on the FY22 Capital Equipment List and funding will be through Technology/Equipment Bonds.

Students will use the equipment to create components that they designed using CAD software, from concept to reality. The technology is currently being used in our local manufacturing Cluster, for example, component marking and serializing, to material cutting and prepping. Having this technology on campus will provide students with real-world experiences in the same technology in use today. Students will learn how the machine

functions, how to safely operate, and how employers today use the technology in their respective cluster. The goal for this equipment is to better prepare students entering the workforce in companies that use laser part marking/engraving technology. Students that have experience and knowledge will be a step ahead when seeking employment in a company that uses this.

Upon motion by Ms. Finch, and second by Mr. Hill, the Board approved the low bid of \$25,788.12 from Advanced Technologies Consultants, Northville, MI. The motion passed by roll call vote: 7 yeas, 0 nays.

H. BOARD CONSIDERATION OF APPROVAL TO PURCHASE A DIAGNOSTIC ULTRASOUND UNIT

The Philips Epiq ultrasound machine is a dual platform machine that will be used for hands-on scanning/training of the echocardiography and sonography students to prepare them for clinical education. The Philips Epiq 7 is equipped with the latest technologies in ultrasound. It is normally \$308,930.00. Phillips Healthcare is offering a 68% discount for a final cost of \$97,977.00.

The Epiq 7 machine is the same model of machine that we purchased in 2018 and will allow for consistency in training the students. This consistency enhances their confidence during scan lab as their scanning ability will continue to improve prior to starting clinical education.

Purchasing this Philips ultrasound machine will allow for the recently purchased Philips X5-1 3D Heart transducer to be used on both our current Philips Epiq 7 and this new one. This transducer was purchased in 2020 with a grant from Vermilion County Healthcare Foundation for the sole purpose to be used on the Philips Epiq 7 machine.

Philips Healthcare is the only authorized dealer in the United States to sell new Philips equipment. This machine is a Demo machine which means Philips used it to demonstrate and show healthcare professionals its functionality.

Sole Source is recommended due to the following: 1) System capability with current equipment; 2) Limited availability; 3) Substantial discount from original equipment manufacturer that includes as new warranties.

This equipment was approved on the FY-22 Capital Equipment List and funding will be through Technology/Equipment Bonds.

Upon motion by Ms. Finch and second by Mr. Hill, the Board approved the purchase of a diagnostic ultrasound unit in the amount of \$97,977.00. The motion passed by roll call vote: 7 yeas, 0 nays.

I. BOARD CONSIDERATION OF REVISED RESOLUTION TO APPROVE TAX LEVY

At the September Board of Trustees meeting, the Board approved the 2021 Tax Levy. Due to a timing issue with the issuance of the 2021 Deferred Maintenance Bonds and the presentation of the 2021 tax levy documents at the September Board of Trustees meeting, the 2021 levy on these 2021 bonds for interest due on 12/1/23 was inadvertently omitted. This revision will add the amount to the 2021 Tax Levy.

This change has a minor impact on the anticipated tax levy rate. Depending on the fluctuation in the Equalized Assessed Valuation, the tax levy rate is now anticipated to be approximately 62.42 cents instead of 61.95 cents. The current rate is 61.36 cents.

Included in the Board packet is a Revised Resolution Approving the Tax Levy.

Upon motion by Mr. Spezia, and a second by Ms. Cherry, the Board approved the Revised Resolution to Approve Tax Levy. The motion passed by a signature vote: 7 yeas, 0 nays.

J. BOARD CONSIDERATION OF CHANGING THE LOCATION OF THE NOVEMBER 18, 2021 BOARD MEETING

The scheduled date of the November 2021 Board meeting is Thursday, November 18, 2021 at 5:30 p.m. at the DACC Hoopeston Higher Learning Center. Since it is difficult to social distance in the Hoopeston Higher Learning Center, it is recommended that the location be changed to Vermilion Hall Room 302 at DACC. If approved, appropriate notifications will be sent.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved changing of the location of the November 18, 2021 Board Meeting. The motion passed by roll call vote: 7 yeas, 0 nays.

ITEM 14: INFORMATION

A. TRUSTEE COMMENTS

Mr. Spezia: Investigate bringing back indoor track and field.

Ms. Cherry: Commended Dr. Nacco, employees, and coaches for extra efforts during the past year due to the pandemic.

Ms. Duncan: Thankful for the opportunities she has been afforded while attending DACC.

Mr. Haun: Appreciated the inspirational stories told by the students who presented this evening.

Mr. Hill: The possibility of a 3+1 with Purdue University.

Ms. Finch: Every time she attends meetings, she learns of opportunities provided by DACC in the community. She is proud to be on the Board.

Mr. Harby: The opportunity for Trustees to make comments at the end of each Board meeting will remain on the agenda. He thanked everyone for being at the meeting.

B. COMMUNICATIONS

ITEM 15: ADJOURNMENT

There being no further business to discuss, Mr. Harby adjourned the meeting at 7:13 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____