

**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**

February 19, 2020

ROLL CALL

The Meeting was called to order by Bianca Green, Vice-Chairman, at 7:05 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Trustee Green, Krystal S. Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Timothy Johnson, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

It was moved by Ms. Green and seconded by Mr. Westfield to allow Trustee Trimble to attend the meeting via audio conference due to family illness.

The motion carried by the following vote: AYES—Ayers, Johnson, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

CONSENT AGENDA MOTION

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

It was moved by Mr. Westfield and seconded by Mr. Johnson 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, Green, Johnson, Knott, Maiga (Advisory Vote), Voyles, Westfield, Trimble; NAYS—None.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular and Closed Session Meetings held on January 22, 2020.
- Approved the voucher checks listing thru January 28, 2020, totaling \$1,216,256.26.

- Moved to declare as surplus the following items:

| Item | Qty |
|--|------------|
| 1999 Ford Taurus | 1 |
| VIN # 1FAFP5322XG192061 | |
| IV Pole | 1 |
| Single bulb examination light | 1 |
| Piezo Spartan dental scaler and compressor | 1 |
| Chairs (Various vendors) | 100 |
| Desks (Various vendors) | 50 |

- Approved the awarding of funds from external sources as follows:
 - Illinois Community College Board (ICCB): Transitional Instruction – Math and English Pilot Grant
 - Ameren Illinois—Energy Efficiency Programs: FY20 Staffing Grant – 1900037 (continuation)

- Approved the filing of the following grant applications:
 - Ameren Illinois: Ameren Cares Grant
 - U.S. Department of Education: TRIO—Student Support Service (SSS)
 - Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund (Solar HVAC)
 - Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
 - Child Care Resource Service (CCRS): Birth through Two Classroom Furnishing and Materials Grant
 - Illinois State Library/Secretary of State: Penny Severns Family Literacy Program

- Approved the recommended changes to the following policies in the Policy and Procedures Manual:
 - End of Chapter 3 – Procedures for Other Institutional Issues – College Hour
 - 5.01.01 Course Outlines
 - 8.11 Student Assessment and Placement

PUBLIC COMMENTS

Vice-Chairman Green opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Joshua Birky, President of PCA, indicated there was nothing to report at the February meeting.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- Thanked Dean Turner, Nick Sanders, Donna Tanner-Harold, Josh Clark, Jessica Jackson, and the Black History Month Planning committee, for their hard work on Black History Month events. Thanked administrators, faculty and staff who presented or facilitated these important events.
- Thanked Mr. Ayers, Mr. Westfield, and Ms. Gallaher; along with Dr. Lau, Mike Trame, and Stephanie Stuart for attending the ACCT National Legislative Summit in Washington, D.C.
- Thanked Vice President Sutton and Lisa Lyne for their work with the Early College Expo on Thursday, February 13th. 94 attendees, including 38 high school aged students and their parents, received information on dual credit and dual enrollment offerings as well as learning about the many benefits and resources Parkland offers to Early College students.
- Thanked Dean Ragsdale, Peg Boyce, and the Dental Hygiene clinic for hosting “Give Kids a Smile Day” on February 15. This event served 65 kids, ages 1-17, and provided free dental exams, cleaning, and fluoride treatments. April 4 is the upcoming free event for adults.
- Thanked Dean Smigielski, Tim Wendt, and everyone who participated in Degree Completion Day. That event was held in the Student Union this morning. Staff were onsite to assist with academic advising, degree audits, Financial Aid and other resources. This event encourages students to complete their Parkland degrees and certificates, and participate in commencement.
- Parkland Pathway Open House will be held on February 22, 1:00 p.m. in the Student Union.
- District 505 High School Counselors Day will be held on March 3. This event invites District 505 high school counselors to campus to update them on important topics related to their students and what Parkland has to offer. We generally see 40-50 counselors at this event, with most high schools being represented.
- Parkland’s College for Kids camp celebrates 40 years of serving the community. The summer camp allows kids ages 8-13 to take up to two classes on campus over a two-week period.
- Parkland College and Education for Employment #330 have partnered to provide a new education dual credit pathway for area high schoolers. This program will start in the fall and provide early training for seniors interested in teaching. Four courses

will be offered: Introduction to Education, Educational Psychology, Introduction to Special Education, and Introduction to Child Psychology.

- Recognitions:
 - Congratulated Brian Morgan, the Fine & Applied Arts department, students and staff for their winnings at the C-U at the Show Globes. All 2019 community theatre plays and musicals in Champaign-Urbana were eligible to receive nominations. Parkland Theatre was nominated for 13 of 17 categories, and won six of those categories.
 - Congratulated Dean Baker for being recognized as a Distinguished College Administrator by the Phi Theta Kappa international honor society for his dedication to continued student success.
- Reminded the Board of the upcoming events listed in the Board book.

PARKLAND FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update of their 2nd quarter FY20 achievements. A handout was provided to the Board.

ENROLLMENT UPDATE

Kristin Smigielski, Dean of Enrollment Management, updated on the following enrollment reports. A handout was provided to the Board.

- End of fall 2019 enrollment report
- Preliminary spring 2020 enrollment report
- Preview of Cobra Comeback debt forgiveness program
- Strategic Enrollment Management update

Trustee Green brought up the concern that U of I students are being told that they can only take general education classes here at Parkland. Dean Smigielski stated that we try very hard to make sure that the correct message gets out. They will continue to work with high schools and the U of I to dispel that incorrect information.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update. A handout was provided to the Board. She noted that at their recent trip to Washington, one of the biggest concerns raised by student trustees were the rising costs of textbooks.

FREEDOM OF INFORMATION ACT (FOIA)

Stephanie Stuart reviewed the requests made under the FOIA during the month and the disposition of the requests, which include:

| <u>Requestor</u> | <u>Information Requested</u> |
|-------------------------------------|-------------------------------------|
| Adrienne Umbarger | Student Information |
| Russ Kick | Vet Tech Information |
| Sarah Scheffler | Student Information |
| Nathan Mihelich (IRTA) | Employee Information |
| Arnab Mondal (The Chicago Reporter) | Code of Conduct |

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for January reflect the results of operations of the College for the first seven months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$223,533 in the general operating funds.

- The key factors for the College's operating results in FY2020 will be tuition & fees revenue (enrollment) and health claims.
- The College has received its first seven FY2020 ICCB Base Operating and first six 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 and FY2021 tuition discussion is on the February agenda.

2020-2021 TUITION

After carefully reviewing the projected revenues and expenditures, Administration recommends no increase for base tuition next year. Tuition rates will remain the same for FY2021.

FY2021 (effective summer term 2020) per credit hour tuition rates as follows:

| | On Campus Base Tuition | On Line Base Tuition |
|--|---------------------------------------|-------------------------------------|
| In-District | \$ 148.50 | \$ 148.50 |
| In-District Tier 2 Career Programs | \$ 225.00 | \$ 225.00 |
| | | |
| Out-of-District | \$ 363.50 | \$ 225.00 |
| Out-of-District Tier 2 Career Programs | \$ 363.50 | \$ 225.00 |
| | | |
| Out-of-State | \$ 508.50 | \$ 280.00 |
| Out-of-State Tier 2 Career Programs | \$ 508.50 | \$ 280.00 |
| | | |
| International | \$ 508.50 | \$ 280.00 |
| International Tier 2 Career Programs | \$ 508.50 | \$ 280.00 |
| | | |
| CNH & Ford ASSET In-District | \$ 225.00 | \$ 225.00 |
| CNH & Ford ASSET NOT In-District | \$ 225.00 | \$ 225.00 |
| Aviation In-District | \$ 225.00 | \$ 225.00 |
| Aviation Out-of-District | \$ 225.00 | \$ 225.00 |
| Aviation International | \$ 508.50 | \$ 280.00 |

Tier 2 Career Programs include the following pre-fixes: DHG, LPN, NUR, OTA, RTT, SUR, VTT, and XRA.

Chris Randles noted that he and Mike Trame met with Student Government and they are happy to hear that the recommendation is not to increase tuition.

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve tuition and fees effective Summer term 2020 as indicated above.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

2020-2021 COURSE FEE SCHEDULE

A schedule of course fees for FY 2020-2021 has been developed by the Executive Vice President in consultation with the academic division deans. These proposed fees are based on Policy 8.25 that states “Course fees are charged to help defray the costs of supplies, equipment, maintenance, and usual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.”

It was moved by Mr. Ayers and seconded by Mr. Johnson to approve the recommended 2020-2021 Course Fee Schedule in accordance with the attached document.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

STATE OF ILLINOIS CMS (IDES & IDHS) – LEASE AMENDMENT (EXTENSION)

The Workforce Innovation and Opportunity Act (WIOA) authorizes alignment and integration of federal job training so that workers, job seekers, and businesses have access to needed services through a single network. The State of Illinois Department of Employment Security (IDES) and Department of Human Services (IDHS) are housed at the “One-Stop” at Parkland on Mattis for our local area. The State’s current five-year leases expired September 30, 2018.

The close proximity of IDES and IDHS programs and services to Parkland College has proved beneficial, as students and community members can easily access multiple State and federal resources available through the one-stop center.

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

D1: Expand Parkland College's role in economic and workforce development by developing local, regional, and global partnerships with business and industry, government agencies, health providers, and the agricultural community, and by providing and coordinating the majority of training in District 505.

Administration recommends approval of the two Amendments to Lease Agreement to extend the term of the State of Illinois CMS leases through February 28, 2025.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the Amendments to Lease Agreement with the State of Illinois CMS to extend the term of the lease through February 28, 2025.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

COBRA COMEBACK PROGRAM

Recruiting students who have stopped-out is a critical part of Parkland’s enrollment landscape. In reviewing possible reasons why students stopped enrolling, one clear reason is due to finances. Students who have built up a debt at Parkland have a registration hold placed on their account and are not able to register for classes. With future declines on the horizon of high school aged students, recruiting students who want to restart their education becomes increasingly important.

Administration recommends the implementation of a debt forgiveness program. Cobra Comeback would allow students a chance to restart their education at Parkland. The registration hold will be lifted and students will be able to register for classes. For each course in which students earn a C or higher, the cost of current in-district tuition, per credit hour, will be removed from the students' past due balance. It is unlikely that the money owed to Parkland would be recovered. By implementing Cobra Comeback, returning students are able to finish what they started and would likely enroll in subsequent semesters after their initial enrollment. Once students have made up their debt, anything beyond that is new tuition revenue for the institution.

Eligibility for Cobra Comeback includes:

- Must be in good academic standing to return
- Resident of Parkland's district
- Owe no more than \$2000
- Not enrolled at Parkland for the past academic year
- Once enrolled, must complete course(s) with a C or higher in order to have the current in-district rate per credit hour of their debt forgiven.

Students who are interested in this program would be asked to complete an inquiry form. Each inquiry would be handled personally by our Financial Aid Office to ensure eligibility. Effective marketing to students who are eligible for this program as well as the community in general would help facilitate the message, but would also be a positive message for all students and families considering Parkland.

Dawn Kamphaus, Financial Aid advisor, will be the contact person for this program.

Chris Randles noted that a lot of these debts owed by students have already gone to collections and have been written off. He's in favor of trying this program based on the current enrollment landscape, as we can always adjust based on success.

Vice-Chairman Green asked about data from other colleges who have tried this type of program. Dean Smigielski noted that there are one or two colleges who have tried something similar; however, there is not a lot of data related to success.

It was moved by Mr. Westfield and seconded by Ms. Green to approve the recommendation of implementing a debt forgiveness program, Cobra Comeback, as described above, effective Summer 2020.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

It was then moved by Mr. Ayers and seconded by Mr. Westfield to amend the Cobra Comeback eligibility criteria to remove the residency requirement and forgive tuition at the appropriate rate based on residency.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

It was moved by Mr. Westfield and seconded by Ms. Green to approve as amended.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

EXEMPT PURCHASE – TESTING UNITS FOR PLACEMENT TESTING

The Parkland College Assessment Center uses ALEKS PPL testing system to determine developmental and college-level placements, based on the placement scores. ALEKS results also determine high school students' eligibility for dual credit courses.

McGraw-Hill Global Education Holdings LLC of Blacklick, OH is the sole developer, distributor, and owner of the ALEKS PPL and units used by Parkland College for math placement testing must be purchased directly from them. The unit price is the same for all public Illinois community colleges. McGraw-Hill's ALEKS PPL testing system to place students in the proper levels of mathematics. The estimated annual usage is 4,000 units at \$15.00 per unit for a total cost of \$60,000.

This purchase relates to the following Strategic Goals:

Goal A: Quality - Parkland College will maintain the highest educational standards for the delivery of quality instruction and services to meet the needs of its diverse population.

A.1 Implement policies and practices that promote academic rigor, transparency, and accountability.

Goal B: Completion – Parkland College will fully implement enrollment development and management plans that maximize enrollment, student persistence, course retention and progression, and completion.

B.2 Prepare and orient newly admitted students before instruction begins, creating the essential foundation for their success in college.

Administration recommends purchasing the ALEKS PPL testing units from McGraw-Hill for a total cost of \$60,000. These items are exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (i), contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the FY2020 and FY2021 operating budgets.

It was moved by Ms. Green and seconded by Mr. Westfield to approve the purchase of ALEKS PPL testing units proposed from McGraw-Hill Global Education Holdings LLC of Blacklick, OH, at a cost of \$60,000.

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

CLOSED SESSION

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

PERSONNEL REPORT

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

The motion carried by the following vote: AYES—Ayers, Johnson, Trimble, Westfield, and Green; NAYS—None; ABSENT—Voyles, Gallaher (Student Trustee).

TRUSTEE REPORTS

Trustee Johnson expressed condolences to Trustee Westfield and his family for the loss of their mother. He noted that she was a wonderful lady who made an impact on the community.

The trustees discussed the interview date for the board vacancy position. Due to scheduling conflicts, the March 10 date did not work for all. In order to have 100% trustee attendance, it was agreed to reschedule the March 10 date to March 11, beginning at 4:30 p.m.

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 8:01 p.m.

Bianca Green, Vice-Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees