

**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**

DECEMBER 15, 2021

ROLL CALL

The Meeting was called to order by Bianca Green, Chairman, at 7:00 p.m. The meeting was held in Room U325, 2400 W. Bradley, Champaign, Illinois, and 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, James Voyles, and Jayden Sortor (Student Trustee). Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

CONSENT AGENDA MOTION

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

It was moved by Mr. Johnson and seconded by Mr. Clem 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, Sortor (Advisory Vote), 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 November 17, 2021.
- Approved the voucher checks listing thru November 30, 2021, totaling \$5,970,786.37.
- Approved the awarding of funds from external sources as follows:
 - Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund (IEPA funding) – Energy Efficiency Internships
- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): Innovative Bridge and Transitions Grant

- Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI)
- Moved that the notice published in The News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2022 be recognized as being published.

PUBLIC COMMENTS

Chairman Green opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA provided an end-of-the-year report on PCA activities, including updates on committee and sub-committee work. He thanked the Board and noted that he feels blessed to be at a college where shared governance plays as much of an important role as it does.

Trustee Trimble noted that he appreciates receiving the report in advance, as it makes it easier to absorb the magnitude of what PCA does. Chair Green thanked PCA for all they do.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- The college will be closed for winter break starting at 5:00 p.m., December 23-January 2. The campus will reopen on January 3.
 - Covid testing will still be available in the E building with regular hours.
 - Wesley Food Pantry will remain open in the M-wing.
 - So far, as of this morning, enrollment numbers are in the positive.
- Parkland's submission for the Build Back Better Regional grant was not selected. They chose a submission out of the Chicago metro area. Hopefully components of our plan can be used for other opportunities.
- Parkland's SWFT equity initiative has been refunded for a third year, receiving \$1.2 million through the Illinois Workforce Equity Initiative (WEI) grant. This is a great opportunity for our students and our community.
- Volleyball won its national championship this year. This is the fourth national title, and the thirteenth year our volleyball team has played in the national games. Congratulated Jayden and the team on their success.
- Derrick Baker, Dean of Career and Technical Education, will be meeting with Agribusiness Alliance on March 10, in an effort to connect our faculty with business

in the Ag community. He is working hard to improve and continue our longstanding relationships within the Ag community. We'll keep the Board posted.

- There will be a Public Safety presentation at the January Board meeting. This will be a two-part presentation which will lead into closed session.

LEGISLATIVE UPDATE

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

We are in the process of planning the itinerary for NLS, scheduling committee meetings and legislator visits. We'll share more details with the Board as those come together.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Stephanie Stuart reported on the following FOIA requests:

Requestor

Information Requested

Joseph Clayborne	Contracts/Credit Card Transaction Information
Joseph Clayborne	Merchant Statements and Credit Gateway Provider
Michael Ayele	Student Information
Dennis Toeppen	Employee Information
Fahimeh Asar	Student Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for November reflect the results of operations of the College for the first five months of fiscal year 2022. The revised budget estimates indicate that expenses will exceed revenues by \$609,493 in the general operating funds.

- The key factors for the College's operating results in FY2022 will be tuition & fees revenue (enrollment), self-funded health claims, and continued impact of COVID-19 (including relief funding such as HEERF III).
- The College has received its first five (of twelve) FY2022 ICCB Base Operating and Equalization Grant payments.
- The tentative and original FY2021 budgets projected a \$426,199 deficit.
- The FY2022 audited beginning operating fund balance is \$27.3M. This amount is 54% of operating expenditures.

- The FY2022 College tentative budget was lodged in July.
- The FY2022 College final budget was approved in September.
- The FY2021 College audit was approved in November.
- The TY2021 tax levy was approved in November.

Mr. Randles noted that we expect to do a Budget Workshop in February. If the Board has questions or topics, let us know and we'll address them. Will plan to look at the corporate property replacement tax. It's trending higher than we expected. We will also look into the self-insured health claims. They are far in excess of what we projected.

Martin Hood completed their ninth year, and the Board just approved the audit. We anticipate doing an RFT in January or February and will bring something to the Board for the new fiscal year.

EXEMPT PURCHASE – FERRILLI EMPLOYEE PORTAL DESIGN

The Parkland College employee portal is a critical campus service that provides employees access to a variety of campus services, employment information, and critical communication. The existing My.Parkland.edu portal is currently built on an outdated technology that poses substantial security risks and potential disruption to campus operations. Recognizing the need to replace the existing My.Parkland.edu portal, the college's Web Governance Committee formed an ad hoc Intranet Exploratory Committee to gather feedback from key stakeholders and explore technology solutions to replace the existing portal for employees and students. Following more than a year of meetings and exploration of different avenues to accomplish this goal, the group determined that the existing My.Parkland.edu should be divided into two separate projects to replace the existing service, each focusing on the distinct needs of students and employees.

The Intranet Exploratory Committee engaged with Ferrilli to conduct an initial SharePoint assessment to determine the feasibility of utilizing the SharePoint online platform for the employee portal due to their expertise in developing similar solutions for higher education clients and their highly specialized knowledge of the college's Ellucian Colleague ERP system. That SharePoint assessment concluded that proceeding with SharePoint online for the employee portal solution will result in the most functional, integrated solution for employees. Ferrilli will design and develop the new employee portal. This is one of two purchases to support the migration of digital content from My.Parkland.edu portal to a supportable service.

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 recommended, the purchase of professional services from Ferrilli to design and develop the new employee portal for a total cost not to exceed \$49,350. This item 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, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 operating funds as well as the CARES, CRRSAA, and American Rescue Plan grant funds.

It was moved by Mr. Voyles and seconded by Ms. Sortor to approve the purchase of professional services from Ferrilli of Haddonfield, NJ for a total cost not to exceed \$49,350.

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

EXEMPT PURCHASE – SURFACE 51 STUDENT EXPERIENCE PORTAL DESIGN

The Parkland College student portal is an essential technology platform that provides students with a centralized location for critical enrollment information, online course access, technology services, engagement opportunities, and other timely information. The existing My.Parkland.edu portal is currently built on an outdated technology that poses substantial security risks and potential disruption to campus operations. Recognizing the need to replace the existing My.Parkland.edu portal, the college's Web Governance Committee formed an ad hoc the Intranet Exploratory Committee to gather feedback from key stakeholders--including students--and explore technology solutions to replace the existing portal. Following more than a year of meetings and exploration of different avenues to accomplish this goal, the group determined that building a student experience portal utilizing the college's DNN website platform would best meet the needs of students and accomplish the institution's goals for student engagement.

The Intranet Exploratory Committee engaged in discussions with local firm Surface 51, which developed the redesigned Parkland.edu website that launched in 2018 and has resulted in an improved and expanded web presence for the college. As a result of those discussions, Surface 51 is prepared to provide specialized design, development, copywriting, deployment, accessibility, testing, and support services to the college to successfully replace the college's aging portal service with an engaging new platform for students. This is one of two purchases to support the migration of digital content from My.Parkland.edu portal to a supportable service.

This purchase relates to the following strategic goals:

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.

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.

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, the purchase of professional services from Surface 51 to design and develop the new student portal for a total not to exceed \$28,125. This item 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, or services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 operating funds as well as the CARES, CRRSAA, and American Rescue Plan grant funds.

It was moved by Mr. Johnson and seconded by Ms. Banks to approve the purchase of professional services from Surface 51 of Champaign, IL for a total not to exceed \$28,125.

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

NEW CAREER PROGRAM

Approval was recommended for the following career certificate:

- Precision Agriculture Fundamentals certificate – 6 credit hours

Rationale for the Precision Agriculture Fundamentals Certificate

The Precision Agriculture Fundamentals certificate targets high school students who are interested in careers in Precision Agriculture. It will be delivered through the Early College and Career Academy. Completion of this credential prepares graduating high school

seniors for internships and/or entry-level employment in the precision agriculture industry. It is designed as a stackable certificate so that students begin earning credits toward the Precision Agriculture Technology certificate or the Precision Agriculture A.A.S. degree, encouraging high school graduates to continue their education and training at Parkland. By reaching secondary students early in their career decision process, this certificate ensures a pipeline of students into the high skill, high demand, and high wage employment opportunities in precision agriculture.

This certificate has a secondary target audience – students whose primary interest are in other agriculture-related fields such as agribusiness or diesel technology. Completion of this certificate adds value to their career preparation. Knowledge of precision agriculture fundamentals enhances their work in sales with local equipment dealers and agricultural cooperatives or as technicians.

This certificate has been approved by the college's Curriculum Committee. It will be offered through the Agriculture department in the Career and Technical Education division. It was moved by Mr. Johnson and seconded by Ms. Banks to approve the purchase of professional services from Surface 51 of Champaign, IL for a total not to exceed \$28,125.

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the new certificate, Precision Agriculture Fundamentals, as described above.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Johnson, Trimble, Voyles, Sortor (Advisory Vote), 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 Ms. Banks and seconded by Ms. Sortor to approve the Personnel Report for December 2021, in accordance with the document provided to the Board.

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

PUBLICATION NOTICE

It is necessary to indicate in the minutes that the proper notice was published in the News-Gazette regarding the schedule of regular meetings of the Board of Trustees for 2022.

TRUSTEE REPORTS

There were no trustee comments.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Ms. Sortor for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:32 p.m.

Bianca T. Green, Chair
Board of Trustees

James Ayers, Secretary
Board of Trustees