

**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**

**SEPTEMBER 15, 2021**

**ROLL CALL**

The Meeting was called to order by James Voyles, vice-chair, at 7:00 p.m. The meeting was held electronically via Zoom and in room U325. At the direction of Vice-chair Voyles, Krystal Garrett, Assistant to the President/Board of Trustees, called the roll of members of the Board. The following Trustees were present: James Ayers, Jarrett Clem, Timothy Johnson, and Dana Trimble. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Trustee Banks joined the meeting at 7:04. Student Trustee Sortor joined the meeting at 7:41 p.m. Chair Green was absent.

**CONSENT AGENDA MOTION**

The Vice-chair 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, and Voyles; NAYS—None; ABSENT—Green and Sortor.

The consent agenda adopted includes approval of the following items:

- Approved Minutes from the Regular meeting held on July 21, 2021
- Approved the voucher checks listing thru August 31, 2021, totaling \$4,282,883.53.
- Declared as surplus property the following items:
  - 5,800 boxes of microfilm from the Library. These are incomplete collections of materials, and journal backfiles are now available online and through interlibrary loan options. These resources have been withdrawn from the Library collection. Approved to offer microfilms to other universities and colleges who continue to build archival collections, and to dispose of any microfilms that are unclaimed.

<u>American Journal of Occupational Therapy</u>	<u>v. 34 (1980)-</u>
<u>Community and Junior College Journal</u>	<u>v. 43 (1972)- v. 55, no. 8 (1985)</u>
<u>Community College Journal</u>	<u>v. 63, no. 2 (1992) -</u>
<u>Community, Technical and Junior College Journal</u>	<u>v. 56 (1985) - v. 63 (1992)</u>
<u>Dissent</u>	<u>v. 12 (1965) - v. 46, no. 197 (1999)</u>
<u>Film Quarterly</u>	<u>v14 (1960)-v 62 (2009)</u>
<u>JAMA Journal of the American Medical Association</u>	<u>v172 (1960) -</u>
<u>Journal of Chemical Education</u>	<u>v43(1966)-v77 (2000)</u>
<u>Journal of Negro History</u>	<u>v20(1935)-v 67 (1982)</u>
<u>Junior College Journal</u>	<u>v1(1930)-v42n9 (1972)</u>
<u>National Geographic</u>	<u>v117(1960)-v213 (2008)</u>
<u>Negro History Bulletin</u>	<u>v24(1960)-v62 (1999)</u>
<u>New England Journal of Medicine</u>	<u>v262 (1960) -</u>
<u>New York Times</u>	<u>September 1851 -</u>
<u>Newsweek</u>	<u>v37 (1951) - 2012</u>
<u>Popular Mechanics</u>	<u>v139(1973) - v176(1999)</u>
<u>Science</u>	<u>v. 127 (1958) - v. 320 (2008)</u>
<u>Scientific American</u>	<u>v. 202 (1960) - v. 298 (2008)</u>
<u>Time</u>	<u>v. 57, April 2, 1951 -</u>
<u>U.S. News &amp; World Report</u>	<u>v. 30 (1951) -2010</u>
<u>Vital Speeches of the Day</u>	<u>v17(Oct 15, 1950) - v66 n24(Oct 1, 2000)</u>

**Description**

**Quantity**

- |   |   |
|---|---|
| • Surgical mannikin – estimated 20 years old    | 1 |
| • Intubation simulator - estimated 25 years old | 1 |
| • Procedure stands- estimated 40 years old      | 2 |
- Approved the awarding of funds from the following external sources:
    - Illinois State Board of Education (ISBE): FY21 Facilitating Coordination in Agricultural Education (FCAE)
    - Illinois Community College Board (ICCB): Early School Leaver Transition Program
    - Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study (ICWS) Grant
    - Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
    - Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
    - Illinois Department of Transportation (IDOT): FY21 Highway Construction Careers Training Program (HCCTP)
    - U.S. Department of Education: CARES Higher Education Emergency Relief Fund (HEERF): SIP Portion (CRRSAA allocation)

- Approved the filing of the following grant applications from the following external sources:
  - Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program (App. #2)

### **PUBLIC COMMENTS**

The Vice-Chair opened the floor for public comments.

Greg Walburg, Professor Emeritus, noted that the Board will hear about the solar array and energy usage later tonight. He believes it is really important to address climate change and encouraged the college to continue the efforts.

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

Joshua Birky, President of PCA, stated that there were no updates from PCA.

### **PRESIDENT'S REPORT**

Dr. Thomas Ramage reported on the following:

- CARES Funding Update - 2,700 students (50.7%) have received an award and \$4,050,000. has been awarded for fall 2021. We still have \$2,445,179 left from the American Rescue Plan. Students can apply for up to \$1,500 in additional COVID relief funds at [www.parkland.edu/fall21](http://www.parkland.edu/fall21).
- The Illinois Regional College Fair is being held tonight in in the gym from 6-8 p.m. The Illinois Regional College Fair is designed for high school students and community college transfer students; it introduces students and their parents to representatives of more than 70 educational institutions from across the country. The event is free and opened to the public.
- The college was notified by Senator Duckworth's office that Parkland has received the federal CCAMPIS grant to help expand the Child Development Center and help students with childcare. The grant totals about \$327,000 over four years.
- Thanked Dr. Trame personally for his work in getting the Covid systems in place. It has been a massive undertaking to manage the flow and verification of campus visitors. Special thanks to Erin Shannon and the Marketing team, and Kathleen

McAndrew and the HR team. A huge amount of work has been done and a lot more to go when the process goes live.

- Trustees received a copy of *The First Fifty Years: 1970-2020, The Parkland Concert Band*. This publication was created by Dr. Marilyn Marshall, who wrote about the history of the Parkland Concert Band and cataloged the shows and concerts they've played. Thanked Dr. Marshall for her work, noting that she is a great person, community member, and friend of Parkland.

### **NISOD/TEACHING AND OUTSTANDING STAFF AWARDS**

Dr. Nancy Sutton thanked the Board and introduced Beth Bachtold as the Director of the Center for Excellence in Teaching and Learning. Ms. Bachtold thanked everyone for the opportunity to introduce the award winners, and presented the following awards:

- **Robert Bielmeier:** Staff Green Award
- **Debbie Bucher:** 2021 Parkland Teaching Excellence Award
- **Kena Chapman:** Staff Gold Award
- **Nancy Roth:** 2021 ICCTA Adjunct Faculty Award

Dr. Ramage and the Board congratulated all award winners.

### **COVID UPDATE**

Dr. Michael Trame, Vice President for Student Services, provided an update on the student process for notification, the Covid Response Team (CRT), mask mandates, the testing and vaccination clinics, and vaccination data. He noted that OSF will staff the testing site, bring supplies, and provide possible volunteer hours for students; and that Walgreens is now a vaccine partner. A handout was provided to the board.

Dr. Trame thanked Dr. Ramage and Dr. Lau for their support and help in getting us to this point.

Trustee Clem asked how the testing and door checkers are paid for. Dr. Trame explained that the testing is paid by the State of Illinois through the Shield program. This program was offered to us in the spring. The Government extended funds through IDPH in conjunction with the testing going on at the U of I. Institutions are left to bear the financial responsibility of the door checkers.

Dr. Ramage added that the bill is likely to be half a million dollars, for which we have an equivalent amount in institutional funds. He noted the remarkable amount of work that we

have been able to roll out in two weeks, our vaccination rates are the envy of the State, and the vaccination clinic on campus will likely take care of the boosters.

Trustee Clem asked about compliance - if anyone is checking and what the consequences are for being late. Dr. Ramage explained that there are real consequences for not complying, which could result in defunding. Institutions must demonstrate good faith progress.

Trustee Trimble asked about the process for one-time visitors coming to campus. Dr. Trame explained that those people are not subject to the testing or vaccination rules. Only those with a more substantial relationship and interaction with campus.

### **SOLAR ARRAY AND ENERGY USAGE**

Lisa Costello, Director of the Art Gallery, and Mimi Nguyen, Environmental Safety & Sustainability Specialist, provided a summary of the Sustainable Campus Committee, the solar array, electricity and natural gas usage, Green Revolving Fund (GRF), current GRF and IGEN projects, and the total calculated annual savings.

Trustee Clem asked if any of that savings was because of Covid and people not being on campus. Ms. Nguyen confirmed that yes, that did play a part.

Trustee Clem asked if anyone locally helped with construction and noted that he found it odd that we did not look for local vendors. Trustee Ayers and Dr. Ramage explained that we were one of the few community colleges doing this at the time. There was no out of pocket cost for us and the vendor had evolved as a company, so we thought that was the best deal compared to the others. The benefit to the college was the reimbursement rate. Trustee Clem stated that we should keep local vendors in mind in the future.

### **FOUNDATION UPDATE**

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, reported on the 4<sup>th</sup> quarter FY21 achievements and events of the Foundation. A handout was provided to the Board.

### **LEGISLATIVE UPDATE**

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

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

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

#### **Requestor**

Kristi Upton  
Michelle Matthews  
Sam Stecklow  
Steven Schupbach

#### **Information Requested**

Public Spending Information  
Employee Communication Information  
Policy Department Information  
Financial Information

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for August reflect the results of operations of the College for the first two months of fiscal year 2022. The revised budget estimates indicate that expenses will exceed revenues by \$680,673 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 two 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 will be presented in September.
- The FY2021 College audit will be presented at the October meeting if Federal DOE HEERF Act reporting compliance rules are in place in time.
- The TY2021 tax levy will be presented in November or December.

Trustee Trimble asked how we account for Federal money that's not part of the budget, and if it will it delay the audit this year. Mr. Randles explained that it does not do anything to the operating funds because we spend the money that we receive and it nets to

zero. However, the institutional dollars received from Herff and the American Recovery Act will impact the operating funds. The Federal government allows institutions to use a 5-year average to show that we've lost revenue. This can be done for entities like Child Development and the Bookstore. Those funds, while not budgeted, will end up showing in the operating funds as a positive revenue.

Mr. Randles also mentioned that ICCB has been down for months and we have not been able to submit various data. Therefore, our auditors have taken the approach to audit our credit hours. We are on target to present the audit no later than November. So far everything has checked out well.

### **PUBLIC HEARING**

A public hearing was held on the proposed 2021-2022 (FY2022) budget. No public comments were made.

### **2021-2022 BUDGET**

The final 2021-2022 (FY2022) budget was presented for approval.

It was moved by Mr. Trimble and seconded by Mr. Clem that the budget for the 2021-2022 year (FY2022) be adopted in accordance with the documents provided to the Board.

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

### **PROTECTION, HEALTH, AND SAFETY PROJECTS**

Protection, Health, and Safety (PHS) project plans are presented annually to the Board. PHS funds have been used to provide much needed structural and mechanical improvements to the campus. It is proposed that the PHS projects in the FY2022 capital plan be approved for funding purposes.

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.

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

Requested projects for approval:

Reconstruct Fountain Courtyard	\$2,000,000
Exterior Door Replacement	\$ 300,000

Mr. Randles noted that these are all funded by local tax dollars. Since we did the Master Plan in 2008-2009, the Board has reduced the levy of five cents. If approved, the rate will be less than the max amount. This is the number that will be approved.

Trustee Banks asked if the exterior door replacement is related to accessibility. Mr. Randles and Jim Bustard noted that the job is being managed by the Capitol Development Board and will include ADA operators and hardware. We are not able to replace some entry doors because they don't have the ability of ADA access.

It was moved by Mr. Clem and seconded by Mr. Ayers to approve Protection, Health, and Safety project listed above for FY2022.

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

### **CLOSED SESSION**

The Board did not go into Closed Session.

### **PERSONNEL REPORT**

It was moved by Mr. Clem and seconded by Mr. Trimble to approve the Personnel Report for September 2021, in accordance with the documents that were provided to the Board.

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

### **TRUSTEE REPORTS**

Trustee Trimble expressed that he thought it was great that we approved the acceptance of over two million dollars in grants. He asked how Aviation is doing. Dr. Lau noted that the pandemic was a blessing in disguise because the airlines were not being used as much and allowed us to retain our flight instructors. We may see that we lose some as the airlines get busier.



**ADJOURNMENT**

There being no further business to come before the Board, it was voted AYE by all trustees present for adjournment. The meeting was adjourned at 8:48 p.m.

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James Voyles, Vice-Chairman  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees