

**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**

July 15, 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, James Voyles, and Jonathan Westfield. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Student Trustee Victoire Mukumayi joined the meeting at 7:36 p.m.

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. 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, and Green; NAYS—None; ABSENT—Mukumayi (Student Trustee).

The consent agenda adopted includes approval of the following items:

- Approved the minutes from the Regular and Closed Session Meetings held on June 17, 2020
- Approved the voucher checks listing thru June 30, 2020 (including Board travel) , totaling \$2,548,638.76
- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): Career & Technical Education Perkins Postsecondary Grant
 - Illinois Community College Board (ICCB): Adult Education and Family Literacy
 - Illinois Community College Board (ICCB): Early School Leaver Transition Program (ESLTP)

- Approved the following awarding of funds from external sources:
 - Illinois State Board of Education (ISBE): Migrant Education Program (MEP)
 - Child Care Resource Service (CCRS): Birth Through Two Classroom Furnishing and Materials Grant
 - U.S. Department of Education: CARES Act—Higher Education Emergency Relief Fund: Strengthening Institutions (Title III) Portion
 - Illinois Green Economy Network (IGEN): Renewable Energy Trust Fund (IEPA funding)—General Award

- Approved the amended 2020-2021 Academic Calendar

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. Reminded the trustees that there is no Board meeting scheduled for August.
2. Congratulated Dr. Marietta Turner on her nomination to receive the bi-annual Whitney M. Young Award. Dr. Turner came highly recommended for this award based on her involvement in the Martin Luther King, Jr. community program, and what she has done for the students at Parkland College. Dr. Turner will receive her award on October 15, 2020.
3. The Child Development Center has been certified to expand its class size from 10 to 16 students. They are currently at full capacity and operating a wait list.
4. Creating Impact Celebration has been cancelled in favor of a virtual recognition event. This event will be in October, and highlight scholarship recipients and donors. Additional information will be shared as it becomes available.
5. Provided the following update on athletics:
 - The most recent plan of action shifts all close-contact fall sports to the spring semester. These sports include men's and women's soccer, and court volleyball. Spring sports may be delayed but still scheduled to occur. All winter sports competitions will begin in January with a majority of championship seasons moved from March to April. These sports include men's and women's basketball. Spring sports competition remains intact with minor adjustments to dates. These sports include baseball, and golf.
6. Student Services departments are back on campus with limited functions. Most services are still occurring online.
7. Return to campus update. –

- Kathleen McAndrew, Associate VP/Chief Human Resources Officer, updated that she is working on a hybrid (remote/on-campus) return to campus plan. The goal is to keep the on campus work at a minimum level to provide students adequate service, while trying to maintain the appropriate level of social distancing and safety guidelines. The Return to Campus Team has been working together to make sure that we have correct signage, PPE, and appropriate cleaning and disinfecting processes. They are also sending employees a daily symptom checker.
 - i. Ms. Green asked about the daily safety reminders. Ms. McAndrew clarified that it is a daily reminder about what symptoms employees should be monitoring if they are scheduled to work on campus, what to do if you are experiencing symptoms, weekly reminders about different topics, and mask requirements.
 - ii. Ms. Green also asked for an update on where we are at this point and what classes will look like for students. Dr. Ramage noted that there are a number of things happening. Information can be found on our website – there is a frequently asked page with answers on what students can expect from an academic side. Most courses will be hybrid or online and most communication will be electronic – email or website. Employees are available through the Call Center or on-campus to help students as needed.
- 8. Dr. Ramage thanked and congratulated the faculty and staff award winners.

NISOD/TEACHING AND OUTSTANDING STAFF AWARDS

Amy Penne, Director of Professional Development and Instructional Technology, presented plaques as follows:

- C. Britt Carlson: 2020 ICCTA Full-Time Faculty Award
- Amy Frasca: Staff Green Award
- Frank Gallo: 2020 ICCTA Part-Time Faculty Award
- Kendra McClure: 2020 Parkland Teaching Excellence Award
- Mark-Saint McDowell: Staff Gold Award

Ms. Penne thanked and congratulated award winners on their achievements.

ENROLLMENT UPDATE

Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports:

- End of Spring 2020 Enrollment Report
- Preliminary Summer 2020 Enrollment Report

A handout was provided to the Board.

Stephanie Stuart, Vice President for External Affairs noted that we have really ramped up our Marketing efforts and doubled our spending compared to past years. The goal is to show students what they can expect and why they should be at Parkland this Fall.

Trustee. Voyles questioned why in-district enrollment is down compared to other areas, and why other schools have a significant difference in numbers. Ms. Smigielski explained that this is self-reported data and that we may not always have the full picture. Mr. Trame, Vice President for Student Services, also noted that prior to Covid, we were at a historic low of unemployment in Champaign County, which tends to shrink enrollment numbers. The trustees discussed other factors that possibly contribute to the decline in enrollment, such as summer enrollment at the U of I, the Coursera partnership, and Google scholarships.

LEGISLATIVE UPDATE

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

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

Rebecca Spellmeyer
Michael Ayele
Chad Anderson

Information Requested

Documentation of Behavior Form
Personal Information
Commercial Builders Contracts

FINANCIAL STATEMENTS

The financial statements for June reflect the unaudited/unadjusted results of operations of the College for fiscal year 2020.

- At February's budget workshop, the projected operating surplus was about \$1M. The current pre-audit adjustments' projection is in excess of \$2M.

This increase in the operating surplus is due to several factors including: the Carle Foundation property tax settlement, increased CPPPRT payments, and reduced self-funded health claims & other expenditures since the COVID-19 pandemic.

- The key factors for the College's operating results in FY2020 will be audit adjustments and run-out health claims.
- The College has received eleven of twelve FY2020 ICCB Base Operating & Equalization payments.
- Enrollment was down in summer, fall, and spring. However, the budgeted contingency is expected to cover the majority of the revenue shortfall.

- 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
- The FY2021 Tentative Budget will be lodged in July.

Mr. Randles noted that Martin-Hood is on campus for their audit. The final audit will be presented to the Board for approval in October.

TENTATIVE BUDGET

The tentative budget for FY2021 will be presented for information. The tentative budget will be on display for public viewing prior to final budget approval. Notice of the tentative budget will be placed in the News-Gazette.

The final budget will be presented for approval at the September 2020 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

Mr. Randles noted that trustees should have received a hard copy and electronic version. A memo was included noting that we are projecting a \$4.9 million budget deficit. We are projecting -20% decline for Fall and around -27% for Spring. We hope to reduce the gap, but there still may be instances that require us to do a reduction in force, even if enrollment improves, because certain areas cannot be accessed until Covid passes.

EXEMPT PURCHASE – FY2021 - AVIATION REPAIR SERVICES

The Parkland College Institute of Aviation requires engine and engine component overhaul services from Poplar Grove Airmotive, Inc. Services relate to the overhaul of fleet aircraft engines that are required after every 2000 hours of use. Poplar Grove Airmotive is the only vendor in Illinois qualified to provide overhaul services on the Institute of Aviation’s engines. They also specialize and maintain an inventory of the primary engine type used in the Institute’s fleet. This request covers the cost of 3 near future overhauls for the Piper Seminole and Archer aircraft.

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 repair services from Poplar Grove Airmotive, Inc. of Poplar Grove, IL for a total cost of \$75,000.00. 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 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 \$20,000.00. Funds are available from the FY21 Aviation budget.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of repair services from Poplar Grove Airmotive, Inc., Poplar Grove, Illinois at a total cost of \$75,000.00

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

SERVICE DRIVE RECONSTRUCTION

The State of Illinois has provided funding, through the Capital Development Board, in the amount of \$1,275,000 to the College for the purpose of reconstructing the north service drive road and adjacent walkways. At the September 2019 meeting, the Board approved 25% matching funding in the amount of \$425,000. College matching funds will be from Phase II of Construction Bonds. The Capital Development Board will manage the funds for the project with the College's portion of funds in a trust agreement.

The Capital Development Board opened bids for this project on June 26th, 2020. The bid results are listed below:

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|---|----------------|
| 1. Mid Illinois Concrete & Excavation, Urbana, IL | \$1,087,540.00 |
| 2. Duce Construction, Champaign, IL | 1,237,500.00 |
| 3. Stark Excavating, Bloomington, IL | 1,324,000.00 |
| 4. Grunloh Construction, Effingham, IL | 1,439,000.00 |
| 5. CAD Construction, Tremont, IL | 1,449,200.00 |

6. Cross Construction, Urbana, IL 1,471,772.00

The 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.

E3. Maintain and create sustainable resources to maximize efficiency of all operations and create learning opportunities for faculty, staff, and students.

Administration recommends approving Mid Illinois Concrete & Excavation of Urbana, IL for the reconstruction of the North Service Drive. Board authorization is requested since the cost exceeds \$20,000.00

It was moved by Mr. Westfield and seconded by Mr. Voyles to approve the bid for reconstructing the north service drive be awarded to Mid Illinois Concrete & Excavation of Urbana, Illinois in the amount of \$1,087,540.00.

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

PRINTING & BULK MAILING SERVICES – COMMUNITY EDUCATION

A legal bid notice was placed in The News-Gazette. The bid also appeared on the RFP page of the Parkland College website. Bid invitations were sent to four companies requesting bids for printing and bulk mailing services for Community Education brochures for FY21-Q2, FY21-Q3, FY21-Q4, and FY22-Q1. Three vendors returned a bid. The bid tabulation sheet is attached.

This purchase relates to the following Strategic Goal:

Goal C: Collaboration: Parkland College will work collaboratively to develop a workforce with critical thinking, communication, and technical skills to ensure success in a diverse, technological, and global work environment.

C3. Engage with community and regional partners to foster partnerships focused on continuous learning.

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.

D3. Provide credit and noncredit lifelong learning and other educational opportunities to members of the District 505 community. Develop programs that make various cultural programs accessible and build relationships with K-12 to develop future student population.

D4. Market the mission, programs, and services of Parkland College effectively to support the institution's enrollment goals and so that constituents fully understand the comprehensive programs offered that provide opportunities to students and support development of District 505 communities.

Administration recommends acceptance of the bid from K.K. Stevens Publishing Co., at a cost of \$36,914.90, for the printing and mail preparation of Community Education brochures. Funds are available from the FY2021 and FY2022 Marketing and Community Education budgets.

| | |
|---|-------------|
| K.K. Stevens Publishing Co. Astoria, IL | \$36,914.90 |
| Woodward Printing Services Platteville, WI | \$41,007.54 |
| Premier Print Group Champaign, IL | \$47,432.00 |

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the bid from K.K. Stevens Publishing Co. of Astoria, Illinois, for printing and mail preparation services for Community Education in the amount of \$36,914.90.

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

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 September meeting.

POLICY 3.25 DRUG FREE WORKPLACE–EMPLOYEES and POLICY 3.26 ALCOHOLIC BEVERAGES

CHANGES:

Strike out the two existing policies and create a one new policy with the name, Alcohol Free/Drug-Free Workplace.

EXPLANATION/RATIONALE:

Illinois legislature passed the Cannabis Regulation and Tax Act on May 31, 2019 with Governor Pritzker signing the Act into law on June 25, 2019 with an effective date of January 2, 2020. In preparation, I reviewed our current policies to ensure compliance with the new law. Upon my review, I noticed that the language used for the current policy was outdated and not consistent with current trends in policy amongst higher ed. The College attorney, Lorna Geiler,

has reviewed the proposed changes and ensured it is in compliance with the new state law and existing federal law.

POLICY 7.02 LIBRARY SERVICES

CHANGES:

Complete revision of all library policies as last update was in 2004

EXPLANATION/RATIONALE:

Updated library policies to reflect current practice

Trustee Westfield asked how the change in the cannabis law would affect faculty and staff receiving medical marijuana as treatment. Vice President Trame noted that alcohol and drug use is prohibited on campus, and that we treat employees and students the same regardless of the process. Lorna Geiler, College attorney, noted that Parkland has special rules because we receive Federal funding and are controlled by Federal law. Since it is still illegal under Federal law, Parkland continues to enforce zero tolerance to ensure that we do not jeopardize our Federal funding. Parkland is required to complete a biannual review to show how we are maintaining our drug free campus in order to receive funding.

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Trimble and seconded by Mr. Dixon to approve the Personnel Report for July 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.

TRUSTEE REPORTS

None.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Westfield for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:27 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees