

**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**

**NOVEMBER 18, 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, Timothy Johnson, Dana Trimble, and James Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Jonathan Westfield and Victoire Mukumayi (Student Trustee) were absent.

**CONSENT AGENDA MOTION**

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

It was noted that there was an error in the October 21, 2020 regular minutes. Trustee Dixon's name had been omitted from some of the recorded votes. The corrections are reflected in the official minutes.

It was moved by Mr. Dixon 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, Dixon, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Westfield and Mukumayi.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on October 21, 2020.
- Approved the voucher checks listing thru October 31, 2020, totaling \$5,111,777.04.
- Moved to approve the awarding of funds from external sources as follows:
  - Illinois Community College Board (ICCB): Adult Education and Family Literacy (CURES Act funding)

- Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI) (CURES Act funding)
- U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Strengthening Institutions (Title III) Portion (additional funding)
  
- Approved the grant proposals listed below as presented for consideration prior to submission to the specific agencies:
  - Illinois Green Economy Network (IGEN) Renewable Energy Resources Trust Fund
  - U.S. Department of Labor—Employment and Training Administration: Strengthening Community Colleges Training Grant—*Illinois' Accelerated Education for Employment and Student Success (ACCE2SS) Project*
  - Illinois Community College Board (ICCB): FY21 Workforce Equity Initiative (WEI)
  - Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program
  - Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
  
- Moved to approve the 2022-2023 Academic Calendar.
  
- Moved to approve the time and place of meetings for 2021 as presented.

### **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, stated that he had nothing new to report.

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

- Parkland College has released our first-ever coloring book, titled "A Ssspecial Place for Coby," to District 505 youth this fall. "A Ssspecial Place for Coby" follows the lighthearted adventure of Parkland's beloved mascot, Coby the Cobra, as he visits his good friends around Parkland College and tries to decide his own perfect place to live and work. The book is available at both Champaign and Urbana public children's libraries, through Carle's Healthy Beginnings, and at Parkland's welcome desk. Marketing is also working on coordinating distribution to district kindergarten classes.

- Thanked Tim Wendt and team for putting together the Veterans Day video, which honored our students, employees, and community veterans. The video is posted to the Parkland Facebook page for those who would like to see it.
- COVID Updates
  - We have had a number of increased cases throughout the State, and now in Mitigation Phase 3. None of the mitigations have a material effect on what we're doing.
  - The in-person and clinical classes have a person requirement of 10 or less.
  - Spring semester will remain as published, including spring break.
- The SWFT program was a success and will be funded for a second year. Last week, we received notice of funding for just under \$1.2 million.
- The graduated income tax did not pass. It is suggested that state funding will be pulled back about 8%. We'll see what happens when the legislature decides what to do.
- Thanked Stephanie Stuart, Mark Chagnon, and everyone who helped organize the CobraVenture event. \$7,000 in prizes were given away and everyone went home with something.

### **IT UPDATE**

Mr. Amin Kassem, Chief Information officer (CIO) and Chief Security Information Officer (CISO), provided an update on the information technology and security at Parkland as well as an update of the Technology Strategic Plan. A handout was provided to the Board.

Mr. Kassem thanked the Board for the opportunity to present. He noted that this has been a challenging year for Campus Tech, but they have been able to perform efficiently and professionally to help students, faculty, and staff.

Chairman Green thanked Mr. Kassem for his thorough report.

### **FOUNDATION UPDATE**

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, gave an update on the 1<sup>st</sup> quarter, FY21 activities of the Foundation.

Trustee Ayers asked for an update on the application software. Ms. Wahlfeldt stated that is running very well. There have been a few learning curves but overall, users love it. She explained that each applicant is reviewed by three people, including those from outside groups. They are also finding other uses for it, such as the SWFT program.

Ms. Wahlfeldt mentioned that Eliot Graham was the winner of the CobraVenture Pitch Competition. He walked away with \$4,000 in monetary awards plus mentoring from the UIUC

Gies College of Business. She expressed that everyone did a great job and thanked the sponsors who supported the students.

### **CHILD DEVELOPMENT CENTER REPORT**

Stephanie Stuart, Vice President for Communications and External Affairs, provided an update on the activities of the Child Development Center.

She noted that things are headed in the right direction and that enrollment is trending up. She reminded the Board about the \$12,400 Cannon Memorial Grant for playground equipment, and informed that this is still in progress because of Covid. She also reported that in August, the Center received the Gold Circle of Quality recognition.

### **LEGISLATIVE UPDATE**

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update to the Board. A handout was provided.

She noted that the National Legislative Summit has been moved to a virtual format. She will continue to watch as information comes out, and is hoping for opportunities to engage as they arise.

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

Stephanie Stuart reported on the following FOIA requests:

<b><u>Requestor</u></b>	<b><u>Information Requested</u></b>
Ken Deloian, Smart Procure (Commercial)	PO/Vendor Information
Ryan Evans	Directory Information
Allison Ricci, Collegiate Honor Society	Directory Information
Donna Giertz	Salaries and Early Retirement Information

### **FINANCIAL STATEMENTS**

Chris Randles reported the financial statements for October reflect the results of operations of the College for the first four months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$4,404,269 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 \$29M of the total \$32M in property taxes from Champaign County. 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 presented in September.
- The FY2020 College draft audit will be presented at the November meeting. Depending on the timing of Federal DOE CAREs Act reporting rules, the final audit will hopefully be presented at the December meeting. The final audit is due to ICCB December 31, 2020.
- The TY2020 tax levy will be presented in November.

### **FY2020 DRAFT AUDIT**

Traditionally, the annual audit is finalized and submitted to the Board in October. However, this year the College received Federal CAREs Act funds and the audit guidance has not yet been made available. The expectation is for federal guidance to be made available in time for a completed audit prior to December 31, 2020.

The DRAFT audit is being formally presented at November's meeting for your reference and review. Given the length and detail of the report, we wanted to bring your focus to several items:

- Page 2 - The auditors expressed an unmodified or "clean" opinion with respect to the College's financial position as presented in the financial statements.
- Pages 38-42 - In FY2018, The College implemented GASB 75 that includes recording of Other Post-Employment Benefits (OPEB). This requires recording the liability related to these benefits.

- Page 69 Schedule 7 - Combining Statement of Revenue, Expenditures, and Changes in Fund Balances for the General Funds. This statement reflects the FY20 surplus in the General Funds of \$2,690,728. The original budget included a \$282,504 surplus. This surplus increases the General Operating Fund balance to \$21.94 million (41%).
- Page 77 Schedule 15 - Statement of Revenues, Expenditures, and Changes in College Equity for all funds. This is a concise income statement summary of every fund.
- Page 93 - The auditors expressed their opinion that the financial statements of the grants administered by ICCB were presented fairly in all material respects.
- Page 105 Schedule 35 indicates "no findings" related to ICCB Grant Compliance.
- Page 127 Schedule 39 - Schedule of Findings and Questioned Costs. This summary notes that the audit process yielded an unmodified opinion. The audit did not disclose a significant deficiency or material weakness in internal control. Also, the audit did not disclose any instances of noncompliance material to the financial statements. Lastly, the audit yielded an unmodified opinion and no findings related to major programs in federal awards.

Mr. Randles gave a big thanks to Dave Donsbach and Business Office staff. He noted that this year was particularly difficult with electronic file sharing. He also noted that we received an extension from Dr. Durham until March 31. This was requested as a precautionary measure.

#### **PUBLIC HEARING – PROPOSED PROPERTY TAX LEVY INCREASE**

Chairman Green opened the floor for a Public Hearing regarding the proposed Property Tax Levy increase.

There were no comments made in the Public Hearing.

#### **CERTIFICATE OF TAX LEVY**

The Board approved the budget for the 2020-2021 fiscal year in September 2020. The Certificate of Tax Levy Resolution was presented for adoption.

Mr. Randles noted that the EAV is going up 4.81%, which is positive given everything in the world. Counties have until March to verify these. The Board has to act on the tax levy without knowing the exact levy amount. This is the reason we levy a higher amount in the operating funds, just in case. He thinks the Board has done a great job of being conservative where they need to.

It was moved by Mr. Ayers and seconded by Mr. Trimble to adopt the Certificate of Tax Levy for 2020 in accordance with the Resolution.

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

**RESOLUTION ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2020 TO PAY DEBT SERVICE ON GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2018C, OF THE DISTRICT**

The College issued \$5,860,000 in G.O. (Alternate Revenue Source), Series 2018C bonds to help fund the College Master Plan. These bonds are intended to be retired with revenues raised from a student facility fee. As such, the tax levy needs to be abated in its entirety with the County Clerks.

It was moved by Mr. Trimble and seconded by Mr. Johnson to adopt the Abatement of Tax Levy for 2020 for \$5,860,000 G.O. Bonds (Alternate Revenue Source) Series 2018C in accordance with the resolution, which will be incorporated in the official minutes.

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

**EXEMPT PURCHASE – PRE-EXPOSURE RABIES VACCINE ADMINISTRATION**

The Parkland College Veterinary Technology program requires the pre-exposure Rabies vaccine. There are 20 students needing this three vaccine series.

This purchase relates to the following Strategic Goal:

**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 recommended purchasing the pre-exposure rabies vaccine administration from McKinley Health Center of Urbana, Illinois for a total cost of \$20,400.00. This item is exempt from formal bid requirement per the Illinois 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available in FY2021 operating budget from fees collected.

It was moved by Mr. Voyles and seconded by Mr. Dixon to approve the purchase of the pre-exposure rabies vaccine administration from McKinley Health Center, Urbana, Illinois at a total cost of \$20,400.

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

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

The Board approved the following exempt technology purchases in June 2020. Since that time a variety of grant funds have become available for technology related expenses. Administration is seeking the Board's affirmation that these previously approved technology purchases may be purchased utilizing applicable grant funds in addition to operating funds.

- Purchasing Dell computers for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of \$1,300,000.
- Purchasing Apple computers for instructional and office use from Apple Computer of Cupertino, California for a total cost of \$200,000.
- Purchasing projectors for instructional and office use for a total cost of \$30,000 from Troxell Communications, 847 S. Randall Rd., Elgin, IL 60123 or B & H Photo & Electronics Corp. 420 Ninth Ave, New York, NY 10001.
- Purchasing Dell infrastructure systems such as servers and SSD storage for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of \$200,000.
- Purchasing Cisco Switches from CDW Government of Vernon Hills, IL for a total cost of \$60,000.
- Purchasing Aruba Controllers to replace our existing Wi-Fi network equipment that is approaching End of Support, from Entre Solutions II of Bloomington, Illinois for a total cost of \$175,000.

This purchase relates to the following strategic goals:

**Goal E: Responsibility:** 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.

Administration recommended the Board affirm utilizing grants funds including, but not limited to, CARES, CURES, and GEER grants funds in addition to operating funds.

It was moved by Mr. Dixon and seconded by Mr. Johnson to affirm utilizing grants' funds including, but not limited to, CARES, CURES, and GEER grant funds in addition to operating funds for the previously approved exempt technology purchases noted above not to exceed a total cost of \$1,965,000.

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

### **EXEMPT PURCHASE – INSTRUCTIONAL AUDIO VISUAL PURCHASE**

In support of the academic mission of the college and Flexible Classrooms, Administration recommended purchasing audio and visual equipment from Midwest Computer Products, Inc. 33W512 Roosevelt Road West Chicago, IL 60185, total up to \$100,000. Specifically, this purchase will include cameras, microphones, speakers, monitors, and AV controllers. Flexible classroom equipment allows for simultaneous in-person and virtual participation of students so that the classroom environment's real-time aspects can be made accessible to students who have barriers to attending class in-person. Flexible classrooms also promote innovative teaching practices to increase student engagement and learning outcomes in a format that can be challenging to navigate for many learners. In the career and technical areas, the access to this equipment will allow faculty to access specialized equipment on-site while delivering instruction remotely. Installing such technologies in key spaces will impact current and future students across the institution by removing barriers to remote learning, enhancing the quality of remote instruction, and improving student engagement in online courses.

Besides supporting a flexible classroom setup, additional AV equipment may be purchased from Midwest Computer Products, Inc. to support the college's operational needs in maintaining current classrooms, labs, conference rooms, and offices.

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.

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

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

**Goal E: Responsibility:** 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.

Administration recommended the purchase of AV equipment not to exceed a total cost of \$100,000. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000.

Funds for these purchases are available in the FY 2021 CURES and CARES grant funds as well as FY 2021 operating budgets.

It was moved by Mr. Trimble and seconded by Mr. Johnson to approve the purchase of AV Hardware from Midwest Computer Products, Inc. for a total not to exceed \$100,000.T

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

**CHILD DEVELOPMENT CENTER FEES**

In the annual review of the Parkland Child Development Center educational program, Administration recommends increasing the daily fees of the Child Development Center (CDC). The incremental rate increases are intended to increase CDC revenues to ensure sustainability of the program and thus decreasing operating funds transfer required to balance the CDC budget.

This year, amidst the COVID-19 pandemic, the PCDC has been operating at limited capacity and under an emergency operations plans approved by CU Public Health and DCFS.

Last year, the Board of Trustees approved the addition of a new classroom serving infants and toddlers with the intention to better meet the needs of the campus community and increase enrollment and revenues for the center moving forward. This addition has garnered a number of new enrollments, and this new classroom is currently at capacity.

Administration also recommended the continuation of the 8% discount for Parkland employees and student, as this has also garnered a number of new enrollments.

The proposed tiers are comparable to other childcare centers in Champaign-Urbana. The new rates, as recommended, would take effect January 1, 2021.

**Parkland College Students, Employees, and Community Family Rates**

**DAILY RATES:**

*Six weeks to 24 months*

	Tier 1	Tier 2	Tier 3
Income	0 – 34,999	35,000-59,999	60,000+
Full Day	\$59.00	\$62.00	\$65
Part Day	\$49.00	\$52.00	\$55

*Two Years*

	Tier 1	Tier 2	Tier 3
Income	0 – 34,999	35,000-59,999	60,000+
Full Day	\$46.00	\$51.00	\$54.00

Part-Day	\$38.00	\$41.00	\$44.00
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**Three-Five Years**

	Tier 1	Tier 2	Tier 3
Income	0 – 34,999	35,000-59,999	60,000+
Full Day	\$43.00	\$46.00	\$49.00
Part-Day	\$33.00	\$36.00	\$39.00

**CCRS Reimbursement Rates**

	<b>Age 6 weeks-2 yrs</b>	<b>Age 2</b>	<b>Age 3-5</b>
Full Day	\$54.00	\$42.00	\$35.00
Part-Day	\$27.00	\$21.00	\$17.50

It was moved by Mr. Trimble and seconded by Mr. Voyles to approve the recommendation to increase the daily fees of the Child Development Center (CDC) as described above to be effective January 1, 2021.

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

**CLOSED SESSION**

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

**PERSONNEL REPORT**

It was moved by Mr. Dixon and seconded by Mr. Voyles to approve the Personnel Report for November 2020, in accordance with the document provided to the Board.

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

**TRUSTEE REPORTS**

Trustee Ayers submitted the following written information for trustee reports:

“The November ICCTA meeting was conducted on zoom on Friday and Saturday November 13 and 14, 2020. The Trustee roundtable had over 30 participants and the discussion involved what activities were being conducted at each of our respective colleges concerning the failure of the “fair tax” amendment to pass. Everyone expects some cuts in this year’s funding and probably more next year. Reductions in force, college reserves, budget cuts and the usual activities that each college utilized during the Rauner shut down were discussed.

The Friday after noon program included comments from Representative Welch about equity. He is a leader in the black caucus and there will be further interest going forward in using minority contractors in contracts for professional services. In the past the conversation has involved the lack of available options to expand contractual opportunities but that excuse is not going to be acceptable. The program itself included the President of Illinois Central College in East Peoria, IL who won the Charles Kennedy Equity Award last year at ACCT. She also had one of her staff, Dr. Ali and an ACCT consultant Dr. Benjamin along with Jim Bennett of the Human Rights Commission for the State and one of the staffers. There is material on the ICCTA website that is available concerning the program. The emphasis is on getting Trustees involved. After you review the materials on the website, I would be glad to further discuss this with anyone who has an interest.

The Trustees also approved the legislative goals and priorities for this session. There will be no veto session and there is still time for a lame duck session before the next general assembly is brought on. There was conversation about the state legislative leadership. The staff believe Speaker Madigan will remain as Speaker. The challenge in the next legislative session next year will be dealing with the state finances. On Saturday there was the usual conversations about what is happening in the State and we amended the bylaws over minor clean up items. The ACCT National Legislative Summit set for February in DC has been made virtual. There was some conversation about our state doing a one day fly in like we did several years ago and I am a supporter of doing this after the President is sworn in and the new department heads are identified and new leadership is in place. I would anticipate that the number of congressional visitors will be down which would make our visit more meaningful. I will keep everyone posted on this. Right now Jonathan and I both have applied for committee assignments for next year for ACCT. There was about 50 trustees participating over the two days. I would encourage all the trustees to be more involved in the work of ICCTA and ACCT. This next year will bring lots of challenges and opportunities.”

Trustee Trimble thanked Trustee Ayers for the report. He asked if we had a curriculum for cyber security. It was noted that we do not currently have a curriculum for that. Dr. Ramage mentioned that there was a tech roundtable discussion, which talked about the growing need for trained specialists, and that we are taking that under advisement.

Chairman Green gave kudos for the high level customer service that was received while obtaining dual credit information. She noted that they were very direct and cheerful, and did a great job explaining without being pushy.

### **ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Trimble for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:05 p.m.

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Bianca Green, Chairman  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees