

## **MINUTES OF THE REGULAR MEETING OF JANUARY 22, 2026**

On January 22, 2026, 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 Hill called the meeting to order at 5:32 p.m.

The Board and those in attendance honored recently passed members of the DACC community, Paul Stamm; Martha Kay; and Marilyn Satterwhite, with a moment of silence.

### **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: Sandra Finch, Caroline Harby, Terry Hill, Lisa Martin, Maruti Seth, and Student Trustee Cole Crawley, via phone. Not present: Dylan Haun, Greg Wolfe.

Others present: President Dr. Randall Fletcher, Board Secretary Kerri Thurman, Dr. Carl Bridges, Tammy Betancourt, Jill Cranmore, Tonya Hill, Katie Mickle, Terry Goodwin, Kelly Johnson, Burgandy Nicoson, Doug Hunter, Kathy Hunter, Staci Wright, Collin Wright, Suzanna Aguirre, Angel Fellers, Russell Johnson, and Dylan Miller.

Media present: Jennifer Bailey, *News-Gazette*

### **ITEM 4: ADOPTION OF AGENDA**

Mr. Hill asked if there were any changes requested to the agenda. Mr. Seth requested to amend the agenda to remove Item 10.D.2 from the consent agenda and discuss the matter openly. The motion was seconded by Ms. Finch, and the agenda was approved as amended. The motion passed by unanimous voice vote: 6 yeas, 0 nays.

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

Dr. Fletcher introduced the following: Dr. Carl Bridges, Provost/Vice President, Academic Affairs/Student Services; Tammy Betancourt, Vice President, Finance/Chief Financial Officer; Jill Cranmore, Vice President, Human Resources & Labor Relations; Tonya Hill, Executive Director, DACC Foundation; Katie Mickle, Coordinator, Administrative Services; Terry Goodwin, Dean, Adult Education; Kelly Johnson, Director, Health Information Technology; Burgandy Nicoson, Director, Speech Language Pathologist Assistant; Doug Hunter, Professor, Mechatronics; Kathy Hunter, Professor, Information Systems; Staci Wright, Instructor, SLPA; Collin Wright, Instructor, Graphic Design; Suzanna Aguirre, Administrative Assistant, Arts & Sciences; Angel Fellers, Administrative Assistant, Nursing; Russell Johnson; and Dylan Miller, Security.

**ITEM 6: INSIDE THE COLLEGE: DACC FOUNDATION UPDATE**

DACC Foundation Executive Director Tonya Hill provided copies of the recent newsletter created by the Foundation, along with her financial report, to the Board and discussed recent events including the naming of the John & Kay Shaner Theater, the scholarship award ceremony, the donor reception, and the Vickie Miller Wheelchair Ramp dedication.

The Board and Dr. Fletcher thanked Ms. Hill for her presentation.

**ITEM 7: FINANCIAL UPDATE**

The Financial Statement of Revenue and Expenditures ending December 31, 2025 was included in the Board agenda book. Tammy Betancourt also provided a statement ending January 15, 2026.

**ITEM 8: PRESIDENT'S REPORT**

Dr. Fletcher discussed accelerating the strategic planning process, with upcoming meetings scheduled to work on core values, mission statement, and priorities. He shared that he was the speaker at today's Kiwanis meeting. He advised he was touring the Silgan Containers facility in Hoopeston as a possible partner for graduates beginning their careers. He discussed speaking at the VA industry clusters meetings, which met for the first time in ten years. He shared that the Vermilion County high school basketball tournament was currently being held on campus highlighting the use of the jumbrotron to promote our programs, and discussed the possibility of hosting a local art competition as well.

**ITEM 9: PUBLIC COMMENT**

Kathy Hunter commented on the Generative AI Policy, discussing how it affects students and employees. She advised the "student use" portion of the policy should be removed and addressed in the student handbook instead.

**ITEM 10: CONSENT AGENDA**

- A. BOARD CONSIDERATION OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 18, 2025; AND THE MINUTES OF THE SPECIAL BOARD MEETING OF JANUARY 5, 2026**
- B. FINANCIAL REPORT**
- C. CLERY SECURITY REPORT**
- D. BOARD POLICY REVISIONS**
  - 1. BOARD POLICY #4055 – STANDARD OF CONDUCT**
  - 3. BOARD POLICY #7017 – EMAIL POLICY**
- E. BOARD CONSIDERATION OF AUTHORIZATION FOR DESTRUCTION OF VERBATIM RECORDING OF CLOSED SESSION DATED DECEMBER 12, 2022; JANUARY 26, 2023; MAY 25, 2023; JUNE 22, 2023; FEBRUARY 28, 2024; AND JUNE 27, 2024**

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved the items on the Consent Agenda, as amended. The motion passed by roll call vote: 5 yeas, 1 nay.

**ITEM 10: D. BOARD POLICY REVISIONS**

**2. BOARD POLICY #4058 – WORKING HOURS (REMOVED FROM CONSENT AGENDA)**

**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 Ms. Finch, and second by Ms. Harby, the Board approved the Human Resources Report. The motion passed by roll call vote: 6 yeas, 0 nays.

**B. BOARD CONSIDERATION TO ACCEPT THE ANNUAL POST-  
ISSUANCE TAX COMPLIANCE REPORT FOR DANVILLE AREA  
COMMUNITY COLLEGE DISTRICT NO. 507, COUNTIES OF  
VERMILION, EDGAR, IROQUOIS, CHAMPAIGN, AND FORD AND  
STATE OF ILLINOIS**

When the District issued Tax Advantaged Obligations (e.g. Tax-Exempt Bonds and/or Debt Certificates), the District covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to those obligations, including covenants necessary to preserve the excludability of interest in those obligations from gross income for federal income taxation purposes.

A Bond Record-Keeping Policy was adopted by the Board of Trustees on December 14, 2010 and amended on July 23, 2013 as part of the resolution process for the issuance of certain Tax Advantaged Obligations. This Bond-Record Keeping Policy designated the Treasurer as the Compliance Officer for Tax Advantaged Obligations compliance purposes. Our bond counsel, Chapman and Cutler, LLP has recommended that the Compliance Officer prepare and submit an Annual Post-Issuance Tax Compliance Report to ensure that the Board of Trustees is aware of the District's compliance with Tax Advantaged Obligation covenants.

Upon motion by Mr. Seth, and a second by Ms. Martin, the Board accepted the annual Post-Issuance Tax Compliance Report for Danville Area Community College District No. 507, Counties of Vermilion, Edgar, Iroquois, Champaign, and For and the State of Illinois. The motion passed by roll call vote: 6 yeas, 0 nays.

**C. BOARD CONSIDERATION OF TRANSFER OF MONIES FROM THE  
WORKING CASH FUND TO THE EDUCATION FUND AND THE  
OOPERATIONS 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 will 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 Ms. Finch, and a second by Ms. Martin, the Board approved this Resolution. The motion passed by signature vote: 5 yeas, 0 nays.

#### **D. BOARD CONSIDERATION OF RETIREMENTS**

##### **1. JOHNA BOLTON, ACCOUNTS PAYABLE SPECIALIST, BUSINESS OFFICE**

Ms. Johna Bolton has submitted her letter of intent to retire effective May 31, 2026. The Board and Dr. Fletcher wished her well in her upcoming retirement.

Upon motion by Ms. Martin, and a second by Ms. Harby, the Board approved the retirement of Johna Bolton effective May 31, 2026. The motion passed by roll call vote: 6 yeas, 0 nays.

##### **2. TIM BUNTON, DIRECTOR, ATHLETICS**

Mr. Tim Bunton has submitted his letter of intent to retire effective May 31, 2026. The Board and Dr. Fletcher wished him well in his upcoming retirement.

Upon motion by Mr. Seth, and a second by Ms. Finch, the Board approved the retirement of Tim Bunton effective May 31, 2026. The motion passed by roll call vote: 6 yeas, 0 nays.

#### **E. BOARD CONSIDERATION OF SPACE UTILIZATION STUDY**

Demonica Kemper Architects (DKA) will provide architectural /planning services associated with the development of a Space Utilization Study for Danville Area Community College's Main Campus. This study will be focused exclusively on the evaluation of teaching and learning spaces for the purpose of providing data to the College to be used in the development of an overall Campus Master Plan at a future date.

##### **Scope of Services:**

The proposed work plan is divided into two main components: Inventory & Analysis and the Space Utilization Study.

**1. Inventory & Analysis:** This phase involves a comprehensive review, including meeting with the College to confirm the work plan, reviewing non-editable existing pdf floor plans, and conducting a site visit to inspect all teaching and learning spaces on campus. DKA will color-code and quantify existing space use by specific categories: General Classrooms, General

Computer Labs, Science Labs, Health Science Labs, CTE Labs, and Fine Arts Labs. The plan also includes reviewing existing scheduling data for both credit and non-credit classes provided by the College.

**2. Space Utilization Study:** The core deliverable will include metrics on Weekly Room Hour (WRH) Utilization and Student Station Occupancy (SSO). This analysis will be organized by Individual Space, by Space Category (listing the six specific categories mentioned above), and by Building.

Following the preliminary report, DKA will meet with the College to confirm assumptions and adjust the study based on feedback before developing the final report for distribution.

### **Timeline and Fee**

DKA anticipates completing the entire project no later than the end of February 2026. The services are proposed for a Lump Sum Fee of \$32,800.00. This fee is exclusive of typical reimbursable expenses, such as printing and messenger/delivery costs (invoiced at 1.10 times direct costs), and travel and lodging expenses (reimbursed at the current IRS rate or cost, respectively).

Upon motion by Ms. Harby, and a second by Ms. Finch, the Board approved the lump sum fee of \$32,800.00 to DKA for the development of a Space Utilization Study. The motion passed by roll call vote: 6 yeas, 0 nays.

## **F. BOARD DISCUSSION OF NEW BOARD POLICIES**

### **1. BOARD POLICY #4063 – COURSE INSTRUCTION**

### **2. BOARD POLICY #7018 – GENERATIVE AI POLICY**

**BOARD POLICY #4063 – COURSE INSTRUCTION-** This new policy outlines the details allowing administrators to instruct academic courses. All instruction duties must be completed outside of normal work hours.

**BOARD POLICY #7018 – GENERATIVE AI POLICY-** This policy outlines the acceptable use of the DACC email system.

These items were for discussion only.

## **ITEM 13: INFORMATION**

### **A. TRUSTEE COMMENTS**

- Mr. Seth stated this was a very productive meeting.
- Ms. Martin said she was impressed with Tonya Hill's presentation and commended Tammy Betancourt on her work on the financials. She thanked Dr. Fletcher for his continued community outreach.
- Ms. Harby thanked everyone and asked them to stay warm.
- Ms. Finch thanked everyone, and thanked Dr. Fletcher and Terry Hill for attending the Martin Luther King Celebration earlier this month.

- Mr. Hill thanked Lisa Martin and Sandra Finch for attending the naming ceremony of the John & Kay Shaner Theater. He congratulated Ms. Finch on her hard work for the Martin Luther King event.

**B. COMMUNICATIONS**

**ITEM 14: ADJOURNMENT**

There being no further business to discuss, Mr. Hill adjourned the meeting at 6:32 p.m.

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Chairperson, Board of Trustees

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Secretary, Board of Trustees

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