

**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**

May 18, 2022

ROLL CALL

The Meeting was called to order by James Voyles, Chairman, at 7:01 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, and Dana Trimble. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public. Kha Nguyen (Student Trustee) was absent.

Chairman Voyles called for a moment of silence in memory of Trustee Timothy Johnson.

CONSENT AGENDA MOTION

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

It was moved by Mr. Ayers and seconded by Mr. Clem 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, Voyles; NAYS—None; ABSENT— Nguyen.

The consent agenda adopted includes approval of the following items:

- Approved the minutes of the Board of Trustees Organizational and Regular Meetings held on April 20, 2022.
- Approved the voucher checks listing thru April 30, 2022 (including Board travel), totaling \$1,966,321.71.
- Approved the disposal of the following items as surplus property:
 - Desks, up to 200
 - Chairs, up to 200
 - Bookcases, up to 200
 - File cabinet sets, up to 200

- Approved the filing of the following grant applications:
 - Illinois State Board of Education (ISBE): Facilitating Coordination in Agricultural Education (FCAE)—Local Program Support
 - Congressionally Directed Spending Request (Sen. Duckworth): Chemistry Education Lab Improvement
 - Congressionally Directed Spending Request (Rep. Davis): FY2023 Community Project Funding Application—Health Professions Improvement
 - National Science Foundation (NSF): Advancing Innovation and Impact in Undergraduate STEM Education at Two-year Institutions of Higher Education
 - Illinois Community College Board (ICCB): Early Childhood Access for Equity Consortium

- Approved the awarding of funds from external sources as follows:
 - Illinois Department of Human Services and Illinois Network of Child Care Resource & Referral Agencies (INCCRRA): Child Care Workforce Bonus
 - Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program (App. #2)
 - Illinois Community College Board (ICCB): FY22 Transitional Instruction Innovation Grant
 - Illinois State Board of Education (ISBE): FY22 Migrant Education Program (MEP)
 - Illinois Arts Council Agency (IACA): FY22 Summer Youth Employment in the Arts (SYE)

PUBLIC COMMENTS

Chairman Voyles opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Joshua Birky, President of PCA, reported that PCA is on break through the summer, but committee work will continue. He noted that there will be some reorganization of some college committees next semester.

PRESIDENT'S REPORT

Dr. Thomas Ramage reported on the following:

1. Thanked Student Services and those who helped with and attended Honors Convocation, Commencement, and the Board dinner.

2. Congratulated Men's Golf who qualified for Nationals. It will be held in Joplin, MO

at the Twin Hills Golf and Country Club. First round will be held May 17 and the final round is May 20.

3. Shared a copy of the Workforce Equity Initiative Summary brochure. It highlights the WEI Consortium results for the Year 1 grant (2020). The grant 2 outcomes will be released in the fall. There is a lot of community interest in the programs, which are doing well with great outcomes.
4. Updated that we are delaying the courtyard fountain project until next year. The bids came in significantly higher than anticipated. We hope that by next year, the costs will come down, or that we can use two years of funds.
5. Trustees were sent an invite to review the HLC self-study document and provide feedback on one or all of the five criteria. Responses are due by June 20. If we do not get re-accredited, we lose our ability to offer financial aid.
6. The Board Dinner at Leadership Conference will be on Thursday, May 26 at 5:30 p.m., followed by a Q&A discussion at 6:30 p.m. The conference will be held in Pana, IL. So far, we have Dr. Banks, Ms. Green, and Mr. Voyles scheduled to participate. Please let Krystal know if you plan to attend.
7. The ICCTA Awards Banquet will be held June 10, in Chicago. Parkland's 2 faculty nominees: Heidi Leuszler – ICCTA's 2022 Outstanding Full-Time Faculty member; and Michelle Dallmier – ICCTA's 2022 Outstanding Adjunct Faculty member, will be recognized at this dinner. Lin Warfel also plans to attend.
8. We will host a Pre-Board meeting at 5:30 p.m., before the June 15 Board meeting. The meeting will be held at Community Education, and we will view the new EMS Ambulance Simulator, tour the Construction Education Alliance and Community Education facilities. Dinner will be provided.
9. Parkland will celebrate Juneteenth on Thursday, June 16, 11a.m.-1 p.m. Parkland is partnering with Visit Champaign County to put on a project of the African American Heritage Trail here at Parkland, and we will host an employee lunch. Campus will remain open and classes will go on as scheduled. Parkland will become a permanent stop on the Trail, and we plan to invite the community to come up with ideas for interactive exhibits as part of the stops on the Trail.
10. There is no Board meeting in August.

Trustee Green asked how often we go through the accreditation process. Dr. Ramage explained that this is a very important, extensive process that happens every ten years. The Board may be asked to talk with that team but will be prepped before that happens.

2022-2023 ANNUAL PLAN REPORT

Dr. Ramage provided an overview of the 2022-2023 Annual Plan summary. A handout was provided to the Board.

He explained that this is the working plan for the college for the coming year. It shows how the expenditures are tied to the Strategic Plan. Dr. Lau will be working on a new Strategic Plan for next year. The Strategic Plan gets updated every five years.

FOUNDATION UPDATE

Tracy Wahlfeldt, Executive Director of the Parkland Foundation, provided an update on the 3rd Quarter FY22 achievements of the Foundation. A handout was provided to the Board and reviewed the FY 2022 Events.

LEGISLATIVE UPDATE

Pam Lau, Executive Vice President, provided a legislative update. A handout was provided to the Board.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Pam Lau reviewed requests made under the FOIA during the month and the disposition of the requests.

<u>Requestor</u>	<u>Information Requested</u>
Janelle Walker Bids	Strategic Digital Media Advertising Services
Nora Dukowitz	Student Directory Information
Lisa Johnson	Personnel File and Correspondence
Rhea Mae Lumanog	Electricity Supply Agreement

FINANCIAL STATEMENTS

The financial statements for April reflect the results of operations of the College for the first ten months of fiscal year 2022. The revised budget estimates indicate that expenses will exceed revenues by \$770,291 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).
- 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 its first ten (of twelve) FY2022 ICCB Base Operating and Equalization Grant payments. The College also received its FY2022 Base Operating Supplement of \$217,135.
- 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 was held in February 2022.

Mr. Randles noted that the new auditors, BKD from Decatur, are onsite today and next week. Heather Powell may be reaching out to some of the board members if she has questions.

Trustee Banks asked if the firm has experience with higher education. Mr. Randles explained that they have worked with the U of I and SURS in the past, along with some of the K-12 schools. They are also familiar with Title IV funds.

EXEMPT PURCHASE – 160 DRIVING ACADEMY VENDOR AMENDMENT

Parkland College Community Education is experiencing an increase in registrations for the Truck Driver Training Program. We use 160 Driving Academy to provide the personnel and equipment as well as the recruitment, instruction, marketing, and job placement services for this program.

The board previously approved spending up to \$680,000 with 160 Driving Academy for FY 2022 at the June 2021 Board of Trustees meeting. The college requests increasing the approved spending amount by \$250,000 to accommodate the increase in registration.

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 increasing the truck driver training services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois by \$250,000. This item is 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.

Trustee Ayers noted that this company also provides services to other colleges. He asked if the financial structure is the same for us as others throughout the state. Mr. Randles explained the agreements are similar but not identical. 160 Driving Academy changed it to be more favorable to them; however, the program is still profitable to us.

Trustee Clem asked if we think that we will see an increase in the program given the CDL formal education requirement. Mr. Randles noted that there is a lot of growth potential and that we have seen the increase, especially given that this is a six-week course.

It was moved by Mr. Clem and seconded by Ms. Green to approve the increase in services from Rock Gate Capital, DBA 160 Driving Academy, of Evanston, Illinois, for a total of \$250,000.

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

CLOSED SESSION

Chair Voyles stated that the Board would not be going into Closed Session.

PERSONNEL REPORT

It was moved by Ms. Green and seconded by Mr. Trimble to approve the Personnel Report for May 2022, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Chair Voyles thanked Dr. Trame for a well-done Commencement.

Chair Voyles expressed that he was thankful for his time working with Congressman Johnson. He noted that they ran against each other in 2015, during which they became good friends. Despite not having a lot in common, he enjoyed talking with him and will miss him.

Chair Voyles informed that the Board has 60 days to take action to fill the vacancy. He explained that in the past, they have held interviews or directly appointed someone. He asked the Board to think about what actions they would like to take, and who might be committed enough to Parkland to be a good Board member. The vacancy must be filled by July 8, 2022, or the rule passes to ICCB.

Trustee Clem noted that the Education for Employment event was awesome, and he was highly impressed. Dr. Ramage noted that the Construction and Manufacturing programs are almost full.

ADJOURNMENT

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

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

The meeting was adjourned at 7:52 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees