

**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**

APRIL 28, 2021

ROLL CALL

The Meeting was called to order by Bianca Green, Chairman, at 7:05 p.m. The meeting was held electronically via Zoom and in Room D244. 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, and James Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Student Trustee Jayden Sortor was absent.

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. 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, Johnson, Trimble, Voyles, and Green; NAYS—None; ABSENT—Sortor (Student Trustee).

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular and Closed Session Meetings held on January 19, 2022.
- Approved the voucher checks listing thru January 31, 2022, including Board travel, totaling \$1,030,371.06.
- Approved the filing of the following grant applications:
 - Illinois Community College Board (ICCB): Competency-Based Education Program Development
 - Illinois Community College Board (ICCB): FY22 Transitional Instruction Innovation Grant

- Illinois Community College Board (ICCB): Developmental Education Innovation Grant for Co-Requisite Implementation
- Approved the awarding of funds from the following external sources:
 - Illinois Community College Board (ICCB): Innovative Bridge and Transitions Grant American Council of Learned Societies (ACLS): Mellon/ACLS Community College Faculty Fellowship
- Approved the recommended changes to the following policies in the Policies and Procedures Manual:
 - 8.21 Parkland College Residency Policy

PUBLIC COMMENTS

Chair Green opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Joshua Birky, President of PCA, stated that there was no report.

PRESIDENT'S REPORT

Dr. Thomas Ramage will give a brief report to the Board.

1. Thanked Trustees Ayers, Banks, and Sortor for joining at the National Legislative Conference in Washington, D.C., noting that it was a great experience with the First Lady speaking.
2. Provided a Governor's Budget Update, noting that it is good news for Parkland. We anticipate a 5% increase per credit hour. There will also be an increase in MAP grants to help students with tuition, books, etc...
3. Noted that we anticipate the mask mandate to expire on February 28. At that time, we will change to mask recommended, with two exceptions – Child Development Center and Health Professions. However, the vaccination or testing requirement will remain. We will continue to follow guidance from IDPH, ILPH, and the Governor's Office.
4. Noted that Parkland is hosting an open house for Ag Tech Week, beginning March 10. Trustees are welcome to attend. There will be

scheduled activities, employers, and presentations. It will be a great event for the community.

5. We have finished awarding the last of the CARES funds. A total of \$2,095,679.00 was given to 2,621 students this semester (about 54% of all registered students).
6. Provided a handout to the Board regarding the new Statement of Economic Interest Form changes. Guidance will be forthcoming from the Secretary of State's office around the beginning of March.

ENROLLMENT UPDATE

Kristin Smigielski, Dean of Enrollment Management, provided an enrollment update. A handout was provided to the Board.

Also discussed was the Board of Trustee scholarship and dual credit students, and the affects those have had on enrollment.

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.

Requestor

Lenet Ron
Jeff D'Alessio
Nathan Mihelich
Christopher Hansen
Brian Dolinar

Information Requested

Solar Contract
Police Records
Certified Teacher Retirees
Employee Information
Employee Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for January reflect the results of operations of the College for the first seven months of fiscal year 2022. The revised budget estimates indicate that expenses will exceed revenues by \$967,607 in the general operating funds.

The key factors for the College's operating results in FY2022 will be tuition & fees revenue (enrollment), CPPRT revenues, self-funded health claims, and continued impact of COVID-19 (including relief funding such as HEERF III).

In October the Board approved the use of Manpower to help staff entrance doors to remain in compliance with Governor Pritzker's Executive Order. The College may utilize ICCB GEERF funding (in addition to operating funds and Federal relief funds) to pay a portion of this expense.

The College has received its first seven (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.

Trustee Banks asked about Parkland's endowments. Mr. Randles explained that the Foundation has about \$10M in assets and over 200 funds. The minimum requirement to establish an endowment fund is \$10,000. Parkland's endowment fund is the highest it's been in the past ten years.

2022-2023 TUITION

After carefully reviewing the projected revenues and expenditures Administration recommends no increase for base tuition next year. Tuition rates will remain the same for FY2023.

FY2023 (effective summer term 2022) per credit hour tuition rates as follows:

	On Campus Base Tuition	On Line Base Tuition
In-District	\$ 148.50	\$ 148.50
In-District Tier 2 Career Programs	\$ 225.00	\$ 225.00
Out-of-District	\$ 363.50	\$ 225.00
Out-of-District Tier 2 Career Programs	\$ 363.50	\$ 225.00
Out-of-State	\$ 508.50	\$ 280.00
Out-of-State Tier 2 Career Programs	\$ 508.50	\$ 280.00
International	\$ 508.50	\$ 280.00
International Tier 2 Career Programs	\$ 508.50	\$ 280.00
CNH & Ford ASSET In-District	\$ 225.00	\$ 225.00
CNH & Ford ASSET NOT In-District	\$ 225.00	\$ 225.00
Aviation In-District	\$ 225.00	\$ 225.00
Aviation Out-of-District	\$ 225.00	\$ 225.00
Aviation International	\$ 508.50	\$ 280.00

Tier 2 Career Programs include the following pre-fixes: DHG, LPN, NUR, OTA, RTT, SUR, VTT, and XRA.

It was moved by Mr. Ayers and seconded by Ms. Banks to approve tuition effective Summer term 2022 as above.

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

2022-2023 COURSE FEE SCHEDULE

A schedule of course fees for FY 2022-2023 has been developed by the Vice President for Academic Services in consultation with the academic division deans. These proposed fees are based on Policy 8.25 that states “Course fees are charged to help defray the costs of supplies, equipment, maintenance, and usual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.”

The proposed 2022-2023 Course Fee Schedule is attached for the Board’s review.

It was moved by Mr. Johnson and seconded by Mr. Clem to approve the recommended 2022-2023 Course Fee Schedule.

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

HEALTH PROFESSIONS FEE REMOVAL

Admissions and Records charges a \$10 processing fee for students applying to Health Professions (HP) programs. The fee was originally put into place to ensure that students were serious about being considered for admission to one of the Health Professions programs. As our processes around recruiting, advising, selective admissions scoring have improved, this fee is less impactful in screening serious students ahead of the scoring process and has become more of a less-impactful administrative-heavy process with little benefit and in some cases a barrier to HP admissions. Streamlining the process for student admission into these highly sought-after programs is of benefit to both the students and the college.

A review of this administrative fee was conducted over the last year. It was found that this fee brings in less than \$5000 annually. The administrative time and effort in tracking these fee payments, reminding students to complete this payment, and matching payments to students that have applied for scoring are substantial. Additionally, the current admissions and scoring process for selective admission programs is online and efficient, but students who are not local often have to come to the college to pay the fee. For these reasons, the Dean of Enrollment Management, the Health Professions Division, and Parkland Business Office are jointly recommending the removal of this fee.

We propose the removal of this \$10 admissions fee, effective for the October 2022 admissions and scoring cycle for selective admission Health Professions programs.

It was moved by Mr. Johnson and seconded by Ms. Banks to remove the \$10 admissions fee, effective for the October 2022 admissions and scoring cycle for selective admission Health Professions programs.

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

EXEMPT PURCHASE – TESTING UNITS FOR PLACEMENT TESTING

The Parkland College Assessment Center uses ALEKS PPL testing system to determine developmental and college-level placements, based on the placement scores. ALEKS results also determine high school students' eligibility for dual credit courses.

McGraw-Hill Global Education Holdings LLC of Blacklick, OH is the sole developer, distributor, and owner of the ALEKS PPL and units used by Parkland College for math placement testing must be purchased directly from them. The unit price is the same for all public Illinois community colleges. The estimated annual usage is 4,000 units at \$15.00 per unit for a total cost not to exceed \$60,000.

This purchase relates to the following Strategic Goals:

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

B.2 Improve student success by providing comprehensive support systems.

Administration recommended purchasing the ALEKS PPL testing units from McGraw-Hill for a total cost not to exceed \$60,000. These items are exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph. Board authorization is requested since the cost exceeds \$20,000. Fund

It was moved by Ms. Banks and seconded by Mr. Clem to approve the purchase of ALEKS PPL testing units proposed from McGraw-Hill Global Education Holdings LLC of Blacklick, OH, for a total cost not to exceed \$60,000.

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

EXEMPT PURCHASE – THRIVEDX SAAS INC.

Parkland College Community Education will partner with ThriveDX Saas Inc. (referred to as Cybint) to offer a Cybersecurity Bootcamp course. ThriveDX will provide its proprietary cyber learning, training, simulation products, and services as well as the manuals, documents, marketing materials, etc. for the course.

ThriveDX Saas, Inc. is the world's premier EdTech provider that champions digital transformation training as a means of empowering individuals to thrive in the age of digital disruption. As advocates of lifelong learning, they are committed to closing the digital divide by providing people with the cyber education and digital skills they need. They use a revolutionary educational model centered on real-world applications, designed by industry leaders and taught by experts.

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 purchasing the Cybersecurity Bootcamp training and services from ThriveDX Saas, Inc. (referred to as Cybint), of New York, NY, for a total cost not to exceed \$60,000. 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 Community Education budget for this purchase.

It was moved by Ms. Banks and seconded by Mr. Trimble to approve the purchase of services from ThriveDX SaaS Inc. (referred to as Cybint) of New York, NY, for a total cost not to exceed \$60,000.

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

INSTRUCTIONAL AUDIO-VISUAL PURCHASE

A legal bid notice was placed in The News-Gazette. The bid also appeared on the RFP page of the Parkland College website. Bid invitations were sent to six vendors requesting bids for equipment, installation, and configuration of Audio-Visual hardware and software for 15 base bid classrooms and 11 alternate classrooms. Three vendors submitted a bid.

Flexible classroom equipment allows for simultaneous in-person and virtual participation of students so that the classroom environment's real-time aspects can be made accessible to students who have barriers to attending class in-person. Flexible classrooms also promote innovative teaching practices to increase student engagement and learning outcomes in a format that can be challenging to navigate for many learners. In the career and technical areas, the access to this equipment will allow faculty to access specialized equipment on-site while delivering instruction remotely. Installing such technologies in key spaces will impact current and future students across the institution by removing barriers to remote learning, enhancing the quality of remote instruction, and improving student engagement in online courses.

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.

A3. Implement evidence-based policies and practices that support student learning and success in and outside the classroom.

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.

E2. Utilize our strategic technology plan to support all areas 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 acceptance of the base bid plus alternate classrooms 1 through 5 from Midwest Computer Products Inc of West Chicago, IL at a cost of \$416,171.95. Funds for these purchases are available from the FY2022 and FY2023 HEERF ARP III grant as well as FY2022 and FY2023 operating funds.

	<u>Base Bid</u>	<u>Base Bid + Alternates 1-5</u>
Midwest Computer Products, Inc West Chicago, IL	\$294,235.85	\$416,171.95
Intech Innovations Washington, IL	\$318,033.39	\$423,450.55
Tierney Brothers, LLC St Paul, MN	\$313,522.90	\$436,830.95

It was moved by Mr. Johnson and seconded by Ms. Banks to approve the base bid plus alternate classrooms 1 through 5 from Midwest Computer Products, Inc of West Chicago, IL for a cost of \$416,171.95.

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

AUDIT FIRM RFP

The College has utilized Martin Hood LLC for its annual audit services since FY2013. Historically, the College has had a practice of rotating audit firms every three-to-five years. Audit rotation is designed to overcome two problems that can occur if an organization hires the same audit firm year in and year out: the tendency for audit firms to get too close with the management (impeding independence) of the organizations they are assigned to audit and provide the opportunity for the organization to be examined with a fresh pair of eyes. The engagement with Martin Hood LLC was extended beyond the standard length to ensure high quality, timely audits during times of College staff turnover.

In January 2022, a Request For Proposals (RFP) was released by the College to identify potential auditors for FY2022-FY2024.

This expense 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.

Four responses to the RFP were received: BKD CPAs & Advisors of Decatur, IL, Clifton Larson Allen LLP of Champaign, IL, Martin Hood LLC of Champaign, IL, and Wipfli LLP of Sterling, IL. The proposals were formally reviewed using the requirements and evaluation criteria outlined in the RFP. The evaluation criteria included: prior experience, organization size/structure, qualifications of staff, understanding of the scope of work, and pricing.

Pricing proposals for this engagement for FY2022-FY2024 are as follows:

BKD CPAs & Advisors Decatur, IL	\$187,575.00
Martin Hood LLC Champaign, IL	\$231,240.00
Wipfli LLP Sterling, IL	\$231,600.00
Clifton Larson Allen LLP Champaign, IL	\$246,656.00

After a formal review of the four proposals, Administration recommended BKD CPAs & Advisors of Decatur, IL be awarded the College & Foundation audit services for FY2022-FY2024 at a total cost of \$187,575.00.

Trustee Banks asked about the bid process and diversity criteria. Mr. Randles explained that the only requirement is that the entity be certified. We have goals which are set by the state and that we report annually. We have also encouraged those who are not certified to get certified.

Chair Green noted that she would abstain from vote, due to BKD being a client of SURS.

It was moved by Mr. Clem and seconded by Ms. Banks approve BKD CPAs & Advisors of Decatur, IL be awarded the College & Foundation audit services for FY2022-FY2024 at a total cost of \$187,575.00.

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

CLOSED SESSION

It was moved by Ms. Banks and seconded by Mr. Trimble to go into Closed Session at 8:14 p.m., for the purpose of discussing the following topic:

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal. Or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

The open meeting resumed at 8:45 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the audio recording made of the Executive Session of February 16, 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—Jayden Sortor (Student Trustee).

PERSONNEL REPORT

It was move by Mr. Clem and seconded by Ms. Banks to approve the Personnel Report for February 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—Jayden Sortor.

TRUSTEE REPORTS

Trustee Ayers reminded the Board about the ICCTA annual convention. The convention will be held in Chicago the second week in June. The awards banquet will be that Friday and the Board of Representatives meeting that Saturday.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Clem and seconded by Mr. Ayers for adjournment.

The meeting adjourned at 8:46 p.m.

Bianca T. Green, Chair
Board of Trustees

James Ayers, Secretary
Board of Trustees