

**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**

February 17, 2021

ROLL CALL

The Meeting was called to order by Bianca Green, Chairman, at 7:03 p.m. The meeting was held electronically via Zoom. At the direction of Chairman Green, Krystal S. 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 7:41 p.m.

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. Ayers 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.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Regular Meeting held on January 20, 2021
- Approved the voucher checks listing thru January 31, 2021, totaling \$958,039.53.
- Approved the awarding of funds from external sources as follows:
 - National Science Foundation (NSF): Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM)
 - U.S. Department of Education: CARES Higher Education Emergency Relief Fund (HEERF): Emergency Financial Aid Grants to Students (CRRSAA allocation)

- U.S. Department of Education: CARES Higher Education Emergency Relief Fund (HEERF): Institutional Portion (CRRSAA allocation)
- Approved the filing of the following grant applications:
 - Illinois Department of Commerce & Economic Opportunity (DCEO): Manufacturing Training Academies
- Approved the recommended changes to the following policies in the Policy and Procedures Manual:
 - 3.01 Policy Prohibiting Sex-Based Misconduct
 - 9.07 Sabbatical Policy and Procedures

PUBLIC COMMENTS

Chairman Green opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Joshua Birky, Vice-President of PCA, stated that there was nothing to report.

PRESIDENT'S REPORT

Dr. Ramage reported on the following:

- Due to planning reasons, the decision was made to host a virtual commencement ceremony this year. The ceremony will be held on May 13, 2021.
- We are anticipating a normal Fall semester, assuming we are in IL Phase 5. Academic Services has rolled over the Fall 2019 schedule, which includes on campus, hybrid and online courses. We will revert back to online if needed.
- Grants updates:
 - Advanced Manufacturing Training Academy - thanked Stephanie Stuart, Pam Lau, Josh Birkey, Lily Worby, and the Grants Office for their work. We anticipate being notified in March.
 - Parkland has received its fourth National Science Grant. It is very unusual for a college to receive one, let alone four. Thanked Curtis Shoaf, Britt Carlson, and Chelsea Lloyd as the primary investigators for this grant.

Chairman Green asked if summer will be a continuation of what we're doing now. Dr. Ramage confirmed that was correct and noted that a vast majority of summer classes were online even prior to COVID.

PARKLAND FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 2nd quarter, FY21 achievements of the Foundation. A handout was provided to the Board.

ENROLLMENT UPDATE

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

- Fall 2020 End of Semester Enrollment
- Spring 2021 10th Day Enrollment

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 requests made under the FOIA during the month and the disposition of the requests.

Requestor

Information Requested

Michael Ayele	Out of State Records
Kaitlyn Farley	FOIA Logs, President's Business Expenditures
Mary Rankin	Student Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for January reflect the results of operations of the College for the first seven months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$2,487,490 in the general operating funds.

- 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 FY21 retirements due to the VSP programs post December 31, 2020.
 - 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. Champaign and Douglas County have material payments still due.
- The College has received its first seven 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 TY2020 tax levy was approved in November.

2021-2022 TUITION

After carefully reviewing the projected revenues and expenditures Administration recommended no increase for base tuition next year. Tuition rates will remain the same for FY2022.

FY2022 (effective summer term 2021) per credit hour tuition rates as follows:

	On Campus Base Tuition	On Line Base Tuition
In-District	\$ 148.50	\$ 148.50
In-District Tier 2 Career Programs	\$ 225.00	\$ 225.00
Out-of-District	\$ 363.50	\$ 225.00
Out-of-District Tier 2 Career Programs	\$ 363.50	\$ 225.00
Out-of-State	\$ 508.50	\$ 280.00
Out-of-State Tier 2 Career Programs	\$ 508.50	\$ 280.00
International	\$ 508.50	\$ 280.00
International Tier 2 Career Programs	\$ 508.50	\$ 280.00
CNH & Ford ASSET In-District	\$ 225.00	\$ 225.00
CNH & Ford ASSET NOT In-District	\$ 225.00	\$ 225.00
Aviation In-District	\$ 225.00	\$ 225.00
Aviation Out-of-District	\$ 225.00	\$ 225.00
Aviation International	\$ 508.50	\$ 280.00

Tier 2 Career Programs include the following pre-fixes: DHG, LPN, NUR, OTA, RTT, SUR, VTT, and XRA.

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve tuition effective Summer term 2021 as indicated above.

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

2021-2022 COURSE FEE SCHEDULE

A schedule of course fees for FY 2021-2022 has been developed by the Vice President for Academic Services in consultation with the academic division deans. These proposed fees are based on Policy 8.25 that states “Course fees are charged to help defray the costs of supplies, equipment, maintenance, and usual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.”

The proposed 2021-2022 Course Fee Schedule is attached for the Board’s review.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the recommended 2021-2022 Course Fee Schedule in accordance with the attached document.

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

DUAL CREDIT FEES

In accordance with the Illinois Community College Board and the Illinois Dual Credit Quality Act, and in partnership with district 505 high schools, Parkland College has drafted a memorandum of understanding (MOU) designed to provide early college opportunities to secondary students to reduce college costs, speed time to degree completion, facilitate the transition between high school and college, improve and align high school curriculum with college and workplace expectations, and offer opportunities for improving degree attainment for underserved student populations.

Parkland College partners with District 505 high schools for dual credit course offerings in a variety of models. Dual Credit courses are administered through the Office of Early College Services, which assists high schools in curriculum selection, scheduling, application, assessment, advisement, and registration.

Beginning Fall 2021 a fee structure, adopted from the Illinois Model Partnership Agreement, will be as follows:

1. Courses taught at the high school by a dual credit qualified high school instructor:
Priority courses with an Illinois Articulation Initiative code and included in the General Education Core Curriculum (GECC) will have a per-student enrollment fee equal to eight percent (8%) of the In-District Rate
Non-Priority courses not included in the GECC will have a per-student enrollment fee equal to twelve percent (12%) of the In-District Rate.
2. Courses taught at the high school by a Parkland College faculty person or courses taught online by a Parkland College faculty member:
The high school is billed for the equated contact hours (ECH) per the Part-Time Faculty Organization contract.

Fees will be based on the previous year's in-district tuition rate. The high school or student is responsible for textbooks, technology, and any course related materials necessary for the course.

Administration recommended approval of the Dual Credit fee structure, adopted from the Illinois Model Partnership Agreement.

It was moved by Mr. Dixon and seconded by Mr. Johnson to approve structured fees for Dual Credit courses as outlined through the development of a Local Partnership Agreement (LPA), or MOU, for dual credit programming

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

EXEMPT PURCHASE – TESTING UNITS FOR PLACEMENT TESTING

The Parkland College Assessment Center uses ALEKS PPL testing system to determine developmental and college-level placements, based on the placement scores. ALEKS results also determine high school students' eligibility for dual credit courses.

McGraw-Hill Global Education Holdings LLC of Blacklick, OH is the sole developer, distributor, and owner of the ALEKS PPL and units used by Parkland College for math placement testing must be purchased directly from them. The unit price is the same for all public Illinois community colleges. McGraw-Hill's ALEKS PPL testing system to place students in the proper levels of mathematics. The estimated annual usage is 4,000 units at \$15.00 per unit for a total cost of \$60,000.

This purchase relates to the following Strategic Goals:

Goal B: Completion – Parkland College will increase student retention, persistence, and completion.

B.2 Improve student success by providing comprehensive support systems.

Administration recommended purchasing the ALEKS PPL testing units from McGraw-Hill for a total cost of \$60,000. These items are exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (i), 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 FY2021 and FY2022 operating budgets.

It was moved by Mr. Johnson and seconded by Mr. Trimble to approve the purchase of ALEKS PPL testing units proposed from McGraw-Hill Global Education Holdings LLC of Blacklick, OH, at a cost of \$60,000.

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

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 February 2021, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Trustee Johnson expressed his compliments to administration and faculty for getting through very difficult times.

Chairman Green noted that she recognizes we are in uncertain times and if any way possible, we would plan an in-person graduation. She feels that everyone did an amazing job on the virtual ceremony last year and knows this year will be just as special.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Johnson and seconded by Mr. Voyles for adjournment and voted AYE by all trustees present. The meeting was adjourned at 7:52 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees