

**MINUTES OF REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
OF COMMUNITY COLLEGE DISTRICT #505  
(Parkland College)**

**Counties of Champaign, Coles, Dewitt, Douglas, Edgar,  
Ford, Iroquois, Livingston, McLean, Moultrie, Piatt, Vermilion, and State of Illinois**

**APRIL 15, 2020**

**ROLL CALL**

The Meeting was called to order by Bianca Green, Chairman, at 7:14 p.m. via conference call. At the direction of Vice-Chairman Green, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Mark Dixon, Timothy Johnson, Dana Trimble, James Voyles, Victoire Mukumayi (Student Trustee), and Bianca Green. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Westfield was absent.

**CONSENT AGENDA MOTION**

Chairman Green asked if Trustees had any questions regarding items included on the Consent Agenda.

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the consent agenda that includes all items on the agenda that are preceded by an asterisk.

Mr. Ayers asked that the “Application of Funds from External Sources” agenda item be removed from the Consent Agenda.

The motion carried by the following vote: AYES—Ayers, Dixon, Johnson, Trimble, Voyles, Mukumayi (Advisory Vote), and Green; NAYS—None; ABSENT—Westfield.

The consent agenda adopted includes approval of the following items:

- Minutes from the Regular Meeting held on March 11, 2020
- Invoices (including Board Travel)
- Surplus Property
- Acceptance of Funds from External Sources

**PUBLIC COMMENTS**

Chairman Green opened the floor for public comments.

There were no public comments.

### **COMMUNICATION FROM PCA**

Joshua Birky, President of PCA, noted that PCA committees continue to function virtually. He thanked administration for their communication throughout this time.

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

1. Congratulated our new trustees:
  - a. Mr. Mark Dixon – filling Mr. Knott's term through 2021
  - b. Student Trustee, Victoire Badi Mukumayi
2. ICCTA nominee Tyler Craves was recognized for the Pacesetter Award. Mr. Cravens is a Parkland College alumnus, and is currently serving as deputy district director for U.S. Representative Rodney Davis.
  - a. Trustee Johnson echoed that Mr. Cravens is a great man and this award is well deserved.
3. In regards to the Governor's stay-at-home order:
  - a. Campus is closed to non-essential traffic and is being secured by Public Safety 24/7. All doors remained locked, with one door currently being used for entry.
  - b. Physical Plant continues to clean and maintain the buildings and grounds.
  - c. Provided an update on the following projects:
    - a. Solar Array Project - being installed by a private company. Their work continues uninterrupted and the goal is to have it online before summer.
    - b. S-Building Project – The paperwork to get this project completed is with the Capital Development Board (CDB). The contractor is willing to begin work, but that decision must be approved by the CDB. We are optimistic that work will continue
    - c. Service Drive Project - the CDB will not begin bidding until at least the end of April. We anticipate a delay in this project, and will update once additional information becomes available.
4. Parkland's "technology blitz" events were successful in loaning over 283 laptops, iPads, Chromebooks, and hotspots to help our students, faculty, and staff stay connected through the time we are off campus. Dr. Ramage thanked Dean Baker, Morgan Quilty and the Library staff, Campus Tech, and Public Safety for their work in making that event a success. Loanable items are still available. Students and employees may contact Public Safety for distribution.
  - a. Chairman Green asked if there were any social media postings about this, and was advised that there were.
5. Enrollment update
  - a. -33% FTE for Summer, and -25% FTE for Fall. The good news is that about 90% of what is being offered online in Spring can be completed. A small number of clinical, Career Tech, and lab components may be difficult to complete and may have to be made up.



Student trustee Mukumayi asked what the process would be for distributing the CARES Act money to students. Mike Trame stated that there would most likely be a short application so Parkland has documentation of who needs funds.

### **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

Stephanie Stuart, Vice President for Communications and External Affairs, reviewed the requests made under the FOIA during the month and the disposition of the requests, which include:

<b><u>Requestor</u></b>	<b><u>Information Requested</u></b>
Pit Herber (candidate-select)	Commercial Request
Rod M (Victory Research)	Student Information
Tui Lynch (IBEW 601)	Solar Contracts

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for March reflect the results of operations of the College for the first nine months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$22,560 in the general operating funds.

- As discussed at February's budget workshop, the projected surplus currently exceeds \$1M.
- Administration is tracking and reporting to ICCB weekly the mitigation costs of dealing with the COVID-19 pandemic. This includes additional expenditures as well as lost revenues. The greatest financial impact may be on FY2021.
- The key factors for the College's operating results in FY2020 will be health claims and discretionary spending the remainder of the fiscal year.
- The College has received its first eight (of twelve) FY2020 ICCB Base Operating and Equalization payments.
- The original FY2020 budget projected a \$282,504 surplus.
- The FY2020 audited beginning operating fund balance is \$19.25M. This amount is 35.8% of operating expenditures.
- The FY2020 College tentative budget was lodged in July.

- The FY2020 College final budget was approved in September.
- The FY2019 College “clean” audit was approved at the October meeting.
- The TY2019 tax levy was approved at the November meeting.
- The FY2020 budget workshop was presented at the February meeting.

Mr. Randles noted that the current fiscal year might benefit in that expenses are greatly curtailed in terms of travel. Fiscal year 2020 should end positively, but the burden may fall to next fiscal year depending on the State budget, enrollment, and tax collection. A tentative budget will be provided in July, and will go to the Board for approval in September. If things go badly, further discussion with the Board may be needed.

Chairman Green stated that she would like to remain hopeful that enrollment numbers will increase as people get their bearings during this time.

### **CARLE FOUNDATION PROPERTY TAX SETTLEMENT AGREEMENT**

Judgement was entered in favor of Carle Foundation in a 2008 lawsuit related to its exempt status for tax years 2005 through 2011. Parkland’s share of this judgement is \$967,414.87. Parkland has held this amount in a liability account pending the outcome of the case. Carle Foundation has agreed to accept 53% refund of Parkland’s share to satisfy the College’s responsibility for its share of the judgement. This results in Parkland paying \$512,729.88 to Carle Foundation and recognizing the remaining \$454,684.99 as tax revenue.

Carle Foundation has an additional lawsuit filed in 2013 related to exemptions on twenty-nine of its properties for tax years 2007 through 2011. Should Carle Foundation receive a judgement in their favor, Parkland’s share would be \$521,000.00. Parkland has held this amount in a liability account pending the outcome of the case. Carle Foundation has agreed to accept 53% refund of Parkland’s share to satisfy the College’s potential responsibility for its share of the possible judgement. This results in Parkland paying \$276,130.00 to Carle Foundation and recognizing the remaining \$244,870.00 as tax revenue.

Additionally, Carle Foundation has agreed to allow the College to pay its total share (\$788,859.88) for both cases in installments of \$158,000 over the next five years. The remaining \$699,554.99 would be recognized as property tax revenue in FY2020.

Lorna Geiler at Meyer, Capel has reviewed the Settlement Agreement.

It was moved by Mrs. Voyles and seconded by Mr. Johnson to approve the Carle Foundation Tax Settlement Agreement as presented.

The motion carried by the following vote: AYES—Ayers, Dixon, Johnson, Trimble, Voyles, Mukumayi (Advisory Vote), and Green; NAYS—None; ABSENT—Westfield.

**EXEMPT PURCHASE –INSTRUCTIONAL/ OFFICE COMPUTER HARDWARE & SOFTWARE**

In support of the ongoing support of administrative and academic needs of the college, the following recommendations are made to renew the annual license/maintenance of the following software/hardware:

- Renewing the license for File360 software from Information management Services, 5047 Transamerica Drive, Columbus, Ohio 43228. FY2021's maintenance is approximately \$24,100.
- Renewing DNN software from DNN Corp., 155 Bovet Rd., Ste 201, San Mateo, CA 94402 for approximately \$35,000
- Renewing Ellucian maintenance contract from Ellucian Co., 4375 Fair Lakes Court, Fairfax, VA 22033 for approximately \$341,261
- Renewing Gartner Core Research subscription from Gartner, Inc. 12651 Gateway Blvd., Ft. Myers, FL 33913 for approximately \$30,000 from the FY 2020 budget.
- Renewing Palo Alto maintenance from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$150,000. This is a three-year contract (July 2020 through June 2023)
- Renewing Slate software maintenance from Technolutions, Inc., 234 Church St 15th Fl, New Haven, CT 06510 for approximately \$50,000 annually. This is a four-year contract (March 2019 through June 2023)
- Renewing TeamDynamix software maintenance from TeamDynamix Solutions, LLC, 2200 West Fifth Ave, Suite 220, Columbus, OH 43215 for approximately \$26,300.
- Renewing Veeam support from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$21,494.
- Renewing Avaiter software subscription from Avatier, 4733 Chabot Drive, Suite 201, Pleasanton, CA 94588 for approximately \$25,000.
- Renewing McAfee MVision subscription from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$33,500.
- Renewing Azure Cloud Service from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$65,000
- Renewing AvePoint software from AvePoint, Inc., Riverfront Plaza, West Tower 901 East Byrd Street, Suite 900, Richmond, Virginia, 23219 for approximately \$25,109. This is a three-year contract (April 2020 – June 2023)

These purchases relate to the following strategic goals:

Goal E: Parkland College will strive for sustainable fiscal and financial vitality emphasizing a continued investment in the human, technological, physical, and virtual assets of the college.

Goal E2: Utilize our strategic technology plan to support all areas of the college.

Goal E3: Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students.

These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or telecommunications and inter-connect equipment, software, and services; (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available in the FY 2020 and FY 2021 operating budgets for these purchases.

It was moved by Mr. Johnson and seconded by Mr. Trimble to approve the annual maintenance renewal of items as listed above from the vendors and at the cost described, for a total purchase price of approximately \$826,764

The motion carried by the following vote: AYES—Ayers, Dixon, Johnson, Trimble, Voyles, Mukumayi (Advisory Vote), and Green; NAYS—None; ABSENT—Westfield.

### **APPLICATION OF FUNDS FROM EXTERNAL SOURCES**

Grant proposals as described below were presented for consideration prior to submission to the specific agencies.

1. University of Illinois at Urbana-Champaign (UIUC): Center for Global Studies: International Studies Research Lab Fellowship
2. Women's Sports Foundation (WSF): WSF VanDerveer Fund
3. Illinois Arts Council Agency (IACA): FY21 Program Grant
4. Workforce Innovation and Opportunity Act (WIOA)/Workforce Innovation Area #17: Youth Programs Grant

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the application of funds from external sources as listed above.

The motion carried by the following vote: AYES—Dixon, Johnson, Trimble, Voyles, Mukumayi (Advisory Vote), and Green; NAYS—None; ABSENT—Westfield; ABSTAIN—Ayers

### **CLOSED SESSION**

The Board did not go into Closed Session.

### **PERSONNEL REPORT**

It was moved by Mr. Trimble and seconded by Mr. Mukumayi to approve the Personnel Report for April 2020, in accordance with the document provided to the Board.

The motion carried by the following vote: AYES—Ayers, Dixon, Johnson, Trimble, Voyles, Mukumayi (Advisory Vote), and Green; NAYS—None; ABSENT—Westfield.

**TRUSTEE REPORTS**

Trustee Trimble thanked Dr. Ramage, administration, faculty, staff, and students for adjusting and the huge amount of work put in. He appreciates everything everyone has done to help get us through this time.

Trustee Johnson stated that he is also grateful for all the hard work and support from everyone.

Trustee Trimble asked if the Parkland Foodbank was open, and if CARES Act funds could be allocated for that. Mr. Trame informed that the Wesley Food Pantry is now offering a drive-by service on campus. CARES Act funds cannot be given directly to the Foodbank, but a student could use the money to buy food and still be able to use Pantry services as well. Dr. Ramage suggested that a student could possibly purchase food cards from Betsy's Bistro, which would also help offset some of losses incurred by Betsy's.

Mrs. Green thanked Dr. Ramage and Ms. Garrett for their help in figuring out how to continue the College's business through these meetings and their work behind the scenes. She is very pleased with how smoothly this meeting went.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Voyles and seconded by Mr. Trimble for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:20 p.m.

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Bianca Green, Chairman  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees