

**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**

**APRIL 28, 2021**

**ROLL CALL**

The Meeting was called to order by Bianca Green, Chairman, at 7:13 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, Maureen Banks, Jarrett Clem, Timothy Johnson, Dana Trimble, and James Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Student Trustee Jayden Sortor was absent.

**CONSENT AGENDA MOTION**

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

It was moved by Mr. Trimble 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, Banks, Clem, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular and Closed Session Meetings held on March 10, 2021.
- Approved the voucher checks listing thru March 31, 2021, including Board travel, totaling \$2,704,685.73.
- Approved the awarding of funds from the following external sources:
  1. U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA): Agriculture and Food Research Initiative Competitive Grants Program—Education and Workforce Development Program
  2. American Council of Learned Societies (ACLS): Mellon/ACLS Community College Faculty Fellowship

- Approved the filing of the following grant applications:
  1. Illinois Arts Council Agency (IACA): General Operating Support (GOS) Grant
  2. Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
  3. Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
  4. Illinois Community College Faculty Association: Dr. Joseph T. Cipfl Faculty Research Grant

### **PUBLIC COMMENTS**

Chairman Green opened the floor for public comments.

There were no public comments.

### **PUBLIC SAFETY DEPARTMENT – RESOLUTION AND OATH OF OFFICE**

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. Mason R. Madigan was appointed to the full-time, 12-month public safety officer position, filling the vacancy created by T. Whitaker-Lyons' departure.

It was moved by Mr. Ayers and seconded by Mr. Voyles to approve the Resolution to appoint Mason R. Madigan as a Peace Officers to the Parkland Public Safety Department.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

### **REPORT FROM THE PRESIDENT OF PCA**

Kevin Hastings, President of PCA, stated that there was no report.

### **PRESIDENT'S REPORT**

Dr. Thomas Ramage reported on the following:

1. Congratulated Ms. Banks and Mr. Clem on their elections to the Board, and Mr. Johnson and Mr. Voyles for continuing their service as trustees.
2. Reviewed the return-to-work plans, as previously shared with the trustees. Parkland has rolled out a plan to allow everyone to settle back on campus. Forums were held with faculty, staff, and administration to discuss the process. We are doing this in compliance with IDPH and the Governors orders, following the enhanced cleaning and capacity guidance. Masks are still expected to be worn at this time.

- a. Chairman Green asked if the ultimate plan could change. Dr. Ramage indicated that things are subject to change. We are not the first college to come back in some capacity. He assured that we are watching what others are doing and following guidance.
  - b. Dr. Ramage noted that we will continue to offer the option of hybrid Board meetings as we are able. Trustees Johnson, Clem, and Banks voiced support for the option of continuing the hybrid option for those who need it. Dr. Ramage clarified that prior to the pandemic, there were only a few allowable reasons that trustees could attend a Board meeting electronically, such as work or illness. He noted that this option would remain, assuming the Governor resumes the original law.
3. Invited Brendan McHale, Director of Athletics, to provide an update on Parkland's athletic teams. Mr. McHale informed the Board of all the athletic teams tournament statuses, rankings, and awards.
4. Discussed a future Board retreat, facilitated by Jim Reed, executive director at ICCTA. The trustees expressed interest in scheduling a retreat. Dr. Ramage will ask Krystal to send a poll to the trustees to determine availability.
  - a. Trustee Ayers spoke about his support for the retreat. He noted that it is usually a good idea to do that when there are new trustees. He also mentioned that there will be new trustee training in Bloomington in June. Krystal will send out the information to those who are interested and coordinate a time for the retreat.
5. Noted that Parkland celebrated community college month by contributing to a joint social campaign for #CCMonth, coordinated by ICCB and Matt Berry, that asked for Illinois Community College "facts" to highlight throughout the month of April. We also celebrated on the college's social media channels. We have a note for next year to discuss with Trustees any involvement they might desire.
6. Parkland's Commencement will be held virtually and is scheduled for May 13. The link will be available that evening at 7:00 p.m. This year's Commencement speaker is Mazdack Rassi. Yard signs are also available to those who would like one.
7. A virtual Scholarship Reception will be held the morning of April 28. Link will be available.

### **LEGISLATIVE UPDATE**

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

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

Stephanie Stuart reviewed the requests made under the FOIA during the month and the disposition of the requests.

**Requestor**

**Information Requested**

|                       |                                |
|-----------------------|--------------------------------|
| Dennis Toeppen        | Communication Information      |
| Dennis Toeppen        | Communication Information      |
| Dennis Toeppen        | Communication Information      |
| Eagle 3 Analytics     | Bond Information               |
| Michael Brookhouse    | Health Professions Information |
| Sam Stecklow          | Policy Information             |
| Shellye Moore-Testory | Accident Information           |

Ms. Banks asked about HB1610, as discussed during the Legislative Update, and if the College has training for sexual harassment. Ms. Stuart clarified that this bill creates a survey requirement where the results must be posted to the website in the spirit of transparency. Ms. Stuart noted that employees have their own trainings, but this is referring to students and applies to all institutions.

**FINANCIAL STATEMENTS**

The financial statements for March reflect the results of operations of the College for the first nine months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$2,166,575 in the general operating funds.

- As discussed in the February Budget Workshop, the projected operating deficit will likely be closer to \$300,000. This figure does not include HEERF II Funds for “lost revenues” that could total close to \$5M.
- The financial statements have been adjusted to reflect:
  - Expense reductions for FY21 retirements due to the VSP programs prior to December 31, 2020.
  - College-wide expense reductions for contractual services, materials & supplies, and travel & meetings.
  - 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 half of the fiscal year. These include:
  - Expense reductions for health costs due to VSP retirements.
- 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 \$30.9M of the total \$31.4M in property tax collections. This is slightly behind last year’s timing.

- The College has received its first nine 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 approved in September.
- The FY2020 College draft audit was presented at the November meeting. The Final Audit was issued in December without the Single Audit data, pending Federal DOE CAREs Act reporting rules. Parkland received an extension from ICCB and has an approved due date of March 31, 2021. The Single Audit was completed in March.
- The TY2020 tax levy was approved in November.

Mr. Randles provided a summary of the factors that will play into the budget for this fiscal year and next. He noted that enrollment is down but not as bad as projected financially. In the Fall we had a voluntary separation program that offered incentives for employees to look at early retirement. Twentynine people took advantage of that. In addition, we have the savings from Covid - utilities, supplies, and travel – all of which has been very low. The final element that will come into play is Federal funding. There have been three rounds of CARES/HEERF funding. The first round has been spent, the second we are working on, and the third we do not have great guidance from the government, yet.

Mr. Randles also explained that State law requires Board approval on purchases of materials and supplies above \$20,000, and construction purchases over \$50,000. However, our Board adopted a more restrictive amount of a \$20,000 on any item. He noted that these may come in as formal bids, RFPs, or approval amounts over the \$20,000 threshold.

#### **EXEMPT PURCHASE -REPROGRAPHIC COPIER LEASES**

The College's current reprographics copier leases are expiring in June 2021, and renewal is needed. Parkland chose the Xerox equipment as they best meet the needs of the College compared to other equipment.

Extensive comparisons were made based upon price, physical floor space, sales support, technical support, and service support. The new lease would be 60 months.

Xerox has proposed upgrading our current color production machine in the Printshop from a Xerox Versant 80 to a Xerox Versant 280. This enables us to print on heavier stocks at rated speeds. Xerox has also proposed upgrading our backup color WorkCentre 7830 to a C8130.

Xerox has proposed upgrading both of our production black and white machines D136 to Primelink B9136 with one machine having a GBC punch for coil binding. Xerox also proposes upgrading all three production machines with Fiery print servers.

Xerox has been a very helpful partner with Parkland the last several years and provides excellent support with their equipment.

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.

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

Administration recommended approving the contract with Xerox at a cost of \$330,000. This item is exempt from formal bid requirements per the Illinois Community College Act, Section 805/3-27.1 (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds are from FY21 Reprographics budget.

Mr. Randles explained the format we use when presenting materials to the Board. He highlighted that the title of each item falls back to the agenda. The department/area/employee closely related to the need writes up the summary presented to the Board. We then tie that to one of Parkland's strategic goals and include a closing paragraph with administrations recommendation.

Mr. Randles noted that this lease is exempt from bid. Ms. Stuart highlighted that we have three main production machines used in Reprographics – (2) black and white and (1) color machine. She explained that this will be a \$150,000 cost savings over the next five years, compared to the current contract, and meets our level of quality.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the acceptance of a new five-year lease with Xerox to upgrade the reprographics color and black and white Xerox machines at a cost of \$330,000.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

### **PHS EXTERIOR RENOVATIONS**

At the September 2018 Board meeting, PHS funds in the amount of \$500,000 were approved for several projects, including renovation of existing exterior siding systems in the L Wing Vivarium and other wings. The existing wood exterior siding and support structures will be removed and new wood installed. All exterior siding and trim will be re-stained to match existing exterior systems. Work will be done in the summer of 2021.

These projects relate to the following strategic goal:

**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.

**E1.** Communicate and implement Parkland's established core values to guide conduct and practices of Parkland College students, faculty, staff, and administration.

**E2.** Utilize our strategic technology plan to support all areas of the college.

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

**E4.** Develop and implement external funding plans to support key college projects and offset declining government support using Foundation fundraising, public/private partnerships, and alumni outreach.

Bids for this construction have been received from five (5) contractors. The bids were as follows:

|   |              |
|---|--------------|
| 1. Diamond Design & Construction, Bloomington, IL | \$307,880.00 |
| 2. English Brothers Co., Champaign, IL            | 431,200.00   |
| 3. Grunloh Construction, Effingham, IL            | 556,000.00   |
| 4. Commercial Builders, Champaign, IL             | 662,500.00   |
| 5. BOWA Construction, Chicago, IL                 | 642,937.00   |

Administration recommended the bid for renovation of existing exterior siding and systems be awarded to Diamond Design & Construction of Bloomington, IL in the amount of \$307,880.00.

Mr. Randles explained that PHS (protection health safety) refers to a fund that the college has legal authority to levy a tax to pay for facility repairs. These projects require ICCB approval. The Board approves these projects in the fall, and we work to complete them over the next year. It is noted that this project was approved in the fall. Jim Bustard has been working with the architect to get bids and the College is recommending the low bid. Jim Bustard and the architect followed up with four references, and all checked out positively.

Mr. Clem noted that the bids are pretty spread out and questioned the \$100,000 difference between bids. He noted that if these are prevailing wage jobs, labor should be about the same. Mr. Bustard explained that we had seven contractors show for pre-bid and the architect answered questions about work and details. There seem to be quite a difference in the number of man hours that each felt were required to do the job. Mr. Clem asked how we go about verifying that employees on these projects are paid prevailing wage. Mr. Bustard

explained that we receive certified payroll copies. Mr. Clem expressed concern that this non-union contractor might ruffle some feathers.

It was moved by Mr. Trimble and seconded by Mr. Voyles that the bid for the renovation of exterior siding and systems be awarded to Diamond Design & Construction of Bloomington, IL in the amount of \$307,880.00.

The motion carried by the following vote: AYES—Ayers, Banks, Johnson, Trimble, Voyles, and Green; NAYS—Clem; ABSENT—Sortor (Student Trustee).

### **EXEMPT PURCHASE – SIMULATION EQUIPMENT FOR TWO ADDITIONAL SIMULATION BAYS**

The Huff-McGrain Simulation Lab plays a vital role in Health Professions by providing simulation-based education (SBE) for NUR, LPN and EMS, students on a regular basis. In 2018, the Huff-McGrain Simulation Lab doubled in size to meet increased demands, improve fidelity, and move toward alignment with the International Nursing Association for Clinical Simulate and Learning (INACSL) standards of best practice. This expansion added a much-needed home care bay and opportunity for students from Certified Nurse Assistant, Dental Hygiene and Surgical Technology to participate in simulation for the first time. We are currently in the process of purchasing AV equipment for one half of the expanded simulation lab with Perkins funds. This will greatly improve the simulation experience for all students. Two additional rooms need to be outfitted with integrated AV equipment. An effective system utilizes an integrated system of cameras, microphones, monitors, and software that allow students to be immersed in a simulated clinical environment for remote learning as well as face to face simulation labs. The new AV and software system, designed specifically for simulation would provide high quality audio and visual functions and improve the learning experience for Parkland students.

Providing remote and on campus simulation experiences to Health Profession students relate 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.

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

**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.

**C1.** Implement effective collaborations with K–12 districts that develop a college-going culture and build students' college success skills to accelerate the progress of students on the college pathway.



**C2.** Develop partnerships with district employers to identify employability skills, collaborate in the development of curriculum and delivery systems, and create employment and internship opportunities for students.

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

Administration recommended purchasing the software and equipment for two additional simulation rooms from Intelligent Video Solutions for a total of \$25,902.64. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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 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 FY 2021 CARES SIP budget for this purchase.

Mr. Randles explained that the Board will see a lot of tech and software type items that are approved as exempt due to the reasons noted above. He noted that there will be things we bring to the Board that are add-ons or upgrades to the system. We do our due diligence to ensure that we need those items and what the price tag is. The last sentence of our closing paragraph indicates if there is funding available and where from.

Ms. Banks asked if we are equipped to calibrate or maintenance this equipment. Vice President Sutton ensured that we are being very strategic about the choices to bring tech to campus and that we work with Campus Tech to make plans on how to sustain the tech we have. Carolyn Ragsdale, Dean of Health Professions, noted that in addition to our own Campus Tech, we have a contract with a company to help maintenance those components. They are very familiar with the items and have worked with Campus Tech to help choose those components.

It was moved by Mr. Johnson and seconded by Mr. Ayers to approve the purchase of simulation equipment and software from Intelligent Video Solutions of Sussex, WI for \$25,902.64.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

### **STEAM STERILIZER AND REVERSE OSMOSIS FILTRATION SYSTEM**

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 five companies requesting bids for a Steam Sterilizer and Reverse Osmosis System. Two vendors submitted a bid.

The steam sterilizer is used for the decontamination of laboratory, research, animal care, and medical care supplies by the Health Professions and Natural Sciences departments and is necessary for the continued operation of the Dental Hygiene Clinic. The steam sterilizer is in use a minimum of two hours per day and averages 600 sterilizing runs per year. The current unit is 17 years old, 5 years past the average life expectancy, and has multiple components that no longer have replacement parts available.

This purchase relates to the following Strategic Goals:

**Goal A: Quality:** 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.

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

**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.

**E2.** Utilize our strategic technology plan to support all areas 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 recommended acceptance of the bid from Getinge USA Sales at the cost of \$50,974.43. Funds are available from FY2021 Perkins funds and FY2021 Operating Funds

|   |             |
|---|-------------|
| Getinge USA Sales<br>Wayne, NJ                | \$50,974.43 |
| Fisher Scientific Company<br>Hanover Park, IL | \$68,945.65 |

It was moved by Ms. Banks and seconded by Mr. Ayers to approve the bid from Getinge Sales USA of Wayne, NJ for a steam sterilizer and reverse osmosis filtration system for a cost of \$50,974.43.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

**CLOSED SESSION**

Chairman Green stated that the Board would not be going into closed session.

**PERSONNEL REPORT**

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the Personnel Report for April 2021, in accordance with the documents that will be incorporated in the official minutes.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

**TRUSTEE REPORTS**

Mr. Trimble welcomed Mr. Johnson and Mr. Voyles back to the Board and welcomed Ms. Banks and Mr. Clem and offered any support they may need.

Mr. Johnson stated that it was obvious by listening that they are going to be a terrific addition to the board, noting no disrespect to the succeeding who are also very good. He appreciated the questions they asked and will help us understand the process for many years to come.

Chair Green -echoed these sentiments and noted that she is looking forward to serving with this current Board.

Mr. Ayers extended a welcome to all.

Ms. Banks stated she is very happy to be here and looks forward to working with everyone.

**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 8:23 p.m.

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Bianca Green, Chairman  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees