

**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**

**DECEMBER 16, 2020**

**ROLL CALL**

The Meeting was called to order by Bianca Green, Chairman, at 7:00 p.m. The meeting was held electronically, via Zoom. At the direction of 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, Dana Trimble, James Voyles, Jonathan Westfield, and Victoire Mukumayi (Student Trustee). Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Johnson joined the meeting at 7:03 p.m.

**CONSENT AGENDA MOTION**

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

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

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

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on December 16, 2020.
- Approved the voucher checks listing thru November 30, 2020, totaling \$5,606,019.60.
- Approved the awarding of funds from external sources as follows:
  - Illinois Community College Board (ICCB): FY21 Workforce Equity Initiative (WEI)
  - Illinois State Board of Education (ISBE): FY21 Facilitating Coordination in Agricultural Education (FCAE)

- Illinois Community College Board (ICCB): Apprenticeship Grant: Customized Apprenticeship Programming—Information Technology (CAP-IT) (DOL-ETA, Year 2 funding)
- University of Illinois at Urbana-Champaign (UIUC): Global and International Studies in Social Science Course Development (Dept. Ed. Title VI Funding)
- Moved that the notice published in The News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2021 be recognized as being published.

### **PUBLIC COMMENTS**

Chairman Green opened the floor for public comments.

There were no public comments.

### **REPORT FROM THE PRESIDENT OF PCA**

Joshua Birky, President of PCA, gave an end-of-the-year report on PCA activities, including committee and sub-committee work. He thanked the Board for their time over the past year. Chairman Green and Trustee Johnson thanked Mr. Birky and PCA for all they do.

Mr. Ayers inquired about the trustee involvement in regards to approval of curriculum. Dr. Ramage reviewed the shared governance process and reminded that any new course goes through the curriculum committee and ultimately sent to the Board for approval, as required by ICCB.

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

- Thanked Mr. Birky for his services as PCA president, noting that he's done a great job and we look forward to his next run.
- The Dr. Martin Luther King, Jr. countywide virtual celebration is scheduled for Sunday, January 17. Parkland participates in the collaboration of this event every year. This year, there will be a small change in the committee structure, but collaboration between the groups will be a great stepping stone to the honor that has been given to Champaign County the past 30 years.
- Tracy Wahlfeldt informed the Board that the Parkland Foundation received a \$1million donation from the Paul Davis trust. She noted that this is the largest gift that Parkland has received and thanked the family.
- The College will be closed for winter break, starting December 24-January 3.

### **LEGISLATIVE UPDATE**

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update.

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

Stephanie Stuart reported on the following FOIA requests:

#### **Requestor**

#### **Information Requested**

Jennie Smith, Acme Research

Construction Vendor Information

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for November reflect the results of operations of the College for the first five months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$4,426,269 in the general operating funds.

- The financial statements have been adjusted to reflect:
  - Expense reductions for fall student workers.
  - One-time expense reduction in annual capital outlay.
- The financial statements have not yet been adjusted for significant changes that have transpired in the first quarter of the fiscal year. These include:
  - Expense reductions for impending retirements due to the VSP programs.
  - College-wide expense reductions for contractual services, materials & supplies, and travel & meetings.
- The key factors for the College's operating results in FY2021 will be tuition & fees revenue (enrollment), self-funded health claims, and continued impact of COVID-19.
- The College has now received \$29.2M of the total \$31.4M in property tax collections. This is only slightly behind last year's timing.
- The College has received its first four FY2021 ICCB Base Operating and Equalization grant payments.
- The tentative and original FY2021 budgets projected a \$4,964,925 deficit.
- The FY2021 unaudited beginning operating fund balance is approximately \$21.9M. This amount is 41% of operating expenditures.
- The FY2021 College tentative budget was lodged in July.

- The FY2021 College final budget was approved in September.
- The FY2020 College draft audit was presented at the November meeting. Depending on the timing of Federal DOE CARES Act reporting rules, the final audit will hopefully be completed by December 31. Parkland received an extension from ICCB and has an approved due date of March 31, 2021.
- The TY2020 tax levy was approved in November.

Mr. Randles reported that Martin Hood has issued a final report. They are waiting on Federal guidance and will report back to the Board once that has been finalized.

### **STATE UNIVERSITIES RETIREMENT SYSTEM DEFERRED COMPENSATION PLAN.**

Administration recommended Board approval of the resolution to adopt the State Universities Retirement System Deferred Compensation Plan pursuant to Section 15-202 of the Illinois Pension Code, 40 ILCS 5 et seq.

It moved by Mr. Voyles and seconded by Mr. Johnson to approve the resolution to adopt the State Universities Retirement System Deferred Compensation Plan.

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

### **EXEMPT PURCHASE – BRIGHTSPACE LEARNING: END USER SUPPORT AND TRAINING**

The Brightspace Learning Environment by Desire2Learn (branded as “Cobra Learning”) is the Learning Management System that students and instructors use as our online learning environment in online, hybrid, and face to face courses. The rapid move to more online instruction has demonstrated a need for additional user support and training for faculty than what our personnel structure is designed to provide. CIPS funds have been made available to Parkland to cover additional expenses such as these incurred by the shift to online instruction.

“End User Support” is a support service in which D2L provides 24x7 user support to faculty and students. “Subscription Training” is a service which provides unlimited faculty participation in live virtual training and on-demand recorded training targeted at system administrators and users who build course content and/or deliver courses.

This purchase relates to the following strategic goals:

**Goal A:** Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

- A2.** Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Administration recommended approving the purchase of one year of End User Support for \$17,514.25 and Subscription Training for \$5,064.75. This is 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, and services. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the CARES grant for this purchase.

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the purchase of one year of End User Support and Subscription Training for \$22,579 from the Brightspace Learning Environment with Desire2Learn (D2L Ltd.).

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

#### **EXEMPT PURCHASE –BLACKBOARD ALLY SOFTWARE**

Blackboard Ally is a software product that integrates with D2L Brightspace (Cobra Learning) and focuses on making digital content accessible. Ally analyzes each course for accessible content and provide recommendations to faculty on how to remediate content to ensure accessibility compliance. Ally also automatically creates alternate formats of uploaded content as an option for all students to download to ensure that they can access the materials in a format that works for them, such as an audio recording, ePub, electronic braille, etc. Blackboard Ally also provides institutional reporting that can help to drive future faculty training on accessibility challenge areas. This subscription will cost \$25,200 per year for two years.

This purchase relates to the following strategic goals:

**Goal A: Quality:** Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

**A3.** Implement evidence-based policies and practices that support student learning and success in and outside the classroom.

**Goal B: Completion:** Parkland College will increase student retention, persistence, and completion.

**B2.** Improve student success by providing comprehensive support systems.

Administration recommended approval for two years of subscription (through September 2022) for Blackboard Ally software service for a total of \$50,400. This is 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, and services. Board authorization is requested since the cost exceeds \$20,000.00. FY2021 and FY2022 grant funds including Perkins and CARES are available for this purchase.

It was moved by Mr. Voyles and seconded by Mr. Ayers to approve the purchase agreement for the Blackboard Ally software service for a total of \$50,400.

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

### **EXEMPT PURCHASE - MEDIA PURCHASING VENDORS AMMENDMENT**

Through the Governor's Emergency Education Relief Fund, Parkland College has received \$56,833 in additional grant funds to use towards Marketing/Advertising. Grant funds will specifically support marketing efforts aimed at communicating the availability of academic programs and career programs in in-demand industries to diverse communities within District 505. Marketing and outreach efforts will run concurrently and integrated as part of the enrollment marketing cycle.

The board previously approved spending up to \$220,000 with CLARUS corporation and \$150,000 with Mackenzie-Wagner from March 2020 to March 2021. The college requests increasing the approved spending amount by \$56,833 total with already approved media vendors Clarus Corporation and Mackenzie-Wagner to utilize GEER Up grant funds.

Media purchasing vendors CLARUS Corporation and Mackenzie-Wagner were selected through a competitive RFP process and approved by the board in March 2019. The college renewed their contracts in March 2020.

This purchase relates to the following college goals:

**Goal D:** Engagement – Parkland College will engage the district's institution and communities to develop citizens who build and sustain economic, social, and cultural assets through work, service, and engagement.

**D4:** Market the mission, programs, and services of Parkland College effectively to support the institution's enrollment goals and so that constituents fully understand the comprehensive programs offered that provide opportunities to students and support development of District 505 communities.

Administration recommends increasing the approved media purchasing by \$56,833. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Funding is available through the FY2021 GEER grant funds.

It was moved by Mr. Dixon and seconded by Mr. Johnson to approve the purchase of media services from CLARUS Corporation and McKenzie-Wagner for a total of \$56,833.

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

### **CLOSED SESSION**

Chairman Green stated the Board would not be going into Closed Session.

### **PERSONNEL REPORT**

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

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

### **ADMINISTRATIVE CONTRACT APPROVAL**

Administration recommended approval of the employment contract for Dr. Nancy A. Sutton as Vice President for Academic Services, effective January 1, 2021 through June 30, 2022.

It was moved by Mr. Dixon and seconded by Mr. Voyles to approve the employment contract for Dr. Nancy A. Sutton as Vice President for Academic Services, effective January 1, 2021 through June 30, 2022.

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

### **TRUSTEE REPORTS**

Chairman Green noted that it has been a pleasure serving with everyone, and an honor to continue working and supporting Parkland College. Looking forward to an amazing 2021 and wished everyone a happy New Year.

Trustee Johnson extended his appreciation to administration, personnel, and his colleagues on the Board. He noted that he is pleased to serve, and wished everyone happy holidays.

Student Trustee Mukumayi thanked everyone for their support during the death of his sister.

Trustee Trimble echoed Trustee Johnsons sentiments and stated that everyone has done a fantastic job during these times, and wished everyone a happy New Year. He reiterated that in a matter of minutes, \$2.4 million was received.

Trustee Westfield thanked the Board and Parkland for their support during the loss of his father.

Trustee Dixon asked for further information about the Paul Davis trust. Ms. Wahlfeldt noted that we did not really know the Davis family, but that they believed in and had an apparent love for higher education. She thanked everyone for making this a place that people think highly enough of to leave such a generous gift.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:42 p.m.

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Bianca T. Green, Chair  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees