

**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**

JANUARY 18, 2023

ROLL CALL

The Meeting was called to order by James Voyles, Chairman, at 7:00 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, Bradley Uken, and Kha Nguyen (Student Trustee). Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustee Dana Trimble was absent.

CONSENT AGENDA MOTION

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

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

The consent agenda adopted included approval of the following items:

- Approved the minutes from the Regular Meeting held on December 21, 2022.
- Approved the voucher checks listing thru December 31, 2022, totaling \$1,641,559.85.
- Approved the recommendation by Legal Counsel that no closed session minutes be released at this time.

PUBLIC COMMENTS

Chairman Voyles opened the floor for public comments.

There were no public comments.

REPORT FROM THE PRESIDENT OF PCA

Dr. Lau introduced Adam Karch as the new Vice President of PCA.

Mr. Karch noted that there was no PCA report.

PRESIDENT'S REPORT

Dr. Pamela Lau reported on the following:

1. Congratulated Dr. Maureen Banks on her appointment to the Illinois Community College Board. Her term as an ICCB board member begins now and ends in 2029.
2. Reminded that the Budget Workshop is scheduled for next month, February 15 at 5:30 p.m. The Board meeting will follow at 7:00 p.m.
3. The HLC accreditation report continues to be delayed. Based on the latest communication from the review team chair, Parkland expects to receive the report by the end of January.
4. Spring 2023 enrollments are trending positive. Summer, Fall, and Spring were all positive enrollment numbers, which was the first time since 2010.
5. Upcoming events:
 - Athletics Hall of Fame, Saturday January 21. Reception at 12:30 p.m. Induction will be between the men's and women's game (around 2:30 p.m.). We just heard that several awardees may not be able to make it. A decision will be made by tomorrow if this event gets postponed.
 - The National Legislative Summit will be held in D.C., February 5-8. VP Stuart is finalizing the itinerary, which will include visits to several legislators and a visit to the Inside Higher Ed office.
 - February is Black History Month. Dean Turner and the committee is putting together a schedule. The calendar will be shared as soon as available.

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 reported on the following FOIA requests:

<u>Requestor</u>	<u>Information Requested</u>
Rexal Alzona	Purchasing Records
Sam Stecklow	Police Databases
Ryan Evans	Student Directory Information
Alliu Data	Insurance and Benefits Information

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for November reflect the results of operations of the College for the first six months of fiscal year 2023. The revised budget estimates indicate that expenses will exceed revenues by \$754,456 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 six 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.

Mr. Randles noted that we will also be looking into the student activity fee that hasn't been raised for over a decade.

He noted that at the Budget Workshop, we will discuss the cash on hand and the strategies for investments. Dr. Banks asked Mr. Randles to include information on the types of students who are enrolling and how that impacts the budget. Mr. Randles stated that is important since we charge differently by residency and international students.

Mr. Randles also reported that the Urban CPI was up 8%, noting that there is a clause in the union contracts that states employees get a 1% stipend for anything above 6%. Stipends are based off a measurement of medium income of each individual group.

ALIGNMENT MACHINE

A legal bid notice was placed in The News-Gazette. Bid invitations were sent to four companies requesting bids for a digital alignment machine. One vendor returned a bid.

The Automotive and Ford ASSET programs need a new alignment machine to replace one that is over 20 years old. The older model uses an outdated process that is no longer used in newer machines used in the industry.

The new alignment machine will provide the ability to make the needed digital measurements and adjustments for wheel alignment, steering angle sensors resets, and stability control systems compliance. The new alignment machine will also provide future expansion for calibrating Advanced Driver Assistance Systems (vehicles that drive themselves) as they become available.

This purchase relates to the following Strategic Goal:

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.

Bids for this purchase have been received from one vendor. The bids are as follows:

Raboin Equipment Sales	\$38,130.07
Mahomet, IL	

Administration recommended acceptance of the bid from Raboin Equipment Sales of Mahomet, IL for a total cost of \$38,130.07. Board authorization is requested since the cost exceeds \$20,000.00. Funds are available from the FY 2023 operating budget and the FY 2023 Perkins grant.

Trustee Banks asked if there is someplace where institutions advertise the RFPs or bids. Mr. Randles explained that we advertise in the News Gazette, noting that there are entities who take those ads and publish/share with the contracting community. The trustees discussed the advertising process and the pros/cons of advertising in other districts, on the website, and how to be the most effective at communicating this information to our community.

It was moved by Mr. Clem and seconded by Ms. Banks to approve the bid from Raboin Equipment Sales of Mahomet, IL for a total cost of \$38,130.07.

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

PHS EXTERIOR PARKING LOT LIGHT UPGRADE

A legal bid notice was placed in the News-Gazette for general contractors to install and make modifications to existing wiring systems for the exterior parking and walkway lights on the southwest portion of the campus. The bid was also posted on Clark Dietz's

Quest site. Seven vendors were given the bid plans. One vendor returned a bid. The job requires directional boring which may be a factor in the limited bid response.

At the September 2022 Board meeting, Protection, Health, and Safety funds in the amount of \$800,000 were approved for the design and replacement of the lights. At the November 2022 Board meeting, the Board accepted a bid for the materials portion of the project.

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.

Bids for this project have been received from one contractor. The bid is as follows:

Champaign Signal and Lighting Co. Urbana, IL	\$531,880
---	-----------

Administration recommended accepting the bid for the installation of exterior lighting fixtures and wiring from Champaign Signal and Lighting Co. of Urbana, IL for a total cost of \$531,880. Board authorization is requested since the cost exceeds \$20,000. PHS funds are available for this purchase.

Trustee Uken asked if there is any concern that there is only one bid. Mr. Randles noted that this project requires directional boring, which may have discouraged some from bidding. Mr. Bustard noted that we have worked with this vendor in the past and are happy with their bid.

It was moved by Mr. Uken and seconded by Mr. Ayers to approve the bid for installation of exterior lighting fixtures and wiring be awarded to Champaign Signal and Lighting Co. of Urbana, IL for a total cost of \$531,880.

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

NAMING PROPOSAL

A generous gift of \$25,000 has been given by Mr. Tim Wulf in support of Parkland College athletics. Mr. Wulf would like to honor Connie Richardson and Jim Reed for their years of service and dedication to Parkland Athletics with this gift. To show tribute to Connie and Jim, Mr. Wulf has asked to name the media room the "Richardson-Reed Room."

Trustee Green asked about the policy for naming college facilities. Dr. Lau noted that she had shared that information with the Board through an email and explained that we

receive very few of these requests. Ms. Wahlfeldt added that they filter these requests to ensure that it makes sense for the college before bringing them to the Board. She added that Mr. Reed felt so honored by this gift, and that he and Ms. Richardson had worked for Parkland for many years.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve naming the Parkland College Athletics' Media Room the "Richardson-Reed Room" in return for Mr. Tim Wulf's gift of \$25,000, to be used in support of Parkland College athletics.

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

APPLICATION OF FUNDS FROM EXTERNAL SOURCES

Dr. Banks inquired about the IDEAS Grant. Dr. Sutton – explained that this was the second time our faculty have applied for this one. Their hope is to explore opportunities for study abroad that go beyond what we currently have. This would allow faculty to explore and possibly expand into these areas if it fits our student's needs.

Trustees asked about tuition and fees, and our ability to attract low-income students. Dr. Lau explained that the Pell Grant will cover the cost for credit classes, but not would not be enough for living expenses. Dr. Sutton will look into specific numbers and additional funding opportunities for students. They also discussed looking at recruiting options in order to expand the opportunity for low-income students to participate.

It was moved by Dr. Banks and seconded by Mr. Uken to approve the filing of the following grant applications:

1. Illinois Arts Council Agency (IACA): Summer Youth Employment in the Arts Program
2. U.S. Department of State—Bureau of Educational and Cultural Affairs (ECA): 2023 IDEAS Grant
3. Illinois Department of Human Services and Illinois Network of Child Care Resource & Referral Agencies (INCCRRA): Strengthen and Grow Child Care Grants

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

POLICY MANUAL UPDATES (LODGED)

The Parkland College Association (PCA) and Administration have completed the latest review of the Policy and Procedures Manual. The recommended changes are being lodged and will be presented as a consent motion for approval at the February meeting.

3.48 Chosen Name Policy

This is a proposal for a new policy centered around the use of chosen name for both students and employees. The proposal is that the policy would live in Chapter 3.

We want our students and staff to feel comfortable at Parkland and part of that is creating a more inclusive environment to allow a chosen name. This includes situations where a person would like to go by a shortened version of their legal name, their middle name, and anglicized name, or a completely different name in which they identify. It will be made clear to students/employees, on the chosen name request form, the instances where chosen name can be used versus legal name. Campus Tech is also working through the technical aspects of Colleague so that we can implement use of the Chosen Name field in Colleague.

Policy 8.04 Dropping Classes and Withdrawing

Updates to reflect current practice.

Policy 8.15 Student Grievance, PCA Constitution, and PCA By-Laws

The Student Affairs Committee and Student Services, in the annual review of the Student Handbook, would like to make changes to clean up discrepancies between the policy and current practice. Some of these changes are at the request of the Student Affairs Committee to make adjustments to committee personnel in an effort to make the work more manageable and others are to streamline processes for students and modernize out of date processes.

Policy 5.11 Graduation Requirements

Changes are needed to reflect current practices.

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Dr. Banks and seconded by Ms. Green to approve the Personnel Report for January 2023.

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

TRUSTEE REPORTS

Trustee Ayers expressed that he thought it was great that Dr Banks is going to be on ICCB Board and that he feels they made a great choice. Dr. Banks noted that she is looking forward to it.

ADJOURNMENT

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

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

The meeting was adjourned at 8:17 p.m.

James Voyles, Chairman
Board of Trustees

Maureen Banks, Secretary
Board of Trustees