

**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**

May 13, 2020

ROLL CALL

The meeting was called to order by Bianca Green, Chairman, at 7:04 p.m. via conference call. 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 Mrs. Green 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:

- Minutes from the Organizational and Regular Meetings held on April 15, 2020
- Invoices (including Board Travel)
- Application of Funds from External Sources
 - Illinois Clean Energy Community Foundation: Pollinator Meadows Pilot Program
 - U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Emergency Financial Aid Grants to Students
 - National Science Foundation (NSF): Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)
 - U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Institutional Portion

- Acceptance of Funds from External Sources
 - No funds were received for April 2020.

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

Joshua Birky, President of PCA, assured the Board that PCA communication continues and committees continue to meet virtually.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

1. Reminded the Board that Parkland's Commencement ceremony will be held virtually on Friday, May 22 at 7:00 p.m. Over 300 students have registered to participate, and he encouraged everyone to join via parkland.edu/commencement.
2. Provided a CARES Act Update – Dr. Ramage sent the Trustees an email detailing the CARES Act funds and how it will be allocated. 618 student applications have been received and 522 have been processed, so far. Money is still available, so the hope is that students continue to take advantage of the funds, which should continue into the fall semester. The College will be working through the institutional funds in the next few months. All the CARES Act money has been received.

Trustee Voyles asked if there was anything in the proposal from the Federal Government to help those students who are struggling or failing because online classes were not what they expected when they registered.

- Dr. Ramage informed of the ways that Parkland can and has helped those students:
 1. There is still time to drop without record.
 2. Credit/No-Credit option to prevent a poor grade.
 3. Refund - As of Monday, Parkland had 7-8 students who exercised that request and received a refund.
 4. Students are being directed to Counseling Services and the Center for Academic Success for additional support as needed.

Dr. Ramage noted that we have handled the situation to the best of our abilities with all the resources available to us.

Trustee Ayers asked if we would send evaluations of every course, and if that information would be available. Dr. Lau noted that we would send course evaluation forms to every student, and plan to review those in order to learn about the student experience and how Parkland can improve.

3. Preparations to return to campus are being discussed. We anticipate a June 1 partial return to campus, upon the expiration of the Executive Order. The following steps have been discussed: ensure campus is continuously cleaned, install Plexiglas screens, stickers on the floor to maintain distance, acquire a supply of masks and highly encourage people to wear one - disposable masks will be available so we will not have to turn anyone away, faculty and staff will return in waves to prepare for fall.

Chairman Green asked if instruction would remain online, even after the Proclamation is lifted. Dr. Ramage stated that was correct, but we are working with the Governor's office to allow faculty and students to return to campus for labs and clinicals. We would continue to follow the Executive Order and regular instruction will not occur until Phase 4. He noted that Aviation has a special exception and may begin June 1.

4. College for Kids and Summer Camps have been canceled. Athletic camps have been canceled until the end of June. We do not anticipate moving from Phase 3 in time to reopen.
5. Updated on the Solar Array component, which has been installed. They are currently working on the electrical connection to the campus. The goal is to have that online in June.
6. Human Resources invited trustees to join in pre-recording a congratulatory message to our employees who are retiring or have reached a service milestone. These special messages will be sent to those being honored.
7. Provided a Campus Tech update – Our network interruption has largely been resolved. All public facing systems have been restored. As of Monday, all faculty and staff file servers have been up and running. The good news is that the forensic investigation determined that no person identifiable data was compromised. Special software has been installed to prevent other attempts. Work continues in 2 ways:
 - a. Continue installing security software on all computers.
 - b. Other background services and smaller systems continue to be brought back online.
8. Thanked all of Campus Tech, Human Resources, and the Business Office for getting all systems back up in a record time; especially the biweekly and monthly payrolls. Dr. Ramage noted that our sister community college, who was also attacked, is still down. We feel bad for them, and are proud of the people who work at Parkland who were able to get us up and running very quickly.

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:

<u>Requestor</u>	<u>Information Requested</u>
Peter Butler	Commercial
Toni Pitts	Student Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for April reflect the results of operations of the College for the first ten months of fiscal year 2020. The revised budget estimates indicate that revenues will be less than expenditures by \$21,042 in the general operating funds.

- As discussed at February's budget workshop, the projected surplus currently exceeds \$1M.
- 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 may be on FY2021.
- The key factors for the College's operating results in FY2020 will be health claims and discretionary spending the remainder of the fiscal year.
- The College has received its first nine (of twelve) 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 was presented at the February meeting.

Chris Randles noted that this fiscal year should end in better fiscal health because of the Carle Foundation tax agreement and because online learning has reduced many of the normal expenditures. The most negative impact will begin in FY21.

Chairman Green asked if Mr. Randles had any preliminary numbers, and what costs have we seen because of the pandemic. He shared the following information:

1. In February, we projected an excess of \$1 million at the end of the fiscal year. We are now projecting closer to \$1.7 million because of the Carle tax revenue, medical claims being down, and reduction in normal expenditures.
2. FY 21 is currently tracking about 25% down in summer and fall. If that is true, we will be short on revenue well into the millions.
3. In regards to expenses, we purchased about \$100,000 in laptops in order to get students and employees working remotely. That also opens us up to cybersecurity concerns, so we are investing in services to protect that.
4. We are looking into ways to recoup losses. We do have a business interruption insurance policy. That claim has been filed and denied. We also applied for FEMA reimbursement, which seems very limited. We are doing our due diligence to minimize expenses and look at the various means.

EXEMPT PURCHASE – FY 21 - AVIATION RAMP SERVICES

The Parkland College Institute of Aviation purchases ramp services from Flightstar. This includes daily movement of 20 airplanes from hangar to ramp, securing planes on ramp, refueling as needed and returning fleet to hangar at the end of the day. Additionally, the services provided will include being available to return airplanes to hangar if any inclement weather would appear. The estimated usage is 12 hours per day at a rate of \$18.63 per hour over 313 service days.

This purchase relates to the following Strategic Goals:

Goal D: 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.

D.1: 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 purchasing the ramp services from Flightstar of Savoy, IL for a total cost of \$69,000. 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 and (l) 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2021 Aviation budget.

It was moved by Mr. Voyles and seconded by Mr. Westfield to approve the purchase of ramp services from Flightstar, Savoy, Illinois at a total cost of \$70,000.

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 – FY 21- AVIATION MAINTENANCE SERVICES

The Parkland College Institute of Aviation purchases maintenance services for aircraft repairs from Flightstar. This includes maintaining a fleet of 20 airplanes to FAA and manufacturer specifications including mandatory annual and 100-hour inspections. The estimated usage is 3500 annual hours at a rate of \$80.00 per hour.

This purchase relates to the following Strategic Goals:

Goal D: 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.

D.1: 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 purchasing the maintenance services from Flightstar of Savoy, IL for a total cost of \$280,000. 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 and (l) 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. Funds are available from the FY2021 Aviation budget.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of maintenance services from Flightstar, Savoy, Illinois at a total cost of \$280,000.

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 FY 21 Aviation Fuel – Institute of Aviation

The Parkland College Institute of Aviation currently purchases aviation fuel from Avfuel Corporation. On sight, this fuel is managed and dispensed by Flightstar, Savoy, IL.

Having our own fuel vendor, and then having this fuel distributed to our fleet via Flightstar, the airport fixed base operator, is the most practical, and cost efficient means to fuel our fleet. Flightstar currently uses Avfuel as its sole vendor of fuel. Retaining the same single fuel provider is necessary to assure that no mixing of different source fuel in the fuel farm or fuel truck occurs. Mixing of fuel from different sources would obfuscate third-party liability in the case of a fueling accident or subsequent aircraft accident attributed to fuel contamination. Furthermore, fuel prices vary during the year from the quoted bid prices due to normal market fluctuation thus splitting a fuel delivery with Flightstar often allows for fuel to be obtained when market prices are low.

Goal D: 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.

D.1: 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 purchasing the maintenance services from Avfuel Corporation of Ann Arbor, MI for a total cost of \$225,000. 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 and (l) 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. Funds are available from the FY2021 Aviation budget.

It was moved by Mr. Trimble and seconded by Mr. Voyles 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.

RATIFICATION OF TRANSACTION WITH INSURERS

On April 27, 2020, Parkland College experienced a cybersecurity incident that disrupted access to several campus services and applications, including its e-learning platform.

As soon as the College became aware of this, Campus Technologies began methodically working to determine which specific systems were impacted by the incident. It was quickly determined that, given the widespread nature of the network outage, the college would need to utilize services associated with its insurance coverage to get the College back online and avoid further disruption to essential business services, including e-learning. The situation was made more urgent given the recent disruptions to instruction and services caused by the COVID-19 pandemic.

This engagement relates 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.

Service providers recommended by our insurance carrier were engaged for the needed cybersecurity consulting services.

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; (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; and (m) where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board. Board ratification is requested since the service exceeds \$20,000. Services are expected to be reimbursed from the College's insurance policy, less the applicable deductible.

It was moved by Mr. Westfield and seconded by Mr. Trimble to ratify this transaction with the college's insurers and its affiliates at a total cost of \$504,463.22. Services are expected to be reimbursed from the College's insurance policy, less the applicable deductible.

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. Ayers and seconded by Mr. Westfield to approve the Personnel Report for May 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

It was moved by Mr. Trimble and seconded by Mr. Westfield to renew the employment contract for Christopher Randles as Vice President for Administration and Chief Financial Officer effective July 1, 2020 through June 30, 2023.

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 Ayers wondered if the General Assembly, would consider a legislative change for a more relaxed virtual attendance. He feels it would be a good change and would avoid quorum issues, and plans to look into it. Chairman Green states that she thinks we will continue with the relaxed rules until things are more open.

Trustee Ayers reminded the Board of upcoming ICCTA and ACCT events and encouraged everyone to attend. He will email the information to Krystal and ask her to forward to the others.

- ICCTA June convention has been canceled, with the exception of a scheduled Zoom meeting.
- ICCTA's 50th Anniversary celebration has been postponed until September and will be held in Springfield.
 - a. ACCT Leadership Congress will be held in Chicago, September 30-October 3.

Chairman Green extended her gratitude to everyone who has worked hard and been creative in putting together the virtual Commencement ceremony for this year. She recognized that this was not an easy task, and is proud for the graduates to have something special for them under these circumstances.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Trimble and seconded by Mr. Mukumayi (Student Trustee) for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:58 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees