

**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 18, 2023**

**ROLL CALL**

The Meeting was called to order by Bianca Green, Vice-Chair, at 7:01 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, Bianca Green, and Carolyn Ragsdale. Also present were President Pamela Lau and representatives of the administration, faculty, staff, and public. Trustees Trimble and Voyles were absent. Student Trustee Lauren Mobo joined the meeting at 7:04 p.m.

**CONSENT AGENDA MOTION**

The Vice-Chair 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, Green, and Ragsdale; NAYS—None; ABSENT—Mobo (Student Trustee), Trimble, and Voyles.

The consent agenda adopted included approval of the following items:

- Approved Minutes from the Regular and Closed Session Meetings held on September 20, 2023.
- Approved the voucher checks listing thru September 30, 2023, totaling \$7,109,469.76.
- Approved the awarding of funds from the following external sources:
  - Illinois Community College Board (ICCB): FY24 Federal Postsecondary Perkins Basic Grant - Career and Technical Education
  - Congressionally Directed Spending Request (Rep. Davis): FY2023 Community Project Funding Application—Health Professions Improvement (via HRSA)
  - Illinois Community College Board (ICCB): Adult Education and Literacy Grant

- Illinois Community College Board (ICCB): Integrated English Language and Civics Education Renewal
- Approved the filing of the following grant applications from the following external sources:
  - Illinois Department of Commerce & Economic Opportunity (DCEO): Illinois Clean Jobs Workforce Network Program (“CEJA”)—East Central Illinois Hub (ECIH)
  - American Association of Community Colleges (AACC): Cyber Skills for All: Community Colleges Lead the Way
  - National Science Foundation (NSF): Research Experiences for Undergraduates (REU)—Microbial Interactions Create Research Opportunities for Community College Students (MICRO-CCs)
- Declared as surplus property the following items:

| <u>Description</u>                 | <u>Quantity</u> |
|------------------------------------|-----------------|
| Bassinett with cabinet             | 1               |
| Rolling storage cabinet            | 1               |
| Wooden side table for hospital bed | 1               |
| Plastic life-size skeleton         | 1               |

### **PUBLIC COMMENTS**

The Vice-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 provided the following report to the Board:

- **Enrollment:** Noted that we are still trending positive to fall semester a year ago and that Dean Smigielski will present her summer and preliminary fall enrollment report this evening.
- **ACCT:** Thanked the trustees who attended the ACCT Leadership Congress. She noted that it was a great learning experience as well as a time to galvanize ourselves around major priorities for community colleges. Parkland showcased the work of the college through our presentation “The Multigenerational Impact of Supporting Student Parents.” Dr. Marietta Turner and Dr. Trame presented on her work supporting students who are expectant mothers and VP Stuart discussed the work of

the Child Development Center and how the federal CCAMPIS grant is used to support student parents through childcare stipends.

- **Outreach Events to High School Aged Students**

- **Manufacturing Day:** 116 students from District 505 high schools participated in Manufacturing Day on Thursday, October 5. This was organized by the Champaign County Chamber of Commerce in collaboration with Parkland and EFE #330. Students had the opportunity to visit several manufacturing plants and learn about career options in manufacturing. 6 employers participated including Silgan Closures, H3 Manufacturing, Kraft Heinz, Plastipak, Wagner Machine, and Advanced Filtration Systems. They welcomed the student visitors to their plants, showcasing their version of the maker processes and sponsored the breakfast and lunch.
- **Business and Entrepreneurship Experience (BEE):** The Business and Accounting faculty together with several other program areas hosted this event on Thursday, October 12. 193 students from 14 high schools participated in four hands-on learning sessions - Marketing Mayhem, Secrets to Success, Not So Petty Cash, and The Entrepreneurship Mindset. Admissions led the students on a campus tour, we served lunch, and students received department information and went home with swag.
- **Serv-Con:** Land Surveying and Construction Management faculty, Kory Allred and Dustin Stuart, hosted this event for high school students on Friday, October 13. 16 students attended. They tried out hands-on applications of GPS equipment and a teamwork project to construct a 10'x 10' wall. Students were provided lunch, programmatic information, and received a new tape measure.

- **Outreach to the Community**

- Parkland's Counseling Services co-sponsored the **Black Mental Health and Wellness Conference** together with The Champaign County Community Coalition on September 30. The primary organizer was Donna Tanner-Harold, retired Parkland counselor who continues to use her professional skills to advocate for the well-being of all but for the Black community in particular. 178 people signed up. Dr. Lau provided the opening welcome address, and the first floor of the U building was filled with conference attendees and exhibitors who used the opportunity to hand out information about their mental health services. Parkland's counselors under Dean Stephanie Davingman's leadership helped with planning and logistics.
- **NSF ATE Grant** - Parkland submitted its application for a national center for agriculture to the National Science Foundation Advanced Technological Education program on October 5.  
Dean Baker updated that we are very grateful for this submission and the work of the Grants team. The National Ag Tech Center (NATEC) would be a national collaborative network with two primary objectives: 1) reduce workforce and skills gaps in agriculture. 2) expand access to career pathways in the ag industry. He explained that the NSF provides funding for community colleges to develop ATE projects. The NATEC would serve as a hub and resource for the

development, implementation, and communication across those projects to create a national change in the workforce development pipeline. This grant would be for \$7.5 million over 5 years, which includes \$2 million in indirect (no strings attached) funding. That would be used to hire 4 additional full-time staff, offset the salaries of 3 existing parkland staff, and provide awards to 10 other entities. 50 partners have signed on (19 community colleges, 23 industry and workforce agencies, 5 NSF national centers, and 3 individuals). In addition, a few more expressed interest in partnering after the proposal was submitted. The work would take place through three sector teams working to align curriculum, apprenticeships programs, career pathway opportunities, curriculum and transfer agreements, and other projects. There will be six regional coordinators, a steering team, and a national advisory board to oversee the project. This would provide Parkland the opportunity to be on the leading edge of national and systemic reform in ag education and national industry developments. He noted that we hope to hear something by April.

- **Other Achievements**

- **Published!** Dr. Isabel Scarborough is Faculty Chair for the Arts, Music, and Social Sciences. In 2021, she was selected as a Mellon/American Council of Learned Societies (ACLS) Community College Faculty Fellow. This fellowship funded additional work with students in Parkland's cultural anthropology students. Professor Scarborough with four students researched how imposed social distancing during the pandemic impacted social interactions among community college students. The research period stretched from the height of COVID-19 restrictions to the period after the restrictions. The resulting write-up of this research has been accepted for publication in the peer-reviewed journal, *Teaching and Learning Anthropology* in its Spring 2024 issue.
- **Fulbright Scholar in Residence:** The college has been selected to be a Fulbright Scholar-in-Residence host institution for the 2024-2025 academic year. In our application, we asked to host a scholar-artist from Africa, specifically from Cote d'Ivoire, Congo, or Senegal. We are now awaiting a Fulbright scholar from one of these countries to be recruited to spend a year at Parkland. Dr. Joseph Walwik, Dean of Arts and Sciences, spearheaded this initiative to seek out different ways for diversifying and internationalizing our faculty. This will be a Parkland first.

- **Upcoming Events**

1. **AGCO Groundbreaking:** The AGCO Groundbreaking Ceremony will be held Thursday, October 19 at 10 a.m. Please come directly to the designated plot between the W and T buildings. Secretary Banks and Dr. Lau will deliver remarks and each trustee present will participate. There will be a photo op with specially ordered shovels. It will be a momentous ceremony.
2. **Creating Impact Celebration – October 26:** This is the Foundation's annual fundraiser for scholarships. We will recognize donors in the President Circle, recognize alums, and raise funds to support our students. Please reach out to Krystal if you need her to re-send you details on how to RSVP.

### **ENROLLMENT REPORT**

Kristin Smigielski, Dean of Enrollment, reported on the following and a handout was provided.

1. End of Term Summer Enrollment Report
2. Preliminary Fall Enrollment Report

She noted that ICCB will come out soon with the official comparison but shared the self-reported comparison for headcount, noting that we've seen about a 4-6% increase. She also noted that we have steps in place to move the BOT scholarship back to the full 100%, and shared information on the Parkland Pathway and Cobra Comeback programs.

### **WEI/SWFT/PATH UPDATES**

Alicia Beck, Director of Support for Workforce Training, provided updates related to the Workforce Equity Initiative (WEI), Support for Workforce Training (SWFT), and Pipeline for the Advancement of the Healthcare Workforce (PATH) programs. A handout was provided.

Ms. Beck thanked the team that works in her office. She noted that they are in their fifth year of funding and have received a cumulative funding of \$6.3 million so far. She noted that the program has a livable wage goal for students of \$22.74, calculated by the MIT Wage Calculator and the data is updated annually.

Dr. Banks asked what we were doing to find students. Ms. Beck noted that we are working with community organizations, attending community events, and showing up in those neighborhoods. She also updated that they are working on a five-year DEI Center Employer Engagement Plan and the implementation of a database for employers.

She also noted that we have applied for and are working in cooperation with DAAC for the Climate & Equitable Jobs ACT (CEJA) grant. This will be to create a hub to provide additional training to faculty and creation of curriculum. The total funding request is just over \$1.8 million. We hope to hear by end of the year and would not likely begin until summer.

### **ATHLETICS UPDATE**

Michael Trame, Vice President for Student Services, updated that in order to provide equal opportunities for male and female students, under the Title IX obligations, Parkland has decided to add Women's Cross Country. A handout was provided.

Dr. Trame and the Board reviewed and discussed the Title IX obligations, reviewed the student enrollment and substantial proportionality data, discussed why cross country was chosen, and the next steps.

He noted that the press release is scheduled to go out tomorrow.

### **LEGISLATIVE UPDATE**

Stephanie Stuart, Vice President for Strategic Partnerships and Workforce Innovations, provided 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**

Michael Rost

#### **Information Requested**

Insurance Information

### **FINANCIAL STATEMENTS**

Chris Randles reported that the financial statements for September reflect the results of operations of the College for the first three months of fiscal year 2024. The revised budget estimates indicate that expenses will exceed revenues by \$215,578.

- The key factors for the College's operating results in FY2024 will be tuition & fee revenues (enrollment), CPPRT revenues, and self-funded health claims' expenses.
- The FY2024 draft audited beginning operating fund balance is \$41.2M. This amount is 66% of current budgeted operating expenditures.
- The FY2024 final budget projected a \$43,429 surplus.
- The FY2024 College tentative budget was lodged in July.
- The FY2024 College final budget was approved in September.
- The FY2023 College audit will be presented in October.
- The TY2023 tax levy will be presented in November or December.

Mr. Donsbach thanked the various departments that helped gather the information needed for the audit. Heather Powell from Forvis updated that the audit had an unmodified, or clean, opinion. A handout was provided.

### **FY2023 AUDIT**

The FY23 Comprehensive Annual Financial Report (CAFR) was presented by Chris Randles and representatives from FORVIS (formerly BKD).

It was moved by Ms. Ragsdale and seconded by Dr. Banks to approve the FY2023 audit as presented.

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

### **TRUTH IN TAXATION – TAX LEVY ESTIMATED AMOUNTS NECESSARY**

The Illinois' Truth in Taxation Law requires that taxing districts estimate the amounts of money needed from their tax levy at least 20 days prior to adopting their final annual levy. See 35 ILCS 200/18-55 et seq.

Therefore, taxing districts adopting a resolution authorizing the final aggregate tax levy at their November 2023 board meetings should disclose the estimated amounts necessary to be levied at their October 2023 board meetings, assuming there will be at least 20 days between the meetings.

Vice-President of Administrative Services/CFO, Christopher Randles, presented and discuss the estimated amounts of money needed from the upcoming TY2023 Tax Levy. A handout was provided.

### **EXEMPT PURCHASE – PITNEY BOWES EQUIPMENT LEASE**

In support of the ongoing mailing needs of the Campus, Mailroom Services administration plans to renew an expiring equipment lease for a SendPro meter machine with Pitney Bowes. Pitney Bowes is a global shipping and mailing company that provides equipment and services to support the Parkland College Print Shop and Mailroom Services department. The SendPro P3000 Series meter postal machine allows the Parkland Mailroom to meter mail, and the SendPro's shipping software allows the mailroom to see all online multi-carrier shipping rates. The lease renewal would be for 60 months at \$818.39 per month, for a total cost of \$49,103.40.

Mailroom Services administration has explored other potential suppliers but found that they were not able to provide the level of service needed by the Mailroom. Parkland College has a long-standing relationship with the team at Pitney Bowes, who have continued to provide outstanding service over the course of current and previous equipment contracts.

In addition to the expiration of the five-year lease of its current Pitney Bowes mail machine, Mailroom Services is facing the need to upgrade its mailing technology. The U.S. Postal Service is transitioning to new technology that utilizes IMI (Information-Based Indicia) compliant for postage meters, replacing the outdated IBI (Information-Based Indicia) mail machines used by Mailroom Services' current SendPro machine. The new SendPro P3000 will be compliant with the upcoming technological requirements.

This purchase relates to the following strategic goals:

**Goal C: Enrich the Community:** Parkland College will work collaboratively to enrich the District 505 community.

**C4:** Effectively market and promote the college, its programs, and services to raise awareness of opportunities for social and economic mobility and career advancement; increase awareness of the college's priorities among key stakeholders, including policymakers.

**Goal E: Secure our Future:** Parkland College will strive for sustainable fiscal vitality emphasizing a continued investment in the human, technological, physical, and virtual assets of the college.

**E2:** Create an environment of accessible technology that supports and secures the college's learning experiences, business operations, and digital assets.

Administration recommended approving the five-year lease for the SendPro P3000 Series meter postal machine with Pitney Bowes of Stamford, CT for a total cost of \$49,103.40. 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 \$20,000.00. Funds for this purchase are available in the operating budget.

It was moved by Mr. Ayers and seconded by Ms. Ragsdale to approve the 60-month SendPro P3000 Series meter postal machine lease from Pitney Bowes of Stamford, CT for a total cost of \$49,103.40.

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

#### **EXEMPT PURCHASE – CAREER EXPLORATION GUIDES**

Education for Employment and Parkland College are collaborating to customize, print, and distribute 4,000 copies of The Career Guide that is specific to our district and the career options, educational options, and employers of our region. The Career Guide is a publication by the Illinois State Board of Education (ISBE) to promote career exploration for middle and high school students, and to help students align their career pathway plans with postsecondary options. ISBE has contracted with CareerTech Media for the design and development of the guide. This project aligns with the college priority of encouraging career exploration while in high school and meets goals of the Community College Collaborations with Early Adopters of College and Career Pathway Endorsements grant by providing information to students about career pathway endorsements and Parkland educational options.

This purchase relates to the following strategic goals:

**Goal C: Enrich the Community:** Parkland College will work collaboratively to enrich the District 505 community.

**C2:** Collaborate with K-12 districts and community-based organizations to develop curriculum and deliver systems to sustain a college-going culture, increase opportunities for students to begin and accelerate progress on college and career pathways, and promote students' college success skills.

**C4:** Effectively market and promote the college, its programs, and services to raise awareness of opportunities for social and economic mobility and career advancement; increase awareness of the college's priorities among key stakeholders, including policymakers.

Administration recommended the purchase of 4,000 regionally customized editions of the 2023 Career Guide from CareerTech Media of Northfield, IL for a total cost of \$31,000. This item is exempt from formal bid requirement per the Illinois Community College Act, Section 805/3-27.1 (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 and (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 for this purchase from the Community College Collaborations with Early Adopters of College and Career Pathway Endorsements grant and the FY2024 Perkins grant.

It was moved by Dr. Banks and seconded by Mr. Ayers to approve the customization and printing of 4,000 copies of the Career Guide from CareerTech Media of Northfield, IL for a total cost of \$31,000.

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

#### **EXEMPT PURCHASE – CBE CONSULTANT SERVICES FOR ATOMAT PROJECT**

Through its acceptance of the U.S. Department of Labor Employment and Training Strengthening Community Colleges Training Grant CC-38940-22-60-A-17, Parkland College is required to procure the services of a consultant to lead seven institutions through the development of 10 Competency-Based Education (CBE) programs. Parkland College is the lead institution for the project, awarded to a consortium of seven Illinois community colleges. The project budget includes \$150,000 for consultants.

The Competency-Based Education Network, Inc. (C-BEN) of Frankin, Tennessee, has contracted with ICCB to guide CBE program development in Illinois and is the only known consultant for community colleges regarding CBE. C-BEN was the CBE consultant of record for Parkland College's previous work under the ICCB funded CBE grant and Parkland is a partner with ICCB in the continued efforts to align CBE programs in the State.

The C-BEN consulting services offered in the contract with Parkland College include a Quality Review of two partially built CBE programs (one at Parkland College and one at Rend

Lake College) with feedback and coaching, a Curricular Workshop Series on CBE Program Build with coaching, the workshop recordings, and workshop slide decks.

This purchase relates to the following strategic goals:

**Goal B: Enhance Teaching and Learning:** Parkland College will continually improve teaching practices and enhance learning opportunities to maintain excellence in its academic programs.

**B2:** Ensure consistent excellence and quality in teaching and learning through coordinated learning outcomes assessment and comprehensive, regular, and consistent program review.

**B3:** Create flexible, accessible learning environments that encourage students to participate in and take responsibility for their own education.

**B4:** Implement coordinated pedagogical interventions in and outside the classroom to reduce course completion and credential attainment gaps associated with learning differences, income, gender, race, and ethnicity.

Administration recommended approval of the contract for CBE consulting services from C-BEN of Franklin, TN for a total cost of \$128,460. This item is 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 U.S. Department of Labor Employment and Training Administration Grant (ATOMAT Project) for this purchase.

It was moved by Mr. Ayers and seconded by Mr. Clem to approve the contract with C-BEN of Franklin, TN for consulting services related to the development of Competency Based Education for a total cost of \$128,460.

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

### **BOARD APPROVAL – TWO FANUC STUDENT TRAINING SYSTEMS**

A legal bid ad was placed in the News-Gazette requesting bids for two Fanuc Student Training Systems. The bid also appeared on the Parkland College website. Bid invitations were sent to three vendors. One vendor submitted a bid.

The two Fanuc Student Training Systems will update and expand the capacity of our Electronics program. The Fanuc training systems will give ECS students the opportunity to work with the same type of robotics platform they would be most likely to encounter in industry, giving them an advantage in the workplace. These units are designed to be safe and self-contained and, along with the curriculum, will align Parkland's robotics program with the most up-to-date and relevant technology and learning outcomes.



**PERSONNEL REPORT**

It was moved by Dr. Banks and seconded by Ms. Ragsdale to approve the Personnel Report for October 2023, in accordance with the documents that were provided to the Board.

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

**TRUSTEE REPORTS**

Dr. Banks reported that she attended the ACCT Leadership Congress and that the presentation put on by Dr. Lau and the executive team was excellent and well received. She noted that people looked forward to what Parkland had to say, and Parkland said it well. Mr. Ayers added that he has never seen a presentation with that type of topic there before.

Ms. Green shared that she invited Dr. Lau to speak at one of the organizations she is involved with, and Dr. Lau did a fantastic job. Many people said they felt energized about Parkland after hearing her speak.

Ms. Green also noted that the SURS Board is heading into an election cycle and looking to get the word out to community college trustees. She encouraged everyone to pass the word. The information is available on the SURS website.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Clem and seconded by Mr. Ayers for adjournment and voted AYE by all trustees present. The meeting was adjourned at 9:10 p.m.

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Bianca Green, Vice-Chair  
Board of Trustees

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Maureen Banks, Secretary  
Board of Trustees