

**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**

July 20, 2022

ROLL CALL

The meeting was called to order by James Voyles, 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 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, Maureen Banks, Jarrett Clem, Bianca Green, Dana Trimble, and Bradley Uken. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Student Trustee Kha Nguyen joined the meeting at 7:02 p.m.

CONSENT AGENDA

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

It was moved by Ms. Green 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, Banks, Clem, Green, Trimble, Uken, Nguyen (Advisory Vote) and Voyles; NAYS—None; ABSENT—None.

The consent agenda adopted includes approval of the following items:

- Approved minutes from the regular meeting held on June 15, 2022.
- Approved the voucher check listings thru June 30, 2022, totaling \$2,288,217.58.
- Approved the awarding of funds from the following external sources:
 - Illinois State Historical Records Advisory Board (ISHRAB): Historical Records Grant Program
 - University of Illinois at Urbana-Champaign (UIUC): Center for Global Studies: International Studies Research Lab Fellowship (3 honorariums)
 - Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program (App. #1—140127) (*additional funds awarded retroactively for newly-eligible costs*)
- Approved the filing of the following grant applications:

- Education Systems Center at NIU (EdSystems): Community Colleges & Early Adopters of College & Career Pathway Endorsements
- Department of Labor—Employment and Training Administration (DOL-ETA): Strengthening Community Colleges Training Grants—Access to Training Opportunities in Manufacturing and Technology (ATOMAT)
- Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
- Illinois Community College Board (ICCB): Adult Education & Family Literacy Activities (AEFLA)
- Illinois Community College Board (ICCB): Adult Education & Literacy—Integrated English Language and Civics Education (IELCE)
- Federal Aviation Administration (FAA): Aviation Workforce Development Grants - Aircraft Pilots
- Illinois Community College Board (ICCB): Apprenticeship Grant: Customized Apprenticeship Programming—Information Technology (CAP-IT) (DOL-ETA, Year 4 funding)
- Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program (App. #3)
- Approved the changes to the following policies:
 - Policy 5.17.02 Transfer Courses

PUBLIC COMMENTS

The Chairman opened the floor for public comments.

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:

- Provided an HLC Update - On July 19, we received word that our Quality Initiative Report was approved and there was nothing derogatory in the report. Our on campus visit from HLC will be held November 13-15. This visit happens once every 10 years. Without accreditation, we lose the ability to offer financial aid. We will hold a pre-session with trustees before the October board meeting since HLC will want to discuss items with the Board. We will provide a presentation to walk through the important parts of our self-study. Also, Dr. Lau is now a peer reviewer and reviews frequently asked questions.
 - a. Trustee Banks asked if the college has any concerns. Dr. Ramage noted that the last two visits only had a couple minor comments, and we think we've done a pretty good job at addressing those concerns. We've sent teams to annual conference to make sure we're on top of it.

- b. Trustee Uken asked if Parkland has been peer reviewers. Dr. Ramage noted that Parkland has had several, which helps to know a little more what to expect.
- Trustee Ayers asked if we are going to have a welcome back event. Dr. Ramage stated that we plan to have a traditional welcome back with the president's address. This will be an in-person event and trustees are invited.
 - Trustee Banks asked if we have any concerns about where higher education will be in regard to the increase in Covid cases. Dr. Ramage explained that the Governor rescinded the executive order that required testing. We do not have a masking, testing, or vaccination requirement, based on state guidelines. We have to follow other legalities as required by law. Other protocols have been relaxed, and there is no contact tracing team or Shield testing. Dr. Trame- noted that we are still members of the infectious disease group and the policy group with CUPHD.
 - No meeting in August

ENROLLMENT REPORT

Kristin Smigielski, Dean of Enrollment Management, provided the following enrollment reports. A handout was provided and discussed by trustees.

1. Spring 2022 end-of-semester enrollment data and related enrollment trends
2. Summer 2022 census date enrollment data and related enrollment trends

LEGISLATIVE UPDATE

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

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

<u>Requestor</u>	<u>Information Requested</u>
Jennie Smith	Construction documents
Steven Schupbach	Financial data

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for June reflect the tentative results of operations of the College for fiscal year 2022. They will be adjusted for year-end accruals as that information becomes available.

- Key year end adjusting journal entries pending include: CPPRT July A/R, medical claims adjustment, retirement incentive plan accrual, pending material invoices.
- As discussed in the budget workshop and subsequent board meetings, CPPRT revenues are exceeding budget, health claims are exceeding budget, and HEERF III will be utilized for lost revenues. The net result is projected to be a healthy surplus.
- The College has received all of its FY2022 ICCB Base Operating and Equalization Grant payments. The College also received its FY2022 Base Operating Supplement of \$217,135.
- The tentative and original FY2022 budgets projected a \$426,199 deficit.
- The FY2022 audited beginning operating fund balance is \$27.3M. This amount is 54% of operating expenditures.
- The FY2023 College tentative budget will be 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 was held in February 2022.

Chris Randles reviewed the handouts that were provided to the Board, and trustees had an opportunity to review and ask questions. Mr. Randles noted that the audit is wrapping up and we'll have final numbers at the October Board meeting.

Trustee Ayers asked if we think will there be any questions about how we handled some of the federal funds. Dr. Ramage noted that anything is within their purview, but we have documentation that makes those easily answered. Chris Randles explained that Martin Hood has audited and that they have already looked at the federal and state Covid relief entries. He noted that a lot went to students and on technology for remote work, and that we have a nice mix of things. We also spent some of the institutional dollars on paying the third-party door checkers. Mr. Randles expressed that he would have zero concerns about having spent and documented the funds properly.

The Board discussed the corporate tax and personal property replacement tax. Trustee Clem asked if the increase in the replacement tax is a one-off thing or if we expect that to continue. Mr. Randles explained that it is handled through the Department of Revenue and they still project that we'll receive \$3.4M. They have not made any projections for next year. He noted that there have previously been errors discovered where they come back later and try to recoup those dollars by shorting future payments. Trustee Green asked why that

amount was so high for us. Mr. Randles explained that it is based on when things were distributed in the 70's.

TENTATIVE BUDGET

Mr. Randles presented the tentative budget for FY2023. The tentative budget will be on display for public viewing prior to final budget approval. Notice of the tentative budget will be placed in the News-Gazette.

The final budget will be presented for approval at the September 2022 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

Mr. Randles shared the tentative budget documents with the Board and reviewed the highlights. He reminded that this is the fourth year in a row that the Board approved and maintained level tuition. He also noted that our PHS project was to remodel the water feature. The bids came in extremely high, so we had to delay to next year. Jim Bustard will provide a PHS update at the September Board meeting.

Mr. Randles also mentioned that the bond fund is starting to run a slight deficit and that we are starting to spend the excess we had the first few years. . We have one bond related to the Student Union facility fee. At the time, we were collecting 130% of those payments, but are now collecting about 85%. At some point, if enrollment doesn't improve, we'll have to pay out of other funds. He explained that it is possible to use HEERF funds to pay for bonds, and that we have this large fund balance which is unrestricted. He asked the Board to start thinking about what they want to do with it and if they want to designate the money for specific things. He recommended that this be a future discussion.

EXEMPT PURCHASE – POLICE PATROL VEHICLE

The College Public Safety Department requested the purchase of a 2022 Ford SUV Police Interceptor Hybrid Package vehicle to replace a 2009 Chevrolet Tahoe Police patrol vehicle. The current vehicle has over 80,000 miles and recurring maintenance issues. The hybrid option adds \$3,375 to the price; however, it is anticipated that there will be fuel savings over the service life of this vehicle since the hybrid model gets approximately 40% more mileage per gallon. Public Safety has implemented a plan to replace squad cars every 10 years.

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.

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

Administration recommended purchasing a 2022 Ford SUV Police Interceptor Hybrid Package vehicle from Morrow Brothers Ford Inc. of Greenfield, IL for a total cost of \$40,085. This purchase utilizes the Illinois Department of Central Management Services (CMS) agreement. CMS works with State Agencies and the Chief Procurement office for General Services to advertise solicitation opportunities, evaluate bids and publish contract awards. This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (k) contracts for goods or services procured from another governmental agency. Board authorization is requested since the cost exceeds \$20,000. Funds are available from FY2023 Liability, Protection and Settlement budget for this purchase.

It was moved by Mr. Uken and seconded by Ms. Banks to approve the purchase of a 2022 Ford SUV Police Hybrid Interceptor Package vehicle from Morrow Brothers Ford Inc., of Greenfield, IL, for a total cost of \$40,085.

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

EXEMPT PURCHASE – PORTABLE X-RAY UNIT

The portable x-ray unit would be utilized to teach and evaluate completing radiologic examinations in a unit such as pediatrics, surgery, or intensive care when the x-ray machine has to go to the patient rather than being in the radiology department. The maneuvering of the machine in smaller spaces and adjusting the setting of a patient in a bed rather than an x-ray table is a common task of a radiologic technician. The students need to understand and practice completing radiographs for all situations, not just on fixed units. The portable x-ray is vital to evaluating student positioning and technique to validate the required clinical competencies required to graduate from an accredited program.

Providing remote and on campus simulation experiences to Health Profession students relate 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.

Goal C: Collaboration: Parkland College will work collaboratively to develop a workforce with critical thinking, communication, and technical skills to ensure success in a diverse, technological, and global work environment.

C1: Implement effective collaborations with K–12 districts that develop a college-going culture and build students' college success skills to accelerate the progress of students on the college pathway.

C2: Develop partnerships with district employers to identify employability skills, collaborate in the development of curriculum and delivery systems, and create employment and internship opportunities for students.

C3: Engage with community and regional partners to foster partnerships focused on continuous learning.

Administration recommended the purchase of a used portable x-ray machine from Medical Surplus Management of Effingham, IL for a total cost of \$87,500. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing 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 Parkland College Foundation.

It was moved by Ms. Green and seconded by Mr. Trimble to approve the purchase of a used portable x-ray unit from Medical Surplus Management of Effingham, IL for a total cost of \$87,500.

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

EXEMPT PURCHASE – ACADEMIC SERVICES CLASSROOM FURNITURE

The Divisions of Academic Services have identified up to four classroom and student work areas that require new or upgraded furnishings. The upgrade of furnishings in classrooms is an ongoing project with a portion of the annual equipment funds being set aside for replacement of aging seating that no longer meets the needs of the students or faculty. Classrooms are prioritized for upgrades and each year Academic Services attempts to refurbish at least three spaces.

The furniture consists of tables and chairs that are moveable and can be configured to accommodate a variety of teaching/learning opportunities, and to increase accessibility to all students. The choices of furnishings are part of an ongoing plan to gain efficiency in the classrooms and maximum learning outcomes. The spaces identified support students in developmental education, gateway courses, and the general education core curriculum as well as career and technology, and health professions.

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 furniture for classrooms from Krueger International of Green Bay, WI for a total cost not to exceed \$60,000. 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. Funds for this purchase are available from the FY2023 operating budget.

It was moved by Ms. Banks and seconded by Mr. Clem to approve the purchase of furniture from Krueger International of Green Bay, WI, for a total cost not to exceed \$60,000.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Green, Trimble, Uken, Nguyen (Advisory Vote), and Voyles; 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 (FY24) for this new construction addition is \$27,981,680.00. 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 \$6,998,567.00 which is 25% of the total estimated cost.

Mr. Randles reviewed the capital list that ICCB collects and prioritizes over time. He noted that applicants can remain on the RAMP list for 15-20 years before getting funded but have to resubmit their plan each year. They allow you to adjust the cost estimates by the CPI inflation factor.

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

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

CLOSED SESSION

It was moved by Ms. Banks and seconded by Ms. Green to go into Closed Session at 8:22 p.m., for the purpose of discussing the following topic:

1. Appointment, employment, compensation, resignation, or performance of specific employees.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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

The open meeting resumed at 9:12 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Ms. Banks and seconded by Mr. Uken to approve the audio recording made of the Executive Session of July 20, 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, Green, Trimble, Uken, Nguyen (Advisory Vote), and Voyles; NAYS—None; ABSENT—None.

PERSONNEL REPORT

It was moved by Mr. Ayers and seconded by Mr. Uken to approve the personnel report for July 2022.

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

Trustee Ayers asked about the enrollment numbers in Aviation and if we have enough flight instructors. He suggested that we talk to Flightstar's administration about an investment of a new hanger. Dr. Ramage encouraged the trustees to keep Aviation in mind

when they think about the fund balance. Dr. Lau noted that we have a current search for 3 full-time flight instructors.

TRUSTEE REPORTS

There were no Board comments.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Clem for adjournment and voted AYE by all trustees present. The meeting was adjourned at 9:17 p.m.

James Voyles, Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees