

**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**

July 19, 2023

ROLL CALL

The meeting was called to order by James Voyles, Chair, at 7:00 p.m. The meeting was held electronically via Teams and in Room U325, 2400 W. Bradley, Champaign, Illinois. At the direction of Chair Voyles, Krystal S. 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, Carolyn Ragsdale, Dana Trimble, and James Voyles. Also present were President Pamela Lau, representatives of the administration, faculty, staff, and public.

The motion carried by the following vote: AYES—Ayers, Banks, Clem, Ragsdale, Voyles; NAYS—None; ABSENT—Mobo (Student Trustee)

CONSENT AGENDA MOTION

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

It was moved by Ms. Green and seconded by Ms. Ragsdale 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, Ragsdale, Trimble, Voyles; NAYS—None; ABSENT—Mobo (Student Trustee).

Agenda items designated by an asterisk (*) are considered by administration to be routine items. Trustees are asked to review the agenda, and any Trustee can remove an item from the consent agenda motion for discussion prior to action being taken.

The consent agenda adopted included approval of the following items:

- Approved the Minutes from the Regular Meeting held on June 21, 2023.
- Approved the voucher checks listing thru June 30, 2023, including Board travel, totaling \$4,414,398.58.

- Declared as surplus property the following items:

<u>Description</u>	<u>Qty</u>
Hospital Beds	9

- Approved the awarding of funds from the following external sources:
 1. Illinois Department of Human Services and Illinois Network of Child Care Resource & Referral Agencies (INCCRRA): Strengthen and Grow Child Care Grants (Round 6)
 2. Illinois Community College Board (ICCB): Trades School Program Grant
 3. Local Workforce Development Board 17—LWIA 17 Youth Committee: WIOA Youth Programming
 4. Illinois Green Economy Network (IGEN): FY23 Supplemental Funding Grant
- Approved the filing of the following grant applications:
 1. Congressionally Directed Spending Request (Rep. Davis): FY2023 Community Project Funding Application—Health Professions Improvement
 2. Illinois Community College Board (ICCB): FY2024 Pipeline for the Advancement of the Healthcare Workforce (PATH)
 3. Illinois Board of Higher Education (IBHE): Illinois Cooperative Work Study Program (ICWS)
 4. U.S. Department of Justice—Office of Justice Programs: Bulletproof Vest Partnership
 5. Illinois Community College Board (ICCB): Workforce Equity Initiative (WEI)—Support for Workforce Training (SWFT)
- Approved changes to the following policies:
 1. Policy 6.02 Bad Check Fees and Responses
 2. Policy 6.03 Student Debt and Hold/Drop of Academic Records and Registration
 3. Chapter 5 End: Procedures for Other Instructional Issues
 4. Policy 8.12 Support for Students with Disabilities and Accessibility of Campus Programs and Facilities

PUBLIC COMMENTS

The Chair 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.

PRESIDENT'S REPORT

Dr. Pamela Lau updated the Board on the following:

1. **Enrollments:** Enrollments for the coming fall semester continue to be positive. An early analysis of enrollments thus far indicates areas where we are seeing positive enrollments.
2. **ICCB recognition:** On July 5, we received official notification of our recognition status from ICCB and are pleased to report that we are recognized. The college's current recognition status holds through 2028.
3. **Summer programming:** The Summer Start and Summer Best programs launched this summer using state grant funds have ended. The students report high satisfaction with the programs. The career exploration opportunities that Dr. Sutton and the faculty put together were voted as their favorite part of the program. They said that the program helped them to explore majors.
4. **Naturalization ceremony:** The naturalization ceremony was held at the Harold and Jean Miner Theatre on July 13. Dr. Lau provided remarks at the ceremony and expressed that it was particularly special to congratulate the new citizens, especially as a fellow immigrant. Everyone involved in the planning outside of Parkland was pleased with the ceremony. We will be happy to host again.
5. **Bioprocessing:** Dr. Lau shared that during the last week in June, she was invited to be on the Illinois state team at a NSF-funded Biosciences Workforce Summit for community colleges in Washington D.C. At the end of that summit, we received news that Innovate Illinois has selected two projects to compete for the EDA's Tech Hub funding. One of these projects is the Champaign-Decatur Corridor for Bioprocessing and Precision Fermentation. Parkland together with Richland Community College is a partner in the consortium that submitted a concept paper. We are currently working with UIUC and other partners to formulate a submission to the EDA for participation in the strategy and development phase for a Tech Hub.

Novak Academy: Dr. Trame updated that a rough draft of a comprehensive safety plan is in the works and is being run through the approval process. Trustees expressed concern about safety. Dr. Trame noted that there are routes and signage in place to help students navigate the campus most effectively and limit interactions.

Dr. Trame also noted that this program is set up for fifty freshman-senior age students at a time and is aimed at students who are looking for credit recovery. Trustee Green said that she would like updates on how it is going over time.

Dr. Lau updated on the following upcoming events:

- August 14 – Fall Opening Session
- August 22 – Board Retreat and dinner
- September 20 – Decennial Committee meeting and Board meeting

ENROLLMENT REPORT

Kristin Smigielski, Dean of Enrollment Management, provided an update on the following.

1. Spring 2023 end-of-semester enrollment data and related enrollment trends
2. Summer 2023 census date enrollment data and related enrollment trends

A handout was provided.

Dr. Lau noted that the U of I currently does not offer Physics online. Our tuition rate is lower, and we are confident that the content of our courses will help them be ready for their next courses.

LEGISLATIVE UPDATE

Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Innovation, provided a legislative update. A handout was provided.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Stephanie Stuart will review the following FOIA requests:

Requestor

Gene Koprowski
Gene Koprowski
Jennie Smith
Cam Rodriguez

Information Requested

E-Mail and Phone Log Records
Koprowski v. Parkland
Renovation Documentation
2021 Salary FOIA

FINANCIAL STATEMENTS

Chris Randles reported that the financial statements for June reflect the tentative results of operations of the College for fiscal year 2023. They will be adjusted for year-end accruals as that information becomes available.

- Key year end adjusting journal entries pending include: CPPRT July A/R, medical claims adjustment, retirement incentive plan accrual, pending material invoices.
- As discussed in the budget workshop and subsequent board meetings, CPPRT revenues continue to exceed historical norms, enrollment was up for FY23, and expenses have been well-managed. The net result is projected to be a healthy surplus.
- The current analytics project a \$3.4M surplus, predominantly due to the increase in enrollment. Other factors include strong EAV growth, climbing interest rates, and well-managed expenses.
- The College has received all of its FY2023 ICCB Base Operating and Equalization Grant payments.
- FORVIS (formerly BKD) has been on campus for field work on the FY2023 audit.
- 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 workshop was presented in February.
- The College will lodge a FY2024 tentative budget in July.

TENTATIVE BUDGET

Chris Randles reviewed the tentative budget for FY2024. The tentative budget will be on display for public viewing prior to final budget approval. Notice of the tentative budget will be placed in the News-Gazette.

The final budget will be presented for approval at the September 2023 Board meeting. Any questions regarding the budget prior to the September meeting may be directed to Chris Randles or Dave Donsbach.

Mr. Randles explained that we have a 70% surplus in the fund balance and about \$30 million in deferred maintenance projects. He noted that the Board could designate funds towards some of these items. The Board could also reverse the designation or review the budget mid-year, if needed.

Mr. Randles provided an example of Aviation and the cost of planes as an option where the Board could choose to designate funds to. We have a successful program, but the planes are aging out and will eventually need to be replaced. The trustees discussed partnering, grants, deferred maintenance, air traffic controller training, and additional options of covering costs for Aviation. Dr. Sutton noted that we are working with the National Aviation Association to do a review of our program and provide guidance on what the right way to go is; however, our focus has been on hiring senior flight instructors. She also explained that there may be a Department of Labor grant available that we could try to write Aviation into.

Mr. Randles noted that the budget as a whole looks good for next year. Trustee Ayers asked where the \$1 million for AGCO is coming from. Mr. Randles noted that it comes from our bonds.

RESOURCE ALLOCATION MANAGEMENT (RAMP)

The Illinois Community College Board compiles a list of capital improvement projects for community colleges that request State of Illinois funding under a program entitled Resource Allocation Management Program (RAMP). Projects submitted to ICCB under RAMP require the local community college Board of Trustees approve the project and the College must also fund a minimum of 25% of the total cost of the project. Projects submitted under RAMP are funded by the State of Illinois in the order they were submitted and by funds allocated by the State.

Parkland College will be submitting a project under RAMP for a new Physical Sciences Training Center, a new construction addition to the campus. This addition would be approximately 27,000 Square Feet of new classroom, laboratory, study, and office space potentially located adjacent to the L Wing of the main campus. The majority of the spaces would be new Chemistry and Biology laboratories and classrooms with the latest technology available. With the growth locally in health professions and in Science, Technology, Engineering, and Math (STEM), this new addition will allow for expanding enrollment in these curriculums and for the newest technology.

The current estimate (FY25) for this new construction addition is \$29,380,764.00. This cost estimate has been calculated using formulas provided by the ICCB documents in the RAMP submission procedures. The College has also retained IGW Architects of Urbana, IL to assist in the preparation of the RAMP submission and to work with the Administration and Health Professions faculty to detail the needs of this new project. The College's portion of the construction would currently be estimated at \$7,348,495.00 which is 25% of the total estimated cost.

It was moved by Mr. Ayers and seconded by Mr. Trimble to approve the submittal of the Illinois Community College Board project under the Resource Allocation Management Program for a new Physical Sciences Training Center as per the attached documents.

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

CLOSED SESSION

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

PERSONNEL REPORT

It was moved by Mr. Trimble and seconded by Mr. Ayers to approve the Personnel Report for July 2023, in accordance with the documents provided to the Board.

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

TRUSTEE REPORTS

Trustee Green expressed that she really enjoyed the program and tour today of the Learning Commons. There is so much to know about Parkland, and it is nice to see these areas in person.

Trustee Ayers noted that he would like to see a projected list of projects for the Board to review as they think about the fund balance. Trustees agreed that they would like this information so they can discuss the best strategy for the fund balance.

ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ayers and seconded by Dr. Banks for adjournment and voted AYE by all trustees present. The meeting was adjourned at 8:19 pm.

James Voyles, Chair
Board of Trustees

Maureen Banks, Secretary
Board of Trustees