

**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**

October 19, 2022

ROLL CALL

The Meeting was called to order by James Voyles, Chairman, at 7:00 p.m. The meeting was held electronically via Zoom and in room U325. 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, Bradley Uken, Kha Nguyen (Student Trustee) and James Voyles. Also present were President Thomas Ramage and representatives of the administration, faculty, staff, and public.

CONSENT AGENDA MOTION

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 September 21, 2022.
- Approved the voucher checks listing thru September 30, 2022, totaling \$5,254,263.95.
- Approved the awarding of funds from the following external sources:
 - Department of Labor—Employment and Training Administration (DOL-ETA): Strengthening Community Colleges Training Grants—Access to Training Opportunities in Manufacturing and Technology (ATOMAT)
 - Illinois Community College Board (ICCB): College Bridge Program Grant
 - Illinois Community College Board (ICCB): Adult Education & Literacy—Integrated English Language and Civics Education (IELCE)

- Approved the filing of the following grant applications from the following external sources:
 - Illinois Department of Commerce and Economic Opportunity (DCEO): Illinois Works Pre-Apprenticeship Program
- Declared as surplus property the following items:

<u>Description</u>	<u>Quantity</u>
Noelle nursing simulator manikin – estimated 15 years old	1

PUBLIC COMMENTS

The Chairman opened the floor for public comments. There were no public comments.

PUBLIC SAFETY DEPARTMENT – RESOLUTION AND OATH OF OFFICE

In accordance with the Illinois Compiled Statutes, the Board of Trustees is empowered to appoint sworn members to the College's Public Safety Department. Jessica Alvarez was appointed to the full-time, 12-month public safety officer position, filling the vacancy created by Peyton Abernathy's departure.

It was moved by Mr. Clem and seconded by Mr. Uken to approve the Resolution to appoint Jessica Alvarez as a Peace Officer to the Parkland College Public Safety Department.

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

REPORT FROM THE PRESIDENT OF PCA

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

PRESIDENT'S REPORT

Dr. Thomas Ramage reported on the following:

1. ACCT Leadership Congress will be held October 26-29 in New York City, NY. A few of our trustees and administrators plan to attend and Parkland is scheduled to present two presentations.
2. Parkland's Holiday Reception will be held Tuesday, December 6 from 3:00-6:00 p.m.
3. "The Story" runs through October 23rd at the Harold and Jean Miner Theatre. This play has received a lot of positive reviews, including a recent review by Smile Politely.

4. Parkland is cosponsoring a Trunk and Treat on Saturday, October 29, 2-4 p.m., in Lot B. We are expecting 300+ families for this event.
5. The Fall Open House and Health Professions Showcase will be held October 28, 12-2 p.m. The Fall Open House will include an optional walking tour of our campus and attendees will have the opportunity to speak with representatives from college departments, including special sessions from several of our Health Profession programs. We currently have ~240+ people registered.
6. BCST hosted the "Business Entrepreneurship Experience" for 89 high school students and their chaperones. Students traveled in teams of 24 to four different 35minute sessions, where they engaged in workshops on various business topics. The experience also included lunch, a tour, and ended with a student survey and a goodie bag.

UNITED WAY REPORT

Sue Grey, CEO of the Champaign County United Way, joined Department Chair Gordy Hedrick to present a new joint venture to farm 85 acres in northwest Champaign. This project benefits the United Way, Champaign County residents, and the Parkland College agriculture program.

ENROLLMENT REPORT

Kristin Smigielski, Dean of Enrollment, provided the following enrollment reports. A handout was provided.

- End of Term Summer Enrollment Report
- Preliminary Fall Enrollment Report

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Communications and External Affairs, will provide a legislative update. A handout was provided.

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

Suzanne Smith
Karen Garcia
Lola Grimes
Isaac Rose

Information Requested

Student Services Job Descriptions and Org Charts
Employee Directory Information
Police Records
Uncashed checks

FINANCIAL STATEMENTS

The financial statements for September reflect the results of operations of the College for the first three months of fiscal year 2023. The revised budget estimates indicate that expenses will exceed revenues by \$299,970 in the general operating funds.

- The key factors for the College's operating results in FY2023 will be tuition & fees revenue (enrollment), CPPRT revenues, and self-funded health claims.
- The College has received all of its FY2022 ICCB Base Operating and Equalization payments.
- The College has received its first three FY2023 ICCB Base Operating and Equalization Grant payments.
- The final FY2023 budget projected a \$260,799 surplus.
- The FY2023 unaudited beginning operating fund balance is approximately \$36M. This amount is 64% of operating expenditures.
- The FY2023 College tentative budget was lodged in July.
- The FY2023 College final budget was approved in September.
- The FY2022 College audit will be presented at the October meeting.
- The TY2022 tax levy will be presented in November or December.

EXEMPT PURCHASE – EMERGENCY FOOD SERVICE REFRIGERATION REPAIR

The food service area in the Student Union has multiple refrigerators, coolers and freezers that are served by condensing units that are located on the roof of the third floor of the Union. The refrigerant line sets between the cooling units and the condensing units run through a sealed chase between the first floor and the roof. The Physical Plant has spent considerable time and resources attempting to make repairs to the refrigeration equipment, and it has been determined that the only feasible solution is to relocate the condensing units from the roof top to the ground level outside the café, with new line sets and electrical connections. Since the line sets have failed, the food service refrigeration equipment is currently not in service. Due to the need for the repair in a timely manner, the College needs to make this repair on an emergency basis.

Three local HVA/C/Refrigeration companies that the College has recent experience with have been contacted and have provided estimates for this repair work. Administration recommends contracting for the lowest estimate from Davis Houk Mechanical Contractors of

Urbana, IL to provide the necessary materials and labor for this repair in the amount of \$38,980.59.

These items are exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (m) where funds are expended in an emergency and such emergency expenditure is approved by $\frac{3}{4}$ of the members of the board. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the FY2023 operating budget.

The 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.

It was moved by Dr. Banks and seconded by Mr. Trimble to approve contracting with Davis Houk Mechanical, of Urbana, IL to provide repairs to the food service refrigeration systems at a cost of \$38,980.59.

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 – STUDENT COMPUTER HARDWARE

In support of an Academic Services-led initiative to reduce technology barriers for students undertaking classes at Parkland College, Administration recommended the approval for the purchase of approximately 100 personal laptop devices and associated accessories for a total cost of no more than \$65,000. Laptops will be purchased from Dell Computer Corporation of Round Rock, Texas. Laptops will be distributed to students enrolled in grant-designated disciplines, and who have completed a required 2-hour workshop teaching basic computer skills and appropriate academic usage for the laptops. Workshops will be offered and laptops will be distributed after the College calendar's drop/no refund date each semester. Individual classes will be targeted for distribution within the requirements of the grants funding these purchases.

Dell is the primary provider of both end-user computers, as well as servers. Parkland College's infrastructure and support staff have been set up to support our students using the new laptops described in this resolution.

This purchase relates to the following strategic goals:

Goal B: Completion

Parkland College will increase student retention, persistence, and completion.

B2: Improve student success by providing comprehensive support systems.

Administration recommended purchasing laptops from Dell Computer Corporation of Round Rock, Texas for a total cost not to exceed \$65,000. 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 805/3-27.1(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 Innovative Bridge and Transitions grant, the ICCB Competency-Based Education grant, and the Early Childhood Access Consortium for Equity (ECACE) grant.

It was moved by Mr. Uken and seconded by Ms. Green to approve the purchase of 100 personal laptop devices and associated accessories for a total cost of no more than \$65,000.

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 – INTERNET CONNECTION SERVICES

In support of our educational and institutional infrastructure, Administration recommended purchasing a three-year commitment for bandwidth, IP address leasing, and redundant connection and data transport between Parkland College and the internet through AT&T and the Illinois Century Network (ICN). Parkland currently connects to the UC2B community fiber network with services provided by Consolidated Communications (CCI) and from there to the broader internet via Illinois Century Network (ICN) at an annual cost of approximately \$55,000. The new commitment will use AT&T and ICN as the primary and backup internet providers with double the current bandwidth.

The current solution contains several potential points of failure, does not have the capacity for Parkland's required network bandwidth, and thus cannot deliver the reliability and resiliency needed for modern applications. The new solution will have two independent paths to the internet and increased bandwidth on the primary connection.

The total annual cost for the new solution will be \$100,000 between January 2023 and December 2025, which include:

- AT&T circuit and internet capacity for primary connection at the main campus and lateral connections to Parkland on Mattis and the Airport: up to \$70,000
- ICN for the backup internet connection: \$24,000
- ICN for the lease of IP address space: \$6,000

Because of Parkland College's network configuration, the solution must be compatible with ICN. Two available companies that have proven compatibility with ICN are AT&T and Consolidated Communications (CCI). The College chose AT&T since it provides better service levels with higher system availability guarantees, proactive system monitoring, and better response time to system outages. In the event of an internet outage, CCI caps its refund

at 50% of the monthly recurring cost, while AT&T will refund up to 100%. Additionally, in recent months, the College encountered multiple internet outages, one of which lasted more than 14 hours, caused by CCI's system problems. These outages uncovered severe concerns with the company's response time, proactive system monitoring, and ability to diagnose and resolve technical issues in a timely manner.

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.

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.

D2: Mobilize partnerships to accomplish a collaborative agenda that ensures that program planning targets skills gaps; promotes the associate's degree as a desired employment credential; and establishes viable options for completing skills-based credentials, including classroom instruction, online learning, credit for prior learning, and on-the-job learning.

D4: Market the mission, programs, and services of Parkland College effectively to support the institution's enrollment goals and so that constituents fully understand the comprehensive programs offered that provide opportunities to students and support development of District 505 communities.

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.

This item is exempt from formal bid requirements per the Illinois Public Community College Act section 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or telecommunications and inter-connect equipment, software, and services; (g) contracts for duplicating machines and supplies. Board authorization is requested since the cost exceeds \$20,000. Funds are available starting in the FY 2023 operating budget through the FY2026 operating budget.

It was moved by Mr. Clem and seconded by Dr. Banks to approve services from AT&T and ICN for internet connection at an annual cost of \$100,000, from January 2023 through December 2025.

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

FY2022 AUDIT

The FY22 Comprehensive Annual Financial Report (CAFR) was presented by Chris Randles and representatives from FORVIS (formerly BKD).

It was moved by Mr. Ayers and seconded by Mr. Uken to approve the FY2022 audit as presented.

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 – ELEVATOR MAINTENANCE SERVICE CONTRACT

The College currently uses an outside contractor for repairs and required routine maintenance work for the 14 elevators on the main campus. This is the final year of a five-year contract with Kone, Inc. elevator service of Peoria, IL which runs through September 30, 2023. At the end of this service contract, the College will make a public Request for Proposals for maintenance and service for the elevators.

Kone has been the College's primary elevator maintenance contractor for years. The current contract cycle was continued based on continuity of service, quality of historical service, and modest annual increases to cost over the five-year contract.

The 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.

E4: Develop and implement external funding plans to support key college projects and offset declining government support using Foundation fundraising, public/private partnerships, and alumni outreach.

Administration recommended purchasing maintenance and service of the College elevator systems from Kone, Inc., of Peoria, IL for a total cost of \$32,355.36. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the operating budget for this purchase.

It was moved by Ms. Green and seconded by Dr. Banks to approve the purchase of elevator service and maintenance from Kone, Inc. of Peoria, IL for a total cost of \$32,355.36.

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

ANNUAL GRANTS REPORT

Josh Birky, Program Manager of Grants and Contracts, provided the annual grants report to the Board of Trustees.

Dr. Banks expressed that she is very impressed with this report and the amount of work that goes into all of the grants.

2022-2023 COURSE FEE SCHEDULE – CORRECTION

The following course fees are proposed as a correction to the schedule of course fees for FY2023 developed by the Vice President for Academic Services in consultation with the division deans and approved by the board in February 2022. 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 unusual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.”

FY2023 Originally Approved Rates:

Prefix		FY2021	FY2022	FY2023
AVI	111	\$55.00	\$55.00	\$175
AVI	112	\$33.00	\$33.00	\$99
AVI	113	\$4.00	\$4.00	\$12

FY2023 Corrected Rates:

AVI 111	\$58
AVI 112	\$33
AVI 113	\$4

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

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

2024–2025 ACADEMIC CALENDAR (LODGED)

The proposed 2024-2025 Academic Calendar has been reviewed and approved by the Parkland College Association Senate and College Council. This item is lodged and will be presented at the November 2022 Board of Trustees meeting for approval.

CLOSED SESSION

The Board did not go into Closed Session.

PERSONNEL REPORT

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

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

ADMINISTRATIVE CONTRACT

Administration recommended approval of the employment contract for Pamela P. Lau, President, with an annual base compensation of \$300,000.00 effective January 1, 2023, and continuing through the first to occur of separation of service or December 31, 2026.

Dr. Lau thanked the Board for their confidence in her ability to lead this institution and the residents of District 505. She expressed that she is very grateful to Parkland College and the Board for having provided the opportunity for professional development. Parkland has been a wonderful place with a strong sense of mission that resonates with her to help students learn, be successful, and reach their aspirations. She stated that there is a sense of excitement and awe at the great weight of responsibility and will do her very best to not let everyone down. She recognizes that there are new frontiers for us to conquer in helping students succeed. She thanked Dr. Ramage for the coaching and mentoring, and for putting together such a solid leadership team. She stated that leadership is not a solo affair, and we are true partners in our mission to engage the students of District 505.

Trustee Ayers noted that he joined the Board in 1989 during a very contentious time. He stated that the Board can make or break the president, and that their responsibility is to continue the successful job of Dr Ramage. He noted that they expect things to continue on the same with smooth sailing.

It was moved by Ms. Green and seconded by Dr. Banks to approve the employment contract for Pamela P. Lau, President, with an annual base compensation of \$300,000.00 effective January 1, 2023, and continuing through the first to occur of separation of service or December 31, 2026.

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

TRUSTEE REPORTS

Trustee Uken expressed that he is very exciting for the United Way partnership. He believes it is a great opportunity to allow the students to get more experience. He's not aware of any other college with a program that feeds the community.

Trustee Banks noted that she serves on the United Way Board, and they are ecstatic for this opportunity.

Trustee Ayers reminded the Board about the upcoming Boy Scouts dinner where Dr. Banks will be honored. He stated that she is doing great work with ICCTA and ICCB.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Mr. Trimble for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:46 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees