

**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**

February 15, 2023

ROLL CALL

The Meeting was called to order by Bianca Green, Vice-Chair, at 7:16 p.m. The meeting was held electronically via Zoom and in Room U325. At the direction of Vice-Chair 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, Dana Trimble, Bradley Uken, James Voyles, and Bianca Green. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Student Trustee Kha Nguyen was absent.

CONSENT AGENDA MOTION

Vice-Chair Green asked if Trustees had any questions regarding items included on the Consent Agenda.

It was moved by Mr. Clem and seconded by Dr. 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, Trimble, Uken, Voyles, and Green; NAYS—None; ABSENT—Nguyen (Student Trustee).

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meetings held on January 18, 2023.
- Approved the voucher checks listing thru January 31, 2023, including Board travel, totaling \$1,613,322.67.
- Approved the awarding of funds from the following external sources:
 - Illinois Department of Human Services and Illinois Network of Child Care Resource & Referral Agencies (INCCRRA): Strengthen and Grow Child Care Grants

- Approved the recommended changes to the following policies in the Policies and Procedures Manual:
 - 3.48 Chosen Name Policy
 - Policy 8.04 Dropping Classes and Withdrawing
 - Policy 8.15 Student Grievance, PCA Constitution, and PCA By-Laws
 - Policy 5.11 Graduation Requirements

PUBLIC COMMENTS

Vice-Chair Green opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Kevin Hastings, President of PCA, stated that there was no report.

VII. INSTITUTIONAL—Item A

PRESIDENT’S REPORT

Dr. Pamela Lau provided the following report to the Board:

1. **Enrollment.** Enrollment for this Spring semester continues to trend positive. Dean Smigielski will provide details in her report.
2. **HLC draft review.** We received a draft copy of the HLC report, and the team gave us the desired evaluation of “MET” for every core component except one. Criterion 4.B was rated as “MET WITH CONCERNS”. Our assessment of learning outcomes as well as program review practices were deemed inconsistent and insufficiently linked to resource allocation decisions. Dr. Sutton and the academic deans will begin work on addressing these gaps. We are asked to provide evidence of closing these gaps in the 2026 mid-cycle assurance argument.
3. **ICCB Recognition.** We submitted a self-report last June which initiated the recognition process. We anticipate the renewal of recognition as early as the next ICCB board meeting.
4. **National Legislative Summit**
 - a. Our Parkland team comprised of Trustee Banks, Trustee Ayers, Trustee Nguyen, ICCB representative Juarez-Cuevas, VP Stuart, VP Trame, and President Lau.
 - b. We visited with Illinois legislators and all of them affirmed the key role of community colleges in preparing the American workforce as we re-tool and upskill our people for work in middle-skill jobs related to emerging technologies and expanding occupational sectors.

- c. We highlighted Parkland's ability to receive significant federal funding through NSF, DoL, and Dept of Ed TRiO grants.
 - d. National Science Foundation/NSF visit. Dr. Jonathan Moore, Asst Director for the Directorate of STEM Education, and his team were very welcoming. They knew about Parkland's track record for getting NSF ATE (Advanced Technological Education) and S-STEM (Scholarships in Science, Technology, Engineering, and Math) awards. They strongly encouraged us to continue with innovation. NSF is very interested in developing the work of community colleges in technical education and training and equipping a diverse workforce that is trained to meet the needs of industry and emerging technologies.
 - e. Inside Higher Ed "interviewed" us on what is going on at Parkland and were very interested in Dr. Sutton's faculty furniture refresh project. They want to interview her about the initiative to transform faculty offices into inviting learning spaces for students while providing faculty with updated office furniture.
 - f. Student leaders Kha Nguyen and Rene Juarez-Cuevas had the opportunity at each of our visits to share about their Parkland experience in terms of academic preparation, diversity in student engagement, and leadership development. Mr. Nguyen and Mr. Juarez-Cuevas represented us very well.
5. **AGCO.** Our discussions with AGCO on the legal agreement are still in process. Details are being ironed out with the help of our counsel, Lorna Geiler.
 6. **Automated License Plate Readers.** These cameras have been installed and can capture images and data from vehicles and license plates, can send real-time alerts to law enforcement regarding a stolen vehicle or when an AMBER or Silver Alert is detected. We expect that these cameras will add an important layer of safety and security for our campus.
 7. Updated on the following events:
 - a. Shared a copy of the Black History Month calendar of events. Trustees are welcome to attend.
 - b. Parkland's Dental Hygiene program hosted Give Kids A Smile on February 11. The event was featured on WCIA and Program Director Peg Boyce was interviewed. There were 92 volunteers, 151 children were given dental services, and the estimated total cost of services rendered is \$34,126.
 - c. Math Contest will be held on Saturday, Feb. 25. Trustees are welcome to help with presentation of awards in the gym at 2 p.m.

Looking ahead to the month of March:

- a. Ag Tech Showcase on March 9. Around 200 high school students are invited to attend and learn about our Ag programs and careers. Ag-related employers have also been invited to participate.
- b. Parkland Pathway to Illinois Open House on March 5. This is an annual event. We expect parents and prospective students to come from all over the state to learn about Pathway.

8. ICCTA is organizing a workshop on “The Future of Work” on Feb. 24 at Heartland Community College. Please let Krystal know if you plan to attend.
9. Reminder. The March BOT meeting is earlier. It is scheduled for March 8. Just ahead of ICCTA meetings in Chicago on March 10-11.

ENROLLMENT UPDATE

Kristin Smigielski, Dean of Enrollment Management, provided updates on the end of term enrollment data, historical comparison data, and spring semester 2023 enrollment updates. A handout was provided to the Board.

Trustee Uken asked about the efforts to get high school students to come back to Parkland after high school. Dean Smigielski explained that we try to be more intentional about events and communications to put students in that frame of mind and know what we offer, and to help retention.

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

Generation Lab
Ephraim Williams

Information Requested

Student Directory Information
Police ReportIX.

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 2023. The revised budget estimates indicate that expenses will exceed revenues by \$955,929 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 its first seven FY2023 ICCB Base Operating and Equalization Grant payments.
- The final FY2023 budget projected a \$260,799 surplus.

- The FY2023 audited beginning operating fund balance is \$37.2M. This amount is 66% of current budgeted operating expenditures.
- The FY2023 College tentative budget was lodged in July.
- The FY2023 College final budget was approved in September.
- The FY2022 College audit was approved in October.
- The TY2022 College tax levy was approved in November and has been delivered to all the county clerks.
- The FY2023 budget is planned for February 2023.

2023-2024 TUITION

Administration presented fiscal scenarios based on several potential tuition rates for FY2024.

Tuition has not been increased for four consecutive fiscal years.

The current FY2023 tuition rates are as follows:

	On Campus Base Tuition	On Line Base Tuition
In-District	\$ 148.50	\$ 148.50
In-District High 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, AGC & Ford ASSET In-District	\$ 225.00	\$ 225.00
CNH, AGC & 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.

The following recommended increases are per semester credit hour and would be effective with the Summer term 2023.

4% Increase	On Campus Base Tuition	On Line Base Tuition
In-District	\$ 154.75	\$ 154.75
In-District High Tier 2 Career Programs	\$ 234.00	\$ 234.00
Out-of-District	\$ 378.00	\$ 234.00
Out-of-District Tier 2 Career Programs	\$ 378.00	\$ 234.00
Out-of-State	\$ 529.00	\$ 291.00
Out-of-State Tier 2 Career Programs	\$ 529.00	\$ 291.00
International	\$ 529.00	\$ 291.00
International Tier 2 Career Programs	\$ 529.00	\$ 291.00
CNH, AGC & Ford Asset In-District	\$ 234.00	\$ 234.00
CNH, AGC & Ford Asset NOT In-District	\$ 234.00	\$ 234.00
Aviation In-District	\$ 234.00	\$ 234.00
Aviation Out-of-District	\$ 234.00	\$ 234.00
Aviation International	\$ 529.00	\$ 291.00

Mr. Randles provided a handout showing the increased projections, as shown above. The trustees had the opportunity to ask questions and discussed the tuition options.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve tuition effective Summer term 2023 as outlined above.

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

2023-2024 COURSE FEE SCHEDULE

A schedule of course fees for FY2024 has been developed by the Vice President for Academic Services in consultation with the 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 unusual expenses. Individual course fees will be presented annually to the Board of Trustees for their approval.”

It was moved by Mr. Ayers and seconded by Dr. Banks to approve the recommended 2023-2024 Course Fee Schedule.

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

2023-2024 STUDENT ACTIVITY FEE

Parkland College administration met with the Student Government Association to review the expected revenues for the Student Activity Fund, created by Parkland policy 8.20 and funded by the Student Activity fee assessed per credit hour. This fee was set by the Board at \$1.75 per credit hour for the 2012-2013 academic year and has not been increased since.

After reviewing the revenue projections for the Student Activity Fee and the impacts for students on the declining revenues generated by this fee, the Student Government Association has passed the following resolution: (Resolution on Following Page)

Per the recommendation of Student Government Association, administration recommends this increase to the student activity fee as follows:

	<u>Current</u>	<u>New</u>	<u>Increase</u>
All Residencies	\$1.75	\$3.00	\$1.25

The increase is per semester credit hour and would be effective with the Summer term 2023.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve a student activity fee increase to \$3.00 per credit hour effective Summer term 2023.

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

EXEMPT PURCHASE – STUDENT COMPUTER HARDWARE

In support of an Academic Services-led initiative to reduce technology barriers for students undertaking classes at Parkland College, Academic Services plans to purchase 100 personal laptop devices and associated accessories. The Board of Trustees previously approved the purchase of 100 laptops in September 2022. Laptops will be distributed to students enrolled in grant-designated disciplines, and who have completed a required online ‘digital literacy’ module through Cobra, teaching basic computer skills and appropriate academic usage for the laptops. 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 and 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 100 laptops from Dell Computer Corporation of Round Rock, Texas for a total cost not to exceed \$65,000. These items are 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 services and telecommunications and inter-connect equipment, software, and services. Board authorization is requested since the cost exceeds \$20,000. Funds for this purchase are available from the Innovative Bridge and Transitions grant and the Parkland's BEST College Bridge grant.

It was moved by Mr. Clem and seconded by Mr. Trimble to approve the purchase of 100 personal laptop devices and associated accessories from Dell Computer Corporation of Round Rock, TX for a total cost not to exceed \$65,000.

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

EXEMPT PURCHASE – LEARNING COMMONS FURNITURE

The Learning Commons has received grant funding to allow the College to further expand and enhance student work areas with new or upgraded furnishings. The College has allocated the central lounge space under the Learning Commons stairs to be rebranded as a “Learning Commons Connection Zone,” to match a similar designated zone on the 2nd floor of the X Wing.

The Learning Commons will select tables, chairs, and lounge furniture that is accessible, movable, and adaptable to ensure that LC spaces will accommodate the needs of the diverse populations served by the College. The choices of furnishings are part of an ongoing plan within the Learning Commons to create spaces which are both functional and comfortable to support student learning needs beyond the classroom. The Learning Commons and Connection Zones are freely available for students and faculty to use for collaboration and individual study.

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 the Learning Commons from Krueger International of Green Bay, WI 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 (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 Innovative Bridges and Technology grant, the Parkland's BEST College Bridge grant, and FY2023 operating budget.

It was moved by Dr. 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 \$65,000.

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

EXEMPT PURCHASE – POLICE PATROL VEHICLE

The College Public Safety Department requests the purchase of a 2023 Ford SUV Police Interceptor Utility AWD vehicle to replace a 2009 Chevrolet Tahoe Police patrol vehicle. The current vehicle has over 80,000 miles and has significant maintenance issues which make it no longer useable for patrol. The purchase of a hybrid Ford SUV Police Interceptor was previously approved by the Board in July 2022; however, it is unknown when Ford will manufacture these hybrids due to supply chain problems. This gas-only version is anticipated to be available within 60 days.

The vehicle will also require police equipment outfitting to be purchased and installed by James Jones of Champaign, IL for \$10,065.00. Dean's Graphics of Champaign, IL has quoted \$1,162.50 for installing the police graphics on the vehicle. The total cost for the vehicle and outfitting will be \$51,237.50.

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 2023 Ford SUV Police Interceptor Utility AWD vehicle from Morrow Brothers Ford Inc. of Greenfield, IL for a total cost of \$40,010.00. 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 \$20,000.00. Funds are available from FY 2023 Liability, Protection and Settlement budget for this purchase.

It was moved by Mr. Clem and seconded by Dr. Banks to approve the purchase of a 2023 Ford SUV Police Interceptor Utility AWD vehicle from Morrow Brothers Ford Inc., of Greenfield, IL, for a total cost of \$40,010.00.

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

EXEMPT PURCHASE – ALEKS TESTING UNITS

The Parkland College Assessment Center uses the 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 of \$60,000.

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 recommends purchasing the ALEKS PPL testing units from McGraw-Hill of Blacklick, OH 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. Funds are available from the FY 2023 and FY 2024 operating budgets.

It was moved by Mr. Trimble and seconded by Mr. Uken to approve the purchase of ALEKS PPL testing units 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, Trimble, Uken, Voyles, and Green; NAYS—None; ABSENT—Nguyen (Student Trustee).

LEASE APPROVAL - THE ATKINS GROUP (TAG)

Parkland College Community Education will lease the fenced parking lot from The Atkins Group (TAG) Warehouse, LLC, at 2309 W. Bloomington Road, Champaign, Illinois for the truck driver training program. Having a parking lot approved by the State of Illinois is a requirement as part of the 160 hours of training to obtain a Class A Commercial Driver's License. The lot is used for instruction, hands-on practice, and testing. Students are required to complete 120 hours of observation and behind-the-wheel training, including pre-trip inspections, backing, and parallel parking, which are completed in the parking lot.

We currently lease parking lot space from Rural King and are required to provide a five-month notice of termination. The new rental lot is a fenced-in lot that will provide a less congested more convenient location and will also be safer for the students and equipment.

This is a three-year lease from March 1, 2023, through February 28, 2026. Rent will cost \$4,500.00 per month for the first year, \$4,590.00 per month for the second year, and \$4,681.80 per month for the third year for a total cost of \$165,261.60.

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 populations.

Administration recommended approval to lease the fenced parking lot at 2309 W. Bloomington Road, Champaign, IL from The Atkins Group (TAG) Warehouse, LLC, for the truck driver training program for a three-year term from March 1, 2023 through February 28, 2026, at a total cost of \$165,261.60. Funds are available from the SWFT grant and Community Education budget.

It was moved by Mr. Uken and seconded by Mr. Clem to approve the fenced parking lot lease agreement with The Atkins Group (TAG) Warehouse, LLC of Urbana, Illinois, for a three-year term at a total cost of \$165,261.60.

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

CLOSED SESSION

It was moved by Dr. Banks and seconded by Mr. Clem to go into Closed Session for the purpose of discussing the following topics:

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, Trimble, Uken, Voyles, and Green; NAYS—None; ABSENT—Nguyen (Student Trustee).

The Open Meeting resumed at 9:24 p.m.

CLOSED SESSION AUDIO APPROVAL

It was moved by Dr. Banks and seconded by Mr. Clem to approve the audio recording made of the Executive Session of February 15, 2023 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, Trimble, Uken, Voyles, and Green; NAYS—None; ABSENT—Nguyen (Student Trustee).

PERSONNEL REPORT

It was move by Mr. Clem and seconded by Dr. Banks to approve the Personnel Report for February 2023, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Trustee Trimble thanked Mr. Randles for all the work done to prepare for the Budget Workshop. He noted that it was very extensive, and he is appreciative of that.

Trustee Trimble also noted that the utilities have remained constant through the years, despite the large amount of square footage on campus. He thanked Mr. Bustard and Mr. Randles for managing that.

ADJOURNMENT

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

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

The meeting adjourned at 9:27 p.m.

Bianca Green, Vice-Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees