

## **MINUTES OF THE REGULAR MEETING OF JULY 24, 2025**

On July 24, 2025, 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 Wolfe 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: Terry Hill, Lisa Martin, Maruti Seth, Greg Wolfe, and Student Trustee Cole Crawley. Trustees absent: Sandra Finch (arrived at 5:32 p.m.), Caroline Harby (arrived at 5:35 p.m.), and Dylan Haun.

Others present: President Dr. Randall Fletcher, Board Secretary Kerri Thurman, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Lara Conklin, Doug Adams, Terri Cummings, Dr. Charles Hantz, Kathy Hantz, Dylan Miller, Rick Dupree, Gerardo “Chico” Rangel, Tharija Rose, John Spezia, and Jerry Davis.

Media present: Steve Brandy, Vermilion County First; Jennifer Bailey, *News-Gazette*; and Bill Donahue, WITY.

### **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. Fletcher 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 & Labor Relations; Doug Adams, Executive Director, Facilities; Lara Conklin, Executive Director, College Relations; Terri Cummings, Dean, Business & Technology; Dr. Charles Hantz, Professor, Social Sciences; Kathy Hantz, Librarian; John Spezia; Rick Dupree, Gerardo “Chico” Rangel, and Tharija Rose, Illinois Works Pre-Apprenticeship Students; Dylan Miller, Security Officer, and Jerry Davis, Jerry Davis Law.

### **ITEM 6: INSIDE THE COLLEGE: ILLINOIS WORKS PRE-APPRENTICESHIP PROGRAM UPDATE**

Dean Terri Cumming provided an update on the Illinois Works Pre-Apprenticeship program. She noted the team works well together and the program has proven itself relevant. Since this is the end of the three-year cycle, the plan is to apply for an additional three-year grant.

Illinois Works students Rick Dupree, Chico Rangel, and Tharija Rose each shared how the program has influenced their educational journey.

Dr. Fletcher and the Board thanked Dean Cummings and the students for their reports.

**ITEM 7: FINANCIAL UPDATE**

The Financial Statement of Revenue and Expenditures ending June 30, 2025 was included in the Board agenda book.

**ITEM 8: PRESIDENT'S REPORT**

Dr. Fletcher shared updates from last month.

**ITEM 9: PUBLIC COMMENT**

Mr. John Spezia expressed appreciation to the Board for their commitment to the College and also congratulated Dr. Fletcher.

**ITEM 10: CONSENT AGENDA**

- A. BOARD CONSIDERATION OF THE MINUTES OF THE SPECIAL BOARD MEETING OF JUNE 4, 2025; AND THE MINUTES OF THE SPECIAL BOARD MEETING OF JUNE 17, 2025; AND THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 26, 2025**
- B. FINANCIAL REPORT**
- C. CLERY SECURITY REPORT**

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

**B. BOARD CONSIDERATION OF APPROVAL OF TRAVEL EXPENDITURES**

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 \$347.20 was expended for travel expenditures for trustees over the last month. The expenses were for the ICCTA Annual Meeting on June 5-7, 2025 in Normal, Illinois for Mr. Greg Wolfe.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved travel expenditures for trustees over the last month. The motion passed by roll call vote: 7 yeas, 0 nays.

**C. BOARD CONSIDERATION OF AUTHORIZATION TO PERMIT  
INTERFUND LOANS AS NEEDED FOR THE PERIOD OF AUGUST  
2025 THROUGH JULY 2026**

Due to the timing of revenue and expenditure amounts that occur during the year, several of the College's Funds experience a negative cash balance at various times during the year. In addition, most of our grants are on a reimbursable basis. We incur the cost and then periodically, based on the grant regulations, request reimbursement for these expenditures, which has a negative effect on cash flow.

Interfund loans do not change the College's total cash balance, but the transaction does provide for each individual Fund to reflect a positive cash balance. This request will provide lending options through the FY26 fiscal year end and address the anticipated negative cash balance during the next year.

The current authorization for interfund loans ends on July 31, 2025.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the authorization to permit interfund loans as needed for the period of August 2025 through July 2026. The motion passed by roll call vote: 7 yeas, 0 nays.

**D. BOARD CONSIDERATION OF FY2027 RESOURCE ALLOCATION  
AND MANAGEMENT PLAN (RAMP)**

The Illinois Community College Board (ICCB) requires the Board of Trustees to approve Capital Projects before they are submitted for State funding consideration. ICCB should receive project applications prior to the deadline submission of August 1, 2025. The Capital Development Board (CDB) has requested that all state funded project requests include "green" / LEED (Leadership in Energy and Environmental Design) costs in the estimated project.

Included in the Board packet are estimated project costs, funding information, and revenues as of June 2025. The estimated cost of projects includes 6% LEED costs.

The capital projects on the FY2027 RAMP are Phase 2 of Julius W. Hegeler II Hall and Phase 2 of Clock Tower Rehabilitation.

Upon motion by Ms. Harby, and a second by Mr. Hill, the Board approved the FY2027 Resource Allocation and Management Plan (RAMP). The motion passed by roll call vote: 7 yeas, 0 nays.

**E. BOARD CONSIDERATION OF AMENDMENT TO CELL TOWER  
LEASE**

The College currently leases a parcel of property (23-10-401-001, 2301 Vine St.) to Verizon Wireless. The College is currently receiving \$15,741.06 per year in rental revenue, which escalates every five years by 15%. This lease expires in 2050.

Also included in this lease is a 50% revenue share component for the addition of other communications equipment from parties other than Verizon. The language in the lease states:

*“...In the event Tenant [Verizon] permits such other parties to install communications equipment on the communication tower structure on the Premises, Landlord [DACC] shall have the right to share in fifty percent (50%) of the annual periodic rent received by Tenant from such additional user(s)...”*

Verizon is requesting an amendment to extend the lease agreement eight (8) additional five (5) year renewal terms with a final expiration date of May 18, 2090. A longer lease term helps to market the tower to other companies to utilize the tower for increased revenue. Fifty percent of this revenue would be the College's. A new national renter pays around \$3,000 per month, which would generate \$1,500 per month or an additional \$18,000 in revenue annually. In addition, this will also increase the likelihood that Verizon will continue the use of the tower, which helps the continuity of this important revenue stream.

It is also important to note that this amendment doesn't necessarily mean it will exist that long, depending on technology changes. There is no cost to the College to amend this lease and extend the terms.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the cell tower lease amendment with Verizon to extend the lease term 40 years to May 15, 2090. The motion passed by roll call vote: 7 yeas, 0 nays.

**F. BOARD CONSIDERATION OF MOTION TO RETAIN CHAPMAN AND CUTLER LLP, CHICAGO, ILLINOIS AS BOND COUNSEL WITH RESPECT TO THE PROPOSED ISSUANCE OF \$1,500,000 TECHNOLOGY/EQUIPMENT GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX), SERIES 2025, AND SUBSEQUENT ISSUANCE OF \$1,500,000 TECHNOLOGY/EQUIPMENT GENERAL OBLIGATION COMMUNITY COLLEGE BONDS, SERIES 2025, AND IN DOING SO, AUTHORIZE CHAPMAN AND CUTLER LLP, TO PREPARE THE NECESSARY LEGAL PROCEEDINGS FOR THE PROPOSED ISSUES**

Retaining the services of Bond Counsel is necessary to help the College through the complex process of issuing Debt Certificates for the purpose of paying the cost of purchasing technology and instructional equipment and subsequently issuing General Obligation Bonds for the purpose of paying those claims against the District (i.e. the General Obligation Debt Certificates (Limited Tax), Series 2025).

During the FY25 budgeting process, it was apparent that funds were not sufficient to meet the technology and instructional equipment needs. The funds from the 2024 Technology/Equipment portion of the 2024 Working Cash Fund Bonds is now exhausted. There still remains some outdated technology and instructional equipment that needs updated and replaced. With the rapid changes in technology, the College needs to provide sufficient funds for updating equipment on a three-to-four-year cycle. It has also become extremely important that our equipment remains up to date to thwart cybersecurity attacks.

In addition to the fast-changing pace of computer equipment, instructional equipment in many of the programs becomes outdated quickly (e.g., radiologic, sonographic, manufacturing, etc.) In order to maintain pace and provide skill workers to our community it is imperative the College purchase instructional equipment as timely as possible.

Chapman and Cutler, LLP has provided Danville Area Community College with similar services with our previous Debt Certificate and Bond issuances. The fee proposed for the issuance of the Debt Certificates is \$5,000 and for the Bonds \$8,500 (\$13,500 total). This is an increase of only \$1,500 from the 2022 Debt Certificate and Bond issuances. The services provided by Chapman and Cutler have been excellent and we believe the increase in fees is warranted.

Upon motion by Mr. Hill, and a second by Ms. Martin, the Board approved retaining Chapman and Cutler, LLP, Chicago, Illinois as Bond Counsel with respect to the proposed issuance of \$1,500,000 Technology/Equipment General Obligation Debt Certificates (Limited Tax), Series 2025, and Subsequent Issuance of \$1,500,000 Technology/Equipment General Obligation Community College Bonds, Series 2025 and in doing so, authorizes Chapman and Cutler LLP to prepare the necessary legal proceedings for the proposed issues. The motion passed by roll call vote: 7 yeas, 0 nays.

## **G. BOARD CONSIDERATION OF NEW BOARD POLICY**

### **1. BOARD POLICY #7017 – EMAIL POLICY**

As the use of email has evolved to the point where it has become the primary mode of professional communication, it has become evident that the College needs a formal email policy. While the reasons are many, there are several that are of the most importance: prohibiting the use of the DACC email account for personal reasons; adherence to compliance standards; intellectual property disputes; security; cost reduction and maintenance of a professional environment.

Upon motion by Mr. Seth, and a second by Mr. Hill, the Board approved new Board Policy #7017 – Email Policy. The motion passed by roll call vote: 7 yeas, 0 nays.

## **H. BOARD CONSIDERATION OF SABBATICAL LEAVE REPORT**

At the January 23, 2025, the Board of Trustees approved a Sabbatical Leave Proposal/Agreement for Political Science Professor Dr. Charles Hantz. Dr. Hantz completed his Sabbatical on May 23, 2025.

Dr. Hantz provided his report to the Board.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved the Sabbatical Leave Report. The motion passed by roll call vote: 7 yeas, 0 nays.

## **I. BOARD CONSIDERATION OF APPROVAL OF PRESIDENT'S EMPLOYMENT AGREEMENT**

For consideration is the Employment Agreement for Dr. Randall Fletcher. The proposed four-year Agreement begins July 1, 2025 through June 30, 2029. The proposed agreement is posted on the College's website.

Upon motion by Ms. Finch, and a second by Mr. Hill, the Board approved the President's Employment Agreement with Dr. Randall Fletcher effective July 1, 2025 through June 30, 2029. The motion passed by roll call vote: 7 yeas, 0 nays.

**ITEM 15: INFORMATION**

**A. TRUSTEE COMMENTS**

- Each of the Trustees congratulated Dr. Fletcher.

**B. COMMUNICATIONS**

**ITEM 16: ADJOURNMENT**

There being no further business to discuss, Mr. Wolfe 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: \_\_\_\_\_