

**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**

SEPTEMBER 21, 2022

ROLL CALL

The Meeting was called to order by James Voyles, Chairman, at 7:01 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, and Kha Nguyen (Student Trustee). 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 Ms. Banks 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 and Closed Session meetings held on July 20, 2022.
- Approved the voucher checks listing thru August 31, 2022, totaling \$5,256,805.02.
- Declared as surplus property the following items:

<u>Description</u>	<u>Quantity</u>
• Books – estimated 20 years old	estimated 1,500
• VHS Tapes/DVDs/CDs – estimated 20 years old	estimated 750
• Canon Microfilm Scanner – estimated 30 years old	1
• Panasonic Television with VHS/DVD : 25 years old	1
• Kodak Ektagraphic III E Projector – estimated 35 years old	6
• Carousels of slides	120

- Individual slides estimated 50,000
- Approved the awarding of funds from the following external sources:
 1. Illinois Department of Transportation (IDOT): FY23 Highway Construction Careers Training Program (HCCTP)
 2. Illinois Community College Board: FY23 Early School Leaver Transition Program (ESLTP)
 3. Illinois State Board of Education (ISBE): Facilitating Coordination in Agricultural Education (FCAE)—Local Program Support
 4. Education Systems Center at NIU (EdSystems): Community Colleges & Early Adopters of College & Career Pathway Endorsements
 5. Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study (ICWS) Grant
 6. Illinois Community College Board (ICCB): Apprenticeship Grant: Customized Apprenticeship Programming—Information Technology (CAP-IT) (DOL-ETA, Year 3 funding)
 7. Illinois State Library/Secretary of State: Adult Volunteer Literacy Grant (Project READ)
 8. Illinois State Library/Secretary of State: Penny Severns Family Literacy Program
 9. Illinois Arts Council Agency (IACA): FY23 General Operating Support (GOS) Grant
 10. Illinois Emergency Management Agency (IEMA): FEMA Public Assistance Program (App. #3)
- Approved the filing of the following grant applications from the following external sources:
 1. Illinois Green Economy Network (IGEN): Renewable Energy Resources Trust Fund
 2. Illinois Community College Board (ICCB): Pipeline for the Advancement of the Healthcare Workforce (PATH)

PUBLIC COMMENTS

The Chairman 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 elections are coming up and will run through early November.

PRESIDENT'S REPORT

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

1. Introduced Rene Juarez-Cuevas, 2022-2023 ICCB Student Member. Mr. Juarez-Cuevas stated that he is thankful to have earned this position and has been putting in a lot of work this past year. He is hopeful that he will be able to help the student body and school the best he can.
2. Parkland was awarded a \$4.9M Department of Labor grant. Parkland is the lead institution along with six other institutions. Parkland will be hiring individuals to help with competency-based education. The funds will be used for labs, scholarships, etc. He congratulated Dr. Sutton and the Grants Office for their hard work.
3. Parkland hosted the Illinois Regional College Fair on September 14 in the Donald C. Dodds, Jr. Athletic Center. Students and parents had the opportunity to explore a wide variety of higher education options. Over 80 colleges and universities attended.
4. Parkland hosted a Career Exploration event on September 20. Students had the opportunity to meet with dozens of industry partners. Over 100 students registered for this event.
5. Dean Davingman and Counseling Services will be starting The Bandana Project this month. The Bandana Project is a national grassroots mental health awareness and suicide prevention movement. Members get a green bandana and resource cards. They tie the green bandana to their bag, backpack, purse, etc. which means that they carry mental health resources available on campus and locally. This movement rejects stigma and shows that nobody is alone. So far, about 50 volunteers have signed up. This project will run the entire month. Dr. Ramage thanked Dean Davingman and Counseling Services for their efforts.
6. Through a grant from Amideast, UIUC Global Education and Training organized a study tour for 30 Egyptian disability services center directors and 15 Egyptian university vice presidents as they implement and oversee the launch of new disability services centers at their respective universities in Egypt. Amideast asked UIUC to include a visit to Parkland. Dean Davingman and Accessibility Services were able to host the group on September 13, which included a total of about 50 people, and provided an overview of Parkland College and our accessibility services.
7. The ICCB Recognition Audit is scheduled for October 7. This is a mini recertification of the College. They discuss, in great detail, the financial, academic, and student service areas to make sure we do what we're supposed to be doing.
8. *The Story* will come to Parkland College's Harold and Jean Miner Theatre October 13-23.
9. Reminded the trustees about the HLC study session before the October board meeting. Dr Lau and Julie Weishar will discuss how to respond to HLC visit questions. The HLC visit is scheduled for Nov 14-15.

EXCELLENCE AWARDS

Beth Bachtold, Director of the Center for Excellence in Teaching and Learning, presented the following awards:

- **Manny Rodriguez** – Teaching Excellence Award
- **Heidi Leuszler** – Leadership Award for Outstanding Full-Time Faculty
- **Michelle Dallmier** – Leadership Award for Outstanding Adjunct Faculty
- **Brennon Hightower** – Outstanding Staff Award - Green
- **Karen Rocha** – Outstanding Staff Award - Gold

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

Requestor

Juliana Liffick
Kristi Upton
Sam Stecklow
Jose Marquez
Morgan Colton

Information Requested

PCDC Security Footage
Financial Information
Use of Force Forms/Reports
Bid Information
Student Directory Information

FINANCIAL STATEMENTS

Mr. Randles reported that the financial statements for August reflect the results of operations of the College for the first two months of fiscal year 2023. The revised budget estimates indicate that expenses will exceed revenues by \$298,970 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 two 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 will be presented in September.
- The FY2022 College audit will be presented at the October or November meeting.
- The TY2022 tax levy will be presented in November or December.

Trustee Trimble asked for clarification on the revised budget figures, noting the difference in capital outlay. Mr. Randles explained that those figures include all funds combined, whereas the original budget does not include the Restricted Fund. He noted that as we get approved for grants, those budgets get put into the system throughout the year.

Trustee Voyles-asked if the personal property replacement tax is considered local revenue. Mr. Randles noted that it is currently local and is combined with property taxes. They discussed the impact it could have on other state funding, noting that it is all so new and still trying to understand why it has tripled.

PUBLIC HEARING

A public hearing was held on the proposed 2022-2023 (FY2023) budget. No public comments were made.

2022-2023 BUDGET

The final 2022-2023 (FY2023) budget is presented for approval.

It was moved by Mr. Ayers and seconded by Mr. Clem that the budget for the 2022-2023 year (FY2023) be adopted in accordance with the documents 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.

PROTECTION, HEALTH, AND SAFETY PROJECTS/CAMPUS MASTER PLAN UPDATE

Protection, Health, and Safety (PHS) project plans are presented annually to the Board. PHS funds have been used to provide much needed structural and mechanical improvements to the campus. It is proposed that the PHS projects in the FY2023 capital plan be approved for funding purposes.

These projects relate 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.

Requested projects for approval:

Reconstruct Fountain Courtyard	\$1,000,000
Exterior Parking Lot Light Upgrade	\$ 800,000
Seal/Restripe B/C/M Parking Lots	\$ 700,000
Exterior Camera Additions Phase I	\$ 100,000

Mr. Jim Bustard, Director of the Physical Plant, also provided a Campus Master Plan update. A handout was provided to the Board.

The Board discussed and had the opportunity to ask questions about the Master Plan and PHS projects. Trustee Uken asked for a list of the deferred maintenance projects.

Dr. Trame updated that camera project contract is in negotiations, and they hope for the final contracts in the next few days. Trustee Banks asked if there was any possibility of getting them as part of a group purchase with other colleges. Mr. Bustard noted that they are looking into getting the best deal we can.

It was moved by Mr. Clem and seconded by Ms. Green to approve the Campus Master Plan and Protection, Health, and Safety project listed above for FY2023 to be filed in accordance with the documents which will be incorporated in the official minutes.

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 – CARLE ATHLETIC TRAINER CONTRACT

Parkland College Athletics contracts with Carle Hospital to provide athletic training coverage for the athletic training room and coverage for Athletic events. The athletic trainer provides daily therapy/rehab sessions for student athletes along with event coverage and concussion protocol coverage. Coverage includes but is not limited to concussion baseline testing prior to all student athletes participation in any collision and/or contact sports.

This purchase meets 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 contracting with Carle Foundation Hospital of Urbana, IL for athletic training room and event coverage for the Fall 2022 and Spring 2023 semesters at a total cost not to exceed \$25,720. This item is exempt from formal bid requirements per the Illinois Public Community College Act, section 805/3-27(a) contracts for 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 the FY2023 Athletics budget.

It was moved by Mr. Uken and seconded by Ms. Banks to approve the contract with Carle Hospital of Urbana, IL for athletic training room and event coverage at a total cost not to exceed \$25,720.

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 – EMERGENCY FOOD SERVICE – HENDRICK HOUSE

The Parkland College Child Development Center (PCDC) is an accredited, state-licensed childcare center that supports Parkland College students by providing on-site childcare, while also serving families of Parkland employees and the public. PCDC provides nutritious meals and snacks to its students during the day and participates in the Illinois State Board of Education Child and Adult Care Food Program (CACFP). Funding from CACFP reimburses the college for a portion of the cost of providing PCDC students with healthy meals during their time of attendance. The center currently services approximately 50 children ages six weeks through five years.

In late July, the PCDC cook resigned from their position, creating an immediate need for food service that complies with the applicable nutritional requirements and DCFS licensing standards. To fulfill this emergent need, the college engaged Hendrick House Catering, which also provides on-site food service through Betsy's Bistro and serves several area daycare centers. The college has filed for an emergency exemption through the Illinois State Board of Education to allow Hendrick House to fulfill this function.

Given the operational challenges of relying on a single position to meet the daily nutritional needs of the PCDC, the college is shifting to a food service vendor versus in-house model moving forward. Administration is currently working through the approval process with ISBE to issue an RFP for a long-term contract for food service, aiming to bring a contract for such services to the Board of Trustees by the end of the calendar year. This expenditure is an emergency solution while the full RFP process can be conducted.

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.

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 the approval of emergency food services from Hendrick House Catering of Urbana, IL for a total cost not to exceed \$50,000. Items are exempt from formal bid requirements per the Illinois Public Community College Purchasing Act section 805/3-27.1 (m) where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board. Board authorization is requested since the cost exceeds \$20,000. Funds are available from the FY2023 Child Development Center budget for this purchase.

Trustee Banks asked if that effects the ability for Hendrick House to be the bidding vendor. Mr. Randles stated that it does not and that we encourage Hendrick House to apply. Ms. Stuart noted that we had to submit a list of potential vendors to ISBE. We are hoping for ISBE approval by December 1.

Trustee Ayers asked if the state provides financial support. Ms. Stuart explained that we have to meet nutritional guidelines and they provide partial reimbursement based on the number of meals provided.

Trustee Banks asked if meals were prepared onsite. Ms. Stuart explained that could be prepared using the kitchen onsite or can be prepared offsite and food portioned in the kitchen space.

It was moved by Ms. Banks and seconded by Mr. Trimble to approve the purchase of services from Hendrick House Catering, of Urbana, IL, for a total cost not to exceed \$50,000.

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 – PARKLAND COLLEGE POLICE DEPARTMENT PORTABLE RADIOS

The Police Department requested the purchase of new portable radios. Six Motorola APX6000 radios will replace six, outdated and unserviceable radios. The new Motorola radios will cost a total of \$27,710.58 that will include the speaker microphones, chargers, batteries, and system programming.

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.

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 new portable radios from Motorola Solutions through Supreme Radio Communications for a total cost of \$27,710.58. 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. 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 are available in the FY2023 operating budget for this purchase.

Dr. Trame noted that this purchase is to provide new radios. They are in need of technology upgrades and not working properly, so they are replacing for safety reasons.

It was moved by Ms. Green and seconded by Mr. Clem to approve the purchase of new portable radios from Motorola Solutions through Supreme Radio Communications of Bloomington, IL for a total cost of \$27,710.58

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 – TITLE IX SOLUTIONS CONTRACT

Parkland College is planning to contract with Title IX Solutions, LLC to provide investigative and other compliance services to support the college's adherence with its legal and policy obligations. Investigations occur when the college receives a report of harassment, discrimination, or other policy violations of a similar nature against an employee or student. This purchase meets 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.

A1: Provide consistent and comprehensive professional development for all faculty and staff.

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

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.

E1: Communicate and implement Parkland's established core values to guide conduct and practices of Parkland College students, faculty, staff, and administration.

Administration recommended contracting with Title IX Solutions, LLC of Belleville, IL for investigative and other compliance services for the Fall 2022 and Spring 2023 semesters for a total cost not to exceed \$50,000. This item is exempt from formal bid requirements per the Illinois Public Community College Act, section 805/3-27(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 the FY2023 operating budget and LPS funds.

Trustee Banks asked why they chose this company. Mr. Randles explained that they chose them because of their expertise and specific skillset. He noted that this purchase is primarily intended to assist HR and the Vice President for Student Services with the amount of time required for these cases. Dr. Ramage added that it is likely that we'll need these services again.

Trustee Uken asked if this is the first time we've used an external company. Trustee Ayers stated that this is a topic that comes up at ACCT and if the investigation goes wrong, it creates bigger issues. Dr. Ramage added that if done incorrectly, we're subject to huge fines.

Trustee Banks suggested that we specify the reasons why a company has been selected and would like more language in the write-ups speaking to why a particular company gets selected.

It was moved by Mr. Uken and seconded by Ms. Banks to approve the contract with Title IX Solutions, LLC of Belleville, IL for investigative and other compliance services for a total cost not to exceed \$50,000.

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

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 September 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.

TRUSTEE REPORTS

Trustee Banks shared a summary of the ICCTA Board meeting that she attended this past month. She noted that ICCTA is going to work with ICCB and the Council of Community College Presidents and Trustees on a letter supporting the Mental Health Early Action Campus Act. She also added that there is new leadership for ICCTA to focus on the future of work and economic development and the needs from community colleges, noting that the presentation and discussion was very enlightening.

In addition, ICCTA has applied for renewed grant funding for Community College baccalaureate degree, and that the association adopted a neuro diversity inclusion statement in addition to the DEI policy. Their long-term goal is to have community colleges look at neurodiversity and be more aware and supportive.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Ms. Banks for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:38 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees