

**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 19, 2022**

**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. 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), Green. NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved the minutes from the Regular Meeting held on December 15, 2021.
- Approved the voucher checks listing thru December 31, 2020, totaling \$1,601,870.44.
- Approved the awarding of funds from external sources as follows:
  - Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI)
  - Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund (IEPA funding) – General Membership Award.
- Approved the filing of the following grant applications:

- Illinois Arts Council Agency (IACA): FY22 Summer Youth Employment in The Arts Grant
- Release of Closed Session Minutes
- Approved the recommendation by Legal Counsel that no closed session minutes be released at this time.

### **PUBLIC COMMENTS**

Chairman Green opened the floor for public comments.

There were no public comments.

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

Joshua Birky, President of PCA, reported that the PCA committees are filling up. He noted that he's happy to be serving another term, and happy to answer any questions that the Board may have about PCA.

### **PRESIDENT'S REPORT**

Dr. Thomas Ramage reported on the following:

1. Introduced Joshua Birky as PCA President and thanked him for serving his second term.
2. Reminded the Board that the Budget Workshop is scheduled for February 16 at 5:30 p.m., followed by the Regular Board meeting at 7:00 p.m.
3. Provided a brief enrollment and CARES update.
4. Provided an AGCO update. Nancy Sutton and Derrick Baker are working on a curriculum to start another AG certificate. We look forward to a long, productive relationship w AGCO. Fendt training began on Wednesday, January 12, and approximately eight attended. A new group will begin the week of January 24.

### **PUBLIC SAFETY UPDATE**

Matthew Kopmann, Chief of Police/Director of Public Safety, provided a Public Safety update. Handout provided to the Board.

Trustee Banks noted that the information provided was very impressive, as she was not aware that Parkland's Public Safety Department is the size that it is. She inquired about emergency preparedness and business continuity planning in the event of a crisis. Chief Kopmann explained that they work with the Crisis Management Team in these situations. Dr. Ramage added that Parkland also works with ILEAS. In conjunction with the university and

the cities of Champaign and Urbana, they conduct annual emergency training exercises. The exercises train on what it would take to bring the city back up should there be a crisis. Parkland has many departments which participate in the exercises - Physical Plant, Business Office, Public Safety, Campus Tech, etc. Chief Kopmann explained that there is a written emergency operations plan if needed.

Trustee Ayers asked what percentage of the community, who are not affiliated with Parkland, does the Public Safety department have contact with. Chief Kopmann explained that there is a very small percent of cases that are not directly related to Parkland. However, Public Safety works within the community, through the ILEAS mobile field force, chief meetings, investigator meetings, etc. They work closely with other local agencies, as those relationships are extremely valuable.

### **LEGISLATIVE UPDATE**

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

She also noted that a final version of the NLS agenda will be sent once it is finalized.

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

Stephanie Stuart reported on the following FOIA requests:

<u>Requestor</u>	<u>Information Requested</u>
Karen Garcia	Employee Directory Information

### **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 2022. The revised budget estimates indicate that expenses will exceed revenues by \$922,607 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 six (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.
- The FY2022 budget workshop is planned for February 2022.

### **EXEMPT PURCHASE – ACADEMIC SERVICES CLASSROOM FURNITURE**

As part of the ongoing project to enhance learning spaces through the strategic use of furniture and space design, the Learning Commons applied for and received funding via a GEERF II grant to purchase sound-reducing study booths.

“Wiggle Rooms” are enclosed booths with doors, a chair, and a small worktop which allow users to have a private work area with reduced exterior sound. The Wiggle Rooms are part of an ongoing plan to gain efficiency in the classrooms and maximum learning outcomes. The addition of these booths will support students in developmental education, gateway courses and the general education core curriculum as well as health professions, career and technical education and arts and sciences. The three rooms to be purchased will be reservable for blocks of time by all users and will be placed in a central location within the Learning Commons. These rooms will particularly benefit those students with sensory needs; allowing a safe, quiet space to work while still providing direct access to the resources available in the Learning Commons. These rooms will also benefit faculty, as the sound-reducing qualities will allow for improved quality of video recording for remote learning resources.

This purchase relates 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.

Administration recommended purchasing three “Wiggle Room” booths from Krueger International of Green Bay, WI for a total cost of \$21,924.56. This purchase utilizes the Illinois Public Higher Education Cooperative (IPHEC) agreement. These items are exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27(k): contracts for goods or services procured from another governmental agency. Board

authorization is requested since the cost exceeds \$20,000.00. Funds for this purchase are available from the GEERF II grant.

It was moved by Mr. Voyles and seconded by Mr. Johnson to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total cost of \$ 21,924.56.

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

### **EXEMPT PURCHASE – TIMPTE TRAINING AID/HOPPER TRAILER**

Upgrades in both air suspension and braking equipment have changed substantially over the years and the diesel technology programs, including Case New Holland Service Technician and Diesel Power Equipment Technology, require an updated training aid. This used trailer costs 40% less than a new trailer with the same technology equipment provided by the OEM. The Timppte trailer has been evaluated by the instructors in the diesel program and is in excellent condition by the current owner. This equipment will provide the college with the latest technology used in the tractor trailer industry, including ABS Automatic Braking Systems, New Hendrickson suspension, Electric Tarp, and Cam Roll over alignment.

This purchase relates to the following strategic goals:

**GOAL A: Quality:** Parkland College will maintain the highest educational standards providing ongoing continuous learning for all citizens of District 505.

**A2:** Ensure the excellence of academic programs with emphasis on teaching and learning, student success, and outcomes assessment.

Administration recommended the purchase of a used 2004 40' Timppte ag hopper trailer from Charlie Hedrick of Penfield, IL for a total cost of \$30,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (i) purchases of equipment previously owned by some entity other than the district itself. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2022 Perkins grant for this purchase.

Trustee Clem asked what they were planning to do with the hopper trailer. It was explained that it will be used for the diesel program. This particular trailer has a brake system that students don't currently get experience on. The Ag program will also use it in transport of grain. It was clarified that the CDL trucks are not Parkland owned, but Parkland does own three tractors which could pull the trailer.

It was moved by Mr. Trimble and seconded by Mr. Clem to approve the purchase of a used 2004 40' Timppte ag hopper trailer from Charlie Hedrick of Penfield, IL for a total cost of \$30,000.

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

### **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.

#### **8.21 Parkland College Residency Policy**

The current policy includes information that is not relevant to how we determine residency for our students. Over the years, information has been added to the policy, but not revised to keep it concise. The re-write of the policy is written in clear language that our staff and students can easily interpret. We have also established a clearer structure. The proposed version of the policy contains most of the same information that is in the current policy. Nothing new was added to the proposed policy. In the proposed version of the policy, some of the detailed information that is related more to our internal practice, has been removed. An example of this is listing the required documentation. We will include those details in our internal practice, but not in the overall policy.

Kristin Smigielski, Dean of Enrollment Management, explained that this rewrite of the policy is to simplify the language, and move some of the procedural items from the policy into our practices.

Trustee Banks asked how the spouse of an international student at the U of I, who works in the district, would be classified. Dean Smigielski explained that they would have to prove that they are a bonified resident. Dr. Trame added that they would likely have a visa, which would also have bearing on that situation. Dean Smigielski explained that specific situations really become case by case depending on the proof they have.

Trustee Voyles expressed that he felt the policy is easier to read.

### **CLOSED SESSION**

It was moved by Ms. Banks and seconded by Mr. Johnson to go into Closed Session at 7:50 p.m., for the purpose of discussing the following topic:

1. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

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

The open meeting resumed at 8:36 p.m.

**CLOSED SESSION AUDIO APPROVAL**

It was moved by Mr. Clem and seconded by Mr. Johnson to approve the audio recording made of the Executive Session of January 19, 2022 and that the secretary of the Board make provisions for its safe keeping and that it be made available only upon the proper order of the court and a finding by a judge that such audio tape should be released, and that such audio recording will be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the Executive Session in question.

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

**PERSONNEL REPORT**

It was move by Mr. Johnson and seconded by Mr. Trimble to approve the Personnel Report for January 2022, in accordance with the documents provided to the Board.

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

**TRUSTEE REPORTS**

Trustee Banks reported that she attended the ACCT Town Hall meeting facilitated by ACCT president Jee Hang Lee. One of the things she felt was important to bring back to the group was the importance of mental health issues on campus related to remote learning and not being face-to-face. It is important and will become even more important relating to enrollment. ACCT will continue to look into that and put together resources for community colleges. Trustee Banks expressed that she feels that we always need to be aware that faculty and staff are in the same environment as the students and include them in whatever decisions we are making.

Chair Green asked if counseling was only open to the students. Ms. McAndrew noted that all employees have access to free counseling services through the employee assistance program at Carle.

Chair Green noted that there has been a lot of positive comments about Shield testing site at Parkland and offered kudos to the decision makers. Dr. Ramage informed that the credit goes to Dr. Trame and his team.

**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 8:45 p.m.

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Bianca T. Green, Chair  
Board of Trustees

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James Ayers, Secretary  
Board of Trustees