

**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**

JANUARY 22, 2020

ROLL CALL

The Meeting was called to order by Bianca Green, Vice-Chairman, at 7:00 p.m. in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Trustee 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, Timothy Johnson, James Voyles, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Lydia Gallaher (Student Trustee) joined the meeting at 7:08 p.m.

It was moved by Mr. Westfield and seconded by Mr. Ayers 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, Voyles, Westfield, and Green; NAYS—None; ABSENT—Gallaher; ABSTAIN—Trimble.

CONSENT AGENDA MOTION

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

It was moved by Mr. Westfield and seconded by Mr. Ayers 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, Johnson, Trimble, Voyles, Westfield, and Green; NAYS—None; ABSENT—Gallaher.

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 December 18, 2019.
- Approved the voucher checks listing thru December 31, 2019, totaling \$1,536,279.84.

- Moved to adopt the Resolution identifying work contracts to the Installment Purchase Agreement entered into in connection with the issuance of Series 2008 and Series 2009 Debt Certificates in accordance with the Resolution.
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- Move to approve the filing of the following grant applications:
 - Illinois Community College Board (ICCB): Transitional Instruction – English Pilot Grants
 - Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts (SYE)
- Moved to approve the awarding of funds from external sources as follows:
 - No funding was awarded in December.
- Moved to approve the recommendation by Legal Counsel that no closed session minutes be released at this time.

PUBLIC COMMENTS

Trustee Green opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Joshua Birky, President of PCA, noted that the recommended changes of the Policy and Procedures Manual have been lodged. He is available for questions. These changes will be presented to the Board for approval at the February meeting.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- Introduced Josh Birky, the new President of PCA, and Kevin Hastings, the new Vice-President of PCA.
- Provided the following Child Development Center Updates:
 - The facility was approved by DCFS and the Fire Marshall. Once the certificate is received, the new infant room will be up and running. We have a wait list of 20 people with a room capacity of 16, so we're confident that it will be filled. Students and employees receive an 8% discount.

- Received a Joseph H. Cannon memorial grant from the Champaign Rotary for \$12,400. Those funds will be used for new playground equipment.
- The Parkland College Theatre is now selling show tickets online. Reserved tickets must be pre-purchased online. Thanked the Business Office, Theatre, Campus Tech, Faculty and Staff for their work in making this possible.
- Reminded the Board of the following upcoming events:
 - Athletic Hall of Fame will be held on Saturday, January 25 at Dodds Athletic Center. The Men's Basketball team will play John Wood at 3:00 p.m. The ceremony will take place at half-time and six former student-athletes will be inducted into the Hall of Fame Class of 2019. Reception to follow in the Gallery Lounge.
 - Budget Workshop scheduled on February 19 at 5:30 p.m. in the Board room. Board meeting to follow at 7:00 p.m.
 - A handout of the upcoming ICCTA meetings and events was provided. Trustees to let Krystal know if they'd like to attend.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, gave a legislative update and provided the Board with a handout.

She noted that next Monday, representatives from the College planned to attend State Treasurer Mike Frerichs' "Forum on Investing in Illinois Students".

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for December reflect the results of operations of the College for the first six months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$230,054 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 six 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 is tentatively planned for February 2020.

Mr. Randles reminded the Board that administration will also be bringing recommendations for next year’s tuition and discuss how that affects the budget. Part of that discussion will included students who may wish to return but have a past due balance. The trustees had a few questions about enrollment, debt forgiveness and the conditions surrounding that. Mr. Randles indicated that Kristin Smigielski plans to provide data for the Board to review at the next meeting.

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 will analyze each course for accessible content and provide recommendations to faculty on how to remediate content to ensure accessibility compliance. Ally will also automatically create 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 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.

A.3 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.

B.2 Improve student success by providing comprehensive support systems.

Administration recommended approving the purchase agreement for Blackboard Ally software service for \$32,600.

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 FY2020 operating budget for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Westfield to approve the purchase agreement for the Blackboard Ally software service for \$32,600 through June 30, 2020.

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

FREEDOM OF INFORMATION ACT (FOIA)

Stephani Stuart reported on the following FOIA requests:

<u>Requestor</u>	<u>Information Requested</u>
Michael McPhail	Employee Information
Bethany Simpson	Commercial

Mr. Ayers asked if there was any value to adding the name and address of the requester. Ms. Stuart explained that we redact the requesters email as a courtesy when posting on the website, and that a requester is allowed to make requests anonymously.

POLICY MANUAL UPDATES (LODGED)

The Parkland College Association (PCA) and Administration have completed the latest review of the Policy and Procedures Manual. The recommended changes are being lodged and will be presented as a consent motion for approval at the February meeting.

End of Chapter 3 – Procedures for Other Institutional Issues – College Hour

The current statement of procedure does not indicate the possibility and approval of exceptions. There are on occasion curricular, pedagogical, and/or scheduling reasons for making exceptions, albeit rare, to the college hour rule.

5.01.01 Course Outlines

The current policy was written in 1989. The text needed to be updated to reflect current practice in academic services regarding course information forms. The text also needs to be re-written to distinguish between policy and procedure per style set by the P&P manual committee.

8.11 Student Assessment and Placement

Policy 8.11, 8.11.01, and 8.11.02 were last revised/approved in 1994 and 1993 respectively. In the intervening years, there have been changes to placement policy and procedures. Some of the changes are internal; others are precipitated by statewide placement recommendations from the ICCB. The revision of the policy is intended to reflect changes.

Mr. Ayers and Mr. Voyles asked for clarification about the College Hour and the estimate number of people that impacts versus the flexibility of class scheduling. Dr. Lau explained that there is a designated hour, Thursdays from 12:00-1:00 p.m., designed for faculty and students to allow them to attend meetings and committee obligations without disrupting class schedules.

Mr. Voyles asked for clarification about the comprehensive assessment program. Dr. Lau explained there may be one or more measures that a student can be assessed with to determine if they're college ready. This may prevent students from having to take unnecessary placement tests or developmental classes. She explained that we are following very specific guidelines provide to us by ICCB.

CLOSED SESSION

Trustee Green stated the Board would be going into Closed Session for the following reasons:

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal. Or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
3. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

It was moved by Mr. Westfield and seconded by Mr. Ayers to go into Closed Session for the reasons stated above.

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

The Board went into Closed Session at 7:34 p.m.

The Open Meeting resumed at 8:06 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Westfield and seconded by Mr. Trimble to approve the audio recording made of the Executive Session of January 22, 2020, and that the secretary of the Board make provisions for its safe keeping and that it be made available only upon the proper order of the court and a finding by a judge that such audio tape should be released, and that such audio recording will be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the Executive Session in question.

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

PERSONNEL REPORT

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

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

TRUSTEE REPORTS

Vice-Chairman Green and Trustee Johnson expressed their gratitude to Mr. Knott for his many years of service and congratulated him on his new position. All trustees agreed that Mr. Knott will be greatly missed. The Board would like to arrange a dinner at some point in celebration of Mr. Knott's years of service to Parkland.

Vice-Chairman Green asked when the Board would like a motion to reorganize officers. Mr. Westfield and Mr. Trimble thought it would be best to wait until we have a full Board. All trustees agreed that it would be best to vote on election of officers in April after the vacancy has been filled.

Trustee Ayers reminded the Board that ICCTA's 50th anniversary will be celebrated in June and there will be training for new trustees. He asked everyone to save the date. He also reminded the Board that the national meeting will be held at the end of September in Chicago. He encouraged all trustees to attend.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Voyles for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:17 p.m.

Bianca Green, Vice-Chairman
Board of Trustees

Jonathan Westfield, Secretary
Board of Trustees