

MINUTES OF THE REGULAR MEETING OF FEBRUARY 23, 2023

On February 23, 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.

ITEM 2: PLEDGE OF ALLEGIANCE

Mr. William Sandusky, 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, Terry Hill, John Spezia, Greg Wolfe, and Student Trustee Olivia Logue. Trustees absent: Dave Harby and Dylan Haun.

Others present: President Dr. Stephen Nacco, Board Secretary Kerri Thurman, Jill Cranmore, Dr. Carl Bridges, Tammy Betancourt, Brian Hensgen, Doug Adams, Lara Conklin, Nathan Howie, Stephane Potts, Jerry Davis, William Sandusky, Devontay Carpenter, and Decarlo Flagg.

Media present: Bill Pickett, 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 Ms. Cherry, the agenda was approved as presented. The motion passed by unanimous voice vote: 6 yeas, 0 nays.

ITEM 5: RECOGNITION OF VISITORS

Dr. Nacco introduced the following: Jill Cranmore, Vice President, Human Resources and Labor Relations; Dr. Carl Bridges, Vice President, Academic Affairs; Tammy Betancourt, Vice President, Finance and Chief Financial Officer; Brian Hensgen, Assistant Vice President, Student Services; Doug Adams, Executive Director, Maintenance & Facilities; Lara Conklin, Executive Director, College Relations; Nathan Howie, Chief, Campus Security; Stephane Potts, Director, Academic Advisement & Counseling/Chief Diversity Officer; Jerry Davis, Jerry Davis Law; William Sandusky, Presidential Scholar; Davante Carpenter and Decarlo Flagg, ICONIC students and Jaguar All-Stars.

Media present: Bill Pickett, WDAN-WDNL.

ITEM 6: INSIDE THE COLLEGE: DIVERSITY UPDATE

Chief Diversity Officer Stephane Potts provided a diversity update to the Board. She reported a committee consisting of faculty and staff was created to assist with planning events. She highlighted each of the events that were held each Wednesday in February in honor of Black History Month.

Ms. Potts explained the ICONIC program and then introduced Devontay Carpenter and Decarlo Flagg who are also All-Star Jaguars. Mr. Carpenter and Mr. Flagg shared activities they have participated in as ICONIC participants as well as activities and goals planned for the future.

The Board and Dr. Nacco thanked Ms. Potts, Mr. Carpenter, and Mr. Flagg for their reports.

**ITEM 7: REPORT ON ACCT NATIONAL LEGISLATIVE SUMMIT
FEBRUARY 5-8, 2023**

Mr. Wolfe provided an update on the sessions he attended at the ACCT National Legislative Summit in Washington, DC on February 5-8, 2023.

ITEM 8: FINANCIAL UPDATE

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

Mr. Jared Fritz addressed the Board regarding the status of the hiring of a volleyball coach.

ITEM 11: CONSENT AGENDA

**A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR
BOARD MEETING OF JANUARY 26, 2023; AND MINUTES OF THE
SPECIAL BOARD MEETING OF JANUARY 28, 2023**

B. FINANCIAL REPORT

C. CLERY SECURITY REPORT

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: 6 yeas, 0 nays.

ITEM 12: UNFINISHED BUSINESS

ITEM 13: 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 Ms. Finch, the Board approved the Human Resources Report. The motion passed by roll call vote: 6 yeas, 0 nays.

**B. 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 \$605.75 was expended for travel expenditures for trustees over the last month. The expenses were for the ACCT Legislative Summit in Washington, DC in February 2023 for Mr. Greg Wolfe.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the travel expenditures for the Trustees. The motion passed by roll call vote: 6 yeas, 0 nays.

C. BOARD DISCUSSION OF TUITION INCREASE

Historically during the spring semester, Danville Area Community College considers the rate of tuition and universal fees in making projections for the budget for the upcoming fiscal year. Making early budget projections for the next fiscal year are always challenging; however, as we are emerging from global pandemic with decreasing enrollment, projecting FY24 revenue is an even greater challenge.

During the Board Financial Retreat on January 28, 2023 financial projections that included a tuition increase of \$2 per credit hour and a mandatory technology/activity fee increase of \$3 per credit hour was discussed. No change to the out-of-district, out-of-state and international rates was considered.

This agenda item was for discussion only.

D. BOARD CONSIDERATION OF INFORMATION TECHNOLOGY ASSESSMENT

The College’s information technology (IT) infrastructure has changed dramatically over the last 10-15 years as it has maintained pace with advances in the industry. The College has made significant advances and improvements in many areas, including the migration of the Ellucian Colleague system to the Cloud and enhancements to protect the College from cybersecurity threats and breaches.

In addition, as a result of migrating Colleague to the Cloud, changes in the staffing structure were needed. The “Colleague position” of Programmer/Cloud Administrator, now reports to the Chief Information Technology Officer, Mark Barnes. This has allowed cross-training and knowledge transfer across multiple areas in IT. A long-term staff member (almost 30 years) will also be retiring on March 31, 2023.

Given these changes in both the infrastructure and the staffing, it was decided that an overall “IT Assessment” provided by industry experts is needed to ensure that the College’s IT infrastructure, staffing and long-term technology plan are based on an industry standard framework. With the upcoming open position, it is also an opportune time to evaluate the existing position, the skill sets of existing staff and determine the appropriate skill set and job duties of this position, utilizing the expertise of industry experts.

Two commonly recommended firms that provided IT assessment services to several other Illinois community colleges (CampusWorks and Moran Technology Consulting), as well as our current auditing firm, Wipfli, were contacted to provide proposals for these services. Meetings were conducted with each firm and proposals were submitted. Based on the needs of the College, the interviews conducted and the pricing for each proposal, Wipfli is being recommended to provide an IT Assessment for the College.

Wipfli will prepare an assessment that assesses the College's IT service level maturity across the four key areas of: 1) organization and governance, 2) customer service, 3) infrastructure and cybersecurity, and 4) process and documentation. The level of maturity in these areas will be based on the results of interviews, information collection, best practices, and senior level practitioner expertise. The assessment will utilize a maturity-level framework on a scale of 1 through 5: 1) chaotic, 2) reactive, 3) proactive, 4) managed and 5) optimizing.

It is anticipated the project will take 12-16 weeks and the fee is \$70,000. As a result of this assessment the College will receive a technology and cybersecurity roadmap consisting of short, medium and long-term recommendations. In addition to the roadmap, we will receive a project forecast and budget to help us understand what investments may be needed to help achieve our technology and cybersecurity goals. The report will be summarized and delivered at a future board meeting.

The project will be funded by either, or a combination of, one-time unbudgeted personal property replacement tax revenue or available funds in the MIS Reserves in the Board Restricted Fund.

Upon motion by Mr. Spezia, and a second by Ms. Finch, the Board approved the engagement with Wipfli to perform an IT assessment with a fee of \$70,000. The motion passed by roll call vote: 6 yeas, 0 nays.

E. BOARD CONSIDERATION OF RETIREMENTS

- 1. BRIAN FINK, DISTINGUISHED PROFESSOR
BUSINESS/ACCOUNTING**
- 2. GREG HOLDEN, PROFESSOR, PHILOSOPHY**
- 3. HOLLY NORDHEDEN, DISTINGUISHED PROFESSOR
TECHNICAL SERVICES LIBRARY**

Mr. Brian Fink, Distinguished Professor, has submitted his letter of intent to retire effective July 31, 2023. The Board and Dr. Nacco wished him well in his upcoming retirement.

Upon motion by Mr. Hill, and a second by Ms. Cherry, the Board approved the retirement of Brian Fink effective July 31, 2023. The motion passed by roll call vote: 6 yeas, 0 nays.

Mr. Greg Holden, Professor, has submitted his letter of intent to retire effective July 31, 2023. The Board and Dr. Nacco wished him well on his upcoming retirement.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the retirement of Greg Holden effective July 31, 2023. The motion passed by roll call vote: 6 yeas, 0 nays.

Ms. Holly Nordheden, Distinguished Professor, has submitted her letter of intent to retire effective June 30, 2023. The Board and Dr. Nacco wished her well in her upcoming retirement.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the retirement of Holly Nordheden effective June 30, 2023. The motion passed by roll call vote: 6 yeas, 0 nays.

F. BOARD CONSIDERATION OF VOLUNTARY SEPARATION PROGRAM AGREEMENT

- 1. BRIAN FINK, DISTINGUISHED PROFESSOR, BUSINESS/ACCOUNTING**
- 2. GREG HOLDEN, PROFESSOR, PHILOSOPHY**
- 3. HOLLY NORDHEDEN, DISTINGUISHED PROFESSOR, TECHNICAL SERVICES LIBRARY**

Mr. Brian Fink has submitted his request for the Voluntary Separation Program Agreement effective July 31, 2023.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the Voluntary Separation Program Agreement for Brian Fink effective July 31, 2023. The motion passed by roll call vote: 6 yeas, 0 nays.

Mr. Greg Holden has submitted his request for the Voluntary Separation Program Agreement effective July 31, 2023.

Upon motion by Mr. Spezia, and a second by Mr. Hill, the Board approved the Voluntary Separation Program Agreement for Greg Holden effective July 31, 2023. The motion passed by roll call vote: 6 yeas, 0 nays.

Ms. Holly Nordheden has submitted her request for the Voluntary Separation Program Agreement effective June 30, 2023.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the Voluntary Separation Program Agreement for Holly Nordheden effective June 30, 2023. The motion passed by roll call vote: 6 yeas, 0 nays.

G. BOARD CONSIDERATION OF DOOR ACCESS AND SECURITY CAMERA SYSTEM PROJECT

With technological advances in security systems, along with the increase in security threats, it has become apparent that it is time for the College to upgrade our security camera system and install an electronic door access system.

Given the complexities of selecting systems that meet the needs of the College, while maintaining cost control, it was determined that the College could utilize the services of CORE Construction as a Job Order Contractor. CORE Construction is the Job Order Contracting selected vendor for E&I Cooperative Services. E&I Cooperative Services is a member-owned, non-profit sourcing cooperative exclusively focused on serving the education community. As a

member, the College has access to all of the vendors and contracts that E&I has procured through their competitive bidding process.

A College committee has been working with CORE as the Project Manager for this entire project. CORE will work with the potential vendors on the College's behalf to assist the committee in selecting the appropriate solution.

The individuals on the Team that will select the systems are:

Nathan Howie, Chief Security Officer; Brian Hensgen, Assistant Vice President, Student Services; Stacy Ehmen, Vice President, Student Services; Tammy Betancourt, Vice President, Finance and Chief Finance Officer; Carl Lewis, Assistant Vice President, Finance; Mark Barnes, Chief Information Technology Officer; Doug Adams, Executive Director, Facilities; Kerri Thurman, Vice President, Operations; Dr. Carl Bridges, Vice President, Academic Affairs; and Jill Cranmore, Vice President, Human Resources.

The detail scope of the project is still in progress; however, a high level conceptual budget has been developed by CORE with a range of \$750,000 to \$1,200,000.

Funding from this project will be provided by proceeds from the 2022 Technology and Equipment Bonds and Liability, Protection, Settlement Funds as applicable and allowable.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the door access and security camera system at a cost estimate of \$75,000-\$1,200,000 utilizing Job Order Contract with CORE Construction. The motion passed by roll call vote: 6 yeas, 0 nays.

H. BOARD CONSIDERATION OF RATIFICATION OF PURCHASE OF SOLE SOURCE ALTERNATIVE ENERGY INSTRUCTIONAL EQUIPMENT

The Business and Technology Wind Energy program utilizes an Amatrol Alternative Energy Learning System which allows our students to utilize immersive learning of advanced technology in the wind and solar programs. The current system is over 10 years old and the technology has changed dramatically since that time. In order to prepare our students to competitively enter the current alternative energy job market, the utilization of current technology in the classroom is imperative.

The Amatrol system is proprietary and only works with like components. It can only be purchased through an authorized Amatrol distributor, which for the College is Moss Enterprises in Johnston, IA. Therefore, this is a sole source purchase that did not require public bidding in accordance with exceptions provided for in 110 ILCS 805/3-27.1. Moss Enterprises quoted a price for the system that expired on January 31, 2023 and would've increased by \$1,395.

The purchase of this equipment, which was approved on the FY23 Capital Equipment list, will be paid for using Perkins grant funds. In order to meet allowable cost requirements of the Perkins grant, the equipment has to be received, invoiced and paid prior to June 30, 2023.

Due to the need to have this equipment delivered and paid for prior to June 30, 2023 to meet Perkins grant requirements, along with the supply chain and shipping difficulties of the past year, the equipment was ordered and ratification is being requested at this time.

Upon motion by Ms. Cherry, and a second by Mr. Hill, the Board ratified the purchase of an Amatrol Alternative Energy Learning from Moss Enterprises in the amount of \$39,405. The motion passed by roll call vote: 6 yeas, 0 nays.

I. BOARD CONSIDERATION OF APPROVAL OF REVISED GENERAL EDUCATION OUTCOMES

In order to help get the assessment process in line with HLC criteria DACC joined the HLC Assessment Academy in 2020. As part of our academy membership the Assessment Champions attended the HLC Assessment Academy workshop held in Chicago in the fall of 2022.

During this workshop one thing that was brought to our attention was that the GEO (general education outcomes) had not been updated in some time. While we have worked in the last five years to update all program and course level outcomes we hadn't really looked at the GEOs.

The Assessment Champions worked to update our GEOs to better reflect what they are really meant to be. The updates are intended to highlight the KPI for each of the outcomes.

Once updated the champions sent out a survey to all faculty, staff, and administrators for feedback and approval. The response was over 97% positive. The updates were also sent out to all students for feedback. While there wasn't a large number of responses the responses received were positive.

The updates were then presented at the Governance Forum. They were approved with no questions at that time.

The Assessment Team/Champions ask that the Board would approve these updates as well. This is a step that is needed to include in the upcoming HLC assurance argument.

Upon motion by Mr. Hill, and a second by Ms. Finch, the Board approved the proposed revisions to the General Education Outcomes. The motion passed by roll call vote: 6 yeas, 0 nays.

ITEM 16: INFORMATION

A. TRUSTEE COMMENTS

- Mr. Hill thanked everyone involved for the 16% increase in enrollment.
- Ms. Logue stated that it is nice to see that DACC is moving forward with changes and updates.
- Ms. Cherry expressed appreciation for the recent youth conference held on campus. She particularly liked meeting students from other districts and the great conversations.

- Mr. Spezia thanked Dr. Bridges for volunteering for the Boys and Girls Club Board. He congratulated Ms. Finch for her article in a recent magazine.
- Ms. Finch inquired about an update on the volleyball program.
- Mr. Wolfe expressed appreciation for the Middle College program which produces several success stories. He also announced the Legislative Breakfast is Monday, March 13 at 7:30 a.m. in Bremer Room 141.

B. COMMUNICATIONS

ITEM 17: ADJOURNMENT

There being no further business to discuss, Mr. Wolfe adjourned the meeting at 6:37 p.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

Approved: _____