

**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**

**June 17, 2020**

**ROLL CALL**

The meeting was called to order by Bianca Green, Chairman, at 7:01 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, James Voyles, Jonathan Westfield, and Victoire Mukumayi (Student Trustee). Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

**CONSENT AGENDA MOTION**

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

It was moved by Mr. Trimble and seconded by Mr. Dixon 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) and 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 May 13, 2020, Special and Closed Session Minutes held on March 11, 2020.
- Approved the voucher checks listing through May 31, 2020 (including Board travel), totaling \$2,647,377.49.
- Reappoint Meyer Capel as legal counsel for the Board for FY 2021 at a monthly retainer fee of \$250.00.
- Approved the filing of the following grant applications:
  - U.S. Department of Justice—Office of Justice Programs: Bulletproof Vest Partnership
- Approved the following awarding of funds from external sources:
  - U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Financial Aid Grants to Students

- U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Institutional Portion
- Illinois Clean Energy Community Foundation: Pollinator Meadows Pilot Program
- Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
- Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
- Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
- Approved the recommendation by legal counsel that a portion of the January 22, 2020 Closed Session minutes be released.

### **PUBLIC COMMENTS**

The Chairman opened the floor for public comments.

There were no public comments.

### **COMMUNICATION FROM PCA**

There were no updates from PCA.

### **PRESIDENT'S REPORT**

Dr. Ramage reported on the following:

1. Provided a general enrollment update for Summer and Fall
  - a. Fall semester is down about 30%, but we are hopeful that this number will improve.
  - b. Summer is up over 4%,
2. Pathway Update
  - a. We may see some latecomers for 2020, and U of I is allowing acceptances until August 1.

#### **Total # of applications**

2020 – 266 APPLICANTS (121 ACCEPTED ADMISSIONS OFFER)

2019 - 257

2018 - 202

#### **Total # of those accepting their admissions offer**

2020 - 121

2019 - 144

2018 - 115

3. Early College Enrollment Update – As of last Friday, 71 students were enrolled and ready to start classes. That is a 51% increase from 19SU.
4. The theatre venues will remain closed through the coming academic year. No community-wide theatrical performances or rentals in the space between now and probably mid-May 2021. We will relook at the situation if things change.
5. Both the Planetarium and the ART Gallery will remain closed through December 2020.
6. Parkland's virtual Commencement had over 800 viewers. Cobra Commencement Kits are being mailed to the graduates, and will include the following:
  - Diploma
  - Padded Diploma Covers
  - Cap
  - Tassel with new Parkland Signet
  - 3 Copies of the Printed Commencement Program
  - Parkland Window Cling
  - Parkland Alumni Magnet and Pen from Foundation
  - Dean's List certificates (if applicable)
  - Honor's Cords (if applicable)
  - SALUTE Veterans Honors Cords (if Applicable)
  - Parkland Honor's Pin (If Applicable)

Dr. Ramage thanked everyone for their efforts in making this a great event. Much credit to Student Services, Vice President Trame, Dean Turner, Chris Foster and his team.

7. Provided an update on the Cares Act Funds:
  - a. Student component of \$1.6MM - \$714k distributed as of Monday
    - i. Spring Awards - 857 = A little over \$417,000 distributed
    - ii. Summer Awards - 590 = A little over \$287,000 distributed
  - b. Institutional component of \$1.6MM Cares Act funds – We are rapidly collecting expenditure and have spent around \$145,345.50. We are very confident that we will reach the \$1.6 million dollars, which will help tremendously.
8. Reported that the Child Development Center reopened this morning.
9. Reviewed the general return-to-work plans, which include the following: installed Plexiglas at front desk areas, markers on the floor, a mask distribution process, and training for faculty and staff - which requires a signature to indicate that training materials were read and they will do their best to comply.

Trustee Trimble stated that the Cares Act seems to be a nightmare for folks to apply for funds. Mr. Trame agreed that the Cares Act has presented some challenges because every time a plan is in place, the rules change. The most current change is the Title IV rules, which really limits who is eligible for funds. Parkland continues to follow the guidance and adjust distribution methods as needed to meet requirements.

Trustee Trimble mentioned that the Governor's partnership with Coursera seems to come as a slap in the face to the community college system. Dr. Ramage and Ms. Stuart discussed the implications of a student investing time with Coursera, where no credit is earned, versus enrolling through Parkland, where students earn credit that can be used for employment. Trustee Ayers asked who was paying for the funds of the Coursera course. Ms. Stuart noted that the program is offered for a very limited time through Coursera.

Trustee Johnson thanked Dean Kristin Smigielski and everyone for their hard work in getting enrollment numbers up for summer. He realizes that is not an easy task.

### **FOUNDATION UPDATE**

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 3<sup>rd</sup> quarter FY20 achievements of the Foundation. Handouts were provided to the Board.

Chairman Green asked about the possibility of changing the Creating Impact Celebration to a virtual event, if needed. Ms. Wahlfeldt stated that was definitely a consideration.

### **MARKETING PLAN REPORT**

Erin Shannon, Director of Marketing and Public Relations, presented an overview of marketing initiatives and outline some strategic direction for the future. Handouts were provided to the Board.

Ms. Stuart praised Erin and her team for working hard through a plan that adapts to the new environment that we now find ourselves in, and which continues to evolve to meet the needs of our students and community.

Ms. Green noted that she really likes these themes. She thanked Erin and her team for continuing to pivot as needed.

### **LEGISLATIVE UPDATE**

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

Ms. Green asked about nursing degrees, the issue of national and worldwide shortages, and the plan moving forward to tackle those. Dr. Ramage, Dr. Lau, and Ms. Stuart discussed the issues at hand, the challenges that community colleges in Illinois face, and potential opportunities.

### **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:

#### **Requestor**

Toni Pitts  
Alex Stapleton

#### **Information Requested**

Student Information  
Public Safety Information

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for May reflect the results of operations of the College for the first eleven months of fiscal year 2020. The revised budget estimates indicate that revenues will exceed expenditures by \$161,042 in the general operating funds.

- As discussed at February's budget workshop, the projected surplus currently exceeds \$1M. It may even approach \$2M if the CPPRT payments continue at the current level. The Carle Foundation property tax settlement is also factored in that projection.
- 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 will be on FY2021.
- The key factors for the College's operating results in FY2020 will be health claims, CPPRT receipts, and discretionary spending the remainder of the fiscal year.
- The College has received its first ten (of twelve) FY2020 ICCB Base Operating and nine (of twelve) 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 updated the Board on the following:

- One area that we have spent more money on is hardware to get laptops for employees and students, and a variety of infrastructure to help with remote working and cybersecurity safety. These items are being purchased from the institutional portion of the Cares Act money.
- This fiscal year will end better than projected. Unfortunately, we will see movement in the opposite direction next fiscal year. A voluntary separation program is on the agenda and will be reviewed in closed session tonight.
- A tentative budget will be presented in July and be put on public display through August. The final budget will come in September, and typically mirrors the tentative budget unless something changes.
- The operating budget shows a \$5 million dollar deficit. Mr. Randles shared the following information:
  - Revenue side – an estimated 2% decline in EAV, flat State funding, decline in enrollment, and non-payments.
  - Expense side – Union contracts are set for this fiscal year, projected increase in healthcare claims, budgeted a decline in utilities based on the solar plant going live in the next couple months and decline in use. Some capital funds are built in for the VP areas and Campus Tech, and we intend to subsidize those funds with Cares Act money.
  - Other funds look good – audit, bonds, and Fund 12. No increase to those funds.

#### **STATE OF ILLINOIS CMS (ICN - DOIT) – LEASE AGREEMENT (EXTENSION)**

Illinois Century Network (ICN) is the Internet provider for Parkland College. The State is divided into nine regions and Parkland College hosts the Regional Technology Center for region VII. In addition to providing Internet access to Parkland, the ICN office has been a valuable resource to the College. By housing the regional office of ICN, we have quick access to assistance when issues arise, which helps to maintain a strong, reliable network for Parkland College.

**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.

The contract has been reviewed by Harold Adams at Meyer Capel, LLC.

Administration recommends approval of the Intergovernmental Agreement to Utilize Space No. 6032 to extend the term of the State of Illinois CMS lease through June 30, 2025.

It was moved by Mr. Voyles and seconded by Mr. Westfield to approve the Intergovernmental Agreement to Utilize Space No. 6032 to extend the term of State of Illinois CMS lease through June 30, 2025.

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

### **RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP)**

The Illinois Community College Board compiles a list of capital improvement projects for community colleges that request State of Illinois funding under a program entitled Resource Allocation Management Program (RAMP). Projects submitted to ICCB under RAMP require the local community college Board of Trustees approve the project and the College must also fund a minimum of 25% of the total cost of the project. Projects submitted under RAMP are funded by the State of Illinois in the order they were submitted and by funds allocated by the State.

Parkland College will be submitting a project under RAMP for a new Physical Sciences Training Center, a new construction addition to the campus. This addition would be approximately 27,000 Square Feet of new classroom, laboratory, study, and office space potentially located adjacent to the L Wing of the main campus. The majority of the spaces would be new Chemistry and Biology laboratories and classrooms with the latest technology available. With the growth locally in health professions and in Science, Technology, Engineering, and Math (STEM), this new addition will allow for expanding enrollment in these curriculums and for the newest technology.

The initial (FY19) estimate for this new construction addition was \$22,228,800.00. This cost estimate was calculated using formulas provided by the ICCB documents in the RAMP submission procedures. The future cost may be increased by annual inflation factors issued by the Capital Development Board and ICCB. The College has also retained IGW Architects of Urbana, IL to assist in the preparation of the RAMP submission and to work with the Administration and Health Professions faculty to detail the needs of this new project. The College's portion of the construction would currently be estimated at \$5,557,200.00, which is 25% of the total estimated cost.

Mr. Randles thanked Dean Kevin Knott and the Institutional Accountability & Research office for compiling all this data.

, Trustee Voyles questioned where the funds would come from for this project. Mr. Randles and Dr. Ramage explained that the project list is generally slow moving and the idea is just to get on the list so you are not left out. Should this get funded anytime soon, we could look into many options, including fund balances, issuing debt, or downsizing the project based on current funding.

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the submittal of the Illinois Community College Board project under the Resource Allocation Management Program for a new Physical Sciences Training Center as per the attached documents.

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 – INSTRUCTIONAL/OFFICE COMPUTER HARDWARE & SOFTWARE**

In support of the rotational plan for computer replacement, classroom instruction, updating servers/data storage and security requirements, the following recommendations are made:

- 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 recommends the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$1,965,000. 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 services and 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. Funds for these purchases are available in the FY 2020 and FY 2021 operating budgets.



Mr. Randles noted that this purchase is budget dependent, and we will not be purchasing all items if the budget does not allow. Some items are Cares Act funded.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of Instructional/Office Computer Hardware & Software not to exceed a total cost of \$1,965,000.

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 – 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 Cisco SmartNet contract from, Acuitive Corporation, 1139 Momentum Place, Chicago, Illinois, 60689 for approximately \$24,100.
- Renewing LinkedIn Learning from LinkedIn., 1000 W. Maude Ave., Sunnyvale, CA 94085 for approximately \$35,000.
- Renewing license for EverFi from EverFi, Inc., 2300 N. Street NW, Suite 500, Washington, DC 20037 for approximately \$ 36,000. This is a three-year contract (July 2020 through June 2023)
- Renewing Dell Compellent support from Dell Marketing, P.O. Box 149257, Austin, TX 78714 for approximately \$25,000.
- Renewing the Microsoft Premier Support from Microsoft Corporation, One Microsoft Way, Redmond WA 98052 for approximately \$84,000.
- Renewing IT Research and Advisory services from Info-Tech Research Group, 602 Queens Ave., London ON, CAN N6B1Y8 for approximately \$29,500.
- Renewing Microsoft Site license from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$120,000
- Renewing Adobe licenses from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$85,000.
- Renewing Lumen's software licensing from Augusoft, Inc., 8441 Wayzata Blvd., Ste 200, Minneapolis, MN 55426 for approximately \$84,600.
- Renewing OKTA from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$49,000
- Renewing Veeam support from CDW-Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$40,000. This is an updated resolution since the April 2020 board approval. Additional system features were added to improve the mentoring of backups and response to ransomware attacks.
- Purchasing of professional services hours from Ellucian Co., 4375 Fair Lakes Court, Fairfax, VA 22033 for approximately \$185,000. These hours will be used as funds available between July 1, 2020 and June 30, 2022

- Renewing Amazon Web Services (AWS) fees from CDW- Government, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for approximately \$30,000.

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. Trimble and seconded by Mr. Westfield 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 \$827,200

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**

It was moved by Mr. Trimble and seconded by Ms. Green to go into Closed Session at 8:15 p.m. for the purpose of discussing the following topics:

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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

The open meeting resumed at 8:35 p.m.

**CLOSED SESSION AUDIO APPROVAL**

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the audio recording made of the Executive Session of June 17, 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, Dixon, Johnson, Trimble, Voyles, Westfield, Mukumayi (Advisory Vote) and Green; NAYS—None; ABSENT—None.

**PERSONNEL REPORT**

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

Chairman Green noted that Mr. James Pierce is a title change only.

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

**VOLUNTARY SEPARATION PROGRAM**

It was moved by Mr. Westfield and seconded by Mr. Johnson to approve the Voluntary Separation Program in accordance with the documents that will be incorporated in the official file.

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**

Trustee Johnson expressed regrets to the Knott family for their recent loss.

**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 8:40 p.m.

---

Bianca Green, Chairman  
Board of Trustees

---

James Ayers, Secretary  
Board of Trustees