

**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**

OCTOBER 20, 2021

ROLL CALL

The Meeting was called to order by Bianca Green, Chairman, at 7:02 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, 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

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

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

- Approved the minutes of the regular meeting held on September 15, 2021.
- Approved the voucher checks listing thru September 30, 2021, totaling \$7,929,296.75.
- Approved the submittal of the Illinois Community College Board project under the Resource Allocation Management Program for a new Physical Sciences Training Center.
- Approved the filing of the following grant applications:
 - Illinois Community College Board: Governor’s Emergency Education Relief Funds (GEERF II)
 - Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund (IEPA funding) – Energy Efficiency Internships
- Approved the awarding of funds from following external sources:
 - NASPA-Student Affairs Administrators in Higher Education: 2021 First-Generation College Celebration Grant

- U.S. Department of Education: Child Care Access Means Parents in School (CCAMPIS)
- Illinois Community College Board (ICCB): Apprenticeship Grant: Customized Apprenticeship Programming—Information Technology (CAP-IT) (DOL-ETA, Year 3 funding)

PUBLIC COMMENTS

The Chairman will open the floor for public comments.

There were no public comments.

COMMUNICATION FROM PCA

There were no updates from PCA.

PRESIDENT'S REPORT

Dr. Thomas Ramage reported on the following:

- The Central Illinois Regional Growth Coalition aims to transform the economic opportunities in the region with emerging SMART sectors in Sustainability (Electric Vehicles, Clean Energy, Biobased products, Carbon Capture), Manufacturing (Advanced, Skilled, Makers), Agriculture (Bioprocessing, AgTech, Precision Agriculture), Robotics (Automation, Robots, CNC), and Transportation (Autonomous Vehicles, Logistics, Transit).

Partners included are: UIUC, ISU, Bradley, UIS, Heartland, Richland, Illinois Central, Lincoln Land, Regional Economic Development Corporations, as well as Parkland and others.

Planning grant for \$500k submitted on October 19th with December notification. If successful, a full proposal will be developed in the range of \$75 to \$100mm.

This strategy leverages historic investment in Illinois in clean energy, innovation hubs, and electric vehicles. To foster this growth, we will create a network of advanced manufacturing training academies, expand digital skill development, launch a network of incubators and entrepreneurship resources for new products, advance key infrastructure projects focused on electric and autonomous transportation, and support new clean energy and sustainable capabilities.

- Thanked trustees Ayers, Banks, and Voyles for their attendance at the ACCT Leadership Congress. Thanked Dr. Lau, Vice President Stuart, and Trustee Ayers for presenting “Building Bridges to Overcome Barriers” at the conference.

- Updated that we hosted the new Unit 4 Superintendent Dr. Sheila Boozer on campus for lunch and a tour this afternoon.
- Informed that the Creating Impact event begins next week and is our only scholarship fundraising event. Thanked everyone who sponsored this event.

WORKFORCE EQUITY INITIATIVE (WEI) & SUPPORT FOR WORKFORCE TRAINING (SWFT) UPDATES

Alicia Beck, Director of SWFT provided updates on WEI and SWFT.

Trustee Banks asked what resource we use to select the jobs. It was noted that we use EMSI to help us determine what jobs are available and to look into labor data. The license for this is paid for through the WEI grant.

Trustee Banks also asked if there has been any thought given to help students prepare for the U of I civil service exams. It was noted that there is an apprenticeship program that looks at bringing in underrepresented individuals, and there have been workshops that assist with testing and the application process. We've been pushing that information to students. The goal with the third-year grant is to strategically build out how to engage with employers on how to proactively help students.

Trustee Ayers also suggested working with upper leadership at the university and Carle. Dr. Ramage noted that he, Dr. Lau, and Ms. Stuart sit on the chancellor's group, and they are well aware and promoting SWFT. Ms. Stuart also noted that the SWFT program is a centerpiece in the narrative in the Building Back Better submission that Laura Frerichs is facilitating.

ENROLLMENT REPORT

Kristin Smigielski, Dean of Enrollment, provided updates on the following:

1. Summer 2021 end-of-semester enrollment data and related enrollment trends.
2. Fall 2021 census date enrollment data and related enrollment trends.

Ms. Smigielski reminded that the High School Counselor Advisory meeting will be held on October 27, from 10 a.m.-1 p.m.

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.

<u>Requestor</u>	<u>Information Requested</u>
Dustha Wahls	Faculty Teaching Schedule Information
John Whitworth	Water Supply Assets Maintenance Agreement

FINANCIAL STATEMENTS

The financial statements for September reflect the results of operations of the College for the first three months of fiscal year 2022. The revised budget estimates indicate that expenses will exceed revenues by \$603,028 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 all of its FY2021 ICCB Base Operating and Equalization payments.
- The College has received its first three (of twelve) FY2022 ICCB Base Operating and Equalization Grant payments.
- The tentative and original FY2021 budgets projected a \$426,199 deficit.
- The FY2022 unaudited beginning operating fund balance is approximately \$27.7M. This amount is 55% 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 will be presented in October or November.
- The TY2021 tax levy will be presented in November or December.

Mr. Randles noted that Martin Hood should hopefully be able to complete the audit next month. There were delays with submitting data to the ICCB website, but we anticipate a clean report. We'll also plan to bring the tax levy to the board next month, and a Truth in Taxation Notice will be published.

EXEMPT PURCHASE – PROTRAIN VENDORS AMENDMENT

Community Education has plans to expand our online offerings and registrations with ProTrain, providing a wide variety of courses/certificates/certifications, applicable course material, course instructors/mentors, student access/support, course hosting/evaluation, and marketing support.

The Board previously approved spending up to \$40,000 with ProTrain for FY 2022 at the March 2021 Board of Trustees meeting. The college requests increasing the approved spending amount by \$30,000 total with already approved training vendor ProTrain.

Founded in 2004, ProTrain offers quality classroom, online, and live synchronous training that meets local, regional, and national requirements. The courses available span a variety of areas including: Accounting and Finance, Business and Leadership, Career and Hospitality, Education and Personal Development, Green and Renewable Energy, Healthcare and Allied Health, Industrial and Skilled Trades, Legal and Criminal Justice, Multimedia and Graphic Design, Programming and Web Applications, Soft Skills, Spanish in the Workplace, Technology and Computer Programs, and many more, including customized programs.

This purchase relates to the following strategic goal:

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.

D1. 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.

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.

Administration recommended the purchase of online courses/certificates/certifications from ProTrain of Raleigh, North Carolina for a total cost of \$30,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY 2022 Workforce Equity Initiative Grant (SWFT funds) and FY 2022 Community Education budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of services from ProTrain of Raleigh, North Carolina, for a total cost of \$30,000.

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

EXEMPT PURCHASE – EMERGENCY MANPOWER SERVICES

Governor Pritzker announced a new executive order that requires all higher education personnel and students across the state to become vaccinated for COVID-19 or receive weekly COVID-19 testing starting September 19, 2021. To remain in compliance with the executive order, Parkland has reduced the number of authorized entrance doors open on the campus that may be used by staff, students, and visitors. We are staffing the doors with entry checkers from approximately 7 am to 8 pm Monday through Friday and a lesser number of entrances on Saturday from 7 am 8 pm. Manpower has been retained to provide the majority of the entry checking staff due to their ability to recruit/supply large numbers of employees quickly. Additionally, this will provide flexibility to staffing and help ensure our compliance with the executive order.

The purchase relates to the following strategic goals:

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

B3: Increase the completion rates of students earning community college credentials (certificates and associate's degrees) while preserving access and enhancing quality.

Goal E: Responsibility: Parkland College will maximize the development and efficient use of its human, technological, and fiscal resources to maintain its financial vitality.

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

Administration recommended approving the purchase of emergency employment services from Manpower of Bloomington, IL for a total cost not to exceed \$275,000. These items are exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (m) where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the board. 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 Ms. Banks and seconded by Mr. Johnson to approve contracting with Manpower of Bloomington, IL to provide employment services for a total cost not to exceed \$275,000.

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

EXEMPT PURCHASE – ELEVATOR MAINTENANCE SERVICE CONTRACT

The College currently uses an outside contractor for repairs and maintenance work for the 14 elevators on the main campus. This is the fourth year of a five-year contract with Kone, Inc. elevator service of Peoria, IL. The fourth year which runs from October 30, 2021, through September 30, 2022, will be at a total cost of \$30,879. At the end of this service contract, September 30, 2023, the College will make a public Request for Proposals for another long-term contract for maintenance and service for these elevators.

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.

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.

Administration recommended purchasing maintenance and service for the College elevator systems from Kone, Inc. of Peoria, IL for a total cost of \$30,879. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY2022 operating budget for this purchase.

It was moved by Mr. Johnson and seconded by Mr. Voyles to approve the purchase of elevator service and maintenance from Kone, Inc. of Peoria, IL for a total cost of \$30,879.

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

PHS CAMPUS ELECTRONIC DOOR LOCK UPGRADE – PHASE I

At the September 2019 Board meeting, Protection, Health and Safety funds (PHS) in the amount of \$2,200,000 were approved for the design of the first phase to upgrade the lock systems for exterior entrance doors to the main campus and the interior doors of the D Wing, from standard key locks to electronic proximity access lock systems. The current campus door locks have been in place for over 30 years and are standard key locks. With the upgrade to electronic locks and proximity card access the ability to control access into main entry doors, classrooms and offices is greatly improved. Campus safety will be enhanced as the new system will allow Public Safety to monitor doors being opened and can control access in emergencies.

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.

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 purchase have been received from three contractors. The bids are as follows:

Bodine Electric Decatur, IL	\$1,995,261
Remco Electric Champaign, IL	\$2,206,400
Glesco Electric Urbana, IL	\$2,248,036

Administration recommended awarding Phase I of upgrading exterior and interior door locks to Bodine Electric of Decatur, IL for a total cost of \$1,995,261. Board authorization is requested since the cost exceeds \$20,000. PHS funds are available for this purchase.

It was moved by Mr. Clem and seconded by Mr. Johnson to approve the bid for Phase I of upgrading exterior and interior door locks to Bodine Electric of Decatur, IL for a total cost of \$1,995,261.

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

EXEMPT PURCHASE – 160 DRIVING ACADEMY

Parkland College Community Education uses 160 Driving Academy to provide the personnel and equipment as well as the recruitment, instruction, marketing, and job placement services for our truck driver training program. The Board of Trustees approved an exempt purchase for services from 160 Driving Academy up to \$680,000 in June 2021 for FY2022.

160 Driving Academy, has 16 locations in Illinois and another 60 locations out of state. They provide a tuition reimbursement program for those students that qualify. Their goal is to train students according to the trucking regulations, promoting safe and secure driving, and to place students with one of the top U.S. trucking companies.

This purchase relates to the following strategic goal:

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.

D1. 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.

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.

Administration recommended approving a two-year pricing agreement with 160 Driving Academy for truck driver training services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, IL for FY2022 and FY2023 as outlined in the agreement. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY2022 and FY2023 Community Education budget for this purchase.

It was moved by Ms. Banks and seconded by Ms. Sortor to approve the two-year pricing agreement for services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, IL for FY22 and FY23 as outlined in the agreement.

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

RESOURCE ALLOCATION MANAGEMENT (RAMP)

The Illinois Community College Board compiles a list of capital improvement projects for community colleges that request State of Illinois funding under a program entitled Resource Allocation Management Program (RAMP). Projects submitted to ICCB under RAMP require the local community college Board of Trustees approve the project and the College must also fund a minimum of 25% of the total cost of the project. Projects submitted under RAMP are funded by the State of Illinois in the order they were submitted and by funds allocated by the State.

Parkland College will be submitting a project under RAMP for a new Physical Sciences Training Center, a new construction addition to the campus. This addition would be approximately 27,000 Square Feet of new classroom, laboratory, study, and office space potentially located adjacent to the L Wing of the main campus. The majority of the spaces would be new Chemistry and Biology laboratories and classrooms with the latest technology

available. With the growth locally in health professions and in Science, Technology, Engineering, and Math (STEM), this new addition will allow for expanding enrollment in these curriculums and for the newest technology.

The current estimate (FY23) for this new construction addition is \$25,350,924.00. This cost estimate has been calculated using formulas provided by the ICCB documents in the RAMP submission procedures. The College has also retained IGW Architects of Urbana, IL to assist in the preparation of the RAMP submission and to work with the Administration and Health Professions faculty to detail the needs of this new project. The College's portion of the construction would currently be estimated at \$6,337,731.00 which is 25% of the total estimated cost.

It was moved by Mr. Trimble and seconded by Mr. Clem to approve the submittal of the Illinois Community College Board project under the Resource Allocation Management Program for a new Physical Sciences Training Center as per the attached documents.

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

ANNUAL GRANTS REPORT

Josh Birky, Program Manager of Grants and Contracts, provided the annual grants report to the Board of Trustees.

Chair Green acknowledged that this report represents a lot of work by a lot of people and thanked everyone for their work.

2023-2024 ACADEMIC CALENDAR (LODGED)

The proposed 2023-2024 Academic Calendar has been reviewed and approved by the Parkland College Association Senate and College Council. This item is lodged and will be presented at the November 2021 Board of Trustees meeting for approval.

Dr. Sutton presented the calendar and explained that it contains 175 days that are required bargaining agreement and ICCB days. This calendar establishes start, finals, commencement, and holidays.

CLOSED SESSION

The Board did not go into Closed Session.

PERSONNEL REPORT

It was moved by Mr. Voyles and seconded by Mr. Trimble to approve the Personnel Report for October 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.

TRUSTEE REPORTS

Dr. Ramage informed the Board that the decision was made to not proceed with the holiday reception this year. We remain optimistic for next year.

Trustee Ayers thanked everyone who participated at the ACCT conference in San Diego. It was good to have the event back in person, and great to have other trustees there. He feels the Central region is the strongest because of the state associations that make us more prepared & experienced. Thanked everyone who attended.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Clem and seconded by Ms. Banks for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:34 p.m.

Bianca Green, Chairman
Board of Trustees

James Ayers, Secretary
Board of Trustees