

**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**

JANUARY 20, 2021

ROLL CALL

The Meeting was called to order by Bianca Green, Vice-Chairman, at 7:00 p.m. the meeting was held electronically via Zoom. At the direction of Trustee 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, 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

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

It was moved by Mr. Johnson 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) and 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 December 16, 2020; and Special and Closed Session Meetings held on September 16, 2020.
- Approved the voucher checks listing thru December 31, 2020, totaling \$1,762,081.56.
- Declared the following as surplus property:
 - 2004 Kia Sorento
 - VIN# KNDJC733245249001
 - 2002 VW JETTA (VIN# 3VWSB69M42M068049)
 - 2001 Chrysler PT Cruiser (VIN# 3C8FY4BB71T696528)

- 1998 Oldsmobile Aurora (VIN# 1G3GR62C3W4125073)
- Approved the filing of the following grant applications:
 - Champaign Rotary Club: Frank Clark Grants
- Approved the awarding of funds from external sources as follows:
 - University of Illinois at Urbana-Champaign (UIUC): Global and International Studies in Social Science Course Development (Dept. Ed. Title VI Funding via REEEC)
- Approved the recommendation by Legal Counsel that the June 17, 2020 Closed Session minutes be released for public inspection.

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, noted that there was nothing to report.

PRESIDENT'S REPORT

Dr. Thomas Ramage reported on the following:

- Introduced Kevin Hastings as the new PCA President.
- Budget Workshop is scheduled for February 17 at 5:30 p.m. The Regular Board Meeting will follow at 7:00 p.m.
- Registration for the virtual ACCT NLS conference is open. Trustees should let Krystal know if they are interested in attending.
- Parkland athletics will start back up next week.
 - a. Trustee Johnson stated that he feels Parkland athletics is well done and enhances the College in a number of ways, noting that it is a great source of pride for the College.
- Parkland has received its fourth National Science Foundation (NSF) grant for \$649,771. This grant is for Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM). We currently have three NSF-Advanced Technological Education (ATE) grants in the Ag area. Special thanks to Britt Carlson, Associate Professor in Chemistry; along with support from Chelsea Lloyd, Instructor in Microbiology; and Curtis Shoaf, Associate Professor in Physics, for their work in getting this grant.
- Chris Randles provided a CARES update A handout was provided to the Board.

- a. Dr. Ramage noted that enrollment is down about 18% compared to this time last year. We've budgeted for a 20% reduction. Community colleges and universities are suffering alike, most likely because of the online format. We anticipate better days going forward.
- b. Trustee Ayers asked if we did an evaluation to see how the first semester went, or if we can look into that. Dr. Ramage noted that we send end of course evaluations. They will look into those comments and how to collect that data.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, provided a legislative update.

She also noted that Parkland has been working with legislators to garner support for the manufacturing training academy grant submission.

It was asked if we have any plans to renew our efforts for a baccalaureate nursing program. Dr. Ramage indicated that the shift has been towards child development. The need in nursing is still there, but child development may be easier to obtain.

FREEDOM OF INFORMATION ACT (FOIA)

Stephanie Stuart reported on the following FOIA requests:

<u>Requestor</u>	<u>Information Requested</u>
Ryan Evans	All students' directory information
Michael Ayele	Out of state records
Ken Deloian	Directory report

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for December reflect the results of operations of the College for the first six months of fiscal year 2021. The revised budget estimates indicate that expenses will exceed revenues by \$2,345,646 in the general operating funds.

- The financial statements have been adjusted to reflect:
 - Expense reductions for FY21 retirements due to the VSP programs.
 - 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 only slightly behind last year's timing.
- The College has received its first five 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.
- The FY2021 budget workshop is tentatively planned for February 2021.

Mr. Randles stated that we continue, as noted in the bullet points, to adjust the general ledger with some of the cost saving initiatives. Additional cuts were also made to the contractual, commodities, and travel expenses. He reminded the Board that at the last Budget Workshop, we began with a projected \$4.9 million deficit if expenditures remained the same. Our enrollment is down less than projected; therefore, the budget is better than expected. While this year will look much better than expected, we'll be somewhere around 50% of where we were a decade ago. The question now becomes: if this is our new normal, can we sustain given this new lower number of students? He reminded the trustees the Budget Workshop is an open meeting and everything we discuss has some effect on negotiations.

Mr. Randles provided a document which shows CARES money and how it was dispersed to students and the institutional funds. We are getting ready for the second round of cares funding. We do not have good guidance, yet, if this can be used for lost revenue. We hope to have more information by the February meeting. He thanked Josh and Lily for their

amazing work in helping us track our Covid expenditures. In theory, they are eligible for 75% reimbursement from FEMA. We have about \$38,000 that we hope to be reimbursed for.

EXEMPT PURCHASE – COMEVO LAUNCH ONLINE ORIENTATION SOFTWARE

In support of our educational and institutional mission, Administration recommended licensing Comevo Launch Online Orientation Software. This software will provide the college access to an interactive online orientation program that is highly customizable, user-friendly, mobile-friendly, and available 24/7. This program will allow staff to customize orientation pathways for different groups of students and track students' progress through orientation. Orientation can be completed at a time that is convenient for the student. This online system reduces paper consumption, staff involvement, and in-person contact. The 24/7 online format allows a student to move through the enrollment pipeline more easily to complete registration.

- This is a five-year agreement to license Comevo Launch Online Orientation Software from Comevo, 3590 Sacramento Drive #130, San Luis Obispo, CA 93401, for a total cost of \$43,280. This cost includes \$23,280 for year one and \$5,000 annually for year 2 through 5.

This purchase relates to the following strategic goals:

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

Goal B1: Prioritize the student's first year across all areas of the college.

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.

Goal 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.

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 Comevo Launch Online Orientation Software not to exceed a total cost of \$43,280. These items are 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; (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds for these purchases are available in the FY 2021 operating budget and Parkland Foundation funds as well as CARES, CURES, and GEER grant funds.

It was moved by Mr. Voyles and seconded by Mr. Ayers to approve the purchase of Comevo Launch Online Orientation Software from Comevo Corporation not to exceed a total cost of \$43,280.

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 – INSTRUCTIONAL/OFFICE COMPUTER HARDWARE & SOFTWARE

In support of the rotational plan for computer replacement, classroom instruction, updating servers/data storage and security requirements, the following recommendations were made:

- Purchasing Dell infrastructure systems SSD storage arrays to upgrade end of life systems, for instructional and office use from Dell Computer Corporation of Round Rock, Texas for a total cost of \$270,000.

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 Instructional/Office Computer Hardware & Software not to exceed a total cost of \$270,000. These items are 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; (g) contracts for duplicating machines and supplies. Board

authorization is requested since the cost exceeds \$20,000. Funds for these purchases are available in the FY 2021 operating budget as well as CARES, CURES, and GEER grant funds.

It was moved by Mr. Trimble and seconded by Mr. Ayers to approve the purchase of Instructional/Office Computer Hardware & Software from Dell Computer Corporation not to exceed a total cost of \$270,000.

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

Trustee Trimble noted that they've approved a lot of technology expenditures using CARES funds, and is concerned about our ability to afford those going forward. Mr. Randles recognized that hardware will last for the lifespan of the equipment and software becomes an annual cost. This is something they plan to address at next month's meeting.

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 February meeting.

3.01 Policy Prohibiting Sex-Based Misconduct

Change in the Federal Title IX Law under the Trump Administration requires us to completely change our Policy and build new procedures.

9.07 Sabbatical Policy and Procedures

1. Considerable time has passed since the policy and bylaws was written or even reviewed by a representative group of individuals. Many minor revisions have been made to various sections. Some policies reside within the procedures section and there is some redundancy of information.
2. Individuals (faculty, sabbatical applicants, committee members, sabbatical recipients, PCA officers, administration) have expressed frustration about to the lack of clarity of the sabbatical PNP. Many feel it is neither reader- nor user-friendly.
3. PCA tasked the committee with revising some of the policies related to committee selection, chair selection, terms of committee members, etc., to bring those in-line with guidelines followed by other PCA committees.
4. PCA tasked the committee to find a way to strengthen the wording of the policy to more clearly define the professional growth and development of sabbatical leave.
5. The library staff would like a more clearly defined procedure for the submission of sabbatical reports. We've had problems in the past getting sabbatical recipients to turn in their reports in a timely manner. Some reports have even lacked discussion of the professional development achieved by the recipient. Given that these are made public on Parkland's online institutional repository (SPARK), there is concern that the public may view our sabbatical process as nothing more than time off.

6. The Parkland BOT have a fiduciary duty to the taxpayers in our district. Articulating goals and activities that demonstrate how sabbatical awardees will grow professionally as Parkland educators helps to ensure continued board support for sabbatical leave.

Mr. Hastings thanked Professor Julie Angel and the many others who put in the efforts to form Policy 9.07. Dr. Lau added that the it had been two decades since this policy had been updated and is the longest policy in the manual. They worked with a committee, which included representatives in every academic area. She explained that when we bring sabbatical proposals to the Board for approval, we want to make sure that every request feeds back to the quality of teaching and learning. Trustee Voyles asked if this was a negotiated benefit. Dr. Lau explained that the benefit is the opportunity to apply. It is managements responsibility to determine if funds are available. She noted that we are not accepting applications this year because of Covid.

Mr. Trame referenced Policy 3.01, noting that there was a massive change in the Title IX law which left colleges little time to rewrite the policy. We joined with other community colleges and worked with legal counsel to rewrite the policy in order to meet the requirements of the Federal government.

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Dixon and seconded by Mr. Voyles to approve the Personnel Report for January 2021, in accordance with the document that was 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

Trustee Johnson thanked Trustee Voyles for his help with a question he had. He also expressed his appreciation for Lorna Geiler's professionalism in response to another question he had.

Trustee Johnson voiced his hatred for taxes and tuition increases, but recognizes the situation we're in. He hopes that people from the public also realize their difficult position and is not critical. He noted that it's either that or we do not have the best college.

Chairman Green thanked everyone at Parkland for continuing to do everything in their power to serve students. She understands we may still be in a challenging situation with

enrollment down, but has to believe we're heading in the right direction. She's hopeful that things will turn around by graduation.

Trustee Johnson voiced that Dean Smigielski is doing a great job and she is appreciated.

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 7:48 p.m.

Bianca Green, Chairman
Board of Trustees

James L. Ayers, Secretary
Board of Trustees